


## Vehicle Maintenance

### 702.1 POLICY HEADER

<b>Original Effective Date:</b>	<b>Revised Date:</b>
September 1, 2021	January 4, 2023
Authorization:  Jason Haberman Chief of Police	

### 702.2 PURPOSE AND SCOPE

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

### 702.3 POLICY

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

### 702.4 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.

### 702.5 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, the [Vehicle/Equipment Work Order Form](#), shall be promptly completed by the member who becomes aware of the defective condition and forwarded to their appropriate supervisor for action.

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

#### 702.5.1 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.

#### 702.5.2 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

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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.

### 702.5.3 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.

## **702.6 VEHICLE EQUIPMENT**

Certain items shall be maintained in all department vehicles.

### 702.6.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- Emergency road flares
- Sticks of yellow crayon or chalk
- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask
- Vehicle Lock Out Kit
- 1 fire extinguisher
- 1 hazardous waste disposal bag
- 1 hazardous materials emergency response handbook
- Spare tire, jack and lug wrench
- Traffic Cones (minimum of 4)

### 702.6.2 UNMARKED VEHICLES

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

- Emergency road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask
- 1 hazardous waste disposal bag
- 1 hazardous materials emergency response handbook
- Spare tire, jack and lug wrench

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#### **702.7 VEHICLE REFUELING**

Absent emergency conditions or supervisor approval, patrol vehicles should not be retired at the end of shift with less than a full tank of fuel. Vehicles shall only be refueled at the authorized location.

#### **702.8 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.

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

## **Form 61 - Vehicle - Equipment Work Order.pdf**



# Mt. Lebanon Police Department

## Vehicle / Equipment Work Order



This form should be placed in the vehicle when it is taken for service.

Vehicle Number		Reporting Officer	
Date		Time	Vehicle Mileage

**NATURE OF TROUBLE (to be completed by reporting officer)**

**Electrical / Lighting / Mechanical**

Head Lights	<input type="checkbox"/>		Battery	<input type="checkbox"/>		Exhaust	<input type="checkbox"/>
Tail Lights	<input type="checkbox"/>		Check Engine Light	<input type="checkbox"/>		Air Conditioning	<input type="checkbox"/>
Brake Lights	<input type="checkbox"/>		AM/FM Radio	<input type="checkbox"/>		Heating	<input type="checkbox"/>
Turn Signal	<input type="checkbox"/>		Electrical – Other	<input type="checkbox"/>		Tires	<input type="checkbox"/>
Interior Lights	<input type="checkbox"/>		Engine	<input type="checkbox"/>		Windows	<input type="checkbox"/>
Dome Light	<input type="checkbox"/>		Power Steering	<input type="checkbox"/>		Doors	<input type="checkbox"/>
Spot Light	<input type="checkbox"/>		Brakes	<input type="checkbox"/>		Coolant/Radiator	<input type="checkbox"/>
Lights - Other	<input type="checkbox"/>		Transmission	<input type="checkbox"/>		Mechanical - Other	<input type="checkbox"/>

**Police / Emergency Equipment**

Emergency Lights	<input type="checkbox"/>		Gun Rack	<input type="checkbox"/>		Patrol Rifle	<input type="checkbox"/>
Siren	<input type="checkbox"/>		In-Car Camera	<input type="checkbox"/>		Helmet	<input type="checkbox"/>
Mobile Radio	<input type="checkbox"/>		Flashlight	<input type="checkbox"/>		Plate Carrier	<input type="checkbox"/>
MDT	<input type="checkbox"/>		Equipment Box	<input type="checkbox"/>		Gas Mask	<input type="checkbox"/>
Printer	<input type="checkbox"/>		Fire Extinguisher	<input type="checkbox"/>		Monocular	<input type="checkbox"/>
Scanner	<input type="checkbox"/>		1 <sup>st</sup> Aid Kit	<input type="checkbox"/>		Narcan Kit	<input type="checkbox"/>
Tracker	<input type="checkbox"/>		Body Worn Camera	<input type="checkbox"/>		AED	<input type="checkbox"/>

**Describe the nature of the problem.**

Watch Commander		Date	
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