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SUBJECT: MAINTENANCE, SERVICING, AND REPAIR OF POLICE VEHICLES

1. POLICY

- A. All Police vehicles will be checked each tour of duty by the assigned operators to ensure that they are kept clean, in good repair, and in safe operating condition.
 - B. The operator will, in addition to a notation on the Patrol Log, prepare a Vehicle Condition and Repair Report (20-f-665) to indicate all defects, malfunctions, and/or missing equipment.
 - C. Police vehicles contaminated by blood or other potentially biologically hazardous fluids will be decontaminated in accordance with [Directive 9.1, "Maintenance/Repair of Police Buildings/Equipment and Decontamination of Police Personnel and Vehicles."](#)
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2. VEHICLE INSPECTION

A. All Personnel

1. Daily

a. At the start of each tour of duty, the operator of an assigned vehicle will:

- 1) Document all noticeable body damage, as in dents, scrapes, sideswipes and sharp edges. Vehicles will be put down mechanical for repairs when any damage is a safety issue. Proper paperwork will be prepared as to how the damage occurred and will be brought with the vehicle to be serviced.

NOTE: Patrol personnel will insert on the Patrol Log (75-158) under the heading "Vehicle and Equipment Check" any defects and/or missing equipment.

- 2) Look for any puddles of fluid such as oils or colored water (e.g., antifreeze) under a police vehicle while parked or running. Major leaks should be documented and the vehicle should be put down mechanical right away.

NOTE: The pressure cooling system should be checked by a service truck operator and never by the operator of the assigned vehicle.

- 3) Visually inspect all four (4) tires for any visible nails, screws or low tread. If any of these are found, the vehicle should be taken to either the Fleet Tire Shop at 2601 Glenwood Ave. or the Fleet Repair Shop.
- 4) Check the dashboard warning lights such as the oil light, low battery light, brake or engine running hot lights. If any of these are shown, the vehicle should be put down mechanically immediately.

NOTE: Check engine lights or low washer fluid lights should be documented for the next time the vehicle is brought in for service.

- 5) Inspect the interior for any Mobile Communication Device (MCD) issues as in loose mounts or scanner/printer issues. These should be reported immediately to the Mobile Communications Unit. Any issues with the Automated License Plate Reader should be reported to the Real Time Crime Center.
- 6) Prepare a Vehicle Condition and Repair Report (20-f-665) and submit it to the immediate supervisor whenever a defect is observed or equipment is missing (other than those reported previously). In the case of a flat tire, operators will complete a complaint or Incident Report (75-48).
 - a) The supervisor will review the report, check the vehicle to verify the defect, sign the report, and submit it to the Commanding Officer. If the defect requires immediate attention, direct the operator to the proper repair facility.

2. Weekly- (Excludes Commanding Officers)

- a. Each vehicle will be inspected by the immediate supervisor and the assigned operator.
 - 1) The assigned operator will prepare a Vehicle Condition and Repair Report (20-f-665) stating the results of the inspection.
 - 2) The Vehicle Condition and Repair Report will be signed by both the immediate supervisor and the assigned operator and forwarded to the Commanding Officer.

NOTE: In the event the Sergeant is not available, the Lieutenant will conduct the inspection.

B. The District/Unit Commanding Officer will:

1. Review and sign each Vehicle Condition and Repair Report.
2. Retain the report at the district/unit until the vehicle is brought in for service.

3. Ensure that the assigned operator of the vehicle takes the completed report with them when the vehicle is brought in to be serviced.
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3. NORMAL SERVICING AND REPAIRS

A. Upon receipt of the Vehicle Condition and Repair Reports, the Fleet Management Liaison will:

1. Notify the Operations Room Supervisor from the respective district/unit, when to dispatch the vehicle for repairs and/or replacement of missing equipment.
 - a. The district/unit Operations Room Supervisor will:
 - 1) Ensure that only one (1) operator accompanies the vehicle to Fleet Management (Exception: Emergency Patrol Wagons).
 - 2) Notify the Supervisor who will reassign the operator.
 - 3) Ensure operators remove all equipment (riot shields, fire extinguishers, stretchers, etc.) from the vehicle, list them on a 75-48 (no numbers) and store them in the district/unit, prior to sending the vehicle to Fleet Management. All long gun vehicles will also be checked for any weapons and ammo, prior to drop off.

