



# Idaho Peace Officer Standards and Training

## Policies and Operating Procedures

Section # <b>9</b>	All POST Staff	Origination Date: 7/27/2012
Procedure # <b>1</b>	Subject: Fleet Vehicle Use Procedure	
Reference:	IDAPA Rule	
	ISP Policy	02.12
	IPOST Policy	9.1
Commentary:	<p>POST is responsible for using state property and funds in a legal and appropriate manner. The public expects government to be efficient and effective in the use of state property, and to keep state property in good working condition. This policy endeavors to set forth standards for the use of state vehicles under POST authority, and to ensure that POST staff manage use of state vehicles and keep them in good working order.</p>	
Policy:	<p>It is the policy of the Idaho Division of Peace Officer Standards and Training (POST) that POST personnel using state vehicles follow the policies of the Idaho Department of State Police and Idaho Peace Officer Standards and Training.</p>	
Purpose:	<p>The purpose of this policy is to clearly state the official position of the Idaho Division of Peace Officer Standards and Training (POST) with regard to use of state vehicles assigned to POST.</p>	
Definitions:	<p>“<i>Fleet Specialist</i>” means the POST staff member who is charged with oversight of the POST vehicles.</p> <p>“<i>Pool Vehicle</i>” means any non-assigned vehicle available to POST employees, approved instructors or students for conducting state business.</p> <p>“<i>Special Purpose Vehicle</i>” means any vehicle to POST that maintains specialized equipment or for a specific task.</p>	
Procedure R.A.C.I. 1. POST Staff	<ol style="list-style-type: none"> <li>1. Staff members and trainers shall comply with applicable ISP Policies [EH 02.12 “<i>Use of Fleet Vehicles/Fleet Management</i>”] and the following POST procedures pertaining to fleet vehicle use when requesting and operating POST vehicles.</li> <li>2. The POST Basic Academy Training Manager shall select a basic training staff member to act as POST Fleet Specialist. The POST Fleet Specialist shall be responsible for entering monthly vehicle records into the Tiburon system for all POST vehicles and maintaining the keys for unassigned pool vehicles</li> </ol>	



and all specialized use vehicles. Other training staff may be assigned fleet supervision tasks from time to time.

3. The POST Fleet Specialist also has the responsibility to ensure that POST fleet vehicles receive timely and required maintenance, to include, but not limited to, fuel, oil/filter changes, recalls, washes, damage, etc. However, POST staff using pool vehicles or supervising training where POST training vehicles are utilized are responsible to make sure that any vehicle problems or damage to POST vehicles is reported, in writing, to the POST Fleet Specialist.

- a. The Fleet Specialist shall maintain all keys to the POST pool and training vehicles.
- b. The Fleet Specialist shall ensure the POST training fleet receives an equal amount of use and to avoid vehicle dormancy.
- c. Routine vehicle maintenance shall be performed in compliance with Attachment #1, Vehicle Maintenance Schedule.

4. POST Fleet Vehicles:

a. Pool Vehicles:

(1) Pool vehicles: (available for official staff use):

- (i) L10 Blue Jeep Cherokee
- (ii) L16 Blue Jeep Cherokee
- (iii) L19 White Jeep Cherokee

b. Special Purpose Vehicles:

(1) Special Purpose vehicles: (available for official staff use):

- (i) L55 Silver Ford Explorer – Range Vehicle
- (ii) L56 White GMC Silverado – EVOC/ POST
- (iii) L20 White Ford 15 Passenger Van
- (iv) L94 White Dodge 15 Passenger Van
- (v) L103 White Ford 15 Passenger Van



(2) Training vehicles: (available for designated staff, instructor or student use; these vehicles shall not leave the POST facility)

(i) BGC 1 through BCG 5

(3) EVOC vehicles: (available for Emergency Vehicle Operations Training)

(i) L 1 through L9 and L11 through L14

(ii) Skid Car1 through Skid Car 2

(4) Regional Vehicles: (Assigned to specific staff member)

Regional Coordinators shall retain full use of their assigned vehicles and shall retain the vehicles on their personal inventories. Monthly fleet logs shall be submitted to the POST Fleet Specialist on the first of each month, but no later than the fifth of each month.

(i) L71 Blue Dodge Durango – [Region 1]

(ii) L17 White Dodge Caravan – [Region 2]

(iii) L15 Red Ford Explorer – [Region 3]

(5) Management: (assigned to POST Administrator for day and travel use)

Management shall retain exclusive day and travel use of their vehicles as per ISP and POST Policy. Monthly fleet logs shall be submitted to the POST Fleet Specialist on the first of each month, but no later than the fifth of each month.

(i) L18 Brown Ford Explorer

#### 5. Vehicle Parking:

- a. All POST vehicles shall be parked properly in parking stalls.
- b. Assigned POST staff vehicles shall be parked in front of Building #3.



c. Unassigned POST fleet vehicles shall be parked in their designated parking stalls when not in use. Each vehicle has an assigned parking stall, identified by designated signage via vehicle license plate numbers.

(1) Pool and special purpose vehicles are parked in the parking area north of Building #8.

