



AF90

DEPARTMENT VEHICLES

AF90

Effective Date: 25 August 1997
Revised: April 11, 2018

POLICY

1. The Delta Police Department (“Department”) vehicles and vehicle equipment will be:
 - a) maintained in a safe and operational condition, and
 - b) subject to documented regular inspection.
2. Every Department vehicle will be equipped with:
 - a) a red emergency light;
 - b) a siren;
 - c) a mobile radio transceiver; and
 - d) designated emergency equipment.
3. The Chief Constable may exempt vehicles not intended for use in law enforcement activities from equipment requirements.

REASON FOR POLICY

4. To define responsibility for the maintenance, inspection and safe operation of Department vehicles.
5. To identify any training requirements or policy changes necessary to ensure the safe operation of Department vehicles by employees.
6. To ensure that all members, engaged in law enforcement activities, have the appropriate equipment to enable them to respond to emergency situations.



RELATED POLICIES

- AF90 - Department Vehicles
- OD10 – Emergency Vehicle Operation
- OG30 - Impaired Driving
- OG40 – Towing of Vehicles

DEFINITIONS

7. For the purposes of this policy, the following definition will apply:

Police Vehicle – a vehicle in the Department’s fleet intended to be used in law enforcement activities.

PROCEDURES

8. Each employee is responsible for ensuring that the Department vehicle they are driving is operated in a safe and professional manner.
9. Vehicles shall not be utilized to transport employees for non-work related purposes, except for personal use vehicles assigned by the Chief Constable or with the authorization of the employee’s NCO or manager.
10. At the start of each shift, members shall:
- a) sign out the vehicle and related equipment:
 - b) inspect the vehicle for any damage;
 - c) check the vehicle and ensure it is equipped with the standard emergency equipment as per checklist provided to members; and
 - d) if damage is noted, the member will inform the duty NCO who will ensure that a General Occurrence (“GO”) report is initiated and assigned for investigation.
11. At the end of each shift, members shall:



- a) remove all weapons from the vehicle, i.e., firearms, less lethal shotguns, conducted energy weapons, oleoresin capsicum spray, batons and munitions;
 - b) ensure that the vehicle is fully fuelled and oil checked;
 - c) replace any equipment, first-aid, crime scene material, etc. used during their shift;
 - d) ensure that the vehicle is left in a clean condition;
 - e) note any maintenance problems and submit an email to email address: *Vehicle Repair Requests* with sufficient detail of the problem; and
 - f) return the vehicle keys and related equipment to the responsible staff or the NCO, for return logging to inventory.
12. Where an employee identifies vehicle damage, the employee must notify their NCO or manager, as well as the Fleet Coordinator.
 13. No equipment shall be installed or modified on police vehicles without the authorization of the Superintendent, Administration Bureau.
 14. Each section supervisor shall ensure that once a week a vehicle check sheet is completed for each police vehicle assigned to their section and forwarded to the Fleet Coordinator.

Replacement Equipment

15. Standard emergency and first-aid equipment is available from the Equipment room at Headquarters and from the supply shelf in the North Delta Public Safety Building underground parkade.
16. The Purchaser is responsible for maintaining sufficient supplies at Headquarters.
17. The NCO North is to ensure that a full inventory of supplies is maintained at the North Delta Public Safety Building.

Lease Vehicles



18. Lease vehicles may only be utilized if authorized by the Deputy Chief Constable.

Department Vehicle Collisions

19. When an employee is involved in a motor vehicle collision in a Department vehicle, or an employee from another agency is involved in a motor vehicle collision in a Department vehicle, the Duty NCO or designate must attend the scene and ensure that a GO is created and the collision is thoroughly investigated as well as seek to determine whether or not damage has resulted to the vehicle or other property.
20. Employees involved in a motor vehicle collision in a Department vehicle must notify the Duty NCO and should take all reasonable steps to protect the scene without moving the vehicles prior to the attendance of the Patrol Supervisor or the assigned investigator.
21. A thorough investigation of the collision must be completed in a timely manner. The Patrol Supervisor will oversee the investigation.
22. In all collisions resulting in fatalities, injuries where death appears imminent or injuries that necessitate admittance to hospital to either an employee or third party and/or extensive damage to a Department vehicle, third party vehicle or property, the responding Patrol Supervisor will notify the Duty NCO who will then advise the Duty Officer. The Duty Officer may call out the Collision Investigation Team which will include a Collision Analyst. The Duty Officer will also consider calling out an external traffic section investigation team if applicable.
23. The attending Patrol Supervisor investigating an employee involved motor vehicle collision will submit a report to the Patrol Inspector, through their chain of command, containing a synopsis of the collision, recommendations concerning charges, and if necessary, policy changes or any other relevant information, including whether or not the employee has been involved in other Department vehicle collisions.
24. The Patrol Inspector will review the report to ensure the investigation has been completed satisfactorily and that the recommendations are appropriate and valid.

