

	POLICY & PROCEDURE	SERIES # 1501	PAGE 1 OF 3
	CAR KEYS AND GARAGE GAS KEYS		EFFECTIVE DATE 01/28/10
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1501 dated 03/26/03.		

I. PURPOSE:

The purpose of this policy is to establish a system of maintaining control of vehicle keys and City Garage computer gas keys, and to alleviate any unnecessary expenses due to replacement of these keys.

II. POLICY:

It shall be the policy of the Hampton Police Division that all personnel turn in vehicle keys upon completing a tour of duty, with the exception of assigned Take Home Cars. Officers assigned vehicles will be responsible for the garage computer gas key.

III. PROCEDURE:

A. Location of Vehicle Keys:

1. Fleet vehicle keys for Uniform Patrol will be located at designated Field Offices in the Wythe and Chesapeake Sectors. Each designated Field Office will maintain fleet vehicle sign-in & sign-out log books.
2. Vehicle keys for Units other than Uniform Patrol will be maintained in the respective unit.
3. Keys for vehicles in the Take Home Car Program will be maintained by the officer assigned to the car.
4. A duplicate set of keys for ALL Division vehicles is maintained in the Special Projects Office.

B. Issuance of Keys and Cars:

1. Fleet vehicles will be signed-out in fleet vehicle log books located at the designated Field Offices.
2. On-going officers will not accept or exchange keys with off-going officers. All keys will be signed in and out in the appropriate sector's vehicle log book.

APPROVED:
CHIEF OF POLICE



3. Vehicles assigned to the Take Home Car Program will not be used as fleet vehicles unless approved by the Special Projects Office.
4. Fleet vehicles will not be used on extra-duty assignments not requiring the use of a vehicle. The Field Supervisor will be contacted before using a Fleet vehicle for extra-duty to verify that there are sufficient vehicles for shift personnel.
5. Fleet vehicles will be visually inspected by the receiving officer for damage, safety hazards, the interior condition, and the garage computer gas key prior to using the vehicle. Any problems should be reported immediately to the Field Supervisor on duty.

C. Turning In of Keys and Cars:

1. At the end of their regular tour of duty officers will again inspect the vehicle for damage, safety hazards, the interior condition, and the garage gas key prior to turning in the keys.
2. Keys for Fleet vehicles will be signed in at the appropriate Field Office.
3. Fleet vehicles will not be used as Take Home Cars unless approved by the Special Projects Office.

D. Garage Computer Gas Key:

1. Each city vehicle is assigned a computer gas key. This gas key is to be kept in the vehicle to which it is assigned.
2. It is the responsibility of each officer using a city vehicle to ensure that the gas key is in the vehicle.
3. Any officer using a vehicle that does not have a computer gas key will report the same to the Field Supervisor on duty, write a Special Report documenting the information and forward it through their Chain of Command to the Special Projects Office. The officer will then report to the City Garage Administrative Office to have a new gas key issued. If the Garage Administrative Office is closed, a copy of the report will be forwarded to a Day Shift Supervisor to see that it is done.

E. Maintenance of Vehicles:

1. When deadlining vehicles after-hours, a drop box is located at the City Garage at the main entrance to the building next to the ready line. Envelopes are provided for officers deadlining their vehicles to list information needed for vehicle maintenance (City Garage's Vehicle Maintenance Form). (See P&P #1509, Deadlining Police Vehicles)
2. Appointments will be scheduled for annual and semi-annual service for both fleet and Take Home vehicles. Officers are encouraged to review

the scheduled day for service of their assigned vehicle.

3. Supervisors should review the list of fleet vehicles for maintenance and ensure these vehicles are available according to the scheduled appointments. Oil change notifications will continue to be made on Police Vehicle Maintenance notification forms. Oil changes for fleet vehicles will continue on a monthly basis and Take Home vehicles will be every 3,000 miles.
4. When fleet vehicle repairs are completed, the vehicle will be brought back to the appropriate Field Office and the keys placed back on the keyboard.

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