

**DAYTON POLICE DEPARTMENT  
GENERAL ORDER  
POLICE VEHICLES**



RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE

REV. 10/19

**POLICY STATEMENT**

The procedures of this policy govern all department personnel operating city vehicles. Employees using police vehicles or equipment are directly responsible for the condition of both the vehicle and equipment. They will be held responsible for the failure to report any damage or malfunction occurring during operation of such vehicle.

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**I. Emergency Operation of Marked Police Vehicles**

Emergency operation of an authorized marked police vehicle exists when the vehicle is operated with both its emergency lights and siren activated. No authorized marked police vehicle shall be operated as an emergency vehicle unless both emergency lights and siren are activated.

**A. Emergency Operation of Police Vehicles**

1. Emergency operation (lights and siren) of a police vehicle is authorized in the following emergency cases and under the following conditions:
  - Responding to a Priority One dispatched call

- Officer needs assistance –Signal 99
- Person calling for help (life or death situation)
- Report of an explosion
- Foot pursuit/trouble with a prisoner
- Crimes in progress requiring the immediate presence of a police officer (robbery, burglary, assault - but not GTA/DWOC) Note: Keep in mind tactical deployment for hold-up alarms and bank robbery alarms)
- Auto accident with reported injury
- At the direction of a sworn supervisor
- Pursuits as noted in General Order 3.02-1 - Vehicle Pursuit
- Traffic Enforcement as noted in General Order 3.02-2 - Traffic Enforcement

\* If a non-dispatched crew is responding to a call or incident with emergency equipment activated, they are required to notify the dispatcher that they are “responding to the location with lights and siren”. This will also serve to notify the responding officer’s supervisor who will monitor and manage the response. See also General Order 1.07-1 Section II.B.

2. When operating a police vehicle in the emergency mode, officers:
  - Will not operate with reckless disregard for the safety of other citizens
  - Will use the emergency lights (red/blue) and siren
  - Will not use four-way flashers because they interfere with brake lights and turn signals
  - Will ensure video and audio recording equipment is activated and remains active for the duration of the response.
  - Will not have non-sworn persons in the cruiser. This includes prisoners, witnesses, civilian employees, etc. Police Recruits assigned to Field Duty and other sworn law enforcement personnel (i.e. Parole/Probation Officers, DEA, FBI, Mobile Crisis Response Team Riders, etc....) are an exception.
3. When driving in emergency mode, the operator will conform to all applicable traffic laws and regulations.
  - a. When driving in emergency mode and approaching a red traffic signal or stop sign, the operator must only enter the intersection with a due regard to safety. In order to show due regard when approaching and entering intersections against a stop sign or red traffic signal, the operator shall slow down as necessary for the safety of traffic and shall proceed into these intersections at a speed which would allow for themselves and/or other drivers and pedestrians a reasonable opportunity to avoid a traffic crash.
  - b. When driving in emergency mode, the operator must maintain a vehicle speed which is reasonable for the conditions, including but not limited to: time of day, road conditions, pedestrian and vehicle traffic, and weather.

**\* Ohio Revised Code § 4511.24**

The prima-facie speed limitations set forth in section 4511.21 of the Revised Code do not apply to emergency vehicles or public safety vehicles when they are responding to emergency calls and are equipped with and displaying at least one flashing, rotating, or oscillating light visible under normal atmospheric conditions from a distance of five hundred feet to the front of the vehicle and when the

drivers thereof sound audible signals by bell, siren, or exhaust whistle. This section does not relieve the driver of an emergency vehicle or public safety vehicle from the duty to drive with due regard for the safety of all persons using the street or highway.

4. When the need for driving in emergency mode is ended, (i.e. other officers on scene and no further assistance needed, additional assistance cancelled, etc....), operators will discontinue driving in emergency mode.

## II. USE OF OCCUPANT RESTRAINING DEVICE/ELECTRONIC DEVICES

- A. Any person operating a City of Dayton police automobile or any passenger (non-prisoner) being transported in any City of Dayton police automobile will wear all of the available elements of a properly adjusted occupant-restraining device.
- B. For prisoner transportation, see General Order 3.03-1 Section III – Transporting Prisoners.
- C. From H.R. 2.15 - The use of any cellular telephone by non-sworn personnel while driving a marked police vehicle or Parking Enforcement Aide vehicle is prohibited unless the vehicle operator is using a “hands free” system for dialing and using the cell phone.

It is recognized that Public Safety Officials and uniformed officers (Sworn personnel) receive advanced defensive driving training. Therefore the use of cellular telephones and other electronic communication devices is dictated by the urgency required at any moment, as long as such use is within boundaries defined by their defensive driving training.

- D. The use of any non-telephone call function on any cellular telephone/device while driving any City of Dayton vehicle is prohibited.

## III. TRAFFIC ACCIDENT INVOLVING CITY VEHICLES

### A. Employee responsibilities

1. If a police employee or other authorized driver of a police vehicle becomes involved in a traffic accident while operating a city vehicle, the employee is to immediately request the presence of a supervisor at the scene, regardless of the extent of apparent damage or injury to property or person(s). In the event that an accident occurs outside the corporate limits of the city, the operator of the city vehicle will contact an on duty supervisor to determine whether or not a supervisor will be dispatched to the scene to investigate the incident. The jurisdiction where the accident occurred will be contacted by the operator of the city vehicle to ensure that a traffic crash report is completed.
2. Check all parties involved in the accident for injuries and make appropriate arrangements for medical attention and/or removal to a medical facility for any injured persons.
3. Maintain the scene of the accident. Unless grave traffic hazards exist, vehicles should not be moved prior to the arrival of a police supervisor.
4. Attempt to contact and identify disinterested witnesses and obtain statements from them at the scene. Request that such witnesses remain at the scene until the arrival of a police supervisor.
5. Upon arrival of the investigating supervisor, provide a complete and accurate account of the incident to the supervisor.
6. In addition to any other reports required, submit a Special Report to the investigating supervisor, detailing all of the circumstances surrounding the traffic accident.
7. If the accident occurs outside the corporate limits of the City of Dayton, request copies of any photographs, witness statements, reports, etc. from the responding jurisdiction at the time of the investigation so that they can be turned in with your reports on the traffic accident.

**B. Supervisor's Responsibilities**

1. Photograph all vehicles involved in the accident, at the scene, regardless of the extent of damage. Attach photos to the BlueTeam Report.
2. Assign an appropriate officer not involved in the accident to complete the accident investigation.
3. If appropriate, call out the Special Traffic Investigators to complete the accident investigation. Special Traffic Investigators and Professional Standards Bureau Investigators are required any time a City vehicle is in an accident involving any of the following:
  - a. Fatality or Serious Injury
  - b. Possibility of serious criminal charges against the driver of the city vehicle
  - c. Massive property damage, which could result in civil action
4. If the accident occurs outside the corporate limits of the City of Dayton, request copies of any photographs, witness statements, reports, etc. from the responding jurisdiction at the time of the investigation so that they can be turned in with your reports on the traffic accident.
5. In the event of a serious injury/fatal accident involving a police vehicle, the Internal Affairs Bureau or the Special Traffic Investigators will place a **HOLD** on the vehicle, removing it from service.
  - a. The vehicle will be stored at the evidence garage for processing by the Special Traffic Investigators then taken to the City Garage UNTIL the HOLD is no longer required. The Professional Standards Bureau must be notified prior to releasing the hold.
  - b. During the time a HOLD is in effect, **NO** department personnel will attempt to use the vehicle.
  - c. The Professional Standards Bureau Commander, or Professional Standards Bureau Sergeant investigating the situation, will route a Complaint Memorandum to the City Garage releasing the HOLD when it is no longer necessary.
6. No additional supervisory investigation will be completed under the following circumstances:
  - The accident must be immediately apparent that the officer was **NOT** at fault.
  - The accident must be a Property Damage accident **only**.
  - Supervisors will still complete the blue team "incident" entry filling in all of the trackable fields and will also still attach the OH-1, witness statements, photographs, etc.
  - Supervisors will not have to complete an investigation and conclusion report, and the officer can just use the OH-1 witness statement instead of the additional special (which just reiterates the witness statement).
7. Regardless of other reports which may be required, the investigating supervisor will submit Special Reports detailing the results of their investigation and conclusions as to whether the employee or other authorized driver of the city vehicle violated any statute, ordinance or policy of the department or city (except as noted above).

**IV. NECESSARY REPORTS AND ROUTING**

- A. **OH-1 STATE CRASH REPORTS** and any SUPPLEMENTAL REPORTS are completed as in any crash investigation, but have **additional** information. The investigating supervisor must submit the completed investigation to their Division Commander within fourteen (14) calendar days of the initial accident.
  1. **Marked police vehicles** do not have license plates so the Vehicle **Number** is entered instead of a vehicle license number. In the "STATE" box, add "OJ" for other jurisdiction. In the "LOCAL INFO" box, add "City Property".
  2. **Unmarked police vehicles** have license plates. The license number is entered on the OH-1 with the Vehicle Number in the narrative section of the report.
  3. Accidents involving Police vehicles - when no OH-1 is necessary:

- If the accident involves city vehicles only and there are no injuries,
- The accident occurred on private property within the corporate limits of the City of Dayton and there are no injuries. If the accident involves a privately owned vehicle, an exchange of information card will be completed and they will be provided with an incident number,
- Hit and Run with no suspect information and there are no injuries,
- Damage to City property only (i.e. traffic control box, stop sign, etc.)
- Damage caused to a public street (i.e. curb, etc.),
- No damage to non-city property (i.e. driving over curb and striking a utility pole or backing into a sign, etc.),
- Structural damage to property that is nothing more than paint transfer (i.e. backing into a concrete pillar, etc.)

**B. Bureau of Motor Vehicles Report (State Accident Report Form, BMV 3303) Uninsured Motorist**

Any crash involving an **UNINSURED MOTORIST** requires that a State Accident Report Form BMV 3303, be submitted to the Bureau of Motor Vehicles within six months of the accident. THE EMPLOYEE OPERATING THE POLICE VEHICLE COMPLETES AND SIGNS THIS REPORT, which will be attached to the MVC copy of the accident report. The investigating supervisor will forward all these documents upon completion of the investigation.

**C. Certification of Performance of Official Duties Form**

1. To comply with the requirements of ORC 3937.41(D), **ALL** police agencies are required to file a CERTIFICATION OF PERFORMANCE OF OFFICIAL DUTIES Form with the State of Ohio, Department of Highway Safety, whenever an officer is involved in a traffic accident, while operating their **private** vehicle or a **City** vehicle, and while performing his/her official duties.
2. The investigating supervisor or the Special Traffic Investigators (if called out) will complete the Certification of Performance of Official Duties cover letter and submit the letter with the accident investigation for review by the appropriate Division Superintendent and signature by the Assistant Chief of Police.
3. If there is no OH-1 completed, this form will not be necessary.

**D. Employee Injury Investigation Report, Form S-68**

If a police employee claims injury from a crash, an EMPLOYEE INJURY INVESTIGATION REPORT will be submitted by the employee or by the supervisor if the employee is incapacitated.

**E. Reports necessary for the Motor Vehicle Coordinator**

One complete copy of the OH-1 Report, Special Report, Supervisor's Investigation and BMV Form 3303 if necessary are to be routed to the MVC by the investigating supervisor to facilitate repairs of the vehicle. Additionally, supervisors will e-mail the MVC with the unit number and a brief summary of the damage before the end of their tour of duty.

**V. SUPERVISOR'S CORRECTIVE RESPONSIBILITY**

Department members are subject to corrective and/or disciplinary action for Category 1 and 2 motor vehicle accidents.

**A. Definitions:**

- a. Police Motor Vehicle Accident** - an occurrence that results in property damage and/or injury and meets the following conditions:

- It is an accident.
- It involves a motor vehicle that is owned or leased by the City of Dayton or the Police Department, or is under the control of a Police Department member during the performance of official duties.

- b. **Category 1 (negligent)** - a Department member has committed a Category 1 violation when found at fault for a vehicular accident and the member has violated a minor misdemeanor provision of the Revised Code of General Ordinances (RCGO), Ohio Revised Code (ORC), or applicable statute from another jurisdiction.
- c. **Category 2** - A member has committed a Category 2 violation when they:
- are at fault for a vehicular accident and have violated any provision of the City of Dayton's Vehicle Pursuit Policy, MOP 3.02-1, Traffic Enforcement Policy, MOP 3.02-2, Police Vehicles Policy, MOP 3.02-4, and the Traffic Crash Policy, MOP 3.02-5;
  - are at fault for a vehicular accident and have violated a provision of the RCGO, ORC, or applicable statute from another jurisdiction that is a fourth degree misdemeanor or higher;
  - operated a vehicle involved in an accident and failed to properly wear a seatbelt restraining device.

**B. Progressive Corrective and/or Disciplinary Action**

Progressive corrective and/or disciplinary action will be administered for Department members involved in Category 1 and Category 2 vehicular accidents.

**C. Uniform Corrective/Disciplinary Action Guidelines**

Mitigating factors, such as injuries and property damage, will be considered to determine recommended disciplinary penalties. Per the current labor agreement, the 24-month period will begin upon issuance of any discipline to include Counseling:

1. Category 1 Accidents (24-month period):
  - 1st Category 1 accident: Counseling.
  - 2nd Category 1 accident: Oral Reprimand.
  - 3rd Category 1 accident: Written Reprimand and driver training.
  - Sustained finding for 4th Category 1 accident: 8 hours suspension.
  - Sustained finding for 5th Category 1 accident within 36 Months: 24 hour suspension.
  - Sustained finding for 6th Category 1 accident within 48 months: 40 hour suspension.
  - Sustained finding for 7th Category 1 accident within 48 months: 80 hour suspension – dismissal.
2. Category 2 Accidents (24-month period)
  - 1st Category 2 accident: Written Reprimand and driver training.
  - Sustained finding for 2nd Category 2 accident within 36 months: 8 - 24 hours suspension.
  - Sustained finding for 3rd Category 2 accident within 36 months: 40 hour suspension.
  - Sustained finding for 4th Category 2 accident 48 months: 80 hour suspension – dismissal.
3. Nothing in this policy would prohibit the City of Dayton from issuing more serious disciplinary penalties due to the individual facts of each accident.
4. Once an employee has been disciplined for a Category II accident the employee remains in this "risk" category and discipline will be progressive.
  - If a minor Category I accident occurs after an employee has been disciplined for a Category II accident, the prior discipline can be repeated but mitigating circumstances must be cited.

- Employees who have prior discipline for what are now categorized as Category I and II accidents can have the prior discipline repeated with mitigation being cited.
- Otherwise, discipline issued for negligent auto accidents will follow the policy of progressive discipline.

#### D. Disposition of Employee Counseling Forms

All employee counseling forms related to R.O.C 3.11 – police vehicle accidents will be forwarded to the Department Advocate. The Department Advocate will be the repository for all employee counseling forms related to police vehicle accidents.

### VI. CRIMINAL OFFENSE DIRECTED AT A POLICE VEHICLE

- A. When a criminal offense has caused damage to a police vehicle, the driver will immediately notify a supervisor. A full criminal investigation will be conducted and the proper reports made. A copy of these reports will be forwarded to the MVC to get any damages repaired. There is no need to conduct an additional internal investigation unless misconduct on the part of the employee is suspected.
- B. The MVC will report these offenses to the City Garage and facilitate repair of the vehicle.

