



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

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Approved By:

I. PURPOSE

To provide guidelines for maintaining the operational and support vehicle fleet in a state of readiness to ensure the mobility of the Myrtle Beach Police Department in carrying out its responsibilities to the citizens of Myrtle Beach.

II. DEFINITIONS

- A. Fleet Fuel Cards – Plastic credit card issued to each vehicle identified with department assigned vehicle and license plate number. These numbers are embossed into the card itself.
- B. Fueling Locations – Location where fleet fuel cards are accepted. This information may change from time to time; however, a list will be made accessible to users.
- C. City of Myrtle Beach Administrator Over Fuel Account – City of Myrtle Beach Purchasing Division.
- D. Police Department Administrator/Audit Responsibilities – Administrative Division.
- E. Emergency Fuel Back-Up System – Current Gas Boy Key System, which will operate by utilizing the gray in color Gas Boy keys at the City Shop fuel stations only. Procedure is the same as currently being used; only limitation is location.

- F. Preventative Maintenance Service (PM) Service – Scheduled maintenance conducted at the City Shop every 4000 miles or no longer than every six months.
- G. Mileage Placard/Sticker - Small transparent sticker affixed to the upper driver side windshield that has the mileage indicated on it when the next Preventative Maintenance Service shall be completed. Note: Division Commander, or their designee, is responsible for scheduling the maintenance of vehicles not often driven to ensure that Preventative Maintenance is conducted at least every six months if vehicle mileage driven total does not indicate otherwise.
- H. Vehicle Inspection Log Sheet – Approved form placed in each vehicle to be filled out and up-dated throughout the shift with required information as indicated.
- I. Alternate Patrol Vehicles – Department-owned specialty vehicles used for a specific purpose that may include Motorcycles, Golf Carts, T-3s, Mules, Watercraft, ATVs., etc.

III. PROCEDURE

A. GENERAL REQUIREMENTS

1. A Department vehicle will always be operated in strict compliance with all state traffic laws, county and city ordinances, and Departmental directives. It will be operated in a reasonable and safe manner with the exercise of all due care and judgment. It is the policy of the Myrtle Beach Police Department that all personnel/passengers occupying city-owned vehicles will make use of occupant safety restraining devices. The only exception to this policy will be specific situations as approved by a supervisor and only if the efficiency of police operations outweighs the safety benefits. No person will operate a Departmental vehicle of any kind unless they possess a valid vehicle operator's license. Furthermore, no person will operate a Department vehicle without receiving prior permission from an authorized superior.
2. Only police vehicles equipped with operational emergency lights and siren will be utilized as emergency response vehicles. The Department's marked patrol vehicles will be readily identifiable as law enforcement vehicles from every view and from long distance even at night. Markings will include:
 - a. Emergency lights;
 - b. The Department's identification seal or Police Graphics Package;
 - c. Reflective materials placed on the sides and rear of the vehicle (lettering or decal);

- d. All vehicles used primarily for patrol service must be equipped with at least the following equipment in operational order:
 - i. Blue Lights and Siren;
 - ii. Mobile Radio;
 - iii. In-Car Video Equipment;
 - iv. Fire Extinguisher;
 - v. First Aid Kit;
 - vi. Sharps Container;
 - vii. PPE Kit containing gloves, mask, bio bag, and spit hood;
 - viii. Evidence Collection Kit containing paper bags, envelopes, and plastic tubes;
 - ix. IFAK Trauma Kit;
 - x. Insurance Card;
 - xi. Registration Card;
 - xii. Fleet Gas Card; and
 - xiii. Fully Inflated Spare Tire.
 - e. Vehicles may be equipped with the following:
 - i. Spike Strips;
 - ii. ALPR;
 - iii. Traffic Cones;
 - iv. Crime Scene Tape;
 - v. RADAR and Tuning Forks; and/or
 - vi. A Crow Bar.
 - f. The employee must ensure that all items listed on the Vehicle Inspection Form are replenished to meet minimum requirements. If a deficiency is noted during an inspection, the supervisor will make a notation on the inspection checklist and will be responsible for ensuring the officer obtains, requests, or orders the proper items or submits the vehicle for any necessary maintenance before the end of their shift.
- 3. All vehicles will be inspected by the assigned officer prior to putting the vehicle into service.
 - 4. Pre-Service Inspection – A vehicle inspection log sheet will be completed to ensure a professional image and a mechanically safe vehicle. The following criteria must be met prior to placing a vehicle into service:
 - a. All engine and vehicle fluids are at the recommended levels.
 - b. The exterior must be clean and free from damage.
 - c. The interior must be clean and free from debris, trash, and damage.

