



CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT

Police Chief: John Fitzgerald

GENERAL ORDER: 5-11 INSPECTION AND MAINTENANCE OF  
POLICE VEHICLES

DATE: 08/27/2018 Pages: 2 ◇ New ◆ Amended

DISTRIBUTION: Sworn Personnel

I. POLICY

The Chevy Chase Village Police Department utilizes marked police vehicles for general patrol, traffic enforcement, and to deter crime. Officers are responsible for the condition and care of their assigned vehicle, and officers shall follow the procedures in this general order. In the event the officer's assigned vehicle is unavailable, the contents of this general order shall apply to any Department vehicle the officer utilizes during his/her tour of duty.

II. PURPOSE

The purpose of this General Order is to provide guidelines for the inspection and maintenance of Chevy Chase Village Police Department Vehicles.

III. PROCEDURES

- A. The Lieutenant shall place the Vehicle Inventory Checklist ("Checklist") in a convenient location within the vehicle to facilitate the inspection.
- B. **Full inspections.** Each Friday that they are on duty, officers shall refer to the checklist to conduct a thorough and complete inspection ('full inspection') of their assigned vehicle *which includes all tasks required in a 'routine' inspection (see below), plus an equipment inventory.* Officers must inspect the vehicle for damage, unsafe conditions, *all fluid levels, all exterior lights to include emergency lights,* defects, maintenance problems, and they must check every equipment item listed on the Checklist. Once the inspection is complete, officers shall advise the dispatcher, over the radio, of the stock number, starting mileage, and the results of the inspection (e.g., "full inspection complete, no issues found."). Any damage, unsafe conditions, etc. shall be brought to the attention of the Lieutenant in an email. Other than the email to the Lieutenant, officers do not have to complete any inspection paperwork.
- C. **Routine inspections.** During the remaining work days, officers will conduct an abbreviated inspection ('routine inspection') which encompasses all fluid levels, lights, tire pressure, and a visual check for

damage. Officers do not need to use the Checklist for the abbreviated inspection. Once the inspection is complete, officers will advise the dispatcher, over the radio, of stock number, starting mileage, and the results of the inspection ('Routine inspection complete, no issues found' or 'driver's side headlight burned out', etc.).

- C. Officers shall search their vehicle for unauthorized or contraband items at the beginning of the shift and immediately following the departure of any non-police personnel who occupied the vehicle, whether in custody or not.
- D. Prior to end of the officer's work day, the officer shall check the interior of the car and remove all trash and recyclables and leave the vehicle clean and orderly.
- E. The Lieutenant shall conduct vehicle inspections once each month and document the findings in the Lieutenant's monthly report to the Chief.
- F. New vehicle damage will require an incident report. The Lieutenant will ensure that corrective action has been taken and documented on the findings report. If, in the opinion of the Chief of Police, vehicle damage resulted from abuse or neglect caused by an officer, disciplinary action may result.

IV. PATROL VEHICLE EQUIPMENT

- A. The following equipment shall be carried in all marked Chevy Chase Village Police Department patrol vehicles:
  - 1. Spare tire
  - 2. Lug Wrench
  - 3. Tire Jack
  - 4. Broom
  - 5. Ice Scraper
  - 6. First Aid Kit
  - 7. Measuring Wheel
  - 8. Shovel
  - 9. CPR Mask
  - 10. Hazmat Kit
  - 11. Fingerprint Kit
  - 12. Big Easy
  - 13. Fire Extinguisher

14. Orange Flashlight Cone
15. Yellow Police Tape Roll
16. Trunk Box
17. Flares
18. Spare Traffic Vest
19. AED
20. Tool Kit
21. Tint Meters

**V. REPAIRS TO POLICE VEHICLES**

- A. The Lieutenant functions as the primary fleet coordinator for maintenance and repairs. Due to the Lieutenant's evening hours, the Chief will support the Lieutenant's efforts during daytime hours as necessary.
- B. All requests for repairs to police vehicles shall be reported to the Lieutenant via email.
- C. The Lieutenant may authorize safety-related repairs as well as any other needed mechanical repairs that were not caused by collision or other casualty.

This directive voids the previous version dated 11/30/2016.