


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 220
	POLICE VEHICLE - MAINTENANCE	ISSUE DATE 02/19/2008
	CHAPTER: PATROL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 4

I. POLICY

It shall be the policy of this department that all police vehicles will be properly maintained, cleaned, and serviced regularly.

II. PURPOSE

The purpose of this policy is to provide guidelines for all employees to follow concerning proper maintenance and care of departmental vehicles.

III. PROCEDURES

- A.** It shall be the responsibility of the highest ranking supervisor on each shift to ensure that all police vehicles used on the shift are properly maintained.
- B.** Each officer shall be responsible for assuring at the beginning of a shift that the vehicle is clean, inside and out, and that the fuel, oil, water, battery, brakes, lights, tires, and emergency equipment of the assigned vehicle are at their capacity levels and in good working order. To include, but not limited to:
 - 1. Each officer shall search the vehicle for contraband and weapons not only prior to the beginning of their tour of duty but also after any person is placed in or transported in the vehicle.
 - 2. If any contraband and/or weapons are located in the vehicle, an information report will be prepared indicating where in the vehicle the item(s) were located and a brief summary of property disposition.

3. The driver of a police vehicle will be responsible for keeping the interior of the unit clean and free from dirt, trash, and objects on the floor and under the seats.
 - a. The current officer assigned to the vehicle when the violations are discovered will be held responsible for all unreported damage and/or dirt, trash, and objects on the floor and under the seats, etc..., no matter who actually did it.
- C. A Vehicle Check List/Repair Request/Down Form shall be available to all officers in charge of each shift and to all subordinates who will be operating a police vehicle during the tour of duty.
- D. Following inspection, any defects, including body or interior damage, will be properly documented and reported immediately to the supervisor prior to beginning the tour of duty.
- E. This Vehicle Check List/Repair Request/Down Form will be completed by the employee operating the vehicle and will be completed at the beginning of the shift, or as soon as possible thereafter.
- F. The Vehicle Check List/Repair Request/Down Form will document information pertaining to the condition of the vehicle at the beginning of the shift and will include other useful information.
- G. Any problem(s) associated with any of the vehicles will be documented on the Vehicle Check List/Repair Request/Down Form, (Appendix 12), and forwarded to the attention of the Maintenance Lieutenant.
- H. The Vehicle Check List/Repair Request/Down Form will be completed as follows:
 1. The **1st Section** is the normal day to day check sheet to be filled out on each vehicle prior to going into service. Fill it out completely and accurately. If the unit's computer or camera does not work fill out a Camera or Computer Work Order and turn it in as indicated on the form. **In the space provided for the beginning and ending mileage the vehicle's odometer mileage must be entered.**
 2. The **2nd Section** is the "Downed Vehicle Section". If a vehicle is "Downed" it is mandatory that the *Downed Vehicle Section* be filled out. Write a brief explanation of the vehicle's problem(s). The officer downing the vehicle shall enter their name, employee number, date, and shift into the spaces provided then get a supervisor to initial the form in the space where indicated. If a vehicle is downed for any reason check the "Downed" box at the top left of the form

3. The **3rd Section** is the “Fuel Ticket Information”. This section is self explanatory, but must be filled in completely and accurately. The fuel receipt will be stapled to the right of the form where indicated. The employee filling out the form shall sign their name in the space provided.
 - a. Any missing or damaged equipment is to be documented on an information report and given directly to a supervisor prior to going on duty.
 4. The **4th Section** is the “Mechanic Shop Repair Report”. This section is to be used by shop personnel only. This will briefly identify what work was completed and the vehicle’s mileage at the time the work was completed.
 5. Non uniformed and administrative personnel assigned to specialized divisions need only fill out the Vehicle Check List/Repair Request/Down Form when they get fuel or are reporting vehicle problems needing maintenance. Specialized Divisions will place the sheets in an envelope and drop them off at the Central Station’s West Precinct mail box or deliver them to the West Precinct and place them in the Maintenance Lieutenant’s office/mail box on the first Monday of the month.
- I. The day shift supervisor will be responsible for assuring that all police vehicles are washed and cleaned regularly. This shouldn’t be necessary every day, but the vehicles should always be neat in appearance.
 - J. The driver of a police vehicle on the day shift will be responsible for notifying the supervisor in charge when a vehicle is in need of cleaning and will also be responsible for keeping the interior of the unit clean and free from dirt, trash, and objects on the floor and under the seats.
 - K. The driver of a police vehicle on the day shift will be responsible for assuring that all preventive maintenance, oil change, brakes repaired, etc. is accomplished on any police vehicle that is in need of such service.
 - L. The Maintenance Lieutenant will be made aware of any problems with police vehicles by reviewing the entire Vehicle Check List/Repair Request/Down Forms which will be forwarded to his/her attention.
 - M. The supervisor on each shift will be responsible for making sure any police vehicle is decontaminated, (properly cleaned with necessary bio-hazard chemicals), after any incident in which the police vehicle becomes contaminated. NOTE: A vehicle will become contaminated at any time that an individual, prisoner or non-prisoner, releases bodily fluid, (blood, urine, vomit, feces, etc.), into the vehicles interior.
 - N. The supervisor in charge will assure that OSHA, (Occupational Safety and Health Administration), guidelines are followed when a contaminated vehicle is cleaned.

- O.** The following procedures will be followed when cleaning a contaminated vehicle:
- 1.** Proper protective equipment will be provided to the person(s) involved in the cleaning task. Equipment will always include a pair of disposable gloves and depending on the circumstances will sometimes require the use of a gown, a mask, and protective eyewear.
 - 2.** An anti bacterial soap will be provided for hand washing purposes and any individual involved in the cleaning effort will be instructed to use the soap when the cleaning is finished.
 - 3.** All disposable material as a result of the cleaning effort will be disposed of in accordance with OSHA regulations which stipulate the use of containers displaying warning labels indicating "biohazard". The purpose of the container is to warn employees or any other person(s) of the potential danger associated with the waste, and that the container should be handled with care.
- P.** Maintenance of department vehicles is a major expense to the agency. Anyone found to be in neglect in the maintenance of their assigned vehicle could be disciplined up to and including suspension without pay.