



2-5 USE OF POLICE DEPARTMENT VEHICLES

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- ~~X XX~~ Policy Title 1-1 Personnel Code of Conduct
- 2-1 Uniforms
- 3-30 Line Inspection Process

B. Form(s)

- ~~PD 4417 Albuquerque Issuance Forms Police Department Receipt and Agreement for a Permanently Assigned/Take Home Vehicle (Issuance Form)~~
- ~~PD XXXX Albuquerque Police Department Skip License Plate Log~~
- ~~PD XXXX Inspections Forms for Pick-up Truck~~
- ~~APD Fleet Management Car Pre-Inspection Form~~
- ~~PD XXXX Fleet Management Truck Pre-Inspection Form~~
- ~~PD XXXX APD Fleet Management SUV Pre-Inspection Form~~
- ~~PD XXXX APD Fleet Management Van Pre-Inspection Form~~
- ~~Inspections Forms for Vans~~
- ~~PD X Form Title~~

C. Other Resource(s)

- ~~(Placeholder. For example, Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association (CBA))~~
- ~~Administrative Instruction 4-1 through 4-15~~
- ~~Americans with Disabilities Act of 1990~~
- ~~City of Albuquerque Administrative Instructions (AI) 4-1 through 4-15 Vehicles~~
- ~~City of Albuquerque Personnel Rules and Regulations, § 2-15-1 City Operator Permit Policy~~
- ~~Collective Bargaining Agreement (CBA) Between the City Operators Permit Policy~~
- ~~City of Albuquerque and the Albuquerque Police Officers' Association~~
- ~~Collective Bargaining Agreement (CBA)~~
- ~~NMSA 1978, § 66-3-846.1 Sun Screening Material on Windshields and Windows; Requirements; Violation; Penalty~~
- ~~ROA 1994, § 2-15-1: City Operator Permit Policy~~
- ~~ROA 1994, § 8-6-27 Sunscreening Material on Windows~~
- ~~NM Stat § 66-3-846.1 (1996 through 1st Sess 50th Legis)~~
- ~~Americans with Disabilities Act.~~

D. Rescinded Special Order(s)

- ~~SO X Subject~~ 17-14 Parking of Police Vehicles at the Law Enforcement Center
- SO 17-107 Securing APD Firearms While Off-Duty
- SO 18-24 Non-Government License Plates on Issued Units



2-5-1 ~~=====~~ Purpose

The purpose of this policy is to provide instruction regarding the assignment, maintenance, and operation of Department-issued vehicles ~~and other procedures regarding dissued police vehicles.~~

2-5-2 ~~=====~~ Policy

~~It is the~~ policy of the Albuquerque Police Department (Department) ~~is~~ to provide instructions for the issuance, safe operation, inspection, and maintenance, inspection, safe operation and issuance of all Department-issued vehicles, and to control the parking of vehicles at the Law Enforcement Center.

N/A

2-5-3 ~~=====~~ Definitions ~~(if applicable)~~

~~—The title of defined word or unit.~~

~~Describe terminology used.~~

~~—The title of defined word or unit.~~

~~Describe terminology used.~~ None

2-5-4 General ~~=====~~ Procedures for Department-Issued Vehicles

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A. All Department personnel who are issued a Department vehicle shall:

1. Possess a valid New Mexico driver's license and a valid City Operator's Permit is required to operate any Department vehicle; and vehicle.
Asdf

2. Wear their seat belts when operating the vehicle unless exempted by a supervisor or when specific situations override safety considerations;

3. All employees assigned a Department vehicle shall Exercise good judgment in utilizing it when using the vehicle both on- and off-duty;

4. While operating the vehicle, be responsible when using the police radio;

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a. Department personnel shall only use their Mobile Data Terminal (MDT) when stopped.

5. Be responsible for the appearance and cleanliness of the interior and exterior parts of the vehicle;



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6. Properly secure and park the vehicle to prevent damage to the vehicle and theft of its contents; and

7. Secure their vehicle when left unattended or when the vehicle is out of their sight or immediate control both on- and off-duty; =

8. For Department personnel who are authorized to use a Department-issued gasoline credit card for vehicle fueling, ensure they use only regular grade unleaded gasoline in Department-issued vehicles, unless another fuel is required due to the standards set forth by the vehicle manufacturer; and=

a. Department personnel shall not purchase any other item(s) with Department gasoline credit cards.

9. ~~Department personnel shall~~ Only use the following City of Albuquerque fueling stations:

- a. ~~1801 (Name of or address of station on 4th Street Northwest) fueling station;~~
- b. ~~South of the (Animal Welfare Department?) on Lomas Boulevard (Name of dog pound); and~~
- c. Fleet Management Division Pino Yard.

10. For Department personnel who receive an automated violation citation, either pay the fine or contest the violation through the issuing agency's process and notify their chain of command.

~~B. If Department personnel are incapacitated and are unable to secure their Department-issued property or personal property, it shall be the on-scene supervisor's responsibility to ensure that the property is properly secured.~~

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C. Sworn personnel shall:

~~While operating the vehicle, All personnel are reminded to use due diligence be responsible when using the police radio or Mobile Data Terminal (MDT) while operating through a Department vehicle;~~

~~1. Be responsible for the appearance and cleanliness of the interior and exterior parts of the vehicle;~~

~~1. Have their police radio on while operating the vehicle and tuned to the proper frequency for their location;~~

~~2. While on-call, carry all the equipment necessary for a call-out;~~



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- 3. Consistent with SOP Personnel Code of Conduct and SOP Uniforms, while operating the vehicle, have in their possession a jacket or vest that clearly displays the Department insignia, their badge, identification card, handcuffs, body armor, radio, on-body recording device (OBRD), and firearm to effectively perform a police function;
- 4. When responding to a felony call with non-sworn personnel as passenger(s) except for approved ride-along, first drop off the passenger(s) at a convenient and safe location, then respond to the call consistent with Department SOP(s);
- 5. When off-duty and while using the Department-issued vehicle and choose to respond to a Priority 1 call, advise the Emergency Communications Center (ECC) or log onto the call using their Mobile Dispatch Terminal (MDT); and
- 6. While off-duty and operating a Department vehicle, shall make every effort to be properly attired: jeans, slacks and shirts shall be considered appropriate attire. Cut-offs, tank-tops, and shorts, except those similar in style as the authorized duty shorts, shall be considered inappropriate. Authorized footwear are those with closed-toe shoes only;

~~1. Have their police radio on while operating the vehicle and tuned to the proper frequency for their location;~~

~~Consistent with SOP Personnel Code of Conduct and SOP Uniforms, while operating the a Department issued vehicle, sworn personnel shall have in their possession a jacket or vest that clearly displays the Department insignia, their badge, identification card, handcuffs, body armor, radio, on body recording device (OBRD), and firearm to effectively perform a police function; and~~

