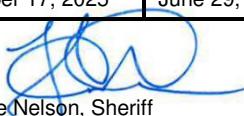




# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Vehicles: Use, Service, Repairs and Equipment</b>	Effective Date: November 17, 2022	Policy Number: <b>8.10</b>
Accreditation Reference: 2.2.9, 2.4.3, 2.5.1, 2.5.2	Review Date: November 17, 2025	Supersedes: June 29, 2016
Attachments:	 L. Shane Nelson, Sheriff	

## I. PURPOSE

The purpose of this policy is to provide guidance and direction for the use and repair of agency owned vehicles and conditions on the use of personally owned vehicles.

## II. POLICY

Vehicle operations constitute one of the highest costs of operation for law enforcement and also one of the highest liabilities. The proper use and care of vehicles is therefore of paramount importance. It is the policy of this agency to provide well equipped, maintained, and properly used vehicles.

## III. COMMISSIONING AND DECOMMISSIONING

The Automotive Supervisor will be responsible for commissioning and decommissioning of agency vehicles.

## IV. MAINTENANCE AND REPAIRS

All vehicles taken to a maintenance or repair facility will have all of the weapons removed and placed in the agency armory or other appropriately secure location.

### A. Automotive Shops

1. The Automotive Supervisor is responsible for tracking maintenance schedules and coordinating repair of agency vehicles.
2. When a vehicle or vehicle equipment needs repair or maintenance, the member will clearly describe the problem via SharePoint link "Vehicle Service Request" at the Deschutes County Sheriff's Office Automotive Shops.

### B. Vehicle Repair

1. Immediate Repair
  - a. If immediate repair of a vehicle is required during the hours when the Sheriff's Office Automotive Unit members are available, the vehicle will be taken to the shops and parked on the repair line, face in to indicate need for repair.
  - b. The member leaving the vehicle shall contact a member of the Automotive Unit via e-mail (\_SO Automotive) or phone message and arrange for immediate repairs.

- c. The member will report that the vehicle was left at the shops for repair to his supervisor.
- d. If immediate vehicle repairs are required when the automotive shops are closed, the vehicle will be taken to the shops and parked on the repair line, face in, to indicate the need for repair. The member will clearly describe the problem in a phone message or e-mail and submit to the Automotive Unit (\_SO Automotive) of the needed repair and the member will sign out another vehicle.  
If dead lining the vehicle is not possible, it will be taken to a contracted service provider. Only minor repairs such as light bulb replacement, windshield wipers, tire changing, and fuse replacements will be authorized. The service provider will provide the member with a receipt. The member will forward the receipt to the Automotive Unit Supervisor through the chain of command.

## 2. Routine Maintenance and Delayed Repairs

When a vehicle requires routine maintenance or repair which can be safely delayed, the repair will be coordinated by the Sheriff's Office Automotive Unit. Individual members are responsible for making maintenance appointments within mileage parameters set by the Automotive Unit.

Significant vehicle service overages shall be reported to team supervisors by the Automotive Supervisor.

## **C. Repair of Communications Equipment and Related Systems**

### 1. Immediate Repair

- a. If immediate repair of a radio or other communications system is required during the hours when Communications Unit members are available, the vehicle will be taken to the Automotive shop. The member will notify his supervisor that the vehicle was left at the Automotive shop for repair.
- b. If immediate repairs are required when the Automotive shop is closed, the vehicle will be taken to a contracted service provider. Only minor repairs (e.g., fuse replacements) will be authorized. The service provider will provide the member with a receipt. The member will forward the receipt to the Automotive Unit through the chain of command.

### 2. Routine Maintenance and Delayed Repairs

When communication equipment or related systems require routine maintenance or repair which can be safely delayed, the repair will be coordinated by the Automotive Unit.

### 3. Repair Line

Vehicles requiring communications repair will be left at the Automotive shop during its hours of operation; all others will be taken to the Automotive shop repair line with all weapons removed.

## **D. Vehicle Service Call-In**

Members shall promptly deliver their vehicle to the designated shop area when the vehicle is called in for service or repair.

