



**2-5 DEPARTMENT VEHICLES**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 2-1 Uniforms (Formerly 2-06)
- 3-30 Line Inspection Process (Formerly 3-42)

B. Form(s)

- PD 3027 Skip License Plate Log
- PD 4417 Receipt and Agreement for a Permanently Assigned/Take Home Vehicle
- PD 4422 Fleet Management Car Pre-Inspection Form
- PD 4423 Fleet Management SUV Pre-Inspection Form
- PD 4424 Fleet Management Truck Pre-Inspection Form
- PD 4425 Fleet Management Van Pre-Inspection Form

C. Other Resource(s)

- 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 of Albuquerque and the Albuquerque Police Officers' Association
- NMSA 1978, § 66-3-846.1 Sun Screening Material on Windshields and Windows; Requirements; Violation; Penalty
- ROA 1994, § 8-6-27 Sunscreening Material on Windows

D. Rescinded Special Order(s)

None

**2-5-1 Purpose**

The purpose of this policy is to provide guidance regarding the assignment, maintenance, and operation of Department-issued vehicles.

**2-5-2 Policy**

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

**N/A 2-5-3 Definitions**



None

**2-5-4 General Procedures for Department-Issued Vehicles**

- 6** A. Department personnel shall:
1. Possess a valid New Mexico driver's license and a valid City Operator's Permit to operate the vehicle;
  2. Wear their seat belts when operating the vehicle, unless exempted by a supervisor, or when specific situations override safety considerations;
  3. Operate their vehicle in a safe manner while on- and off-duty;
  4. While operating their vehicle, be responsible when using the police radio;
- 7** a. Department personnel shall exercise caution when operating their Mobile Digital Terminal (MDT) while driving.
5. Be responsible for the appearance and cleanliness of the interior and exterior parts of the vehicle;
  6. Properly secure and park the vehicle to prevent damage to the vehicle and theft of its contents;
- 7** 7. Secure their vehicle when left unattended or when the vehicle is out of their sight or immediate control while on- and off-duty;
8. When authorized to use a Department-issued gasoline credit card for vehicle fueling, only use regular grade unleaded gasoline in Department-issued vehicles unless another fuel grade is required by the vehicle manufacturer;
    - a. Department personnel shall not purchase any other item(s) with Department-issued gasoline credit cards.
  9. Only use the following City of Albuquerque fueling stations:
    - a. 1801 4th Street Northwest fueling station;
    - b. South of the Animal Welfare Department on Lomas Boulevard (dog pound); and
    - c. Fleet Management Division Pino Yard.
  10. Notify their chain of command when they receive an automated violation citation and shall either pay the fine or contest the violation through the issuing agency's process.
- 7** B. When operating a Department-issued vehicle, sworn personnel shall:



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1. Have their police radio on and tuned to the proper frequency for their location;
2. While on-call, carry all necessary equipment for a call-out;
3. Consistent with SOP Personnel Code of Conduct and SOP Uniforms, 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 (refer to SOP Personnel Code of Conduct and SOP Uniforms for sanction classifications and additional duties);
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 Standard Operating Procedures (SOP);
5. When off-duty and choosing to respond to a Priority 1 call, advise the Emergency Communications Center (ECC) or log on to the call using their MDT; and
6. While off-duty, be properly attired.
  - a. 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-toed shoes only.

N/A

- 7 C. If Department personnel are incapacitated or are unable to secure their Department-issued property or personal property while on-duty, the on-scene supervisor shall ensure the property is properly secured.

N/A

- 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 (refer to SOP Overtime Compensatory Time and Work Shift Designation for sanctions classifications and additional duties) and consistent with the current CBA.

- 7 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.

N/A

- F. The Operations Review Section Fleet Manager or an Area Commander may assign a pool vehicle to Department personnel if it becomes necessary for a permanently assigned Department vehicle to be out of service for extended repairs.

1. The Operations Review Section Fleet Manager may assign pool vehicles, if available.



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- a. If there are no pool vehicles available at the City of Albuquerque Fleet Management Pino Yard, on a daily basis, the Operations Review Section Fleet Manager may assign a pool vehicle to sworn personnel from their assigned substation unless otherwise designated by the Area Commander.

