



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 18.3	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: March 1, 2018	NUMBER OF PAGES: 13
CFA STANDARD: 14 SUBJECT: Patrol – VEHICLES-HANDLING AND EQUIPMENT	NEW () RESCINDS (X) AMENDS (x) OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: 14.08M, 14.09M

SECTIONS:

- 18.3.1 **Equipment, Patrol Vehicles, Take Home Program**
- 18.3.2 **Supplies, Patrol Vehicles**
- 18.3.3 **Use of Safety Belts**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines concerning vehicle equipment, supplies and safety belts.

SCOPE: All departmental personnel.

POLICY: Vehicles belonging to the Department will be equipped and handled in a manner that reflects well on the professionalism of the Agency and its members and helps promote completing the mission of the South Miami Police Department.

DEFINITIONS:

Marked Patrol Vehicle: A City owned or leased vehicle assigned to the Patrol, which possesses certain markings, and equipment that distinguishes it as a police vehicle.

Pool Vehicle: Any vehicle that is not assigned to a specific member.

Specialized Vehicles: Any City owned or leased vehicle, which does not fall within the other listed classifications. Examples of specialized vehicles are the Prisoner Van, SUVs, etc.

Take Home Vehicle: A City owned or leased vehicle in any of the several categories of vehicles described herein, assigned to a member to be taken home at the conclusion of the member's tour of duty.

Unauthorized Passenger: Any passenger in or on a police vehicle who:

1. Is not a City employee, or
2. Is within or on the vehicle for other than a bona-fide police or law enforcement purpose, or
3. Is, in instances unrelated to the above, within or on the vehicle without the express authorization of the Chief of Police.

Unmarked Police Vehicle: A City owned or leased vehicle, which does not possess markings, or equipment that would distinguish it as a police vehicle.

PROCEDURES:

18.3.1 Equipment, Patrol Vehicles

A. All vehicles used in routine or general patrol service will be conspicuously marked and equipped to be readily identifiable to the public as police vehicles. They will be marked on both sides with South Miami Police Department identifying the vehicle as a police vehicle. In addition, the vehicle will be marked with reflective striping and decals, and the vehicle number (the number will be marked on the roof, the front and the rear bumper of each vehicle).

1. All marked patrol vehicles will be equipped with roof mounted emergency lights that are visible when in operation, and an audible siren with a public address system. Emergency lights will consist of a combination of red and blue lights, with an integrated alley/takedown light system. [CFA 14.08M(a)]
2. Unmarked vehicles will be equipped with interior emergency lights and a siren similar to marked patrol vehicles.

B. Vehicle Keys

The KeyTrak maintains keys for vehicles. Officers driving pool vehicles will check out keys at the beginning of the shift. Vehicle keys, once checked out, shall be returned to the KeyTrak prior to the end of a member's tour of duty.

1. KeyTrak shall conduct a key inventory. Pool vehicle keys are not to be taken home. If keys are missing, an effort to locate the keys will be made by contacting the last driver.
2. Spare keys are available only as needed from KeyTrak.

C. Take-Home Vehicles and Assigned Vehicles

Any police department vehicle, assigned take home vehicle, specialty vehicle, or pool vehicle with equipment that may become damaged or worn out during the

course of duty, regular use, or other damage by wear and tear, shall be reported to the assignees supervisor, and a motor pool repair form completed, as soon as practicable. Examples include burned out bulbs, worn tires, brakes or other emergency or non-emergency equipment.

Examples of emergency equipment include PA, siren, light bar, headlights, and special purpose strobe, halogen, flashing, or LED lights. Car mounted trunking radios are exempt from this requirement, as the Officer is issued a hand-held radio; the vehicle should be taken to the Radio Shop as soon as practicable.

If a take-home vehicle is deadlined, then arrangements shall be made to take the vehicle to the motor pool. This will be coordinated with the fleet manager.

