Chapter 7 - Equipment

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Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of Department-owned property and the role of the Department when personal property, the property of another, or Department-owned property is damaged or lost.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of Department property may lead to discipline including, but not limited to the cost of repair or replacement.

(a) Employees shall promptly report through their chain of command any loss, damage to, or unserviceable condition of any Department-issued property or equipment assigned for their use.

(b) The use of damaged or unserviceable Department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, Department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

(f) Officers shall lock and secure police vehicles when the vehicle is left unattended.

(g) All issued equipment is maintained on the Department's inventory control list and issued to that employee. All assigned equipment must be accounted for and turned in upon separation of employment with the Department. The employee's final pay check will not be issued until all issued equipment has been returned and removed from the individual's inventory control list.

(h) Department property assigned to specific units, to include vehicles and trailers, will be maintained in a state of operational readiness and will be the responsibility of the supervisor assigned over that specific unit.

(i) All stored, unassigned Department Property will be maintained in a state of operational readiness by the Training Section lieutenant.

700.2.1 ALTERATIONS TO DEPARTMENT PROPERTY

An employee who is assigned Department equipment of any kind will not:

(a) Alter the body, general design, appearance, or markings on the equipment.

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(b) Affix any unauthorized stickers, decals, or placards to any portion of the equipment.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Employee-furnished personal property that is normally carried or worn by employees to satisfactorily perform their duties, which is damaged, destroyed, lost or stolen in the performance of his/her duties, may result in reimbursement, providing the employee has taken reasonable care to protect the property against damage, destruction, loss, or theft.

Claims for reimbursement for damage or loss of personal property must be made on the Intradepartmental Correspondence form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage and an incident report, including case number, which details the facts surrounding the damage or loss.

The supervisor shall direct a memo to the appropriate section commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the employee's Deputy Chief who will then forward the claim to the Finance Department.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment) that are not reasonably required as a part of work.

700.3.1 DENIAL OF REIMBURSEMENT

Reimbursement may be denied if:

(a) The damage was caused by the fault or negligence of the employee.

(b) The loss was caused by the negligence or fault of the employee.

(c) The item is jewelry (except watches).

(d) The employee does not file a claim within the required time period.

(e) The employee may be entitled to reimbursement from other sources (e.g. insurance or court-ordered restitution). If Department restitution has been approved and paid, any insurance or court-ordered restitution payments that are later recovered will revert to the Department, up to the amount paid by the Department.

(f) The employee's claim is denied.

700.3.2 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report in the form of an IDC (Intradepartmental Correspondence) shall be submitted before the employee goes off duty or within five days after the employee becomes aware of the loss or damage of the property.

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The written report shall include all documents, receipts, or estimates for repair of the concerned item(s), including any related police reports.

The submitting officer shall also submit the damaged article with the claim. If the article cannot be submitted, the reasons shall be stated on the written report.

700.4 DAMAGE TO PROPERTY OF ANOTHER PERSON OR ENTITY

Members of the Department who intentionally or unintentionally damage, or cause to be damaged, the real or personal property of another person or entity while performing any law enforcement function shall promptly report the damage through the member's chain of command.

700.4.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY

Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the City of West Valley City or of another person while performing their duties within the jurisdiction of this Department. The Department member present, or the member responsible for the property, shall report the damage as follows:

(a) A verbal report shall be made to the member's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the member goes off duty or as otherwise directed by the supervisor.

700.4.2 PROPERTY INVENTORY

All Property Inventory lists should be updated at least annually or as needed.

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Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless-capable tablets, and similar wireless two-way communications and/or portable internet-access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

The West Valley City Police Department allows members to utilize Department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on or off duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on duty or after duty hours for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through Department PCDs or networks (see the Information Technology Use policy for additional guidance).

Members have no expectation of privacy regarding any communications while using a personally-owned PCD for Department-related business or when the use reasonably implicates work-related misconduct.

701.4 DEPARTMENT-ISSUED PCD

Depending on an employee's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone

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number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

701.5 PERSONALLY OWNED PCD

Members may carry a personally-owned PCD while on duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally-owned PCD.

(c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by Department procedures.

