

GENERAL ORDER

August 2017

Immediately

II-14

Distribution: All Employees

Subject: **MAINTENANCE AND REPAIR OF VEHICLES AND EQUIPMENT**

Index as: Equipment, Maintenance and Repair
Radio Repair

Repair of Vehicles and Equipment
Vehicle Repair

Accreditation Standards: 17.5.3, 41.1.3

Cross Reference: G.O. II-12, Damage, Negligent Loss or Theft of Department Issued Property

Replaces: G.O. maintenance and Repair of Vehicles and Equipment (October 14, 1999)

This Order consists of the following sections:

- I. Purpose
- II. Definitions
- III. Inspection and Reporting Responsibilities
- IV. Vehicles
- V. Radios and Mobile Computer Terminals (MCT)
- VI. Other Equipment

I. PURPOSE

The purpose of this order is to assure that all Police Department vehicles and equipment are maintained in a safe and operational condition.

II. DEFINITIONS

A. Equipment – Such as, but not limited to boats, weapons, emergency response and investigative equipment and any equipment or machinery used in the performance of duty.

B. Vehicle – Such as, but not limited to golf carts, ATVs, automobiles, trucks, vans and motorcycles.

III. INSPECTION AND REPORTING RESPONSIBILITIES

A. It is the responsibility of the individual employee to ensure that the equipment or vehicle assigned or issued to them is in a safe and operational condition.

B. Equipment assigned to a specific unit shall be maintained in a safe and operational condition. The unit supervisor or designee is responsible for inspecting all unit equipment and arranging for repairs or replacement as necessary.

C. If a vehicle or other equipment is found to be in an unsafe condition or in need of repair, the employee to whom it is assigned or who is assigned to inspect it shall report the need for maintenance by completing the appropriate form as required by the designated repair shop.

D. All scheduled preventive maintenance for vehicles and equipment shall be coordinated through the appropriate Division Manager/Bureau Assistant Chief or designee to which the vehicles and equipment are assigned.

1. All assigned vehicles and all issued equipment will be maintained in RMS.

E. Maintenance and repair procedures may be initiated by an employee at any time their assigned vehicle or any item of equipment is determined to be unsafe, or is in need of repairs.

F. All repair records shall be available for inspection by PBA officials at their request.

IV. VEHICLES

A. Employees shall check each vehicle assigned to them prior to operating it.

1. If the assigned vehicle is damaged and the damage has not been reported, employees shall advise their supervisor as soon as practical.

2. Supervisors, upon receiving an initial report of damage to a vehicle, shall investigate or assign someone to investigate the cause and determine responsibility for the damage.

- a. Suspicious or substantial damage shall be reported in a memorandum.
- b. Minor, incidental damage shall be logged on in RMS.

B. A Damage Log will be maintained for each Department vehicle by the Equipment Room. The Damage Log is maintained in RMS and updated when new damage is reported and verified by a supervisor.

C. If a fleet vehicle is in need of repair, the *Vehicle Maintenance* form shall be completed. The white copy will be sent to the Fleet Management Department with the vehicle and the yellow copy will be kept in the Equipment Room. If the condition of a vehicle is such that it is unsafe (e.g. inadequate brakes), the vehicle shall be left at the location where it is deemed unsafe and Fleet Management shall be called to move it. In cases where the nature of the defect is such that the vehicle can be driven by the employee without hazard to themselves or the public, it shall be driven to the Fleet Management Department.

V. RADIOS AND MOBILE DATA TERMINALS (MDT)

A. The malfunction of Vehicle communications radios shall be reported on a *Vehicle Maintenance* Form and the vehicle taken to the Radio Shop.

B. Portable radios that are malfunctioning shall be taken to the Radio Shop by the individual officer. If for some reason that is not practical, the radio may be left in the Equipment Room with a note as to the malfunction. The radio will be delivered to the Radio Shop at a later date for repair.

C. The malfunction of an MDT shall be reported on the *MDT Service Request* Form available from the Equipment Room.

1. During normal business hours Information and Technology Services (ITS) personnel may be contacted for assistance.

2. If available, another vehicle may be assigned for the remainder of the shift to replace one placed out of service due to malfunction of the MDT.

D. Officers having trouble uploading reports or suspecting PCMCIA hard drive failure shall personally bring the drive to Information and Technology Services (ITS) for evaluation. The drive should not be sent via inter-office mail.

1. If the problem is related to failure of the drive a replacement PCMCIA drive will be issued.

2. Lost or stolen PCMCIA drives must be reported by memo as provided for in <J:\Research\GeneralOrders\II Administrative General Orders\II-12 Negligent Damage Loss or Theft of Department Property.pdf> before a replacement drive will be issued.

VI. OTHER EQUIPMENT

A. Bicycles in need of repair shall be taken to the contracted repair firm. The name of the current contractor is available from the Office of the Assistant Chief, Uniform Services Bureau.

B. Defective firearms shall be taken to the armorer with a note of needed repairs attached.

C. Defective gas masks shall be taken to the designated maintenance Officer.

D. Defective or depleted O.C. spray canisters shall be turned in to the Equipment Room.

E. All other equipment (handcuffs, batons, etc.) shall be ordered via Oracle through an employee's Chain of Command and picked up at the Consolidated Warehouse.

Anthony Holloway
Chief of Police