

Policy #23

Subject: Cruiser Maintenance

Effective Date: March 2000

Reference: Standard Operating Procedures

Distribution: All Personnel

PURPOSE:

To insure proper upkeep and maintenance of all Town of Littleton Police Department vehicles and their contents to include the following;

- Exterior
- Interior
- All Paperwork
- All safety equipment is; medical supplies, safety gloves, animal control devices, lockout tools, shovel, fire extinguisher, and any other materials contained therein the trunk area of all cruisers.
- All radios to include cellular phone, scanner, and radar unit
- All emergency lights and audible sirens
- Notification to cruiser maintenance officer (s)
- All schedule Maintenance
- Inspections

1. The police cruisers have been identified and color coded as the following;

Primary Cruiser color blue
Secondary Cruiser color black
Canine Cruiser color green
Supervisor's Cruiser color red

The cruiser assignments will be posted in the maintenance binders, as well as circulated to each officer when a change is made.

1. The *exterior* to be inspected at the beginning of each shift and any problems to be passed on by the officer to all persons to include supervisor and cruiser maintenance officer (s).
 - a. The *exterior* to be **WASHED** at least once during the day shift, not to exclude the evening shift if warranted, this will project a very professional appearance. The cruisers will be washed at the fire department or public works garage whenever possible.

2. The *interior* to be inspected at the beginning of each shift and any problems to be passed on by the officer to all persons to include supervisor and cruiser maintenance officer.
 - a. The *interior* to be **CLEANED** at least twice a week during the midnight shift, this will include vacuum cleaning all interior parts of the vehicle, including windows and floors.
3. All *paperwork* material to be kept full and updated as needed ie; complaints, statements, domestic violence orders paperwork, arrest warrants, vacant house checks etc.
4. All *safety equipment* to be inspected and replaced as needed, i.e.; medical supplies, safety gloves.
5. All *radios, cellular phones, scanner, and radar units* to be inspected at the beginning of each shift to assure proper working order. Any problems with any or all of these units should be reported to the supervisor and cruiser maintenance officer(s) and officer shall log in his/her daily log sheet.
6. All *emergency lights /audible sirens* should be checked at the beginning to each shift to assure proper working order. Any problems with any or all of these items should be reported to supervisor and cruiser maintenance officer (s), and officer shall log on his/her daily log sheet.
7. **Notification to Cruiser Maintenance Officer** of any and all repairs, purchases, or changes to any cruisers, shall require **PRIOR APPROVAL** from Chief and or cruiser maintenance officer(s). It will be the responsibility of the officers assigned to a particular cruiser to notify the maintenance officer of service requirements when they are due, an example of this would be when an oil change is due.
8. **All scheduled maintenance** will be scheduled by the cruiser maintenance officer(s) and his or her designee, however; if an **EMERGENCY** should arise, it will be at the discretion of the highest ranking officer on that shift to see to it that the cruiser is repaired or taken out of service until vehicle is safe to operate.
 - a. Oil / Filter Change **EVERY** 4000 miles, tune-up every 50,000 miles, transmission Every 30,000 miles, and tires based on seasonal / weather conditions.
 - b. **Any daytime SCHEDULED** work to cruisers, i.e.; oil changes or general maintenance, will be scheduled prior to the date of service by the cruiser maintenance officer(s) and it will be the responsibility of the day shift officer, unless otherwise directed by supervisor and cruiser maintenance officer, to take the cruiser to the designated location, on time, and to assure that the person to complete the work is aware of what work is to be done.
9. **Cruisers** are subject to weekly, unannounced, inspections by the shift supervisors. These inspections are to insure that the high standards of the cruiser maintenance officer(s) are being followed. Any violations of this policy, are subject to disciplinary action from the supervisors and (or) chief.

10. If you use one of the other cruisers this does not mean that you don't have to clean any messes that you make in that car, and are still responsible for the cruiser you are assigned to. (example; officer assigned to Primary Cruiser uses and transports dog in Secondary Cruiser, officer must clean up rear of Secondary Cruiser.)