



City of Racine Police Department
Policy and Procedure

Number: 1210

Table with 3 columns: Subject (Reserving and Use of Department Trip Vehicle(s)), Date Issued (10-12-84), Effective Date (03-04-11), and Revision Number (3).

POLICY: The Racine Police Department has established guidelines for reserving a designated vehicle for a trip out of the city. Trip vehicles for approved training outside the city will be reserved by the Training Unit. This includes guidelines for vehicle related emergencies while out of the city.

PROCEDURE: When a member is given an assignment out of the city and requires a police vehicle, the following steps shall be taken:

- MEMBER: 1. Complete "Trip Car", Form RPD-8 and forward to a supervisor. a. Early pick up (the evening prior) of the vehicle must be approved by a supervisor and garage personnel. Late return, past the specified date on "Trip Car Form RPD-8, is not permitted. b. During the trip should the vehicle develop serious mechanical problems or become involved in a traffic accident, contact the Shift Commander for further direction. c. Prepare supplemental report (PP95A) detailing the circumstance requiring emergency service or detailing the accident upon return from the trip. d. Prepare yellow Vehicle and Equipment Check form (RPD PP123) for any minor vehicle service needs upon return from the trip.

- SHIFT SUPERVISOR: 1. Upon receipt of Form RPD-8 requesting a vehicle for a trip: a. Approved; sign and forward to the DPW Fleet Maintenance Supervisor. b. Disapproved; do not sign and return to requestor.

- TRAINING UNIT: 1. For approved training located outside of the city request (RPD-8) an appropriate number of trip vehicles.

- FLEET MAINTENANCE SUPERVISOR/DESIGNEE: 1. Upon receipt of signed RPD Form 8: a. Check form for all required information. b. Notify garage personnel to service proper vehicle. c. When the designated trip vehicle is serviced, park inside Police Department in garage; fill out bottom of RPD Form 8. d. Sign "Deadline" Form RPD-77. e. Raise the hood and deadline the vehicle, using form RPD-77. f. Place key and completed RPD Form 8 in office.

- SHIFT COMMANDER: 1. If contacted by a Department member reporting Department vehicle problems, accident or mechanical, while on a trip, obtain all appropriate information i.e. location, telephone number, etc. 2. Contact the Deputy Chief of Support Services or Support Services Manager for assistance with emergency vehicle service and/or replacement.

- SUPPORT SERVICES DIVISION: 1. When contacted by a Shift Commander regarding department owned vehicle problems that have made the vehicle in operable, make arrangements for towing, repair service or temporary replacement with a rental vehicle as applicable.

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