

Spring Grove Hospital Center Police Department

Vehicle Procedures

I. Issuance of Vehicles

- A. All vehicle assignments shall be the responsibility of the appropriate Shift supervisor. The supervisor may remove an officer from their assigned vehicle when they or a supervisor under their command determines that the officer failed to take due care in operation or maintenance of the vehicle.
- B. Whenever an officer is assigned a vehicle they shall; promptly make an inspection of the vehicle noting its condition and listing the serial numbers of all equipment in the vehicle, complete and sign all necessary forms, and forward them to their supervisor.
- C. All officers / employees shall inspect their vehicle at the beginning and end of each shift and will turn in the inspection sheets to their supervisor.

II. General Provisions

- A. Officers will not allow any other person to use or operate their assigned vehicles unless the employee signs out the vehicle and has completed the necessary inspection forms.
- B. *The SGHC will not reimburse officers for damages or loss of personal property or equipment in SGHC vehicles. Personal property and equipment may be used at your own risk.*
- C. Unattended vehicles must be locked at all times and the windows must be closed.
- D. All officers and all passengers **will use seat belts.**
- E. Officers will ensure that no other person uses or handles any issued equipment.
- F. All departmental portable radios and equipment will be removed from the vehicle when it is sent in for service.

III. Prohibited Uses

- A. The carrying of excessive loads or protruding objects, except in conjunction with official activities, is prohibited.

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- B. May not be used for personal business and/or errands, (Non-Official State Business).
- C. No officer will operate any vehicle within four hours after having consumed any alcoholic beverages or after taking any medication that impairs the ability to operate a motor vehicle.
- D. Officers are prohibited from using vehicles while engaged in political activities, such as putting signs, attending rallies, caucuses, promotional events or fund raisers, and so forth.
- E. No materials objects, bumper stickers, decals, insignias, banners, or plaques of any type may be attached to or displayed in vehicles.
- F. Exceptions to this section must be requested in writing by the officer and may only be authorized by the Chief, or his/her designee.

IV. Maintenance

- A. When vehicles are being commercially washed, officers will use only facilities approved by the SGHC.
- B. Officers will keep the interior and exterior of their assigned vehicle clean and orderly, maintaining all equipment and accessories in a neat and orderly fashion and ensure that they operate properly.

V. Non-SGHC Personnel in Vehicles


- A. When an individual, who is not employed by the SGHC or a patient of the SGHC, occupies a SGHC Police vehicle for police assistance or transport, the officer will notify the Switchboard Operator by radio or telephone.
- B. Officers will notify the Switchboard Operator immediately to advise the situation or need to have the individual in the vehicle. The following information will be provided:
 - 1. Location
 - 2. Name(s) and/or description of individual(s) occupying the vehicle, patients' names will not be used.
 - 3. Advise the Switchboard Operators when the individual(s) are no longer occupying the vehicle.

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- C. Officers will notify the Switchboard Operators immediately to advise them of the situation/need to transport individual(s) in the vehicle. The following information will be provided:
1. Location
 2. Odometer reading to the tenth of a mile.
 3. Name(s) and/or description of individual(s) being transported (prior to beginning of transport, if possible, patients names will not be used).
 4. Destination(s)
 5. Notify the Switchboard Operator and advise them of arrival/odometer reading. If other destinations are part of the itinerary, above repeat steps for each location until final destination is reached.
 6. If delays are encountered between destinations, advise the switchboard operator the reason and expected time of delay.

End of Directive

Approved by:


Raymond N. Foxwell
Police Chief

3-23-17
Date


Paul Beeker
Spring Grove Hospital Center COO

3-23-17
Date

RNF/tb

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