

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

**Index as:**

Daily Vehicle Inspection Log

Vehicle Inspections

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**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/RLEFT / 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 LOCKSAM/FM RADIO  
SEATS  
GUN LOCK  
INT. LIGHTS**EMERGENCY EQUIPMENT**RADIO  
COMPUTER  
SHOTGUNRADAR UNIT  
CODE BOX  
FLARESTUNING FORKS  
SPOT LIGHT  
TRUNK WIG WAGSEMERGENCY 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