

Pine Bluff Police Department

Vehicle Check List/Repair Request/Down Form

Downed

Unit Number: _____

Officer/Employee Number: _____

Date: _____

VEHICLE CHECK LIST

Beginning Mileage:				Ending Mileage:						
Fluid Levels	OK	Added	Equipment		OK	Missing	Unit Condition			
Oil			Fire Extinguisher					OK	Inside	Outside
Water			Cuffs & Leg Irons				Unit Clean			
Transmission			Nylon Leg Restraint				Unit Dirty			
Tires		Worn	Lights	OK	L-Front	L-Rear	R-Front	R-Rear	Comments	
L-Front			Head							
R-Front			Tail							
L-Rear			Brake							
R-Rear			Turn							
Spare Tire			4-Way							
Flat			Blue		Out		Camera in Place		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Missing			Spot		Out		Camera Works		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other			Flash		Missing		Computer in Place		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If computer/camera does not work: Fill out Computer/Camera Work Order Form and turn in at Patrol Secretary's Office										

VEHICLE REPAIR REQUEST

Motor	Battery
Transmission	Air Condition
Brakes	Heater
Starter	Radio
Oil Change	Other

REASON FOR DOWNING VEHICLE:

Any missing or damaged items are to be noted on an information report and given directly to a supervisor prior to going on duty.

FUEL TICKET INFORMATION

**Staple
Fuel
Receipt
Here**

Unit Number: _____ VIN (Last 6 Numbers): _____

Beginning Fuel: F ¾ ½ ¼ E Other: _____

Mileage: _____ Gallons Pumped: _____

Total Amount Pumped: \$ _____

Receipt Attached: Yes No If Not Why: _____

Signature _____

MECHANIC SHOP REPAIR REPORT

Mileage on Vehicle at time of Work Completed: _____

Explanation of Repairs: _____