### VII. MOTOR VEHICLE COORDINATOR (MVC) RESPONSIBILITIES

- A. The Motor Vehicle Coordinator (MVC) is assigned to the Strategic Planning Bureau. The MVC has the primary responsibility for being the liaison between the department and the Division of Fleet Management regarding the acquisition, maintenance and repair of police vehicles.
- B. The MVC maintains a Vehicle Assignment List reflecting all current vehicle assignments. Proper maintenance of this list requires **total Department cooperation**. ANY VEHICLE REASSIGNMENTS WITHIN THE DEPARTMENT WILL BE REPORTED TO THE MVC. Additionally, each division will provide the MVC with a monthly Vehicle Report reflecting the current assignment, mileage and condition of each vehicle assigned to the division.
- C. The MVC may remove any vehicle from service for repairs, maintenance, or modification whenever necessary. Such action is coordinated with the work unit assigned to the vehicle to not unduly disrupt that unit's operation.
- D. The MVC will coordinate and facilitate repairs and installation of equipment by vendors under contract to the Division of Fleet Management or the Department of Police.
- E. The MVC will research current developments in vehicle technology and equipment and make appropriate recommendations to the department concerning vehicle issues.
- F. The MVC will maintain a list of all Non-sworn police employees that are permitted to drive a police vehicle.
- G. The Motor Vehicle Coordinator (MVC) will have the responsibility of advising the Commanders of Patrol Operations Divisions of pending weather concerns. This process will allow for logistical readiness when severe weather is expected. Additionally, when weather conditions make road travel hazardous for police cruisers, the on-duty field commander or highest ranking street supervisor will contact the Superintendents of Patrol Operations and request that a "Weather Emergency" be declared. If the request is approved, only emergency calls will be responded to until road conditions improve.

### VIII. EMERGENCY REPAIRS ON POLICE VEHICLES

When the light equipment area of the City Garage is closed, an officer has the alternative of obtaining emergency service from the heavy equipment side of the garage or parking the vehicle and getting another from either the guard shack or the division.

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**IX. REPORTING POLICE VEHICLES OUT OF SERVICE**

When a vehicle is DEFECTIVE, INOPERABLE, UNSAFE or QUARANTINE/BIOHAZARD, the driver will proceed as follows:

**A. Operable but Defective**

1. Drive the vehicle to the City Garage **unless** the vehicle is **unsafe** (i.e., defective brakes, no headlights, steering problems, etc.).
2. Complete a Service Request Form provided at the City Garage. Be specific and include all necessary repairs. Service Request Forms are to be filled out by the person who is reporting the defective vehicle. Report the defect to the Light Equipment Supervisor, or if City Garage is closed, return the vehicle keys with the Service Request Form, to the RED AREA of the Key box.
3. Turn off all electrical equipment, roll up all windows, and lock all doors, if leaving a vehicle at the City Garage when it is closed. **REMOVE ALL WEAPONS FROM THE VEHICLE! WEAPONS WILL NEVER REMAIN IN A VEHICLE AT THE GARAGE!**
4. Obtain a "relief" vehicle assigned to the same division. If no "relief" vehicle is available at the Garage, contact the Dispatcher and request transportation to Division Headquarters (depending on the employee's assignment), to obtain a vehicle.
5. **Operable but defective** vehicles will not be parked at the Safety Building or Division Headquarter lots, nor will they be turned over to relief employees, **UNLESS** the relief employees are assigned to days and can take the vehicle directly to the City Garage.

**B. Inoperable or Unsafe**

1. Any **unsafe** or **inoperable** vehicle will always be TOWED to the City Garage.
2. Accompany the tow truck to the Garage, or follow it there, to secure the vehicle. Write up the defect and deposit the keys in the proper place. **THIS IS THE EMPLOYEE'S RESPONSIBILITY!**
3. Teletype Responsibility
  - Record the information given by the vehicle driver and dispatch a tow truck.
  - Log the towing information in the CITY VEHICLE TOW LOG. This will assist the MVC in expediting vehicle repairs.

**C. Quarantined/Biohazard**

1. Any quarantined vehicle due to a biohazard (e.g. contaminated by occupants with TB, AIDS, Influenza, or other communicable disease by contact with Blood, Urine or other bodily fluids) will be taken out of service and TOWED to the City Garage.
2. The officer having the vehicle towed will document the area and type of contamination and the key will be left with the Ottawa Yard Security Officer. A biohazard placard or tape will be affixed to the vehicle in a prominent location so that all persons approaching the car will be aware of the contamination.
3. Turn off all electrical equipment, roll up all windows, and lock all doors, if leaving a vehicle at the City Garage when it is closed. **REMOVE ALL WEAPONS FROM THE VEHICLE! WEAPONS WILL NEVER REMAIN IN A VEHICLE AT THE GARAGE!** The officer will complete a report to be sent to the MVC indicating the circumstances of the contamination so that the vehicle can be cleaned and decontaminated.
4. Teletype Responsibility
  - Record the information given by the vehicle driver and dispatch a tow truck.
  - Log the towing information in the CITY VEHICLE TOW LOG. This will assist the MVC in expediting vehicle repairs.

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**X. SERVICING VEHICLES WITH AUTOMATED FUEL SYSTEM**

- A. The Automated Fuel System allows City employees to obtain gas and oil for City vehicles 24-hours a day, 7 days a week. Drivers of the vehicles will be responsible for fueling the vehicle, checking the oil level and adding oil if necessary. Aprons, disposable gloves, and paper towels will be maintained at the fueling station for the employee's use to help prevent the soiling of clothing.
- B. If the Automated Fuel System is not operable, the employee is to contact Fleet Management staff at the garage, or the guard at the guardhouse at the Monument Street entrance to the Ottawa Street Yards. The procedures for handling fuel spills at the fuel station are posted near the pumps.
- C. Vehicle fuel cards are no longer assigned to each vehicle, the employee identification card is used along with entering the vehicle #. Employee Identification cards are never to be shared or lent to anyone for any reason.
- D. When using the automated fuel system, vehicle wash or any other reporting system used by the City of Dayton, employees are required to enter the correct vehicle mileage.
- E. Employees who have been issued outside fuel vendor card (i.e. BP, Shell etc.) will only use the card for fuel purchases in the following cases:
  - Out of town trips where the vehicle is not within 35 miles of the Automated Fuel System (Except for emergency fueling, this requires a Special Report for each charge)
  - The vehicle requires 91 octane fuel not available at the Automated Fuel System
  - The vehicle does not have an assigned fuel card. This requires a Special Report for each charge (exceptions are where a Division will be utilizing a vehicle for an extended length of time with the approval of the Assistant Chief of Police, e.g. IAB rentals)
- F. Employees will only have vehicles washed at approved vendors and will refrain from purchasing washes from outside fuel vendors.

