

CHAPTER 13 – USE AND CARE OF VEHICLES AND EQUIPMENT

Section 13.00 – Vehicle Operation

Section 13.01 – Accidents Involving Department/City Equipment

Section 13.02 – Officers Responsible for Vehicle/Equipment

Section 13.03 – Vehicle Upkeep

Section 13.04 – Unauthorized Use and Vehicle Occupants

Section 13.05 – Occupant Restraint

EFFECTIVE: JULY 1, 2020

CHAPTER 13 – USE AND CARE OF VEHICLES AND EQUIPMENT

Section 13.00 – Vehicle Operation

Employees shall operate City vehicles carefully and according to the laws and ordinances of the State and City. City vehicles shall be parked legally and in such fashion as to cause the least interference with traffic flow, except when emergencies require otherwise.

***Section 13.01 – Accidents Involving Department/City Equipment**

All accidents involving Department/City equipment shall be reported to a supervisor immediately. All reports will be reviewed through the chain-of-command to the Chief of Police. All Department members are also responsible for familiarization with City of Raymore Administrative Policies, 400.4: Use of City Equipment and 400.7 Drug/Alcohol Free Workplace.

Section 13.02 – Officers Responsible For Vehicle/Equipment

When department employees assume responsibility for a vehicle, they shall be held accountable for damage or missing equipment, unless a report of the condition has been made at the time, or a report describing the damages or loss is already on file. Employees shall be charged with the custody, care, cleanliness, and presence of all equipment assigned to the police vehicle for which they are responsible. At no time will police vehicles or equipment be modified, supplemented, or discarded without proper authorization.

Section 13.03 – Vehicle Upkeep

All members are responsible for the upkeep and maintenance of their assigned vehicles. This includes servicing of the tires, oil, and any other routine maintenance. They are also responsible for maintaining receipts for maintenance and fuel expenses, which are to be turned in promptly.

***Section 13.04 – Unauthorized Use and Vehicle Occupants**

Employees shall not allow non-employees to operate a City or department vehicle. They will also not transport unauthorized non-employees in police vehicles, unless the transportation is necessary in the line of duty.

Section 13.05 – Occupant Restraint

To insure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the department at all times. This also applies to the operation of privately owned or other vehicles if used on-duty.

- A. While on-duty, department personnel shall use the safety belts installed by the vehicle manufacturer, properly adjusted and securely fastened, when operating or riding in any vehicle so equipped.

B. The driver of the vehicle is responsible for ensuring compliance by all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size or weight for which such restraints are prescribed by law.

C. No person shall operate a department vehicle in which any safety belt in the drivers seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.

D. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for maintenance and repairs and not without the express authorization of the Chief of Police.

E. Personnel who discover an inoperable restraint system shall report the defect to a supervisor. Prompt action will be taken to replace or repair the system.

F. Any person under arrest being transported in a department vehicle is required to be secured in the vehicle by a safety belt in all seating positions for which safety belts are provided by the vehicle manufacturer.

G. When arriving at an emergency call or making a vehicle traffic stop, the officer(s) may remove the safety restraint just prior to stopping, to facilitate a quick exit. Caution should be exercised to insure that during the traffic stop the violator is in fact going to stop. This prevents becoming involved in a pursuit without the use of a safety belt.