I. Policy Statements

A. Division personnel, passengers, and prisoners shall use available seat belts or restraining devices while operating or riding in a city-owned motor vehicle, or in any privately-owned motor vehicle used while on-duty.

B. Maintenance of Vehicles

1. Division personnel should obtain repair services from the Fleet Management facilities located at 4211 Groves Road, when possible. The available shops and hours of operation are as follows:
   
a. Customer Service Shop (Door #2)
      Monday - Friday, 7:00am-11:30pm
   
b. Tire Repair Shop (Door #35)
      Monday - Friday, 7:00am-3:00pm
   
c. Fire Repair Shop (Door #31)
      24 hours a day (use only when other shops are closed)

2. Supervisors shall ensure that damaged Division vehicles requiring repair by Fleet Management are transported to the Groves Road facilities for evaluation within 72 hours of the incident.


   The Communications Shop is open Monday-Friday, 7:00am-4:30pm. Division personnel shall transport vehicles with a malfunctioning radio, or emergency lights or siren to the Communications Shop for repairs.

4. Personnel using shared Division motor vehicles shall check the oil level at least once during their shift, as practical, and have oil added when needed.
   
a. Marked units shall have the oil changed every 3,000 miles.
   
b. Unmarked vehicles shall have the oil changed every 5,000 miles.

5. Personnel using non-shared vehicles shall check the oil level when fuel is purchased and have oil added when needed.

6. Division personnel may use the vehicle’s assigned credit card to purchase the following services for the vehicle, when it is inconvenient to obtain these services at a Fleet Management facility:
a. Car washes (for marked units)
b. Fuel
c. Oil
d. Windshield washer fluid
e. Windshield wiper blades

7. Car Washes
a. Division personnel may purchase car washes with the approval of a sworn supervisor.
b. Division personnel shall purchase the lowest priced exterior car wash available.
c. Car wash supplies are available in the basement garage of Police Headquarters for use by Division personnel, and vacuums are available at some Fleet Management fueling locations.

C. Fuel
1. Division personnel should obtain fuel for Division vehicles at City Gasboy Automated fuel locations, when possible. A list of available locations can be found on the Division’s Intranet. Division personnel need both the blue Gasboy card assigned to the vehicle and the yellow Gasboy card assigned to the employee to use the fuel pumps.
2. Division personnel shall use 87 octane gasoline with all Division vehicles, unless the vehicle is authorized for use of a different fuel. A list of authorized vehicles can be found on the Division’s intranet.
3. In an emergency situation, Division personnel may obtain fuel at any City Fire Station, or City golf course using the Gasboy cards.
4. Personnel shall use only self-serve pumps.

D. Shared Division Vehicles
Division personnel shall maintain at least a half tank of fuel in Division vehicles, when practicable. Personnel using a Division vehicle shall not leave it with less than a half tank of fuel, at the end of the shift.

D. Assigned Credit Cards
1. Each Division vehicle is assigned a specific credit card by brass tag number. Division personnel should only use the credit card for the vehicle to which it is assigned, and shall store the card in the assigned vehicle.
2. Division personnel shall choose the credit card option when prompted, and shall not use the card as a debit card.
3. Division personnel shall enter the appropriate information when prompted.
4. The credit card should not be placed next to other magnetized items or stored in a manner that may damage the card. Contact the Fleet Management Police Coordinator or Fleet Management to have a lost or damaged card replaced.
E. Parking Division Vehicles

1. Division personnel shall park Division vehicles in compliance with the applicable parking signs, when parking at Police Headquarters. Personnel using vehicles that have assigned parking in the immediate vicinity of Police Headquarters should not use the parking spaces at Police Headquarters provided for other police vehicles.

2. Division personnel shall park Division vehicles in their assigned locations after use.

3. Division personnel shall display the “Official Police Business” placard on the dashboard of unmarked (non-covert) police vehicles when parking in spaces designated “Police Vehicles Only.”

4. Division personnel shall not park unmarked police vehicles in parking spaces designated “Marked Police Vehicles Only.”

5. During non-business hours, Division personnel may park cruisers in the appropriate spaces in the Police Headquarters garage.

F. Remote-Parked Vehicle Use

Sworn personnel assigned a remote-parked vehicle shall be prohibited from driving that vehicle anywhere other than to and from their assigned work location with the exception of a marked cruiser that is being driven to and from a special duty job in which the employer completes a Rental Agreement for Use of Police Vehicle, form S-30.100.

G. Title and Registration of Division Vehicles

Motor vehicles intended for Division use shall be titled or registered to the City of Columbus and inspected by Fleet Management.

H. Assignment of City Supplied Motor Vehicles

1. The Support Services Subdivision Deputy Chief shall assign city-owned vehicles for the use of Division personnel. Personnel should refer to the current applicable bargaining agreement for additional information.

2. Division personnel shall only obtain or use a loaner vehicle from Fleet Management with the prior approval of the Technical Services Bureau Commander. This does not apply to the use of unmarked motor pool vehicles at Police Headquarters.

II. Procedures

A. Fleet Management Repairs

1. Transport the vehicle to the appropriate shop at the Fleet Management Facility, and complete a City of Columbus Fleet Management Division Equipment Repair Request form. Contact the Communications Bureau to have a wrecker transport disabled vehicles. Give the completed Equipment Repair Request form to the wrecker operator when the vehicle is towed.

2. Retrieve the vehicle when notified that repairs are completed.
B. Unmarked Motor Pool Vehicles

1. To use a vehicle in the Columbus area:
   a. Obtain the keys and sign for the vehicle in the Fleet Management Police Coordinator’s office in the garage of Police Headquarters.
   b. Fill in your name, badge number, and time of departure on the Trip Ticket, form S-31.101.
   c. Return the keys to the Fleet Management Division Office and fill in the time and date of return on the Trip Ticket, when returning the vehicle.
   d. Follow the guidelines in Section II,A, when a motor pool vehicle needs repairs, or advise the Fleet Management Police Coordinator and write the needed repair information on the Trip Ticket.

2. To use a vehicle for out-of-town travel:
   a. Contact the Fleet Management Police Coordinator to advise of the destination and duration of the trip, and provide a copy of the routing sheet, once approval for travel is received.
   b. Follow the sign-out procedures established by the Fleet Management Division.

C. Special Duty X-Cruiser Motor Pool

1. Obtain keys for the X-Cruisers at the Fleet Management Customer Service Shop desk. X-Cruisers are parked on the southwest corner of the Fleet Management facility parking lot.
   a. Contact the security guard at the Customer Service Shop, when the Customer Service Shop is closed.
   b. Contact the Customer Service Shop or security guard no more than one hour in advance to reserve an X-Cruiser.

2. Complete the sign-out log at the Customer Service Shop desk.
3. Park your personal vehicle in the parking spot for the X-Cruiser while using the X-Cruiser.
4. Upon completion of the Rental Agreement, give a copy of the form to the representative of the company renting the vehicle. Advise the company representative to make a check payable to the Treasurer, City of Columbus and mail it to the Special Duty Office.
5. Returning the X-Cruiser
   a. Back the X-Cruiser into its assigned location.
   b. Return the keys to the Customer Service Shop desk.
   c. List the time of return on the sign-out log.
   d. Turn off all electrical equipment.
6. Follow the guidelines in Section II,A, or advise Special Duty Office personnel, when an X-Cruiser needs repairs.