**7**

G. Department personnel shall not:

**1**

- 1. Operate a Department-issued vehicle within eight (8) hours after consuming any alcoholic beverages or while still under the influence of alcohol;

**5**

- 2. Transport alcoholic beverages in any Department-issued vehicle outside the scope of their duty;
- 3. Make emergency code runs while the vehicle is occupied by non-sworn passengers, except for Department approved ride-alongs;
- 4. Smoke, vape, or use smokeless tobacco products in Department-issued vehicles, consistent with AI Number 4-9;
- 5. Transport personally-owned animals in Department-issued vehicles;
- 6. Have objects protruding from the trunk or window; or
- 7. While off-duty, use the Department-issued vehicle for carrying heavy or excessive loads.

**N/A**

- a. Within reason, Department personnel may stow or transport several bags in their vehicles.

H. Department personnel are eligible for a vehicle upgrade every three (3) years.

**7**

**2-5-5 Parking Department-Issued Vehicles at the Law Enforcement Center**

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

- 1. Unassigned personnel shall not park in parking spaces 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 Section personnel shall place a boot on the vehicle.
  - a. In order to have the boot removed, Department personnel shall meet with the Operations Review Section Lieutenant.



b. Department personnel shall submit an Interoffice Memorandum to explain why they parked in an unauthorized location.

B. Department personnel shall not:

1. 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 shall lose their take-home car privileges.
  - b. Supervisors shall ensure police vehicles that have been withdrawn from the take-home vehicle plan as outlined in this SOP are parked at a police facility during the officer's off-duty hours.
2. Park along the street or ramps in such a way as to block the Law Enforcement Center entrance or exit ramps.

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

1. This does not apply to vehicles assigned to the Investigative Services Division (ISD).

**7 2-5-6 Issuance of Vehicles**

A. The Operations Review Section Fleet Manager or their designee 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 vendor to replace it.
4. Receive vehicles on behalf of Department personnel who return their vehicles to the Department;
5. Exchange vehicles; and



6. Have the authority to deny the issuance of another vehicle to any Department employee whose vehicle becomes unserviceable as a result of a chargeable traffic accident.
  - a. The denial of issuance of another vehicle shall be determined by a consensus of the employee's immediate supervisor, the area commander/division head, and a representative of the Albuquerque Police Officers' Association (APOA), if applicable.
- B. Department personnel shall complete the appropriate Pre-Inspection Form upon issuance of a vehicle.
- C. Operations Review Section manning personnel shall provide the Fleet Manager with current lineups, including vehicle assignments, upon completion of each bid or when there has been any change in assignment status.
- D. Window Tinting
  1. Department personnel who are issued Department vehicles that do not have window tint may submit a request to the Operations Review Section to have tint installed.
  2. The Operations Review Section Fleet Manager shall:
    - a. Ensure tint levels on marked vehicles adhere to ROA 1994, § 8-6-27; and
    - b. Ensure unmarked vehicles adhere to NMSA 1978, § 66-3-846.1.
- E. ISD personnel shall be exempt from the provisions in this subsection.

**7 2-5-7 Vehicle Registration**

- A. All Department personnel driving marked vehicles shall have the assigned government-issued plate properly affixed to their vehicle at all times.
  1. This does not apply to vehicles assigned to ISD.
  2. If the assigned government-issued 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 Uniform Incident Report shall be forwarded to the Operations Review Section Fleet Manager in order to obtain a new license plate.
    - b. The officer assigned to the vehicle shall enter the license plate into the National Crime Information Center (NCIC) database.



3. Supervisors shall ensure the assigned government-issued 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-issued license plates at all times.

A regular license plate may temporarily cover the assigned government-issued plate while conducting surveillance work; however, sworn personnel shall not remove the plate at the end of that activity. The government-issued 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 Section Fleet Manager for tracking purposes; and

5. If the Skip License Plate Log changes, update the log and forward it through the proper channels.

D. The Operations Review Section Fleet Manager shall conduct a monthly audit of skip plates to ensure the information is current.