~~When responding to a felony call with non-sworn personnel as passenger(s) except for approved ride-along, first drop off the passenger(s) at a convenient and safe location, then respond to the call consistent with Department SOP(s); and~~

~~Personnel shall be responsible for the appearance and cleanliness of the interior and exterior parts of their ir vehicle, both interior and exterior;~~

~~For sworn personnel who have been issued a marked police vehicle, ensure the vehicle numbers shall be placed on the front fenders, the top of the vehicle, and the trunk of each marked unit;~~

~~Sworn~~

~~Personnel shall not remove these numbers;~~

~~If a number comes off for any reason, sworn personnel shall take the vehicle to a City- authorized vender for replacement of the number to replace. While on call, carry all the equipment necessary for a call-out; and~~



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D. When responding to calls involving a felony, while off-duty, sworn personnel may be required to secure the scene, and preserve evidence to maintain continuity. In such cases, sworn personnel shall be compensated with overtime pay consistent with SOP Overtime Compensatory Time and Work Shift Designation and the current CBA.

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~~Employees shall not drive or use the vehicle so as to cause unfavorable comment, or reflect discredit on the Department.~~

~~A. All personnel are reminded to use due diligence when using the radio or MDT while operating a Department vehicle.~~

~~A. Department vehicles shall be properly secured and parked to prevent damage to the vehicle and theft of its contents.~~

~~All marked units must display a 311 bumper sticker or decal.~~

E. Supervisors shall ensure that sworn personnel in a marked police vehicle have a 311 bumper sticker attached to the vehicle on the rear bumper so that it is visible but doesn't obstruct other vehicle marking.

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~~The Operations Review Fleet Manager or an Area Commander (Someone) may assign a pool vehicle to Department personnel.~~

~~F. Personnel may be assigned a pool vehicle for their use. If it becomes necessary for a permanently assigned Department vehicle to be out of service for extended repairs:~~

~~1. The Operations Review Fleet Manager (Title) shall assign pool vehicles, if available shall be assigned by Operations Review.~~

~~a. If there are no pool vehicles available at the City Fleet Management Division Pino Yard, on a daily basis, Operations Review Fleet Manager (someone) shall assign sworn personnel can be assigned a pool vehicle car from their assigned substation on a daily basis, unless otherwise designated by the Area Ceommander.~~

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G. Department personnel shall not:

1. Make emergency code runs while the vehicle is occupied by non-sworn passengers, except for Department approved ride-alongs;



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2. Operate a Department-issued vehicle within eight (8) hours after consuming any alcoholic beverages or while still under the influence of alcohol nor shall any alcoholic beverages be transported in any Department vehicle outside the scope of one's duty;

3. ~~Smoking, vaping, or and the use of smokeless tobacco products is prohibited in Department-issued vehicles, consistent with AI Number 4-9;~~

4. ~~Employees shall not d~~Drive or use the vehicle so as to cause unfavorable comment, or reflect discredit on the Department;

~~Personnel shall not remove these numbers.~~

~~If a number comes off for any reason, the vehicle shall be taken to a City authorized vender for replacement of the number.~~

~~All marked units must display a 311 bumper sticker or decal.~~

~~Supervisors shall ensure that sworn personnel in a marked police vehicle have a 311 bumper sticker attached to the vehicle on the rear bumper so that it is visible but doesn't obstruct other vehicle marking.~~

~~Personnel may be assigned a pool vehicle for their use. If it becomes necessary for a permanently assigned Department vehicle to be out of service for extended repairs.~~

~~Pool vehicles, if available shall be assigned by Operations Review.~~

~~If there are no pool vehicles available at the City yard, sworn personnel can be assigned a pool car from their assigned substation on a daily basis, unless otherwise designated by the area commander.~~

~~While operating a Department issued vehicle sworn personnel shall have in their possession a jacket or vest that clearly displays the Department insignia, their badge, identification card, handcuffs, body armor, radio, on body recording device and firearm to effectively perform a police function.~~

5. Transport personally-owned animals shall not be transported in the a City vehicle;

6. Have objects protruding from the trunk or window; or

7. While off-duty, the Department vehicle is for passenger use only and shall not be use the vehicle ~~utilized~~ for carrying heavy or excessive loads.

a. Within reason, Department personnel may stow or transport ~~For example, several ight grocery shopping or shopping in general is allowed if items chopped can be contained in a few bags and within reason~~ in their vehicles.



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~~2-5-5 Parking Department-Issued Vehicles at Law Enforcement Center, and shall not have objects protruding from the trunk or window.~~

~~a. For example, light grocery shopping or shopping in general is allowed if items shopped can be contained in a few bags and within reason.~~

~~Asdf~~

~~Smoking, vaping, and the use of smokeless tobacco products is prohibited in Department issued vehicles, consistent with AI Number 4-9.~~

~~Seat Belts~~

~~All Department personnel shall wear their seat belts when operating Department issued vehicles unless exempted by a supervisor or when specific situations override safety considerations.~~

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~~Seat Belts~~

~~Fueling~~

~~Department p Personnel who are authorized to use a Department issued gasoline credit card for vehicle fueling shall ensure they use at only regular grade unleaded gasoline is placed in Department issued vehicles, unless another fuel is required due to the standards set forth by the vehicle manufacturer.~~

~~Department personnel shall not purchase any other item(s) with Department gasoline credit cards.~~

~~Department personnel shall only use the following City of Albuquerque fueling stations:~~

- ~~(Name of or address of station on 4th Street));~~
- ~~(Animal Welfare Department?) (Name of dog pound); and~~
- ~~Fleet Management Division (Name of Pine) (Pine Yards).~~

~~Personnel shall not purchase any other item(s) with Department gasoline credit cards.~~
~~Fueling~~

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~~B Parking of Department Issued Vehicles at Law Enforcement Center~~

~~A. Between 0700 hours and to 1700 hours, parking shall be restricted to the Law Enforcement Center parking spots and the ramp area for assigned personnel only.~~



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1. Unassigned personnel shall not park in spaced that have been assigned to other personnel without explicit permission from the personnel who have been assigned the parking spot.
2. If an unauthorized vehicle is parked in an assigned spot, or blocking the entry or exit ramp, Operations Review personnel shall place a boot ~~will be placed~~ on the vehicle.
 - a. In order to have the boot removed, Department personnel shall ~~proceed to the fourth (4th) floor to~~ meet with the Operations Review Lieutenant.
 - b. Department personnel shall submit an Interoffice Memorandum to explain why they parked in an unauthorized ~~that~~ location.

