



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
 165 HENRY JOHNSON BOULEVARD  
 ALBANY, NEW YORK 12210



1789

**REPAIRS TO DEPARTMENT VEHICLES**  
**GENERAL ORDER NO: 3.3.05**

<b>Issue Date:</b> February 2, 2015	<b>Effective Date:</b> March 1998
<b>Revision Date:</b> June 12, 2014	<b>CALEA:</b> N/A
<b>Volume 3:</b> Operations	<b>Chapter 3:</b> Vehicle Operations
<b>Distribution:</b> All Personnel	<b>NYSLEAP:</b> N/A
<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 5

**PURPOSE:** The purpose of this policy is to establish guidelines for obtaining service and repairs to department vehicles.

**POLICY:** It is the policy of the Albany Police Department to ensure efficient methods for obtaining service and repairs to Department Vehicles.

**I. REPAIRS TO DEPARTMENT VEHICLES**

**A.** When a department vehicle or vehicle equipment requires repair work, the vehicle operator shall complete an Albany Police Department Repair Request for Police Unit Form, APD Form # [REDACTED] shown on page 5 of this order, and shall denote the following:

1. The date and time that the vehicle repairs are being requested.
2. The vehicle control number, which can be located in the following locations:
  - a. The unit/station blotter;
  - b. The vehicle repair binder located within the respective unit/station; and
  - c. On the vehicle itself.
3. The vehicle's year and make.
4. The vehicle's unit number and current mileage.
5. The name of the tow company that towed the vehicle and the location where the vehicle was towed, if applicable.
6. The reason that the vehicle repair is being requested.
7. The name of authorizing supervisor.
8. The name of the vehicle operator.
  - a. A copy of the vehicle repair sheet shall be e-mailed to [REDACTED] and the officer's immediate supervisor shall be CC'd on the email.
  - b. The original form shall be sent to the ASB fleet clerk at Headquarters.
  - c. A copy of the form shall be maintained in the vehicle repair binder, located within the respective unit/station.

B. Should a unit break down or need repair for issues that potentially pose a hazard to the officer, the public, or cause further damage to the vehicle (e.g., faulty brakes, slipping transmission, oil leak, or transmission leak), the unit shall not be driven.

1. A supervisor shall direct the vehicle operator to contact the Communications Center to have the vehicle towed to an authorized repair shop.
2. The vehicles keys and a copy of the vehicle repair sheet shall be left at the repair shop (e.g., drop box, authorized employee, etc.).
3. A copy of the vehicle repair sheet shall be e-mailed to [REDACTED] and the officer's immediate supervisor shall be CC'd on the email.
4. If a zone car is taken out of service due to the need for more extensive repairs, a supervisor will make the necessary fleet arrangements within their respective unit/station.
5. Mobile Data Terminals (MDTs), along with any other portable equipment and any law enforcement sensitive material, shall be removed and the vehicle secured. The portable equipment and material shall be returned to the appropriate station until the vehicle is returned to service.
6. A copy of the form shall be maintained in the vehicle repair binder, located within the respective unit/station.

C. When the authorized repair shop is not open for business and repairs are more extensive, a supervisor shall direct the operator to have the vehicle towed to said facility. A vehicle repair slip shall be completed.

1. The vehicles keys and a copy of the vehicle repair sheet shall be left at the repair shop (e.g., drop box, authorized employee, etc.).
2. A copy of the vehicle repair sheet shall be e-mailed to [REDACTED] and the officer's immediate supervisor shall be CC'd on the email.
3. If a zone car is taken out of service due to the need for more repairs, a supervisor will make the necessary fleet arraignments within their respective unit/station.
4. Mobile Data Terminals (MDTs), along with any other portable equipment and any law enforcement sensitive material, shall be removed and the vehicle secured. The portable equipment and material shall be returned to the appropriate station until the vehicle is returned to service.
5. A copy of the form shall be maintained in the vehicle repair binder, located within the respective unit/station.

D. Vehicle repairs that are of a routine nature shall be completed during business hours when the authorized repair shop is open for service. A vehicle repair sheet shall be completed.

1. Routine services such as oil/fluid changes, tune ups, etc. shall be scheduled by the unit/station supervisor.

- a. The vehicles keys and a copy of the vehicle repair sheet shall be left at the repair shop (e.g., authorized employee, etc.).