1. Take home vehicles shall only be assigned when specifically authorized by the Chief of Police, as indicated by the Collective Bargaining Agreement.
 - a. Vehicle assignments shall be made by the Chief of Police after recommendations are made by the vehicle selection committee. The committee shall be comprised of the Assistant Chief, Operations Bureau Captain, Investigative Lieutenant, Services Unit supervisor, and a designated Patrol lieutenant.
 - b. The vehicle selection committee shall use the following criteria to determine vehicle assignments:
 1. Vehicle Year and Mileage
 2. Officer Performance
 3. Last Annual Evaluation
 4. Driving History
 5. Vehicle Inspection Reports
 6. Disciplinary Action
 7. Coaching Reports
 - c. The vehicle selection committee shall then make a report to the Chief of Police with recommendations. The Chief of Police shall have the final decision on all vehicle assignments.
 - d. SMPD sworn personnel residing in Miami Dade or Broward counties will be assigned a twenty-four (24) hour police vehicle (take home vehicle) upon his/her successful completion of the Field Training Program pursuant to the terms of the respective collective bargaining agreements. Officers who live outside of Miami-Dade or Broward counties will not be issued a twenty-four (24) hour police vehicle.

- e. Eligibility status for the following circumstances will be at the discretion of the Chief of Police who may require these members to bring their assigned vehicles to the SMPD for storage:
 - 1. Members on light duty status
 - 2. Members under suspension
 - 3. Members on extended leave for more than 40 hours or detached from the SMPD for more than 40 hours.
 - 4. Members involved in a vehicular accident determined to be preventable by the Chief of Police's Accident Review Board (General Orders 29.2) can lose the privilege of a twenty-four (24) hour vehicle for a specified period as solely determine by the Chief of Police.
 - 5. Members committing any inappropriate action, other than a vehicle accident, may lose the privilege as solely determined by the Chief of Police.
 - f. Reassignment or replacement will occur when scheduled by the Fleet Manager.
 - g. Senior members may not "bump" a junior member for their assigned vehicle: however, they will assume a position on the waiting list commensurate with their seniority (No Bump Rule).
- 2. Members shall not allow unauthorized passengers to ride in their take home vehicle.
 - 3. Members are strictly prohibited to transport alcoholic beverages of any type in a City vehicle, unless in the performance of duties.
 - 4. When used for out of town training, the vehicle will not be used for travel to a business of questionable nature or to any establishment, which is primarily engaged in the sale of alcoholic beverages.
 - 5. Copies of all Uniform Patrol and Criminal Investigation vehicle keys will be maintained in the Departments **KeyTrak System**.
 - 6. Members/employees shall use unassigned SMPD vehicles only with the permission of or when directed by a supervisor.
 - 7. Only the member assigned to the vehicle or other specifically authorized persons shall operate said vehicle. Marked vehicles will not be driven by non sworn employees, except for authorized city personnel or employees at authorized maintenance facility for the purpose of vehicle maintenance or repair.

8. Operators of SMPD vehicles must possess and carry a valid Florida operator's license.

9. Vehicles shall be used for SMPD business only with noted exceptions.

a. Vehicles will not be utilized for non police activity outside the jurisdiction of the City of South Miami, except members may utilize assigned vehicles for personal business when traveling portal to portal during official business.

Members will not be allowed to travel further than two (2) miles from the route home. Portal to portal is defined as traveling from home to a job related event or from a job related event home.

Members shall not drive their assigned vehicles to establishments which are primarily engaged in the sale and/or on premises consumption of alcoholic beverages, to businesses of a questionable nature, or to any other establishments specifically prohibited by the Chief of Police.

b. Members traveling to and from their homes shall take action or assist persons needing help within the City of South Miami. Outside the jurisdictional boundaries of the City of South Miami, members will provide initial police service, as needed for public well being, and will contact the Communications Center to have the appropriate agency respond.

c. Members will not be compensated when going from home to a job related event or job related event to home.

d. Utilization of the assigned vehicle for any unauthorized personal compensation is prohibited.

D. Every member employee assigned to operate an SMPD vehicle shall be held accountable for the proper use, care and cleanliness of the vehicle interior and exterior and all equipment and tools assigned to the vehicle.

