


NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Maintenance of Police Vehicles		AOM: O-208
Massachusetts Police Accreditation Standards Referenced: [41.3.2]		Issuing Authority <hr/> John D. Cartledge Chief of Police
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I. Introductory Discussion

This chapter sets forth policies and procedures relative to the maintenance of police vehicles.

II. Responsibility for Vehicle and Equipment Accountability

A. Department personnel who are assigned to duty as an operator of a marked police vehicle shall be responsible for the condition and operational readiness of the vehicle assigned to their use, including the replacement of any supplies or equipment needed.

1. Vehicles assigned to patrol duty shall be equipped with the following: [41.3.2]

- a. Cruiser Medical Bag – stocked as per *AOM O208.b Medical Bag Checklist*.
- b. Trunk Storage Box – stocked as per *AOM O208.a Patrol Cruiser Trunk Storage Box Checklist*.
- c. Patrol Rifle Storage Locker.
- d. Measuring Wheel.

- B. Except when the vehicle is in emergency use, each member or employee shall immediately inspect the vehicle when it is turned over to them and complete the FLEETIO Inspection Form on your mobile device or computer, which contains an itemized list of vehicle components (i.e. headlights, battery, etc.), fluids, and equipment and supplies within the vehicle.
1. The officer shall note any defect, damage, or service needs on the list and submit it to the Officer-in-Charge (OIC), who shall review the list and sign off on it.
 2. Any officer failing to report and replace missing or defected equipment and supplies in their patrol vehicle shall be required to provide a written explanation of such action to the OIC. [41.3.2]
 3. Any officer that needs supplies for their cruiser shall ask the OIC for the proper supplies to replenish them.
- C. Prior to any operation of a police vehicle, the operator shall inspect the interior of the vehicle and shall ensure that it is clean and free from papers, all trash, unauthorized articles or materials, hazardous fluids (i.e. body fluids), and any instrument that may be used by a subject in custody to inflict personal injury on any member or employee, or to effect escape. If, upon inspection, the vehicle is found to be in need of cleaning, the officer shall cause the vehicle to be cleaned and shall report such to the OIC.

III. Cruiser Medical Bag

- A. The Cruiser Medical Bag shall contain the emergency medical supplies as noted on [AOM O208.b Medical Bag Checklist](#).
- B. Prior to any operation of a police vehicle, the operator shall inspect the oxygen tank stored in the Cruiser Medical Bag and insure that the gauge reads a minimum of 700 PSI. If the tank is below this limit, it must be replaced immediately.
- C. When the storage compartments in the Cruiser Medical Bag (except the oxygen tank area) are fully stocked in accordance with [AOM O208.b Medical Bag Checklist](#), they will be secured with numbered breakaway seals. A spare fully stocked Cruiser Medical Bag will be maintained in the Ready Room for emergency replacement only. The Cruiser Medical Bag issued to the specific cruiser must be re-supplied and replaced in the cruiser prior to the end of the shift.
- D. If the seal is broken or medical supplies are used, the operating officer is responsible to replace the supplies in the designated compartments in the proper quantity, as noted on [AOM O208.b Medical Bag Checklist](#). The OIC shall then issue a new seal.

IV. Maintenance of Vehicles

- A. Upon completion of their tour of duty, the officer shall ensure that the gasoline tank is at least half full and that the vehicle is clean and free from items listed in section II – C above.
- B. No department vehicle will be operated with a tire low on air or when there is evidence of an apparent mechanical defect that could affect the safe operation of that vehicle, or result in harm or damage to that vehicle.
- C. If there is any question about the advisability of operating a Department vehicle or other question relative to the maintenance of safety of the vehicle, the OIC shall be notified and the vehicle shall be taken out of service. The OIC shall ensure that the Fleet Maintenance Supervisor and/or the Cruiser Maintenance Officer are notified of such action.
- D. The operator of a police vehicle shall be required to keep both the exterior and interior of that vehicle clean, so as to present a professional image. If the police vehicle is dirty, the operator shall be responsible for washing/cleaning the vehicle.
- E. No officer, without approval from the Chief of Police or either of the Captains, shall be authorized to add or make modifications to any departmental vehicle, marked or unmarked. Examples of such include additional emergency lighting or equipment, window tinting, rain guards, bumper or window stickers, or any other accessory or modification that is contrary to state or local laws.