**XI. INSPECTION AND DOCUMENTATION OF VEHICLES AND EQUIPMENT AT BEGINNING OF THE SHIFT**

- A. Police vehicles will be searched for contraband or similar items at the beginning of the officer's tour of duty and prior to and after transporting any prisoners or any citizen contact where they had access to the cruiser. When taking a police vehicle from the District parking area, inspect it closely, **inside and outside**, for damage, missing equipment, or littered and dirty conditions.
- B. Report any **physical damage** to a supervisor immediately, if the damage cannot be discerned as old or new. The supervisor should immediately check vehicle records for any reported damage.
- C. Report **littered or dirty conditions** to a supervisor immediately. If not reported, the vehicle's condition will be the responsibility of the employee who found the vehicle as such and did not report it.
- D. If, during a tour of duty, a police vehicle becomes damaged or equipment is lost due to accident, theft, or vandalism, the driver will note this on his/her Radio Card, so the next person using the vehicle will know the proper reports have been made.
- E. Check vehicle oil level each time the vehicle is fueled; marked cruisers will be checked at the beginning of every shift.
- F. DOCUMENTATION OF MARKED CRUISER USE

**1. SWORN PERSONNEL**

All sworn personnel must complete the "on duty" screen on the MDT whenever they begin using a marked cruiser and complete the "off duty" screen on the MDT when they are finished using the cruiser. This will be done regardless of the distance traveled or the length of time the cruiser was used.

## 2. NON-SWORN PERSONNEL

All non-sworn personnel must document the following when they begin to use and stop using a marked cruiser for any length of time or distance:

- |               |                         |
|---------------|-------------------------|
| a. Date.      | e. Car number.          |
| b. Time.      | f. Location taken from. |
| c. Mileage.   | g. Location taken to.   |
| d. Condition. |                         |

This information will be documented on a "Radio Card" or any form the appropriate Division Commander has approved. Division Commanders will be responsible for ensuring the documentation is properly filed and maintained.

## G. DOCUMENTATION OF UNMARKED CRUISER USE

Personnel that operate an unmarked vehicle that is not their assigned vehicle will be required to complete an E-mail to their Division Commander indicating the dates/times and mileages for the vehicle they operated. The Division Commander will forward the E-mail to the Division Commander where the vehicle is assigned except in cases where the employee was operating a loaner vehicle from the City Garage.

## XII. INSPECTION OF VEHICLE AT END OF SHIFT

- A. Vehicle should have at least 1/2 tank of fuel.
- B. All electrical equipment will be turned off.
- C. All debris from passenger compartment and trunk will be removed.
- D. Keys will be removed, windows rolled up, doors locked, and keys placed in their proper place.
- E. Weapons will be removed from the vehicle and secured in the division headquarters, per individual division guidelines.

## XIII. STANDARD EQUIPMENT IN MARKED / TRANSPORT VEHICLES

- A. The following equipment will be found in all marked cruisers:

One shotgun (Department issue), One fully charged fire extinguisher, One clean disposable blanket, One resuscitator, Twelve 20 minute flares (Supervisor's vehicle - one carton), One ice scraper, One first aid box containing the following:

- 1. Ten pair surgical gloves
- 2. Twelve (or more) Band-Aids, 1" x 3"
- 3. Twelve (or more) 3"x 3" sterile pads
- 4. Six sanitary napkins
- 5. Three packets of ammonia inhalants
- 6. Four packets of 2" compress bandages
- 7. Four packets of 4" compress bandages

- B. Marked vehicles assigned to SPECIAL UNITS, may have other special equipment but will also contain the above described equipment.
- C. UNMARKED vehicles are equipped with a variety of **special** equipment, depending upon their assignment. Each work unit with specially equipped vehicles is responsible for the maintenance and condition of its equipment.

- D. Any shortages of equipment found during inspection will be restocked **before** the tour begins. If replacement items are unavailable, this should be noted on the employee's Radio Card and made known to the employee's supervisor. The supervisor will forward a list of the unavailable items to the Stores Clerk via memo.

#### XIV. MAINTAINING VEHICLE APPEARANCE

- A. Second Relief officers have the primary responsibility for having police vehicles washed. Have vehicles washed only at car washes contracted with the City Garage.
- B. Police officers must maintain their vehicles at all times (i.e., properly remove and dispose of debris from inside the vehicle, clean the windshield, etc.).
- C. Police vehicles **may** be washed a MAXIMUM of **four times** per month, **except in emergencies** (i.e., blood or other foreign substance deposited in or on a vehicle).
- To simplify record maintenance, each Division multiplies the number of vehicles assigned to them by four to arrive at the total number of washes they may have each month.
  - Unused vehicle washes each month are not carried over. This system allows more than four washes for those vehicles used more often than others.
- D. Any cleaning, beyond a normal car wash, or any waxing and polishing requires a VERBAL ORDERS DON'T GO, signed by the Light Equipment Foreman or the MVC.
- E. If a vehicle becomes infested by insects, park and lock it, and contact a supervisor. The supervisor will contact the Stores Clerk or the MVC to quarantine the vehicle. The MVC will contact the contracted exterminator. When quarantine has ended, the vehicle is given a full-service wash. The exterminator's bill will be taken care of by the MVC. In the absence of the Stores Clerk or MVC, the Supervisor will contact the City Garage to have them contact an exterminator in order to hasten the cleansing process.

