

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 Alsip Police Department will have department vehicles serviced 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 department 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.

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 have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable. A vehicle with minor cosmetic damage may be placed back into service pending repair.

Any vehicle that sustains damage or is performing poorly shall have a vehicle maintenance sheet completed by the officer.

702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS

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

702.5 VEHICLE EQUIPMENT

All police vehicles shall contain, at a minimum, the following:

- (a) First Aid kit

Vehicle Maintenance

- (b) Fire extinguisher
- (c) Personal Protective Equipment

A supervisor shall be notified if any required equipment is missing from the vehicle.

702.5.1 EMERGENCY EQUIPMENT

Patrol vehicles used in general patrol service shall be conspicuously marked and:

- (a) Be equipped with a siren, in operational order.
- (b) Be equipped with emergency lights, in operational order.
- (c) The operator shall have constant communications with the Dispatch Center.

Unmarked vehicles used for patrol shall require the same equipment.

702.6 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than three-quarter tank of fuel. Patrol 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.

Patrol officers shall obtain clearance from the supervisor before going to the car wash. 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 provided for shredding this material.