



Departmental Vehicles

4.4 STANDARD OPERATIONAL PROCEDURE

Effective: January 17, 2017

POLICY:

The Baltimore City Sheriff's Office policy is to provide for the maintenance, inspection, safe operation and issuance of all departmental vehicles.

PURPOSE:

The purpose of this procedure is to establish a set of definitive regulations governing the use and operation of vehicles assigned to the Baltimore City Sheriff's Office, both under normal and emergency conditions.

This order consists of the following numbered sections:

4.4.1 DEPARTMENTAL VEHICLES—page 19

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4.4.3 PREVENTIVE MAINTENANCE—page 22



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SECTION 4.4.1 DEPARTMENTAL VEHICLES

Subsection A. Commander/Supervisors Responsibilities

1. Make sure all paperwork pertaining to their vehicle is turned in to the Fleet Manager or Quartermaster after picking up any vehicle from the designated repair shop. This includes monthly vehicle forms.
2. Assure that all members operating departmental vehicles are completing their monthly Vehicle Maintenance Record.
3. Advise the Fleet Manager or Quartermaster when vehicles under your supervision have been re-assigned within that section due to sick leave, vacation, etc.
4. During monthly inspections, supervisors must make sure vehicles under their supervision are equipped with all safety equipment and ensure that members under your supervision take their assigned vehicles for scheduled Preventive Maintenance (PM) at the City's Fleet Management Fallsway Substation, located at 201 Fallsway, 21202.
5. Ensure that any member transporting a prisoner, must seatbelt that prisoner, before transporting them.

(NOTE) The Fleet Manager and or Quartermaster will inspect vehicles for each section at least once a month. If vehicles are not kept clean, supervisors risk losing the privilege of keeping their departmental vehicle.

Subsection B. Mechanical Problems

Members must notify the Fleet Manager or Quartermaster of any issues with their departmental issued vehicle.

If members have problems with their vehicle lights or heating units, they may take their vehicles to Fallsway Substation for repair; if an issue should arise with tires on any vehicle, the vehicle must be taken to the City's Central Garage, located at 3800 Biddle Street, 21213 (24hrs).

Any vehicles that are in need of bodywork, operators are required to notify their Chain of Command. The supervisor must contact the fleet manager or



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quartermaster to receive a form #28-1418-5079 (see attachment) to be taken to Biddle Street for the repair needed.

Subsection C. Members on Leave

1. Any member with a take home vehicle will turn the key in to their assigned command while on leave for more than 3 business days.
2. It will be the responsibility of the commander of each section to maintain a vehicle sign out log.



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SECTION 4.4.2 DEPARTMENTAL ACCIDENTS

Any vehicle involved in an accident must be driven or towed to Central Garage (Biddle Street) on the same day of accident to be inspected/evaluated; if possible.

RESPONDING SUPERVISOR

Supervisors responding to departmental accidents must:

- a) Check on the well-being of everyone involved and render first aid if needed.
- b) Contact the respective agency for report number.
- c) Photograph the scene if possible, including license plates of all vehicles involved, location, and damages of each vehicle.
- d) If possible, the member involved must complete the Motor Vehicle Accident Report. If the member is unable at that time the supervisor must complete the accident report.
- e) If a tow truck is needed, M.I.L.E.S (Sheriff's Dispatcher) must be notified to dispatch a tow truck for all city vehicles.
- f) It is the responsibility of the supervisor to notify 311 to report the details of the accident.
- g) An Employee Incident Report (EIR) must be completed. During business hours the supervisor must contact the Sheriff's Office Human Resource Section; off duty hours the supervisor must call 1-877-607-8600 to report claim.



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SECTION 4.4.3 PREVENTIVE MAINTENANCE

Preventive Maintenance (PM's) are required to maintain the upkeep of all city vehicles. It is the responsibility of the commanding officer of each section or unit to assure that all vehicles assigned under their command report for their PM dates as schedule. If for any reason a supervisor needs to reschedule a PM date, they must notify Fleet Manager or Quartermaster prior to any schedule change for approval. All PM dates will be posted in the main office at all times. This is an ongoing process and policies are subject to be amended.

(NOTE) All Members who operate a departmental vehicle must additionally adhere to BCSO Standard Operational Orders 3.16; Section 3.16.2 Use of Agency Vehicles.

COMMUNICATION OF POLICY

Supervisors shall be responsible for communication of this Order to their subordinates and ensure compliance. This Order is effective on the date of publication.

By Order of John W. Anderson, Sheriff of Baltimore City