1. Use of a personally-owned PCD for work-related business constitutes consent for the Department to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
2. Use of and data within a personally-owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
3. Searches of a personally-owned PCD by the Department should be limited to those matters reasonably associated with the work-related business or work-related misconduct.

(e) The device shall not be utilized to record or disclose any Department business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(f) If the PCD is carried on duty, members will provide the Department with the telephone number of the device.

(g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally-owned PCD should be transferred to the West Valley City Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally-owned PCD while off duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their supervisor, the member may engage in Department business-related communications. Should members engage in such approved off-

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duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty Department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate recordkeeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct Department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official Department business. Disclosure of any such information to any third party through any means requires express authorization of the Chief of Police or the authorized designee.

(f) Members will not access social networking sites for any purpose that is not official Department business. This restriction does not apply to a personally owned PCD used during authorized break times.

(g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

    1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

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2. Before conducting any administrative search of a member's personally-owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating non-emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Utah Code 41-6a-1716). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

701.9 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other Department communications network.

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Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

702.2 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

702.2.1 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all Department vehicles for emergency purposes and to perform routine duties.

702.3.1 PATROL VEHICLES

Officers shall inspect their assigned vehicles at the beginning of their shift and ensure that the equipment which has been assigned to them through their employee profile in LEFTA is present in the vehicle, including at a minimum:

- First Aid Supplies
- Traffic Safety Vest
- Evidence Collection / Fingerprint Kit
- Blanket
- Crime Scene Barricade Tape
- Traffic Cone (if issued)

If officers discover items of equipment are missing or in need of replacement, officers will utilize the equipment replacement process specified below.

702.3.2 EQUIPMENT REPLACEMENT

(a) Officers should request resupply of consumable items such as NARCAN, gloves and PPE, printer paper, etc. through an informal request to the on-duty sergeant, who will resupply officers with these items from the Briefing Room supply closet.

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(b) Limited-supply items such as Portable Breath Testers (PBTs, Radar/LIDAR, and Tire Spikes will be issued as inventory allows by the Training Unit or by an employee's supervisor, and tracked in LEFTA.

(c) When a limited-supply item assigned to an officer is in need of repair or replacement, officers will make a request of the appropriate City department or division as directed by their supervisor.

(d) Supervisors shall document damage to, or loss of, an employee's assigned equipment in LEFTA using the Issued Equipment list, and the process outlined in the Personnel Complaints policy as appropriate.

702.4 REQUIRED VEHICLE SERVICE AND MAINTENANCE

Assigned vehicle maintenance procedures:

(a) An employee assigned a vehicle shall be responsible for the proper care of the vehicle and for ensuring the routine/ required maintenance and services are performed in accordance with the manufacturers and city shop specifications. Oil changes shall be conducted at manufacturer's recommendations. All repair, maintenance, and service work shall be conducted by authorized city shop personnel. Any repair, maintenance, or service work not performed by city shop personnel shall be conducted at the direction of the city shop manager.

(b) An employee who is assigned a vehicle will refrain from:

1. Altering the body, general design, appearance, or markings of the vehicle.
2. Using fuel, oil, lubricants, or other additives in the vehicle other than those recommended by city shop personnel.
3. Affixing any unauthorized stickers, decals, or placards to any portion of the vehicle.

(c) Employees will be responsible for the condition of the equipment in, and the vehicle they are driving. To include the cleanliness of the interior and exterior.

(d) Tire pressure on all vehicles will be maintained at the manufacturers recommended pressure and will be checked by the assigned employee at least once a week.

(e) All fluid levels will be checked at least once a month by the assigned employee.

(f) Officers will be provided replacement vehicles subject to availability.

(g) Failure to follow the above procedures may result in discipline and/or loss of assigned vehicle driving privileges.

702.5 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

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702.6 WASHING OF VEHICLES

All units shall be kept clean at all times, and weather conditions permitting, shall be washed as necessary to enhance their appearance.

702.7 CIVILIAN EMPLOYEE USE

Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian employees shall also prominently display the “out of service” placards or lightbar covers at all times. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

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Vehicle Use

703.1 PURPOSE AND SCOPE

The Department utilizes City-owned motor vehicles in a variety of applications operated by Department personnel. In order to maintain a system of accountability and ensure City-owned vehicles are used appropriately, regulations relating to the use of these vehicles have been established. The term City-owned as used in this section also refers to any vehicle leased or rented by the City.

703.2 USE OF VEHICLES

703.2.1 UNDERCOVER VEHICLES

Unmarked units, if not assigned to an individual employee, shall not be used without first obtaining approval from the respective unit supervisor.

703.2.2 AUTHORIZED PASSENGERS

Personnel operating Department-owned vehicles shall not permit persons other than City employees, or persons required to be conveyed in the performance of duty or as otherwise authorized, to ride as passengers in their vehicles.

703.2.3 PARKING

City-owned vehicles should be parked in either dedicated stalls or otherwise legally parked. Officers will not park police vehicles in restricted stalls (i.e. red curbs, handicapped stalls, etc.) unless responding to an emergency situation. City-owned vehicles shall be secured and turned off whenever they are parked and unattended. Canine handlers will follow their policy regarding unattended vehicles. Idling should be managed prudently so as to not be excessive.

When parking at meters or in other restricted parking areas, officers shall display a placard indicating they are on official business. If, while on official business, the officer receives a parking citation, the officer will take the citation to the Chief's Office Manager within two business days of receiving the citation. The Office Manager will then arrange to have the citation dismissed.

703.2.4 INSPECTIONS

The interior of any vehicle that has been used to transport any person other than a member of this Department should be inspected prior to placing another person in the vehicle, and again after the person is removed. This is to ensure that no unauthorized or personal items have been left in the vehicle.

703.3 ASSIGNED VEHICLE PROGRAM

The purpose of this policy is to establish guidelines for participation in the Department's Assigned Vehicle Program. This order applies to all employees who are assigned a take-home vehicle, regardless whether the vehicle is marked or unmarked.

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(a) It is the policy of the West Valley City Police Department to implement and maintain an Assigned Vehicle Program, whereby officers have the opportunity to be assigned a police vehicle to drive to and from work. The objectives of this program are as follows:

1. To provide enhanced police service to the community.
2. To decrease maintenance resulting in long-term cost savings.
3. To provide a privilege to those officers assigned a police vehicle.

703.3.1 VEHICLES SUBJECT TO INSPECTION

All City-owned vehicles are subject to inspection and/or search at any time by a supervisor, and no employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.2 DEFINITIONS

Assigned Take-Home Vehicle - A motor vehicle owned or leased by the Police Department which an officer may drive to and from work, and to any other function authorized by this policy.

Assigned Vehicle - A motor vehicle owned or leased by the Police Department which is assigned specifically to one individual for use in routine duty, specialty unit assignments, or personal use as approved by the Chief of Police. The term "Assigned Vehicle" also includes assigned take-home vehicles, staff vehicles, marked and unmarked vehicles.

Authorized Passengers - Sworn police personnel, persons in custody, citizens requiring official services, and persons specifically authorized by command authority.

Command Authority - Members of the Police Department holding the rank of lieutenant or above.

Marked Police Vehicle - A police vehicle which has been marked with police insignia and has been designated for routine patrol enforcement.

Staff Vehicle - A motor vehicle owned or leased by the Police Department which is assigned to members of the Department's executive staff (Chief, Deputy Chiefs, Lieutenants).

Police Vehicle - A motor vehicle owned or leased by the West Valley City Police Department.

Unmarked Police Vehicle - A motor vehicle owned or leased by the West Valley City Police Department which does not bear official police insignia.

Vehicle - A motor vehicle owned or leased by West Valley City or any of its departments.

703.3.3 ASSIGNED VEHICLE PROCEDURE

Administration.

(a) The Assigned Vehicle Program may be terminated in whole or in part, and any vehicle may be withdrawn from the program at any time, at the discretion of the Chief of Police.

(b) Employees using an Assigned Take-Home Vehicle will complete a West Valley City, Request for Commute Authorization form. Approval of the request is contingent upon Department need, vehicle availability, and authorization by the Chief of Police and City Manager.

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(c) The use of an Assigned Vehicle is a privilege and not a fringe benefit or employment right. This privilege is subject to revocation at the discretion of the Chief of Police. The Police Fleet Manager will be responsible for assignment of Police vehicles.