1. At the beginning of each tour of duty, members/employees assigned to SMPD vehicles shall carefully inspect the vehicle to ensure that it is serviceable, safe to operate and is not damaged. This inspection shall include all safety and first aid equipment located in the trunk or storage compartments.
 2. Defects and/or damage shall be immediately reported to the member's/employee's supervisor.
 3. Members shall report any mechanical problems to their immediate supervisor and to the Fleet Manager via electronic mail.
 4. Members/ employees shall ensure that the vehicle they use is clean and adequately fueled at all times.
- E. No unauthorized armament will be transported in the police vehicle.
- F. Drivers will conform to all state and local laws regarding regulations of traffic and parking laws. Applicable standard operating procedures will be maintained, whether on or off duty, while operating an assigned vehicle.
1. They shall not drive, operate, or park vehicles in such a manner as to reflect discredit upon the SMPD.
 2. Members/employees shall observe all safe driving practices and basic courtesy.
 3. Members experiencing any type of impairment or condition which may adversely affect their safe operation of a motor vehicle shall not operate any SMPD vehicle.
- G. Members shall not transport alcoholic beverages or unlawful drugs of any type in their vehicle unless within the scope of their official duties, i.e. a sworn officer transporting evidence.
- H. Members shall, at all times while operating their assigned vehicle, monitor the main police radio channel. Transmissions shall be restricted to police business only.
- I. Members operating vehicles will be appropriately attired, i.e. uniform, court attire, slacks/pants, shirt/blouse and closed toe shoes, and shall be equipped with handgun, badge, identification and handcuffs. Members scheduled for training shall be attired as deemed appropriate by the Department Rules and Regulations and designated on the training notice.

- J. A member/employee involved in a traffic crash with a police department vehicle shall report same to the jurisdiction of occurrence and also to the on duty Shift Supervisor. The Shift Supervisor shall ensure that the crash is investigated and all paperwork collected and distributed in the same manner as on-duty crashes.
- K. Traffic crash damage to vehicles shall be reported on a Florida Traffic Crash Report. Damage caused by criminal mischief, unknown, or any other means shall be reported on an Offense/Incident Report. The shift supervisor will contact the respective Patrol Lieutenant and the HR Director.
- L. Members/ employees shall close the windows, turn off the radio and engine, remove the keys and lock the doors when leaving a vehicle unattended, unless the emergency overhead beacons must be left on for traffic control or safety. Canine vehicles are exempt from these provisions when the canine stays in the vehicle.
- M. Members/employees shall use all safety equipment available to them in the operation of a motor vehicle. Seat belts shall be worn by all persons when operating/occupying vehicles so equipped.
- N. Prisoners shall not be left unattended in a vehicle.
- O. Members/employees shall not allow persons to remain near the exhaust of a running vehicle.
- P. Members are prohibited from smoking inside of and/or within 20 feet of any police vehicles.
- Q. Sick or injured persons shall not be transported or allowed inside and SMPD vehicle, except in emergencies where no other transport is available or likely to be available.
- R. Members must receive prior approval from their immediate or on duty supervisor to transport civilians, whether in a pool or an assigned vehicle.
- S. Motorcycle officers shall utilize an approved helmet and eye protection when operating SMPD motorcycle.
- T. Confidential License Plate: All Department-owned vehicles shall have either a city plate or confidential plate attached. All confidential plates are assigned by the State of Florida to specific vehicles. The plate shall be attached to that vehicle ONLY. Command personnel who are responsible for any police vehicle(s), which has been assigned a confidential plate, are also responsible for:
 - 1. Establishment of an Administrative File, by the vehicle number, containing a full description of the vehicle concerned along with the City plate.

