

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO89-2.20</b>
<i>Subject</i> <b>Vehicle Fleet Maintenance</b>		
<i>Reference</i>		<i>Revised</i> <del>June 22, 2021</del> <b>May 23, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>June 2023</del> <b>May 2025</b>	<i>No. Pages</i> <b>3</b>

I. **Policy**

It is the policy of the Dalton Police Department to maintain a fleet of vehicles that is safe and meets the operational needs of the Department at all times.

II. **Procedures**

- A. Repairs, modifications, or adjustments shall first be requested on a Department work order.
- B. All work completed and all expenses incurred shall be recorded on the work order.
- C. All receipts and invoices shall be attached to the yellow copy of the work order and shall be given to a Property and Evidence Technician (PET) for entry into the Department's Records Management System.
- D. All work completed on each vehicle shall be entered into the computer by a PET.
- E. All invoices, receipts, and bills shall be submitted to the Purchasing Agent for payment.

III. **Requests for Repair**

- A. When any member of the Department detects a problem with any vehicle, he / she shall complete a work order stating specifically what the problem is perceived to be. (If safety is an issue, tow or park the vehicle at the designated location.)
- B. The work order shall be placed in the vehicle on the driver side dash, and the vehicle shall be locked and parked at a designated location for the mechanic. For Patrol Division vehicles, the car number and required repairs shall be listed on the whiteboard in the Patrol Division roll call room.
- C. If any emergency repairs are necessary during the off-duty hours of the PETs or mechanic, the repairs shall be approved by a Supervisor. A work order shall be completed and submitted to a PET with a detailed description of the problem and

the repairs made. Any invoice or bill shall also be attached.

- D. Any work performed by the Department mechanic, not initially listed on the work order, shall be added.
- E. Any work performed by an outside vendor shall also be accompanied by a work order.

IV. **Fuel Log**

- A. Fuel consumption shall be recorded by entering the appropriate information into the fuel pumps at the City of Dalton Public Works facility.
- B. Any fuel or other fluids added while away from the City of Dalton shall be recorded on a credit card receipt, along with the vehicle mileage, and turned in to a PET.
- C. A PET shall retrieve fuel consumption information from Dalton Public Works each month and maintain that information in the Department's RMS system.

V. **Preventive Maintenance**

- A. At the beginning of each tour of duty, and whenever refueling a vehicle, the driver of said vehicle shall:
  - 1. Check the service sticker and complete a work order if service is required.
  - 2. Check for body damage to the vehicle.
  - 3. Check all fluid levels, including:
    - a. Oil
    - b. Radiator fluid
    - c. Transmission fluid
    - d. Windshield washer fluid
  - 4. Check for interior damage to the vehicle, including radio, seats, etc.
  - 5. Check all tires.
  - 6. Check the interior for contraband and possible weapons
- B. Washing of Vehicles
  - 1. Vehicles not assigned to one person shall be kept free of trash and washed at the designated location on an as-needed basis.
  - 2. Vehicles assigned to one person shall be kept free of trash and shall be

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washed at least once weekly at the designated location.

C. Replacement of Tires

Tires shall be replaced when:

1. The tread wear reaches 3/32" depth.
2. A defect or damage is observed to the tread or the sidewall which makes the tire unsafe.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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