

# DALTON POLICE DEPARTMENT

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## I. Policy

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

## II. Procedure

- A. Repairs, modifications, or adjustments shall first be requested on a Dalton Police 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 the~~ Property and Evidence ~~custodian~~ Technician (PET) for entry into the ~~computer~~ Department's RMS system.
- D. All work completed on each vehicle shall be entered into the computer by a ~~property and evidence custodian~~ PET.
- E. All invoices, receipts, ~~or~~ 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, ~~they~~ 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 ~~property and evidence custodian~~ PETs or mechanic, the repairs shall be approved by a Supervisor. A work order shall be completed and submitted to ~~the a property and evidence custodian~~ PET with a detailed description of the problem and the repairs

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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 Dalton Police Department work order.

IV. **Fuel Log**

- A. Fuel consumption will 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 ~~property and evidence custodian~~ PET.
- C. The fleet maintenance ~~property and evidence custodian~~ PET will retrieve fuel consumption information from Dalton Public Works each month and maintain that information in ~~our~~ the Department's RMS system.

V. **Preventive Maintenance**

- A. At the beginning of each tour of duty, and whenever refueling ~~the~~ 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, flashlights, 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.

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2. Vehicles assigned to one person shall be kept free of trash and shall be 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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