- d. All emergency equipment must be operational.
 - e. All vehicle equipment must be in operational condition (lights, wipers, etc.).
 - f. Mileage placard sticker will be checked for (PM) Servicing needs.
 - g. Confirm gas card is in vehicle.
5. Post-Service Inspection – A vehicle inspection will be completed to ensure that the vehicle is left in a serviceable condition for the next operator.
- a. The vehicle fuel tank is full. Gas card is still located in vehicle.
 - b. The interior must be clean and free from trash, debris, and damage.
 - c. The exterior must be clean and free from damage.
 - d. The daily vehicle inspection log sheet must be completed by the operator and returned to the folder in the vehicle.
6. Discrepancies – Discrepancies in the above process will be recorded on the appropriate inspection log and the Shift Supervisor will be notified.
- a. Minor problems not affecting the daily operation of the vehicle (i.e., dirty interior, exterior, etc.) will be corrected if possible after proper documentation and notification of the supervisor, and the vehicle will be placed into service.
 - b. Problems affecting the daily operation of the vehicle (inoperative equipment, damages, excessive debris, or unsanitary conditions, etc.), will be documented and proper supervisor notification will be made. The vehicle will not be placed into service until the problems are satisfactorily corrected.
7. Action Taken
- a. Complete a Request for Repair Form if the problem is mechanical, electrical or otherwise maintenance related.
 - b. Forward all repair forms to the appropriate division commander, or their designee.
 - c. Select and inspect a replacement vehicle.

- d. If the problem is related to cleanliness, the shift supervisor is responsible for reporting the problem to the appropriate division commander for further action.
- e. Officers inspecting vehicles where the previous operator is not available may be required to perform minor clean up to render the vehicle acceptable for patrol, but only after proper documentation and notification. Officers will not be expected to perform major cleanup on vehicles left in an unacceptable condition. The vehicle will be parked pending appropriate action by the Division Lieutenant.

8. Daily Inspection Log Sheet

- a. The log will be completed by each operator per shift and signed off at the end of the shift.
- b. The log will remain assigned to each vehicle. When full, the form will be filed with the appropriate division command.
- c. Log sheets will be placed in each vehicle assigned to rotating operators. Take-home vehicle operators are exempt from completing a daily log sheet; however, all other automotive policy requirements apply.
- d. Supervisors are responsible for documenting periodic vehicle inspections of fleet and take-home vehicles to ensure compliance with this regulation.

9. Monthly Inspections

- a. All vehicles will receive a complete inspection by the appropriate division commander, or their designee at least once a month.
- b. Exceptions: Vehicles assigned to division commanders and above will be inspected each time they are taken to the City Shop for scheduled maintenance.

B. SCHEDULED VEHICLE MAINTENANCE

- 1. Scheduling of (PM) Service will be coordinated by each independent division commander. Division Commanders, or their identified designee, will inspect vehicles assigned to their divisions with emphasis being placed on interior/exterior condition, mechanical operation, emergency equipment operation and mileage placard/sticker. Tire rotation should be requested at each PM Service.

2. The Patrol Supervisor working the night patrol shift will see that all vehicles scheduled for service or repair that day are transported to the City Shop prior to 0700 hours and left inside the fence and return the keys to the station. The dayshift Supervisor will be notified and will arrange for the return of the vehicles.

3. Beach Patrol Vehicles

a. The four-wheelers are serviced once a year during the off-season. The following procedures will be followed for the daily care and maintenance:

- i. Each four-wheeler will be washed down at the station following the end of the tour of duty.
- ii. Each four-wheeler will be lubricated with a spray lubricant (WD-40) on a daily basis.
- iii. The assigned operator is responsible for completing this daily maintenance.

b. The four-wheelers will receive oil changes, lubrication and tune-ups (normal routine service) at the end of the season unless circumstances dictate service earlier. The Beach Patrol Supervisor will schedule appointments for maintenance and service of four-wheelers with the City Shop as required or needed.

c. The Beach Patrol pick-up trucks will be scheduled for service at the City Shop along with the patrol vehicles. The Beach Patrol Supervisor will be responsible to ensure that the vehicles mileage placard/sticker indicated mileage does not exceed 4000 miles prior to having (PM) service conducted. A Vehicle Repair Request Form must be completed on each vehicle and placed on the dash area in a manner easily seen from the exterior of the vehicle. The following procedures will be followed for daily maintenance and care of the Beach Patrol vehicles:

- i. Each vehicle will be washed down completely at least once within a 24-hour period.
- ii. Spray lubricants will be used to lubricate hinges and other body parts subject to salt water and rust damage.
- iii. Emergency service will be handled on a priority basis for the Beach Patrol vehicles. In the case of an emergency repair, the Beach Patrol Supervisor will make arrangements through their

division commander to have the vehicle scheduled for servicing or repairs at the City Shop if during duty hours. If after hours, the vehicle will be taken to the Police Department or the City Shop. A Request for Repair Form will be completed and placed on the dash area in a manner easily seen from the exterior of the vehicle.