(d) Section commanders will ensure that employee activities involving this program are monitored and that any indiscretions are investigated.

(e) All policies and procedures of West Valley City and the West Valley City Police Department shall remain in effect while Assigned Vehicles are operated, either on or off duty. Any conflict between this policy and the provisions of other West Valley City policies shall be governed by the other West Valley City policies.

(f) Supervisors will inspect the Assigned Vehicles at least once each month and check for cleanliness, working order of equipment, and that scheduled maintenance was performed at proper intervals.

(g) Any supervisory officer may stop any Assigned Police Vehicle operated by an employee who is off duty upon reasonable belief that the employee is operating the vehicle contrary to City or Department regulations. If corrective action cannot be taken immediately, the operator will be removed from the vehicle and the vehicle driven to the City Shop by another officer. Any corrective action taken will be documented and forwarded to the appropriate Section commander.

Eligibility.

(a) Officers must have successfully completed the Field Training Program to be considered for an Assigned Take-Home Vehicle. However, an officer may be assigned a vehicle for use during his/her tour of duty while in the Field Training Program. Exceptions may be granted by the Chief of Police.

(b) An employee may be determined to be ineligible for participation in the Assigned Take-Home Vehicle Program if his/her traffic accident records reflect a history of preventable accidents attributable to negligence and/or disregard for established policies and procedures.

(c) Eligibility for the Assigned Take-Home Vehicle Program, in and of itself, does not guarantee assignment of a vehicle nor are eligible employees required to participate in the program.

Vehicle Assignment.

(a) Assigned Take-Home Vehicles shall be assigned or reassigned at the discretion of the Chief of Police or his/her designee. The West Valley City Request for Commute Authorization form will be completed when an employee is assigned a vehicle, and anytime an employee changes his/her primary residence. Required payroll deductions for the use of the vehicle will be calculated on this form. Reimbursement to the City will apply as follows:

1. No reimbursement is required of employees who reside within the boundaries of West Valley City.
2. Reimbursement is required of employees living outside of West Valley City boundaries. Reimbursement will be determined by City policy.

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Restrictions on Assigned Vehicles.

(a) Assigned Take-Home Vehicles will only be operated by authorized personnel, with the exception of City vehicle maintenance personnel performing required services.

(b) During off-duty hours, assigned Take-Home Vehicle use will be limited to:

1. Personal use to, from and within the corporate limits of West Valley City.
2. Travel directly to and from work.
3. Attending court.
4. Official City functions.
5. Other functions specifically authorized by the Chief of Police.
6. Other than the aforementioned uses, personal use of the vehicle outside the boundaries of West Valley City is prohibited without written approval from the Chief of Police and the City Manager, or his/her designee.

(c) Officers utilizing an Assigned Take-Home Vehicle are not entitled to claim compensation for travel to and from work.

(d) Officers on temporary modified duty status will not operate Police Vehicles without the approval of the officer's Section commander.

(e) Unattended Police Vehicles shall be locked at all times and parked where readily accessible in the event that an emergency should arise. Vehicles taken home will be parked off the street at the employee's residence.

(f) No officer shall leave any weapons, computers, or other costly items in the Assigned Vehicle while it is left for service, repair, or when parked outside at a residence. Officers are responsible for recognizing the possibility of a Police Vehicle becoming the target of vandalism or theft and shall make every effort to safeguard the vehicle and equipment. Damage or loss of property shall be reported immediately to the officer's immediate supervisor through the chain of command.

(g) Seat Belts shall be worn by all occupants of the police vehicle at all times while the vehicle is being operated.

(h) During extended absences, officers may store their Assigned Vehicle at their residence in a secured garage unless directed otherwise by the Section commander.

(i) An officer on disciplinary suspension shall automatically lose the Assigned Take-Home Vehicle privileges for the duration of the suspension. The officer will turn in the vehicle to the Section commander.

(j) Officers using the Assigned Take-Home Vehicle for transportation to court are not entitled to retain any witness travel expense reimbursement. Any such payments received must be immediately turned in to the Budget Manager.

