



Policy Number: 702 – Vehicle Maintenance
Effective Date: June 7, 2021
Revision Date: June 7, 2021
Approved By: Brandon Gatlin, Chief of Police

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that Montana State University Billings Police Department (Department) vehicles are appropriately maintained.

702.2 POLICY

The Department will service Department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Officers are responsible for assisting in maintaining Department 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 is in need of repair, it shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded to a Department supervisor for action.

Documents detailing the correction of the safety/mechanical issue shall be turned in to the Department Administrative Assistant for filing with the vehicle history.

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.

702.4.2 SEVERE USE

Vehicles operated under severe 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. The employee removing a vehicle from service shall promptly notify their immediate supervisor.

702.4.3 REMOVAL OF FIREARMS

All firearms and ammunition shall be removed from a vehicle and properly secured prior to the vehicle being serviced or repaired. Firearms should only be removed by trained employees.

702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all Department vehicles.

702.5.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure the following equipment, at a minimum, is in the vehicle:

1. crime scene barricade tape
2. Medical kit
3. AED
4. Fire extinguisher
5. Sharps container
6. High-visibility vest

702.6 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-half tank of fuel.

702.7 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 Department.

Members using a vehicle shall remove any trash or debris at the end of their shift. Confidential criminal justices information shall not be stored in Department vehicles.