## **E. Ready Line**

Available vehicles will be parked on the ready line. Vehicles that are ready for check out and use will be backed into their spaces. Dead lined vehicles will be parked head in as an indicator that they are out of service.

## **V. DAMAGE**

Any damage to Sheriff's Office vehicles will be reported immediately to a supervisor. Reports will be prepared for internal review. The member will fill out the Office Report of Property Damage via Sharepoint prior to the end of shift and forward it to the Automotive Supervisor.

If damage is found which has not been previously noted in the Vehicle Damage Log, the member will follow the procedures outlined above. In addition, the supervisor will take appropriate steps to identify the individual responsible for the damage and forward a report to that individual's supervisor.

## **VI. EQUIPMENT**

### **A. Vehicle Markings and Emergency Warning Devices**

1. Each patrol vehicle shall be conspicuously marked so as to make it readily visible and recognizable as a Sheriff's Office vehicle. Reflective markings shall be utilized to facilitate identification at night or in periods of poor lighting.
2. Each patrol vehicle shall be equipped with emergency lights, siren, public address system, police radio, exterior spotlights, and alley lights.
3. Unmarked vehicles used in traffic enforcement shall be equipped with emergency lights, siren, police radio, and public address system.

### **B. Equipment**

1. All equipment (such as radios, flashlights, firearms, etc.) in Deschutes County Sheriff's Office vehicles will be numbered and assigned to the vehicles by the Automotive Unit Supervisor or his designee. Equipment will not be interchanged between the vehicles.
2. All deputy (patrol and detective) vehicles shall contain general safety equipment which includes flares, traffic signaling devices, fire extinguisher, first aid kits, accident reporting kits, accident reporting kits, reflective vests, CPR barriers and boot chains.
3. Each patrol vehicle shall have a printed "Patrol Division Equipment List" (such as flares, blankets, water, etc.) displayed in the trunk which will describe the types and minimum number of items required to constitute a fully equipped patrol unit. See attached patrol "Required Trunk Contents" list.

Detectives are not required to carry all patrol equipment as they must carry bulky crime scene collection kits. They are required to have items listed in #2 above

4. Vehicles not used for routine emergency responses (administrative, civil technicians, command) are not required to carry equipment other than general safety equipment, which includes flares, traffic signaling devices, fire extinguisher, first aid kits, accident reporting kits, and reflective vests.

Search and Rescue vehicles must carry general safety equipment which includes flares, traffic signaling devices, fire extinguisher, first aid kits, accident reporting kits, and reflective vests. Prior to deployment, search and rescue vehicles are loaded with equipment pertinent to their particular assignment.

5. Items such as chalk, flares, or plastic bags may be replenished from the supplies stored at the Automotive Shops. Members expending such items described in the "Patrol Unit Equipment List" are responsible for replacement of those items. Members shall be responsible for ensuring that those items are present and in working order prior to accepting the vehicle for patrol. Members shall inventory vehicle supplies on a quarterly basis to ensure that all vehicles have the appropriate supplies.
6. The Automotive Supervisor will be responsible for obtaining replacement of equipment not immediately available.
7. AM / FM radios are standard equipment in most of the agency vehicles. The following guidelines must be followed:
  - a. The volume will be regulated at levels which ensure no interference with transmission or receipt of transmission of law enforcement communications.
  - b. AM/FM radio use must not expose the member to unsafe acts relating to law enforcement officer safety issues.

## **VII. USE OF VEHICLES**

Members required to operate a Sheriff's Office owned vehicle shall possess a valid Oregon Drivers License.

### **A. General**

1. Sheriff's Office vehicles shall not be used for personal business. Exceptions may be granted with supervisor approval.
2. Sheriff's Office vehicles will be operated in a reasonable and proper manner.
3. Members shall secure each Sheriff's Office vehicle whenever it is left unattended.
4. Members are responsible for maintaining clean and presentable vehicles. Vehicle interiors shall be kept free of debris and garbage, and floors and carpets should be periodically vacuumed. Members shall regularly clean their vehicle, to include wiping down the dash, console, radio equipment, and computers. When returned to the ready line, vehicles shall be clean and filled with gas. Mileage shall be recorded and any maintenance or repair needs noted on the vehicle repair board.
5. Members are prohibited from applying or placing any signs, decals, posters, insignia, bumper stickers, window stickers or any other items on Sheriff's Office vehicles, unless authorized to do so by the Sheriff or his designee.

