



Tulsa Police Department

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Policy # 202A

Effective Date 02/06/2025

Policy Name Police Vehicles/Special Purpose Vehicles/Fleet Efficiency

Approved Date 02/06/2025

Approved by Dennis Larsen, Chief of Police

Previous Date 11/01/2024

PURPOSE OF CHANGE:

To conform with policy 313 *Off-Duty Employment*.

POLICY:

To increase police presence in the community's neighborhoods, the Department has adopted the Fleet Efficiency Program. The presence of police vehicles in neighborhoods identifies police officers and encourages interaction with citizens. This program also enhances the ability of police officers to respond to emergencies. Officers are responsible for the care and maintenance of their assigned vehicle. Officers shall make proper use of vehicle safety equipment while operating city-owned or authorized vehicles.

SUMMARY: Procedures for the care and operation of assigned police vehicles.

APPLIES TO: All police personnel

DEFINITIONS:

EXTENDED LEAVE – leave more than nine calendar days in a row, including regularly scheduled days off.

AUTHORIZED POLICE FUNCTIONS – the following functions:

1. Court or other hearing appearances arising from departmental action.
2. Duties coordinated by the Special Events Coordinator.
3. Circumstances requiring an officer to report to a duty station.

FUNCTIONS REQUIRING DEPARTMENTAL APPROVAL FOR THE USE OF DEPARTMENTAL VEHICLES – the following functions:

1. Honor Guard functions.
2. Community relations projects.
3. Police funerals.
4. Off-duty employment.
5. Any other function authorized by a Division Commander.

PROCEDURES:

1. Tulsa Police Division commanders will determine which police officers are eligible to participate in the Fleet Efficiency Program. Participation in this program is a privilege and not a right, and an officer's participation is subject to revocation upon failure to comply with regulations, excessive accidents, vehicle abuse, or unsatisfactory performance evaluations. To be eligible an officer must:
 - a. Reside within Tulsa city limits.

- b. Provide a secure environment for the police vehicle.
 - c. Have a safe driving record.
 - d. Maintain a satisfactory performance level.
 - e. Meet any other factors that may be determined to be appropriate by the division commander.
 - f. If residing outside of the City of Tulsa city limits, officers must meet requirements as lined out in the City of Tulsa/FOP Collective Bargaining Agreement.
2. Officers participating in the program must sign a *Vehicle Use Agreement* form outlining the responsibilities for the operation and maintenance of their assigned police vehicles.
3. Officers assigned vehicles must ensure that when the vehicle is not in use it is always legally parked and locked, preferably in the officer's driveway.
4. Off-duty officers are authorized to operate departmental vehicles for transportation to Authorized Police Functions.
5. Approval of a Division Commander is required to operate a departmental vehicle, while in an off-duty capacity, for Honor Guard functions, community relations projects, police funerals, or any other off-duty function not constituting an Authorized Police Function.
6. Officers wanting to utilize a departmental vehicle for off-duty employment, must complete the *Off-Duty Employment Form* on Blue Team requesting approval to use the vehicle for off-duty employment. The *Off-Duty Employment Form* must be approved by their Captain.
7. While operating a vehicle off-duty, officers are required to monitor the appropriate police frequency.
8. Off-duty officers driving marked units may stop and cite a motorist for a hazardous traffic violation occurring within the City of Tulsa. Officers are expected to provide aid to all persons in need, including motorist assists. Officers are required to respond to any life-threatening call for service in their immediate vicinity and remain at the scene until properly relieved.
9. Off-duty officers responding to calls will not normally be required to remain on the call as the primary unit. However, should the officer's presence be required, compensation will be provided based on the current agreement between the City of Tulsa and the Fraternal Order of Police (the 2-hour minimum does not apply at this time). An on-duty supervisor must approve the overtime compensation at the time of its occurrence.
10. A supervisor will respond to calls involving off-duty officers when overtime compensation is required and ensure the officer is relieved as soon as possible.
11. Supervisors shall conduct inspections of police vehicles assigned to officers under their supervision. These inspections will be conducted in conjunction with the semi-annual inspections in April and September each year. Supervisors will document these inspections on the *Uniform and Equipment Inspection Checklist*. Inspections shall include, but are not limited to the exterior, interior, trunk, and glove box areas. Required equipment for patrol vehicles include:
 - a. Authorized Emergency lights, spotlight, and P.A. system/siren.
 - b. Fire extinguisher.
 - c. Crime scene tape.
 - d. Fingerprint lift kit.
 - e. Gas mask.
 - f. Personal Protective Equipment (PPE) kit.
 - g. Reflective vest.
 - h. Spare tire.

