

## **Vehicle Maintenance**

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#### **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**

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. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

#### **704.3 VEHICLE EQUIPMENT**

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

##### **704.3.1 UNMARKED VEHICLES**

An employee driving unmarked department vehicles shall ensure that the minimum following equipment is present in the vehicle:

- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit, CPR mask
- 1 Blanket
- 1 Blood-borne pathogen kit, Incl. protective gloves
- 1 Sharps container
- Tire jack and spare tire
- fire blanket

#### **704.4 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 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. Employees are responsible for the cleanliness of their assigned vehicles and shall maintain their vehicles, preventing excessive items from being stored in the vehicle that prevents passengers from sitting in the vehicle.