

## Vehicle Use

### 706.1 PURPOSE & SCOPE

The Department utilizes city owned motor vehicles in a variety of applications operated by department personnel. In order to maintain a system of accountability and ensure City owned vehicles are used appropriately, regulations relating to the use of these vehicles have been established. The term "City owned" as used in this section also refers to any vehicle leased or rented by the City.

### 706.2 AUTHORIZED USE OF VEHICLES

Employees shall not take department vehicles home after their tour of duty or other assignment (such as training) is finished except as authorized by the Chief of Police or his/her designee.

The Chief of Police may restrict an employee, listed in Section 706.3 of this General Order, from taking a vehicle home if it is determined that the needs of the department will not be served. Considerations for such a restriction may include, but is not limited to: excessive mileage, liability concerns, and/or the changing needs of the department. Such decisions will be made on a case-by-case basis.

In those cases where an employee has received authorization to drive a department vehicle home, the vehicle shall be used for official purposes only. All other General Orders pertaining to use and operation of department vehicles and equipment shall remain in full force and effect while said vehicle is in the control of the authorized employee.

#### 706.2.1 SHIFT ASSIGNED VEHICLES

Personnel assigned to routine scheduled field duties shall log onto the in-car computer inputting the required information when going on duty. If the vehicle is not equipped with a working in-car computer, they shall notify the Dispatch Center for entry of the vehicle number on the shift roster. If the employee exchanges vehicles during the shift, the new vehicle number shall be entered.

Employees shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

#### 706.2.2 UNSCHEDULED USE OF VEHICLES

Personnel utilizing a vehicle for any purpose other than their normally assigned duties shall first notify the Watch Commander of the reasons for use. This section does not apply to personnel permanently assigned an individual vehicle (e.g., command staff, detectives), or to Property and Evidence Unit personnel assigned transportation duties to and from the maintenance yard, etc.

#### 706.2.3 UNDERCOVER VEHICLES

Unmarked units, if not assigned to an individual employee, shall not be used without first obtaining approval from the respective unit supervisor.

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#### 706.2.4 DETECTIVE BUREAU VEHICLES

Investigation Division vehicle use is restricted to detective personnel Monday through Friday from 7:00 AM to 5:00 PM unless approved by a detective supervisor. After hour use of Investigation vehicles by personnel not assigned to Investigations shall be recorded with the Watch Commander on the shift roster.

#### 706.2.5 AUTHORIZED PASSENGERS

Personnel operating department owned vehicles shall not permit persons other than City employees or persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle.

#### 706.2.6 PARKING

City owned vehicles should be parked in their assigned stalls. Employees shall not park privately owned vehicles in any stall assigned to a City owned vehicle or in other areas of the parking lot not designated as a parking space unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

#### 706.2.7 INSPECTIONS

The interior of any vehicle that has been used to transport any person other than an employee should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized items have not been left in the vehicle.

### **706.3 EMPLOYEES AUTHORIZED TO TAKE DEPARTMENT VEHICLES HOME**

The following personnel are authorized to drive department vehicles home at the end of their assigned shift or other assignments:

- Chief of Police and Deputy Chief, subject to the guidelines set by City Council, City Administration, or contract
- Captains-Subject to contractual guidelines
- Lieutenants-Subject to contractual guidelines
- Canine officers
- Emergency Services Coordinator
- Sworn members of the Investigation's Unit
- Narcotic Unit Personnel
- Motor Officers (includes Unit Supervisors)
- Others, as determined by the Chief of Police

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#### 706.3.1 VEHICLES SUBJECT TO INSPECTION

All City owned vehicles are subject to inspection and or search at any time by a supervisor and no employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

