

- I. Purpose
- II. Inspections
- III. Equipment

- I. Purpose

This Directive establishes a system for the inspections of police vehicles to detect unsafe conditions, encourage good maintenance practices, and ensure accountability for the vehicles and its equipment.

All inspections will be conducted in the manner and frequency prescribed by the appropriate Directive. This does not prohibit commanders/supervisors from making additional informal inspections.

- II. Inspections

- A. The officer assigned to a vehicle, including fleet spares, will conduct inspections of the vehicle and its equipment prior to its use. Any damage, discrepancies or unsafe conditions found will be immediately brought to the attention of the officer's supervisor. If the damage or discrepancy occurs, or is discovered, when the officer is off duty, the on duty supervisor will be notified.
- B. *Shift or section supervisors will inspect all vehicles assigned under their supervision at least once a month.*
- C. All vehicle inspections will be documented on the Division's Vehicle Inspection Form. Shift or section supervisors will retain a record of vehicle inspections.
- D. Vehicles that are to be inspected include; cruisers, motorcycles, *ATVs*, trucks, and unmarked vehicles.
- E. The Fleet Manager will be responsible *maintaining current registration for all Division vehicles.*
- F. Inspectional Services will be responsible for inspecting Command Staff *and unassigned spare vehicles.*
- G. Shift or section supervisors will ensure that any visible damage, deficiency in equipment or unsafe condition is reported on a monthly vehicle inspection form.
- H. Shift or section supervisors will investigate any new, unreported damage and submit a report, via their chain of command, to their Section Commander, detailing the findings and recommendations.

NOTE: Any emergency conditions, ie: mechanical or vehicular damage that warrants the vehicle being placed out of service immediately, will be handled by the on-duty supervisor and reported to the on-duty Watch Commander and the appropriate section supervisor or Section Commander.

- I. Watch Commanders will conduct appropriate reviews to ensure that complete and thorough vehicle inspections are made.
- III. Equipment
- A. Prior to use officers will ensure that any vehicle used by them, except for motorcycles, is equipped with the minimum following equipment:
    - 1. First Aid and Infectious Disease Kits
    - 2. Disposable blanket(s)
    - 3. Fire extinguisher
    - 4. Flares
    - 5. *Spare tire and jack*
    - 6. *Registration*
  - B. *Officers will request replenishment of these supplies from the Property Specialist.*
  - C. The Division may, at its option, require additional equipment to be carried in police vehicles. Such equipment will be documented on the Monthly Inspection Vehicle Form.

**Approved Park Police Document  
Signed Original on File**

**End of Directive**