



POLICY/PROCEDURE NUMBER: 05-L.E.-002

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SUBJECT: VEHICLE USE / DAILY VEHICLE INSPECTION CHECKLIST

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IACLEA STANDARDS: 9.1.4, 9.1.5

CSU POLICE SYSTEMWIDE POLICY – NO CSU system-wide technical letter PS 2010-03 – CSU Police Services Uniform and Equipment Requirements

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

The purpose of this policy is to establish procedures and responsibilities for patrol vehicle use, equipment and supplies, and set to guidelines for the completion of the California State University, Northridge Department of Police Services Daily Vehicle Inspection Checklist.

II. POLICY

It shall be the policy of this Department to ensure that all department vehicles operate at maximum efficiency under a fleet rotation plan and that they are fully equipped with necessary equipment for use by patrol operations personnel. All Department of Police Services personnel are required to wear seatbelts unless exempted by law and within CSU policy, and utilize child safety restraints as applicable per the California Vehicle Code.

III. PROCEDURES

A. Fleet Directives

1. The department currently utilizes foot beats, bicycles, motorcycles, T3s, and cars for its methods of patrol. Multi-dimensional patrol has been a cornerstone of this department and in applying this methodology it naturally assists us in improving our fleet management systems.
2. Only two patrol cars are permitted to be deployed at any given time, unless authorization is granted by the Chief of Police or a member of the command staff. One of the patrol cars shall be designated the shift supervisor's vehicle. If trained, the designated shift supervisor (typically a Sergeant) may assign him/herself to an

alternative patrol method (e.g., T3, bicycle, or foot) so long as a Corporal or other police supervisor is assigned to the supervisor's patrol car.

3. Two person patrol vehicles are not normally authorized except as a short term patrol technique, i.e. a bicycle or T3 officer riding in a black and white with another officer during a rain shower and then returning to the bicycle or T3 when the weather has passed.
4. Multi-dimensional patrol practices shall be equally distributed amongst all shift personnel (e.g., officers, backfilling Sergeants, and Corporals). No one officer or supervisor shall be directed to work every patrol shift in an alternative patrol manner (e.g., T3, bicycle, or foot patrol). Corporals and backfilling Sergeants acting in a support supervisory role to a designated shift supervisor are not exempt from this practice and are expected to use alternative patrol means listed in paragraph 1 above unless assigned to a special unit (i.e. K9) or in cases where a Sergeant is not on duty as the shift supervisor.
5. Motorcycle patrol units: (Motorcycle units shall be deployed whenever available on a watch.)
6. Bicycle and T3 Patrol units: (One bicycle unit and/or one T3 unit shall be deployed each patrol shift when 3 or more officers are present on a watch and officers are appropriately trained to operate said vehicles.)
7. Direct Action Response Team (D.A.R.T.): D.A.R.T. is a specialized patrol bicycle team that provides high-profile policing on bicycles to address identified problem areas on the campus. D.A.R.T. members will deploy primarily on a bicycle during his or her patrol shift and will satisfy the shift's multi-dimensional patrol requirement.

B. Vehicle Inspection Directive

The Vehicle/Equipment Inspection Checklist must be completed at the beginning of each watch prior to the use of all patrol, unmarked, and specialty police vehicles. The Vehicle/Equipment Inspection Checklist is located on the following documents:

1. Officer's Daily Log: This form will be filled by all police officers assigned to a shift when checking out a TASER and/or placing a patrol vehicle into service which includes (in all sections that apply):
 - a. Marked black and white patrol cars
 - b. Motorcycles
 - c. Bicycles
 - d. T3 or other electric motorized vehicles
2. Detective Vehicle Inspection Checklist: This form is filled out by any officer assigned to the Detective Unit when placing into service any unmarked vehicle.

