

## Vehicle Maintenance

### 702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that office vehicles are appropriately maintained.

For procedures related to Vehicle Maintenance, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Battery Jump Starter and DC Power Source](#)

### 702.2 POLICY

The St. Mary's County Sheriff's Office will service office vehicles to ensure they remain operational and maintain their appearance, as resources allow.

### 702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining office vehicles so that they are properly equipped, properly maintained, properly refueled, and present a clean appearance.

### 702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be filed with the vehicle history without delay.

#### 702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

For procedures related to Damage or Poor Performance, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Vehicle Disposition](#)

#### 702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service, and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits, or prolonged high-speed operation.

#### 702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and less lethal control devices shall be removed from a vehicle and properly secured in the office armory prior to the vehicle being released for maintenance, service, or repair.

### 702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all office vehicles.

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For procedures related to Vehicle Equipment, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Vehicle Equipment and Supplies Maintenance](#)

#### 702.5.1 AGENCY VEHICLES FOR SWORN PERSONNEL

Deputies shall ensure that the following equipment, at a minimum, is in their assigned agency vehicle (this includes a temporary assigned spare):

- 20 emergency road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask
- 1 blanket
- 1 fire extinguisher
- 1 bloodborne pathogen kit, including protective gloves and a National Institute for Occupational Safety and Health (NIOSH) particulate respirator mask
- 1 sharps container
- 1 hazardous waste disposal bag
- 1 high-visibility vest
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit
- 1 camera
- Spare tire, jack, and lug wrench
- Rain gear

#### 702.5.2 AGENCY VEHICLES FOR PROFESSIONAL STAFF

Members driving unmarked office vehicles shall ensure that the following equipment, at a minimum, is in the vehicle:

- 1 first-aid kit
- 1 fire extinguisher
- 1 high-visibility vest
- Spare tire, jack, and lug wrench

#### 702.5.3 MOTORCYCLES

Members shall inspect their motorcycle at the beginning of the shift and ensure that the following equipment, at a minimum, is on the motorcycle:

- 1 first-aid kit
- 3 emergency road flares

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- 1 bloodborne pathogen kit
- Clipboard or notebook with required report forms, tags, etc.
- Motor Vehicle, Criminal, Civil, and Safety Equipment Repair Order Citations Books

#### **702.6 VEHICLE EQUIPMENT AND SUPPLIES MAINTENANCE**

The Fleet and Radio Communications Coordinator will maintain storage areas within the Sheriff's Office for consumable operational supplies. The Fleet and Radio Communications Coordinator will conduct weekly inventories of the supply storage areas to assure that the agency has sufficient supplies to maintain operational readiness. Supervisors will have access to keys to the storage areas for after hour access.

Replenishment of supplies and equipment will be made as follows:

- (a) During normal business hours, all supplies/equipment will be replenished through the Fleet and Radio Communications Coordinator by submitting a Request for Equipment/Supplies (SMCSO Form #14). (Exception: Road Flares are accessible through the duty officer and do not require SMCSO Form #14)
- (b) After hours, deputy sheriffs will contact the on-duty supervisor for replacement of equipment and consumable supplies and leave a completed SMCSO Form #14 for the Fleet and Radio Communications Coordinator by the end of the officer's tour.

#### **702.7 VEHICLE REFUELING**

Absent emergency conditions or supervisor approval, agency vehicles should not be placed into service with less than one-quarter tank of fuel. Agency vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location or using an agency credit card at a commercial gas station when authorized to do so.

#### **702.8 WASHING OF VEHICLES**

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Office.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

#### **702.9 ROUTINE MAINTENANCE**

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Maintenance will be provided by the County Vehicle Maintenance Facility. Failure to adhere to these requirements may result in discipline and/or loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.

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- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance shall be performed as necessary at a facility approved by the vehicle maintenance supervisor.
- (d) The Office shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle service request form explaining the service or repair, and leave it and the keys with vehicle maintenance personnel or, after hours and on weekends, the items can be placed in the drop box to the side of the front door for vehicle maintenance.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy and document via Blue Team.