

# Vehicle Maintenance

## 702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained. Department vehicles include, but are not limited to, marked patrol vehicles, unmarked patrol vehicles, vans, motorcycles, Cushman, and other utility vehicles.

## 702.2 POLICY

The University of Maryland, Baltimore Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

## 702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

## 702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded to their supervisor for further action.

Documents describing the correction of the safety issue shall be filed with the vehicle history without delay.

### 702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable. The member that damaged the vehicle or the member that noticed the damage shall immediately report the damage to their supervisor. If a department vehicle is involved in an accident, the member involved in the accident shall immediately report it to Communications, which will notify the Shift Supervisor. If the member involved in the accident is incapacitated and cannot notify Communication, the first member on the scene of the accident shall immediately notify Communications. For vehicles that are performing poorly, the first member becoming aware of the performance shall promptly notify their supervisor.

### 702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

### *Vehicle Maintenance*

---

#### **702.4.3 REMOVAL OF WEAPONS**

All firearms, weapons (e.g., firearms, shotgun) and control devices (e.g., Taser) shall be removed from a vehicle and appropriately secured, prior to the vehicle being released to an outside vendor to perform maintenance, service or repair.

#### **702.5 VEHICLE EQUIPMENT**

Certain items shall be maintained in all department vehicles.

##### **702.5.1 PATROL VEHICLES**

Members assigned to patrol shall inspect their assigned vehicles at the beginning and conclusion of their shift (see Vehicle Use Policy 703). All UMBPD marked and unmarked vehicles specifically designated for patrol (i.e. are equipped with emergency lights and siren and used to respond to calls for service) should be equipped with the following equipment:

- Crime scene barricade tape
- First-aid kit
- Blanket
- Fire extinguisher
- Bloodborne pathogen kit, including protective gloves
- Hazardous waste disposal bag
- Evidence collection kit
- Spare tire, jack and lug wrench

#### **702.6 VEHICLE REFUELING**

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles shall not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location, and the gas card for each vehicle shall be maintained in the vehicle's glove box.

#### **702.7 WASHING OF VEHICLES**

The interior and exterior of vehicles shall be kept clean at all times and, weather conditions permitting, shall be cleaned and washed as necessary to maintain the professional appearance of the Department.

Patrol officers shall inform Communications when they take a vehicle to the car wash. Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a Shift Supervisor.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.