- C. All personnel assigned to a patrol shift or specialty vehicle assignments shall turn in a daily officer log at the end of each shift to their respective shift supervisors with all areas of the Vehicle Inspection Checklist completed. Specialty vehicles will include motorcycles, bicycles, T3s, electric motorized carts, or any other vehicle authorized by the Department.
- D. Detective units using unmarked vehicles will complete a daily vehicle inspection checklist. The completed forms will be reviewed by the Special Services Captain and turned into the Records Supervisor's mailbox.
- E. Procedures for Replenishment of Vehicle Supplies and Placing a Vehicle Out of Service
 1. Vehicle equipment needing replacement or repair will be reported to the assigned Fleet Maintenance Coordinator. Items that are stocked and maintained in the vehicle are maintained in the department's secured inventory supply area (suite 225). Should an item be needed from inventory, the officer or Fleet Coordinator is to see the Special Services Captain's assistant. When the Captain or his/her assistant removes an item from the inventory area he/she shall fill out the inventory supply list indicating an item has been removed. In addition, a Vehicle Maintenance Slip (located in the Police Equipment Kit Room) shall be submitted to the Shift Supervisor for review and then placed into the Fleet Maintenance Coordinator's mailbox.
 2. Vehicles that are not in safe working order shall be reported to the on duty shift supervisor who will have a notice placed on the shift briefing white board. Any unsafe vehicle will not be placed back into service until the vehicle has been repaired by an authorized repair center and is noted on the white board by the Fleet Maintenance Coordinator.
 3. Shift Supervisors will conduct random vehicle inspections to ensure all required equipment/supplies are accounted for and that the vehicles are in a constant state of readiness. The Shift Supervisor shall complete an inspection checklist form (located on the department's "Common: Policy Manual: Policy and Procedural Directive Appendices" file server) noting any deficiencies and place it in the Fleet Maintenance Coordinator's mailbox. The Fleet Maintenance Coordinator shall maintain this file.
- F. Fleet Maintenance Coordinator
 1. The Fleet Maintenance Coordinator shall be responsible for coordinating all vehicle repairs and supply replenishment in a timely manner.
 2. The Fleet Maintenance Coordinator shall ensure that all vehicle equipment reported defective will be repaired in a timely manner.
 3. The Fleet Maintenance Coordinator shall maintain all files related to the maintenance, mileage, and condition of all vehicles used by the California State University, Northridge Department of Police Services.
 4. At the beginning of each work day the Fleet Maintenance Coordinator will retrieve all Vehicle Maintenance Slips from his designated Department mailbox.
 5. The Fleet Maintenance Coordinator will maintain and update the vehicle status board in the patrol briefing room.

G. Vehicles Equipment/Use

1. Marked California State University, Northridge Police vehicles are readily identified as law enforcement vehicles from every view and from long distances, even at night. CSU policy states that identification of CSU campus patrol vehicles, notwithstanding specialty use vehicles, will consist of the following minimum information:
 - a. A replica decal of the Police Star, patch or language that references “police” or “public safety.”
 - b. The emergency call number.
 - c. The university name or logo.
 - d. IACLEA accreditation seal.
 - e. The department’s web address.
 - f. Reference to the CSU, if not indicated otherwise.
2. All marked vehicles used by the California State University, Northridge Department of Police Services are equipped with emergency lights and sirens as prescribed by sections 25252, 25252.5, 25258, 25259, 27000 and 27002 of the California Vehicle Code and may be used under the provisions set forth in California Vehicle Code section 21055. Marked and un-marked vehicles may only be driven by sworn personnel of this Department while in the performance of their duties, as authorized by the Chief of Police via the University President in accordance with CSU and CSU Northridge Department of Police Services policy.
3. CSU policy requires that all patrol vehicles meet maintenance guidelines as recommended by the manufacturer’s specifications and in accordance with the SUPA Collective Bargaining Agreement.
4. The CSU and CSUN Department of Police Services recognize that safety belts can interfere with an officer's access to his or her equipment. California Vehicle Code 27315 exempts police officers in police emergency vehicle from the state’s mandatory seatbelt law, unless the agency requires its officers to wear seatbelts. In as such, CSU policy requires that police personnel use seatbelts while driving university-owned vehicles and/or an emergency vehicle within the provisions of CVC section 21055(a) and (b) [Code 3], unless there is an overriding safety consideration that precludes compliance such as:
 - a. When arriving at an emergency call, the operator may remove the restrain device just prior to stopping for quick exit and to prevent becoming entangled in the restraint device.
 - b. Department personnel may remove the safety restrain device just prior to coming to a stop on a vehicle or pedestrian stop.

Other seatbelt requirements/exemptions are as follows:

- a. If a passenger or operator has a physically disabling or medical condition which prevents appropriate restraint in a safety belt, use of a seatbelt is not required. The condition must be duly certified by a licensed physician, surgeon, or

chiropractor who states the nature of the condition, as well as the reason the restraint is inappropriate.

