

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Daily Vehicle Inspection Log

Vehicle Inspections

DAILY VEHICLE INSPECTIONS

451.00 PURPOSE

The purpose of this General Order is to establish a procedure for the daily inspection of police vehicles. An examination before beginning each shift will ensure the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is clean and properly equipped for use.

451.01 POLICY

Vehicle inspection is mandatory and will be conducted by each squad at the beginning of each watch. In addition, a search of any police vehicle will be made after transporting prisoners. Each time a prisoner is to be transported, the vehicle should be examined to ensure that no weapons or contraband are present. Once a prisoner has been removed from the vehicle, a thorough search should be conducted as soon as practical, but, in all cases, before the vehicle is reused. This will not only ensure that the prisoner has left nothing in the vehicle, but if items are found, link them in a timely manner to the prisoner.

A. INSPECTING OFFICER:

1. The inspecting officer will complete a “Daily Vehicle Inspection Log” (Form 31). This same officer and his supervisor will sign the bottom of the form in the spaces provided, indicating that the vehicle was inspected and that the information listed on the form is correct to the best of his knowledge.
2. An inspection form must be completed for each vehicle that an officer utilizes during his tour of duty. Also, off-duty officers who use a vehicle for court or warrant application must complete an inspection and have it witnessed by the on-duty supervisor at the conclusion of his overtime assignment.
3. It is the responsibility of the officer who is securing a vehicle at the station to park and/or turn the vehicle over to another officer in acceptable condition.
4. If an officer secures a vehicle at the station that will not be immediately utilized by members of the next watch, he will contact the on-duty watch commander to complete the inspection and sign the Daily Vehicle Inspection Log.

June 5, 2012

B WATCH COMMANDERS & SUPERVISORS:

When a vehicle is returned in an unacceptable condition, the inspecting supervisor will make a copy of the inspection form and forward it along with a short memo to the officer's supervisor for the appropriate disciplinary action if necessary. Remember, these inspections are not an option; **they are a mandatory part of the daily operations of each squad.** Only impending emergencies should constitute reasons for not complying with this directive.

C. FORM 31

FERGUSON POLICE DEPARTMENT

DAILY VEHICLE INSPECTION LOG

GENERAL ORDER **451.00**

March 24, 2011

DATE _____ OFFICER / DSN _____ VEHICLE # _____

TIME START _____ TIME END _____ MILEAGE START _____ MILEAGE END _____

INVENTORY AND REPAIR: (*CIRCLE when items are missing or when repair is needed and explain*)

INTERIOR

DASH
WINDOWS
SEATS
DOORS

EXTERIOR

HEAD LTS. / TAIL LTS.
WIPERS
WINDOWS
TIRES L/F R/F L/R R/R

LEFT / RIGHT SIDE
HOOD
TRUNK LID
ROOF

GAS TANK

¼ ½ ¾ FULL

ENGINE / Trans

NO POWER
OVERHEATS
SLIPPING
NOISY

STEERING

PULLS L / R
SHIMMY
HARD TURN
FREE PLAY

BRAKES

GRAB
SQUEAL
SPONGY
NONE

ELECTRICAL

BATTERY
STARTER
AC / HEAT
DOOR LOCKS

AM/FM RADIO
SEATS
GUN LOCK
INT. LIGHTS

EMERGENCY EQUIPMENT

RADIO
COMPUTER
SHOTGUN

RADAR UNIT
CODE BOX
FLARES

TUNING FORKS
SPOT LIGHT
TRUNK WIG WAGS

EMERGENCY OVERHEAD LIGHTS
PRISONER CONVEY (rear seat)
FIRST AID KIT

VEHICLE CLEAN:

INTERIOR YES / NO
EXTERIOR YES / NO

EXPLAIN DAMAGE OR REPAIR

Form 31

Ofc. Sign _____ Sup. Sign _____

By order of:



Distribution

All Commissioned Personnel

COLONEL THOMAS JACKSON
Chief of Police