**7 2-5-8 Maintenance, Repairs, and Inspections**

A. Maintenance

1. Department personnel shall:

- a. Ensure scheduled preventative maintenance is performed on the vehicles;
- b. For an unmarked vehicle, ensure the vehicle displays the assigned government-issued license plate when obtaining maintenance on the vehicle;
- c. Ensure that a vehicle, if drivable, has a full tank of gasoline before taking the vehicle in for repair or preventative maintenance; 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. Change flats while on- or off-duty.



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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, Pino Yard mechanics inspect vehicles. The Pino Yard mechanic, through the Service Writer, notifies an employee's supervisor of failure to comply with the preventative maintenance requirements in this SOP.

3. Department personnel shall not remove the vehicle from the Pino Yard or storage area without authorization from the Pino Yard fleet supervisor or their designee.

**B. Securing Department-Issued Property During Maintenance**

1. Department personnel shall remove all Department-issued property from their Department-issued vehicle or motorcycle when the vehicle is left at the Pino Yard.

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

**C. Vehicle Repairs**

1. While on-duty, Department personnel shall:

- a. During regular hours, take the vehicle, along with the keys, to the service bay at the Pino Yard;
- b. When a police vehicle breaks down or is in need of repair, take the vehicle to the Pino Yard if it is safe to drive;
- c. Under no circumstances, not park a vehicle requiring only minor repairs near the Law Enforcement Center or substations; and
- d. If a repair cannot be completed immediately, leave the vehicle at the Pino Yard and go back into service.

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

- a. If it is after hours, Department personnel shall complete a repair work order giving a clear, comprehensive description of the problem.

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**D. Vehicle Inspections**

1. Supervisors shall formally inspect each of their employee's vehicles to ensure the vehicles are clean and complete the scheduled preventative maintenance and to ensure the equipment functions properly.

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



**N/A 2-5-9 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 shall contact the Department Safety Officer at (505) 850-4511, who shall coordinate with the City of Albuquerque Risk Management Division to approve or deny their request for an accommodation.
- B. Once the request for an accommodation is approved, the Safety Officer shall contact the Operations Review Section Fleet Manager.
- C. The Operations Review Section Fleet Manager shall approve the request based upon the availability of a police vehicle that fits the accommodation.

**6 2-5-10 Take-Home Vehicle**

- A. While on-duty, sworn personnel shall:
  - 1. Be aware that the take-home vehicle is a privilege that 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. Be allowed to travel for unofficial business to and from the Albuquerque metropolitan area in their assigned take-home vehicle if they reside outside of the Albuquerque metropolitan area;
  - 4. Be in a non-restricted status (i.e., full duty) to be authorized to use a marked take-home vehicle;
    - a. Sworn personnel who are on a restricted duty, including injury leave, administrative leave, administrative assignment, Family Medical Leave Act (FMLA) or otherwise not in an unrestricted duty capacity and will be out of service shall immediately notify the Operations Review Section Fleet Manager.
    - b. Sworn personnel who are on military leave for more than fifteen (15) days shall notify the Operations Review Section Fleet Manager.
  - 5. Maintain the vehicle for three (3) years, unless they change assignments or the vehicle has been decommissioned; and
    - a. After three (3) years, the Operations Review Section Fleet Manager shall make an assessment and, based upon Department seniority and vehicle availability, issue an upgraded vehicle.
    - b. Department personnel may turn down the upgraded vehicle for any reason, but they shall document their decision through email, through their chain of command, to the Operations Review Section Fleet Manager.



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N/A

6. Be fully responsible for ensuring that the general maintenance and proper care of the vehicle is performed.

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

B. While off-duty, sworn personnel shall:

1. Be permitted to use their take-home vehicle for unofficial business; and
2. Ensure that all firearms are removed from the vehicle, including those that are secured in the vehicle lock boxes and gun locks, unless the vehicle is parked inside of a secured structure, such as a garage.
  - a. Sworn personnel may be required to pay for any property that is stolen or lost, consistent with the current CBA.