NOTE: Special units will contact Automotive Services to determine what equipment will need to be removed from their specialized vehicles whenever they become mechanical and need to be brought in for service.

2. Determine if the operator is to remain with the vehicle until repairs are completed.
3. Notify district/unit Operations Room Supervisor whenever a vehicle has been repaired:
 - a. Send personnel to pick up the vehicle.
 - b. Ensure that the assigned equipment, stored in the district/unit, is reissued to the vehicle.
 - 1) The assigned operator will notify Police Radio that they are available.

B. All lubrications, oil changes, and state inspections will be scheduled by the Fleet Management Supervisor. Operations Room Supervisors will comply with requests from Fleet Management personnel to ensure proper maintenance of vehicles.

1. A Fleet Management Supervisor will contact the district/unit for the vehicle preventive maintenance schedule during the day work tour of duty.
 2. District/Unit Commanding Officers will closely monitor the vehicles scheduled for preventative maintenance for the day work tour of duty to ensure that a minimum amount of vehicles are going down for service.
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4. URGENT REPAIRS

- A. Whenever a police vehicle becomes inoperative or a defect occurs while on patrol and continued operation of the vehicle would be hazardous to the operator or the public, the assigned operator will:
 1. Request Police Radio to dispatch a supervisor to the location.
 - a. The supervisor will verify the condition of the vehicle and request Police Radio to notify Fleet Management, Road Service (XXX-XXXX).
 2. Remain with the vehicle (Exception: when the vehicle is parked adjacent to district/unit headquarters).
 3. Prepare a Vehicle Condition and Repair Report (20-f-665) and give the white and yellow copies to the Service Truck Operator.
 4. Have the Service Truck Operator sign the pink copy of the Vehicle Condition and Repair Report (20-f-665) whenever service to the vehicle is completed, and submit it to the Operations Room Supervisor for district/unit files.
- B. The Automotive Services Division Supervisor will dispatch a mobile service truck to the disabled vehicle's location.
 1. If the service truck is unable to put the disabled vehicle back in operation, the vehicle will be towed to Fleet Management for repairs. Requests for towing of disabled vehicles should be made by the service truck operator to the Radio Dispatcher at Automotive Services.
 - a. The white and yellow copies of the Vehicle Condition and Repair Report will remain with the vehicle and the pink copy will be submitted to the Operations Room Supervisor for district/unit files.
 - b. All equipment (riot shields, fire extinguishers, stretchers, etc.) will be removed from the vehicle, listed on a 75-48 (no numbers) and stored in the district/unit, prior to sending the vehicle to Fleet Management. All long gun vehicles will also be checked for any weapons and ammo, prior to drop off.

NOTE: Special units will contact Automotive Services to determine what equipment will need to be removed from their specialized vehicles whenever they become mechanical and need to be brought in for service.

5. SNOW CHAINS

- A. Police vehicles with only rear-wheel drive transmissions will be equipped with a set of snow chains for use in snow weather emergencies when Fleet Management authorizes their use.
- B. All chains will be issued and stored by Fleet Management at their facilities designated to repair police vehicles. Employees at these facilities will replace, repair, install and remove the snow chains. Snow chains **WILL NOT** be stored in district/units.
- C. Police vehicles will not be operated with damaged or defective snow chains, which will cause body damage to the vehicles. If a snow chain is damaged or becomes defective while the vehicle is in operation, the operator will pull over at a safe location immediately. The operator will notify Police Radio who will contact Fleet Road Service for repairs. The operator will provide the location, assigned vehicle number, mileage, vehicle property number and what tire chain is damaged to Police Radio and await the arrival of Fleet Road Service.
- D. When Fleet Management decides that the roads are clear enough to have the snow chains removed, operators will take their police vehicles to the respective Fleet Shop for removal.