#### XV. MISCELLANEOUS INSTRUCTIONS FOR VEHICLE CARE

Police officers will diligently maintain the appearance, operability and security of their vehicles. The following actions are prohibited:

- A. License numbers, phone numbers, and other information written on headliners, sun visors, seats, dashboards, and other parts of the interior.
- B. Stickers, decals, or other slogan type materials placed anywhere on a police vehicle, unless specifically authorized by the Chief of Police.
- C. Leaving engine, radio, lights, air conditioner, or heater on at relief change.
- D. Leaving keys in the vehicle for the next relief when going off duty.
- E. Neglecting to check vehicle oil level each time the vehicle is fueled, marked cruisers will be checked at the beginning of every shift.
- F. Racing a cold engine. Engines can warm up at regular idle speed. Most vehicles equipped with CATALYTIC CONVERTERS will perform better if warmed up a few minutes before driving.
- G. Starting and locking cruisers when the operator is absent from the vehicle.
- H. Leaving a cruiser running when the operator is out of the cruiser. Unless the vehicle is equipped with the remove key/engine running option and is being used for official police business (i.e. traffic stops, traffic posts, etc.).
- I. Placing flashlights, batons, wires, radios, or any object in or on the protective screens.

- J. Entering incorrect mileage at the Automated Fuel System, vehicle wash, Service Request Form, or any other City of Dayton record keeping system.
- K. Purposefully disabling vehicle accessories and/or components (i.e. MVR, microphones, seatbelts, etc.).
- L. Changing more than one tire and continuing to drive the vehicle. If a police officer or other authorized driver of a marked police vehicle damages two wheels of the vehicle, as a result of striking a curb or other object with such force to bend the wheel or cause a tire blow out, the vehicle will be towed to the City of Dayton garage. Under no circumstance are officers to change the tires and leave the cruiser in service. Once at the garage, garage personnel will inspect the cruiser for further damage before returning it to service.

#### XVI. SUPERVISOR'S RESPONSIBILITY

- A. Supervisors will conduct **weekly** inspections of all vehicles assigned to their work unit and spot inspections at unannounced times. Reports of these inspections should be submitted to the Division, Bureau, Section, or Unit Commander.
- B. Inspection is not limited to first line employees; supervisors' vehicles will be inspected by their supervisors.

#### XVII. EMPLOYEE LICENSE VERIFICATION

- A. All Department of Police employees (sworn and non-sworn) AND VOLUNTEERS who drive city motor vehicles are required to maintain a valid Ohio Operator's License. Periodic verification of the validity of licenses is required by city policy.
- B. Form F-755, POLICE DEPARTMENT EMPLOYEE LICENSE VERIFICATION, will be used to document verification of license validity of all employees and volunteers who operate city vehicles.
  - 1. Each supervisor will verify the license status of all such employees, under their command on a QUARTERLY BASIS and will submit their reports by February 1, May 1, August 1 and November 1 of each year.
  - 2. The NAO Coordinator will verify the license status of NAO's who operate city vehicles.
  - 3. Employees and volunteers may be required to produce their Operator's License for inspection. In addition, the supervisor will verify the validity of the employee's or volunteer's Operator's License by checking the individual's license status through the ODPS Identity Manager Website.
    - a. Individual employees are responsible for ensuring that their Operator's License are valid and current.
    - b. Only non-sworn employees or volunteers who actually operate City vehicles will be required to have their Operator's License inspected.
  - 4. POLICE DEPARTMENT EMPLOYEE LICENSE VERIFICATION forms are routed through the chain of command to the Chief of Police, and then to Professional Standards for retention.

#### XVIII. ASSIGNED VEHICLE USE

- A. Certain officers and supervisors are required by their assignment to be readily available on a continuous and frequent basis for call-out duties.
- B. No member of SWAT, HNT, or other Specialized Unit will be issued a vehicle based solely upon that assignment. Members of those specialized units that have a vehicle assigned to them because of their work assignment may use the vehicle for both regular duty and Specialized Assignment duty within the confines of the appropriate Level Usage.

- C. Personnel who are assigned a vehicle, and are going on vacation leave for 5 or more working days, will ensure that the vehicle is available for departmental use and turn the keys over to their Division Commander or Supervisor prior to taking the leave.
- D. Personnel who are assigned a vehicle and who are on restricted leave for a condition that would make the operation of a vehicle unsafe (i.e. broken limbs, eye surgery, etc.) will turn in the car and keys to their Supervisor until they return from restricted duty.
- E. The Deputy Director and Assistant Chief of Police will be the final authority for vehicle assignments based upon the recommendations of the Motor Vehicle Coordinator. Any Dayton Police Department vehicle that is being reassigned or transferred to another division, unit or officer must be documented to the Motor Vehicle Coordinator (MVC). The Division/Bureau Commander or their designee will send an E-mail to [REDACTED] as noted below.
1. For vehicle reassignments including temporary reassignments within an assigned Division, the Division Commander is authorized to reassign their Division vehicles. An email to the MVC will contain the following:
    - Vehicle number
    - Vehicle make
    - Vehicle model
    - Vehicle color
    - Vehicle mileage
    - Current assignment location
    - Current assigned driver
    - New assigned location
    - New assigned driver
  2. For vehicle reassignments between Divisions, the reassignment must be authorized and approved by the Deputy Director and Assistant Chief of Police and the Motor Vehicle Coordinator. The E-mail to the MVC will contain the following:
    - Vehicle number
    - Vehicle make
    - Vehicle model
    - Vehicle color
    - Vehicle mileage
    - Current assignment location
    - Current assigned driver
    - Proposed reassignment location
    - Proposed reassigned driver

The requestor will be advised of the reassignment details/approval.

