

<i>TYPE OF ORDER</i>	<i>NUMBER/SERIES</i>	<i>EFFECTIVE DATE</i>	<i>ISSUE DATE</i>
General Order	#09 Series 2005	06/06/05	06/06/05
<i>SUBJECT TITLE</i>		<i>PREVIOUSLY ISSUED DATES</i>	
Inspection Regime for Police Vehicles			
<i>REFERENCE</i>		<i>RE-EVALUATION DATE</i>	
GO #6 Series 2004; GO #7, Series 1993			
<i>SUBJECT AREA</i>		<i>DISTRIBUTION</i>	
Vehicle Inspection Policy/Procedure		All Personnel	

- I. Purpose: To outline the duties of patrol officers and supervisors regarding the inspection of vehicles assigned to the Patrol Bureau.
- A. Duties of the inspecting Sergeant:
1. A patrol sergeant shall personally conduct a visual interior and exterior inspection of each vehicle prior to placement in service.
 2. The inspecting sergeant shall fully complete the *Sergeants' Vehicle Inspection Report*.
 3. All damage shall be recorded, even if previously reported.
 4. The degree of cleanliness shall also be recorded and remedial action taken if not clean.
 5. And the inspecting sergeants shall print/sign his or her name on the report and forward it to the shift commander.
 6. If the inspecting sergeant finds new damage, he or she shall direct the assigned patrol officer to leave a letter to him or her detailing the damage.
 7. The inspecting sergeant shall conduct an investigation into the facts and circumstances surrounding the damage, to include who caused the damage, and forward the patrol officer's letter with his or her own cover letter through the chain-of-command.
- B. Duties of Shift Commander:
1. The shift commander shall direct a patrol sergeant to personally conduct a visual interior and exterior inspection of each vehicle prior to placement in service
 2. The shift commander shall collect the *Sergeants' Vehicle Inspection Reports*; ensure their completeness; print/sign his or her name to them; and forward them to the Commanding Officer, Headquarters.

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C. Duties of the Patrol Officer:

1. A patrol officer shall immediately report any damage to his or her police vehicle to an immediate supervisor; document the facts and circumstances surrounding such damage; forward said documentation to his or her immediate supervisor.
2. Absent having to respond to an emergency, he or she shall not place a vehicle into service without having been inspected by the inspecting sergeant.
3. In the event of having to respond to an emergency prior to inspection, the patrol officer shall have the vehicle inspected by the inspecting sergeant as soon as possible.

D. Discipline:

1. Failure to comply with the aforesaid requirements constitutes a violation.
2. Upon the discovery of new unreported damage, there is a presumption of responsibility on the part of the last officer assigned to the vehicle prior to the proper reporting or discovery of the damage. In addition, the last officer's sergeant shall bear equal responsibility with the officer assigned to the damaged vehicle.

APPROVED:

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COLONEL
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