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Chapter 303 - Facilities and Equipment			
Reviewing Office Resource Management			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <i>Revisions in italics</i>
References			

DEPARTMENT VEHICLES

303.1 - 1 PURPOSE

The purpose of this directive is to outline policies, procedures, and guidelines to ensure effective and efficient operational standards in the care and handling of Departmental vehicles.

303.1 - 2 Definitions

303.1 - 2.1 Marked Vehicle

A four (4) wheel vehicle that is equipped with a permanent roof mounted light bar or beacons, an audible siren, and is fully marked with Detroit Police Department identification.

303.1 - 2.2 Motorcycle

A two (2) wheeled police patrol vehicle equipped with a siren, an oscillating, flashing, or rotating light and distinctively marked as a police vehicle.

303.1 - 2.3 Semi-Marked Vehicle

A four (4) wheel vehicle that is equipped with permanent flasher type lights to the front, rear, or flashing, oscillating or rotating lights mounted in the front and rear window area instead of a permanent top mounted light bar or beacons. The vehicle is also equipped with a siren. A semi-marked vehicle can have partial police identification markings.

303.1 - 2.4 Surveillance Vehicle

A four (4) wheel vehicle that does not have law enforcement vehicle modification (e.g., light bar, siren, etc.).

303.1 - 2.5 Unmarked/General Assignment Vehicle

It does not have a permanent top mounted light bar, but is equipped with front and rear emergency lighting. The vehicle does not have any police identification markings.

303.1 - 3 General

303.1 - 3.1 Operating Rules for Department Vehicles

Sworn and non-sworn members operating any city owned or Department vehicle shall do so in a safe and responsible manner. Members shall operate motor vehicles in

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accordance with the applicable laws of the state of Michigan and the city of Detroit. Members shall adhere to any operating rules provided by Department policy.

Department vehicles:

- a. Shall be used only as authorized by Department policy;
- b. Shall be driven only by authorized Department members;
- c. Shall only be driven by members that possess a valid and appropriate state of Michigan driver's license and a Department Vehicle Operation Permit (DPD47) (supervisors shall conduct monthly inspections of the driver's license to ensure that the members are in compliance);
- d. Shall be parked in a legal manner except during emergency situations; and
- e. Shall not be placed in motion until all persons have fastened all available seat restraints.

303.1 - 3.2 Department Members

1. Department members shall not use or allow the use of a Department vehicle for any illegal purpose. If a governmental entity confiscates or attempts to confiscate the assigned vehicle because of its use for an illegal purpose and the Department member had knowledge of or consented to said use, the Department member shall reimburse the Department for:
 - a. The cost of replacing the confiscated vehicle if the Department is unable to recover the vehicle in an undamaged condition; and
 - b. Expenses incurred by the Department as a result of the confiscation or attempted confiscation and its recovery.
2. Department members shall not use a Department vehicle for personal business or errands, monetary gain, or to transport passengers for any purpose unrelated to Department business.

303.1 - 4 Utilization of Department Vehicles for Personal Business

Department vehicles are not to be utilized for personal business or transportation to and from the work location. However, since operational necessity may require an exemption to this policy, requests for exemptions shall be forwarded through channels to the Chief of Police.

303.1 - 4.1 Criteria for Exemption Status

Members below the rank of *Captain* shall not be authorized off-duty use of Department vehicles except with prior written approval of the Chief of Police or his/her designee. Such exemptions will be based solely upon operational necessity.

303.1 - 4.2 Submission of Exemption Requests

Leased and forfeited vehicles may, with approval of the Chief of Police, be taken only "to and from home" by members whose primary duty is surveillance. Any personal or non-

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duty related use of a leased or forfeited surveillance vehicle will not be granted for any Department member.