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B. Department personnel shall not:

1. ~~Do not~~ Park Department-issued vehicles at the metered spaces near or around the Law Enforcement Center between 0800 hours and 1600 hours, Monday through Friday; or
 - a. Department personnel who park at the metered spots ~~there~~ shall lose their take-home car privileges, consistent with the current CBA.
 - b. Supervisors shall ensure that police vehicles that have been withdrawn from the take-home car plan under this section are parked at a police facility during the driver's off-duty hours.

~~1. Between 0700-1700 hours, parking is restricted to the Law Enforcement Center parking spots and the ramp area for assigned personnel only. Unassigned personnel shall not park in spaced that have been assigned to other personnel without explicit permission from the personnel who have been assigned the parking spot.~~

~~2. Personnel shall not p~~Park along the street or ramps in such a way as to block the Law Enforcement Center entrance or exit ramps.

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~~2-5-3~~ Department personnel who have been issued an unmarked vehicle who park at the Law Enforcement Center shall display their assigned government license plate.

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~~If an unauthorized vehicle is parked in an assigned spot, or blocking the entry or exit ramp, a boot will be placed on the vehicle.~~

~~In order to have the boot removed, personnel shall proceed to the fourth (4th) floor to meet with the Operations Review Lieutenant.
Personnel shall then be required to submit a memo explain why they parked in that location.~~



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Parking
Window Tinting

~~Department personnel who are issued vehicles that do not have window tint are authorized to submit a request to Operations Review to have tint installed.~~

~~Operations Review (Title) shall ensure tTint levels on marked vehicles must adhere to City Ordinance ROA 1994, § 8-6-27 Sunscreening Material On Windows.~~

~~Operations Review (Title) shall ensure uUnmarked vehicles must adhere to State Law NM NMSA 1978, Stat § 66-3-846.1 (1996 through 1st Sess 50th Legis).~~

Window Tinting

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Vehicle Registration

~~All Department personnel driving marked Department issued vehicles shall have the assigned government plate properly affixed to their vehicle at all times.~~

~~This does not apply to vehicles assigned to the Investigative Services Division (ISD). If the assigned government license plate cannot be located, the officer assigned to that vehicle shall complete a Uniform Incident Report stating the plate has been lost.~~

~~A copy of that report shall be forwarded to the Operations Review Fleet Manager in order to obtain a new license plate.~~

~~(Someone) shall enter tThe license plate shall be entered into the National Crime Information Center (NCIC) database.~~

~~A copy of that report shall be forwarded to the Operations Review Fleet Manager in order to obtain a new license plate.~~

~~Unmarked Department issued vehicles shall display the assigned government license plates at all times.~~

~~A regular license plate may temporarily cover the government plate while conducting surveillance work but shall be removed at the end of that activity. The government plate shall be attached to the vehicle at all times.~~

~~Supervisors shall ensure the government plate is attached to the vehicle during the monthly inspection.~~

~~Unmarked Department vehicles parked around the Main Police Station, must display the assigned government license plate.~~

~~Unmarked Department vehicles must display the assigned government license plate when obtaining maintenance on the vehicle.~~



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~~If the assigned government license plate cannot be located, the officer assigned to that vehicle shall complete a Uniform Incident Report stating the plate has been lost.~~

~~The license plate shall be entered into the National Crime Information Center (NCIC). A copy of that report shall be forwarded to the Operations Review Fleet Manager in order to obtain a new license plate.~~

~~Criminal Investigation Division (CID) unit sergeants shall:~~

~~Assign a skip plate to each CID unit detective personnel whos that conducts surveillance need to assign a skip plate for surveillance purposes only to each detective;=~~

~~The CID unit sergeant shall mMaintain the Skip License PlateaA Llog shall be kept by the Unit Sergeant of skip which plates is assigned to each CID unit detective; If the log changes it is the responsibility of that Unit's sergeant to update the log and forward through the proper channels;~~

~~Give This the Skip License Plate Llog of skip plates shall be given to their respective Lieutenant;~~

~~Forward the Skip License Plate Llog to the Operations Review Fleet Manager for tracking purposes; and~~

~~If the Skip License Plate Llog changes, it is the responsibility of that Unit's sergeant to update the log and forward it through the proper channels.~~

~~and that log will be forwarded to the Fleet Manager at Operations Review for tracking purposes;~~

~~If the log changes it is the responsibility of that Unit's sergeant to update the log and forward through the proper channels;~~

~~A quarterly audit shall be conducted by the Fleet Manager Operations Review to make sure we are up to date.~~

~~Supervisors shall ensure the government plate is attached to the vehicle during the monthly inspection;~~

~~Vehicle Registration~~

~~Automated Traffic Violations~~

~~Automated Traffic Violations~~

~~4.==~~

~~Department personnel who Should personnel receive an automated violation citation, they must shall either pay the fine or contest the violation through the issuing agency's process and notify their chain of command. While the City of Albuquerque no longer uses automated photo traffic enforcement, other nearby jurisdictions, such as Rio Rancho, Santa Fe, and Las Cruces do.~~



2-5-56 Issuance of Vehicles

~~Issuance of Department Vehicles~~

~~A. The Sworn personnel who are issued a take home vehicle shall maintain the vehicle for three (3) years, unless:~~

~~A.~~

~~A. Sworn personnel change assignments; or~~

~~A. The vehicle has been decommissioned.~~

~~A.~~

~~A. After three (3) years the Fleet Manager will make an assessment and based upon Department seniority and vehicle availability an upgraded vehicle may be issued.~~

~~A.~~

~~A. Department personnel may turn down the upgraded vehicle for any reason but it must be documented by email through their chain of command and to the Fleet Manager.~~

A. Operations Review Fleet Manager shall:

1. Issue vehicles to Department personnel;

2. Have Department personnel sign a Receipt and Agreement for a Permanently Assigned/Take Home Vehicle Form every time they are assigned or reassigned a vehicle;

3. When issued a marked police vehicle, ensure the vehicle numbers are placed on the front fenders, the top of the vehicle, and the trunk;

a. Sworn personnel shall not remove the numbers.

b. If a number comes off for any reason, sworn personnel shall take the vehicle to a City-authorized vender to replace.

4. Receive vehicles that Department personnel return to the Department; and

5. Exchange vehicles; and shall be issued, turned in, and exchanged through Operations Review.

~~The Special Investigations Division personnel are is exempt from these provisions in this subsection.~~

~~(Someone) shall have Department p. Personnel shall sign an Issuance form every time they are assigned or reassigned a vehicle is assigned or re-assigned.~~

6. (Someone) shall dDeny the issuance of another vehicle to aA Department employee whose vehicle becomes unserviceable as a result of a chargeable traffic accident can be denied issuance of another vehicle.



