

# KVET VEHICLES – USE, MAINTENANCE AND PURSUITS

## 505.1 PURPOSE

To define the procedures to be followed for the use, care, and operation of KVET vehicles.

## 505.2 PROCEDURE

### (a) Vehicle Use

1. Vehicles will be kept with a minimum of a quarter (1/4) tank of gas at all times.
2. Vehicles will be kept clean and orderly at all times by the assigned team member.
3. Unattended vehicles will be secured at all times to prevent the theft or damage of KVET equipment and radios.
4. KVET vehicles should be shielded as much as possible from criminal defendants, informants, and the public. To prevent vehicle recognition, officers should take care when selecting their parking locations.
5. The C.O.P.S Divisional shall appoint a KVET Sergeant to be the vehicle fleet manager. The fleet manager shall oversee the purchase and disposal of KVET fleet vehicles; coordinate major repairs, changes, and State registration of fleet vehicles; assign KVET vehicles to officers and maintain a list of assigned vehicles and their respective licensing information.
6. KVET officers are responsible for routine maintenance such as oil changes, tires, brakes, and windshield wipers. Officers shall coordinate routine repairs and maintenance with the KDPS fleet manager who will arrange for City Yards to complete the routine repairs/maintenance. Officers shall monitor their vehicle's mileage and ensure that the oil is changed every 3,000 miles.
7. KVET Leased vehicles must have the oil changed at a pre-approved Enterprise facility.
8. Modifications and/or alterations will not be made to a vehicle unless approved by the C.O.P.S. Divisional Commander.
  - (a) KVET SWAT officers who are assigned vehicles without trunks (e.g. SUVs and vans) and who are members of SWAT, shall have approved lockable storage boxes installed in their vehicles to store fully automatic weapons.
  - (b) Vehicles assigned to officers for every day use shall be equipped with a standard complement of radios and equipment, including but not limited to: VHF receiver, portable radio docking station, and covert antenna system.
  - (c) The KVET fleet manager and Equipment Specialist shall coordinate the installation and removal of additional equipment with the Kalamazoo Public Safety Fleet manager

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- (d) Officers may also have options such as head/tail light cut off switches and window treatments installed, but only with prior permission from the KVET fleet manager. Front door windows shall not be tinted.
  - 9. KVET vehicles may only be used to and from work and on the job, unless prior command approval is obtained.
  - 10. KVET vehicles shall be operated in compliance with local ordinances and state statutes.
- (b) Vehicle Maintenance and Repair
- 1. Tire repairs/replacements shall be coordinated with the KDPS fleet manager and taken to City Yards.
  - 2. City yards will complete oil changes and basic maintenance of KVET vehicles. All vehicle repairs require prior command authorization. Once authorization is given, the officer shall contact the KDPS fleet manager and make arrangements for the transfer of the vehicle to City Yards.05
  - 3. KVET Leased vehicles shall have their oil changed at a pre-approved Enterprise facility.
  - 4. The KDPS fleet manager will notify KVET when repairs have been completed.
- (c) Community Policing Vehicles
- 1. Community policing officers will be assigned a fully marked KDPS cruiser. CPO's are responsible for routine maintenance such as oil changes, tires, brakes, and windshield wipers. Officers shall coordinate repairs and maintenance of marked cruisers through the public safety fleet manager.
  - 2. CPO's shall not drive fully marked cruisers to the KVET/CPO Office. Unmarked vehicles will be provided for driving to and from the office. The unmarked vehicles will be kept at a designated public safety station as determined by the CPO sergeant.
  - 3. CPO's shall ensure that unmarked vehicles are kept with a minimum of ¼ tank of gas at all times and kept clean and orderly.
  - 4. CPO's are responsible for routine maintenance as outlined above. All major repairs, changes, and State registration will be coordinated by the KVET fleet manager.
  - 5. CPO's can also utilize unmarked vehicles for undercover operations/ surveillance with prior approval of the CPO sergeant, or, in their absence, a KVET command officer.
- (d) Traffic Accidents Involving KVET Vehicles
- 1. Any officer involved in a traffic crash while operating a KVET vehicle shall immediately notify KVET command.
  - 2. The involved officer will adhere to the guidelines in G.O. 41, subsection VIII, or the guidelines of their department. To prevent the accident from appearing on the officer's driving record, the driver will ensure that the investigating officer is

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aware of, and notates on the UD-10, that a Police Vehicle was involved in the crash.

(e) Pursuits

1. KVET officers in unmarked vehicles shall not become involved in vehicle pursuits. KDPS R-19 will be strictly adhered to.