



**CHANDLER POLICE  
DEPARTMENT  
GENERAL ORDERS**  
*Serving with Courage, Pride, and Dedication*

Order

**B-17 DEPARTMENT VEHICLES**

Subject

**200 Fleet Services**

Effective

**01/03/17**

**SUMMARY**

This order covers the acquisition and maintenance of police department vehicles.

**A. PURPOSE**

Police Fleet Services personnel will maintain a well-conditioned fleet by increasing efficiencies of vehicle requisitions, streamlining fleet repair, and balancing maintenance costs

**B. ORGANIZATION**

**POLICE FLEET SERVICES IS COMPRISED OF:**

1. Police Fleet Aide
2. Main Station Operation Support Supervisor
3. Main Station Admin Lieutenant
4. Main Station Field Operations Commander

**C. RESPONSIBILITIES**

**1. POLICE FLEET AIDE will:**

- a. Coordinate repair and preventative maintenance on equipment and vehicles
- b. Assist with determining replacement cycles
- c. Monitor equipment installation
- d. Order supplies
- e. Prepare reports

**2. MAIN STATION OPERATIONS SUPPORT SUPERVISOR will:**

- a. Assist with developing vehicle specifications for all new and existing vehicles assigned to the department
- b. Be the primary liaison to vendors for all department vehicles and equipment
- c. Supervise the Police Fleet Aide

**3. MAIN STATION ADMIN LIEUTENANT will:**

- a. Assist with developing vehicle specifications for all new and existing vehicles assigned to the department
- b. Be the primary liaison with City Fleet for vehicle replacement
- c. Be the primary liaison with City Purchasing
- d. Be the primary liaison with car dealerships and up-fitters
- e. Serve as the Police liaison for the city's Fleet Advisory Committee (FAC)
- f. Coordinate all vehicle replacements through the city's Vehicle Replacement Program (Admin Reg. FD-01)
- g. Delegate responsibilities to the Operations Support Supervisor in his absence

4. **MAIN STATION FIELD OPERATIONS COMMANDER** will:
  - a. Coordinate all efforts for Police Fleet Services
  - b. Facilitate the Vehicle, Equipment, & Uniform standing committee (VEU)

***D. VEHICLE REPLACEMENT PROGRAM (VRP)***

1. **DEPARTMENT VEHICLES WILL BE REPLACED** in accordance with Admin Reg. FD-01
2. **REPLACEMENT EVALUATION** of vehicles will be coordinated between Main Station Admin Lieutenant or designee and lieutenants for each specialty unless otherwise authorized by Main Station Field Ops Commander
3. **EQUIPMENT OR VEHICLE MODIFICATIONS** shall not be made to any vehicle unless authorized by the Main Station Admin Lieutenant or designee

***E. NEW VEHICLE DEPLOYMENT***

1. **ALL NEW VEHICLES** will be processed through City Fleet prior to being put into service
  - a. City mechanics will inspect the new vehicles per their directives
  - b. Police vehicles will be registered by City Fleet unless it is a specialty vehicle. In that instance, the CIB liaison will obtain a letter from the Office of the Chief to provide to MVD for a non-government or non-commercial license plate
2. **CITY FLEET** will assign a vehicle number and enter it into the computerized inventory control system
3. **POLICE FLEET SERVICES** will take possession of all new vehicles post-inspection and deliver them to the appropriate location
4. **DELIVERY OF SPECIALTY VEHICLES** such as motorcycles, grant vehicles, SWAT vehicles, etc. will be delegated by Police Fleet Services on a case by case basis
5. **POLICE FLEET SERVICES will not permit new vehicles** to be put into service without first obtaining the vehicle designated for replacement and all sets of its keys
6. **ANY VARIATION OF NEW VEHICLE DELIVERY** and taking vehicles out of service must be authorized by the Commander or designee

