

BOPC/OCI DEPARTMENT VEHICLE POLICY

1. PURPOSE

To ensure the safe, efficient, and lawful operation of BOPC/OCI vehicles. This policy outlines guidelines and procedures for authorized use, maintenance, and reporting of incidents. This policy will be reviewed and evaluated annually to ensure its continued effectiveness.

2. DEFINITIONS

A. BOPC: Board of Police Commissioners

B. OCI: Office of the Chief Investigator

C. Unmarked/General Assignment Vehicle: A vehicle owned, assigned, or leased to BOPC/OCI staff for official business, not equipped with police department-specific features.

D. Authorized Personnel: Employees of the BOPC/OCI who have been granted permission to operate BOPC/OCI vehicles.

3. VEHICLE OPERATION

A. Driver Eligibility

- 1) **Driver's License:** Only BOPC/OCI staff possessing a valid driver's license are authorized to operate BOPC/OCI vehicles.
- 2) **Vehicle Operation Permit:** All authorized drivers must maintain a valid Department Vehicle Operation Permit (DPD47).

B. Official Use Only

- 1) BOPC/OCI vehicles are exclusively for official business purposes.

C. Personal Use

- 1) **Prohibited:** Personal use of BOPC/OCI vehicles is strictly prohibited.
- 2) **Exceptions:** Personal use may be authorized in emergency situations, as determined by supervisor.

D. Operation

- 1) **Adherence to Laws:** All drivers must operate vehicles in strict compliance with all applicable federal, state (Michigan), and local (Detroit) laws, ordinances, and regulations.
- 2) **Safe Driving Practices:** Drivers must adhere to safe driving practices, including but not limited to:
 - a) Obeying all traffic laws and signs
 - b) Maintaining a safe following distance
 - c) Avoiding distractions (e.g., cell phone use, texting)
 - d) Adhering to speed limits
 - e) Using seatbelts

E. Authorized Use

- 1) **Official Business:** Vehicle use is limited to official BOPC/OCI business and Reasonable Commuting including but not limited to:
 - a) Transporting staff and clients
 - b) Attending meetings and conferences
 - c) Conducting site visits and inspections
 - d) Delivering materials and supplies
 - e) Other business-related travel as approved by the Supervisor

F. Prohibited Use

- 1) **Personal Errands:** Using BOPC/OCI vehicles for personal errands is strictly prohibited.
- 2) **Unauthorized Travel:** Traveling to locations not related to official BOPC/OCI business and reasonable commuting is prohibited.

G. Personal Use Exceptions

- 1) **Emergency Situations:** In the event of a genuine emergency, personal use of a BOPC/OCI vehicle may be authorized. However, such use must be documented and immediately reported to supervisor.

4. VEHICLE MAINTENANCE

All BOPC/OCI staff operating department vehicles are responsible for the following:

A. Regular Maintenance:

- 1) All BOPC/OCI staff are responsible for regularly maintaining their assigned vehicles, including regular oil changes, tire rotations, and car washes.
- 2) Conducting regular vehicle inspections, including checking tire pressure, fluid levels, and overall vehicle condition.
- 3) Scheduling and attending to necessary maintenance, such as oil changes and tire rotations, in a timely manner.
- 4) Report any maintenance needs promptly.

B. Fuel Card Usage:

- 1) Using fuel cards only for authorized business purposes.
- 2) Retaining fuel receipts and submitting them for reimbursement.
- 3) Reporting lost or stolen fuel cards immediately to a supervisor.

C. Damage Reporting:

- 1) Any damage to a BOPC/OCI vehicle, regardless of severity, must be reported to a supervisor immediately.
- 2) Completing accident reports and other necessary paperwork in a timely manner.

5. SAFETY AND SECURITY

A. Safety Procedures:

- 1) All occupants must wear seatbelts at all times while in a BOPC/OCI vehicle.
- 2) Adhere to all traffic laws and regulations.
- 3) All occupants of the BOPC/OCI vehicle are required to utilize all available seat restraints at all times.
- 4) Avoid reckless driving and excessive speed.
- 5) Report any accidents or incidents (including theft or vandalism) to supervisor immediately.
- 6) Secure vehicles when unattended.
- 7) Use anti-theft devices as required.

6. FUEL CARD USE

A. Authorized Use: Fuel cards are issued to authorized BOPC/OCI staff for official business only.

B. Card Security: Staff members are responsible for the security of their fuel cards. Lost or stolen cards must be reported immediately.

C. Card Usage: Fuel cards must be used only for fueling BOPC/OCI vehicles.

7. POLICY ENFORCEMENT

- A.** Monitoring and Enforcement
- B.** Disciplinary Actions
- C.** Violations of this policy may result in disciplinary action, including but not limited to:
 - 1) Suspension of driving privileges
 - 2) Vehicle confiscation
 - 3) Termination of employment

8. ANNUAL EVALUATION FOR EFFECTIVENESS AND COMPLIANCE

- A. Review of Incident Reports:** Analyze incident reports to identify any recurring issues or policy violations.
- B. Driver Training Records:** Verify that all authorized drivers have completed required training.
- C. Vehicle Maintenance Records:** Ensure that vehicles are regularly maintained and inspected.
- D. Fuel Card Usage:** Review fuel card usage records to identify any unauthorized use or discrepancies.
- E. Policy Awareness:** Conduct surveys or briefings to assess staff understanding of the policy.

9. VEHICLE INSPECTIONS BY SUPERVISORS

- A. Regular Inspections:** Commanding officers must conduct regular inspections of assigned vehicles to ensure they are clean, safe, and in operable condition. Inspections must include, but are not limited to:
 - 1) Checking for any mechanical issues (e.g., engine problems, brake issues, steering problems).
 - 2) Inspecting tires for proper inflation, wear and tear, and any signs of damage.
 - 3) Checking fluid levels (e.g., oil, coolant, windshield washer fluid).
 - 4) Ensuring the vehicle is properly equipped with safety features (e.g., seatbelts, emergency equipment).
 - 5) Assessing the overall cleanliness and appearance of the vehicle.
- B. Reporting and Documentation:**
 - 1) Supervisors shall document the results of each inspection using a standardized vehicle inspection checklist. The inspection checklist shall be maintained in the vehicle's maintenance records.
 - 2) Supervisors observing vehicle damage shall inspect the Vehicle Damage History (DPD249) to determine if another supervisor has noted the damage.
 - 3) The inspecting supervisor shall notify the officer-in-charge of the precinct desk to make a notation of the vehicle inspection in the desk blotter.
 - 4) Any observed damage or maintenance issues shall be promptly reported to the appropriate maintenance personnel.
- C. Addressing Issues:**
 - 1) Supervisors shall ensure that any identified maintenance issues are addressed promptly to prevent further damage or safety hazards.
 - 2) Vehicles with significant safety or mechanical issues shall be removed from service until repairs are completed.

By following these guidelines, BOPC/OCI staff can ensure the safe and efficient operation of our vehicle fleet. A thorough annual evaluation will help BOPC and OCI identify areas for improvement and ensure the vehicle policy remains effective and up-to-date.