

# DEPARTMENTAL VEHICLES

Directive: 6.5

## A. Reserved Parking Spaces for Police Vehicles

The following locations are reserved for the parking of police vehicles:

### 1. Basement Area of Police Complex

These spaces are reserved for the authorized members of the Department of Public Safety, including the:

- Chief of Police
- Chief of Fire
- Inspector of Uniformed Operations
- Inspector of Investigative Operations
- Deputy Fire Chief - Fire Marshal
- Deputy Fire Chief - Fire Suppression
- Captain of the Criminal Investigation Division
- Captain of the Office of Professional Standards
- Captain of the Patrol Division
- Captain of the Human Resource Division
- Captain of the Support Services Division
- Captain of the Traffic Division
- Captain of the Community Services Division
- Battalion Chief - Support Services
- Battalion Chief - Training
- Director of the Office of Emergency Management

### 2. 300 Block North Poplar Street, rear of Public Safety Complex, west side

Sixty-two (62) spaces:

Marked Police Vehicles and Department of Fire Vehicles only. Unmarked vehicles will utilize the lot on the east side of the 300 block of North Poplar Street.

### 3. Storage Lot, Southeast Corner, 12th and Thatcher Streets:

Unlimited storage for all spare departmental vehicles. This is the only authorized storage facility for spare vehicles until further notice.

4. Cycle Garage and Lot, Northwest Corner, 12th and North East:

Storage for Traffic Division vehicles.

To facilitate implementation of this procedure, the Office of Professional Standards will make periodic inspections of the parking areas to ensure compliance. Additionally, the Traffic Division is to routinely enforce the parking restrictions for those on-street parking areas signed for the parking of Wilmington Department of Police vehicles only.

## B. Vehicle Repair, Maintenance and Fueling

### 1. Vehicle Repair and Maintenance

Whenever a departmental vehicle is placed out of service for repairs, a departmental vehicle defect report will be completed, in triplicate. The vehicle will then be transported to the Motor Vehicle Garage shop where it will be parked along the south side fence. This area is specifically marked for vehicles awaiting repairs. Once the vehicle is secured, the key and one copy of the vehicle repair form will be turned over to the shop foreman on duty.

During hours when the shop is closed, and a vehicle is transported, or towed to the shop for repairs, and/or maintenance, the officer will make sure the vehicle is parked and secured near the south gate of the Motor Vehicle Garage Compound located south of the gas pumps. A completed repair slip will be left on the dash board of the vehicle, and the remaining copies along with the vehicle keys will be taken to Central and placed in the shop basket in the House Sergeants Office for the Transportation Officer. The repair slip will indicate where the vehicle is located.

At no time will vehicles left for service be parked in any other areas than those designated in this directive.

It will be the responsibility of the Transportation Officer to ensure that keys left in the shop basket are taken to the motor vehicle shop as early as possible during the second shift.

Vehicles at the shop for repairs and/or maintenance will be parked along the north side fence when

completed. The keys will be in the possession of the shop foreman. Vehicles, when completed, will not be parked in any other area.

## 2. Repair Slips

Vehicle repair slips will be completed as follows:

The first copy will be left in the vehicle, on the dashboard, indicating the needed repairs for the vehicle. The second and third copies will be placed in the shop basket located in the House Sergeant's Office and will be picked up by the Transportation Officer.

## 3. Repairs at Central

The Motor Vehicle Division does not routinely send mechanics to Central in the morning to pick up papers or secure disabled police vehicles. Therefore, it shall be the responsibility of the Transportation Officer that the procedure below is followed.

If a police vehicle is disabled at Central (flat tire, dead battery, etc.), the Transportation Officer will contact the shop and request they respond. The House Sergeant will then be notified that the shop is en route or that the vehicle will be towed to the shop.

## 4. Fueling Procedures

### a. At Motor Vehicle Shop

The following procedure will be followed when fueling up police vehicles at the Motor Vehicle Shop.

1. Upon responding to the motor vehicle shop for fuel, officers will extinguish any smoking material a safe distance from the fuel pumps.
2. Officers will assure that they pull up to the pumps so that the fuel tank fill pipe is located on the side of the vehicle closest to the fuel pumps.
3. Officers will insert either their issued fuel dispensing card or the fuel card found in the Police vehicle into the system control

mechanism. In order for proper registration the magnetic strip must be positioned facing down and on the left.

4. Officers will then insert the remaining card (issued fuel dispensing card or Police vehicle's card) in the same manner as above.
5. Upon successful completion of these steps the screen will prompt the officer to enter the odometer reading for the vehicle. Officers must use caution to assure that the actual odometer reading keyed-in, or the system may not allow fuel to be dispensed.
6. The system will then prompt the officer to select a pump number. Officers will select either pump #1 or #2 which both dispense gasoline.
7. Provided that the above steps were completed correctly the system will then allow the officer to dispense the gasoline. Officers must begin fueling within three minutes or the entire fueling system will become disabled.
8. It is suggested that during shop off-hours officers take the initiative to check the oil level of the vehicle. Officers that are unfamiliar with the operation may respond to the motor vehicle shop during regular working hours and receive assistance.
9. Should the vehicle be found to be in need of oil it will have to be returned to the shop during regular hours. Officers are discouraged from operating a vehicle with low oil level.

b. Fueling at Central

Vehicles leased to the Department will receive all fuel at Central. Other departmental vehicles can fuel up at Central when the gas pumps at the shop are closed. In order to assure close accountability the below procedures will be strictly followed:

- (1) The key to the gas pump will be maintained by the House Sergeant who also maintains the departmental fuel log.

- (2) Officers who obtain fuel at central will ensure that the departmental fuel log is filled in completely, after receiving fuel.
- (3) It is the responsibility of the house sergeant to maintain control of the gas pump key and make sure the fuel log is completed accurately.
- (4) The first shift house sergeant will take beginning and ending meter readings from the gas pump in the yard and record these readings in the proper spaces on the fuel log.
- (5) The original copy of the fuel log will then be placed in the shop basket to be forwarded to the shop by the transportation officer or his designee. The second copy will be placed in the records basket to be filed in Support Services.

#### C. Contraband in Police Vehicles

In order to prevent injury to members of this Department, the following procedure, although practiced in the Patrol Division, will become mandatory and take effect immediately.

1. Prior to going in service [REDACTED], all members of this department will thoroughly inspect their respective departmental vehicles. This will include a search of the trunk and beneath both seats.
2. After transporting any civilian(s), the vehicle will again be thoroughly searched, paying particular attention to the area occupied by the civilian(s). This search will be for items usually considered as contraband (drugs, needles, weapons).
3. When going out of service [REDACTED] at the completion of the scheduled tour of duty, the vehicle will again be searched and inspected, paying particular attention to the areas of the vehicle where contraband can be hidden.

This procedure is being adopted to insure the safety of the officers during their tour of duty, as well as that of the relieving officers. It is further suggested that one of the supervisors monitor this procedure to insure that the officers themselves are adhering to it and that no problems are being encountered.