Collision Review Board



25. Once the Patrol Inspector decides the investigation is complete, the report will be forwarded to the Collision Review Board, comprising the Deputy Chief Constable and Superintendent, Community Policing Bureau.
26. The mandate of the Collision Review Board is to:
 - a) review police vehicle collisions,
 - b) make final decisions as to charges;
 - c) give direction in respect of any recommendations made by the investigator;
 - d) maintain a log of all Department vehicle collisions; and
 - e) identify any policy changes or training requirements necessary to improve safety and/or operations of Department vehicles.
27. The Collision Review Board, in consultation with the Patrol Inspector, will review and approve directing the investigating officer to prepare a RTCC and forwarding same to Crown Counsel, when a criminal charge is to be recommended against an employee.
28. All documents pertaining to the administrative review of the collision and the repair of the vehicle will be maintained in the PRIME file.
29. The Deputy Chief Constable will direct the preparation and provision of an annual Collision Review Board report to Chief Constable.
30. On receipt of copies of documents pertaining to a Department vehicle collision or vehicle damage, the Fleet Coordinator must advise the Inspector, Human Resources Branch and facilitate arrangements for the vehicle repair through the City of Delta, Risk Management Section.

Other Police Jurisdiction

31. When a Department vehicle is involved in a motor vehicle collision in another police jurisdiction, the Duty NCO will:
 - a) request that the police agency in whose jurisdiction the collision occurred, conduct a full investigation;
 - b) if practicable, direct the Department Patrol Supervisor to attend;



- c) request a copy of the investigator's report and supporting documentation;
- d) where appropriate, request a Collision Analyst or the Collision Investigation Team to attend and assist in the investigation; and
- e) the report and recommendations will be dealt with in the same manner as described in Sections through, with the exception that the decision to proceed with charges, if any, remains with the investigating jurisdiction.

Repairs and Maintenance

- 32. When a Department vehicle is involved in a collision, the Duty NCO is to send a completed copy of MV6020 to the Fleet Coordinator as soon as practicable.
- 33. The Fleet Coordinator will be responsible for:
 - a) advising the Inspector, Human Resources Branch of any reported collisions;
 - b) completing an ICBC Commercial Claim Report, reporting to ICBC and City of Delta, Risk Management.
 - c) arranging for regular maintenance of vehicles; and
 - d) arranging for vehicle repairs.
- 34. When the Fleet Coordinator is not available, urgent repairs are to be reported to the Duty NCO who, when possible, will contact the City of Delta, Works Yard garage staff and make arrangements for immediate repair to minimize the vehicle downtime.
- 35. The City of Delta Works Yard garage will accept requests for minor vehicle repairs such as headlights, loose connections and loose attachments during normal working hours. The member using the vehicle will report the minor defect to the Duty NCO and obtain permission to attend the works yard for repair.
- 36. Tire leaks or flat tire repair is provided by contractors. Contact details are to be provided by the Duty NCOs.



37. A vehicle that is damaged or otherwise in need of repair, and is not safely drivable or not compliant with Motor Vehicle Act requirements, may only be towed and not be driven. Notification of the Fleet Coordinator and Duty NCO is required, and, when the Fleet Coordinator is not available, the Duty NCO will contact the appropriate repair service.

Cleaning and Decontamination of Police Vehicles

38. Vehicles contaminated with hazardous material or body fluids are to be withdrawn from use until decontaminated by contract provider. Requests for decontamination are to be made to the Duty NCO or Fleet Coordinator.
39. Members will not leave trash or debris of any sort in police vehicles.
40. On site vehicle cleaning is available at Headquarters and at the North Delta Public Safety Building. Members who require this service will make their vehicle available to the cleaning attendant at times specified by the Fleet Coordinator.
41. Automated car wash services may be provided by the Department. The Fleet Coordinator will provide the location and operating procedures to employees when this service is available.