

<b>Constable Vehicle</b>	Policy	PS4
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	Approval	Harvey Bostrom

## What is the policy?

Aboriginal and Northern Affairs (ANA) provides participating communities with the use of a constable vehicle for community protective services.

ANA policy states that constable vehicles will be operated and maintained as follows:

### 1 Description of Constable Vehicle and Equipment

Vehicle Type: 2006 Ford Expedition (SSV)  
 Vehicle Equipment: Police Light Bar  
 4 Channel flashing lights  
 Siren and controls  
 Rear seat and cargo area barriers  
 Constable decals

### 2 Authorized Vehicle Use

The use of the constable vehicle is restricted to the community constable for official duties. The constable must have a valid Manitoba Class 4 driver's license to operate the vehicle. A copy of the constable's valid driver license shall be kept in the employees file.

### 3 Unauthorized Vehicle Use

Unauthorized vehicle use includes:

- transportation of people, animals, equipment, supplies, tools, luggage or other items not related to official business;
- transportation to sporting events or off road locations not related to official business;
- use of vehicle by family members or other community residents; and
- personal or family use.

## 4 Constable Vehicle Use

### 4.1 On Duty Vehicle Use

- The constable shall adhere to this Policy.
- The constable will keep a record of the mileage use for council and ANA records. The Community Constable Vehicle Mileage Report can be found in Appendix PS4-A.
- The vehicle must be left clean with all garbage removed on a daily basis. Stickers, decals and similar items, other than authorized, shall not be affixed to any part of the constable vehicle.
- The constable shall ensure there is sufficient fuel in the tank to permit emergency use.
- The constable will check the vehicle exterior and interior daily for any damage. Any damage found through official use or vandalism shall be reported immediately, to council, with a completed Community Constable Vehicle Accident Form. A copy of the form should be provided to ANA. Damage shall also be reported to the RCMP and Manitoba Public Insurance Corporation as required; The Community Constable Vehicle Accident Form can be found in Appendix PS4-B.
- Any mechanical problems with the vehicle shall be reported and corrected as soon as possible with the permission of council.

### 4.2 Limits on Vehicle Use

- Smoking is not permitted in the constable vehicle.
- The vehicle shall not be used for towing purposes.
- Hazardous materials shall not be transported in the vehicle unless in an approved container in the vehicles storage area.

### 4.3 Security

- If the vehicle is left unattended or becomes disabled, the windows shall be closed, the doors locked and the vehicle turned off to prevent theft or vandalism;
- Any persons detained in the vehicle will be monitored and properly secured.
- When the vehicle is not in use, the constable shall ensure it is locked and secured with a vehicle immobilizer.

### 4.4 Operator Conduct

- The constable shall follow all Provincial Highway Traffic Act Regulations while using the vehicle and shall drive in a safe and courteous manner.
- The constable will not drive under the influence of drugs or alcohol or allow such items to be transported or consumed in the vehicle.

#### 4.5 Use of Vehicle Safety & Emergency Equipment

Constable vehicles are equipped with sirens and emergency lighting equipment. The equipment is used to enhance protective services, attract the attention of motorists that constables wish to stop or to keep away from certain areas that may be unsafe. The proper use of emergency equipment is essential to the safety of the constable and the public.

- Emergency lights and siren shall be used whenever the constable needs to assist individuals, when stopping offenders or when stopped in hazardous conditions. Constables shall immediately turn off these lights and siren when the emergency condition no longer exists.
- The siren shall only be used simultaneously with emergency lights.
- The public address system shall only be used in official business.
- Any repairs or changes to the emergency equipment must be made by the Provincial Fleet Vehicles Agency unless otherwise approved.
- The vehicle shall be equipped with items necessary to enable constables to respond adequately to calls, collisions or other emergencies.
- The constable and any passengers are required to wear seat belts while traveling in the vehicle.

### **5 Transportation of Prisoners, Sick or Injured Persons**

Constables shall not transport sick or injured persons in the vehicle. If a person is sick or injured, the nearest ambulance service must be called to administer first aid or to transport the person to the nearest hospital.

Constables shall inform the RCMP when they have detained a suspect. Transportation of prisoners or detained people must be approved by the local RCMP unless otherwise authorized.

### **6 Vehicle Service and Maintenance**

#### 6.1 Vehicle Maintenance and Inspection

Each constable vehicle will be equipped with a Fleet Guide that will provide councils with information on the safe use and servicing needs of the vehicle.

- Council will ensure that the vehicle maintenance plan as outlined in the Fleet Guide is followed and that necessary maintenance is carried out.
- The constable shall inspect the vehicle on a weekly basis to ensure it is clean and safe to use. Any safety concerns must be reported to the council with a copy provided to ANA

- When conducting a vehicle inspection, the constable shall look for any item that could be used as a weapon or other items such as identification or credit cards that may have been lost by citizens or disposed of by suspects.
- The council is responsible for the maintenance of the vehicle as per the lease conditions. This includes scheduled maintenance appointments, oil changes and other vehicle inspections. The constable will keep a log book (note book) of the service the vehicle has received.
- The constable is responsible for recording the vehicles mileage and to report to community council when it is due for servicing.
- Any vehicle servicing must be carried out by approved vendors as per Fleet Guide conditions. Special circumstances for communities without garage service must be reviewed with your ANA Protective Services Consultant.

## 6.2 Vehicle Storage

- The constable will be responsible for the safe storage of the vehicle when it is not in use for business. The vehicle can stay with the constable to ensure a quick response to any emergency calls.
- If the vehicle is stored outside during winter conditions, the constable must ensure it is provided with a powered outlet to be plugged in. The vehicle must be able to be started in severe winter conditions to respond to emergency situations.

## 6.3 Accident Reporting

- Any constable involved in a collision resulting in death, injury or property damage shall not move the vehicle from the scene until the incident has been investigated by the local RCMP.
- The constable shall report any minor accidents or damage to the vehicle to the community council with a copy of the report provided to ANA. A Community Constable Vehicle Accident Report Form can be found in Appendix PS4-B.

## 6.4 Vehicle Lease Information

The department leases the vehicle through the Provincial Fleet Vehicle Agency under a five-year agreement. The vehicles are maintained by each council during the five-year lease period.

All lease conditions outlined by Fleet Vehicles Agency must be followed. This information is provided to the council and the constable with the delivery of the vehicle.

## 6.5 Constable Vehicle Declaration

Community council members and the constable shall sign the Constable Vehicle Declaration form which verifies you have read and agree to this policy. The Constable

Vehicle Declaration form can be found in Appendix PS4-C

## **Community responsibilities**

Council must ensure that:

- the use of the constable vehicle is restricted to the community constable for official duties. The constable must have a valid Manitoba Class 4 driver's license and a copy of the license must be kept on file;
- the constable operates the vehicle in a safe and courteous manner and that all Provincial Highway Traffic Act Regulations are followed;
- the vehicle maintenance plan is followed and that necessary maintenance is carried out; and
- that all members of council and the constable have read and agree to this policy by signing the Constable Vehicle Declaration.

## **Other information**

- Appendix PS4-A - Community Constable Vehicle Mileage Report
- Appendix PS4-B - Community Constable Vehicle Accident Report Form
- Appendix PS4-C - Community Constable Vehicle Declaration