

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date:</i> May 29, 2019		<i>Number:</i> GO 706
<i>Subject:</i> Vehicle Issuance, Equipment and Inspections		
<i>References:</i> CALEA Standards: 41.3.1, 41.3.2, 61.1.6		
<i>Reevaluation Date:</i>		<i>No. Pages:</i> 3
<i>Amends:</i> 26 APR 2015 Version 05 SEPT 2012 (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police		Signature: (Original signed document on file in Accreditation Office.)

706.1 PURPOSE

The purpose of this order is to establish guidelines for inspection, repair and maintenance of police vehicles and equipment assigned to the vehicle.

706.2 POLICY

It is the policy of the Department that every employee has individual responsibility for the care, inspection, and maintenance of Department vehicles and equipment that is assigned to each vehicle.

706.3 DEFINITIONS

Administrative Vehicle – Any vehicle not assigned to the patrol function or designated as a special use vehicle, and not equipped with emergency lights, siren or other equipment.

Administrative Police Vehicle – Vehicles specifically designed as “police package” vehicles with concealed operational emergency lights, equipment, and siren. These vehicles are generally used as take-home vehicles by upper-level sworn staff.

Marked Police Vehicles – Vehicles specifically designed as “police package” vehicles that are conspicuously marked and identifiable with operational emergency lights, equipment, and siren.

Unmarked Police Vehicles – Vehicles specifically designed as “police package” vehicles with concealed operational emergency lights, equipment, and siren.

706.4 PROCEDURE

A. Vehicle Issue

1. The Department operates an assigned and shared vehicle fleet. Normally, marked police units will be assigned to an officer for routine patrol duties. Unmarked vehicles pose additional hazards by virtue of their lack of markings, to both the driver and other citizens; extreme caution should be used in an emergency situation. Administrative police vehicles are assigned to upper level sworn staff and also pose additional hazards by virtue of their lack of markings, to both the driver and other citizens; extreme caution should be used in an emergency situation. **Administrative vehicles shall not be used for any type of law enforcement action.**
2. Employees assigned to or operating a Department vehicle will be responsible for that vehicle and its equipment and supplies. Supplies used during a tour of duty will be replaced by the person using them.

B. Inspection

1. Patrol officers and supervisors shall conduct a daily vehicle and contraband inspection of their assigned vehicle. Personnel shall complete the Vehicle Inspection Form (UCPD 23.185), to document inspection of the exterior and interior of the vehicle to include; tires, mileage, emergency lights (roof and/or grill), siren/PA system, mobile radios, camera and microphone, computer and safety equipment. Officers shall inspect their patrol vehicles daily for proper supplies as defined on the Vehicle Inspection Form. The inspection shall be conducted prior to street duty. If an emergency situation requiring immediate officer response arises prior to inspection, it will be performed immediately following clearance of that call.
2. Officers will search their assigned Department vehicle at the beginning and end of each tour of duty for unauthorized items (weapons, lost/mislaid property, contraband, etc.).
3. Assigned specialized vehicles (T3, etc.) shall be inspected daily for supplies, fluid levels and safety concerns as defined on the Vehicle Inspection Form.
4. Administrative personnel shall inspect their vehicles weekly and report any equipment failures, needed repairs or damage, on the Vehicle Inspection form.
5. If inspection reveals damage, or equipment/supply shortages, officers will inform their Shift supervisor and attempts should be made to correct equipment /supply shortages prior to street duty.

6. Mechanical and equipment related problems discovered during vehicle operation should be reported immediately to the appropriate supervisor. The employee assigned to that vehicle will place the vehicle out of service, complete the Vehicle Service Request Form (UCPD 11.168) and submit it to the person responsible for fleet management.
7. Prior to the end of shift, completed Vehicle Inspection Forms and Vehicle Service Request Forms (if applicable) will be submitted to the person responsible for fleet management through the requestor's proper chain of command.

C. Repairs and Maintenance

1. Repair and maintenance of the police vehicles is a responsibility shared by officers, supervisors and person(s) in charge of fleet maintenance.
2. The person in charge of fleet maintenance or designee will coordinate daily vehicle repairs and maintenance of the police fleet as follows:
 - a. The officers assigned to each vehicle are responsible for indicating vehicle repair/maintenance needs and coordinating with the person in charge of fleet maintenance.
 - b. The person in charge of fleet maintenance will prioritize needed repairs and arrange for delivery of the vehicles to the repair facility, minimizing the number of vehicles out of service at one time. Sensitive equipment will be removed from the vehicle prior to leaving the vehicle for repairs.
3. Shift Supervisors are authorized and encouraged to make minor emergency repairs as defined by the UCPD Vehicle Service Request Form to police vehicles during night hours and on holidays and weekends, if service is not available.
4. Emergency repairs to vehicles will be noted, and receipt/bills for repair expenses along with the completed UCPD Vehicle Service Request Form will be forwarded to the person in charge of fleet maintenance for review and processing.
5. In case of major mechanical failure, which requires the towing of a police vehicle at night or on weekends/holidays, the Shift Supervisor in charge should request the towing service and have the vehicle stored at police headquarters. If a towing situation arises during normal working hours, the person in charge of fleet maintenance shall be notified and will make arrangements regarding where the vehicle should be towed.