



**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 4-3**

POLICE VEHICLE INSPECTION AND MAINTENANCE

- SUBJECT:** Police vehicle inspection procedures and responsibilities
- PURPOSE:** To ensure the inspection, reporting of maintenance deficiencies, and inventory and replacement of equipment in University Police vehicles.
- POLICY:** It shall be the policy of this Department to maintain its vehicle fleet in optimum condition and ensure its vehicles meet the safety standards **as determined by University Auto Shop**, required for use as a law enforcement agency vehicle.
- PROCEDURE:**
- I. Pre-Patrol Vehicle Inspection. [CALEA 41.3.2]
 - A. The oncoming duty officer will conduct an inspection of the vehicle, which will include the exterior, and interior of the vehicle and all equipment assigned to the vehicle.
 1. Any vehicle damage will be noted in the “Vehicle Damage Assessment Log”. Any discrepancies noted will be brought to the attention of the Watch Commander and he/she will sign the log entry.
 2. Any and all deficient equipment shall be replaced or noted on a “Vehicle Complaint Report” and directed to the Watch Commander. It shall be the responsibility of the officer using the supplies to immediately replace expended supplies. Any mechanical problems related to the vehicle shall be noted as soon as possible and a vehicle work order completed.
 - B. Weekly Inspection
 1. Day shift will complete a weekly vehicle maintenance check by completing the appropriate form, preferably on the same day each week for continuity.
 2. The inspecting officer will check all mechanical items noted on the form and note any items requiring repair.

3. Also noted on the form is a listing of equipment to be maintained in the vehicle.
 - a. The inspecting officer will ensure that all items listed are contained in the vehicle.
 - b. Any missing or damaged items will be brought to the attention of the Watch Commander and the items will be replaced.

II. Equipment included in Patrol Vehicles [CALEA 41.3.2]

A. Along with the spare tire and tire jack, the following equipment is maintained in the trunks of all marked patrol vehicles:

1. 10-pound fire extinguisher
2. 10-foot battery jumper cable
3. Caution tape (POLICE)
4. 15-minute highway fuses
5. Crime Scene Processing Kit (assigned to each officer)
6. Water hydrant tool
7. First aid kit containing pocket mask and manual resuscitator
8. Yellow disposable blanket
9. Small bolt cutter
10. 1 pair of heavy-duty work gloves
11. Slim Jim
12. Role tape
13. Traffic vest
14. Chalk
15. Flex cuffs
16. Ballistic panel
17. Vehicle calibration information in glovebox

B. The Sergeant's vehicle will contain all equipment noted in A above as well as:

1. Incident Command Center vests
2. Eraser board and pens

C. The following equipment will be checked out daily by on-duty officers:

1. CSI Kit & Camera
2. AED
3. E-Cites

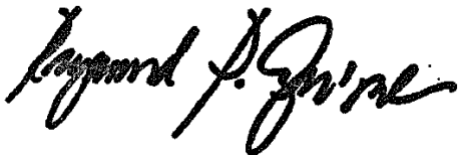
III. Vehicle Maintenance

- A. A maintenance check of the oil and fluid levels will be made each Wednesday on vehicle inspection day.

- B. All vehicles shall be refueled if the vehicle has less than three quarters of a tank of fuel. Vehicles shall be refueled prior to the end of shift.
 - C. Prior to leaving the vehicle at the end of the duty shift, each officer shall remove all trash and expended items and clean the vehicle for use by the on-coming officer.
 - D. Push Bumpers
 - 1. Each push bumper will only be used to clear disabled vehicles, which are hazards from the roadway.
 - 2. Vehicles will never be push-started.
- V. Damage Incurred by On-Duty Officer
- A. Any damage incurred to the vehicle shall be immediately reported to the Watch Commander. The Watch Commander shall log the damage into the "Vehicle Damage Assessment Log" located in the Watch Commander's office.
 - B. Any officer who damages a vehicle or notices damage to a vehicle that has been previously unreported will prepare a memorandum to the appropriate Command Staff.
 - 1. The memorandum will indicate the damage to the vehicle and all circumstances of the incident.
 - 2. The on-duty watch commander will initial the memorandum.
 - 3. This memorandum will be completed prior to the end of the shift, unless the officer is physically unable to do so.

REVIEWED BY:
N. Williams

APPROVED:



Raymund Aguirre
Chief of Police

ATTACHMENT Weekly Vehicle Maintenance Check