(k) Officers may only use their Assigned Vehicles for secondary employment with prior written approval of the Chief of Police and the City Manager. Justification for the use of the Assigned Vehicle shall be included on the Request for Part-Time Employment form. A copy of the written approval shall be maintained in the officer's

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official personnel file in the West Valley City Human Resource Office. It shall be the responsibility of the officer to assure that the required approval form is completed in full and that the form is placed in the officer's personnel file.

(l) Immediate family members may be allowed to ride in the Assigned Police Vehicle when the officer is off duty under the following conditions:

1. Immediate family members shall only include the officer's spouse, child or children, or other dependents.
2. Officers should not respond to emergency calls when family members are in the vehicle.
3. Officers allowing family members to ride in their Assigned Vehicles accept financial responsibility for any injuries sustained above and beyond those covered by the off-duty insurance coverage carried by the City.
4. All state laws, including those regarding the use of car seats for infants and children and seat belts for passengers, will be strictly followed.

Vehicle Operation Procedure.

(a) Employees assigned any Department or City vehicle shall exercise good judgment and shall not drive or use the vehicle so as to cause unfavorable comment or bring discredit to the Department or City.

(b) While off duty, officers operating an Assigned Vehicle will be dressed appropriately, in a manner that will not cause unfavorable comment or discredit to the Department or City and will have in their possession their badge, identification, and Department-authorized service weapon.

(c) While using the Assigned Vehicle off duty, the police radio will be kept on at all times and the officers shall monitor radio traffic. The monitoring of radio traffic shall not be construed as an "on duty" activity and only if the officer responds to a call or takes peace officer action resulting from the radio monitoring shall the officer be considered "on duty" or as acting in the course of the officer's employment.

(d) Off-duty officers utilizing an Assigned Vehicle shall intervene in emergency or criminal situations where public safety is endangered and no "on duty" units are available or in proximity. The officer shall preserve evidence and maintain continuity until relieved by an on-duty officer.

(e) Off-duty officers shall stop at roadway incidents which require police attention, such as accidents or stranded motorists. Officers should be cognizant of the resulting negative public image to the Department if officers fail to stop and assist citizens in need.

(f) Officers in civilian attire operating an unmarked vehicle shall consider the following when making a traffic stop:

1. The nature of the offense.
2. The safety of the public.
3. The safety of the officer.
4. The public perception.

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(g) An off-duty officer who is required to perform a peace officer function shall be compensated consistent with FLSA standards and Department policy.

(h) Use of a vehicle in any manner contrary to the provisions of City or Department policy may result in personal liability to the officer and his/her private insurance coverage in the event of a claim or other occurrence arising from the use of the vehicle.

(i) The occurrence of an injury to an employee while driving, or otherwise using a vehicle off duty, does not automatically qualify the employee for workers compensation benefits.

703.4 SECURITY AND UNATTENDED VEHICLES

Employees may take home City-owned vehicles in accordance with the previous section.

(a) Off-street parking shall be available at the employee's residence.

(b) Vehicles shall be locked and turned off when not attended.

(c) All firearms and kinetic impact weapons shall be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended (refer to Firearms policy regarding safe storage of firearms at home).

(d) The in-car computer should be removed and stored inside the officer's residence to avoid theft or damage.

When an employee is on vacation, leave, or out of the area in excess of one week, the vehicle shall be stored in a secure garage at the employee's residence or at the Police facility.

703.4.1 KEYS

All uniformed field personnel approved to operate marked patrol vehicles shall be issued their own personal vehicle key. Personnel assigned a permanent vehicle shall be issued keys for their respective vehicle. The loss of any assigned key shall be promptly reported in writing through the employee's chain of command.

703.5 ENFORCEMENT ACTIONS

Officers driving Police Department-owned or leased vehicles shall be armed at all times. Officers may render public assistance, e.g. to a stranded motorist, when deemed prudent.

703.6 MAINTENANCE

Each employee is responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicle.

(a) Employees may use the wash racks at the maintenance/shops.

(b) Cleaning/maintenance supplies may be provided by the shops.

Employees shall make daily inspections of their assigned vehicle for service/maintenance requirements and damage.

(a) Supervisors shall inspect the vehicles assigned to employees under their command, in accordance with the directive given by their Bureau Deputy Chief, to ensure the vehicles are being maintained in accordance with this policy.

