

	POLICY & PROCEDURE	SERIES # 1509	PAGE 1 OF 1
	SUBJECT		EFFECTIVE DATE
	DEADLINING POLICE VEHICLES		3/26/03
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1122 dated 5/1/93		

I. PURPOSE:

The purpose of this policy is to establish a guideline to be followed when it becomes necessary to deadline a vehicle assigned to the Police Division.

II. POLICY:

It shall be the policy of the Police Division to make police vehicles available to the City Garage for necessary repairs and maintenance as quickly as possible.

III. PROCEDURE:

- A. No vehicle assigned to this Division will be deadlined during the tour of duty without knowledge and consent of the shift supervisor.
- B. All vehicles which are deadlined will be deadlined at the City Garage.
- C. If the vehicle is deadlined during the normal operating hours of the City Garage, the officer will leave the vehicle keys with the appropriate Garage employees in the shop office and have a work order completed.
- D. If the vehicle is deadlined after normal operating hours for the City Garage, the officer will place the vehicle keys in the drop box at the City Garage and provide the necessary information on the Police Operations Vehicle Maintenance Form for the repairs.
- E. When fleet repairs are completed, the vehicle will be brought back to the designated Field Office and the keys placed back on the keyboard. Take Home Vehicles should be picked up at the City Garage by the assigned officer.

APPROVED:
CHIEF OF POLICE



-