

08-01 TRAP VEHICLES



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 08-01

Subject: TRAP VEHICLES

Effective Date:	09/01/2008	Last Date Revised:	08/18/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to provide policy for the use of the TRAP's vehicle fleet. The use of personally assigned TRAP vehicles brings with it various responsibilities.

GUIDELINES

- TRAP personnel shall be guided by **MMP 3-01/090.10** - Operation of Vehicles, LASD **Detective Division order 5-8** – Take Home Vehicles, and by **MMP 3-01/040.15** - Care of County Property and Equipment.
- No vehicle shall be issued to TRAP personnel without the approval of the Project Director or Operations Lieutenant.
- Vehicles are not to be exchanged between TRAP personnel without the prior approval of the Operations Lieutenant.
- Personnel shall ensure that any TRAP vehicle or any personally owned vehicle which contains County/TRAP equipment, is parked in a safe location and that any firearm, portable radio, evidence, confidential documents, or high value County/TRAP property are secured in the vehicle's trunk, in a rack or a locked container (when available). **All weapons** shall be removed from any vehicle parked overnight **outside** of a secure garage. Reasonable caution shall be exercised in leaving equipment in an unattended vehicle during regular work hours.
- TRAP vehicles shall not be used during off-duty hours, with the exception of traveling to or from an assignment, scheduled maintenance/service, or to a carwash location. Personnel, who have a need to drive a TRAP vehicle during off-duty hours, shall obtain prior approval from the concerned area lieutenant.

- Personnel on IOD status shall return their vehicles to the Operations Lieutenant.

- TRAP vehicles shall be properly maintained.

- A. Personnel shall be responsible for ensuring that TRAP vehicles receive scheduled maintenance. Personnel are responsible for scheduling their own appointments.
- B. Fluid levels shall be checked on a regular basis in accordance with MMP
3-06/140.05 - Operator's Responsibility.
- C. TRAP vehicles shall be kept clean, inside and out, unless the cleanliness of the vehicle may impede an investigation. Vehicles will be inspected for cleanliness and condition annually by TRAP's Law Enforcement Technician (L.E.T.) (See TRAP Unit Order 04-01)

- The Operations Lieutenant shall prioritize the issuance of the vehicles. New and replacement vehicles will be closely scrutinized by the Operations Lieutenant to ensure that older vehicles remain in service to prevent vehicles from being abandoned and not being driven.
- TRAP's L.E.T. shall institute and maintain vehicle mileage reporting procedures for the unit.
- Should a traffic accident or other damage occur, the notifications and related reporting procedures required by the Manual of Policy and Procedures sections 3-09/070.00 and 3-09/070.05 shall be adhered to, along with TRAP Unit Orders 99-01.
- One set of vehicle keys, if available, shall be kept by TRAP's L.E.T. in a locked file cabinet. Keys will be clearly marked with the County vehicle number.

TRAP's L.E.T. shall provide a monthly report detailing the condition of TRAP's vehicles, and current mileage to the Operations Lieutenant at the end of each month.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR
