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| Policy #  **Vehicle Inspection** | Related Policies: | |
| *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 for internal discipline and/or criminal charges.* | | |
| Applicable State Statutes: | | |
| KACP Accreditation Standard: 19.4 | | |
| Date Implemented: | | Revision Date: May 1, 2025 |

1. **Purpose**: The purpose of this policy is to outline the duties and responsibilities of officers in inspecting vehicles of this agency prior to use.
2. **Policy:** It is the policy of this agency to ensure that all vehicles are maintained to provide for the maximum safety of officers, the public and any persons who may be transported in an agency vehicle.
3. **Procedure:** 
   1. Each member of this agency who is assigned a vehicle will inspect the vehicle prior to placement of the vehicle into service each tour of duty.
   2. This inspection will include a determination as to the presence of safety equipment and the working order of this equipment.
   3. The inspection will include: (See Equipment Report)
      1. Lighting
      2. Emergency lighting and siren (Note: Officers should consider location/time of day when checking functionality of siren)
      3. Tires
      4. Brakes
      5. Engine noise
      6. Safety barrier - prisoner transport
      7. Required Emergency equipment, i.e., fire extinguisher, road flares, bloodborne pathogen equipment, etc.
   4. If new visible damage is found on any vehicle, that damage will be reported prior to placing the vehicle in service. If the damage impacts the safety or operation of the vehicle, the vehicle will not be used.
   5. The interior of the vehicle will be inspected prior to each shift and following the transport of any prisoner. This will 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 are discovered, a found property report will be written and a supervisor will be notified to initiate appropriate action.
   6. If the vehicle is found in a state of uncleanliness, steps should be taken to have the vehicle cleaned.
   7. If a vehicle is damaged during the officer’s shift, the officer shall report this damage as soon as practical. The damage shall be documented in a report which includes a vehicle inspection sheet.
   8. Any time a vehicle is found with damage or in a state of disrepair or unclean, a vehicle equipment report (see attached) shall be filed indicating the items needing attention. Where such damage or disrepair impacts the safe operation of the vehicle, the vehicle will not be used.
   9. Once per week on a day designated by the agency; a vehicle equipment report should be filed on the vehicle. This report and the vehicle should be reviewed by a supervisor who will determine the accurateness of the report. Any discrepancies shall be documented and corrected.

**Vehicle Inspection Form**

Vehicle # Date / /

Mileage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

! Officer is to complete this form in detail (Check those for Attention)

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| **Equipment Report-Vehicle** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Engine | Transmission | | | Cooling System |
| * Knock * No Power * Oil Pressure * Noise * Leaks * Warning Light on * Idle: High/Low | * Slipping * Loud * Leaking * Burning Smell * Linkage | | | * Overheating * Leaking * Hoses * Belts * No Heat * No Defrost * No A/C |
| Brakes | | Lighting | Steering | |
| * Grinding * Fading * Squealing/Squeak * Locking Up * Clunking * Fluid Leak * Parking Brake | | * Headlights * Tail Lights * Brake Light * Directional * Plate Light * Hazard Lights * Dash Lights * Dome Light | * Hard * Vibrating * Loud * Grinding * Excessive Play * Pulls | |

|  |  |  |  |
| --- | --- | --- | --- |
| Electrical | Glass/Wipers | Tires | |
| * Battery Dead * Weak Lights * Lights Flicker * Horn | * Windshield * Rear * Doors * Wiper Streak * Wipers Inoperable | Front   * Worn * Cut * Soft * Flat | Rear   * Worn * Cut * Soft * Flat |

|  |  |  |
| --- | --- | --- |
| Emergency Equipment | Interior | |
| * Light Bar * Siren * Flashing Headlights * Radio * Fire Extinguisher * Bloodborne Pathogen Equip. | * Prisoner Partition * Right Mirror * Left Mirror * Rear View Mirror * Door Handle * Door Locks * Arm Rest * Seat Belts | * Flooring * Window Cranks/Power * Rear Defrost * Gauges Working * Glove Compartment * Cleanliness Front * Cleanliness Rear |
| Mobile Video | Exterior | Routine Maintenance |
| * Audio * Video * Recording | * Unclean * Dents * Body Damage * Scratches | * Oil Change * Maintenance Light * State Inspection |

Vehicle Taken Out of Service by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_