



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 313 – Use of City Vehicles

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Office(s) with Secondary Responsibilities:	PSC, PNC, STC, TSC, MCC	Number of Pages:	5
Forms Referenced in Procedure:	SAPD Form #106 SAPD Form #162 SAPD Form #167 TVA SAPD Form #602-6	Related Procedures:	319, 609, 620, 909

.01 INTRODUCTION

- A. This procedure establishes guidelines for the routine use of City vehicles. The tactical and pursuit operation of emergency vehicles is covered in GM Procedure 609, *Emergency Vehicle Operations*.
- B. The use of City vehicles by sworn and non-sworn members will be in accordance with City Administrative Directives: 1.8 *Vehicle Use*, 4.1 *Accidents and Injuries (Reporting)*, 4.65 *Smoking in the Workplace*, 4.79A *Post-Accident Alcohol and Drug Testing*, 4.8 *City Driver Evaluation*, and in accordance with the current Collective Bargaining Agreement (CBA).

.02 POLICY

- A. The safety of our members and others is of paramount concern when operating or riding a city vehicle.
- B. All members of the Department, sworn and non-sworn, when operating or riding in a city vehicle shall wear the safety restraint devices provided in the city vehicle.
- C. All authorized passengers in city vehicles will be required to wear safety restraint devices.
- D. Members operating a city vehicle will keep mobile communication device usage to a minimum and as brief as possible. Furthermore, the use of a mobile communication device is only allowed during routine use of city vehicles.
 - 1. If acceptance or placement of a call is unavoidable, members operating a city vehicle should safely pull off the road and resume their travel after their brief call.
 - 2. If pulling over is not feasible, members are encouraged to use a hands-free option to accept or place a call. The use of a mobile communication device with a hands-free device is the preferred method while operating a city vehicle.
 - 3. Texting while operating a city vehicle is prohibited.
- C. All members of the Department, when operating or riding in a city vehicle shall conduct themselves in accordance with City Administrative Directive 1.8

.03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Call-Out City Vehicle	Immediate Family Members
Police Facility	Take-Home Vehicle

.04 AUTHORIZED USE

- A. Members operate only those city vehicles assigned to them and only for the accomplishment of assigned duties.
- B. Members transport only authorized persons in a city vehicle.



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1. Authorized persons include on-duty members, prisoners, complainants, and witnesses; immediate family members may be transported if the city vehicle is being used in accordance with Section .07 of this procedure.
 2. Approval to transport off-duty members or non-members must be received from the unit supervisor.
 3. Approval for any person(s) to ride as an observer must be arranged in advance in accordance with GM Procedure 319, *Civilian Observer Program*.
- C. Division commanders ensure all units under their command maintain a daily record of the assignment and use of all city vehicles assigned to their respective commands. Such record shall reflect:
1. The member's name and unit of assignment;
 2. The vehicle number; and
 3. The date, day, and time of use.

.05 AUTOMATED FUELING SYSTEM

- A. The Fleet Services Offices has equipped all marked Police vehicles with a “CANceiver” for automated fueling.
- B. Members refuel any city vehicle they operate prior to ending their tour utilizing their COSA Employee ID.
- C. Members operating a city vehicle with a lost, damaged, or inoperative FOB Key:
 1. Call 207-8380 or notify Police Fleet Services; or
 2. Go to the Automotive Operations Office at 329 S. Frio. Be prepared to provide the vehicle number and odometer reading.

.06 TEMPORARY USES OF ADMINISTRATIVE VEHICLES

- A. Members of units, which do not have city vehicles assigned, may request the use of a vehicle from personnel at the Fleet Services Management Office.
- B. The Department maintains a limited number of Fleet Services administrative vehicles which are temporarily assigned in accordance to the following priority:
 1. For temporary use by a member assigned to a unit which has no vehicle assigned; and
 2. For temporary use by a member assigned to a unit to travel out of the City on an approved trip, if that unit has no vehicles assigned.
- C. When turning in a Fleet Services vehicle, members shall:
 1. Clean and refuel the vehicle;
 2. Return the Fleet Services administrative vehicle and keys to the Fleet Services Management Office and complete daily record log.

.07 TAKE-HOME VEHICLES

- A. The City shall provide to Officers occupying the rank of Lieutenant or above a City-owned vehicle for the Officer's use during his on duty employment and for the Officer's use in driving to and from home.



