

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	53.3 Vehicle Assignments & Maintenance			
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Action:	PlanIt Police Language			Number of pages: 3

PURPOSE

To establish a procedure for the assignment of Kenosha Police Department vehicles and to ensure their operational readiness.

II. PROCEDURE

A. The Shift Commander, or their designee, shall be responsible for the assignment of department vehicles and shall make daily inspections to ensure that officers follow this policy. No person shall operate a department vehicle without first being authorized to do so.

1. PlanIt Police will be utilized and maintained to document the assignment of vehicles to officers.
2. Daily Vehicle Inspection/Maintenance Procedure:
 - a. Prior to taking any vehicle on the road the officer/employee shall inspect the following to ensure that each is in proper working order or condition.
 - **Exterior**
 - Body / Paint
 - Tires / Wheels
 - Glass
 - Lights (all)
 - Signals
 - Wipers
 - **Interior**
 - Cleanliness
 - Check for weapons and contraband
 - All electronic equipment (radio, MDC, lights, in-car camera)
 - Seat Belts
 - Shotgun -- if applicable (With Range Officer Seal Intact)
 - **Trunk** (As specified on equipment list located in the trunk – may include)
 - Spare tire
 - Flares
 - Fire Extinguisher
 - First Aid Kit
 - Life Ring (Floatation Device)
 - Traffic cones
 - Bio-Hazard Protective Gear

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- Emergency Blanket
 - HazMat Emergency Response Guidebook
 - OC Decontamination Packet
 - Resuscitation Mask
 - Shotgun – if applicable (With Range Officer Seal Intact)
 - **Mechanical**
 - Look for "check engine" or other warning indicator lights. If an indicator light is illuminated it should be reported to Fleet Maintenance. The vehicle is not to be used until it has been serviced by Fleet Maintenance.
 - Fluid levels will normally be checked by Fleet Maintenance. If there are signs, or other indications, of low fluid levels the condition should be reported to Fleet Maintenance. The vehicle is not to be used until it has been serviced by Fleet Maintenance.
3. Officers will **not** use the keys from one assigned vehicle in another vehicle.
4. Each officer is responsible for insuring that the squad they operate is fueled. If a squad has 1/2 a tank of fuel, or less, it shall be refueled before the end of the officer's shift.
- B. Each Kenosha Police Department vehicle has an assigned plastic fuel key. This key allows operation of the fuel pumps and identifies the vehicle in the gas pump computer. Only the gas key assigned to a vehicle may be used to refuel that vehicle unless otherwise authorized by a supervisor. If it becomes necessary for a supervisor to authorize the use of another key, the supervisor is responsible for notifying Fleet Maintenance of the vehicle involved and the vehicle key used.
- Fueling Procedure:**
1. Insert the plastic fuel key into the gas pump control panel and turn it on.
 2. Scan the employees Kenosha County Safety Building ID card.
 3. Enter the vehicle odometer reading.
 4. Enter the number of the pump to be used and the pump is enabled.
 5. Dispense fuel as needed, the pump will not allow more than 20 gallons to be dispensed.
 6. In the event of fuel spillage, the person responsible for the spill will notify a Shift Supervisor immediately and explain the cause of the spill and prior to the end of the shift make a written report of the incident. The Kenosha Fire Department will be notified if a fire hazard exists.
- C. If a vehicle becomes contaminated by body fluids or other contaminants that constitute bio-hazards, it shall be dealt with as soon as possible.
1. The vehicle should be parked in its assigned space and a shift supervisor should be notified as soon as practicable.
 2. The officer must report the biohazard in PlanIt Police through a vehicle checklist by selecting "Report Vehicle Problem" that details the type and location of the contamination.
 3. The officer shall place a "Potential Infectious Waste" sticker on the driver's door of the vehicle thereby taking it out-of-service.
 4. The completed vehicle checklist slip will be printed by the shift supervisor and placed in the Fleet maintenance mailbox in operations.
 5. The vehicle will not be used until the vehicle has been properly decontaminated.

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- D. If a tow firm is called for service or to tow the vehicle for any reason, the officer must obtain a detailed tow bill from the employee who renders service. The bill must include: date and time of service, location, vehicle fleet number, officer's name and unit number, the reason for and cost of the tow, and a case number if applicable. The bill will then be given to a shift supervisor who shall initial the bill and forward it to the Sergeant of Administration.
- E. Vehicle Maintenance
1. All vehicle maintenance, whether routine or emergency shall be routed through Fleet Maintenance.
 2. Fleet Maintenance is open for vehicle service Monday through Friday. If an officer/employee believes that their assigned vehicle needs minor repair or service and Fleet Maintenance is open, they may respond to the garage for vehicle service. Should minor vehicle repairs become necessary after hours, such as headlights, tail lights, blown fuse, etc., Fleet Maintenance is responsible for providing contractual repair services with a local vendor.
 - a. If the vehicle cannot be repaired a "Report Vehicle Problem" shall be submitted in PlanIt Police, Vehicle Checklists, and the vehicle taken out of service. The completed vehicle checklist shall be printed by the shift supervisor and placed in the Fleet maintenance mailbox.
 3. When an employee believes that their assigned vehicle is not in proper working order, needs repairs, or service they shall take the vehicle out of service and report the vehicle's condition to Fleet Maintenance via PlanIt Police.
 4. It shall be the responsibility of the on-duty supervisor to inspect all vehicles that are taken out of service or towed into Fleet Maintenance. Further, it shall be the responsibility of the on-duty supervisor to document the condition of the vehicle (if necessary) and ensure that the condition of the vehicle is properly reported to Fleet Maintenance.
 5. Department employees shall promptly report to their shift supervisor, in writing, the loss or damage to the department vehicle assigned to them or under their control, with a copy to the employees Shift Commander.