3. For temporary vehicle reassignments between Divisions, the temporary reassignment will be arranged through the Motor Vehicle Coordinator. The E-mail to the MVC will contain the following:
  - Vehicle number
  - Vehicle make
  - Vehicle model
  - Vehicle color
  - Vehicle mileage
  - Current assignment location
  - Current assigned driver
  - Proposed reassignment location
  - Proposed reassigned driver
  - Expected length of temporary reassignment

4. The E-mail will generate a ticket for the Motor Vehicle Coordinator so that the master inventory list can be updated. A monthly vehicle report is available in EIS. A designated person in each Division will be required to review the monthly report for their Division and notify the MVC of any errors or changes required in the monthly report. Indicated mileage on the monthly report is based on the fleet reporting system, minor mileage discrepancies less than 3,000 miles do not have to be noted.

**F. Level 1 Usage**

1. Level 1 personnel may use their city-assigned vehicle any time they are available for call-out duty, including off-duty hours, vacation, compensatory time, et cetera, but within a radius of 45 miles of the corporate limits of the city (65 miles for the Chief of Police, Assistant Chief, and Superintendents).
2. Those assignments approved for Level 1 use are as follows:
  - a. Bomb Squad
  - b. Homicide Squad (excluding Cold Case Detectives)
  - c. Professional Standards
  - d. Senior Command Staff (Majors and above)
  - e. SWAT Commander
  - f. HNT Commander
3. Level 1 personnel will carry in their vehicle or on their person appropriate equipment, sidearm(s), credentials, radio and pager at all times when operating their city vehicle, and are permitted to carry family members or invited guests as passengers to the extent that it does not delay or hinder immediate response.
  - If driving a city-owned vehicle when contacted for a call-out, personnel are expected to respond to duty.
  - This is not "standby status" and personnel are not required to respond to call backs, if they are not available or unable to respond.
  - However, ongoing assignments of a take home vehicle will be evaluated based upon the availability and frequency of call-outs.
  - Personnel temporarily filling in for an officer with Level 1 vehicle use will also be entitled to Level 1 vehicle use for the duration of that temporary assignment.

**G. Level 2**

Level 2 personnel are listed below and are permitted to utilize their vehicles to and from their regular duty assignment, including overtime assignments. Level 2 personnel are not permitted passengers other than in the course of their duty or when traveling to and from work within the City of Dayton.

- Canine personnel
  - Division Watch Commanders
  - Felonious Assault Detectives
  - Inspections and Audits Commander
  - IAS Commanders
  - IAS Narcotics Bureau DEA Task Force Detectives
  - Special Victims Unit
  - Traffic Services Unit
- H. Other than the above sections E. and F., personnel may be permitted to utilize their assigned vehicle as a take-home vehicle (Level 1 or Level 2) on a temporary basis (no more than 30 days) when the particular assignment requires such usage and it is approved in writing by the appropriate Division Commander with written notification of such use being provided to the Assistant Chief of Police. In the event of an Operational Need, designated members of special units may be authorized Level 1 or Level 2 status by the Chief of Police and/or the Assistant Chief of Police or Chief of Operations.
- Personnel assigned take-home vehicles, whether on a temporary or ongoing basis, are subject to call outs as are all other Department personnel.

- However, they are not on “standby status” and are not required to respond to call outs, other than for emergency situations, if not available or unable to respond.
- I. All other assigned City owned vehicles will be used during regular on-duty hours only and will remain parked during off-duty hours at designated City parking lots.
1. Personnel that are required to pick up their assigned city-owned vehicle prior to the start of their shift will do so at the beginning of their shift (e.g. if your shift starts at 0800 hours, you will pick up your assigned vehicle at 0800 hours and then proceed to your work area). Personnel will then park their assigned city-owned vehicle at the end of the shift (e.g. if your shift ends at 1600 hrs, you will park your assigned vehicle at 1600 hours and will then be off-duty).
  2. Personnel that are utilizing their assigned city-owned vehicles to attend assignments other than their regular shift that start at a specific time will be required to adjust their hours for a period of 30 minutes prior to the start of the assignment if it is a partial day (i.e. attending a half day training at the academy, if starting at 0800 hours – adjust work hours to start at 0730 hours, etc.). If attending an assignment that is a full day and there is no out of City travel involved, personnel will not use their assigned city-owned vehicle at all and will attend in their personal owned vehicle.
- J. City-owned vehicles will only be driven during the following:
- Employee’s regular scheduled shift.
  - Marked cruisers and unmarked vehicles may be driven to/from/during overtime assignments where the cruiser/unmarked vehicle is being used as part of the assignment. Driving a marked cruiser and/or unmarked vehicle to off duty court is prohibited unless assigned as above.
  - Employees designated with Level 1 usage.
  - Employees designated with Level 2 usage and are traveling to/from their regular tour.
  - Detectives/Investigators responding to a call-out incident.
  - Employees attending State Liquor Board Hearings or other hearings that would require travel outside the greater Dayton area to answer a subpoena. The use of a police vehicle to attend a hearing or answer a subpoena must be approved by the employee’s Division Commander.

Personnel will not use a city vehicle for any other function while off-duty without prior written authorization from their Division Commander.

