Subject: POLICE VEHICLES - USE, REPAIR AND MAINTENANCE

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Approved: Captain Benjamin Biscoe

This Article contains the following sections:

49.1 Purpose
49.2 Policy
49.3 Responsibility
49.4 Normal Repairs
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49.6 Towing
49.7 Vehicles Placed Back in Service
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49.1 Purpose:

49.1.2 To establish Department procedures for the use, maintenance, and repair of Department vehicles and develop repair history for each vehicle.

49.2 Policy:

49.2.1 A chain of responsibility will exist for the proper use, maintenance and repair of Department vehicles so that an adequate number remain in good condition at all times.

49.3 Responsibility:

49.3.1 The Equipment Supervisor is responsible for ensuring that:

49.3.2 All procedures herein are carried out,

49.3.3 Vehicle maintenance reports are filled out, filed and maintained by vehicle number

49.3.4 The Chief receives a written report on condition of vehicles every six (6) months.

Reviewed 2/02
49.3.5 Cooperation is maintained with the Maintenance Department, and

49.3.6 No mechanically defective vehicle is driven except in an emergency, and then with the approval of the Chief. The Chief shall be notified in each instance.

49.3.7 Any police officer issued a vehicle is responsible for its careful operation and for maintaining the vehicle in good condition, to include at a minimum:

49.3.8 Ensuring that the interior is clean at all times during use,

49.3.9 Maintaining proper fluid levels,

49.3.10 Maintaining proper tire pressure,

49.3.11 At the start of each tour of duty, performing a spot inspection for interior/exterior damage. Any damage will be reported via memorandum to the Equipment Supervisor. Where damage is discovered and no report of the damage exists, the last known operator of the vehicle will be responsible.

49.3.12 Noting repair problems or mechanical defects on the Vehicle Maintenance Report. This will be submitted at the time a vehicle is placed out of service.

49.3.13 Maintaining all equipment associated with the vehicle, including flares, spare tire, camera and film.

49.4 **Normal Repairs:**

49.4.1 Whenever a vehicle is placed out of service for repairs and/or scheduled maintenance, a Vehicle Repair/Maintenance Report shall be prepared in duplicate. One copy of the Report will be left with the car, the other will be forwarded to the Equipment supervisor.

49.4.2 Vehicles placed out of service shall be taken directly to the Maintenance Department.

49.4.3 The Vehicle Status Board shall be changed to reflect the vehicles status and location.

49.5 **Emergency Repairs:**

49.5.1 If emergency repairs will exceed $25.00 but are under $100.00, verbal approval from the Chief is required before proceeding.

49.5.2 All bills, with a repair report attached, will be submitted to the Equipment Supervisor.

49.6 **Towing:**

49.6.1 In the event a Department vehicle cannot be driven or in the opinion of the on-duty...
supervisor driving the vehicle would be unsafe or would cause additional damage, the vehicle shall be towed.

**49.6.2** Vehicles shall be towed directly to the Maintenance Department. At no time will vehicles be towed to the police station.

**49.7 Vehicles placed back in service:**

49.7.1 Upon placing a vehicle back in service, the officer will reflect the vehicles changed status on the Vehicle Status Board.

**49.8 Refueling:**

49.8.1 The fuel dispensing system at the Maintenance Department automatically records fuel use by each vehicle. The system is activated by a control card. Supervision on the 7-3 shift is responsible for refueling each vehicle at the end of their working day.

49.8.2 The dispatch office maintains a roster of assigned keys. In an emergency, duplicate keys may be obtained from the Equipment Supervisor.