

# LINCOLN POLICE DEPARTMENT

## VEHICLE OPERATION

**Date Issued: 09-12-2009**

**Reviewed: 09-12-2010**

### Policy

To provide for the safe operation and maintenance of vehicles

### Purpose

The purpose of this order is to cover:

- occupant safety
- vehicular safety
- equipment
- maintenance
- vehicular responses

### General Guidelines

- Drivers shall comply with all applicable traffic regulations.
- Safety restraints must be used by all occupants (41.3.3)
- Drivers are responsible for the vehicles they are assigned to and the equipment designated to that vehicle
- All dept vehicles will be equipped with Emergency Lights & Siren ( 41.3.1)

### Maintenance

- Officers are responsible for routine maintenance and cleanliness of the vehicles
- **Damage and deficiencies in vehicles and equipment must be reported to a supervisor immediately**

Position	Responsibility
Driver	Inspect vehicle & notify Dispatcher of Vehicle inspection status Fluid levels are maintained Tires inflated Refueling the vehicle Replenish supplies used ( 41.3.2)
Supervisor	Investigate any problems or damage to vehicles Replace any vehicle that is unsafe, until corrected
Lt	Review all vehicle inspection sheet Maintain for a five year period Utilize a routine lubrication schedule of vehicles Monthly inspection of vehicles & equipment Maintain equipment lists for each cruiser (41.3.2) Arrange repairs or preventive inspections

	Yearly report on each cruiser by Oct 1
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## Damage

### Not the result of an accident

Assigned driver	Fill out a vehicle damage report Obtain witnesses statements (if any) Notify a supervisor
Supervisor	Investigate the damage Make recommendation regarding damage to chief Arrange for repairs if needed
Chief	Review damage report Take action based on information

### Accident

Driver	Immediately notify a supervisor State police will conduct an accident report Driver will fill out a Vehicle Damage report Witness statement forms will be given to all witnesses
Dispatcher	If cruiser involved in an emergency run, pursuit or a injury occurs – contact Chief immediately
Supervisor	Respond to scene Investigate to see if G.O. complied with Report to Chief within 2 days
Chief	Review investigative report Take action based on information

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## Responses

(41.2.1)

- All vehicles shall be parked legally, except in emergency situations
- Vehicles shall be locked and secured

<b>Response Code</b>	
Code One	Routine response – non-emergency situation All traffic laws obeyed Use of emergency devices prohibited
Code Two	Urgent response- without unnecessary delay Blue lights may be utilized Not to exceed 10 miles over posted limit EXAMPLES Ambulance call Fire Alarm Crimes where perpetrator has left Traffic accidents Family disputes with no weapons
Code Three	Emergency response All emergency signaling devices must be used Not to exceed the speed limit by 10 over posted (interstate not to exceed 20 over posted) Operate under RSA 265:8 while exercising extreme caution. EXAMPLES Burglary in Progress Criminal Assault in Progress Robbery in Progress Officer in Trouble Person with a gun Any assignment a dispatcher advises is Code 3

**A CODE 3 response does not relieve an officer of responsibility should they jeopardize themselves or others.**

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## Reports

Vehicle Inspection	To be called in by driver Dispatcher to log in
Monthly Inspection Sheet <a href="#">Form 3.1.1</a>	To be filled out by It Turned in on first Monday of each month
Yearly cruiser report Form 3.1.2	To be completed by It Turned in by October 1 of each year
Loss or Damage Report <a href="#">Form 3.1.3</a>	To be completed by assigned driver By end of tour of duty <b>If officer incapacitated, by his supervisor</b>