



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE		PROCEDURE NUMBER	
EQUIPMENT REPAIR PROCEDURES		PG1722.0	
SECTION	DISTRIBUTION	EFFECTIVE DATE	REVIEW DATE
Uniform and Equipment	A	05/01/17	05/01/21
REPLACES			
PG1722.0 "Equipment Repair Procedure", issued 09/01/04			
RELATED DIRECTIVES	REFERENCES	AUTHORITY	
PG1700.0	CALEA 41, 81	 Chief Stanley R. Johnson	

I. PURPOSE

This directive consists of guidelines concerning the transmittal of radios, radio related equipment, vehicle emergency equipment and other police equipment to authorized facilities for repair.

II. POLICY

It will be the policy of this Division to maintain the utmost working ability within the radio system, vehicle emergency equipment and other police related equipment by utilizing, to the fullest, the services of authorized agents as prescribed by maintenance agreements.

III. PROCEDURES

If any equipment, as herein described, becomes in need of repair, the following procedures will be followed:

A. Portable Radios

1. Radio Communications

- a. Officers are individually assigned Park Police portable radios.

- b. Officers are individually assigned portable radio battery chargers to recharge their batteries while at home.
 - c. No portable radio, will be left inside police cruisers when the officer is off duty or parked at approved drop-off lots. All radios shall be properly stored and secured.
2. When a portable radio is in need of repair, officers will take the below appropriate action(s):
- a. Notify Communications.
 - b. Check for a dead battery.
 - c. Notify Supervisor.
 - d. Notify Staff Operations, Technical Services Representative, for minor repairs, (i.e.-volume/squelch control knob loose or missing, antenna broken or missing, etc.)
 - e. Officers shall obtain a spare radio to use temporarily as a replacement, if issued radio is left at the authorized repair facility.

B. Vehicle Emergency Equipment/Vehicle Mounted Radio Equipment

1. When emergency equipment and/or vehicle mounted radio equipment needs repaired officers will take the below appropriate action(s):
- a. Notify Communications.
 - b. Notify Supervisor.
 - c. Notify Staff Operations, Technical Services Representative, for minor repairs, (i.e.- fuses, wig-wag flash relays, bulbs, etc.).
 - d. Deliver vehicle to the authorized repair facility
 - e. Officers shall make arrangements with the on-duty supervisor to get a spare vehicle if their assigned vehicle needs to be kept overnight at the authorized repair facility.
 - f. Officers will be responsible for the drop-off and pick-up of their assigned vehicle.
 - g. If vehicle is a spare vehicle the Operation assigned the vehicle will see to it that it is picked up.
 - h. After completion of the repair the officer picking up the vehicle will receive a copy of the repair invoice and turn it into their supervisor.

C. Preliminary Breath Test (PBT) Units, Radar Units, Cameras and Shotguns

1. If any of the above equipment becomes inoperable officers will:
- a. Notify the on-duty supervisor.
 - b. Forward the item, except shotguns which will remain in the gun cabinet, to the appropriate person listed below:

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- 1) PBT Unit - PBT Coordinator
- 2) Radar Unit - Property Specialist
- 3) Cameras - Property Specialist
- 4) Shotguns - Range Master

- c. Shotguns will be picked up by the Range Master for repairs. Officers will call him/her as soon as the malfunction is found.

D. Vehicles

1. When an officer's assigned vehicle or spare vehicle they are operating is in need of repair or preventative maintenance officers will:
 - a. Notify their immediate supervisor while on duty. If their cruiser breaks down while off duty the officer will notify the on-duty supervisor and make arrangements to pick up another vehicle for use.
 - b. Complete a vehicle trip ticket.
 - c. If operable take the vehicle to Randall Maintenance Yard, or Bock Road Maintenance Yard for repairs.
 - 1) Officers are responsible for changing flat tires on their vehicles.
 - d. If vehicle is inoperable the officer will request a tow truck which will take the vehicle to Randall Maintenance Yard for repairs.
 - 1) If maintenance yard is closed the officer will drop his/her vehicle key and filled out trip ticket into the key drop-off slot.
 - e. Officers are responsible to pick-up their assigned vehicles as soon as they are completed.

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IV. RESPONSIBILITY

- A. All Officers
 - 1. Shall abide by all pertinent procedures enumerated in this directive.
- B. On-Duty Supervisor
 - 1. Shall ensure that all of the procedures enumerated in this directive are adhered to.
- C. Property Specialist
 - 1. Shall be responsible for ensuring that all necessary repairs are made to Division cameras and Radar Units, including calibrations every six (6) months for the Radar Units.
- D. PBT Coordinator
 - 1. Shall ensure that all repairs and calibrations are made to all Division Preliminary Breath Test (PBT) Units.
- E. Range Master
 - 1. Shall ensure that all necessary inspections, repairs, and inventories are maintained for Division shotguns.

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