303.1 - 4.3 Submission of Exemption Requests

1. All requests for exemption will be governed by the aforementioned guidelines and must include the name of the individual, individual's address, code number of the vehicle, and verification that the vehicle is equipped with a Department approved anti-theft device and the type of exemption requested as follows:
 - a. To and from home only; or
 - b. Extended privileges.
2. When it is deemed operationally essential to request an exemption, commanding officers shall prepare the exemption request for members assigned to his/her commands and shall submit such requests through official channels to the Chief of Police.
3. All requests shall explain in detail the justification for exemption. For example, if the justification involves the member being subject to recall, the circumstances, type and frequency of such recall shall be detailed. Commanding officers shall also indicate if the member has been assigned a Department PREP radio and/or Department cellular telephone and the number of times the member has been recalled in the previous six (6) month period.
4. Commanding officers seeking exemptions must do so on an annual basis. All exemptions will expire automatically on July 1st. Requests for exemptions shall be submitted no later than thirty (30) days prior to the July 1st expiration date to ensure a decision prior to the beginning of the new exemption period.
5. All Department members, upon being granted exemption status, must read and sign the Rules for the Use of Detroit Police Department Motor Vehicle form (DPD721). The original signed form shall be retained at the member's command and a copy shall be forwarded through channels to the Chief of Police.

303.1 - 5 Vehicle Assignment

303.1 - 5.1 General Assignment Vehicles

Fleet management shall make recommendations to the Chief of Police regarding the assignment of all Department vehicles and vehicle equipment. Vehicles shall not be transferred to other commands or individuals without prior approval by the Chief of Police or his/her designee. Department vehicles assigned to any command for a specific purpose may not be used for another purpose without approval of the commanding officer.

303.1 - 5.2 Surveillance Vehicles

1. Surveillance vehicles are those automobiles or other motorized vehicles utilized by the Department to observe covertly the activities of people, places, and situations that present a possible or real threat to the maintenance of public order. These vehicles

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shall not be used on a regular basis for routine observations or patrol type operations, nor shall they be used by the investigators to perform general investigations.

2. No surveillance vehicles other than those leased or otherwise approved by the Chief of Police shall be utilized by members of the Department. Such vehicles shall not be obtained from any source other than Fleet Management.
3. Any commanding officer wishing to obtain a surveillance vehicle for use within the command or wishing to replace a surveillance vehicle already assigned to the command shall forward an Inter-Office Memorandum (DPD568), in duplicate, through official channels, to the Chief of Police. This request shall outline the need for such vehicle and a short explanation of its intended use.
4. Upon approval by the Chief of Police, the original memorandum shall be forwarded to Fleet Management. Fleet Management shall be responsible for the acquisition and assignment of the vehicle to the requesting command.
5. Members utilizing vehicles that are assigned to a Federal Agency or vehicles donated/loaned to the Department by an outside entity must submit or have a Memorandum of Understanding (MOU) on file with Fleet Management. The MOU shall address the vehicle's usage, restrictions, and the length of time the member will be assigned the vehicle.

303.1 - 5.3 Submission of Monthly Vehicle Maintenance and Mileage Vehicle Report

All Department members assigned a vehicle must submit the Assigned Vehicle Maintenance Report (DPD251) or, if applicable, the Monthly Leased Vehicle Inspection Form, every month by the 5th day of the subsequent month through channels to Fleet Management. A copy of the report shall be retained at the member's command.

303.1 - 6 Operating Department Vehicles - Permits Required

1. Any sworn or non-sworn member without proper authorization shall not operate a Department vehicle. Non-uniform personnel are prohibited from driving marked scout cars.
2. In addition to a valid Michigan Operators or Chauffeurs License, sworn and non-sworn members are required to obtain a Department Vehicle Operation Permit (DPD47) prior to operating any Department vehicle. Permits are issued by Professional Education and Training after the member has received special instruction in Department approved methods of vehicle operation and the member's qualifications have been tested, non-sworn members are exempt from testing.
3. For good and sufficient reason, a commanding officer may suspend a sworn or non-sworn member's Department Vehicle Operation Permit. Any member whose permit has been suspended shall not drive any Department vehicle during the period of suspension. If a commanding officer believes that a member of the command is in need of driver reeducation, the commanding officer shall refer the member or employee to Professional Education and Training for such education.