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a. The denial of issuance of another vehicle will be determined by a consensus of the employee's immediate supervisor, the area/division commander, and a representative of the Albuquerque Police Officers Association (APOA), if applicable.

~~1. Vehicles shall be issued, turned in, and exchanged through Operations Review. The Special Investigations Division is exempt from this provision.~~

~~1. Personnel shall sign an issuance form every time a vehicle is assigned or re-assigned.~~

B. Department personnel shall complete the appropriate Pre-Inspection Form upon issuance of a vehicle.

C. Operations Review Manning shall provide the Fleet Manager's office with current lineups, which include vehicle assignments, upon completion of each bid, or when there has been any change in assignment status.

D. Investigative Services Division personnel shall be exempt from the provisions in this subsection.

E. Window Tinting

1. Department personnel who are issued Department vehicles that do not have window tint are authorized to submit a request to Operations Review to have tint installed.

2. The Operations Review Fleet Manager (Title) shall:

a. ~~Ensure tint levels on marked vehicles adhere to RCity Ordinance ROA 1994, § 8-6-27 Sunscreening Material On Windows;~~ and

b. ~~Operations Review Fleet Manager (Title) shall~~ Ensure unmarked vehicles adhere to NMSA 1978, § 66-3-846.1.

7 ~~2-5-4~~

2-5-67= Vehicle Registration

~~Vehicle Registration~~

A. All Department personnel driving marked Department-issued vehicles shall have the assigned government plate properly affixed to their vehicle at all times.



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- 1. This does not apply to vehicles assigned to the Investigative Services Division (ISD).
- 2. If the assigned government license plate cannot be located, the officer assigned to that vehicle shall complete a Uniform Incident Report stating the plate has been lost.
 - a. A copy of the ~~at~~ Uniform Incident Report shall be forwarded to the Operations Review Fleet Manager in order to obtain a new license plate.
 - b. The officer assigned to that vehicle ~~(Someone)~~ shall enter the license plate into the National Crime Information Center (NCIC) database.
- 3. Supervisors shall ensure the government plate is attached to the vehicle during the monthly inspection, consistent with SOP Line Inspection Process.

B. Unmarked Department-issued vehicles shall display the assigned government license plates at all times.

- 1. A regular license plate may temporarily cover the government plate while conducting surveillance work but shall be removed at the end of that activity. The government plate shall be attached to the vehicle at all times.

C. Criminal Investigation Division (CID) unit sergeants shall:

- 1. Assign a skip plate to each CID unit detective who conducts surveillance for surveillance purposes;
- 2. Maintain the Skip License Plate Log of skip plates assigned to each CID unit detective;
- 3. Give the Skip License Plate Log to their respective lieutenant;
- 4. Forward the Skip License Plate Log to the Operations Review Fleet Manager for tracking purposes; and
- 5. If the Skip License Plate Log changes, update the log and forward it through the proper channels.

~~a.~~

~~—The Operations Review Fleet Manager shall conduct~~

D. ~~A monthly quarterly~~ audit of skip plates shall be conducted by the Fleet Manager Operations Review to ~~make ensure we are~~ the information is current ~~up to date~~.

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- 2. Supervisors shall ensure the government plate is attached to the vehicle during the monthly inspection.



2-5-86 Maintenance, Repairs, and Inspections

A. Maintenance

~~Department personnel shall change flats, when on duty or off duty. Repairs to the tire shall be made by the Department authorized service facility when the tire is delivered to the garage.~~

1. Department personnel are responsible for shall:

- ~~a. Ensure having scheduled preventative maintenance is (PM) performed on their vehicles;~~
- ~~b. For an unmarked vehicle, ensure the vehicle displays the assigned government license plate when obtaining maintenance on the vehicle;~~
- ~~c. Personnel shall ensure that a vehicle, if drivable, has a full tank of gasoline before taking the vehicle in for repair or preventative maintenance PM; and~~
- ~~i. Department personnel who fail to have the vehicle serviced within five-hundred (500) miles and/or thirty (30) days of the scheduled preventative maintenance shall have their fuel privileges deactivated.~~
- ~~d. Department personnel shall change flats, while on on-duty or off-duty.~~
 - ~~i. Repairs to the tire shall be made by the Department authorized service facility when the tire is delivered to the garage.~~

2. During scheduled preventative maintenance PM, Pino Yard mechanics at Pino yards will inspect vehicles. The Pino Yard mechanic, and, through the Service Writer, will notify an employee's supervisor of failure to comply with the preventative maintenance requirements contained herein in this Standard Operating Procedure (SOP).

~~1. Department personnel shall change flats, when on duty or off duty. Repairs to the tire shall be made by the Department authorized service facility when the tire is delivered to the garage.~~

3. Personnel shall not remove the vehicle from the maintenance shop Pino Yard, or storage area without authorization from the Pino Yard fleet supervisor or their designee.



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~~Unmarked Department issued vehicles must display the assigned government license plate when obtaining maintenance on the vehicle.~~

B. Securing Department-Issued Property During Maintenance

1. Department personnel shall remove all Department-issued property from their assigned Department-issued vehicle or motorcycle when the vehicle is left at the Fleet Management Division Pino Yards.

2. Department personnel shall be held responsible for the loss of any Department-issued property that is left unattended in the vehicle.

~~1. If personnel are incapacitated and are unable to secure their Department-issued property or personal property, it shall be the on scene supervisor's responsibility to ensure that the property is properly secured.~~

~~Personnel shall secure their Department issued vehicles when left unattended or when the vehicle is out of their sight or immediate control. This shall include both on duty and off duty.~~

C. Police Vehicles in Need of Repairs

1. While on-duty, sworn Department personnel shall:

~~a. During regular hours, sworn Department personnel shall take the vehicle, along with the keys, to the service bay at the Fleet Management Division Pino Yard;~~

~~a.~~

~~b. When a police vehicle breaks down or is in need of repair, during the shift, the employee shall take the vehicle to the police garage Pino Yard if it is safe to drive; and.~~

~~c.~~

~~b.~~

~~1. Under no circumstances, shall sworn personnel park a vehicle requiring only minor repairs be parked near the Law Enforcement Center or substations; and.~~

~~c.~~

~~d. During duty hours, if a repair cannot be completed immediately, employeesworn personnel shall leave the vehicle at the (location) Pino Yard and go back into service.~~

~~While off-duty, sworn personnel shall:~~

2. Sworn Department personnel shall not be compensated for the time they spend waiting for their vehicle if they have the personnel have their vehicle serviced while



~~off-duty, they shall not be compensated for the time they spent waiting for their vehicle.~~

~~—If it is afterhours, Department personnel shall complete. During regular hours the vehicle shall be taken to the Service bay at Pino Yards and the keys will be left with the staff there.~~

