

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.1.9
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	9	Vehicle Use	
City of St. Louis: Vehicle Policy Manual			
STANDARDS: ACA – 4 – ALDF: 1B-01, 02, 03, 04, 05			
APPROVED:			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.1.9 dated 9/20/10 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to acquire, and have available for its use, sufficient vehicles for Divisional operations.

II. RESPONSIBILITIES

All Division of Corrections staff responsible for the maintenance and operation of Divisional vehicles are responsible for adhering to the following procedures..

III. DEFINITIONS

Division: Means St .Louis city Division of Corrections

Vehicle: Motor vehicles which may be licensed for operation on the roadways of Missouri.

Facility Vehicle: Vehicles owned by the City of St. Louis which are designated specifically for use by the Division of Corrections in conducting official business

IV. PROCEDURES

A. General Information

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1. Smoking is prohibited inside any Divisional vehicles. The possession of or transporting any weapon, alcohol, drugs, illegal substance or contraband is expressly prohibited in all Divisional vehicles except where approved by law for official purposes or required by the Commissioner as essential for the performance of official duties.
2. All staff authorized to operate motor vehicles in the course of official business, whether using Divisional vehicle or approved personal vehicle must possess a valid Missouri Driver's license. It is the responsibility of the employee to advise their Supervisor if their license is suspended or otherwise limited in any way, or if they have been cited for moving traffic violations.
3. It is the responsibility of employees to inform their supervisor of any medical condition and/or medication restricting them from operating a motor vehicle.
4. All staff that drives a Divisional vehicle on a consistent basis or as a routine job assignment and employees who are approved to drive their personally owned vehicles on City's business must complete a City approved Defensive Driving Course. A record of successful completion of the course is submitted to the Chief of Security/Unit head who forwards a copy to the Training Coordinator for filing in the employee's Training File. The training is to be taken within the first year of employment and every 3 years thereafter.
5. Divisional employees who are approved to drive their personally owned vehicles on City's business must present proof of valid vehicle insurance coverage to the Commissioner/designee. If the use of personally owned vehicle is approved, it will be governed by Divisional policy, Department of Personnel Safety Regulations, and City of St. Louis Vehicle Policy Manual.
6. Employees must wear safety belts when operating divisional vehicle. Failure to do so constitutes a violation of this policy which may subject the employee to a hearing review. Staff that receives a phone call, text messages, or pager while driving a divisional vehicle will respond to such devices only if it is safe to do so.
7. It is the responsibility of the employee operating a Divisional vehicle to perform both the daily pre-operation check and the post-trip inspection for the vehicle. All Mechanical and/or safety defects must be immediately reported to the Area Supervisor/Unit head who notifies the Maintenance Supervisor to determine if the vehicle shall remain in service.
8. The use of Divisional vehicles that have been identified or reported as having mechanical and/or safety defects is prohibited until such defect(s) has been corrected. All mechanical problems must be reported in writing and on the very day it is discovered.

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9. Employees are obligated to report any improper use of facility vehicles. Failure to comply with any provisions of this policy may be ground for a hearing review.
10. Employees are prohibited from using their personal vehicles to perform official job duties unless a written approval has been obtained from the Commissioner / designee. Any use of approved personal vehicle for official business will be governed by the City of St. Louis Motor Vehicle policy, this Policy and Procedures, and The Department of Personnel Safety Regulations.
11. The Division will not be responsible for parking fees, tickets, or moving violations incurred in the course of official business in either an approved personal, or facility vehicle driven by an employee. The employee operating the vehicle is responsible for payment of all fines. City vehicles may only be parked in legal spaces unless otherwise authorized by ordinance. Staff that illegally operates or parks city vehicle may be subject to a disciplinary hearing review.
12. Unit heads and Supervisors are required to familiarize themselves with the procedures for reporting vehicle accidents involving City vehicles, to City Counselors' office.
13. Divisional vehicles are marked in accordance with the City of St. Louis Vehicle Policy. Employees are prohibited from affixing bumper stickers, decals, signs or any other markings unless approved in writing by the Commissioner of Corrections.
14. It is the responsibility of the Maintenance Supervisor to ensure that all Divisional vehicles are inspected annually by qualified individuals and are serviced as appropriate, to conform to state statutes and local ordinances.
15. Whenever any Divisional vehicle is declared out of commission, the disposal of it will be in accordance with Divisional policy #1.2.7: Fixed Asset Accounting).

B. Vehicle Issue and Use Program

1. The Detention Center Superintendent of each facility will develop a procedure for facility vehicle use consistent with City of St. Louis Vehicle Policy Manual as amended, and other applicable professional standards.
2. The Detention Center Superintendent will identify staff responsible for coordinating facility vehicles, issue and use program.
3. The Detention Center Superintendent /designee of each facility will ensure that all the necessary forms required for vehicle operation are kept in the vehicle utilizing a Vehicle Use Binder.

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4. A First Aid Kit box with appropriate contents and a Fire Extinguisher will be placed in each facility vehicles. (See policy #3.2.3: Fire Emergency Plan and #4.2.20: First Aid Kits.
5. Before exiting the vehicle, staff will roll-up windows, shut off the vehicle, and will lock and secure the vehicle immediately upon exit. Ignition keys are never to be left unattended in the vehicle.
6. The Detention Center Superintendent/designee will submit an annual facility vehicle use report to the Commissioner of Corrections.
7. All vehicles parked in the divisional parking areas will be locked and windows rolled up. Ignition keys are never to be left unattended in the vehicle.
8. Unless authorized in writing by the Commissioner/designee, no passenger(s) will be conveyed in Divisional vehicles unless they are part of the official travel party. Carpooling with other City employees using a city vehicle to a single work location is permitted. Transport of family members and others not conducting City business is specifically prohibited.
9. Personal use of vehicles is limited to stopping for meals or refreshment at authorized breaks on the business use route. Commuting between home and work in a city vehicle requires written approval of the Appointing Authority/designee. All other personal use is prohibited. .
10. Employees will report at once to their Supervisor any accident or traffic citation that occurs while on official business via, radio or telephone. If accident occurs, staff will adhere to the “City of St. Louis – Vehicle Crash Instructions” attached to this policy. Written report will be made utilizing the Forms provided by the City Counselors Office as attached in this policy.
14. Any employee involved in an accident while driving an official vehicle will be subject to the testing provision of the Divisional policy #1.3.3: Drug-Free-Work Place and the City of St. Louis Dept. of Personnel Drug and Alcohol policy.