
Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

The Greece Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action to the Administration Bureau designee.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory or designated lockers/safes prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

702.5.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the equipment listed on the Vehicle Inspection and Repair form is in the vehicle:

[See attachment: Vehicle Inspection and Repair.pdf](#)

702.5.2 UNMARKED VEHICLES

Members driving unmarked department vehicles should ensure that the following equipment, at a minimum, is in the vehicle:

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- crime scene barricade tape
- blanket
- Personal Protective Equipment (PPE)
- any other equipment as mandated by a competent authority

702.6 VEHICLE REFUELING

Absent emergency conditions or supervisory approval, patrol vehicles shall not be placed into service with less than three quarters of a tank of fuel. Patrol vehicles should not be retired at the end of shift with less than three quarters of a tank of fuel. Vehicles shall only be refueled at the authorized location.

702.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a supervisor.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

Attachments

Vehicle Inspection and Repair.pdf

GREECE POLICE DEPARTMENT
VEHICLE INSPECTION/MOTOR POOL VEHICLE REPAIR FORM

DATE	PLATOON	SECTOR ASSIGNMENT	CAR #	FLEET #	OFFICER	IBM#
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*** PLEASE CALL THE HELPDESK AT 723-2446 WITH ANY MDT/LAPTOP ISSUES BEFORE USING THIS FORM.
 THIS WILL ALLOW HELPDESK STAFF TO TROUBLESHOOT YOUR ISSUE ***

CHECK ITEMS MISSING FROM THE VEHICLE OR A PROBLEM FOUND:

MILEAGE

- | | |
|---|---|
| <input type="checkbox"/> Shotgun | <input type="checkbox"/> Radar |
| <input type="checkbox"/> Crime Scene Tape | <input type="checkbox"/> Rubber Gloves (box) |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Unit camera with 2 flash cards (primary cars only) |
| <input type="checkbox"/> Flares (12 minimum) | <input type="checkbox"/> "Go Bag" containing; |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> 2 Rifle magazines containing 28 rounds each |
| <input type="checkbox"/> Blanket | <input type="checkbox"/> 2 Pistol magazines containing 10 rounds each |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> 1 Box of 12 gauge 00 buck shot (5 rounds) |
| <input type="checkbox"/> Snow brush | <input type="checkbox"/> 1 Box of 12 gauge rifled slugs (5 rounds) |
| <input type="checkbox"/> Flashlight Cone | <input type="checkbox"/> First Responder Blanket |
| <input type="checkbox"/> Cones (8) | <input type="checkbox"/> First Aid kit containing; |
| <input type="checkbox"/> Hobble Strap | <input type="checkbox"/> 1 Tourniquet |
| <input type="checkbox"/> Patrol Bear | <input type="checkbox"/> 1 Comprehensive combat dressing |
| <input type="checkbox"/> Alco-Sensor Unit # _____ | <input type="checkbox"/> 1 Asherman chest seal |
| <input type="checkbox"/> Lockout Tools | <input type="checkbox"/> 1 Quick clot |
| <input type="checkbox"/> Spare Tire | |

INSPECT VEHICLE FOR:

- | | |
|--|---|
| <input type="checkbox"/> Interior and Exterior not clean | <input type="checkbox"/> Interior and Exterior damage |
| <input type="checkbox"/> Contraband and/or Weapons found | <input type="checkbox"/> Low Fluid Levels |

REMARKS:

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IF TOWED, BY WHOM: _____

DETAILED DESCRIPTION OF PROBLEM: Describe noises, shakes, what it does or does not do, and what you think the problem is (itemize if necessary:)

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DESCRIBE UNDER WHAT CIRCUMSTANCES THE MALFUNCTION/BREAKDOWN OCCURRED:

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