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4. Trainee police officers and other non-sworn members who have been issued Department Vehicle Operation Permits may operate unmarked police vehicles in the performance of his/her duties.
5. Sworn members are not required to make application for a Department Vehicle Operation Permit. This shall be handled administratively prior to the sworn member's graduation from the Training Center. Non-sworn members' application for Department Vehicle Operation Permits shall be made on an Inter-Office Memorandum (DPD568), by the employee's commanding officer and forwarded to Professional Education and Training.
6. Professional Education and Training shall arrange an appointment for the non-sworn member to appear. When notified to appear, the non-sworn member shall bring a valid Michigan Operators or Chauffeurs License. Professional Education and Training shall secure the employee's driving record via the Law Enforcement Information Network (LEIN) System. Professional Education and Training shall determine if the applicant should undergo a driver evaluation. Department Vehicle Operation Permits shall be issued with an indefinite expiration date. However, sworn and non-sworn members shall surrender their permits upon separation from the Department. Further, non-sworn members shall also surrender their permits upon entering recruit-training class.
7. A request for any replacement Department Vehicle Operation Permit shall be prepared on an Inter-Office Memorandum (DPD568), through channels to the commanding officer of Professional Education and Training.

303.1 - 7 Citizens in Police Vehicles

1. Generally, private citizens shall not be permitted to "ride along" in police vehicles that are being used in the performance of duty unless the citizen's presence is necessary in the furtherance of police work.
2. However, community policing requires an informed citizenry. As part of this Department's overall mission of encouraging community involvement, on occasion citizens will wish to "ride along" with members to better learn and understand the challenges that law enforcement entails. *Citizens requesting to "ride along" with a member of the Detroit Police Department should be assigned to do so with a patrol supervisor. Supervisors shall have discretion when determining whether to permit a citizen to ride along. However, not extending this courtesy to citizens should be the exception rather than the rule. In limited circumstances, citizens may be permitted to "ride along" with police officers at the discretion of the officer in charge of the shift and the officers themselves. No member shall be required to take an observer with them during their shift.*
3. *Civilian members of the Detroit Police Department shall be permitted to "ride along" with any rank for training purposes. Every request by civilian members to observe shall be given priority and shall only be denied due to extenuating circumstances. If any request by a citizen or civilian member to observe is denied, the reason for the denial shall be entered into the electronic desk blotter.*

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4. *Any citizen or civilian member authorized to “ride along” in a police vehicle or who are to receive any kind of guided tour, training, or orientation from any member of the Department shall be required to sign a Liability Waiver (DPD428), in duplicate, releasing the city or any of its agents from responsibility for personal injury or property damage. The waiver is required of police administration students, visitors, etc. Detroit Police Reserves are not required to sign waivers. A person must be eighteen (18) years of age to participate in a “ride along.”*
5. The waiver shall be signed on every occasion when the person wishes to “ride along.” The original waiver shall be retained at the originating command.

303.1 - 8 Driving

303.1 - 8.1 Emergency Runs

1. Members shall drive Department vehicles in a cautious manner at all times and shall obey all traffic laws and regulations. Only emergency situations justify the increased hazard of driving with the siren in use. The siren, oscillating or flashing roof lights and headlights, shall be used as warning devices. When using these warning devices on an emergency run, the driver shall have the vehicle under complete control at all times and shall consider the current weather conditions.
2. In emergencies, when it is necessary to proceed against traffic lights or stop signs, the driver shall sound the siren, have the oscillating or flashing roof lights in operation, use the headlights and proceed with utmost caution. After slowing down or stopping, if necessary, the driver shall carefully observe traffic conditions before proceeding. Members acting as escorts for parades, distinguished persons, etc., shall not use the siren except in emergencies or as a warning of their approach.

303.1 - 8.2 Towing or Pushing with Department Vehicles

Unless properly equipped with a push bumper, Department vehicles shall not be used for towing or pushing other vehicles.

