

Resolution 2014-2

A Resolution of the Town Council of the Town of Sweetser Regarding Use of
Police Vehicles

WHEREAS, it has come to the attention of the Town Council that a policy for the use, care and maintenance of police department vehicles is necessary;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Sweetser, meeting in regular session, hereby resolves as follows :

**Section 1 : ASSIGNMENT OF POLICE VEHICLE FOR TAKE-HOME
USE:**

- A. The Town Marshal shall have the use of a take-home vehicle. Part of the Marshal's duties is to be on-call 24/7 to reasonably respond to all police matters of the town.
- B. The Town Council needs to approve the use of a take-home vehicle if the Marshal's residence is more than 5 miles away from town.
- C. When the Marshal is on vacation or away from town for an extended time a Deputy Marshal may have use of a take-home vehicle, provided one is available. Same guidelines as above apply, i.e. able to be on-call 24/7 and reside within a 5 mile radius of town.
- D. A full-time Deputy Marshal living inside town limits may have limited use of a take-home vehicle. The Marshal and Police Commissioner will bring before the Town Council for approval when a vehicle can be taken home. Example : limited to on-call duty.
- E. No Deputy Marshal living outside the town limits shall have use of a take-home vehicle, unless they are back filling for the Marshal who is on vacation or out of town for an extended time. The Deputy Marshal must also be able to be on call 24/7 and reside within a 5 mile radius of town.
- F. The Town Council reserves the right to modify or otherwise change this policy at any time.

Section 2 : GENERAL USE:

- A. No unauthorized passengers in police vehicles.

- B. No family members are allowed to be a driver or passenger in any town vehicle, including police vehicles. Note: current insurance does not cover family members.
- C. Marshal may use police vehicles within Grant County, Indiana as long as they are available to respond to police matters in Sweetser in a timely manner.
- D. A Deputy Marshal back filling for a Marshal will follow the same policies, provided a car is available.
- E. The use of a vehicle outside of Grant County must be for official town business.
- F. Unattended police vehicles shall be locked at all times.
- G. No alterations may be made to police vehicles or equipment without approval from the Town Council.
- H. No smoking in town vehicles is allowed.

Section 3 : CARE AND MAINTENANCE :

- A. The interior and exterior of all vehicles are to be kept clean.
- B. Vehicles and equipment shall be inspected at the start of each shift, including fluid levels, auxiliary equipment, forms and general condition.
- C. Vehicles are to be kept in a state of readiness (example: ½ or more gas, first aid kit, fire extinguisher, etc.)
- D. The Marshal is responsible for monitoring routine maintenance/service of all police vehicles.
- E. Non-routine maintenance needs to be reviewed the Police Commissioner and may need to be brought before the Town Council for approval.
- F. Daily inspections of passenger compartment areas shall be performed for items which could be utilized as a weapon against an officer or for other contraband at the beginning and end of each shift and after any person has been transported.


Section 4 : LOST AND DAMAGED EQUIPMENT:

- A. Officers shall immediately notify the Marshal, and the Marshal will notify the Police Commissioner, of any lost or damaged equipment or any equipment no longer serviceable. Items lost or damaged by the

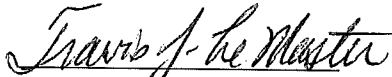
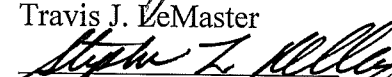
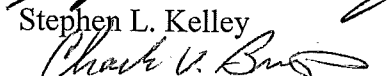
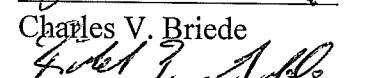
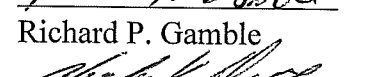
- Marshal shall be reported to the Police Commissioner. Equipment will be replaced, repaired or removed from service. No repair or replacement of equipment until reviewed by the Police Commissioner and may need Town Council approval.
- B. A written report shall be filed by the end of the officer's shift for any lost or damaged equipment. Reports should include:
- a. What item was lost or damaged
 - b. Where the loss or damage occurred
 - c. When the loss or damage occurred
 - d. How the item was lost or damaged
- C. An officer may be held liable for equipment lost or damaged due to misuse or negligence.

PASSED AND ADOPTED this 23 day of JANUARY 2014 by the Town Council of Sweetser, Indiana

ATTEST:


Eileen D. LeMaster,
Clerk-Treasurer
Town of Sweetser

THE TOWN COUNCIL OF
THE TOWN OF SWEETSER,
STATE OF INDIANA


Travis J. LeMaster

Stephen L. Kelley

Charles V. Briede

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