Vehicle Maintenance and Repair

704.1 PURPOSE AND SCOPE
Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 DEFECTIVE VEHICLES
(a) 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 for repair. The employee discovering the defect will prepare a "Request for Vehicle Repair Form" in triplicate.

1. The repair form will include the officer's name and city number, the city number and police department number of the vehicle concerned, and will describe the defect as accurately as possible.

   (a) If necessary, fax a copy of the repair form to Fleet maintenance (x7014) in order to expedite the repairs.

2. The original repair form will be delivered to the Watch Commander or the unit supervisor if other than Patrol Section.

3. The second copy will be placed in Logistics on the provided clipboard.

4. The third copy will be placed on the dashboard of the defective vehicle.

(b) If the vehicle repair requires transportation to fleet maintenance, all weapons shall be removed and placed in Logistics. See PPD Procedure Manual section 704.

(c) If after-hours repairs on a vehicle are necessary, (i.e. flat tire, dead battery, issues requiring a tow), officers are to fill out a Vehicle Repair Form and follow the above process in section 704.2.a.

704.3 BODY DAMAGE TO DEPARTMENT VEHICLES
Whenever structural body damage occurs, a "City of Pasadena-Report of Occurrence" form must be completed immediately, or it will unnecessarily delay the repair process. Copies will be forwarded to Fleet Maintenance and the Property & Evidence Section Administrator.

704.4 VEHICLE REFUELING
Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

704.5 WASHING OF VEHICLES
All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.
Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

704.6 CIVILIAN EMPLOYEE USE
Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian employees shall also prominently display the “out of service” placards or lightbar covers at all times. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

704.7 REFERENCE