



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 325	Effective Date: December 1, 2021
Subject: Police Vehicles	
Reference Standards: 42.1, 42.3, 43.6, 51.2, 55.3	
Rescinds: General Order 325 dated February 26, 2021	
Page 1 of 4	Attachments: (1) Fuel Log/Vehicle Inspection/Radar Calibration Form, (2) Vehicle Maintenance Form (3) Authorized Fueling Locations

I. Fleet police vehicles

- A. The majority of the Macedon Police Department's fleet will be conspicuously marked patrol vehicles.
- B. The Macedon Police Department also maintains unmarked vehicles for the use of undercover and/or surveillance operations.

II. Marked patrol vehicle inspection

- A. Personnel are required to inspect their assigned vehicle at the start of their tour of duty. In an emergency, this inspection may be postponed but should be completed as soon as possible when time permits. Personnel will also complete the corresponding vehicle inventory checklist on the Fuel Log/Vehicle Inspection/Radar Calibration Form (Attachment 1). The following inspection and equipment check will be made:
 - 1. Visually inspect tires and wheels to ensure they are in good condition and are properly inflated
 - 2. Ensure that headlights, taillights, turn signals, 4-way hazard lights and the spotlight are to be in working condition
 - 3. Ensure windshields, windows, mirrors and wipers are in good condition and proper working order
 - 4. Inspect the exterior and interior of the vehicle for damage, broken or missing parts. The interior check will also include an inspection for cleanliness and contraband. Vehicles should be washed at the end of each shift or at the direction of a supervisor. Vehicle interiors should be kept clean during every shift.
 - 5. Ensure the siren and all emergency lighting are in working condition.

6. Ensure the vehicle radio and MDT laptop unit are in proper working order
7. Ensure that the TraCS scanner and printer are in proper working order
8. Ensure the TraCS printer has enough paper for the entire shift, including a spare roll in the vehicle
9. Ensure that the shotgun, if equipped, is safe, properly functioning, properly loaded and fully stocked with extra ammunition
10. Ensure that the shotgun mount and lock, if equipped, are in proper working order
11. Ensure that the patrol rifle, if equipped, is safe, properly functioning, and properly loaded, if so equipped, and ensure that the patrol rifle Go Bag is present and properly stocked
12. Ensure that the rifle mount and lock, if equipped, are in proper working order
13. Ensure that the patrol vehicle is equipped with the following items:
 - a) Map Book
 - b) First Aid Kit/Infectious Disease Kit
 - c) Disposable Blanket
 - d) Fire Extinguisher
 - e) Rescue Rope
 - f) Functioning Flashlight
 - g) Flares
 - h) Crime Scene Tape
 - i) Lockout Tools
 - j) Garage Door Opener
 - k) HazMat Guide
 - l) Extra Ammunition in front passenger door
 - m) WEX fleet fuel card

III. Unmarked vehicle inspection

- A. Personnel are required to inspect an unmarked vehicle prior to utilizing it for duty. The following inspection and equipment check will be made:

1. Visually inspect tires and wheels to ensure they are in good condition and are properly inflated
2. Ensure that headlights, taillights, turn signals, 4-way hazard lights and the spotlight are to be in working condition
3. Ensure windshields, windows, mirrors and wipers are in good condition and proper working order
4. Inspect the exterior and interior of the vehicle for damage, broken or missing parts. The interior check will also include an inspection for cleanliness and contraband.
5. Ensure that the patrol vehicle is equipped with the following items:
 - a) First Aid Kit/Infectious Disease Kit
 - b) WEX fleet fuel card

IV. Vehicle deficiencies

- A. Any depleted supplies will be replaced or replenished from available inventory if possible.
 1. The Road Patrol Sergeant or Fleet Manager should be notified should depleted supplies not be readily available.
- B. Any damage, mechanical malfunction, or missing equipment will be reported to a Supervisor or Fleet Manager. The reporting officer will also complete all necessary forms documenting the problem in detail, on a Vehicle Maintenance Form (Attachment 2). The Vehicle Maintenance Form will be provided to the Road Patrol Sergeant or Fleet Manager.
- C. Except in an emergency, no officer will attempt to repair, replace or alter any equipment on a police vehicle without authorization from a supervisor. This does not include normal maintenance items such as fuel, window washer fluid, flares, etc.
- D. Except in an extreme emergency, no officer will drive or be directed to drive a vehicle that is unsafe. This will not prevent the operation of a malfunctioning vehicle directly to the repair facility when safe to do so.

V. General operational requirements

- A. Police vehicles will only be used for police business unless otherwise authorized by the Chief of Police, or his/her designee.
- B. Personnel must have a valid New York State Driver License of the proper class to operate a police vehicle.
- C. All personnel will use seat belts when operating or riding in police vehicles.
- D. The use of tobacco products in police vehicles is prohibited.

- E. No unauthorized person is allowed to operate or ride in a police vehicle.
- F. Except in an emergency, police vehicles will only be operated on constructed roadways, drives, parking lots, or any area where a vehicle can be safely operated.
- G. Except in an extreme emergency, police vehicles will not be used for pushing or towing of another vehicle or object.
- H. Personnel will remove the ignition key and lock all doors before leaving the immediate vicinity of their assigned vehicle unless another employee is at or near the vehicle, or the vehicle's emergency lighting is needed to provide warning, illumination, etc.
- I. Personnel will refuel their vehicle before parking it at the end of a tour of duty.
 - 1. Fuel usage should be documented utilizing a Fuel Log/Vehicle Inspection/Radar Calibration Form (Attachment 1) which will be maintained in each vehicle. The Fuel Log/Vehicle Inspection/Radar Calibration Form should be turned in to the Police Clerk at the end of each month.
 - 2. The WEX fleet fuel card will be utilized when obtaining fuel for police vehicles and only at authorized fueling locations (Attachment 3).
 - a) In the event an officer has travelled outside the geographical area of the Town of Macedon on police business, the WEX card may be used at a fueling location not listed on attachment 3.
 - 3. WEX cards will be secured in each police vehicles glove compartment.
 - 4. Only the WEX card assigned to the police vehicle being fueled will be utilized when purchasing fuel for the vehicle.
 - 5. Personnel purchasing fuel must utilize their WEX personal identification number (PIN).
 - 6. Personnel will not share their WEX PIN with any other police personnel or non-police personnel.
 - 7. WEX cards will be used for police vehicle fuel purchases only.
- J. Personnel will remove all extraneous materials from their police vehicle at the completion of their shift.
- K. Personnel will not affix any unauthorized stickers, banners or insignia to any police vehicle.

By Order of the Chief of Police

John P. Colella

[John P. Colella \(Nov 26, 2021 08:25 EST\)](#)

John P. Colella
Chief of Police

Dated this 26th day of November, 2021