12. Equipment required for patrol vehicles will be replenished or repaired upon inspection or as needed. Divisional equipment specialists will provide replacement equipment. If any equipment requires repair, the officer assigned the vehicle (or the divisional Equipment Specialist if the vehicle is unassigned) will be responsible for assuring the repairs are completed as soon as reasonably possible.
13. The appropriate Division Commander and/or the Police Safety Coordinator will maintain a listing of personnel authorized to operate special purpose vehicles and associated equipment. Keys to these vehicles will be maintained at the respective divisions at a location accessible to on-duty personnel. Lists of approved and trained personnel will be posted at the respective division with the keys. An up-to-date copy of these lists will also be forwarded to the PSC supervisor.
14. Division Commanders will ensure personnel designated to operate special purpose vehicles, (e.g. mobile command posts, bicycles, motorcycles, or boats), receive adequate training and are qualified in their use.
15. Division Commanders or their designee will be responsible for the condition and maintenance of police and special purpose vehicles.
16. Officers must wear a properly adjusted and fastened safety seat belt system while operating or riding as a passenger in police or other city-owned vehicles, with the following exceptions:
 - a. When officers reasonably anticipate an emergency exit, taking into consideration the duty to report their status on the radio.
 - b. To obtain police equipment (i.e. police helmet, body armor, shotgun). This does not relieve officers of the responsibility for wearing a seat belt during pursuits.
 - c. When officers transport prisoners who are likely to become violent or combative.

REGULATIONS:

1. All sworn personnel assigned a vehicle may be allowed to drive the assigned vehicle to their residence if they live within the Tulsa city limits.
2. Sworn personnel who live outside the Tulsa city limits may drive their assigned vehicle to their residence when they meet the relevant requirements in the City of Tulsa/FOP *Collective Bargaining Agreement*.
3. Use of assigned vehicles while off-duty shall be limited to transportation from a primary residence to an authorized police function, or as authorized by a Division Commander. Travel time to and from authorized functions will not be compensated.
4. Officers utilizing their assigned vehicle off-duty will always keep the Off-Duty Employment Notification current.
5. Officers on limited duty shall arrange for their vehicles to be transported to their assigned division.
6. Officers on extended leave shall park their vehicles at the proper city facility.
7. While operating police vehicles, officers must possess the required equipment for either uniformed or non-uniformed assignments listed in this policy and in Policy 201A, *Uniform and Equipment Specifications*.
8. Officers wishing to alter or add equipment to their police vehicle shall submit a request through their chain of command and to the Safety Committee for review and approval.
9. Laptop computers and other equipment not permanently attached shall be secured or removed from the vehicle during off-duty hours.
10. All police personnel not wearing a safety seat belt system when required and who are injured in a collision during

the operation of, or as a passenger in, a city vehicle will be subject to denial of injury leave by the Injury Leave Committee.

11. Supervisors shall inspect all police vehicles assigned to officers under their supervision in conjunction with the semi-annual inspection.
12. Officers arriving at off-duty employment will advise the service side dispatcher (J) they are 10-89 and provide the following information:
 - a. The location of the off-duty employment.
 - b. The estimated duration of the shift and.
 - c. Contact numbers.
13. Dispatch will place the officer 10-89 in the division (MVD, GID, RID) in which they are physically located.
14. Officers must advise dispatch they are 10-7 at the end of their off-duty employment. If an officer does not advise they are 10-7, dispatch may contact the officer or an on-duty supervisor to determine the officer's status.

REFERENCES:

201A Att., Uniform and Equipment Specifications - Attachment
313, Off-Duty Employment
Uniform Specifications Manual
Collective Bargaining Agreement, Article 20
Memorandum of Understanding, Article 20, Section 20.10 (2009)