C. Sworn personnel shall not:

1. Alter the body, general design, appearance, markings, mechanical or electrical system of their take-home vehicle;
2. Make any repairs, or have any repairs made to the vehicle other than those made at a City-authorized service garage;
3. Add equipment (i.e., headlight wig-wags, dash-mounted emergency lights, rear deck mounted emergency lights, citizen band (CB) radios, or radio scanners), or other equipment to the vehicle without prior approval from the Operations Review Section Lieutenant;
4. Apply bumper stickers or ad/placard plates to the vehicle unless authorized by the Chief of Police;
5. Use oil, lubricant, or other liquid additives in the vehicle other than those supplied by City-authorized fueling depots; or
6. Install window tint without the expressed, written permission of the Operations Review Section Lieutenant.

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 at a location where it may reflect unfavorably on the reputation of the Department;



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3. Park or use the vehicle at establishments whose primary means of business is the sale of alcohol;
4. Use the vehicle for conveyance to and from non-Department-approved employment; or
5. Presume any special privileges with the vehicle.

**E. Sanctions for Violating Take-Home Vehicle Privileges**

1. Sworn personnel shall be sanctioned for violating any part of the take-home vehicle provisions contained in the current CBA and shall be disciplined by the Department for policy violations pertaining to take-home vehicle privileges.
2. Sworn personnel shall review the provisions on discipline in the current CBA.

REDLINED



## **2-5 DEPARTMENT VEHICLES**

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

#### **A. Related SOP(s)**

- 1-1 Personnel Code of Conduct ([Formerly 1-04 and 1-4](#))
- 2-1 Uniforms ([Formerly 2-06](#))
- 3-30 Line Inspection Process ([Formerly 3-42](#))

#### **B. Form(s)**

- PD 3027 Skip License Plate Log
- PD 4417 Receipt and Agreement for a Permanently Assigned/Take Home Vehicle
- PD 4422 Fleet Management Car Pre-Inspection Form
- PD 4423 Fleet Management SUV Pre-Inspection Form
- PD 4424 Fleet Management Truck Pre-Inspection Form
- PD 4425 Fleet Management Van Pre-Inspection Form

#### **C. Other Resource(s)**

- 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
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- NMSA 1978, § 66-3-846.1 Sun Screening Material on Windshields and Windows; Requirements; Violation; Penalty
- ROA 1994, § 8-6-27 Sunscreening Material on Windows

#### **D. Rescinded Special Order(s)**

- SO 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 [None](#)

### **2-5-1 Purpose**

The purpose of this policy is to provide guidance regarding the assignment, maintenance, and operation of Department-issued vehicles.

### **2-5-2 Policy**

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



**N/A** 2-5-3 **Definitions**

None

**2-5-4** **General Procedures for Department-Issued Vehicles**

**6** A. Department personnel shall:

1. Possess a valid New Mexico driver's license and a valid City Operator's Permit to operate the vehicle;
2. Wear their seat belts when operating the vehicle, unless exempted by a supervisor, or when specific situations override safety considerations;
3. Operate their vehicle in a safe manner while on- and off-duty;
4. While operating their vehicle, be responsible when using the police radio;

**7** a. Department personnel shall exercise due caution when operating their Mobile Digital Terminal (MDT) while driving.

5. Be responsible for the appearance and cleanliness of the interior and exterior parts of the vehicle;
6. Properly secure and park the vehicle to prevent damage to the vehicle and theft of its contents;

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

8. When authorized to use a Department-issued gasoline credit card for vehicle fueling, only use regular grade unleaded gasoline in Department-issued vehicles, unless another fuel grade is required by the vehicle manufacturer;

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

9. Only use the following City of Albuquerque fueling stations:

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

10. Notify their chain of command when they receive an automated violation citation and shall either pay the fine or contest the violation through the issuing agency's process.