4. Alternate Patrol Vehicles are serviced in accordance with lease/purchase agreements, if applicable. The following procedures will be followed in the event an Alternate Patrol Vehicle needs emergency repairs/servicing.
 - a. Return the Alternate Patrol Vehicle to the Police Department or approved storage location if possible.
 - b. Notify the appropriate division commander responsible for the Alternate Patrol Vehicle.
 - c. The appropriate division commander, or their designee, will notify the leasing company, if applicable, of the problem and request the repairs/service.
 - d. The appropriate division commander will make arrangements to have the alternate patrol vehicle transported to service location and returned upon completion of needed repairs or service.
 - e. In the event the Alternate Patrol Vehicle needs after-hours emergency service/repairs, the highest ranking officer within the section responsible for the alternate vehicle will notify the leasing company, if applicable, and arrange for the needed services and will submit a written report to the appropriate division commander detailing the problem and the disposition.

C. NON-SCHEDULED VEHICLE MAINTENANCE

1. Non-scheduled or emergency vehicle maintenance requirements should be reported to the Patrol Supervisor on duty. The Patrol Supervisor will decide whether the non-scheduled or emergency repair or service is necessary or whether it can wait for scheduled service. If the Patrol Supervisor determines that the service is required immediately, the following will be accomplished:
 - a. Complete a Request for Repair Form and place it on the dash area where it can be easily seen through the windshield. Make a copy of this form and forward it to the division commander.

- b. Take the vehicle to the City Shop and secure the vehicle inside the fence and return the key to the station.
- c. Notify the appropriate division commander and turn in the completed Request for Repair Form.
- d. The division commander or his/her designee will notify the City Shop of the needed repair/service.
- e. The above procedures will also apply to the repair and installation of radio equipment.

D. SCHEDULED MAINTENANCE FOR OTHERS DIVISIONAL VEHICLES

1. The Division Commander's designee will ensure that all vehicles assigned to their Division/Section are made available for the scheduled service appointment and that the vehicles are taken to the City Shop on that date for the servicing or repairs. Each Division Commander will assign a person to ensure that their vehicles are being serviced at the appropriate times. This will be accomplished by checking the vehicles mileage/hour meter versus the (PM) service reminder on the inside of the vehicles window.

E. FUELING OF DEPARTMENTAL VEHICLES

Discussion: The City of Myrtle Beach and the Myrtle Beach Police Department have entered into an agreement with an outside vendor, which will manage and supply fuel requirements for the Police Department. This vendor has coordinated with numerous fuel stations throughout the state and in doing so, has made all of these locations available to us for our refueling needs. The outline procedures below have been implemented to facilitate the fueling process.

In addition to using this vendor for our refueling needs, a back-up EMERGENCY ONLY process has been established utilizing the Gas Boy Key System that was used in the past. The only location accessible for the Gas Boy Key System will be located at the City Shop and the same procedures used in the past will still apply.

1. Procedure for refueling with Fleet Gas Cards
 - a. Numerous locations within the City of Myrtle Beach have been identified for refueling needs. These fueling locations will be made available in hard copy form and given to your Division Commander for dissemination throughout their Division. There will be anticipated

changes and up-dates to this list and when this occurs, this information will also be provided.

- b. Each vehicle will be supplied with a FLEET FUEL CARD. This card will be kept in the assigned vehicles storage compartment, i.e., vehicle glove box, motorcycle side storage boxes, four-wheeler/watercraft storage boxes. Emphasis in choosing these locations should be based on uniformity and the ability to maintain these cards in a dry, clean, and secure location where all users have easy access to the card.
- c. Each FLEET FUEL CARD is specifically assigned to each vehicle. The cards are of the same design as a credit card and will be marked with the vehicle assigned number and license plate number. These numbers will be embossed into the plastic.
- d. When vehicles are in need of fuel, the driver/operator will follow the below listed steps once a fuel station has be located.
 - i. Dispatch will be advised via radio transmission or over the in-car computer, that the officer is refueling and his location.
 - ii. After refueling, the Driver/Operator will then document this transaction on the Vehicle Inspection Log Sheet in the predetermined location. This information must be documented/written legibly. Exempt vehicles: vehicles, which do not have inspection sheets.
- e. Use of FLEET FUEL CARD – The Driver/Operator has the option of conducting this transaction at the fuel pumps or in the interior of the business.
- f. The FLEET FUEL CARD must be swiped into the appropriate card swiping system.
- g. The Driver/Operator will be prompted to enter the following information: Odometer reading (Vehicle Mileage) and their assigned security code. After satisfying this information, the refueling process can begin.
- h. After this process is completed, the receipt from the transaction is not needed. It is suggested that when prompted if receipt is required, this request should be denied. If a receipt is obtained, the Driver/Operator is instructed to give it to his/her immediate supervisor for disposal.
- i. The FLEET FUEL CARD use is limited to FUEL PURCHASES ONLY.

