

GENERAL ORDER, OPERATIONS, NUMBER 3
May 15, 2002
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Operation of Official Vehicles

B. PURPOSE:

To establish a standard procedure for the care and operation of Department vehicles.

This General Order is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this General Order, if proven, can only form the basis of a complaint by this Department, and then only, in a nonjudicial, administrative setting.

C. POLICY:

All employees shall comply with the following guidelines in the operation of vehicles.

D. PROCEDURES:

1. All assigned vehicles shall be inspected by employees at the beginning of each tour of duty for previous damage, malfunctions, contraband or other property. It shall be the responsibility of the employee to note such conditions and report the same to a supervisor immediately. It shall also be the responsibility of each employee to check the proper function of all equipment in the vehicles, such as but not limited to; top lights, radio equipment, siren, shotgun, ammunition, mount, and safety equipment, computers, mobile vision cameras, and radar. Any shortages or malfunctions of this equipment shall be immediately reported to the employees' supervisor, and replaced or replenished as soon as reasonably possible.
2. All employees operating Department vehicles shall obey all state and local traffic laws and shall set a good example of their driving habits to the general public.
3. An employee operating a vehicle under emergency conditions shall not exceed a speed ten (10) miles per hour greater than the speed limit except when necessary and justified. Employees upon approaching any intersection shall bring their vehicle to a speed whereby the employee can stop if traffic does not permit his safe entry into an intersection. All employees shall keep in mind the safety of the general public and shall remember that the warning lights and siren only ask for the right of way.

4. An employee involved in any type of accident with a department vehicle shall immediately give aid to any injured party, and as soon as possible, notify their immediate supervisor.
 - a. Employees shall operate their vehicles in a prudent manner during emergency situations keeping in mind external factors such as, but not limited to, the time of day, road conditions, weather, sound of other traffic, school zones.
 - b. The employee shall remain at the scene of the accident until the supervisor's arrival and shall not move or destroy any evidence of the accident.
 - c. Damaged vehicles, which pose an immediate and substantial traffic hazard, may at the employee's discretion, be moved prior to the supervisor's arrival.
5. A supervisor shall be sent to all accidents that involve city vehicles.
 - a. The assigned supervisor shall be responsible for assuring that each accident involving a city vehicle is thoroughly investigated and all required reports properly completed and filed.
 - b. The assigned supervisor shall submit a written report that details a thorough review of the assigned accident and include any recommendations for corrective action, if appropriate, to the Patrol Division Commander.
6. The Patrol Division Commander shall conduct a thorough review of all accidents that involve Department vehicles. The involved officers' Watch Commander and/or immediate supervisor should be included in the review process whenever possible.
 - a. In those incidents where it is determined that the accident was avoidable, the employee was at fault, or unnecessary risks were taken, the Division Commander shall submit a recommendation, through the chain of command, to the Chief of Police for corrective or disciplinary action to be taken.
 - b. No officer may pass another Emergency Vehicle when responding to an emergency situation unless there are exigent circumstances and the Emergency Vehicle that is being passed has granted permission.
7. Employees shall treat and operate official vehicles with utmost care, shall not abuse or damage the vehicle, or operate official vehicles in a negligent or

irresponsible manner. Additionally, employees shall see that all mechanical and appearance defects are corrected or that such steps are taken for the correction of the same, utilizing the City Garage facilities.

- a. Employees shall operate their vehicles in a prudent manner during emergency situations keeping in mind external factors such as, but not limited to, time of day, road conditions, weather, amount of other traffic, school zones.
8. Vehicles shall not be used for personal use. However, there may be limited circumstances with the Chief or designee's permission under which an Officer may be allowed the use of the police vehicle.
 9. No employee shall affix to any vehicle any electronic device, holder, weapon, light, siren, emblem, or make body or engine modifications without permission from the Chief.
 10. Any employee whose driving privileges are suspended or revoked by the state or any other state shall immediately notify their supervisor in writing.

11. Safety Equipment

- a. Patrol vehicles shall be equipped with but not limited to the following safety equipment items: Six (6) flares, one (1) blanket, one (1) fire extinguisher, one (1) reflective vest, and one CPR face mask with one-way air valve.

By order of:

Thomas J. Jennings
Chief of Police