



Vehicle Inspection	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes:	
CALEA Standard:	
Date Implemented	Review Date:

- I. **Purpose:** The purpose of this policy is to outline the duties and responsibilities of officers in inspecting vehicles of this Department prior to use.
- II. **Policy:** It is the policy of this Department to ensure that emergency vehicles are maintained to provide for the maximum safety of officers, the public, and any persons who may be transported in a Department vehicle.
- III. **Procedure:**
 - A. **Duty:** Officers of this Department who are assigned a vehicle shall inspect the vehicle prior to placement of the vehicle into service each tour of duty. This inspection shall occur on each shift. Where a vehicle is assigned as a take-home vehicle, the officer assigned the vehicle shall conduct the inspection prior to placing the vehicle into active service.
 - B. This inspection will include a determination as to the presence of safety equipment and the working order of this equipment.
 - C. The inspection will include: (See Equipment Report)
 - a. Lighting
 - b. Emergency Lighting and Siren (Note: Officers should consider location/time of day when checking functionality of siren)
 - c. Global Positioning System
 - d. Tires
 - e. Brakes
 - f. Engine Noise
 - g. Safety Barrier-Prisoner Transport

- h.** Required Emergency equipment i.e. fire extinguisher, road flares, blood-borne pathogen equipment etc.
- D.** If new visible damage is found on any vehicle, that damage shall be reported prior to placing the vehicle in service. If the damage affects the safety or operation of the vehicle, the vehicle shall not be used.
- E.** If during the inspection, or at any time during a shift, the global positioning system of the vehicle fails, a supervisor shall be immediately notified.
- F.** The interior of the vehicle shall be inspected prior to each shift and following the transport of any prisoner. This shall include a check under seats to ensure that no weapons or contraband have been left in the vehicle by a suspect who has been transported. If weapons or contraband is discovered, a found property report will be written and a supervisor will be notified to initiate appropriate action.
- G.** If the vehicle is found in a state of uncleanliness, steps shall be taken to have the vehicle cleaned.
- H.** If a vehicle is damaged during the officer's shift, the officer shall report this damage immediately. The damage shall be documented in a report that includes a vehicle inspection sheet.
- I.** The officer assigned to the vehicle when damage occurs shall do a written report and the packet will be forwarded through to the officer's chain of command and the fleet maintenance officer.
- J.** Any time a vehicle is found with damage or in a state of disrepair or unclean, a report shall be filed indicating the items needing attention. Where such damage or disrepair affects the safe operation of the vehicle, the vehicle shall not be used.