

Vehicle Maintenance #0022

PURPOSE OF ORDER:

The purpose of this order is to establish policy and procedure for the proper maintenance and mileage reporting for Fire Camp Training Unit/ PDC-East Facility vehicles.

SCOPE OF ORDER:

This order applies to all personnel assigned to Fire Camp Training Unit/PDC-East Facility.

ORDER:

Vehicle Condition and Cleanliness

On a weekly basis, all Fire Camp Training Unit vehicles will be washed by the Fire Camp/PACE crew inmates at least once a week, and the vehicles will be inspected by the Fire Camp Sergeant or assigned custody assistant (CA). The inspection and condition of the vehicles will be noted in an online log.

Vehicle Mileage Records

The assigned CA shall obtain mileage from each vehicle assigned to Fire Camp on a monthly basis. Information shall include the previous month's mileage, current mileage, and the number of miles driven. This information shall then be placed in the Fire Camp Vehicle log.

Vehicle Maintenance

The assigned CA shall coordinate vehicle maintenance with the Pitchess Detention Center vehicle maintenance garage and Fleet Management. They shall keep a detailed log of dates due for service, when the vehicle was dropped off, and the type of service/repair. The CA shall also coordinate the return of the vehicles, and any loaner or replacement vehicles needed. The CA will keep the operations sergeant apprised of any extended services and vehicles in need of replacement or repair.

Vehicle Fire Extinguisher

Each vehicle shall be equipped with a fire extinguisher at all times, as per Department policy, MPP 3-06/090.00 FIRE EXTINGUISHER EQUIPMENT. Each fire extinguisher shall be inspected annually per Department policy, MPP 3-06/090.05 MAINTENANCE OF FIRE EXTINGUISHERS. Fire Camp personnel will coordinate an inspection of the fire extinguisher with the Fire Camp Watch Commander/Camp Sergeant.