2. Administrator Over the Fleet Fuel Card System

- a. The administration of Fleet Fuel Card System will be the responsibility of the Department's Fleet Manager.
- b. This position will be responsible for direct oversight of our department's use and participation in this program, and will closely coordinate with the City of Myrtle Beach Purchasing Department, who is responsible to the primary oversight of the citywide system.
- c. Audits: Whenever a discrepancy is reported, an internal investigation will be initiated. It will be the responsibility of the Office of Professional Standards Sergeant to go to the gas card website and print out a summary of usage. The Sergeant will conduct an audit, and the results will be forwarded to the Chief of Police.
- d. In the event a FLEET FUEL CARD is lost or stolen, a loss report must be completed and forwarded through the Chain of Command. A card that is damaged due to normal wear and tear or it will not function properly; will be brought to the Purchasing Division for replacement. Officers should notify their supervisors of this problem, and it should be noted on the vehicle's inspection sheet along with procedures done to remedy the problem.
- e. NOTE: Any issues with the gas cards will be noted on the vehicle's inspection sheet, and the problem will be reported to the Officer's immediate supervisor. The supervisor will determine what action needs to be taken depending on the issue at hand.

F. VEHICLE SECURITY

1. Before leaving the immediate vicinity of a Departmental vehicle, the ignition key will be removed and the vehicle secured.
2. No Departmental vehicle will be left idling unnecessarily.

G. COLLISIONS INVOLVING DEPARTMENT VEHICLES

1. Officers and employees involved in a collision while operating a Departmental vehicle, if able, will immediately activate Axon cameras and notify Dispatch by radio or by phone. Medical assistance will be dispatched, if needed, and the SC Highway Patrol (SCHP) will be requested to investigate the collision. The SCHP will have full authority of the collision scene and has the right to issue citations where applicable. Officers and employees may receive UTT Citations and are subject to

other disciplinary action when found to be driving a Departmental vehicle in violation of traffic laws, City Ordinances, and/or City/Department rules, regulations, or procedures.

2. The involved employee will notify their direct supervisor or designee, who will ensure proper notification of the chain of command. A supervisor, or designee, will respond to the collision scene, unless extenuating circumstances prevent so, to monitor the collision scene and collect any necessary information.
3. Collisions without injuries must be documented using a City-issued cell phone or designated camera. After documentation, vehicles should be moved from the lane of travel, if possible.
4. Collisions involving injuries must be preserved for the SCHP. In collisions involving injuries, an MBPD supervisor should contact SCHP to relay details of the collision for a prioritized response. A member of the Traffic Unit or Crime Scene Unit should respond to collisions involving injuries to document the scene.
5. All collisions, whether on duty, or off duty, within the City limits or not, will be handled within the scope of this procedure as practical. If a collision occurs outside the City, the same procedures should occur. If the collision occurs out-of-state, the SCHP equivalent should be requested. The Watch Commander should help facilitate these procedures.
6. The operator will submit to drug and/or alcohol testing when they are involved in a serious collision. The Watch Commander, or designee, is responsible for ensuring testing is completed as soon as practical after the collision. A serious collision is one that involves:
 - a. A fatality;
 - b. Bodily injury to anyone involved that requires medical care away from the scene of the accident;
 - c. The employee is issued a traffic summons;
 - d. Total aggregate property damage in excess of \$2,500; or
 - e. One or more of the involved vehicles being towed from the scene.
7. A supervisor shall escort the operator to a medical facility for drug and/or alcohol testing whenever practical. The City's Occupational Health Clinic will be utilized during their normal business hours. During the Clinic's non-business hours, the supervisor shall contact the City's Occupational

Health Nurse to meet at Grand Strand Regional Medical Center to perform testing. If the operator is transported to another facility for medical treatment, the City's Occupational Nurse will meet at that facility to perform testing.

8. The City operator shall file a City of Myrtle Beach Loss Report before the end of their shift. If unable due to injury or other incapacitation, the operator's supervisor will file the report.
9. A Departmental vehicle involved in a serious collision will be immediately removed from service and will remain out of service until it is inspected and returned to service by the City's Vehicle Maintenance Department. A Departmental vehicle involved in a minor collision will be inspected by the City's Vehicle Maintenance Department as soon as practical after the collision.