

OFFICE OF OPERATIONS

NOTICE NO. 43

September 3, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: IN-CAR VIDEO SYSTEM MAINTENANCE AND REPAIR
PROCEDURES - REVISED

PURPOSE

This Notice modifies current procedures when investigating and reporting damaged or inoperable In-Car Video (ICV) systems in order to ensure appropriate action is taken in cases of misuse, disabling, rough handling or intentional damage of ICV equipment.

NOTE: This Notice amends Office of Operations (O.O.) Notice No. 16, dated April 11, 1996.

INFORMATION

A recent audit conducted by Evaluation and Administration Section (EAS), O.O. revealed there is a lack of compliance with the ICV system repair procedures delineated in O.O. Notice No. 16, dated April 11, 1996. Specifically, the investigation and reporting of Bad Order (B/O) ICV systems. The existing repair procedure is hereby amended to add the requirement for officers and supervisors to complete an Employee's Report (Form 15.07) on all B/O ICV systems. In addition, commanding officers, watch commanders, and ICV coordinators will be required to review the completed Form 15.07 reports prior to forwarding to EAS, O.O.

The requirement to initiate personnel complaints in cases of misconduct related to misuse, disabling, rough handling, or intentional damage of ICV equipment is not modified by this Notice. Adherence to the procedures outlined in this Notice, and O.O. Notice No. 16, 1996, is critical to ensuring the serviceability of ICV equipment and the success of the ICV Program.

PROCEDURES

All personnel shall continue to comply with the provisions outlined in O.O. Notice No. 16, 1996. In addition, the procedures listed below have been added.

Officers' Responsibilities

A Form 15.07 shall be completed when an officer discovers an inoperable or damaged ICV system. The Form 15.07 should include, but is not limited to, the following information:

- * Date and time damage or operational problem was discovered;
- * Person reporting the damage and/or operational problem;
- * Description of damage and/or operational problem;
- * Probable cause of the damage and/or operational problem;
and
- * Vehicle shop number.

All officers are required to immediately forward the original and one copy of the completed and signed Form 15.07 report to the on-duty watch commander.

Supervisors' Responsibilities

Supervisors responsible for conducting investigations involving the possible misuse, disabling, rough handling or intentional damage of ICV equipment shall also document their investigation on an Employee's Report Form 15.07. The supervisor's Form 15.07 should include the following information:

- * Date and time reported;
- * Person reporting the damage and/or operational problem;
- * Detailed description of the damage and/or operational problem;
- * An assessment regarding the probable cause of the damage and/or operational problem;
- * All other relevant information; and
- * Two sets of Polaroid photographs of any visible damage to the ICV equipment; the photographs and Form 15.07 shall be forwarded with the completed investigation to the watch commander.

Watch Commanders' Responsibilities

Watch commanders becoming aware of damaged or B/O ICV equipment shall:

- * Immediately cause a supervisor to conduct an investigation regarding the possible misuse, disabling, rough handling, or intentional damage of the ICV equipment;
- * Review the supervisor's Form 15.07 investigation and determine if a personnel complaint investigation is to be initiated; and
- * Forward the original Form 15.07 investigation and related photographs to the Area/division commanding officer, one copy of the Form 15.07 to the concerned Area/division garage supervisor, one copy of the Form 15.07 to the ICV Coordinator, and one copy of the Form 15.07 to the Officer-in-Charge, EAS, O.O., Stop 400.

NOTE: Motor Transport Division (MTD) will not complete any work on damaged ICV systems without a copy of the completed and signed Form 15.07.

In-Car Video Coordinators' Responsibilities

Area ICV Coordinators will be responsible for:

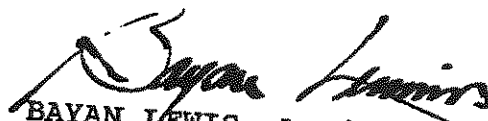
- * Maintaining copies of all Form 15.07 investigations and accompanying photos on B/O ICV systems in their records for use in Area/division, bureau, or O.O. ICV compliance audits.

Commanding Officers' Responsibilities

Area commanding officers will be responsible for:

- * Reviewing all Form 15.07 investigations involving damaged or B/O ICV systems and ensuring appropriate action is taken.

Questions regarding ICV system repair procedures should be directed to Officer Michel Kozak, EAS, O.O., at extension 5-4111.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

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