

BERLIN POLICE DEPARTMENT  
Berlin, Maryland

SUBJECT: CARE AND MAINTENANCE OF POLICE VEHICLES		NO: 800 V-1
APPROVED/EFFECTIVE DATE January 9, 1995	AMENDS	RESCINDS
DISTRIBUTION/DATE A	REFERENCES	

- .10 The employee assigned as driver, or the senior employee if no assignment is made, shall be responsible for the vehicle.
- .20 The employee responsible for the vehicle shall report any damage to or malfunction of the assigned unit which occurs while in his/her care to his/her supervisor.
- .30 The employee responsible for the vehicle shall inspect the assigned unit for damage before taking the vehicle out on tour and report damage not previously reported to his/her supervisor immediately. The only exception shall be in case of emergency dispatch at the start of the tour. The inspection shall be performed as soon as possible and the appropriate report made as directed in the section.
- .40 Failure to report damage as mandated by rules may be reason for disciplinary action and shall make the employee who failed to report damage liable for same.
- .50 Employees responsible for the vehicle shall see that the interior is kept clean and orderly and shall clean before going off duty.
- .60 No employee riding in police vehicles shall carry steel backed notebooks in their back pocket or any other item which could cause damage to the seats of the vehicle.
- .70 No employee shall downshift manually at high speeds in order to slow the vehicle.
- .80 Police vehicles shall normally be locked whenever employees leave them except when impossible due to situations requiring swift response.
- .90 No department vehicle shall be returned to Headquarters at the end of a trip/tour with less than half a tank of gas.

- .100 Whenever a vehicle is gassed, the operator shall see that the battery, water level, power steering pump, engine oil, transmission oil, and tire pressure and condition are inspected for proper levels and wear.
- .110 Flat tires shall be changed by the vehicle operator.
- .120 All paragraphs under other sections entitled "Police Vehicles" shall apply to motorcycle units where applicable.
- .130 Seatbelts, when available, will be worn by all occupants of departmental vehicles when that vehicle is in operation.