

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 526-S

REFERENCE STANDARDS:

SUBJECT: Equipment Maintenance

PURPOSE: To establish a procedure to maintain control of equipment, other than vehicles, sent for repair or service.

I. POLICE RADIO MAINTENANCE

A. Portable Police Radio

1. Whenever the department issued portable police radio equipment is in need of repair or service, a "Radio Repair Sheet" form will be completed with the following information: (Appendix A)
 - a. Date/Time
 - b. Radio #
 - c. Serial # and Model #
 - d. Person Receiving Item for Service
 - e. Repair required
 - f. Person requesting service
2. The repair form is maintained by personnel assigned to the Records Bureau.
3. Attach the completed form to the equipment and forward to the Records area.
4. Records Personnel
 - a. Record the portable radio needing repair onto the "Police Radio Repair Log" and arrange with the contracted service organization for repair services. (Appendix B)
 - b. The contracted service organization will make notification to the Lieutenant of Support Services when the repaired item is to be returned to the department.
 - c. Once the radio has been returned, the proper notations will be made on the repair log form by records personnel.
 - d. The "Police Radio Repair Log" shall be kept in the Records/Radio room area.

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

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B. In-Car Police Radios

1. All in-car police radios are maintained by the Fleet Services Division for the Village of Hanover Park. Radios in need of repair or service shall require a "Vehicle Trip Sheet" completed and submitted to Fleet Service. (Appendix C)
 - a. In-car MDT's/computers and related equipment are to be included on the "Vehicle Trip Sheet" whenever a need arises for repair or service.

II. BUILDING MAINTENANCE/REPAIR

- A. Building maintenance issues are coordinated through the Building Maintenance Division for the Village of Hanover Park. When items are found in need of repair or relocation, a "Building Maintenance" form is completed and forwarded to the Chief of Police's office for authorization. (**Sample** shown as Appendix D)

Radio Repair Sheet

(Contracted Vendor)

Sender/Village of Hanover Park Police Dept.
2121 W. Lake Street
Hanover Park, IL 60103
(630) 372-4400
Contact/Lt. Support Services

Date: _____ Time: _____

Officer Name _____ ID# _____

Clk/Aide/D.O. _____ ID# _____

Serial # _____ Model# HT1000

Radio # _____

Problem with radio/equipment _____

Appendix A/DIR 526-S

Radio Repair Sheet

(Contracted Vendor)

Sender/Village of Hanover Park Police Dept.
2121 W. Lake Street
Hanover Park, IL 60103
(630) 372-4400
Contact/Lt. Support Services

Date: _____ Time: _____

Officer Name _____ ID# _____

Clk/Aide/D.O. _____ ID# _____

Serial # _____ Model# HT1000

Radio # _____

Problem with radio/equipment _____

Appendix A/DIR 526-S

Radio Repair Sheet

(Contracted Vendor)

Sender/Village of Hanover Park Police Dept.
2121 W. Lake Street
Hanover Park, IL 60103
(630) 372-4400
Contact/Lt. Support Services

Date: _____ Time: _____

Officer Name _____ ID# _____

Clk/Aide/D.O. _____ ID# _____

Serial # _____ Model# HT1000

Radio # _____

Problem with radio/equipment _____

Appendix A/DIR 526-S

Radio Repair Sheet

(Contracted Vendor)

Sender/Village of Hanover Park Police Dept.
2121 W. Lake Street
Hanover Park, IL 60103
(630) 372-4400
Contact/Lt. Support Services

Date: _____ Time: _____

Officer Name _____ ID# _____

Clk/Aide/D.O. _____ ID# _____

Serial # _____ Model# HT1000

Radio # _____

Problem with radio/equipment _____

Appendix A/DIR 526-S

POLICE RADIO REPAIR LOG

[illegible]

VEHICLE TRIP TICKET

Date _____

Vehicle # _____ Miles Start _____ End _____

Dept/Division _____ Hours Start _____ End _____

Driver Signature _____

===== Pre-trip Inspection =====

Engine Oil
Vehicle body condition/damage
Lights & Siren
Vehicle Cleanliness – interior/exterior
Vehicle equipment

OK	NEEDS SERVICE

===== Post-trip Remarks – Repair Request
=====

Problem is most noticeable Constantly ☐ Hot ☐
Intermittently ☐ Cold ☐ Appendix C/DIR 526-S

VEHICLE TRIP TICKET

Date _____

Vehicle # _____ Miles Start _____ End _____

Dept/Division _____ Hours Start _____ End _____

Driver Signature _____

===== Pre-trip Inspection =====

Engine Oil
Vehicle body condition/damage
Lights & Siren
Vehicle Cleanliness – interior/exterior
Vehicle equipment

OK	NEEDS SERVICE

===== Post-trip Remarks – Repair Request
=====

Problem is most noticeable Constantly ☐ Hot ☐

noticeable
SAMPLE ONLY : Appendix D/DIR 526-S

Intermittently ☐

Cold ☐

Appendix C/DIR 526-S

WORK REQUEST

Work No. _____

BUILDING MAINTENANCE

Date _____ Department _____

Location _____

Budget Account No. _____

Signature Dept. Head _____

Date Started _____

TYPE OF WORK

_____ Heating	_____ Plumbing	_____ Painting
_____ Air Cond.	_____ Carpet	_____ Leaks
_____ Elec.	_____ Windows	_____ Light Bulbs
_____ Floors	_____ Other _____	

DEPARTMENT USE ONLY

Time to complete project _____

Project assigned to _____

Materials needed _____

Date Completed _____

Signature of assigned _____

Signature of Foreman _____

COMMENTS: