

## 204B USE AND CARE OF DEPARTMENT VEHICLES AND EQUIPMENT

### 1. Policy

- A. City vehicles and equipment shall be used only for authorized city business. At no time shall city vehicles and equipment be used as private transportation to or from the location of employment unless specifically authorized by the City Council. Exception for police officers when shift changes or other city business is conducted.
- B. Officers and employees shall not use or allow the use of city time and supplies and city owned or leased buildings and property and vehicles and/or equipment for his or her private interests or any other use not in the interest of the city, except as provided by law or the City Council.

### 2. Employee Responsibility

- A. Employees of the Breckenridge Police Department shall not use a departmental vehicle without the knowledge or permission of the supervisor or the Chief of Police.
- B. Employees of the Breckenridge Police Department shall operate assigned vehicles in a reasonable and prudent manner, having due regard for the traffic on the city streets and highways. Employees shall at all times, whether or not on active duty, carefully obey traffic laws and courtesies of the road to the end that no cause may exist for criticism of the department.
- C. Officers should immediately, upon beginning their tour of duty, inspect the vehicle and other department equipment contained in the vehicle. Check that there is sufficient fuel in the tank to last during the shift, that the crankcase is full of oil, and the tires are properly inflated. That the fire extinguisher is operable, all first aid equipment is present and that the radar and shotgun are in proper working order. The officer(s) shall also report any ~~damages~~ malfunctions or deficiencies of vehicle or equipment to the shift supervisor, motor vehicle officer or chief.
- D. Upon completion of their tour of duty the officers should make sure that their vehicle is clean inside and out. Officers are authorized to run vehicle through auto car washes when necessary. Also, special emphasis must be given to clean tobacco ashes, sunflower hulls, candy or food wrappers, paper scraps, pop containers and all other extraneous items such as evidence, found property, litter found along roadways, etc. The floor mats can be removed and dumped and seats wiped off when necessary.

- E. All vehicles should be secured when the officer in charge (driver) of the vehicle leaves it unattended.

3. Employee Responsibility - Other Equipment

- A. It shall be the responsibility of each individual officer to keep all department equipment, issued to him personally, in good condition. This shall include, but not be limited to, sidearms, handcuffs, radios, leather goods, badges, ammo and chemical devices. This is extremely important because they are devices that if not working properly, can put the safety of the officer and him or her partner(s) in jeopardy. When problems occur with issued equipment the Chief should be advised as soon as practical.
- B. All department cameras, portable alarms, recorders and investigative equipment are assigned to the investigator and accountable to him or her. In most instances, officers will only use this equipment under the supervision of the investigative personnel. If, however, an officer uses this equipment without supervision it shall then be that officer's responsibility to see to it that it is returned to the department in the same condition as when it left. This means replacing any items used from the investigative kit or seeing to it that items that were used are ordered or will be ordered as needed. That batteries are replaced or recharged as necessary and film expended replaced in the camera case.

