



ERIE POLICE DEPARTMENT



Written Directives

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Title: <u>Marked Vehicles</u>		Pages: 4
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POLICY:

It is the policy of the Erie Police Department to deploy well-maintained, conspicuously marked patrol vehicles which are readily identified as law enforcement vehicles from every view, even at night, as well as a readily identifiable code enforcement vehicle.

DEFINITIONS:

NONE

PROCEDURES:

CACP STANDARD 100.1

I. VEHICLE MARKINGS

- A. Vehicles used for routine patrol duties shall be conspicuously marked with light reflective material which includes:
 - 1. The department's name and Mission Statement on both sides of vehicle;
 - 2. The word "Police" and the number "911" on both sides of vehicle; and
 - 3. The rear of the vehicle will be marked to designate the vehicle as a police vehicle.
- B. The Code Enforcement vehicle shall be marked with the Town of Erie's tree symbol and clearly designated as a Code Enforcement vehicle.

CACP STANDARD 100.2

II. VEHICLE EQUIPMENT

- A. Every vehicle used during routine patrol shall be equipped, at a minimum, with the following:
 - 1. Exterior, roof top-mounted, lights exhibiting red and/or blue colors;
 - 2. A siren with multi functions;
 - 3. An exterior spotlight;
 - 4. A mobile radio;

5. An electric lock for a shotgun and a rifle;
 6. Seat belts;
 7. Equipment box containing the items listed on the unit equipment checklist;
 8. A rechargeable flashlight; and
 9. A Mobile Data Computer (MDC)
- B. The code enforcement vehicle shall be equipped, at a minimum, with the following:
1. An amber light, either temporarily or permanently affixed to the roof;
 2. Seat belts;
 3. Storage space for animals outside of the passenger compartment;

III. INSPECTION OF VEHICLES

- A. At the beginning of each shift, officers assigned a police vehicle will make a thorough inspection of the vehicle and its equipment.
- B. Items which will be inspected or checked, at a minimum, include:
1. Fuel, oil and water levels;
 2. Condition of tires and wheels;
 3. Emergency equipment;
 4. Locking mechanisms;
 5. Condition of brakes;
 6. Vehicle and emergency lights;
 7. Radios;
 8. Public address system;
 9. Seat belts;
 10. Upholstery;
 11. Equipment box and its contents;
 12. MDC;

13. Flashlight; and

14. General body condition.

- C. If during the shift an item is expended, the officer assigned the unit will replace the item prior to going off duty. If the item is not available, the officer will document the shortage and submit an equipment request to the shift supervisor.
- D. Each officer will ensure their assigned vehicle is refueled at the end of the shift. In the event it cannot be, the information will be forwarded to the next supervisor or OIC coming on duty.
- E. Officers will inspect the interior of the vehicle at the beginning and end of each shift and after anyone is transported in the patrol vehicle. This is done to ensure no weapons, evidence or contraband has been left in the vehicle by arrestees, suspects, or other individuals.
- F. Random inspections will be conducted periodically by watch sergeants or a member of Command Staff.

IV. DAMAGED VEHICLE OR INOPERATIVE EQUIPMENT

- A. When the inspection of a vehicle uncovers damage or inoperative equipment, the officer will report damage to the shift supervisor.
- B. Damaged or inoperative equipment discovered during inspections shall be reported to the shift supervisor prior to leaving the police department. Damage should be photographed and stored on a shared drive in a folder designated for each vehicle. Any potential new damage should be compared to photos stored in the folder to verify if the damage is new or previously documented.
- C. The supervisor will ensure the appropriate repair requests are completed and a copy is forwarded to the Watch I supervisor, who will coordinate with fleet maintenance to schedule all vehicle repairs.
- D. Minor repairs which can be made by the officer should be completed prior to the end of the shift.

V. VEHICLE CLEANLINESS

- A. Each officer will remove trash or debris which has accumulated in the vehicle and ensure the vehicle is in a clean condition for the next assigned shift.
- B. Officers will take their assigned vehicle to the contract car wash on an as-needed basis, weather permitting.

VII. VEHICLE SECURITY

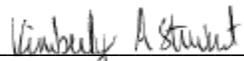
- A. Marked Patrol units not in service and parked at the Town vehicle maintenance facility, or other repair facility, will have the radios turned off, the doors locked and any firearms removed.
- B. Marked Patrol units not in service and parked at an off-site (not Town-owned) maintenance facility will have the MDC removed if this can be arranged prior to going out of service. Supervisor vehicles parked at an off-site maintenance facility will have the shield, breaching tools and any other equipment specifically stored in supervisor vehicles removed.
- C. Ignition keys shall be removed from all marked department vehicles and the vehicle’s anti-theft system activated with doors locked when members cannot maintain a visual on their vehicles.
- D. Ignition keys shall be removed from all department vehicles and the vehicle will be locked when members cannot maintain a visual on their vehicle and the vehicle is not equipped with an anti-theft device.
- E. The MDC screen of all unoccupied department vehicles shall be deactivated, dimmed or otherwise configured to make any information on the MDC unable to be viewed by unauthorized persons.

RULES:

NONE

REFERENCES:

NONE



Kimberly A. Stewart
Chief of Police