



VEHICLE INSPECTION

Directive: 7 - 101

Date of Issue: July 2013 Amends/Cancel: G.O. 12-14

I. PURPOSE

The purpose of this Directive is to establish written policy in regards to vehicle inspections.

II. POLICY

It is the policy of the Department of General Services Maryland Capitol Police (DGS-MCP) to have Police Officers inspect each vehicle prior to their use. In addition each vehicle will be inspected monthly by Supervision. All deficiencies will be noted and addressed in a timely manner.

III. PROCEDURE

A. Operator Responsibility

1. Mechanical Condition

Before the beginning of each tour of duty, vehicle operators will carefully inspect assigned vehicles to ensure that they are in operable condition and are properly equipped. Prior to being used on duty, a vehicle must be inspected and documented on a vehicle inspection sheet. (DGS-MCP Form 91) If the vehicle is shared by more than one employee, during a tour of duty each employee is responsible for the inspection, servicing and equipping of the vehicle.

2. Report of Damage or Defect

If any defect, damage, or loss of equipment is discovered, the operator will report same, verbally, to his or her immediate supervisor. If the defects are such that further operation of the vehicle might cause greater damage, the vehicle will not be moved and the supervisor will direct that a Form 195 be generated documenting the situation. In cases not requiring immediate repairs, the vehicle will be taken for repairs when directed by the supervisor. Any unreported defect, damage or loss after the vehicle has been inspected and placed in service will be considered to have occurred during the tour of duty of the reporting employee. It is important that all employees assigned to operate department vehicles conduct careful, daily inspections for any damage, defect, or absence of equipment before placing the vehicle in service. Officers should check for fresh damage every time they exit a vehicle, leave it unattended and return.

3. Recovery of Contraband or Weapons

Officers will thoroughly search their vehicles at the beginning and end of their shifts and prior to and after transporting prisoners. All contraband, weapons or property seized from a police vehicle will be processed in accordance with established policies and procedures.

4. Recovered Property

Any property found in the vehicle during inspection, not identified as property of a department employee, will be placed in the appropriate property room in accordance with established policies and procedures

5. Damage/Breakdown While in Operation

If a mechanical defect occurs while a vehicle is being operated, the driver will immediately notify his/her immediate supervisor. If the defect is such that further operation is unsafe, or might cause greater damage, the vehicle will not be moved. Vehicles that cannot be moved will be towed to the appropriate repair shop in accordance with established policies and procedures. The operator of the vehicle will record the incident on a Form 195 and submit to supervision. Vehicle damage that does not affect the efficient and safe operation of the vehicle will be reported, however, the vehicle *may* be kept in service until scheduled for repairs.

6. Officers will turn in the completed Form 91 to their immediate supervisor before they end their tour of duty. Fresh damage will be reported immediately.

B. Supervisor's Responsibility

1. Supervisors will be held responsible for making sure a vehicle inspection sheet (Form 91) is completed for every vehicle used during their tour of duty. They will also be responsible for ensuring any noted deficiencies have been corrected.
2. Supervisors at all levels of command will be held responsible for the periodic inspection of department vehicles to ensure compliance with all Directives on vehicles and equipment.
3. Supervisors will conduct both scheduled and unscheduled inspections of all vehicles and equipment assigned to personnel under their command.

C. Monthly Inspections

1. Detachment Commanders will assign a sergeant to each vehicle under their command the responsibility of conducting a complete, thorough and documented monthly inspection of the vehicle.
2. At least one formal, documented inspection will be performed each month using DGS-MCP Form 91A.

3. The sergeant will attach the original Form 91A to the Monthly DGS Mileage Log and forward both to the DGS-MCP Fleet Manager

A copy of the Form 91A will be forwarded to the Detachment Commander, who will ultimately be responsible for ensuring all policies, procedures, and directives governing vehicles are met and that all deficiencies have been addressed and corrected.