303.1 - 8.3 Seatbelts

1. In compliance with the state seat belt statute, members shall wear a properly adjusted and fastened seat belt when occupying the front seat of a Department vehicle while the vehicle is in motion.
2. All persons in the vehicle shall wear a properly adjusted and fastened seat belt when occupying either the front or rear seat of a Department vehicle while the vehicle is in motion.
3. Under no circumstances shall the seat belt be routed behind the front seats of the Department vehicles. This practice triggers a false reading to the vehicle’s safety restraint system which may result in an airbag malfunction.
4. Department vehicles shall not be used if the occupant restraint system provided in that vehicle by the manufacturer has been altered, disconnected, or otherwise made inoperable.

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5. Members who discover an inoperable restraint system or other safety system shall report the defect to a supervisor.

303.1 - 8.4 Emergency Vehicle Operations Program

1. Members who are involved in a “preventable” on-duty motor vehicle accident or off-duty accident while driving a Department vehicle, shall be required to attend and pass the Department’s Emergency Vehicle Operations Program (EVOP).
2. The completed investigation packet of the on-duty accident shall be forwarded to the Training Center prior to the member attending this type of training to address the specific driving issues.
3. The member will be required to complete and pass classroom instruction and a driving test. Until successful completion of the EVOP, such members shall not be allowed to operate Department vehicles.
4. Members who do not receive passing scores on the road test, together with any future observations of the member’s driving habits by supervisors, shall be incorporated into the member’s next performance evaluation rating.

303.1 - 8.5 Excessive Speed

Department vehicles are equipped to monitor and document excessive speed during a member’s tour of duty. The member must be prepared to justify the use of excessive speed in regard to any deviation from the Department’s policy.

303.1 - 9 Care of Department Vehicles

1. Members assigned to patrol in Department vehicles are responsible for the maintenance and care of the vehicle, radio, and equipment. A great degree of care shall be exercised with Department vehicles.
2. Members shall not remove or alter any equipment assigned to the vehicle or in any way remove or alter paint, decals, or graphics.
3. Members shall inspect a Department vehicle and the Department equipment in the vehicle (e.g., video, overhead lights, siren, etc.) before it is driven and report any unsafe condition, disrepair, or damage to the vehicle and/or equipment to a supervisor immediately.
4. Members who drive any Department vehicle shall keep the interior clean. The member shall clean out the interior and trunk compartment of debris, trash, and garbage after each use.
5. When reporting for duty, the member who is to drive the Department vehicle shall ensure that the vehicle is properly supplied with gasoline. The oil must be checked prior to driving. The tires must be properly inflated. The vehicle must be free of debris, contraband, weapons, etc. The vehicle must also be thoroughly inspected for defects. Members assigned to operate vehicles equipped with a safety partition are responsible for cleaning that partition.
6. All vehicles used for patrol type functions will be checked at the beginning and the end of each tour of duty to ensure that no weapons, narcotics, or items of evidence are in

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the vehicle. In addition, all vehicles shall be checked for contraband or property immediately after transporting any prisoner, suspect, or citizen for any reason.

7. No stickers or political material shall be affixed to any Department vehicle unless authorized by the Chief of Police. If authorized, the stickers shall be attached only on the bumper of the vehicle and never on any painted surface.
8. Each command shall maintain a schedule for washing its radio-equipped vehicles so that not more than one (1) car is out of service at one (1) time for washing. Scout cars are required to call out of service for a car wash and shall not do so between the hours of 4:00 p.m. and 6:00 p.m. unless prior permission has been granted by the zone dispatcher.

303.1 - 9.1 Fueling Procedures

The General Services Department's fueling system for all city vehicles is called Real Efficiency Vehicle Systems (REVS). This system is activated by entering basic requested information, i.e., pump number, 9 + six (6) digit vehicle code, exact odometer reading, and when instructed, the member is to wave their employee issued fuel card at the sensor pad. The fuel pump is now activated and ready to dispense fuel. All problems incurred while fueling should be brought to the attention of Fleet Management. In an effort to prevent an unlikely fire or explosion, members must not fuel vehicles while the engine is running or be using their cellular telephone.

303.1 - 9.2 Fueling Cards

1. Department members are issued fuel cards and are responsible for securing and maintaining the cards. Should a member's card become damaged or lost, the member shall notify their supervisor immediately. The supervisor shall ensure that Fleet Management is notified of any lost or damaged fuel cards. The member shall be responsible for the ten dollar (\$10.00) replacement cost for a damaged or lost fuel card.
2. Supervisors are to collect the fuel card from any member who separates from the Department.

303.1 - 9.3 Vehicle Inspections by Supervisors

1. Commanding officers are responsible for the proper washing, lubricating, and servicing of vehicles assigned to their command. At each change of shift, a supervisor shall perform an inspection to ascertain that the vehicles are in serviceable condition. This inspection shall ensure that the tires of each vehicle are properly inflated and that the vehicles are properly equipped with tire-changing equipment and seat belts, which operate properly. The inspecting supervisor shall note the cleanliness of the vehicle as well as any damage.
2. Supervisors observing vehicle damage shall inspect the Vehicle Damage History (DPD249) to determine if another supervisor has noted the damage. The inspecting supervisor shall notify the officer-in-charge of the precinct desk to make a notation of the vehicle inspection in the desk blotter.

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303.1 - 10 Vehicle Maintenance Persons

1. Fleet Management shall designate a member to act as vehicle maintenance officer, who shall be responsible for regular inspections of all assigned vehicles for preventive maintenance, repairs required on the basis of mileage, visual inspections and any other duties assigned by a superior officer.
2. Vehicle maintenance persons shall ensure that any vehicle requiring service or repairs is delivered to the appropriate municipal-owned garage. The vehicle maintenance person shall complete the Vehicle Maintenance Request (City of Detroit 32) as directed on the form.
3. If the vehicle maintenance person discovers a safety or major defect during regular inspections, the officer shall have the authority to take the vehicle out of service until repaired.

303.1 - 11 Reporting Damaged or Defective Vehicles

1. Members operating Department vehicles shall report any defects to a supervisor who shall inspect the vehicle. If the defect requires immediate attention, the supervisor shall make arrangements for the repair of the vehicle.
2. Should the member fail to note and properly report any defect, which is later found, it will be assumed that it occurred during their tour of duty and they will be held accountable.
3. Damage to vehicles shall be reported to a supervisor. The supervisor to whom the damage is reported shall review the Vehicle Damage History (DPD249), to determine if the damage was recorded previously and if not shall record the appropriate information on the Vehicle Damage History (DPD249).
4. The interior and/or exterior of Department vehicles are not to be altered by any members, however slightly, by affixing unauthorized bumper stickers, and other insignias, signs, or paraphernalia onto the vehicle's surface.
5. Department vehicles are equipped with the necessary equipment needed to perform police duties. Any member who makes unauthorized alterations to vehicles will be subject to disciplinary action, and shall absorb any financial costs incurred.
6. In addition, the members reporting the damage (except vehicle accidents) shall prepare a Sungard incident report and shall forward two (2) copies to Fleet Management. Should the member fail to note and properly report any damage, which is later found, it will be assumed that it occurred during their tour of duty and they will be held accountable.
7. Each commanding officer is responsible for vehicles under their jurisdiction which are driven in an unsafe condition.

303.1 - 11.1 Dispositions of Department Vehicle Involved in an Accident

1. When a Department vehicle is involved in an accident, the commanding officer of the command to which the vehicle is assigned shall ensure that the vehicle is taken for a damage estimate between the hours of 7:00 a.m. and 3:00 p.m., within twenty-four

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(24) hours of the accident, excluding Saturdays, Sundays, and holidays. Whether the vehicle is drivable or not it shall be taken to the Davison garage. Accident vehicles will not be repaired or released until an accident report (UD-10), a Detroit Vehicle Crash Report (C of D 113) and a Supervisors Traffic Crash Report (DPD159A) is submitted to Fleet Management with the appropriate signatures. Additionally, a copy of all accident related Investigation and Reports (I&R) shall be forwarded to the Assistant Chief, Office of Support Operations, for review.

