



## MISSOULA POLICE DEPARTMENT POLICY MANUAL

<i>Subject:</i> <b>VEHICLE GENERAL RULES</b>		
<i>Effective Date:</i> <b>4/25/2018</b>	<i>Original Date:</i> <b>VARIES</b>	<i>Next Review:</i> <b>4/25/2021</b>
<i>Chapter</i> <b>9</b>	<i>Policy #</i> <b>9.50</b>	<i>Distribution:</i>
<i>References:</i>		

### I. Purpose

Law enforcement relies extensively on motor vehicles to provide efficient and timely police response to emergencies, calls for service, patrol functions, investigations and traffic services. Maintaining a large fleet of vehicles requires a significant dedication of resources and there must be general rules for all vehicle operations to maintain efficiency and availability.

### II. Policy

Employees of the Department operating motor vehicles shall subscribe to all City Administrative Rules and any rules imposed by this policy, as well as temporary rules when given appropriate notice.

### III. Rules

**City Vehicles:** Department personnel shall not use Department vehicles for other than police purposes unless expressly permitted to do so by the Chief of Police. They shall not at any time allow any other persons, except Department Volunteers and other city employees with approval, to use departmental vehicles for any purpose.

**Seat Belt Usage:** All Department personnel who drive City-owned vehicles shall use and ensure that all passengers use safety belt equipment.

- Department personnel may remove the safety restraint device just prior to stopping for quick exit and to prevent becoming entangled in the restraint device when arriving at an emergency call or when making a traffic stop.
- Prisoners will be restrained in the rear seat using the lap belts provided, *except that if* the prisoner is so combative as to create a potential for injury to the officer or prisoner, the belt need not be used until the prisoner can be restrained safely.

**Vehicle Courtesy:** All officers and civilian personnel operating a Department vehicle are to show the utmost courtesy to other motorists and pedestrians.

**Vehicle Daily Condition Check:** Patrol officers shall complete a vehicle equipment check at the beginning of each shift. Any observed equipment defect

that affects the safe operation of the vehicle must be brought to the attention of a supervisor immediately and a Vehicle Condition Report completed. Other minor problems shall also be reported on a Vehicle Condition Report.

**Vehicle Idling:** Department personnel shall not leave vehicles idling unless necessary to provide power for operation of emergency equipment or to safeguard the welfare of persons or animals the vehicle. In certain periods of extreme weather supervisors may approve limited idling to ensure acceptable response to calls.

**Vehicle - Gas:** Officers going off shift must fill their vehicles with gas for the next shift.

**Vehicle Gas Cards:** Each department vehicle is assigned its' own fleet fuel card. Personnel should not borrow cards from another vehicle. In the event of a lost card, notify a supervisor.

**Vehicle Appearance:** Personnel are responsible for maintaining any vehicle assigned to them in a clean and orderly condition. Marked units should be washed and vacuumed regularly to maintain a professional appearance.

**Vehicles - Privately Owned:** An employee will not use a privately-owned vehicle in the performance of official department business without the approval of the Chief of Police or his designee. The employee must maintain appropriate insurance as defined in City Administrative Rules.

**Emergency Equipment – POV:** No pursuit lights or sirens are authorized on private vehicles.