#### 706.4 GUIDELINES FOR VEHICLES DRIVEN HOME

- (a) Vehicles shall be parked off the street, on the property at which the employee resides. They shall be legally parked, in a manner consistent with the zoning codes and other statutes applicable in the jurisdiction in which the vehicle is parked. It is not required that the vehicle be garaged, unless required by that local jurisdiction.
- (b) Motors shall be parked in a secured enclosed garage or other similar structure.
- (c) Motor Officers are not restricted from taking home their assigned motors, however, during inclement weather they will be restricted from traveling through the Cajon Pass (defined as any portion of Interstate 15, north of the Kenwood off-ramp). Inclement weather can be defined as high winds, rain, ice, snow or any combination thereof. If inclement weather develops after a motor is secured at an officer's residence then an alternative mode of transportation should be utilized to return to work.
- (d) Employees involved in any police action while in transit with the vehicle shall report their involvement to dispatch as soon as possible, and to the Watch Commander as soon as practical. But in no case later than 24 hours after the incident.
- (e) Employees whose route of transit takes them outside of the department's radio frequencies shall take all necessary steps to insure, as much as possible, that they are able to contact a law enforcement agency by radio from any point in their transit route.
- (f) Employees shall immediately report any damage to their vehicle or any complaints by neighbors residing near their home. Employees shall report these facts directly to their division commander.
- (g) When on leave for a week or longer, employees who are assigned a take home vehicle shall leave their vehicle at the station.
- (h) Employees assigned a take home vehicle may participate in the City's Ride Share Program.
- (i) Employees assigned a take home vehicle may make incidental stops on their way to and from work. These stops may include, but are not limited to, stopping at a store, dropping off or picking up a child at school or school attendance during a time period that immediately precedes or follows the employee's work schedule.
- (j) If department needs require the use of unmarked vehicles for a police operation the cars assigned to unit members in Investigations may be utilized for the duration of the operation. This will, therefore, impact the member's ability to take their unit home.

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Advanced notice will be provided if this should occur. This provision does not apply to Investigations Unit personnel who are on call.

#### 706.4.1 KEYS

All uniformed field personnel approved to operate marked patrol vehicles shall be issued their own personal unit key as part of their initial equipment distribution upon hiring. Personnel assigned a permanent vehicle shall be issued keys for their respective vehicle. The loss of any assigned key shall be promptly reported in writing through the employee's chain of command.

### 706.5 ENFORCEMENT ACTIONS

When driving an assigned vehicle to and from work outside of the jurisdiction of the Fontana Police Department, an officer shall not become involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists.

Officers driving marked vehicles shall be armed at all times.

Officers may render public assistance, e.g. to a stranded motorist, when deemed prudent.

### 706.6 MAINTENANCE

- (a) Each employee is responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicle.
- (b) Employees shall make daily inspections of their assigned vehicle for service/maintenance requirements and damage.
- (c) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to employees under their command to ensure the vehicles are being maintained in accordance with policy.
- (d) Routine maintenance and oil changes shall be done in accordance with the maintenance schedule. The vehicles will normally be serviced at the City maintenance shop.
  1. Employees should contact the vehicle maintenance coordinator to schedule routine as well as unscheduled maintenance of the vehicle.

#### 706.6.1 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from their Division Commander.

### 706.7 COLLISION DAMAGE, ABUSE AND MISUSE

When a City-owned or leased vehicle is involved in a traffic collision, the involved employee shall promptly notify a supervisor. A traffic collision report shall be filed with the agency having jurisdiction.

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When a collision involves a department vehicle or when a member of this department is an involved driver in a collision that occurs in this jurisdiction, and the collision results in serious injury or death, the California Highway Patrol should be summoned to handle the investigation.

Collisions involving a private passenger vehicle operated by an employee, when the vehicle use is at the request or direction of a supervisor and is in the performance of the employee's duties, shall be a liability of the Fontana Police Department, not the vehicle owner. Consideration should be given to an outside agency handling the collision investigation report (Insurance Code § 488.5).

The employee involved in the collision shall complete the City's vehicle collision form. If the employee is incapable, the supervisor shall complete the form.

Any damage to a vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the shift sergeant.

An administrative investigation will be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.