



Maintenance and Non-Issued Vehicle Equipment

I. POLICY

All Department vehicles will be assigned to Officers for their patrol use and maintenance. The timely maintenance of Departmental vehicles is an absolute necessity.

II. MAINTENANCE

1. Departmental vehicles will be serviced every 4,000 miles,
2. Responsibility for requesting maintenance scheduling will be that of the employee permanently or temporarily assigned to the vehicle at the time maintenance is required,
3. No employee will permit his permanently or temporarily assigned vehicle to exceed more than 500 miles over required maintenance,
4. If for good reason, the appointment cannot be kept by the involved Officer, the Officer will see that the Chief of Police is notified as soon as possible.

III. SPARE VEHICLES

1. The Officer assigned to be responsible for spare vehicles will ensure that spare Departmental vehicles receive the required maintenance and repairs.
2. When a spare vehicle is used, keys taken will be signed out.

IV. DAMAGE TO VEHICLES

1. Any damage to Departmental vehicles will be reported to the Chief of Police for appropriate action,
2. It is incumbent upon all personnel utilizing a Departmental vehicle to inspect the vehicle for damage,
3. The assigned vehicle operator will be responsible for any non-reported damage,
4. If damage is discovered, a detailed report will be submitted to the Chief of Police in the prescribed form outlining the details.

General Order No. 7-1 (Cont.)

V. INSTALLATION OF NON-ISSUE EQUIPMENT

1. Installation of non-issue equipment in Departmental vehicles must be approved by the Chief of Police in advance,
2. Any non-issue vehicle equipment approved for use in Departmental vehicles must be obtained by the individual at no cost to the Department,
3. The alteration of any factory installed equipment or equipment installed by the Ridgely Police Department is prohibited.