



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 2030
TOPIC: DEPARTMENT MOTOR VEHICLES
ISSUED BY: TERESA EWINS, CHIEF OF POLICE
DATE: 1-1-2023
SUPERSEDES: G.O. 2030, 2022
REFERENCE:

I. POLICY

The fleet superintendent is responsible for the control, maintenance, and repair of all department vehicles and will prioritize their workload to promote public safety. Staff shall utilize their chain of command for all needs specific to department vehicles and shall not contact garage personnel directly without supervisor approval unless directly related to maintenance or immediate equipment needs.

II. PROCEDURE

A. Vehicle Assignment

1. The fleet superintendent will equitably assign vehicles to the teams and units of the department. The teams and units are responsible for assigning vehicles directly to officers. In assigning vehicles, the following factors shall be considered:
 - a. Minimizing overlap in the assignment of vehicles and time lost by officers waiting for vehicles. If at all possible, assigned vehicles should be available for officer pickup 30 minutes prior to the shift.
 - b. Special purpose vehicles shall be operated only by trained and approved personnel. These employees must be familiar with the unique operating and handling characteristics of these vehicles prior to operation. Familiarization should include review of the owner's manual supplied by the vehicle manufacturer. (41.1.3)
 - c. Mileage on each vehicle will be reviewed quarterly to ensure mileage is evenly distributed among vehicles.

B. Checking Out and Returning Vehicles

1. Vehicles must be properly checked out prior to a tour of duty. No vehicle will be removed without following the proper check out procedure.
2. To check out a vehicle, obtain the keys and check out the vehicle via the LPD internal homepage.
3. Before leaving the assigned parking location, officers will conduct a physical search of the vehicle for contraband or weapons. Officers will conduct a visual and safety inspection. (70.1.2)
4. An officer may reject any vehicle that is unsafe.
 - a. If a vehicle is rejected, the reason should be brought to the attention of the fleet superintendent or their representative.
 - b. When a vehicle is rejected, the fleet superintendent will review each case to ensure the problem has been corrected.
5. Department vehicles must be returned to their assigned parking area at the end of the tour of duty unless otherwise directed.
6. Officers are required to ensure the vehicle is serviced and interior and exterior are in an acceptable state of cleanliness for use by the next assigned officer. Contracted commercial car wash facilities may be used.
 - a. Officers whose duty hours coincide with the business hours of the car wash are responsible for having the vehicle washed and cleaned as needed.
7. Police supervisors are responsible for conducting periodic vehicle inspections to ensure that department vehicles have appropriate officer safety equipment, emergency response supplies and ensure that vehicles have an acceptable level of cleanliness. (41.3.2)

C. General Motor Vehicle Operating Requirements

1. All police vehicles shall be operated in a manner which does not jeopardize the safety of the public and in accordance with all laws and General Orders governing their use.
2. To safeguard the vehicle and equipment, the ignition key shall be removed, and vehicle locked when unattended.
3. Community members shall be transported in police vehicles only when necessary to accomplish a police purpose. Any exception must be approved by a supervisor.
4. Employees shall wear seatbelts while operating or riding in a City owned or leased vehicle. (41.3.3)
5. Employees shall refrain from text messaging on hand-held devices while operating a City owned vehicle that is in motion.

D. Maintenance

1. Vehicle repairs and maintenance shall be directed by the fleet superintendent.
2. Police teams are responsible for delivering vehicles to the garage when preventative maintenance notices are sent out. Any cruiser weapon(s) shall be removed and stored at the respective team location prior to delivery for service. All other equipment should be removed and stored either at the team location or designated police garage storage area.
3. Whenever a police vehicle needs roadside service as a result of a flat tire, mechanical failure, etc., the vehicle driver shall request dispatch of the city contracted tow vendor or can contact police garage personnel.
 - a. Before leaving a police vehicle at the garage for any repair, the employee leaving the vehicle is responsible for the removal of all weapons and personal equipment to be stored in accordance with this General Order.
4. When a drivable vehicle requires repair, it may be driven to the police garage if safe and prudent to do so.
5. Officers shall park vehicles in need of repair inside the secured back fence area behind the garage. If possible, the officer should discuss the problem with garage personnel. If garage staff are not present, an email should be sent to policegarageall@lincoln.ne.gov noting the vehicle number, location and details of the problem.

E. Parking

1. Officers may park their personal vehicle at police facilities only during their tour of duty or while out of town on official business.
2. Officers shall park in their team parking area, and observe all parking restrictions, signs, and markings.

F. Special Equipment

1. Mobile Data Computers
 - a. Only officers who have been trained in the use of mobile data computers shall utilize these devices.
 - b. Mobile data computers will be protected from unauthorized use or access by passwords assigned to each officer authorized to operate such equipment. Officers shall protect their password and shall not allow unauthorized access to mobile data computers. (43.1.8)
 - c. The driver shall not operate mobile data computer while the police vehicle is in motion, except that single key operations, such as function keys, may be used. The vehicle shall be stopped before the driver performs other keystroke operations and entries.
 - d. Officers operating mobile data computers shall follow all applicable NCIC/NCIS guidelines as instructed and shall abide by the pertinent provisions of General Order 1420, "Standards of Conduct."
 - e. Audits may be conducted of all electronic communications, including MDC messages, to determine conformance with these directives. (41.3.7)
 - f. These directives shall pertain equally to mobile data computer systems not installed in vehicles.