### **B. Vehicle Check**

Prior to use, agency vehicles shall be checked for condition, operation, and equipment, to include:

1. Damage to vehicle, which shall be documented as set forth in section VI.
2. Proper functioning of the emergency warning devices and police radio.
3. Gas and oil levels, tires, windshield wipers.
4. Emergency equipment in the vehicle trunk.
5. Any other condition or equipment which may affect the proper handling of the vehicle.

### **C. Persons Authorized to Operate or Ride in Sheriff's Office Vehicles**

1. No agency vehicle shall be used by any member without the knowledge or permission of a supervisor.
2. No persons, other than Sheriff's Office employees, shall be allowed to operate or ride in an agency vehicle without prior permission from a supervisor.
3. Members shall not transport persons in Sheriff's Office vehicles except in connection with agency business or as authorized by a supervisor.
4. Sheriff's Office vehicles shall not be used for transportation of sick or injured persons unless under special conditions and then only when authorized by a supervisor.

### **D. Use of Seatbelts and Transporting Children**

1. All persons operating or riding in an agency vehicle shall utilize the seat and shoulder belts as they were designed to be used while the vehicle is in motion.
2. In accordance with ORS 811.210, when transporting a child the child shall be secured in the vehicle with the proper seat belt, harness, or child safety system.
3. It is the responsibility of the Sheriff's Office member to ensure that passengers in the vehicle utilize the seat belt or safety system. All ride-alongs must complete the proper release form.
4. Children under twelve (12) years of age shall not be transported in the front seat of any agency vehicle equipped with a front, passenger side airbag, unless the airbag can be disabled or the vehicle is equipped with an advanced airbag that disables the airbag.

When transporting young children, the member should consider using an agency vehicle not equipped with a plastic rear seat.

#### **E. Pushing**

Push bumpers on patrol units may be used to safely remove disabled vehicles from traffic lanes or other hazardous locations. The push bumpers are designed for pushing only and are not to be used for pulling. Discretion should be exercised in the use of push bumpers:

1. The deputy will ensure that pushing another vehicle will not result in damage to that vehicle and/or the patrol unit.
2. The deputy will inform the other driver of the intended destination and the techniques required to control a vehicle while it is being pushed.
3. Vehicles should not be pushed further than necessary to eliminate the hazard.

#### **F. Operation of Vehicles Outside of Jurisdiction**

Members shall not leave the jurisdiction in a Sheriff's Office vehicle unless on official business, as a necessary law enforcement response, or as authorized by the Sheriff or his designee.

1. When possible, members traveling outside the immediate area on official business will do so in an unmarked vehicle. However, if the use of a marked vehicle would have a specific purpose, permission may be granted.
2. Members living inside the county boundaries who are assigned a vehicle as part of their designated duties may, at the discretion of the Sheriff, utilize the vehicle for transportation to and from their residence when in compliance with applicable agency policies.
3. Members living outside of Deschutes County may not drive their assigned vehicle to and from their residence without specific authorization from the Sheriff or his designee.
4. Travel in a Sheriff's Office vehicle out-of-state must be pre-authorized by the Sheriff. Special arrangements must be made to ensure that the proper insurances are in place.

### **VIII. USE OF PERSONAL VEHICLES**

All members must have the specific approval of a supervisor before using their own or other privately owned vehicle for Sheriff's Office business.

Members who use their own vehicle are legally responsible should an accident occur, and their automobile insurance is primary.

Members who use their personal vehicles for Sheriff's Office service shall provide a vehicle which is in good repair.

Pickup trucks, campers and motorcycles shall not be used when conducting investigations or representing the Sheriff's Office unless such vehicle is being used as a "cover".

Deputies shall not use a private vehicle for the enforcement of traffic laws.