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(b) Routine maintenance and oil changes shall be done in accordance with the City Shop schedule. The vehicles will normally be serviced at the City maintenance shop.

1. When leaving a vehicle at the maintenance shop, the employee will complete a vehicle repair card explaining the service or repair.
2. Vehicles requiring warranty service shall be taken to the nearest authorized dealer after receiving clearance from a City Shop maintenance supervisor.

703.6.1 ACCESSORIES AND/OR MODIFICATIONS
No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from the Chief of Police or his/her designee.

703.7 ACCIDENT DAMAGE, ABUSE AND MISUSE

When a City-owned or leased vehicle is involved in a traffic collision, the involved employee shall promptly notify a supervisor. A traffic collision report shall be filed with the agency having jurisdiction.

When a collision involves a Department vehicle or when a member of this Department is an involved driver in a collision that occurs in this jurisdiction, an outside law enforcement agency should be summoned to handle the investigation.

The supervisor of the employee involved in the collision shall complete a review of the vehicle collision or damage using the Department's vehicle damage reporting software.

Any damage to a vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format, and forwarded to the shift sergeant.

An administrative investigation will be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

703.8 OPERATION OF POLICE VEHICLES

(a) Officers shall operate official vehicles in a careful and prudent manner and shall set a proper example in their driving.

(b) Loss or restriction of an officer's driver's license or privilege shall be reported immediately to his/her supervisor. That supervisor shall report this information through the chain of command to the Chief of Police.

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Personal Protective Equipment

704.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

704.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

704.2 POLICY

The West Valley City Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

704.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

704.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed industry standards for use at firing ranges (29 CFR 1910.95; UAC R614-1-4).

704.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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The Training Unit sergeant shall ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133;UAC R614-1-4).

704.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided.

704.7 RESPIRATORY PROTECTION

The Administrative Services Bureau Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; UAC R614-1-4):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

704.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; UAC R614-1-4):

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(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

704.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; UAC R614-1-4):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

704.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; UAC R614-1-4).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

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704.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.

(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

704.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; UAC R614-1-4).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; UAC R614-1-4):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

704.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134;UAC R614-1-4):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

704.8 RECORDS

The Training Unit sergeant is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

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(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020 and UAC R614-1-4.

704.9 TRAINING

Employees should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; UAC R614-1-4).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; UAC R614-1-4).

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Special Purpose Vehicles

705.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the special purpose vehicles owned and/or maintained by the West Valley City Police Department, the authorization of their use, and other factors pertaining to the personnel who use or maintain such vehicles.

705.2 MOBILE COMMAND POSTS

The Department has Mobile Command Posts which are designed to respond to long-term response, or critical incidents.

(a) The Mobile Command Posts bring a number of resources to the scene including, radios, telephones, a climate-controlled environment and rest facilities.

(b) Operational readiness will be maintained by the Community Services Section Lieutenant.

(c) Control and deployment will be the responsibility of the on-duty Watch Commander from the Operations Bureau, the Lieutenant assigned to the Special Investigations Section or any one of the Deputy Chiefs.

(d) Those assigned to operate the Mobile Command Posts shall have a working knowledge of the functions that are available and shall sign the check-out log associated with each vehicle anytime it is used.

705.3 MOTORCYCLES

(a) Except during authorized training activities, personnel shall only be authorized to operate Department motorcycles when they have completed a State-accepted police certification course. In addition, all motorcycle operators must possess a valid motorcycle endorsement with their driver's license. No Department employee will operate a Department-owned motorcycle without proper safety equipment to include at a minimum a D.O.T.-approved helmet.

(b) Motorcycles shall only be used when roadway and weather conditions allow for safe operation.

(c) Street motorcycles are deployed for the primary purpose of traffic enforcement. The Traffic Unit Sergeant is responsible for the control and deployment of the street motorcycles.

705.4 BICYCLES

The Department has several marked police bicycles that are used during special events and for proactive enforcement in areas that are hard to reach in a vehicle.

(a) Except during authorized training activities, personnel shall only be authorized to operate Department bicycles when they have completed a basic police bicycle course. In addition, all officers utilizing bicycles shall wear a D.O.T.-approved helmet and appropriate safety equipment.

