


JOPLIN POLICE DEPARTMENT	8-02 STANDARD OPERATING GUIDELINE
SUBJECT: Vehicle & Equipment Inspection	REVIEW DATE: Annually - August
EFFECTIVE DATE: October 11th, 2010	ACTION DATE:
AMENDS/SUPERSEDES: SOG 8-02 Sept. 6th, 2007	AMEND DATE: October 11th, 2010
ACCREDITATION INDEX: 41.3.1, 41.3.2, 53.1.1 a, b, c, d, e, 70.1.2	APPROVED:  Chief of Police

I. POLICY

All personnel are to ensure that Department vehicles are presently neat, clean, and in good working order. This is essential because police vehicles are an indispensable piece of equipment necessary for an officer to perform his/her duties efficiently and safely. The appearance of Department vehicles directly reflects upon the professionalism of the entire Police Department. This Standard Operating Guideline will also pertain to the Department equipment assigned to each vehicle.

II. PURPOSE

Each officer assigned to a vehicle must ensure that it is free of defects and possesses assigned equipment. Whenever a defect is detected and or equipment is missing, the officer is responsible to report it and take steps to rectify the problem. (53.1.1A)

III. DEFINITIONS

A. Authorized emergency vehicle

A vehicle owned by the City of Joplin that is equipped with a siren and at least one lighted lamp displaying a red light, or red and blue light, visible under normal atmospheric conditions from a distance of five hundred feet to the front of such vehicle.

B. Emergency equipment

At least one red light visible under normal atmospheric conditions from five hundred feet to the front of such vehicle and a siren. *Missouri Revised Statutes* §§ 304.022 and 300.100. In this order, an authorized emergency vehicle is one that is equipped with emergency equipment.

IV. PROCEDURE

A. Vehicle Types

The department maintains numerous types of vehicles that may be described in three categories:

1. Type I: Conspicuously marked – Squad cars with external markings, emergency lights and siren. (41.3.1, 41.3.2)
 - a. Vehicles used in routine or general patrol service shall be conspicuously marked.
 - b. Standard lighting equipment on marked vehicles (other than those designated as low-profile vehicles) includes hazardous warning lights, spotlights and alley (side) lights on the rooftop light bar. Hazardous warning lights may be used at any time the department vehicle is parked where other moving vehicles may be endangered. Alley lights and spotlights may be used when the vehicle is stationary or moving at

speeds not to exceed 15 miles per hour and shall not be used in a manner that will blind or interfere with the vision of operators of other approaching vehicles.

2. Type II: Unmarked – Vehicles that have no external markings making them less visible but do contain emergency lights and siren.
 - a. Vehicles used by administrative personnel and detectives.
3. Type III: Any department vehicle that does not have a combination of both emergency lights and siren.

B. Vehicle Equipment (41.3.2)

1. It is recommended that a Type I vehicle contain, but not limited to, the following equipment:
 - a. Blanket
 - b. Childs bear
 - c. Childs quilt
 - d. Fire extinguisher
 - e. Gas key
 - f. Jumper cables
 - g. Fingerprint kit
 - h. Rubber gloves
 - i. Trunk organizer
 - j. Bunji cords (4)
 - k. Crime scene tape
 - l. Flex cuffs (2)
 - m. First aid kit
 - n. Flares (6)
 - o. Lock jock / Big Easy
 - p. Roller tape
 - q. Tool kit
 - r. Insurance Cards
2. Additional officer issued equipment;
 - a. Traffic vest
 - b. Biohazard Bag with CPR Mask

C. Inspection

1. Before each duty assignment, officers shall check their vehicles for cleanliness and operability of all equipment. (53.1.1 B)
 - a. Individual officers assigned to a vehicle, administration, investigations, K-9, etc., shall conduct monthly inspections of their vehicles for operational readiness. Safety checks will be conducted regularly.
2. Officers shall check the safety features of the vehicle before assuming duty. The check shall include (but not be limited to) all tires, lights, brakes, siren, horn, and steering. (53.1.1 B)
3. Officers shall examine their vehicles at the beginning and end of their shifts for damage. Officers shall report any damage immediately to the on-duty supervisor. (53.1.1B)
4. Officers shall examine their vehicles at the beginning and end of their shifts to search for evidence, contraband, or property discarded by prisoners or others. Rear seats shall be thoroughly checked. (53.1.1 B, 70.1.2)