- b. When transporting prisoners to Jail, another agency or off the university grounds for official business, the officer and all occupants of the vehicle shall wear safety belts.
 - c. When official business requires travel outside the routine department patrol radius or substantial freeway travel, the officer and all occupants of the vehicle shall wear safety belts, i.e. travel to court, training, procurement of equipment or supplies, etc.
5. All department personnel who drive state vehicles shall use and ensure that all passengers use available safety belt equipment installed in the vehicles operated.
- a. The California State University, Northridge Department of Police Services supports California Vehicle Code section 27315(a) which reads, in part, "The legislature finds that a mandatory seat belt law will contribute to reducing highway deaths and injuries by encouraging greater usage of existing manual seat belts, that automatic crash protection systems which require no action by vehicle occupants offer the best hope of reducing death and injury, and that encouraging the use of manual safety belts is only a partial remedy for addressing this major cause of death and injury.
 - b. Department employees, unless otherwise exempted from this policy or CVC section 27315, shall comply with the requirements of CVC section 27315.(d) (1) and 27315.(e) which reads in part: "No person shall operate a private passenger motor vehicle on a highway unless that person and all passengers four years of age or over are properly restrained by a safety belt;" and "No person 16 years of age or over shall be a passenger in a private passenger motor vehicle on a highway unless that person is properly restrained by a safety belt."
 - c. Department personnel shall ensure all occupants of the vehicle are using the safety belt/shoulder harness before moving a motor vehicle.
 - d. Department personnel may remove the safety restraint device just prior to coming to a stop on a vehicle/traffic stop.
 - e. Officers may restrain prisoners in the rear of the vehicle using the lap belts provided. EXCEPTION: If the prisoner is so combative as to create a potential for injury to the officer or the prisoner, the belt need not be used until the prisoner can be restrained safely.
 - f. Department personnel will adjust safety restraint devices so they are comfortable, yet provide maximum protection in the event of an accident. They will inspect the serviceability of the harness at the start of each tour of duty.
 - g. Safety restraints may not be required when transporting any person short distances in response to a medical aid where, in the judgment of the transporting employee, compliance with CVC section 27315. (e) would cause discomfort or injury to the person being transported.
6. Hand-held Wireless Telephone Use

- a. CVC 23123 provides specific prohibitions on the use of cellular telephones by drivers of motor vehicles. Subsection (d) of this vehicle code states, “This section does not apply to an emergency service professional using a wireless telephone while operating an authorized emergency vehicle, as defined by Section 165, in the course and scope of his or her duties.” (emphasis added)
 - b. The above exemption does not include personal use and although not specifically cited, wireless telephones should not be used for non-critical situations while driving a state vehicle. Under situations where the business call is not of a critical nature, officers shall safely and legally park their vehicle to talk on a cell phone.
 - c. It is important to remember that law enforcement officials should set the example of adherence to the laws we enforce. The public may perceive (rightly or wrongly) that a police officer is abusing his/her position.
7. Marked police vehicles may be driven by non-sworn personnel for purposes of servicing the vehicle if the vehicle is conspicuously marked with signs stating the vehicle is out of service. Such signs must be visible from all sides. The signs shall be stored in the Shift Supervisor’s office. Vehicles which are driven by non-sworn personnel may not have the emergency equipment activated while on public streets.
 8. Vehicles assigned to the K-9 program shall meet all supply provisions set forth below for marked patrol vehicles (Section G.1) in addition to those items required in 05-S.O.-007, Use of Department Canine, Section E.
 9. Unmarked vehicles primarily driven by sworn personnel (e.g. vehicles assigned to the Chief of Police, Detectives, etc.) must meet the provision set forth in California Vehicle Code as stated in section F.2 of this policy.
 10. Unmarked vehicles are prohibited for use for general traffic enforcement.
 11. Officers assigned to a host campus may utilize the vehicles of the host campus under the terms and conditions authorized by the host campus’ Chief of Police. All CSUN police officers shall drive with caution, obeying all traffic laws and shall immediately report any accident they are involved into their on duty CSUN shift supervisor.
 - a. In the event a CSUN police officer is involved in a traffic collision at a host campus, the Deputy Chief shall request a copy of the traffic collision report.
 - b. When officers from other agencies or host campuses work at the CSUN campus for any event, they are not allowed to drive any CSUN vehicles unless authorized by the Chief of Police or his / her designee.

H. Supplies required in Vehicles:

1. Marked patrol vehicles and unmarked units (except the Chief’s vehicle) shall be supplied with the following:
 - a. **AED***– with attached pouch containing facemask and gloves. (*Not supplied in the Special Operations Van)
 - b. **Bio Hazard Bags** – 3 minimum in sealed bag.

