



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: July 28, 2003	REVISED DATE: May 27, 2016	NO. PAGES: 1 of 3	NUMBER: 1.1.30
SUBJECT: INSPECTING, SERVICING, AND REPAIRING DIVISION VEHICLES			
ASSOCIATED MANUAL:		RELATED ORDERS: 3.2.20	
CHIEF OF POLICE: <i>Calvin D. Williams, Chief</i>			

*Substantive changes are in italics*

**PURPOSE:** To set guidelines for members to *properly bad order vehicles for service and routine maintenance.*

**POLICY:** *Members of the Division shall regularly check vehicles for appropriate fluid levels. Service appointments shall be made by the designated member through the Officer-in-Charge (OIC) of the Transportation Unit. Investigations shall be conducted by the district/unit OIC if abuse or neglect is suspected.*

**PROCEDURES:**

- I. Members shall inspect vehicles and check fluid levels *to ensure the safety and proper maintenance of Division vehicles.*
  - A. *Members shall inspect their assigned vehicle before and after each use and document the inspection on the Daily Duty Report. Inspections shall include a 360 degree walk around inspection (recorded on wearable camera system, if assigned) looking for objects protruding from the body of the vehicle, fluid leaks, tire wear, broken or missing light lenses, and/or malfunctioning equipment (e.g., lights, audio, gun racks, turn signals, seatbelts).*
  - B. *Check for proper fluid levels (i.e., oil, antifreeze, and transmission). Members shall not add any fluid to the engine compartment area other than windshield washer fluid. If low on transmission fluid, oil, or coolant fluid; the member shall bad order the vehicle.*
  - C. *Any damage or problems discovered during an inspection shall immediately be reported to the member's officer-in-charge (OIC). The OIC shall:*

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1. *Check if the damage or problem is documented in the Vehicle Damage Log Book.*
  2. *If not previously reported, determine the next course of action.*
    - a. *If no additional investigation is needed; follow the procedures for bad ordering the vehicle.*
    - b. *If additional investigation is needed; follow the procedures described in General Police Order 8.1.01 Damage to City Vehicles.*
- D. *Members shall complete a Motor Vehicle Maintenance Service Report form (bad order form) if service is required.*
- II. *Members operating Division vehicles shall have access to windshield washer fluid at their district, unit, or the Charles V. Carr Municipal Center (E. 55<sup>th</sup> Street Garage) 5601 Carnegie Avenue.*
- III. *To order windshield washer fluid, the administrative supervisor of the district or unit shall contact the foreman or leadman from the Charles V. Carr Municipal Center.*
- IV. **Service or Repair (park vehicles outside in the maintenance center parking lot).**
- A. **The Transportation Unit, at the Charles V. Carr Municipal Center, serves as the liaison between the Cleveland Division of Police and Motor Vehicle Maintenance.**
  - B. *Members shall direct service requests, other than preventive maintenance, to the Transportation Unit Office, **not to garage mechanics.***
    1. *Complete a Motor Vehicle Maintenance Service Report form with the officer's name and badge number, district/unit and telephone number, date, vehicle code, license plate number and mileage, and submit the vehicle keys to initiate the requested work.*
    2. *To assist mechanics, the nature of the problem shall be given in detail such as "problem begins after operating the vehicle for a few minutes",*

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or “transmission slips when shifting gears.”

3. *Members bringing a vehicle in for a recurring problem shall note and circle this on the form.*

C. *If a Division vehicle has sustained damage from a motor vehicle crash or other damage that is not normal wear and tear, a copy of a completed EAC-1 shall be turned in with a Motor Vehicle Maintenance Service Report form. If the vehicle was towed after hours, a copy of the EAC-1 shall be delivered to the Transportation Unit office on the next business day. Repairs cannot be started without a copy of the EAC-1.*

V. Preventive Maintenance.

A. *Commanders shall designate a member under their command to schedule preventative maintenance appointments.*

B. *Drive-ins (e.g., wiper blades, lens light, spot light) are serviced as time permits during normal business hours (0730-1500 hours).*

VI. *Members waiting for service shall restrict their activities to the Transportation Unit Office or the garage lunchroom. Congregating in the garage area is prohibited.*

VII. *Suspected abuse or neglect (e.g., damaged seatbelts, three quarts low on oil, undocumented damage, missing fuses requiring vehicles to be taken out of service) is a violation of the Manual of Rules and may result in discipline.*