(2) “*Bad Guy*” scenario training vehicles are parked against the north fence line of the parking area north of Building #8.

(3) EVOC vehicles are parked along the east fence line of the south parking area of Building #8.

6. Items required to be maintained in POST vehicles:

a. Each POST vehicle, with the exception of training and EVOC vehicles, will have a clipboard that will have a monthly fleet maintenance log [EH 02 12-03] and a monthly pool vehicle check-out log attached.

b. Vehicle gas cards:

(1) POST vehicle gas cards shall only be used for specified POST fleet vehicles. They shall not be supplied to other law enforcement agencies or individuals borrowing POST vehicles, including in-service classes.

(2) With the exceptions listed below, the vehicle gas card will be located in the glove box within each vehicle and are available for use with your unique personal identification number (PIN).

(3) The gas card is unique to each vehicle and will stay with each assigned vehicle.

(4) Gas cards shall only be used for the assigned vehicle, and no other vehicle.

(5) Gas cards are only to be used for official business or POST training.

(6) Gas cards for the 15 passenger vans will be attached to the clipboard for the vehicle.



(7) Gas cards for the White GMC Silverado pick-up truck (L56) and the gas card for all of the EVOC cars, are kept in the GMC Silverado pick-up truck.

7. Procedures for vehicle check out/in:

- a. Personnel who wish to use a pool vehicle must have an *authorized* business need for the vehicle. Pool vehicles requests shall be directed to the POST Fleet Specialist.
- b. For tracking purposes, all requests for POST vehicles must be made in writing by e-mail or memorandum. Vehicles shall be authorized on a first come-first served basis, however, basic academy training needs will have priority over all other requests. Staff members are encouraged to make their request for vehicles two-weeks in advance of the date needed.
- c. The POST Fleet Specialist will determine which vehicle to release to the requesting staff.

8. Each individual who checks out a POST fleet vehicle is responsible for the accurate logging of the;

- a. purpose of use;
- b. dates of use;
- c. starting mileages and ending mileage);
- d. refueling of the vehicle to maintain no less than ½ tank of fuel or more when returned; and
- e. ensure the vehicle is clean inside and out when returned.

(1) Individuals using POST fleet vehicles are responsible to ensure ALL trash and other non-essential papers, cups, bags, etc. are removed from the vehicles prior to check-in.

(2) During winter months, when snow and ice are present, washing of special purpose, training and EVOC vehicles is not recommended. The Fleet Specialist will determine when washing of such vehicles shall occur during winter months.



(3) Use P-Card or fleet gas card for car washes.

(a) If P-Card is used, the car wash receipt shall be retained for normal P-Card reconciliation procedures.

(b) If the assigned fleet gas card is used, the car wash receipt shall be returned to the POST Fleet Manager with the assigned keys and clipboard.

9. Upon completion of vehicle use, the responsible staff member will return the key and "Monthly Pool Vehicle Status Board" to the POST Fleet Specialist for check-in.

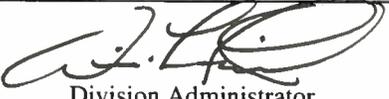
a. The responsible staff member will provide written notification to the POST Fleet Specialist of any maintenance issues rendering the vehicle out-of-service at the time of check-in.

b. In the event the POST Fleet Specialist is not available for check out/in of a POST vehicle, the Basic Academy Training Manager will act his/her back-up.

c. Staff members are prohibited from "self-service" action on POST fleet usage, unless it is in response to a valid emergency situation.

10. The POST Firearms Instructor having primary range responsibility shall be authorized to check-out the *designated* special purpose vehicle (L55) for the duration of the scheduled academy range activity.

11. Personnel who fail to follow the described procedures may lose their POST vehicle privileges. Your cooperation will ensure vehicle availability and efficient services are maintained.

Approving Authority	William L. Flink	Official Authority	 Division Administrator	 Date
Revision Dates:	July 27, 2012		Last Revision:	7/27/2012



<b>Maintenance Required</b>	<b>Mileage (Due Every)</b>
Oil Change	3,000 – 5,000
Oil Filter	3,000 – 5,000
Inspect/Lubricate Steering Linkage	3,000
Rear Axle Fluid	12,000
Front Axle Fluid	12,000
Inspect Brakes	8,000
Air Cleaner Filter	15,000
Replace Spark Plugs	24,000
Check PCV Valve	24,000
Replace Automatic Transmission Fluid	10,000
Replace Transmission Filter	10,000
Adjust Transmission Bands	10,000
Inspect Automatic Transmission Fluid	26,250
Inspect Cooling System	15,000
Replace Antifreeze	13,875
Replace Ignition Cables	60,000
Inspect Drive Belt	15,000
Suspension Ball Joints	5,000
Replace Transfer Case Fluid	30,000
Replace Brake Fluid	60,000
Inspect Tires	5,000
Inspect Suspension	15,000
Inspect Driveshaft	15,000
Inspect Wheel Ends	15,000
Replace Fuel Filter	24,000
Inspect Exhaust System	30,000