NOTE: It is important that vehicles are brought to the Fleet Shop to have their snow chains removed immediately. Operating vehicles with snow chains on wet roads is not safe and will cause damage to the vehicle.

6. TIRES

- A. Each operator assigned to a vehicle is responsible for the inspection of all tires. Proper tire pressure must be maintained at all times to ensure safe operation of the vehicle.
- B. Worn or damaged tires will be replaced by the regular Fleet Shop that the vehicle goes to for service, or the Fleet Management Tire Shop located at 2601 Glenwood Ave., Monday through Friday, 8AM-3PM.
- C. Flat tires will be replaced at the scene where the flat occurs by Fleet Road Service. Operators will immediately notify Police Radio and request a tire service truck and provide Police Radio with the vehicle number, location, year and make of the vehicle. Vehicles will not be driven on flat tires.

- D. The operator will prepare a 75-48 listing the vehicle property number, registration number, mileage, year, make of the vehicle and which tire is flat. The original copy will be given to the service truck operator while the yellow copy will be retained in the district/unit files.
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7. FIRE EXTINGUISHERS

- A. All marked Police Vehicles will be equipped with fire extinguishers.
 - B. Fire extinguishers are available at the Police Warehouse.
 - C. Commanding Officers and Supervisors will conduct regular inspections of vehicles equipped with fire extinguishers to ensure that the extinguisher is in the vehicle and fully charged.
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8. MONTHLY ODOMETER REPORT (75-433)

- A. The Monthly Odometer Report (75-433) is to be completed by all districts/units using Police Department vehicles.
- B. The District/Unit Commanding Officer will:
 - 1. Ensure that this report is completed after the last tour of duty on the last day of the month.
 - a. All vehicles, regardless of operating status, will be listed.
 - b. If the odometer is not functioning, a notation will be made in the assignment column and an estimate will be made of the mileage traveled during the month.

NOTE: Ensure that a Vehicle Condition and Repair Report (20-f-665) has been submitted for each defective odometer.

- 2. Sign the completed Odometer Report and forward it to the Safety Officer on the first day of the following month.
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9. SERVICE PHONE NUMBERS

Fleet Management, Front & Hunting Park, XXX-XXXX

Road Service: XXX-XXXX

Body Shop: XXX-XXXX

10. CAR WASH PROGRAM

- A. All police vehicles will be washed at least once a week on the day work tour of duty. It will be the responsibility of the assigned operator to ensure cleanliness of the vehicle.
- B. Assigned operators will ensure that vehicles are washed, Monday through Friday, at the location noted on Car Wash Certificates. District vehicles are not to be washed during during school crossing hours.
- C. Assigned operators will prepare a Car Wash Certificate in duplicate and leave one copy with the vendor and return the other to the Captain's Clerk on the same day. If the vehicle is not washed, return the certificate to the Captain's Clerk on the same day. Remain out of service only when the vehicle is being washed.
- D. Patrol Sergeants will ensure that all vehicles assigned to subordinates are clean.
- E. The Captain's Clerk will issue and maintain a record sheet of Car Wash Certificates that are used only within the month indicated. They will also:
 - 1. Prepare certificates in numbered sequence and insert the number in upper right corner of the certificate.
 - 2. Forward on the third (3rd) day of the month the record sheet of the preceding month, together with the Car Wash Certificate, clipped together in numbered sequence, to the Fiscal Officer, Police Headquarters.

NOTE: Car Wash Certificates expire June 30th of each year.

- 3. Supply the vendor with the record sheet forms.

RELATED PROCEDURES: Directive 9.1, Maintenance/Repair of Police Building & Equipment and Decontamination of Police Personnel and Vehicles

BY COMMAND OF THE POLICE COMMISSIONER