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1. During the period of June 1 to July 1 of each calendar year, members holding the rank of Lieutenant or above may elect to change from his car or car allowance, as per the Collective Bargaining Agreement.
- B. The Chief of Police has the sole discretion whether to assign or not assign or to remove a vehicle from any other officer in any rank below Lieutenant.
- C. Authorization to be assigned a take-home vehicle must be renewed each year (by January 31) and each time a member has a change of assignment which requires a take-home vehicle by submitting SAPD Form #167-TVA through the member's chain-of-command to the Office of the Chief of Police.
- D. Prior to being assigned a take-home vehicle, members will complete and submit SAPD Form #167-TVA, *Take-Home Vehicle Authorization*, through their chain-of-command to the Office of the Chief of Police.
- E. Members assigned a take-home vehicle, unless exempted by the Chief of Police, shall:
 1. Return the vehicle to their assigned units if they are off-duty for a period exceeding three (3) days; or
 2. Return the vehicle to their parent unit if they are on light duty status.
- F. Upon receiving written authorization from the Chief of Police, members assigned a take-home vehicle while on stand-by and/or subject to immediate call-out may use the vehicle as their primary means of transportation. Assistant Chiefs and Deputy Chiefs are on permanent stand-by and/or subject to immediate call-out based on their position.
 1. Members shall be prepared to respond directly to a crime scene or other specified location when called.
 2. Members may transport immediate family members in their take-home vehicle only when subject to immediate call-out and when using the vehicle as their primary means of transportation.
 3. If the member is called to a crime scene or other work-related location while immediate family members are in the take-home vehicle, the family members should be dropped off at the nearest substation or other safe location. Members should be aware the safety of their immediate family is the sole responsibility of the members and as such, family members are not to be taken to crime scenes.
 4. Members subject to immediate call-out and using a take-home vehicle are reminded of Rules and Regulations regarding member's responsibilities for Reporting for Duty.
- G. If a take-home vehicle is to be used outside of Bexar County, except for officers traveling to and from work, GM Procedure 909, *Travel*, must be adhered to.
- H. The Chief of Police may revoke the assignment of a take-home vehicle to any member if the member is not insurable as per state minimum requirements. Also, any violations of this policy may result in the loss of a take-home vehicle assignment.
- I. Members requiring a temporary replacement for a take-home vehicle will use a vehicle from their assigned units. Members assigned to units, which have no vehicles assigned, will make arrangements through the Police Fleet Services Management Office.

.08 INSPECTIONS, REPAIRS, PREVENTIVE MAINTENANCE, AND VEHICLE CARE

- A. Prior to operating a city vehicle, members inspect the vehicle for damage or mechanical impairment.
 1. Members discovering damage to the city vehicle or equipment shall immediately notify their supervisor and complete SAPD Form #162, *Found Damage Report*.



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2. Members discovering mechanical impairment, which may affect the safe operation of the vehicle, immediately report the condition to the vehicle repair shop and their immediate supervisor. The supervisor determines whether the member shall wait for repairs on the malfunctioning vehicle or whether another vehicle will be assigned.
 3. Members encountering mechanical problems with their assigned vehicle which would not ordinarily impair the safe operation of the vehicle, immediately notify their supervisor. The supervisor determines whether the vehicle is immediately repaired or kept in service and the repair made later.
- B. Members remove all portable items from vehicles placed in the repair shop if the repairs cause the vehicle to remain out of service beyond the end of the officer's tour of duty.
- C. Members do not alter, modify, deface, or change any part or accessory of any city vehicle without proper authorization.
- D. Members shall ensure proper preventive maintenance is performed on their assigned vehicle on a regular basis or when notified by the vehicle repair shop.
- E. Members shall be responsible for the appearance and cleanliness of their assigned vehicle, both interior and exterior.

.09 PARKING AND CUSTODIAL RESPONSIBILITIES

- A. Members do not expose a city vehicle to unreasonable hazards or abuse, except in exigent circumstances.
- B. Members must remove all portable issued equipment from city vehicles, which are parked or stored overnight at a location other than a police facility.
- C. Members park city vehicles in accordance with departmental procedures, state laws, and city ordinances, except in exigent circumstances.
- D. Members park city vehicles on the Public Safety Headquarters south parking lot in the visitors spaces when attending court or conducting assigned duties within the area bordered by Durango St. on the south, Pecos la Trinidad on the west, Houston St. on the north, and St. Mary's St. on the east.
- E. Members conducting assigned duties at locations outside the boundaries mentioned in Subsection D above must pay for the parking of the city vehicle, but may request reimbursement of the parking fees by submitting a petty cash voucher, with the parking receipt attached, to their division commander.
- F. Members receiving a parking ticket, toll violation notice, red-light camera ticket, or any other violation involving the vehicle shall:
1. Immediately submit a report detailing the reason(s) for the violation(s) and the nature of the business being conducted.
 2. Attach the violation notice to the report and forward through the chain of command to the Office of the Chief.
- G. The Office of the Chief makes a determination as to whether the violation was necessary for the member to complete his assigned duties.
1. If the member was performing his assigned duties, the Office of the Chief will represent the Department in the adjudication of the ticket or violation; or
 2. If the member was acting outside his assigned duties, the Office of the Chief will return the ticket or violation notice to the member for adjudication.



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.10 OUT OF CITY TRAVEL

- A. Members authorized to operate a city vehicle outside of Bexar County should present the Accounting and Personnel Office with an approved SAPD Form #106, *Travel Request*, at least fourteen (14) calendar days prior to departure.
- B. The Accounting and Personnel Office issues the member a city motor fuel credit card, if required.
- C. Members must retain original receipts for all travel expenses including, but not limited to, motor fuel charge receipts. Reimbursements are not made without the original receipts.
- D. Members receiving authorization for out of town travel will use a vehicle from their assigned unit. Members assigned to units which have no vehicles assigned will make arrangements for a vehicle through the Police Fleet Services Management Office.
- E. Members return the assigned city vehicle to the issuing unit on their return to the City or on the first business day following their return to the City.
- F. Members involved in a motor vehicle crash while operating a city vehicle outside the city:
 - 1. Immediately report the crash to the appropriate law enforcement agency;
 - 2. Advise the investigating officer the City is self-insured;
 - 3. Obtain the report number (case or assignment number) assigned to the report;
 - 4. Record any and all pertinent details of the crash; and
 - 5. Complete SAPD Form #602-6, *Vehicle Accident Report or Loss Notice*, upon returning from out of city travel.