- K. All personnel with Level 1 and 2 usage are **required** to maintain an insurance liability rider on their personal automobile policy to cover them during times when they are operating their assigned City owned vehicle during off-duty hours (including driving to and from regular work shifts). The City of Dayton assumes no liability for the actions of personnel operating a City owned vehicle outside of their normal duty hours unless they are called back to work or performing a City related function. Proof of insurance must be provided to the employee’s Division Commander on a yearly basis to maintain Level 1 or 2 status.

#### **XIX. PARKING CITATIONS ISSUED TO UNMARKED POLICE VEHICLES**

- A. Department personnel who are assigned unmarked police vehicles are fully responsible for any parking citations issued to the vehicle. Only in cases where a true police emergency existed will the appropriate Division Commander be authorized to cancel the citation. Refer to General Order 3.02-3 Parking Enforcement, Section IV. for instructions on canceling parking citations.
- B. Each Division Commander will assure that each unmarked vehicle assigned to their division is checked for unpaid parking citations through the MIS system on a QUARTERLY BASIS. A report reflecting that review is forwarded to the Chief of Police by February 1, May 1, August 1 and November 1, and then to Professional Standards for retention.

#### **XX. USE OF FOUR WHEEL DRIVE (4WD) VEHICLES DURING WEATHER EMERGENCIES**

- A. When the numbers of 4WD vehicles assigned to the Police Department are not sufficient, the Division Commanders of Patrol Operations will contact the Chief of Operations to request the Directors of other City of Dayton Departments to temporarily assign 4WD vehicles to Police Operations. When emergency conditions no longer exist, the vehicles will be assigned to their normal areas.

- B. Crews who become stuck will not “rock” their vehicles with the engine or excessively spin the drive wheels. They will advise RDC that they are stuck and RDC will send a 4WD crew.
- C. Crews assigned to unmarked 4WD vehicles should keep in mind these vehicles are normally used for commuting and investigations and cannot withstand even slight abuse. They are someone else’s permanently assigned vehicle and should be treated with respect. Crews assigned to unmarked 4WD vehicles at the time the emergency is declared over will take the vehicles to a car wash. If the car wash is not open, they will leave the vehicle at the City Garage. The Motor Vehicle Coordinator will see that it is washed.

## **XXI. USE OF MOTORCYCLES**

The primary responsibility of the Motor Unit is to answer calls for service along with both traffic and criminal enforcement. Officers are assigned to a relief and function as patrol officers with the exception of vehicle limitations. These limitations include vehicle pursuits and prisoner transports.

Other responsibilities include Dignitary Escorts, Parades, Funerals and Special Events, with approval from the Motor Unit Supervisor.

### **A. Motor Unit Supervisor:**

The Central Patrol Operations Division Commander has the overall authority and responsibility for matters involving the Motor Unit.

The Motor Unit Supervisor will be responsible for the administrative duties of running the unit. These duties include:

1. Participation in the selection process,
2. Overseeing all training and documentation of training,
3. Retention of all training records and related materials,
4. Coordinating requests for Motor Unit participation in special events,
5. Monitor officers’ performance and ensure Motor Unit standards are being met,
6. All other responsibilities deemed necessary by the Department.

### **B. Motor Unit Instructor:**

1. The Motor Unit will maintain a Motor Unit Officer with Northwestern University Institute of Public Safety / Harley Davidson (NUIPS/HD) certified instructor status.
2. The Motor Unit Instructor will be responsible for:
  - a. Researching and maintaining current training standards,
  - b. Developing training outlines,
  - c. Conducting training in compliance with NUIPS/HD standards,
  - d. Coordinates with and answers to the Motor Unit Supervisor for matters pertaining to the Motor Unit.

### **C. Motor Unit Operations**

1. The Motor Unit will operate year round within the City of Dayton, including winter months. Officer/Supervisor discretion will be exercised using due caution and good judgment. This includes monitoring road conditions and future weather forecasts.
2. The motorcycles will not operate on wet surfaces, when temperatures drop below 35 degrees or during inclement weather (i.e. lightning, severe storms, high winds). The motorcycles may operate on dry surfaces regardless of temperature.
3. In the event that the weather becomes a factor during a shift, the Motor Officer will park the motorcycle and be assigned to a cruiser.

**D. Training**

1. The 80 hour basic riding skills course will follow the Northwestern University Institute of Public Safety / Harley Davidson (NUIPS/HD) curriculum.
2. Applicants will either be trained by a certified instructor within the Department or attend the training outside the Department.
3. Officers will also complete any training deemed necessary by the Motor Unit Supervisor and/or Motor Unit Instructor.
4. Failure to successfully complete any training may be grounds for removal from the unit.

**E. Equipment**

1. The Dayton Police Department will furnish each officer with a Motorcycle, which is assigned to them at level 2 status.
2. Upon assignment to the unit, officers will be furnished with a helmet, boots, pants, and communications headset. Helmets will be replaced every three (3) years as a safety precaution. Replacement of boots, pants and shirts will be the responsibility of the officer.
3. Other equipment, such as hand-held laser units, etc. will be kept and distributed by the Motor Unit Supervisor.
4. Officers are responsible for the care of the issued motorcycle and all issued equipment.

**F. Vehicle Maintenance**

1. No unauthorized maintenance or alterations will be made without permission from the Motor Vehicle Coordinator (MVC).
2. Motor Unit Officers are expected to exceed normal cruiser appearance and washing standards. Motorcycles are to be cleaned and polished as often as necessary.
3. Damage will be reported immediately to the Motor Unit Supervisor or division supervisor.