

DUNCANVILLE POLICE DEPARTMENT GENERAL ORDERS	
SUBJECT: Department Vehicles	GO 5.03
EFFECTIVE DATE: July 7, 2015	APPROVED:
AMENDS/SUPERSEDES: GO 5.03 ISSUED: December 31, 2013	Robert D. Brown, Jr. Chief of Police

I. OBJECTIVES

To assure proper care, custody and control of departmental vehicles.

II. RULES

- A. Except in an emergency, at the beginning of a tour of duty and prior to use of an assigned vehicle, the driver-employee shall inspect and report any damage, mechanical malfunction, or missing equipment to his immediate supervisor. The inspection shall include the following:
1. Visual inspection of tires and wheels.
 2. Inspection by operation of the emergency lights and siren.
 3. Inspections by operation of turn signals, brake lights, taillights, and headlights.
 4. Inspection by operation of foot and hand brakes.
 5. Visual inspection of remainder of vehicle for any damage, apparent malfunction, or missing equipment.
 6. Inspection by operation for any unusual vibration or sound from engine, power train, running gear, or other moving part and for any unusual instrument reading or warning signal.
 7. Visual inspection of the vehicles' interior and trunk for any unauthorized material, weapons, or evidence and any such discovered shall be immediately delivered to his supervisor.
- B. An employee-driver of a departmental vehicle shall be licensed in this state, operate no vehicle not within the class permitted by his license, have his drivers license in his immediate possession at all times, and comply with any restriction required by such license.
- C. An employee-driver shall remove the ignition key and lock all doors before leaving the immediate vicinity of his vehicle unless another employee attends it.
- D. An employee-driver involved in an accident while operating a departmental vehicle shall immediately notify his supervisor and the dispatcher of the accident; but if a departmental vehicle is unoccupied when struck or its employee-driver injuries prevent his effecting notification an employee (not also incapacitated) who becomes aware of the accident immediately shall make such notification.

- E. Except in an emergency or to change a flat tire, an employee shall not alter or attempt any repairs to a departmental vehicle without the prior authorization of a supervisor.
- F. An employee shall take reasonable care to avoid damaging, misusing or destroying a departmental vehicle.
- G. An employee shall not use a departmental vehicle except in the furtherance of departmental goals and objectives and in the performance of his duty.
- H. An employee-driver shall remove all trash from his vehicle at the end of his tour of duty.
- I. The investigation of an accident involving a departmental vehicle shall be conducted by or under the direction of a supervisor.
- J. The Chief of Police or Assistant Chief of Police will only assign take-home departmental vehicles.
- K. All occupants of department owned vehicles are required to wear seat belts.