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7

B. When operating a Department-issued vehicle, sworn personnel shall:

1. Have their police radio on and tuned to the proper frequency for their location;
2. While on-call, carry all necessary equipment for a call-out;

N/A

3. Consistent with SOP Personnel Code of Conduct and SOP Uniforms, 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 (refer to SOP Personnel Code of Conduct and SOP Uniforms for sanction classifications and additional duties);
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N/A

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 (refer to SOP Overtime Compensatory Time and Work Shift Designation for sanctions classifications and additional duties) and consistent with the current CBA.

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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.

N/A

F. The Operations Review Section Fleet Manager or an Area Commander may assign a pool vehicle to Department personnel if it becomes necessary for a permanently assigned Department vehicle to be out of service for extended repairs.



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1. The Operations Review Section Fleet Manager may assign pool vehicles, if available.
  - a. If there are no pool vehicles available at the City of Albuquerque Fleet Management Pino Yard, on a daily basis, the Operations Review Section Fleet Manager may assign a pool vehicle to sworn personnel from their assigned substation, unless otherwise designated by the Area Commander.

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G. Department personnel shall not:

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**5**

2. Transport alcoholic beverages in any Department-issued vehicle outside the scope of their duty;
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4. Smoke, vape, or use smokeless tobacco products in Department-issued vehicles, consistent with AI Number 4-9;

~~5. Drive or use the Department-issued vehicle in an unsafe way, or in a way that reflects poorly on the Department;~~

~~6.5. Transport personally-owned animals in the Department-issued vehicles;~~

~~7.6. Have objects protruding from the trunk or window; or~~

~~8.7. While off-duty, use the Department-issued vehicle for carrying heavy or excessive loads.~~

**N/A**

- a. Within reason, Department personnel may stow or transport several bags in their vehicles.

H. Department personnel are eligible for a vehicle upgrade every three (3) years.

**7**

**2-5-5 Parking Department-Issued Vehicles at the Law Enforcement Center**

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

1. Unassigned personnel shall not park in parking spaces 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 Section personnel shall place a boot on the vehicle.
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1. This does not apply to vehicles assigned to the Investigative Services Division (ISD).

**7** 2-5-6 **Issuance of Vehicles**

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- E. ISD personnel shall be exempt from the provisions in this subsection.

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    - a. A copy of the Uniform Incident Report shall be forwarded to the Operations Review Section Fleet Manager in order to obtain a new license plate.



- b. The officer assigned to the vehicle shall enter the license plate into the National Crime Information Center (NCIC) database.
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- C. Criminal Investigation Division (CID) unit sergeants shall:
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  2. Maintain the Skip License Plate Log of skip plates assigned to each CID unit detective;
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- D. The Operations Review Section Fleet Manager shall conduct a monthly audit of skip plates to ensure the information is current.

**7 2-5-8 Maintenance, Repairs, and Inspections**

A. Maintenance

1. Department personnel shall:
  - a. Ensure scheduled preventative maintenance is performed on the vehicles;
  - b. For an unmarked vehicle, ensure the vehicle displays the assigned government-issued license plate when obtaining maintenance on the vehicle;
  - c. Ensure that a vehicle, if drivable, has a full tank of gasoline before taking the vehicle in for repair or preventative maintenance; and



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- 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. Change flats while on- 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, Pino Yard mechanics inspect vehicles. The Pino Yard mechanic, through the Service Writer, notifies an employee's supervisor of failure to comply with the preventative maintenance requirements in this SOP.

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

**B. Securing Department-Issued Property During Maintenance**

1. Department personnel shall remove all Department-issued property from their Department-issued vehicle or motorcycle when the vehicle is left at the Pino Yard.
2. Department personnel shall be held responsible for the loss of any Department-issued property that is left unattended in the vehicle.

**C. Vehicle Repairs**

1. While on-duty, Department personnel shall:
  - a. During regular hours, take the vehicle, along with the keys, to the service bay at the Pino Yard;
  - b. When a police vehicle breaks down or is in need of repair, take the vehicle to the Pino Yard if it is safe to drive;
  - c. Under no circumstances, <sup>not</sup> park a vehicle requiring only minor repairs near the Law Enforcement Center or substations; and
  - d. If a repair cannot be completed immediately, leave the vehicle at the Pino Yard and go back into service.
2. Department personnel shall not be compensated for the time they spend waiting for their vehicle if they have ~~the vehicle~~ it serviced while off-duty.
  - a. If it is after hours, Department personnel shall complete a repair work order giving a clear, comprehensive description of the problem.

