

Vehicle Maintenance

1206.1 PURPOSE AND SCOPE

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

1206.2 POLICY

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

1206.3 GENERAL DUTIES

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

1206.4 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 notification shall be promptly completed by the Member who becomes aware of the defective condition and forwarded for action notification describing the safety issue shall be promptly forwarded to their supervisor and Fleet Supervisor.

1206.4.1 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 possible.

1206.4.2 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.

1206.4.3 REMOVAL OF WEAPONS

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

1206.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all office vehicles.

1206.5.1 PATROL VEHICLES

Deputies will inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask

Montgomery County Sheriff's Office

Policy Manual

Vehicle Maintenance

- 1 fire extinguisher
- 1 bloodborne pathogen kit, including protective gloves
- 1 sharps container
- 1 high-visibility vest
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit
- 1 camera
- Rain gear

1206.5.2 UNMARKED VEHICLES

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

- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask
- 1 bloodborne pathogen kit, including protective gloves
- 1 sharps container
- 1 high-visibility vest
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit
- 1 camera
- Rain gear

1206.6 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at authorized locations.

1206.7 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.