



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: SEPTEMBER 27, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 3	NUMBER: 4.08.06
SUBJECT: VEHICLE MAINTENANCE			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To provide guidelines for the *proper maintenance and repair of Division vehicles.*

POLICY: *It is the policy of the Cleveland Division of Police* for members to inspect Division vehicles *in their care to ensure proper maintenance and safe operation.*

PROCEDURES:

I. General Guidelines

A. Members shall inspect their assigned vehicle at the start and end of their tour.

1. Conduct a 360-degree walk around inspection recording with the wearable camera system (WCS) and verbally noting any fresh damage discovered.
2. *The walk around shall include an inspection of the interior, back seat, and trunk.*
3. *Check the operation of the vehicle radio, overhead lights, siren, shotgun mount, and mobile data computer (MDC) as equipped at the start of the tour.*
4. *Document the inspection on the daily report, duty report, and/or Mobile Computer Aided Dispatch (MCAD) entry.*

B. Damage or problems discovered during the inspection shall immediately be reported to the member's Officer-in-Charge (OIC).

1. If service or repair is required, complete a Motor Vehicle Maintenance Service Report form, also known as a bad order form.
2. Problems due to suspected abuse or neglect, requiring vehicles to be taken out of service, shall be investigated by the OIC.
3. For damage, the OIC shall check to see if the damage has been previously documented in the vehicle damage log book, and if not reported, determine the next course of action (i.e., conduct an investigation or bad order vehicle).

C. Members operating Division vehicles shall have access to windshield washer fluid.

1. Windshield washer fluid is available at the districts or the Charles V. Carr Municipal Center, 5601 Carnegie Avenue.

PAGE: 2 of 3	SUBJECT: VEHICLE MAINTENANCE	NUMBER: 4.08.06
-----------------	---------------------------------	--------------------

2. Administrative supervisors may order windshield washer fluid through the foreman or lead man at the Charles V. Carr Municipal Center.

II. Service or Repair

- A. Members shall complete a Motor Vehicle Maintenance Service Report form when requesting service or repair of Division vehicles.

1. Complete the form with the officer's name and badge number, district/unit and telephone number, date, vehicle code, license plate number and mileage.
2. To assist mechanics in understanding the problem, list specific details under nature of the problem (e.g., transmission slips when shifting gears, no air conditioning, etc.) on the form.
3. For habitual problems, note "recurring problem" on the form.
4. Submit the form with the vehicle keys to initiate the requested work.

- B. Division vehicles with damage from a motor vehicle crash or other damage that is not normal wear and tear.

1. A copy of a completed EAC-1 shall be turned in with the Motor Vehicle Maintenance Service Report form.
2. If the vehicle was towed after hours, a copy of the EAC-1 shall be forwarded to the Transportation Unit Office the next business day.
3. Repairs cannot be started without a copy of the EAC-1.

- C. Preventive maintenance.

1. *Members shall not operate a vehicle that is over the mileage for preventive maintenance.*
2. Commanders shall designate a member under their command for vehicle maintenance.
 - a. *The member shall keep preventive maintenance records for assigned vehicles.*
 - b. Service appointments shall be made by through the OIC of the Transportation Unit.
 - c. Drive-ins (e.g., wiper blades, lightbulbs, etc.) are serviced as time permits during the normal business hours of 0730 to 1500 hours Monday through Friday.

PAGE: 3 of 3	SUBJECT: VEHICLE MAINTENANCE	NUMBER: 4.08.06
-----------------	---------------------------------	--------------------

- d. Vehicle maintenance personnel waiting for service shall restrict their activities to the Transportation Unit Office or the garage lunchroom; congregating in the garage area is prohibited.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.