~~a. For afterhours a repair a work order form must be prepared by personnel giving a clear, comprehensive description of the problem.~~

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~~a. Personnel shall ensure that a vehicle, if drivable, has a full tank of gasoline before taking the vehicle in for repair or PM.~~

~~C. Vehicle Personnel shall not remove the vehicle from the maintenance shop, or storage area without authorization from the fleet supervisor or designee.~~

~~D. Inspections of Department Vehicles~~

~~1. Supervisors Personnel's supervisor shall formally inspect each of their employee's vehicles each to ensure the vehicles are for cleanliness and complete the scheduled preventative maintenance, PM schedule, and to ensure the equipment functions properly.~~

~~2. The Operations Review personnel Fleet Manager or their designee shall complete a formal vehicle inspection when the employee is turning in a vehicle that will be reissued.~~

~~1. During PM, mechanics at Pino yards will inspect vehicles, and, through the Service Writer, will notify an employee's supervisor of failure to comply with the requirements contained herein.~~

~~a.~~

2-5-97 Accommodations for Sworn Personnel

~~Reasonable Accommodations for Sworn Personnel~~

A. Sworn personnel who require a reasonable accommodation for medical reasons or other physical limitations based on the Americans with Disabilities Act should:

1. Contact the Department Safety Officer at (505) 850-4511 who coordinates with the City of Albuquerque Risk Management Division to approve or deny the request; and

2. Once the request is approved, the Safety Officer contacts the Operations Review Fleet Manager.



B. The Fleet Manager shall approve the request based upon the availability of a police vehicle that fits the accommodation.

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2-5-108 Take-Home Vehicle

~~a. It is the responsibility of each employee who is issued a take home car to review the current contract for sanctions.~~

2-5-5

B. Fueling

~~1. Personnel who are authorized to use department gasoline credit cards for vehicle fueling will ensure that only regular grade unleaded gasoline is placed in APD Department vehicles unless another fuel is required. Personnel will not purchase any other item(s) with Department APD gasoline credit cards.~~

A. While on-duty, sworn personnel shall:

1. Be aware that ~~t~~The take-home vehicle is a privilege that ~~and~~ is not to be abused;
2. Be authorized to use their take-home vehicle for unofficial business at the discretion of the Chief of Police and consistent with the CBA;
3. For sworn personnel who reside outside of the Albuquerque metropolitan area, ~~shall~~ be allowed to travel for unofficial business to and from the Albuquerque metropolitan area in their assigned take-home vehicle;
4. Be in a non-restricted status (i.e., full duty) ~~t~~To be authorized to ~~the~~ use of a marked take-home vehicle;
 - a. ~~Employees~~ Sworn personnel who are on a restricted duty, including ~~(injury leave, administrative leave, administrative assignment, FMLA, military leave,)~~ or otherwise not in an unrestricted duty capacity and will be out of service for more than fourteen (14) days shall notify Operations Review.

~~Sworn personnel who are issued a take home vehicle shall m~~Maintain the vehicle for three (3) years, unless

~~Sworn personnel they change assignments; or t~~
5. The vehicle has been decommissioned; and



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~~a. After three (3) years the Fleet Manager will make an assessment and based upon Department seniority and vehicle availability an upgraded vehicle may be issued.~~

~~a.~~

~~b. Department personnel may turn down the upgraded vehicle for any reason but they shall it must be document their decision throughed by email, through their chain of command, and to the Operations Review Fleet Manager.~~

~~1. Sworn personnel who are assigned a Department take home vehicle shall Be fully responsible for ensuring that the general maintenance and proper care of the vehicle is performed.~~

~~6.~~

N/A

~~Tthe City shall performs and pays for the maintenance of take home vehicles issued to sworn personnel.;~~

~~a. The City performs and pays for the maintenance of take-home vehicles issued to sworn personnel.~~

~~Employees areBe authorized to use their take home vehicle for unofficial business at the discretion of the Chief of Police and consistent with the CBA.;~~

~~authorized, employees that reside outside of the Albuquerque Metropolitan area shall be allowed to travel for unofficial business to and from the Albuquerque metropolitan area in their assigned take home vehicle.~~

~~No one other than authorized Department personnel shall be permitted to drive the issued police take home vehicle.~~

~~Personnel shall not park or use take home vehicles to conduct business where it may appear unfavorable in any manner to the reputation of the Department.~~

~~1. The Take home vehicle is a privilege and is not to be abused.~~

~~Personnel Responsibilities~~

~~B. While off-duty, sworn personnel shall:~~

~~1. Personnel areBe permitted to use their take-home vehicle for unofficial business; while off duty. and~~

~~2. Ensure that all firearms are removed from the vehicle, to include those that are secured in the vehicle lock boxes and gun locks, while off-duty unless theat vehicle is parked inside of a secured structure (i.e., garage).~~



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~~a. Sworn personnel may be required to pay for are reminded that if any property that is stolen or lost they may be required to pay for that property, consistent with the current CBA.~~

~~When using the take home vehicle off duty, the vehicle shall not be parked at establishments whose primary means of business is the sale of alcohol.~~

~~Off duty personnel are not authorized to use their take home vehicle for conveyance to and from non-Department approved employment.~~

~~Employees shall not presume any special privileges with a Department vehicle while off duty.~~

~~Sworn personnel shall ensure that all firearms are removed from the vehicle, to include those that are secured in the vehicle lock boxes and gun locks, while off duty unless that vehicle is parked inside of a secured structure i.e. garage.~~

~~a. Sworn personnel are reminded that if any property is stolen or lost they may be required to pay for that property consistent with the CBA.~~

C. Sworn personnel shall not:

~~Sworn The employee Personnel who are assigned an Department APD take home vehicle shall be fully responsible for seeing ensuring that the general maintenance and proper care of the vehicle is performed.~~

~~(the City shall perform and pay for the maintenance.~~

~~2. Sworn pPersonnel who are assigned a Department take home vehicle), and shall be prohibited from:~~

~~1. Altering the vehicle body, general design, appearance, markings, mechanical, or electrical system;~~

~~a. The addition of equipment, i.e. headlight wig wags, dash mounted emergency lights, rear deck mounted emergency lights, CB radios, radio scanners, or other equipment, to a vehicle will require prior approval from the Department APD Fleet Manager or the Operations Review Lieutenant. Bumper stickers and ad/placard plates are prohibited unless authorized by the Chief of Police;~~



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2. Making any repairs, or having any repairs made to the vehicle other than those made at an authorized City service facility garage;
3. Add ~~The addition of~~ equipment, (i.e., headlight wig-wags, dash-mounted emergency lights, rear deck mounted emergency lights, citizen band (CB) radios, radio scanners), or other equipment, to a vehicle without ~~shall require~~ prior approval from ~~the Department Fleet Manager or~~ the Operations Review Lieutenant;
- ~~4. Sworn personnel are prohibited from a~~ Applying bumper stickers and ad/placard plates to the vehicle ~~are prohibited~~ unless authorized by the Chief of Police;
- ~~5. Using~~ oil, lubricant, or other liquid additives in the vehicle other than those supplied by ~~authorized City of Albuquerque~~ authorized fueling depots; ~~and~~
—Installing window tint without the expressed, written permission of the Operations Review Lieutenant.
- 6.