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(b) The Sergeant assigned to the Community Oriented Policing Unit is responsible for the control and deployment of the Department bicycles.

705.5 CRISIS RESPONSE TEAM VEHICLES

The SWAT team is assigned specialty vehicles that include a SWAT Van, an Armored Rescue Vehicle, a Response Van, and an Armored Humvee.

(a) The SWAT Van is a truck containing equipment and resources for SWAT personnel serving on the SWAT team.

1. The SWAT Van is used to transport SWAT Team members and equipment to training sites and the site of any incident requiring a SWAT response.
2. SWAT team members assigned to operate the SWAT Van will have a working knowledge of the capabilities and limitations of the SWAT Van prior to driving it.
3. The SWAT Van is equipped with specialized breaching tools, less than lethal munitions, noise sound flash devices, ballistic shields, munition launchers and ladders, and room clearing camera equipment.
4. The SWAT Commander will assign those SWAT team members who are authorized to operate the van when responding to an incident or training site.

(b) The Armored Rescue Vehicle is a vehicle specially designed to rescue injured citizens and officers in situations where the rescuing officers and injured parties are still under threat of fire. The vehicle can also be used to protect officers, citizens and suspects during the execution of high-risk search warrants, and during other high-risk situations such as barricaded subjects.

1. SWAT team members assigned to operate the Armored Rescue Vehicle will have a working knowledge of its capabilities and limitations prior to driving it.
2. The Armored Rescue Vehicle is equipped with first aid/medical equipment, specialized breaching tools including breaching explosives, ballistic shields, less lethal munitions, noise sound flash devices, chemical munitions, and police radios.
3. The SWAT Commander will assign those SWAT team members who are authorized to operate the Armored Rescue Vehicle when responding to an incident or training site.

(c) The Response Van is a vehicle specially designed to accommodate hostage negotiators and be a mobile command post for any incident.

1. Personnel assigned to operate the Response Van will have a working knowledge of its capabilities and limitations prior to driving it.
2. The Response Van is equipped with computers, throw phone communications and police radios.

(d) The Armored Humvee is a vehicle specially designed to rescue injured citizens and officers in situations where the rescuing officers and injured parties are still under threat of fire. The vehicle can also be used to protect officers, citizens and suspects

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during the execution of high-risk search warrants, and during other high-risk situations such as barricaded suspects.

1. SWAT team members assigned to operate the Armored Humvee will have a working knowledge of its capabilities and limitations prior to driving it.
2. The Armored Humvee is equipped with first aid/medical equipment, breaching explosives, police radio and other devices as needed.
3. The SWAT Commander will assign those SWAT team members who are authorized to operate the Armored Humvee when responding to an incident or training site.

(e) The SWAT Commander will ensure that the SWAT Van, Armored Humvee, Response Van and the Armored Rescue Vehicle are operationally ready, and will be responsible for the control and deployment of these vehicles.

1. He/she will ensure that, prior to any employee operating any of these vehicles, that employee has received documented training in the safe operation of the vehicle, to include a working knowledge of that vehicle's capabilities and limitations.

705.6 ALL-TERRAIN VEHICLES

The Department has All-Terrain Vehicles (ATVs that are used during special events and special investigations.

(a) Department personnel should complete a basic training familiarization before operating an ATV.

(b) No Department employee will operate the ATVs without proper safety equipment to include at a minimum a D.O.T approved helmet.

(c) In the event that another officer or a civilian needs to be transported, they will also be required to wear a D.O.T approved helmet.

(d) Any officer or civilian operating or riding as a passenger an ATV shall, at a minimum, use the provided safety restraints.

(e) Officers will demonstrate to their supervisor's satisfaction their ability to safely operate an ATV.

(f) The Community Services Section Lieutenant is responsible to ensure that the ATVs are operationally ready and is also responsible for the control and deployment of the ATVs.

705.7 DUALLY TRUCK

The dually truck is used to haul the Department's bigger trailers.

(a) The truck is generally attached to the Command Post but can also be used to tow other Department trailers.

(b) In the event that the dually truck is used to tow a trailer, the officer will demonstrate to their supervisor's satisfaction that they have the ability to tow a trailer safely.