### **IX. SPECIAL PURPOSE VEHICLES**

Special purpose vehicles may be assigned at the discretion of the Sheriff, and will be of a design, modification and/or configuration to best accomplish its designated purpose.

#### **A. Canine Patrol Vehicle**

Canine patrol vehicles are vehicles assigned to a canine team for transporting and deploying patrol or drug detection canines. They are modified to facilitate the use and care of the canine while on patrol, transport, or

training. Unless otherwise directed, use is restricted to the canine team or that which is necessitated for maintenance and repair.

#### **B. Boat**

Marine Patrol boats are utilized for general law enforcement patrols upon waterways in Deschutes County to include enforcement of water related violations and criminal activity. These vessels are for use by those deputies who have completed the two-week Basic Marine Patrol Academy and are certified by the Oregon State Marine Board.

Occasionally, the marine patrol boats are used as transportation and to facilitate water related search and rescue missions. Boats are authorized for use by volunteers who have completed the basic search and rescue academy and an approved boater education course. Boat operators must possess a boater education card and must carry the card with them.

Required equipment for boats shall include:

- Fire extinguisher
- 25 feet of rope
- Anchor
- Sound Producing Device ( whistle or horn)
- Type IV throwable device
- A basic tool kit consisting of a screwdriver, adjustable end wrench (crescent wrench), and pliers.

Operators and occupants must wear a Coast Guard approved personal flotation device (life jacket) at all times while on the water.

#### **C. Jet Ski**

Jet skis are used as transportation and to facilitate water related search and rescue missions. Jet skis are also used by deputies to patrol rural recreation areas. Jet skis are authorized for use by volunteers who have completed the basic search and rescue academy and an approved boater education course. Jet ski operators must possess a boater education card and must carry the card with them.

Required equipment shall include:

- Fire extinguisher
- Sound producing device (whistle or horn)

Operators and occupants must wear a Coast Guard approved personal flotation device (life jacket) at all times while on the water.

#### **D. Snowmobile**

Snowmobiles are used as a means of transportation for search and rescue missions during the winter months when road accessibility is limited due to snow. Snowmobiles are also utilized by deputies to patrol rural recreation areas. Snowmobiles are authorized for use by volunteers and deputies who possess a valid driver's license and/or a valid snowmobile operator's permit issued by an authorized dealer. Volunteer operators must also have completed the basic search and rescue academy.

Snowmobiles required equipment shall include:

- Spare spark plugs
- Spare belt
- Pull start strap
- 25 feet of webbing
- Basic tool kit consisting of a screwdriver, adjustable end wrench (crescent wrench)

- Pliers

All operators and passengers must wear an approved helmet and eye protection.

#### **E. Snow-cat**

The snow-cats are for use as a means of transportation and to facilitate search and rescue missions during the winter months when accessibility is limited by snow. All operators must possess a valid driver's license and have completed the basic search and rescue academy.

Snow-cat required equipment shall include:

- Fire extinguisher
- 25 feet of rope
- Basic tool kit consisting of a screwdriver, adjustable end wrench (crescent wrench) and pliers

#### **F. All Terrain Vehicle**

All Terrain Vehicles are for use as a means of transportation and to facilitate search and rescue missions. All Terrain Vehicles are also used by deputies to patrol rural recreation areas. All Terrain Vehicles are authorized for use by volunteers who have completed the basic search and rescue academy. Volunteers and deputies must possess a valid driver's license.

All operators and passengers must wear an approved helmet and eye protection.

#### **G. General**

1. Special purpose vehicles will be maintained and operated under the same guidelines established for all Sheriff's Office owned vehicles.
2. Special purpose vehicles will be assigned to a specific division, program, or member. Other than indicated above, the Division Captain, program director, or member assigned shall further control the use of the vehicle, to include designation of personnel authorized to operate the vehicle, equipment inventory to accomplish the designated purpose of the vehicle, scope of use for the vehicle, and limitations on the use of the vehicle.
3. If specific qualifications, training, and/or equipment are required for the safe or lawful use of the special purpose vehicles, (such as licensing classes, training, or safety equipment required by law), it shall be the responsibility of the program director to ensure that anyone operating the vehicle conforms to these requirements.