2. The Vehicle Damage History (DPD249) will serve as the garage foreman's authorization for the damage estimate. The supervisor to whom the damage is reported shall record the following information on the Vehicle Damage History (DPD249):
 - a. The date and time the damage is reported to have occurred;
 - b. The date and time the damage is reported; and
 - c. The location and type of damage on the vehicle.
3. The supervisor shall then affix their signature and badge number in the spaces provided.
4. If the vehicle is inoperable, care shall be taken to prevent theft or loss of valuable equipment. Members or employees to whom the vehicle is assigned shall, if possible, remain at the scene until the vehicle is towed. The municipal garage shall place high priority on such towing requests. If a defect is alleged, the Department vehicle shall be taken to the nearest garage as soon as possible for inspection.
5. If the driver of the damaged Department vehicle is seriously injured, the patrol supervisor responding to the scene shall take necessary steps to protect the vehicle and its contents.
6. Particular attention should be given to the area around the accident scene to recover any Department or personal property, which may have fallen from the Department vehicle.

303.1 - 11.2 Record of Vehicle Damage

A Vehicle Damage History record book shall be maintained for every vehicle by the command of vehicle assignment.

303.1 - 11.3 Preparing Vehicle for Servicing

1. Whenever it becomes necessary to leave a vehicle at a garage for extended services, i.e. collision damage, engines, etc., all removable in-car video equipment and other equipment shall be removed and secured by members of Communications System Unit (C.S.U.). Once all repairs are completed, the vehicle shall be returned to C.S.U. for reinstallation of equipment. Radio-equipped vehicles taken to any municipal garage for repairs shall be locked and the keys shall be turned over to the garage foreman.
2. In the event that a vehicle is to be taken to a dealer for warranty work, the vehicle shall be delivered to Fleet Management, who will then convey the vehicle to

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Communications for the removal of the radio equipment, and then to the dealership for the necessary service.

303.1 - 11.4 Repair Garages

Police vehicles involved in an accident and are inoperable shall be taken to the Davison garage. The garage dispatcher shall be informed of the code number of the vehicle, the command to which the vehicle is assigned, the location of the vehicle and the problem, if it can be determined.

1. All vehicles, motorcycles, and motor scooters, which are in need of and able to be immediately repaired, shall be taken to the Russell Ferry garage after the garage dispatcher has been contacted.
2. In no case shall vehicles be taken to the Davison Garage unless directed for body repairs.
3. To prevent unnecessary delays in obtaining oil changes and lubrications of Department vehicles, Fleet Management shall notify and schedule oil changes for every command.
4. Response unit crews are required to obtain permission from the zone dispatcher prior to taking the vehicle to a garage for maintenance or equipment repair. The officer-in-charge of the desk shall be notified by the response crew that they are taking their Department vehicle to the garage for maintenance or repair.
5. In the event that a vehicle breaks down during the tour of duty and requires a tow, the member shall notify their supervisor, who shall notify Fleet Management during normal business hours, 7:00 a.m. - 4:00 p.m., Monday through Friday. After hours and weekends, Russell Ferry garage shall be notified at 313-876-0045. The member must remain with the vehicle under normal conditions. If the disabled vehicle is parked at a secure police facility, it is essential that the garage dispatcher be informed of the location of the key to the vehicle.

303.1 - 11.5 Vehicles Requiring Repeated Repair for the Same Problem

1. When a Department vehicle has required repeated repair for the same problem, or faulty repair of a problem, the commanding officer of the command to which the vehicle is assigned, shall prepare a report on an Inter-Office Memorandum (DPD 568).
2. This report shall include the make and code number of the vehicle and a statement of the vehicle problem. The report shall be forwarded to Fleet Management.

Related Policies:

- Directive 303.2 - Vehicular Pursuits
- Directive 303.3 - In-Car Video Equipment

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Related Forms:

- Assigned Vehicle Maintenance Report (DPD251)
- Detroit Vehicle Crash Report (C of D 113)
- Department Vehicle Operation Permit (DPD47)
- Drivers Road Test (DPD551)
- Liability Waiver (DPD428)
- Rules for the Use of Detroit Police Department Motor Vehicle (DPD721)
- Vehicle Damage History (DPD249)
- Vehicle Maintenance Request (C of D -32-OR-A (12-81))