

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	17.2 Fleet Maintenance			
Effective Date:	3/1/1978	Revision Date:	5/30/2022	
Action:	PlanIt Police Language		Number of pages:	1

I. POLICY

It is the policy of the City of Kenosha Police Department to make necessary vehicle repairs on a routine and timely basis in order to provide reliable and functionally safe vehicles for employee use.

II. PROCEDURE

1. If a vehicle, mobile radio, or video recording system needs repair, the employee will report the issue in PlanIt Police through a vehicle checklist. If the issue is vehicle related, the “Report Vehicle Problem” must be completed. If the issue is Radio or IT related, the “Report Equipment Problem” must be completed. The completed vehicle checklist slip will be printed by the shift supervisor and placed in the Fleet maintenance mailbox in operations.
2. Fleet Maintenance staff will collect repair forms regularly.
3. Joint Service Garage Supervisor will prepare a “Work Order” with charges for parts. These documents are set aside for the Police Department Administration, who will review them for approval and payment on a monthly basis.
 NOTE: If major vehicle work is identified as necessary by the Garage Supervisor, the Supervisor will contact the Police Department Administration directly for authorization to proceed with the repair.
4. After review and approval, the Police Department Administration will forward the documents to the City Finance Department for payment.

III. AFTER HOURS

The Joint Services Garage hours are from 6:00 A.M. to 2:30 P.M., MONDAY through FRIDAY. Should vehicle repairs become necessary after hours, such as, but not limited to, headlights, taillights, interior lights, and/or wiper blades, the officer/employee shall write up the vehicle for repairs and take a different vehicle.

Should a vehicle become disabled or should a vehicle be identified as needing **MAJOR REPAIRS**, making it unsafe to operate, the officer/employee shall contact Dispatch to have the vehicle towed to the Joint Services Garage area. The officer will notify their supervisor prior to requesting the towing company to respond so that the supervisor can ascertain the extent of the problem and ensure that all requirements for reporting the tow are completed.

The officer will obtain a towing receipt from the towing service, the receipt must indicate the fleet number of the squad towed and the officer requesting the tow. This receipt will be forwarded to Administration. A “Vehicle and Radio Repair Form” shall be filled out and placed in the bin on the Fleet Maintenance door or the Police Department Operations for scheduling the repairs.