D. While off-duty, sworn personnel shall not:

1. Permit an unauthorized person to drive the vehicle;
2. Park or use the vehicle to conduct business where it may appear unfavorable in any manner to the reputation of the Department;
3. Park or use the vehicle at establishments whose primary means of business is the sale of alcohol; or
4. Use the vehicle for conveyance to and from non-Department-approved employment; or
5. ~~Employees shall not p~~ Presume any special privileges with the ~~a Department~~ vehicle while off-duty.

E. Sanctions for Violation of ~~of the Assigned~~ Take-Home Vehicle Privileges Plan

1. Sworn personnel shall:
 - a. Be subject to the ~~All personnel with a take home vehicle shall be subject to these sanctions~~ Sanctions for violation of any part of the ~~is~~ Take-home Car Plan vehicle ~~are~~ provisions contained in the current CBA and shall be followed in addition to possible Department discipline; and ~~All personnel with a take home vehicle shall be subject to these sanctions.~~



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~~—Review If the existing CBA has expired, the most current prior contract shall prevail.~~

~~b. It is the responsibility of each employee who is issued a take-home car to review the current contract CBA for sanctions.~~

~~2. Employees Personnel shall be responsible for the appearance and cleanliness of their vehicle, both interior and exterior.~~

~~3. Personnel shall Employees will change flats, when on-duty or off-duty. Repairs to the tire shall be made by the Department authorized service facility when the tire is delivered to the garage.~~

~~Employees Personnel are responsible for having scheduled Preventative Maintenance (PM) performed on their vehicles.~~

~~4. Department personnel who fail to have the vehicle services within five-hundred (500) miles and/or thirty (30) days of the schedule shall have their fuel privileges deactivated.~~

~~5. If it becomes necessary for a permanently assigned APD Department vehicle to be out of service for extended repairs, the employee personnel may be assigned a pool vehicle for his/hortheir use.~~

~~a. Pool vehicles if available shall be assigned by Operations Review if available.~~

~~b. If there are no pool vehicles available at the city yard, Sworn personnel officers can be assigned a pool car from their assigned substation on a daily basis, unless otherwise designated by the area commander.~~

~~Vehicle numbers shall be placed on the front fenders, the top of the vehicle, and the trunk of each marked unit.~~

~~Personnel shall not remove these numbers.~~

~~6. If a number comes off for any reason, the vehicle shall be taken to Motor Transport at the City authorized vender for replacement of the number.~~

~~7. All marked units must display a 311 bumper sticker or decal.~~

~~Supervisors shall ensure that officers sworn personnel in a marked police vehicle have a 311 bumper sticker attached to the vehicle on the rear bumper so that it is visible but doesn't obstruct other vehicle marking.~~

~~Personnel may be assigned a pool vehicle for their use. If it becomes necessary for a permanently assigned Department vehicle to be out of service for extended repairs.~~

~~Pool vehicles, if available shall be assigned by Operations Review.~~



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~~If there are no pool vehicles available at the City yard, sworn personnel can be assigned a pool car from their assigned substation on a daily basis, unless otherwise designated by the area commander.~~

~~(Place Holder) for securing weapons in a Police vehicle.~~

7

Fueling

~~Personnel who are authorized to use a Department issued gasoline credit card for vehicle fueling shall ensure that only regular grade unleaded gasoline is placed in Department vehicles unless another fuel is required.~~

~~Personnel shall not purchase any other item(s) with Department gasoline credit cards.~~

~~a.~~

7

~~C. Police Vehicles in Need of Repair~~

~~When a vehicle breaks down or is in need of repair during the shift, the employee shall take the vehicle to the police garage if it is safe to drive.~~

~~==~~

~~1. Under no circumstances shall a vehicle requiring only minor repairs be parked near the Law Enforcement Center or substations.~~

~~==~~

~~2. During duty hours, if a repair cannot be completed immediately, employees shall leave the vehicle and go back into service.~~

~~If the employees/personnel have their vehicle serviced while off duty, they shall not be compensated for the time they spent waiting for their vehicle.~~

~~3. During regular hours the vehicle shall be taken to the Service bay at Pino Yards and the keys will be left with the staff there.~~

~~4. In all cases, a For afterhours a rRepair a Wwork oOrder fForm must be prepared by personnel the employee or shop foreman, giving a clear, comprehensive description of the problem.~~

~~5. Personnel shall ensure that a vehicle, if drivable, has a full tank of gasoline before taking the vehicle in for repair or preventative maintenance (P.M.).~~

6

~~6. Personnel shall not remove the vehicle from the maintenance shop, or storage area without authorization from the fleet supervisor or designee.~~

7

~~D. Securing Department Issued Property During Maintenance~~



~~Personnel shall remove all Department issued property from their assigned vehicle/motorcycle when the vehicle is left at the police garage/Pine yards.~~

- ~~1. Personnel shall be held responsible for the loss of any issued property left unattended in the vehicle.~~
- ~~2. If personnel are incapacitated and are unable to secure their Department issued property or personal property, it shall be the on scene supervisor's responsibility to ensure that the property is properly secured.~~
- ~~3. Personnel shall secure their Department issued vehicles when left unattended or when the vehicle is out of their sight or immediate control. This shall include both on duty and off duty.~~

7

~~E. Inspection of Department Vehicles~~

~~The employee's/Personnel's supervisor shall formally inspect Each vehicle will be formally inspected each month by the employee's supervisor to include for cleanliness, preventive maintenance/PM schedule, and equipment.~~

- ~~1. Operations Review personnel shall complete Aa formal vehicle inspection inspection will be conducted by the employee's supervisor when the employee is turning in a vehicle that will be reissued.~~
- ~~2. During scheduled maintenance/PM, mechanics/the shift supervisor at the police garage Pine yards w/will inspect vehicles, and, through the Service/fleet manager/Writer, will notify an employee's supervisor of failure to comply with the requirements contained herein.~~

7

~~F. Issuance of Department Vehicles~~

~~Sworn personnel who are issued a take home vehicle shall maintain the vehicle for three (3) years, unless:~~

- ~~Sworn personnel change assignments; or~~
- ~~The vehicle has been decommissioned.;~~

~~After three (3) years the Fleet Manager will make an assessment and based upon Department seniority and vehicle availability an upgraded vehicle may be issued.~~

~~Department personnel may turn down the upgraded vehicle for any reason but it must be documented by email through their chain of command and to the Fleet Manager.~~

- ~~1. Any employee whose vehicle becomes unserviceable as a result of a chargeable traffic accident can be denied issuance of another vehicle.~~



~~2. The denial of issuance of another vehicle will be determined by a consensus of the employee's immediate supervisor, the area/division commander, and a representative of the Albuquerque Police Employees Officers Association (APOA), if applicable.~~

~~3. Vehicles shall be issued, turned in, and exchanged through the Fleet Manager and Operations Review. The Special Investigations Division is exempt from this provision.~~

~~4. Personnel shall sign an Issuance form Take home Car Agreement every time a vehicle is assigned or re-assigned.~~

~~5. Area and Division Commanders Operations Review Manning shall provide the Fleet Manager's office with current lineups, which include vehicle assignments, upon completion of each bid, or when there has been any change in assignment status.~~

7

~~G. Parking of Police Vehicles at the Law Enforcement Center~~

~~1. Personnel shall not park Department issued vehicles at the metered spaces near or around the Law Enforcement Center between 0800 hours and 16800 hours, Monday through Friday.~~

~~Personnel who violate this Section shall lose their take-home car privileges based on the current Albuquerque Police Officers Association (APOA) collective bargaining agreement.~~

~~2. If the existing APOA contract has expired, the most current prior contract shall prevail. It is the responsibility of each employee who is issued a take-home car to review the current contract for sanctions.~~

~~Supervisors shall ensure that police vehicles that have been withdrawn from the take-home car plan under this section are parked at a police facility during the driver's off-duty hours.~~

~~Between 0700-1700 hours, parking is restricted to Law Enforcement Center parking spots and ramp area for assigned personnel only. Unassigned personnel shall not park in spaces which have been assigned to other personnel without explicit permission from the parking spot assigned personnel.~~

~~Personnel shall not park along the street or ramps in such a way as to block the entrance or exit ramps.~~

~~If an unauthorized vehicle is parked in an assigned spot, or blocking the entry or exit ramp, a boot will be placed on the vehicle.~~



- ~~— In order to have the boot removed, personnel shall proceed to the fourth (4th) floor to meet with the Operations Review Lieutenant.~~
- ~~3. Personnel shall then be required to submit a memo explain why they parked in that location.~~

7

~~H. Wearing Use of Seat Belts~~

- ~~1. All Department personnel shall utilize seat belts when operating Department vehicles unless exempted by a supervisor or when specific situations override safety considerations.~~

7

~~I. Vehicle Registration~~

- ~~— All personnel driving marked Department vehicles shall have the assigned government plate properly affixed to their vehicle at all times.~~
- ~~— This section does not apply to vehicles assigned to the Special Investigation Division.~~
- ~~— Unmarked Department vehicles shall display the assigned government license plates at all times.~~
- ~~— A regular license plate may temporarily cover the government plate while conducting surveillance work but must be removed at the end of that activity. The government plate must be attached to the vehicle at all times.~~
- ~~— Supervisors are responsible for ensuring the government plate is attached to the vehicle during the monthly inspection.~~
- ~~— Unmarked Department vehicles parked around the Main Police Station, must display the assigned government license plate.~~
- ~~— Unmarked Department vehicles must display the assigned government license plate when obtaining maintenance on the vehicle.~~
- ~~— If the assigned government license plate cannot be located, the officer assigned to that vehicle shall complete a Uniform Incident Report stating the plate has been lost.~~
- ~~— The license plate shall be entered into the National Crime Information Center (NCIC).~~
- ~~— A copy of that report shall be forwarded to the Operations Review Fleet Manager in order to obtain a new license plate.~~
- ~~Unmarked vehicles shall display government plates or civilian "cover" plates specifically assigned to the vehicle by the Department of Motor Vehicles, unless otherwise authorized by a supervisor. A log of "cover" plates will be kept by the supervisor and forwarded to Operations Review for quarterly audits.~~



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~~Criminal Investigation units that conduct surveillance need to assign a skip plate for surveillance purposes only to each detective.~~

~~A log shall be kept by the Unit Sergeant of which plate is assigned to each detective.~~

~~This log shall be given to their respective Lieutenant and that log will be forwarded to the Fleet Manager at Operations Review for tracking purposes.~~

~~If the log changes it is the responsibility of that Unit's sergeant to update the log and forward through the proper channels.~~

~~1. A quarterly audit shall be conducted by the Fleet Manager Operations Review to make sure we are up to date.~~

~~J. Window Tinting~~

~~1. Officers Department personnel who are issued vehicles that do not have window tint are authorized to submit a request to Operations Review to have tint installed.~~

~~2. Tint levels on marked vehicles must adhere to City Ordinance ROA 1994 § 8-6-27 Sunscreening Material On Windows.~~

~~3. Unmarked vehicles must adhere to State Law NM Stat § 66-3-846.1 (1996 through 1st Sess 50th Legis).~~

N

~~Assigned Take Home Vehicle Plan~~

~~K. Program~~

~~1. A valid New Mexico driver's license and a valid City Operator's Permit is required to operate any Department vehicle.~~

~~Employees Personnel will be permitted to use their take home vehicle for unofficial business while off duty.~~

~~While off duty, the Department vehicle is for passenger use only and shall not be utilized for carrying heavy or excessive loads, and shall not have objects protruding from the trunk or window.~~

~~For example, light grocery shopping or shopping in general is allowed if items shopped can be contained in a few bags and within reason.~~

~~Personally owned animals shall not be transported in a City vehicle.~~

~~When using the take home vehicle off duty, the vehicle shall not be parked at establishments whose primary means of business is the sale of alcohol.~~

~~Personnel shall not park or use take home vehicles to conduct business where it may appear unfavorable in any manner to the reputation of the Department.~~



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~~All employees personnel on unofficial business While operating a Department issued vehicle sworn personnel shall have in their possession a jacket or vest that clearly displays the Department insignia, their badge, ID identification card, handcuffs, body armor, radio, camera on body recording device and firearm to effectively perform a police function.~~

~~2. On call employees shall carry all the equipment necessary for a call out.~~

~~The employee All personnel must be in non restricted status, i.e. full duty. To be authorized the use of a marked take home vehicle,~~

~~3. the employee must be in non restricted status, i.e. full duty. Employees who are on restricted duty (injury leave, administrative leave, administrative assignment, FMLA, military leave) or otherwise not in an unrestricted duty capacity and will be out of service for more than fourteen (14) days shall turn in their vehicle to notify Operations Review.~~

