



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 180-2	Subject: STATE PROPERTY REPAIR/MAINTENANCE
Chapter 180: STATE PROPERTY	Page 1 of 1
Signature: /s/ <i>Mary Fay</i>	Revision Date: 09/10/01
	Effective Date: 06/01/00

I. BUREAU DIRECTIVE: Probation and Parole Bureau employees will follow established procedures for the repair and maintenance of state property (vehicles, office equipment).

II. AUTHORITY:
46-23-1004(4), M.C.A. Duties of Department
DOC 1.2.18 Fleet Vehicle Management

III. DEFINITIONS:
None.

IV. PROCEDURES:
Officers will report needed repairs to the Regional Administrator or their supervisor immediately as the need arises. Repairs on vehicles, office products and other state owned property will be approved in advance.

Routine maintenance on vehicles, i.e., fuel, oil changes, and filters do not need prior approval. All other proposed maintenance or repair will be suggested to the Regional Administrator or the officer's supervisor prior to completion. Each state owned vehicle will have one officer assigned to document maintenance performed on that respective vehicle. Maintenance will be in compliance with manufacturer's standards and/or those agreed upon with the Regional Administrator or the officer's supervisor and depending upon available financial resources.

PROCEDURE:

1. State owned property, equipment or vehicle requiring repair is brought to attention of Regional Administrator or supervisor, prior to any work being performed.
2. Decision to repair is considered with staff person's recommendation: approved; modified; denied.
3. Maintenance/repair records for state vehicles or other property are reviewed annually.

RESPONSIBILITY:

- Officer/Staff person
- Regional Administrator
Supervisor
- Regional Administrator

V. CLOSING: Questions concerning this procedure shall be directed to the Regional Administrator.