



Ripon Police Department

Written Directive System



Department Order: # 706-01

Effective Date: November 8, 2010

Index as: Vehicle Security and Care

Internal Review: Annual

I. POLICY AND PURPOSE

The purpose and objective of this policy is to establish department-wide guidelines for vehicle security and care, and supplements the current Ripon Police Department policy §706. Each department vehicle is outfitted with equipment that is valuable, not only to install, but to maintain. Some of this equipment contains sensitive and confidential information pertaining to private citizens and department investigations. Department vehicles may also contain items that could be dangerous, and illegal for a non-law enforcement officer to possess.

II. PROCEDURE

- (a) The practice of leaving department vehicles unlocked while unattended is not acceptable. Department vehicles shall not be left unattended and unlocked.

A vehicle ignition key shall not be left in a department vehicle. A vehicle ignition key shall be with the employee assigned to that department vehicle or placed on the appropriate key board in the department armory or vault.

- (b) The practice of leaving department vehicles running while unattended or unlocked is not acceptable. The department does recognize that there may be situations in which it is necessary or helpful to leave a vehicle running, and during these incidents it is allowable.

Note: Department vehicles equipped with a covert switch, shall have the covert switch activated. It is the officers' responsibility to make sure that the covert switch is activated and operating properly.

Some examples of situations in which it may be acceptable to have a department vehicle running while unattended and locked are:

- (1) On scene at an emergency incident
- (2) Handling an in-progress call
- (3) Vehicle emergency equipment is activated (i.e. emergency lighting)

There may be other situations in which it may be practical, or needed temporarily, to have a department vehicle running and locked while unattended, if a situation arises that is not mentioned above, a supervisor shall be notified.

By the order of:

Signature of Agency Authority/Title