- a. This inspection will also occur after each time a prisoner is transported in the vehicle.
5. Officers who discover a department vehicle in need of repairs shall immediately inform the on-duty supervisor and complete a **Vehicle Maintenance/Repair Report**.
6. If, in the opinion of the chief of police, vehicle damage resulted from abuse or neglect caused by an officer, disciplinary action may result.
7. No driver shall modify, remove, de-activate, or otherwise tamper with the vehicle safety belts, emission control device, or any part of the vehicle that affects its operation.
8. During periods of inclement weather when department vehicles cannot be washed regularly, the driver must ensure that headlight and taillight lenses are kept clean.
9. No officer or employee shall operate any department vehicle that he or she believes to be unsafe.

D. Reporting Procedures (53.1.1 D)

1. If an officer discovers damage to a vehicle during the inspection, he/she will immediately report the fact to a supervisor. The officer must also complete the appropriate **Vehicle Maintenance/Repair Report**, explaining the circumstances surrounding the discovery, the time, and the date. The supervisor the officer reports the damage to should add the date and time the vehicle was last used, and the name of the officer who last used it, including photographs of the damage. If the damage makes the vehicle unsafe to operate, this should be documented, and the vehicle placed out of service.
2. If an officer discovers equipment is missing or damaged, he/she must immediately notify a supervisor and complete a written report, detailing the pertinent facts of the matter known to him/her. The supervisor who was notified will complete a supplemental report and conduct an investigation to determine either the location of the missing equipment or how the damage was incurred. (53.1.1E)
3. Whenever an officer uses any of the equipment in the equipment container, he/she must replace used up items and report any damage sustained to permanent equipment so that it can be replaced or repaired. If an officer coming "on duty" discovers something in the container to be missing, he/she should report the fact to a supervisor and obtain a replacement. (41.3.2)

E. Supervisors (53.1.1 C)

1. Supervisors are responsible for ensuring that patrol vehicles comply with this order. They are encouraged to closely monitor vehicle condition through good supervisory practices and random vehicle inspections. Copies of all reports generated as the result of vehicle inspections are to be forwarded to, and maintained by, the Bureau Commander.
 - a. Once a quarter, supervisors shall conduct a documented detailed inspection of each vehicle assigned to their unit for damage, cleanliness, and equipment. Each vehicle should be inspected for equipment listed on the Vehicle Inventory Report established for that vehicle and forward to the Bureau Commander. (41.3.2)

F. Responsibility/Accountability

1. Direct responsibility for the care and maintenance of the fleet and the equipment in the units belongs to the officers who use them daily. An officer cannot be faulted if he/she

immediately reports vehicle or equipment problems or damage. The ownership of vehicle damage and the misuse, abuse, and/or loss of equipment belongs to an officer who has failed to report and take responsibility for it, whether sustained by legitimate means in the normal course of carrying out his/her duties, or otherwise.

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.

City of Joplin Vehicle Maintenance/Repair Report

Date: _____ Time: _____

Mileage or Hours: _____ City Equipment No.: _____

Department and Division: POLICE - _____

Officer: _____

Supervisor: _____



DESCRIPTION OF DAMAGE / TROUBLE OR WORK WANTED DONE:

CHANGE OIL OIL FILTER LUBRICATE

ASSIGNED WORK ORDER NUMBER _____



Patrol Vehicle Inventory Report

Date: _____ **Unit #:** _____

Assigned to Officers: _____, _____ & _____

Inspected Equipment	Pass	Fail	N/A	Replacement / Remarks
<i>Emergency Equipment</i>				
Emergency Lights				
Arrow Stick				
Spot Light				
Take Down/Alley Lights				
Wig Wag Lights				
<i>Equipment</i>				
Blanket				
Childs Bear				
Childs Blanket / Quilt				
Fire Extinguisher				
Gas Key & Insurance Card				
Jumper Cables				
Fingerprint Kit				
Rubber Gloves				
Trunk Organizer				
Bunji Cords (4)				
Crime Scene Tape				
Flex-cuffs (2)				
First Aid Kit				
Flares (6)				
Lock Jock or Big Easy				
Roller Tape				
Tool Kit				
Tires				
Tire Tools & Jack				
Screen				
<i>Officer Issued Equip.</i>				
Traffic Vest				
PPK Kit / CPR Mask				

Note: Vehicle damage is to be reported / recorded on a **Vehicle Maintenance/Repair Report.**

Inspection Conducted By: _____



Investigations Vehicle Inventory Report

Date: _____ **Unit #:** _____

Assigned to Detective: _____

Inspected Equipment	Pass	Fail	N/A	Replacement / Remarks
<i>Emergency Equipment</i>				
Emergency Lights				
Wig Wag Lights				
<i>Equipment</i>				
Boots				
Tape Measure				
Evidence Cards / Tape				
Blanket				
Childs Bear				
Childs Blanket / Quilt				
Fire Extinguisher				
Gas Key				
Jumper Cables				
Fingerprint Kit				
Rubber Gloves				
Trunk Organizer				
Bunji Cords (4)				
Crime Scene Tape				
Flex-cuffs (2)				
First Aid Kit				
Flares (6)				
Evidence Collection Kit				
Search Waiver Forms				
Tool Kit				
Tires & Spare				
Tire Tools & Jack				
<i>Officer Issued Equip.</i>				
Camera				
Traffic Vest				
PPK Kit / CPR Mask				

Note: Vehicle damage is to be reported / recorded on a **Vehicle Maintenance/Repair Report.**

Inspection Conducted By: _____



Monthly Inventory Report

S.W.A.T. Transport Vehicle PD – 1974

<i>Inspected Equipment</i>	Pass	Fail	N/A	Replacement / Remarks
Medical Supplies				
Ballistic Shield X 2				
Marker Board				
Breeching Tools				
Latter X 2				
Jumper Cables				
Flares				
Work Lights				
Extension Cord				
Mirrors				
Bottled Water				
Ballistic Blanket				
Shin Guards				
Fire Extinguisher				
Gas Gun - 12 ga.				

S.W.A.T. Trailer PD – 1966

<i>Inspected Equipment</i>	Pass	Fail	N/A	Replacement / Remarks
Portable Generator				
Polaris Ranger				
Work Lights X 4				

S.W.A.T. Sniper Van PD - 1473

<i>Inspected Equipment</i>	Pass	Fail	N/A	Replacement / Remarks
Radio				
Bug Spray				
Flex Cuffs				
Jumper Cables				

S.W.A.T. Armored Rescue Vehicle PD – 1843

<i>Inspected Equipment</i>	Pass	Fail	N/A	Replacement / Remarks
Stretcher				
Neck Brace				
Blanket				

Note: Vehicle damage is to be reported / recorded on a **Vehicle Maintenance/Repair Report**.

Inspection Conducted By: _____ **Date** _____



Monthly Inventory Report

S.W.A.T. Operation - Storage Equipment

<i>Inspected Equipment</i>	<i>Quantity</i>	<i>Pass</i>	<i>Fail</i>	<i>N/A</i>	<i>Replacement / Remarks</i>
Pole Camera					
Sage					
Striker 12ga.					
Loud Speaker Syst.					
Rescue Phone					
Gas CS					
Video Camera					
Camera					
Night Vision					
Flash Bang					
Breech Rounds					
SCBA					
Gas Masks					
Helmets					
Knives					
Uniform					
Ballistic Vest					

Inspection Conducted By: _____ Date _____