




**Maryland-National Capital Park Police
Prince George’s County Division**



DIVISION DIRECTIVE

TITLE INSPECTION OF POLICE VEHICLES		PROCEDURE NUMBER PG308.1	
SECTION Duties and Responsibilities	DISTRIBUTION A	ISSUE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG308.1 “Inspection of Police Vehicles” issued 06/01/17			
RELATED DIRECTIVES PG308.0, PG1700	REFERENCES CALEA 41	AUTHORITY  Chief Stanley R. Johnson	

I. PURPOSE

This directive establishes a system for the inspections of police vehicles to detect unsafe conditions, encourage good maintenance practices, and ensure accountability for the vehicles and its equipment.

II. INSPECTIONS

- A. The officer assigned to a vehicle will conduct inspections of the vehicle and its equipment prior to its use. Inspections will be documented using the electronic vehicle inspection form accessed through Park Police Dashboard. Any damage, discrepancies, or unsafe conditions found will be immediately brought to the attention of the officer’s supervisor. If the damage or discrepancy occurs or is discovered, when the officer is off duty, the on-duty supervisor will be notified.
 - 1. Spare vehicles will be inspected prior to use, and a vehicle inspection form will be completed.
- B. Shift supervisors will personally inspect all vehicles assigned to officers under their immediate supervision at least once a month. Shift supervisors will ensure that all vehicle inspections are completed.

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1. Vehicles that are to be inspected include cruisers, motorcycles, SUV's trucks, horse trailers, and unmarked vehicles that are normally used for patrolling the jurisdiction of the Division.
 2. Vehicles that are NOT normally used for patrolling the jurisdiction of the Division will be inspected by those sections assigned the vehicles, i.e., surveillance vehicles, command post, evidence truck, etc.
- C. Shift supervisors will ensure that any visible damage, deficiency in equipment or unsafe condition is reported on the Vehicle Inspection form.
- D. Shift supervisors will investigate any new, unreported damage and submit report via their chain of command to their Area Operation Assistant Chief detailing the findings and recommendations.

NOTE: Any emergency condition, i.e., mechanical or vehicular damage that warrants the vehicle being placed out of service immediately will be handled by the on-duty supervisor and reported to the on-duty ODO.

- E. Operation Duty Officer's (ODO) will conduct appropriate reviews to ensure that complete and thorough vehicle inspections are made by shift supervisors.

III. EQUIPMENT

- A. Prior to use, officers will ensure that that following equipment is in their vehicle; with the exception of motorcycles:
1. First Aid and Infectious Disease Kits;
 2. Fire Extinguisher;
 3. Road Flares and/or Traffic Light Sticks (Wands);
 4. Traffic Vest;
 5. Police Line Tape;
 6. Rescue Discs;
 7. Camera
 8. Gas Mask and Ballistic Helmet; and
 9. Disposable Blankets, if available
 10. Issued Rifle Plates
- B. The Division may, at its option, require additional equipment to be carried in police vehicles. Such equipment will be documented on the Vehicle Inspection form under the "other section" of the form.

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- C. If a required item needs to be replenished, the officer will notify their supervisor, and then contact the Property Manager for a replacement and sign for the item when it is obtained.

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