- b. A copy of the vehicle repair sheet shall be e-mailed to [REDACTED] and the officer's immediate supervisor shall be CC'd on the email.
  - c. Each unit/station will be responsible for ensuring that all assigned units within their command are well maintained, and in good working order.
  - d. Each unit/station will be responsible for scheduling all routine maintenance for their assigned units.
- E. Personnel shall contact Communications when a vehicle has a flat tire.
  - 1. Communications shall notify the tow company of the location where the repair or tire change is needed.
  - 2. Tire repairs or changes shall be completed in the field.
  - 3. A vehicle repair sheet should be completed and e-mailed to [REDACTED] noting that the repair was completed.
- F. When a unit sustains body damage of any kind, and a supervisor determines the unit will stay in service. A vehicle repair sheet shall be completed.
  - 1. A copy of the vehicle repair sheet shall be e-mailed to [REDACTED] and the officer's immediate supervisor shall be CC'd.
  - 2. The original form shall be sent to the ASB Fleet Clerk at Headquarters.
  - 3. A copy of the form shall be maintained in the vehicle repair binder, located within the respective unit/station.
  - 4. The Fleet Clerk will coordinate repair efforts, (estimates, scheduling repairs, etc).
- G. When a unit sustains body damage of any kind, and a supervisor determines the unit will be taken out of service, but the unit is drivable, the unit shall be driven to the Third Street lot of 165 Henry Johnson Boulevard and a Repair Request for Police Units Form shall be completed.
  - 1. A copy of the vehicle repair sheet shall be e-mailed to [REDACTED] and the officer's immediate supervisor shall be CC'd.
  - 2. The vehicles keys and a copy of the vehicle repair sheet shall be brought to ASB and left for the Fleet Clerk.
  - 3. If a zone car is taken out of service due to the need for more extensive repairs, a supervisor will make the necessary fleet arrangements within their respective unit/station.
  - 4. Mobile Data Terminals (MDTs), along with any other portable equipment and any law enforcement sensitive material, shall be removed and the vehicle secured. The portable equipment and material shall be returned to the appropriate station until the vehicle is returned to service.
  - 5. The Fleet Clerk will coordinate repair efforts, (estimates, scheduling repairs, etc).
  - 6. A copy of the form shall be maintained in the vehicle repair binder, located within the respective unit/station.

H. When a unit sustains body damage of any kind, and a supervisor determines the unit will be taken out of service, but the unit is NOT drivable, the unit will be towed to the tow company's secured lot, and a vehicle repair shall be completed.

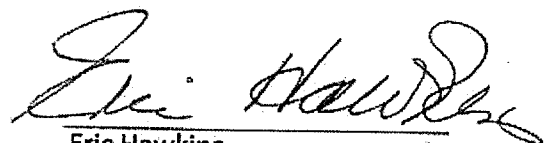
1. The vehicles keys shall be left with the tow operator.
2. A copy of the vehicle repair sheet shall be e-mailed to [REDACTED] and the officer's immediate supervisor shall be CC'd on the email.
3. If a zone car is taken out of service due to the need for more repairs, a supervisor will make the necessary fleet arrangements within their respective unit/station.
4. Mobile Data Terminals (MDTs), along with any other portable equipment and any law enforcement sensitive material, shall be removed and the vehicle secured. The portable equipment and material shall be returned to the appropriate station until the vehicle is returned to service.
5. The Fleet Clerk will coordinate repair effort, (estimates, scheduling repairs, etc.).
6. A copy of the form shall be maintained in the vehicle repair binder, located within the respective unit/station.

I. Miscellaneous Repairs (radio/emergency lights/sign shop, etc.) requires the completion of a vehicle repair sheet.

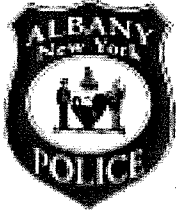
1. All repairs will be performed during regular business hours.
2. The Fleet Clerk and/or a unit/station supervisor will coordinate repair efforts.
3. A vehicle repair sheet should be completed and e-mailed to [REDACTED] noting that the repair was completed.

J. Proper blotter entries shall include the following:

1. The vehicles condition;
2. The vehicles mileage;
3. The name of the officer turning in the vehicle;
4. The name of the authorizing supervisor
5. The location that the vehicle was towed to;
6. The tow company name; and
7. Receipt by the station of the Mobile Data Terminal (MDT), the Tactical Backpack Kit, spike strips, riot batons, poly guard shields, O.C. Fogger, and any other law enforcement sensitive material and/or portable equipment removed from the unit.



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**REPAIR REQUEST FOR POLICE UNIT**

1789

DATE/TIME: \_\_\_\_\_ VEHICLE CONTROL # \_\_\_\_\_  
(7 digit # affixed to vehicle)

YEAR/MAKE: \_\_\_\_\_ UNIT# & MILEAGE: \_\_\_\_\_

TOWED BY: \_\_\_\_\_ TOWED TO: \_\_\_\_\_

**PROBLEM**

- |                                     |                       |
|-------------------------------------|-----------------------|
| _____ RADIO                         | _____ CRASH           |
| _____ EMERGENCY LIGHTS/SIGNALMASTER | _____ MUFFLER/EXHAUST |
| _____ WILL NOT START                | _____ TIRES           |
| _____ MOTOR                         | _____ TRANSMISSION    |

EXPLAIN IN FULL: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

AUTHORIZING SUPERVISOR: \_\_\_\_\_ OPERATOR: \_\_\_\_\_  
**DO NOT WRITE BELOW THIS LINE - FLEET TRACKING**

- |  |   |
|--|---|
| <input type="checkbox"/> DESTINATION NISSAN<br><small>(Albany Dodge)</small> | <input type="checkbox"/> MOTOROLA             |
| <input type="checkbox"/> DGS SIGN SHOP                                       | <input type="checkbox"/> GEORGE'S UPHOLSTERY  |
| <input type="checkbox"/> WATKINS SPRING                                      | <input type="checkbox"/> CAPITAL VALLEY GLASS |
| <input type="checkbox"/> QUALITY TRANSMISSION                                | <input type="checkbox"/> SUPER SONIC CAR WASH |
- 
- |           |   |
|-----------|---|
| BODY SHOP | <input type="checkbox"/> QUAIL AUTO                                       |
|           | <input type="checkbox"/> DESTINATION NISSAN <small>(Albany Dodge)</small> |
|           | <input type="checkbox"/> DEPAULA CHEVROLET                                |
|           | <input type="checkbox"/> LIA COLLISION                                    |

APD #436 (04/2014)