**6** **D. Vehicle Inspections**

1. Supervisors shall formally inspect each of their employee's vehicles to ensure the vehicles are clean and complete the scheduled preventative maintenance, and to ensure the equipment functions properly.



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

**N/A 2-5-9 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 shall contact the Department Safety Officer at (505) 850-4511, who shall coordinate with the City of Albuquerque Risk Management Division to approve or deny their request for an accommodation.
- B. Once the request for an accommodation is approved, the Safety Officer shall contact the Operations Review Section Fleet Manager.
- C. The Operations Review Section Fleet Manager shall approve the request based upon the availability of a police vehicle that fits the accommodation.

**6 2-5-10 Take-Home Vehicle**

- A. While on-duty, sworn personnel shall:
  1. Be aware that the take-home vehicle is a privilege that 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. Be allowed to travel for unofficial business to and from the Albuquerque metropolitan area in their assigned take-home vehicle if they reside outside of the Albuquerque metropolitan area;
  4. Be in a non-restricted status (i.e., full duty) to be authorized to use a marked take-home vehicle;
    - a. Sworn personnel who are on a restricted duty, including injury leave, administrative leave, administrative assignment, Family Medical Leave Act (FMLA), ~~military leave~~ or otherwise not in an unrestricted duty capacity and will be out of service for ~~more than fourteen (14) days~~ shall immediately notify the Operations Review Section Fleet Manager.
    - a.b. Sworn personnel who are on military leave for more than fifteen (15) days shall notify the Operations Review Section Fleet Manager.
  5. Maintain the vehicle for three (3) years, unless they change assignments or the vehicle has been decommissioned; and



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- a. After three (3) years, the Operations Review Section Fleet Manager shall make an assessment and, based upon Department seniority and vehicle availability, shall issue an upgraded vehicle.
- b. Department personnel may turn down the upgraded vehicle for any reason, but they shall document their decision through email, through their chain of command, to the Operations Review Section Fleet Manager.

6. Be fully responsible for ensuring that the general maintenance and proper care of the vehicle is performed.

N/A

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

B. While off-duty, sworn personnel shall:

1. Be permitted to use their take-home vehicle for unofficial business; 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, unless the vehicle is parked inside of a secured structure, such as a garage.
  - a. Sworn personnel may be required to pay for any property that is stolen or lost, consistent with the current CBA.

C. Sworn personnel shall not:

1. Alter the body, general design, appearance, markings, mechanical, or electrical system of their take-home vehicle;
2. Make any repairs, or have any repairs made to the vehicle other than those made at a City-authorized service garage;
3. Add equipment (i.e., headlight wig-wags, dash-mounted emergency lights, rear deck mounted emergency lights, citizen band (CB) radios, or radio scanners), or other equipment to the vehicle without prior approval from the Operations Review Section Lieutenant;
4. Apply bumper stickers or ad/placard plates to the vehicle unless authorized by the Chief of Police;
5. Use oil, lubricant, or other liquid additives in the vehicle other than those supplied by City-authorized fueling depots; or
6. Install window tint without the expressed, written permission of the Operations Review Section Lieutenant.

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



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1. Permit an unauthorized person to drive the vehicle;
2. Park or use the vehicle to conduct business at a location where it may reflect unfavorably on the reputation of the Department;
3. Park or use the vehicle at establishments whose primary means of business is the sale of alcohol;
4. Use the vehicle for conveyance to and from non-Department-approved employment; or
5. Presume any special privileges with the vehicle.

E. Sanctions for Violating Take-Home Vehicle Privileges

1. Sworn personnel shall be sanctioned for violating any part of the take-home vehicle provisions contained in the current CBA and shall be disciplined by the Department for policy violations pertaining to take-home vehicle privileges.
2. Sworn personnel shall review the provisions on discipline in the current CBA.