

**Procedure**  
**12.7**

**EFFECTIVE  
DATE  
7-15-99**

**Eugene  
Police Department**



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## **Vehicle Maintenance**

### **12.7.1 PURPOSE AND SCOPE**

#### PART I - Responsibilities and Procedures for Sworn Officers

- A. Generally
- B. Inspections
- C. Care and maintenance
- D. Damage

#### PART II - Responsibilities and Procedures for Supervisors and Command Personnel

- A. Vehicle Inspections
- B. Damage

### **12.7.2 RESPONSIBILITIES AND PROCEDURES FOR SWORN OFFICERS**

#### **A. Generally**

1. You must assume responsibility for proper care of any vehicle you drive.

#### **B. Inspections**

1. At the beginning of watch, conduct a vehicle inspection to ensure that your vehicle is safe and serviceable, that it contains all its equipment (refer *Procedure 12.6 - Vehicle Equipment*, and that it has no unreported damage.
2. Deadline any vehicle that is unsafe.
  - a. Place an "out of service" tag over the keys on the key board.
  - b. Complete an Equipment Service Request Form and place it with the vehicle keys.
3. Correct any other deficiencies that you can. For those that you cannot, notify your supervisor or complete an Equipment Service Request Form if assistance from fleet vehicle maintenance personnel is needed.

**C. Care and maintenance**

1. Get the vehicle washed at the designated car wash facility if it needs it.
2. Fuel the vehicle in accordance with procedures outlined in *Policy 202 - Department Vehicles*.
3. If a vehicle becomes disabled, notify Fleet (682-4865) during hours they are working (normally Monday-Friday, 0630-2330). At other times, have the vehicle towed to the City Shops.
4. If you have a flat tire during your watch, change the tire and leave the flat in the trunk. Submit an Equipment Service Request Form and leave it with the keys on the key board. If your vehicle is not equipped with a spare tire, do one of the following (in the listed order of preference):
  - a. Contact Fleet for assistance during their working hours.
  - b. Have a spare tire brought out from the vehicle maintenance room below City Hall, change the tire, and place the flat tire in the vehicle maintenance room.
  - c. Contact the City's contract tire vendor (available on lists in the Comm Center and Watch Commander's office) if they are able to respond in a timely manner, or have the vehicle towed to the City Shops.
5. At end of watch (or any other time when you will be away from the vehicle for a prolonged period of time), turn off the lights, radio, mobile PC, or anything else which may draw current from the battery.
6. Ensure that you remove litter from the vehicle at the end of your watch, and leave the vehicle in serviceable condition for the next person.

**D. Damage**

1. Report any undocumented damage to your supervisor. S/he will either have you document it in the "Patrol Vehicle Damage Log" (located in the Watch Commander's office), or in a memo.
2. We will (logically) attribute unreported damage to the last operator of the vehicle

**12.7.3 RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL**

**A. Vehicle inspections**

1. Formally inspect each vehicle assigned to your work unit at least once a month and record the results on the "Vehicle Inspection Form."
2. Correct any deficiencies noted that you can, and bring others to the attention of the person responsible for doing so.

**B. Damage**

1. Ensure that damage is properly documented, either in the "Patrol Vehicle Damage Log", or via memo (which should be forwarded via the chain of command). Also note the damage on E-mail via the "\*Eugene Police Chief Briefing" for that watch.
2. Conduct an inquiry into any unreported damage.
3. If the damage needs repair, notify Fleet via an Equipment Service Request Form.