



DP60

DEPARTMENT VEHICLES

DP60

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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 and blue 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

DP20 – Property & Equipment Management
DP61 – Distracted Vehicle Operation
DP62 – Automated Vehicle Locator Technology
EA30 – Reportable Incidents of Injuries or Death (B.C. Police Act)
IC40 – Transportation of Persons in Custody
IC70 – Communicable Diseases
IM60 – Motor Vehicle Collisions

DEFINITIONS

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

Vehicle: a vehicle in the Department's fleet intended to be used for Department matters or law enforcement activities, including operation and administration vehicles.

PROCEDURES

Department Vehicle Use

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) complete the DARS Vehicle Inspection report, and report any damage to the Duty NCO, who shall 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, including firearms, less lethal launchers, less lethal shotguns, conducted energy weapons, oleoresin capsicum spray, batons and munitions;
 - b) replace any equipment, first-aid or crime scene material used during their shift;
 - c) ensure that the vehicle is left in a clean condition;
 - d) note any maintenance problems and submit an email to email address: *Vehicle Repair Requests* with sufficient detail of the problem; and
 - e) return the vehicle keys and related equipment to the responsible staff, or the NCO, for return logging to inventory.
12. If there is vehicle damage, the employee is to notify their NCO, or manager, and Fleet Services.
13. 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 Fleet Services.



Equipment

14. No equipment shall be installed or modified on police vehicles without the authorization of the Superintendent i/c Administration Bureau and the Fleet Services Manager.
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. Fleet Services is responsible for maintaining sufficient supplies for all Fleet vehicles.

Lease Vehicles

17. Lease vehicles may only be utilized if authorized by the Deputy Chief i/c Administration Bureau in consultation with the Fleet Manager, who will present the requests.

Department Vehicle Collisions

Process

18. In the event that a member 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:
 - a) members are to notify their Duty NCO;
 - b) members shall take reasonable steps to protect the scene without moving the vehicles, prior to the attendance of the Patrol Supervisor or the assigned investigator, where practicable;
 - c) the Section Staff Sergeant or delegate shall assign an NCO to investigate the collision and complete a report, to be forwarded to the Duty NCO within;
 - d) the investigating NCO shall attend the scene where practicable, create a PRIME file, complete the investigation, and submit the report to the appropriate Staff Sergeant within 30 days; and
 - e) the Section Staff Sergeant shall review the report and forward it to the Section Inspector with recommendations to the Collision Review Board (CRB), including but not limited to:



- i) recommendations concerning charges,
 - ii) policy changes, if required,
 - iii) whether or not the employee has been involved in other Department vehicle collisions, and
 - iv) any other relevant information.
19. If a motor vehicle collision occurs involving employees outside of Patrol Services Section:
- a) the employee shall notify their appropriate Staff Sergeant or Inspector;
 - b) the Section Staff Sergeant or Inspector shall coordinate the investigation and assign a supervisor; and
 - c) the assigned supervisor shall report back through the chain of command of that Section.
20. When a Department vehicle is involved in a collision, the Duty NCO is to send a completed copy of MV6020 to the Fleet Manager as soon as practicable, who shall:
- a) complete an ICBC Commercial Claim Report, reporting to ICBC and City of Delta, Risk Management; and
 - b) create a report of all collisions for the Senior Management Team on a monthly basis.
21. All fatalities or serious injuries involving members require notification of the Independent Investigation Office (IIO), where:
- a) the Duty Officer shall advise the IIO Liaison;
 - b) the Duty Officer shall work with the Duty NCO to ensure:
 - i) member wellness;
 - ii) resourcing; and
 - iii) preservation of scene; and
 - c) the IIO will take over the investigation.



Collision Review Board

22. The CRB is comprised of the Deputy Chief i/c Community Policing Bureau and Superintendent i/c Community Policing Bureau, and is responsible for:
- a) assessing collision reports and recommendations;
 - b) ensuring investigations are conducted in a professional, fair and appropriate manner, and that recommendations and findings are evidence based and appropriate for the totality of circumstances;
 - c) notifying involved parties of CRB findings and directing discipline or development action and ensuring compliance; and
 - d) forwarding required documentation to Human Resources.
23. The mandate of the CRB is to:
- a) review police vehicle collisions;
 - b) make final decisions on appropriate outcomes including charges or other measures;
 - c) give direction in respect of any recommendations made by the investigator;
 - d) maintain a log of all Department vehicle collisions; and
 - e) identify trends, issues or deficiencies in policy, training or equipment, and recommend action to maximize member and public safety and minimize risk to the organization.
24. If the IIO exerts jurisdiction, the CRB may only coordinate with the IIO if there is a concurrent investigation involving the affected person.
25. All documents pertaining to the administrative review of the collision and the repair of the vehicle are to be maintained by the Deputy Chief, Community Policing Bureau, or delegated to the CRB Superintendent.
26. The CRB shall create a monthly report for the Risk Management Committee.



Other Police Jurisdiction

27. When a Department vehicle is involved in a motor vehicle collision in another police jurisdiction, the Duty NCO shall:
- a) request that the police agency, of the jurisdiction in which the collision occurred, conduct a full investigation;
 - b) direct an NCO to attend, if practicable;
 - c) request a copy of the investigator's report and supporting documentation;
 - d) request a Collision Analyst or the Collision Investigation Team to attend and assist in the investigation; and
 - e) deal with the report and recommendations in the same manner as above, with the exception that the decision to proceed with charges, if any, remains with the investigating jurisdiction.

Repairs & Maintenance

28. Fleet Services is responsible for:
- a) arranging regular maintenance of vehicles; and
 - b) arranging vehicle repairs.
29. When the Fleet Services Manager is not available, urgent repairs are to be reported to the Duty NCO who, when practicable, will contact the City of Delta Works Yard garage staff and make arrangements for immediate repair to minimize the vehicle downtime.
30. The City of Delta Works Yard garage shall accept requests for minor vehicle repairs such as headlights, loose connections and loose attachments during normal working hours; wherein the member using the vehicle is to report the minor defect to the Duty NCO and obtain permission to attend the works yard for repair.
31. Tire leaks or flat tire repair is provided by contractors, where contact details are to be provided by the Duty NCOs.
32. 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 not be



driven and are to be towed, where notification of Fleet Services and Duty NCO is required, and, when Fleet Services is not available, the Duty NCO shall contact the appropriate repair service.

Cleaning & Decontamination

33. Vehicles contaminated with hazardous material or body fluids are to be withdrawn from use until decontaminated by a contract provider, which are to be requested and overseen by the Duty NCO or Fleet Services, or Public Information Representatives during afterhours.
34. Members are not to leave trash or debris of any sort in police vehicles.
35. Automated car wash services may be provided by the Department, and Fleet Services shall provide the location and operating procedures to employees when this service is available.

*Revised Dates:
15 October 2012
20 September 2017
16 April 2018