




# City of Manassas Police Department General Duty Manual



Effective Date: 07-29-2000	<b>GENERAL ORDER</b>	Number: 09-04
Subject: Fleet Management		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 06-04-2018		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards:	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

## PURPOSE:

To provide fleet management procedure accountability.

## POLICY:

Fleet management is centralized through the Administrative Services Division. Problems concerning vehicle maintenance or services provided by City shop personnel should be brought to the attention of the Administrative Services Captain or the Technical Services Sergeant.

## DISCUSSION:

See also General Order 6-22.

## PROCEDURE:

### I. Purchase / Installation of Equipment

- A. The purchase of new vehicles and the installation of radios and other equipment is a function of the City Maintenance Shop.
- B. The Administrative Services Captain or his designee (Technical Services Sergeant) is the Department's liaison with the City Maintenance Shop.
- C. Members having suggestions concerning the purchase or placement of equipment in police vehicles should forward them through their chain of command to the Administrative Services Captain.

### II. Reporting Damage

- A. Any damaged or unclean vehicle must be reported to a supervisor as soon as possible. The supervisor determines the written report requirements. See General Order 6-22.
- B. When a vehicle is found damaged or unclean, it is assumed that the last person using the vehicle was responsible for the damage or condition of the vehicle, unless investigation reveals otherwise.
- C. Fleet inspection.
  1. Lieutenants and Sergeants should make periodic spot inspections of vehicles operated by their subordinates.
  2. Any supervisor may conduct or cause a spot inspection of the fleet periodically. Problems or discrepancies are brought to the attention of the supervisor of the primary drivers of the vehicle in question.

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**III. Mileage and Inventory Reports**

- A. The City Shop conducts fleet status reports of vehicle mileage and periodic maintenance on a monthly basis.
- B. The use of fleet vehicles on a take-home basis is governed by General Order 6-23.

**IV. Vehicle Idle Policy**

- A. Unleaded fueled cars or trucks require no idle warm-up time, and idling is prohibited unless an exception is granted as outlined in the City of Manassas Vehicle Idle Policy (attached).

Attachments: City of Manassas Vehicle Idle Policy

Index as: Fleet Management.  
Vehicles.  
Damage to Vehicles.  
Mileage.  
Vehicle Inspections.

References: N/A