~~Employees are will only be authorized to use their take home vehicle for unofficial business within twenty five (25) miles of the Albuquerque metropolitan area (twenty five ((25) miles from the Bernalillo County line). Any employee who resides outside these boundaries may be authorized a take home vehicle at the discretion of the Chief of Police and consistent with the CBA.~~

~~4. If authorized, employees that reside outside of the Albuquerque Metropolitan Metropolitan area shall be allowed to travel for unofficial business to and from the Albuquerque metropolitan area in their assigned take home vehicle. exc.~~

~~5. All Sworn employees, while off duty and operating a Department vehicle, shall make every effort to be properly attired: jeans, slacks and shirts shall be considered appropriate attire. Cut offs, tank tops, and shorts (except those similar in style as the authorized Duty shorts) shall be considered inappropriate. Authorized footwear are those with closed toe shoe only.~~

~~If an off duty sworn employee personnel using the Department APD vehicle chooses to respond to a priority one call, he/she they must advise the dispatcher Emergency Communications Center (ECC) or log on the call utilizing their Mobile Dispatch Terminal (MDT).~~

~~Employees Department personnel shall have their police radio on while operating their APD Department vehicle and~~

~~6. The radio will be tuned to the proper frequency for their location.~~

~~7. When responding to calls involving a felony, while off duty, the employee sworn personnel may be required to secure the scene, and preserve evidence handle the call to best to preserve and handle evidence, and maintain continuity. In such~~



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~~cases, the employee shall be compensated with overtime pay per Department regulations consistent with SOP Overtime Compensatory Time and Work Shift Designation and the APOA contract.~~

~~8. Emergency code runs shall not be made while the vehicle is occupied by non-sworn passengers, except for Department APD approved ride-alongs.~~

~~9. When responding to a felony call with non-sworn personnel as passenger(s) except for approved ride-along, employees sworn personnel shall first drop off the passenger(s) at a convenient and safe location, and shall then respond to the call consistent with Department regulations SOP(s).~~

~~No one other than an authorized APD Department employee personnel shall be permitted to drive the issued police take-home vehicle.~~

~~10. Employees shall not presume any special privileges with an APD Department vehicle while off-duty.~~

~~The Take-Home vehicle is a passenger use vehicle only.~~

~~The Take-Home vehicle is a privilege and is not to be abused.~~

~~All employees assigned an APD Department vehicle shall exercise good judgment in utilizing it on and off-duty.~~

~~11. Employees shall not drive or use the vehicle so as to cause unfavorable comment, or reflect discredit on the Department. Off-duty employees shall use their take-home vehicle in a professional manner.~~

~~While off-duty, the APD Department Vehicle is for passenger use only and shall not be utilized for carrying heavy or excessive loads, and shall not have objects protruding from the trunk or window.~~

~~For example, light grocery shopping or shopping in general is allowed if items shopped can be contained in a few bags and within reason.~~

~~12. Personally owned animals shall not be transported in a City vehicle.~~

~~When using the take-home vehicle off-duty, the vehicle shall not be parked at establishments whose primary means of business is the sale of alcohol.~~

~~13. Personnel shall not park or use Take-home vehicles will not be parked or used to conduct business where it may appear unfavorable in any manner to the reputation of the Department.~~

~~14. All employees personnel are reminded to use due diligence when using the radio or MDT while operating a Department APD vehicle.~~



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~~Employees Personnel shall not operate a Department APD vehicle within eight (8) hours after consuming any alcoholic beverages or while still under the influence of alcohol.~~

~~15. Nor shall any alcoholic beverages be transported in any APD Department vehicle outside the scope of one's duty.~~

~~16. Off-duty employees personnel are not authorized to use their take home vehicle for conveyance to and from non-Department APD approved employment.~~

~~Employees shall not presume any special privileges with a Department vehicle while off-duty.~~

~~APD Department vehicles shall be properly secured and parked to prevent damage to the vehicle and theft of its contents.~~

~~Sworn personnel shall ensure that all firearms are removed from the vehicle, to include those that are secured in the vehicle lock boxes and gun locks, while off-duty unless that vehicle is parked inside of a secured structure i.e. garage.~~

~~17. a. Sworn personnel are reminded that if any property is stolen or lost they may be required to pay for that property consistent with the CBA.~~

~~18. All skip/civilian plates shall be documented (i.e. officer assigned to unit, unit number, issued government plate and civilian/skip plate) by the investigative section lieutenant. A list of approved/assigned civilian/skip plates from each Division will be provided to Operations Review on a monthly basis.~~

~~19. Unmarked vehicles equipped with civilian plates shall not participate in traffic enforcement.~~

~~20. Sanctions for Violation of the Assigned Take-Home Vehicle Program Plan~~

~~a. Sanctions for violation of any part of this Take-home Car Program Plan are provisions contained in the current Albuquerque Police Employees Association Collective Bargaining Contract CBA and shall be followed in addition to possible Department discipline. All employees personnel with having a take-home vehicle car shall be subject to these sanctions.~~

~~If the existing APOA contract CBA has expired, the most current prior contract shall prevail.~~

~~It is the responsibility of each employee who is issued a take home car to review the current contract for sanctions.~~



~~Reasonable Accommodations for Police Vehicle Sworn Personnel~~

~~Sworn personnel who require a reasonable accommodation for medical reasons or other physical limitations based on the Americans with Disabilities Act should:~~

~~Contact the Department Safety Officer at (505) 850-4511 who coordinates with the City of Albuquerque Risk Management Division to approve or deny the request; and~~

~~Once the request is approved, the Safety Officer contacts the Operations Review Fleet Manager; and~~

~~The Fleet Manager shall approve the request will be granted based upon the availability of a police vehicle that fits the accommodation.~~

~~Sworn personnel will be able to get a vehicle for reasonable accommodation based upon the Americans with Disabilities Act.~~

~~This request first needs to go to APD Risk Management. The APD Risk Manager will then contact the Fleet Manager with this request. The request will be granted based upon the availability of units to fit the accommodation.~~

~~Smoking, vaping, and the use of smokeless tobacco products is prohibited in Department issued vehicles, consistent with AI Number O: 4-9. Prohibiting Smoking and the Use of Smokeless Tobacco Products on City Property and Vehicles.~~

~~b. (placeholder)~~

~~Automated Traffic Violations~~

~~1. Should personnel receive an automated violation citation, they must either pay the fine or contest the violation through the issuing agency's process and notify their chain of command. While the City of Albuquerque no longer uses automated photo traffic enforcement, other nearby jurisdictions, such as Rio Rancho, Santa Fe, and Las Cruces do.~~