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(c) The dually truck is controlled and managed by the Community Services Section Lieutenant.

705.8 TRAILERS

The Department operates several trailers.The following is a list of such trailers and their functions:

705.8.1 COMMAND POST

The Command Post is designed to respond to long-term, or critical incidents.

(a) The Command Post brings a number of resources to the scene including, radios, telephones, a climate-controlled environment and rest facilities.

(b) Those officers assigned to tow the Command Post will demonstrate to their supervisor's satisfaction their ability to safely tow a trailer.

(c) The Command Post is controlled and managed by the Investigations Section Lieutenant.

705.8.2 FIREARMS TRAILER

The Firearms Trailer is used to transport items used for Department-approved shoots, which include: Department qualifiers, tactical shoots and new hire training.

(a) Those officers assigned to tow the Firearms Trailer will demonstrate to their supervisor's satisfaction their ability to safely tow a trailer.

(b) The Firearms Trailer is equipped with tables, chairs, targets, an awning and a portable sound system with a loud speaker.

(c) The Firearms Trailer will be managed by the Training Section Lieutenant.

705.8.3 RADAR TRAILER

The Radar Trailer is used in the traffic safety function and is generally placed in neighborhoods where complaints of excessive speed have been made.

(a) Those officers assigned to tow the Radar Trailer will demonstrate to their supervisor's satisfaction their ability to safely tow a trailer.

(b) The Traffic Sergeant is responsible to ensure training is provided to personnel deploying radar trailers.

(c) The Traffic Unit Sergeant coordinates the deployment of the radar trailer.

705.8.4 TRAFFIC TRAILERS

The Traffic Trailers are used to transport Department motorcycles over long distances and during inclement weather.

(a) Those officers assigned to tow the Traffic Trailer will demonstrate to their supervisor's satisfaction their ability to safely tow a trailer.

(b) The Traffic Unit Sergeant is responsible for the control and deployment of the Traffic Trailers.

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705.9 THREE WHEEL SCOOTERS

The Department has scooters that are primarily used in the Valley Fair Mall and can be used for other large events.

(a) Those officers assigned to use a scooter will demonstrate to their supervisor's satisfaction their ability to safely operate one.

(b) The scooters are equipped with basic police lights and a siren.

(c) The Community Oriented Policing Unit Sergeant is responsible for the control and deployment of the scooters.

705.10 CAMERA TRUCK

The Department maintains a specially designed truck that contains video surveillance equipment. This vehicle is generally used for large events in order to monitor criminal activity in large crowds.

(a) The Camera Truck is only to be used by personnel that have been trained and understand how to use the equipment contained in the truck.

(b) The Special Investigations Section Lieutenant is responsible for the control and deployment of the camera truck.

705.11 UNDERCOVER SURVEILLANCE VAN

The Department maintains a specially designed van that is used primarily in undercover situations.

(a) Only officers assigned to the Special Investigations Section will operate the Surveillance Van.

(b) The Surveillance Van is equipped with specialized video surveillance equipment.

(c) The Special Investigations Section Lieutenant is responsible for the control and deployment of the Surveillance Van.

705.12 UNDERCOVER VEHICLES

The Special Operations Bureau maintains unmarked vehicles to assist in vice, narcotics and organized crime investigations. Some of these cars are equipped with video surveillance equipment that can be utilized by those officers assigned to the Special Operations Section.

(a) The Deputy Chief in charge of the Special Operations Bureau will designate officers authorized to operate the undercover vehicles.

(b) Except in an emergency, uniformed officers will not operate these vehicles.

(c) The Special Investigations Section Lieutenant is responsible for the maintenance and operational readiness of the undercover vehicles.

705.13 DETAINEE TRANSPORT VAN

The Department's Detainee Transport Vehicle is intended to be utilized when multiple detainees are to be transported that would otherwise tie up several patrol vehicles.

(a) Any sworn officer can operate this vehicle when requested by a supervisor.

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(b) The officer designated to operate the Detainee Transport Vehicle does not require any other qualifications other than a valid driver's license and no specialized training is required.

(c) The Community Services Section Lieutenant is responsible for ensuring this vehicle is maintained in a state of operational readiness. No special equipment is maintained in this vehicle.

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