



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: OCTOBER 23, 2002	REVISED DATE: OCTOBER 21, 2002	NO. PAGES: 1 of 2	NUMBER: 1.1.27
SUBJECT: REQUESTS FOR REPAIRS AND IMPROVEMENTS OF POLICE FACILITIES			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <div style="text-align: center;"><i>Edward F. Lohn, Chief</i></div>			

PURPOSE: To establish guidelines for members of the Cleveland Division of Police to request repairs and improvements of police facilities.

POLICY: City of Cleveland tradesmen shall conduct the improvement or repair of heating, air conditioning, electrical, plumbing, carpentry and other maintenance of police facilities. Division of Police members shall not repair, remodel, or modify Division equipment or facilities

PROCEDURES: A structured, pre-numbered work order form shall be used to request repairs or improvements. The form is available from Administrative Operations or the Supply Unit. Complete the form, retain the yellow copy and return the original form and the pink copy to Administrative Operations. When work is completed, forward the yellow copy to Administrative Operations.

- I. Routine Work Order (Non-emergency repairs)
 - A. Safety personnel in charge of a building, (District and bureau commanders, officer-in-charge, civilian supervisors, etc.), shall direct routine work order requests to Administrative Operations.
 - B. Refer to the work order number when making any inquiries.
 - C. District and bureau commanders shall designate one person to oversee work orders and check for accuracy and completeness of work completed before forwarding the yellow copy to Administrative Operations.

- II. Emergency Work Orders
 - A. During the hours of 0700 to 1600 hours, Monday through Friday, excluding holidays, the Superintendent of Public Safety Buildings shall be contacted directly on line 664-2273.

PAGE: 2 of 2	SUBJECT: REQUESTS FOR REPAIRS AND IMPROVEMENTS OF POLICE FACILITIES	GPO NUMBER: 1.1.27
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- B. At other times the Telephone Exchange shall be contacted and they shall contact the Superintendent or his designee.
- C. Complete a work order request and forward it to Administrative Operations.