- c. **Blanket** – clean and in good repair.
 - d. **Bullhorn** – in good working order.
 - e. **Caution Tape** – at least one roll available.
 - f. **Chalk** – at least two pieces of chalk in storage container.
 - g. **Fire Extinguisher** – ensure the extinguisher is in the vehicle. Check the inspection tag for proper inspection date and also check for proper pressure.
 - h. **First Aid Kit** – ensure the kit is in the trunk of the vehicle. Check the contents and replace used items, if needed.
 - i. **Flares** – ensure vehicle has a maximum amount of flares.
 - j. **Incident Command Flag / Sign** – a collapsible fiberglass pole with a green flag indicating and incident command post (i.e., “CP”).
 - k. **Mobile Command Board including an Incident Commander Vest** – ensure that the red medical seal tag is not broken and check for wear and tear as well as cleanliness. If tag is broken off, mobile command board is to be checked and restocked if necessary.
 - l. **Rolatape® measure meter** – ensure item is in good working order.
 - m. **Teddy Bear** – ensure bear is in sealed bag.
 - n. **Water** – two 8 oz bottles of water.
 - o. **Bird Flu Kit** – required only in the shift supervisor’s vehicle. Ensure kit is sealed and in good working order. One kit contains supplies to outfit an entire patrol watch.
 - p. **Active Shooter (F.A.K.) Trauma Kit** – ensure the kit is in the trunk of the vehicle. Check the contents and replace used items, if needed. F.A.K. supplies are located within the police kit room in the event replacement items are needed. Should a missing F.A.K. kit be found missing in its entirety or any contents therein, the shift supervisor shall be notified who will then notify the shift’s Watch Commander.
2. Motorcycles units shall be supplied as follows:
- a. **Fire Extinguisher** – ensure the extinguisher is in the vehicle. Check the inspection tag for proper inspection date and also check for proper pressure.
 - b. **First Aid Kit** – ensure the kit is in the saddlebag of the motorcycle. Check the contents if unsealed (red secured medical twist tie used to secure zippers) and replace used items, if needed.
 - c. **Flares** – ensure vehicle has a maximum amount of flares.
 - d. **Chalk** – at least two pieces of chalk in storage container.

- e. **Rolatape® measure meter** – ensure item is in good working order.
 - f. **AED***– with attached prep pouch containing facemask and gloves.
3. T3 units shall be supplied as follows:
- a. **First Aid Kit** – ensure the kit is in the center compartment of the T3. Check the contents if unsealed (red secured medical twist tie used to secure zippers) and replace used items, if needed.
 - b. **AED***– with attached prep pouch containing facemask and gloves.
4. Take home vehicle assigned to the Chief of Police shall be supplied as follows:
- a. **Fire Extinguisher** – ensure the extinguisher is in the vehicle. Check the inspection tag for proper inspection date and also check for proper pressure.
 - b. **First Aid Kit** – ensure the kit is in the trunk of the vehicle. Check the contents and replace used items, if needed.
 - c. **Flares** – ensure flare containers are at capacity.
5. Special Operations Van (Shop 14)
- a. **Radio Battery Bank Chargers (2)**
 - b. **Motorola Portable Radio Batteries (12)**
 - c. **Deep Cell Battery Charging System (1)** – includes a deep cell battery, charging unit, and inverter.
 - d. **Mass Arrest Kits (3)** – sealed with a medical tag.
 - e. **Portable Radio Field Command Center** – 2 pelican cases containing a radio base station and interconnecting portable police and fire radios.
- I. Items requiring daily Inspection are as follows:
- 1. **Lighting Equipment** – Check emergency lights, vehicle lights, for proper operation and check for any damage.
 - 2. **Radio / PA** – Check vehicle radio by requesting a radio check. Check for missing parts or other damage to the radio equipment.
 - 3. **Siren/Horn/PA System** – Ensure all are operational.
 - 6. **First Aid Kit** – Check to see if sealed and replace item missing if necessary.
 - 7. **Bullhorn** – Check to see if operational.
 - 8. **Fire Extinguisher** – Present / charged.
 - 9. **Sealed Duffle Bag with Contents:** Blanket, chalk, bio hazard bags, I/C Vest, teddy bear, water.

10. **AED** – Check flashing Battery light to see if operational.

11. **Mobile Command Board** – check to ensure bag is sealed with a medical break-away tag.

J. General Vehicle Condition

1. **Vehicle Cleanliness** – The vehicle should be checked for proper cleanliness (interior and exterior) before the upcoming shift takes responsibility for the vehicle.

2. **Car Washes** – Vehicles are authorized to be washed by a Department authorized car wash vendor on a once a week basis for a basic car wash only. Additional washes or further detailing must be approved by a command staff member using the appropriate “Car Wash Additional Services” memorandum (See appendix G).

3. **Vehicle Fueling** – Vehicles shall be filled up just prior to end of watch. Vehicles owned by California State University, Northridge shall be fueled at an authorized service station with the corresponding State credit card or at the gas pump located in the PPM Courtyard. Vehicles leased by this Department from The Department of General services may be fueled at an authorized service station using the corresponding State credit card. Only 87-octane gasoline is authorized for use.

4. **Vehicle Damage** – Any vehicle damage noted shall be immediately reported to the on-duty supervisor and noted on the Daily Vehicle Inspection Checklist. The supervisor will also photograph the damaged area and RIMS report. Notification of all vehicle damage shall be sent via email to the Deputy Chief via the chain of command.

IV. REFERENCES (*located on the department’s “Common: Policy Manual: Policy and Procedural Directive Appendices” file server*)

- A. Officer’s Daily Log
- B. Supervisor’s Daily Synopsis
- C. Detective Vehicle Inspection Checklist
- D. Inspection Checklist
- E. Vehicle Maintenance Slip
- F. Car Wash Additional Service Memorandum