

16.04

CARE AND MAINTENANCE OF HPD VEHICLES:

Officers **shall** be responsible for the care and maintenance of Haskell Police Department vehicle(s). Officers **shall** also be responsible for the care and maintenance of any Haskell Police Department vehicle operated on a temporary basis used during repairs of assigned vehicles.

The assigned supervisor **shall** be responsible for completing the Haskell Police Department Vehicle Maintenance Log and for ensuring that required maintenance is done on schedule. Before each tour of duty, officers should check the brakes, tires, and safety equipment on their Haskell Police Department vehicle to ensure that it is in safe and working order.

Officers **shall** keep the exterior and interior of Haskell Police Department vehicles as clean as it is practical under the circumstances. When necessary to meet this requirement, an officer may wash the assigned vehicle while on a tour of duty.

Officers **shall not** display any stickers on a Haskell Police Department vehicle other than those required by law or Department policy.

Officers **shall not** smoke or allow others to smoke in a Haskell Police Department vehicle while transporting prisoners or nonsmokers.

Officers **shall not** leave any Haskell Police Department property in the vehicle while it is taken in for repair unless the officer remains in sight of the vehicle while repair is being performed.

16.05

FUEL:

Unless impractical under the circumstances, the fuel tank of a Haskell Police Department vehicle that is used in emergency situation should be kept at least half full at all times, and particularly before a tour of duty.

Officers should use the City of Haskell fuel pumps at all times, unless a supervisor has given authorization prior to fueling. Officers **will** fill out both fuel logs and use their call sign, insert mileage, and amount of gallons pumped.