2. Upon permanent removal of the vehicle from service (trade or wreck), the confidential plate shall be removed from the vehicle. The City plate and confidential plate shall be delivered to the office of the Chief of Police as soon as possible so that both plates may be disposed of properly. Under no circumstances shall that confidential plate be left with the vehicle or attached to any other vehicle.
- U. When K-9 vehicles are not available for use, K-9 officers will follow the following procedures:
1. Utilize the available K-9 pool vehicle.
 2. Use another assigned K-9 vehicle, if available.
 3. If they are not available, the K-9 officer will make arrangements to transport the K-9 dog home and will be temporarily assigned to normal patrol duties, utilizing a pool vehicle.
- V. In case of promotion/transfer, assigned vehicles will remain within the division originally assigned.
- W. In the event that the Police Department is under a Control Plan or other emergency situation, or in the event that, for whatever reason, there are not an adequate number of vehicles for a division to properly function, part or all of the assigned vehicle program may be suspended until the fleet has been replenished.
- X. Care and Maintenance:
1. Members shall be responsible and pay for the change of motor oil and oil filter. Members shall have the option to select to use a synthetic motor oil every 5,000 miles or standard motor oil every 3,000 miles. The change of motor oil and filter shall be done at an establishment having an ASE certified mechanic. Members shall submit a copy of the receipt detailing the vehicle license plate number, make and model of the police vehicle, the name of the driver, date of the motor oil change, and the name, address, and contact information of the establishment performing the oil change to the City's motor pool. Each member must retain a copy of the receipt for a period of three (3) years and must make it available during vehicle inspections. Except that the member assigned to the Ford Excursion truck shall deliver the vehicle to the City Motor Pool for scheduled oil changes every 5,000 miles.
 2. Officers are responsible to maintain a good spare tire and the tools necessary to change the tire. Should a flat tire occur outside the jurisdictional boundaries of the City of South Miami, the officer may have a service

change the tire for a fee and will be reimbursed by the department. The cap for payment is yet to be determined.

3. Supervisors shall be responsible for weekly inspections of members' vehicles under their command. Vehicles shall be inspected for maintenance records, cleanliness, wear and tear, and required equipment in good working order.
4. Members shall, at all times, operate their vehicles with reasonable prudence in order to maintain them at the highest level of operating efficiency.
5. Any theft of equipment from an assigned vehicle shall be immediately reported to their supervisor.
6. If a vehicle is damaged in any manner because of failure to appropriately adhere to the manufacturer's maintenance schedule or operational neglect which results in the vehicle being disabled or inoperable, the officer will reimburse the City for repairs and would be subject to disciplinary action including reprimand, suspension and/or termination of employment.
7. Personnel shall NOT:
 - a. Add accessories or equipment without the approval of the Chief of Police.
 - b. Affix any unauthorized sticker, sign, apparatus or appendage to the assigned vehicle.
 - c. Use or introduce any fuel, oil, lubricant or additive other than those authorized by the Fleet Manager.

Y. Security of Vehicles:

1. Portable radios, cellular phones and other removable, equipment, either departmental issue or personal, shall be removed from assigned vehicles when left unattended at the member's residence.
2. Members shall remove firearms and rifles from the passenger compartments of assigned vehicles when left unattended, except firearms in secure/locked department installed AR-15 or shotgun mounts. If driven as a take-home vehicle, all weapons will be removed from the car when parked at the officer's home.
3. Assigned vehicles shall be properly parked and secured at all times.

Z. Parking and Storage:

Members will not leave their personal vehicles at the station for longer than 48 hours unless out of town on Department-related business.

AA. Pool Vehicles:

1. If officer's assigned vehicle is not available, he/she should use a pool vehicle while on duty, The Department will not provide a replacement vehicle for those vehicles out of service in excess of 24 hours. Pool vehicles include the prisoner van. Keys to the assigned or pool vehicles may be obtained from a supervisor. All supervisors shall be authorized to access keys of patrol vehicle through the Key Track System.
2. If no pool vehicle is available, the officer shall check with a supervisor to determine if they are being used for off-duty details. Regular duty will take priority over off-duty use regarding pool cars.

Violation of any part of this policy could lead to removal of the take home car/twenty four (24) vehicle assignment privileges upon determination by the Chief of Police.

18.3.2 Supplies, Patrol Vehicles

- A. Care of Police Vehicles: Members shall examine their vehicle at the beginning and at the conclusion of their tour of duty for any visible exterior damage. If new or unreported damage is suspected, the member will report the damage to the Sergeant. The supervisor will begin an immediate investigation to determine who was responsible for the unreported damage. The supervisor will complete a vehicle damage memorandum and forward it to the respective Uniform Patrol Lieutenant.
1. Members shall also examine their vehicle for any missing equipment and indicate equipment status on the back of their Daily Activity Report. If any equipment is missing, they will immediately notify their supervisor, who will replace the equipment.
 - a. It is the employee's responsibility to check tires before beginning a tour of duty. On take-home vehicles, oil shall be checked weekly by the Officer the car is assigned to. On pool cars, the fleet manager is responsible to see that the vehicles are in a state of readiness.
 2. An examination of the interior of the vehicle shall be conducted for the purpose of locating any contraband, evidence and/or weapons. Such interior examinations shall be conducted prior to using the vehicle and at the conclusion of each tour of duty. A similar examination shall be conducted before and after confinement of any person in the rear of the vehicle.

3. Any time that evidence, contraband or weapons are discovered in the vehicle, the member's immediate supervisor shall be notified.
4. No modifications shall be made to any police vehicle without authorization from the Services Lieutenant. Modifications include, but are not limited to:
 - a. Window tinting, stickers or signs;
 - b. Emergency equipment installation;
 - c. Remove, alter, or placing holes in equipment, or in the vehicle body in general;
 - d. Design, appearance, markings, mechanical or electrical system; and
 - e. Placing items, decals, flags or markings.
 - f. FM Radio/CD players, Sirius radio, speakers, etc. may be installed in take-home cars without prior approval.

If extra strobes or LED lights are installed permanently by permission of the Fleet Manager, they shall be installed by the technician who the Department uses for emergency equipment installation contractor in police vehicles, at the discretion of the Fleet Manager.

5. Before leaving the police parking lot, members shall insure that the vehicle has a sufficient amount of gasoline to last throughout the member's tour of duty. Members should not let gas tanks go below ½ a tank.
6. At the end of a tour of duty, patrol or "pool vehicles" will not be left on the line with less than a one-half (½) tank of gasoline.
 - a. Officers are to make an entry on their worksheet indicating the time, and gallons added, using code "05".
7. Police vehicles will not be used as "road service" vehicles. This is to include pushing or pulling another vehicle.
8. When leaving the police vehicle for any reason, the keys shall be removed from the ignition and the vehicle secured.
9. When police vehicles are secured in the police parking area, all windows shall be closed and doors shall be locked.
10. Police vehicles shall not be operated by non-department members without the approval of the Chief of Police. The exception will be City authorized mechanics, installers, and tow truck operators.

B. Vehicle Supplies and Equipment: The following equipment is furnished by the Police Department to be kept in marked patrol vehicles (checked by the vehicle

operator at the beginning of each shift, and the assigned supervisor weekly, and refurbished if necessary):

1. Basic first aid kits will include but not be limited to the following materials and supplies;
 - a. Miscellaneous sterile gauze;
 - b. assorted bandages;
 - c. Ammonia inhalant; and
 - d. Tape.

2. Trunk container/ bins/ drawers (with lids)/, including: [CFA14.08M(b-e)]
 - a. Blankets, disposable (for burn or shock victims) 1 ct.
 - b. Fire extinguisher (type 2-A:10-B:C) 1 ct.
 - c. Current First-Aid kit (item 1 above) 1 ct.
 - d. Rope, nylon 1 ct.
 - e. Crime scene tape 1 roll
 - f. Traffic flares, red 1 box
 - g. Jumper cables 1 ct.
 - h. PPE gear containing: 1 ct.
 - I. Non-Vented Goggles,
 - II. Protective mask,
 - III. Gloves,
 - IV. Hooded Coverall with Attached Booties

NOTE: Upon request, supplies will be replenished by the Shift Sergeant.

3. The following equipment is furnished by the Police Department to be kept in marked patrol vehicles for tactical and operational use:
 - a. Remington 870, 12 gauge Shotgun or AR-15 .223 caliber carbine [as assigned, for qualified officers].
 - b. Streamlight flashlight charger;
 - c. All officers shall have an operational flashlight in the vehicle, regardless of shift or assignment, including motor officers.

18.3.3 Use of Safety Belts [CFA14.09M]

- A. All vehicles used by the South Miami Police Department will have approved occupant restraint devices (safety belts) following the standards as set forth in Florida State Statute 316.614 and by the U.S. Department of Transportation.

- B. Following Florida State Statutes and by this policy, the driver and all front seat passengers will wear safety belts while in a police or City owned vehicle.
- C. All civilians riding in a Police Department vehicle will be required to wear safety belts, or be restrained by a child car seat.