



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: INSPECTION AND MAINTENANCE OF POLICE VEHICLES

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Cottage City Police Department utilizes marked and unmarked police vehicles for general patrol, traffic enforcement, and to deter crime. Officers shall wear the vehicle's seat belt and shoulder harness while operating Department vehicles.

II. PURPOSE

The purpose of this General Order is to provide guidelines for the inspection and maintenance of Cottage City Police Department Vehicles.

III. PROCEDURES

- A. All officers shall conduct a careful inspection of their assigned Cottage City Police Department vehicle for damage, unsafe conditions, defects, maintenance problems, and authorized equipment prior to and subsequent to each tour of duty utilizing CC Form S04. The 504 forms will be placed in the supervisor's mailbox. The supervisor will maintain 504's for two weeks unless discrepancies are noted in the remarks section. Once discrepancies have been addressed the forms may be destroyed. Any damage, unsafe conditions, etc. shall be brought to the attention of the supervisor and documented on the appropriate form. 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.

- B. The vehicle will be searched for unauthorized 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.
- C. Prior to securing the vehicle, the interior will be checked and all trash and personal items removed. Unsightly vehicles will be washed prior to being placed in service.
- D. The supervisor will conduct vehicle inspections once each month and document his findings on the Vehicle Inspection Report CC Form 505. New vehicle damage will require a Cottage City Incident Report. The supervisor will ensure that corrective action has been taken.
- E. 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 Cottage City Police Department patrol vehicles:
 - 1. Spare tire
 - 2. Lug Wrench
 - 3. Tire Jack
 - 4. Broom
 - 5. Ice Scraper
 - 6. First Aid Kit (yellow box)
 - 7. Roll-a-Tape
 - 8. Shovel
 - 9. CPR Mask
 - 10. Hazmat Kit
 - 11. CDS Evidence Storage Box
 - 12. Fingerprint Kit
 - 13. Slim Jim
 - 14. Fire Extinguisher
 - 15. Mini DC Area Map
 - 16. Orange Flashlight Cone
 - 17. Yellow Police Tape Roll
 - 18. Rubbermaid Trunk Box
 - 19. Hand Cleaner/sanitizer
 - 20. Flares

V. REPAIRS TO POLICE VEHICLES

All requests for repairs to police vehicles shall be reported on CC Form 403 (Vehicle Repair Report). The form will be placed in the supervisor's mailbox in the operations area. The Chief of Police will authorize the repairs and arrangements will be made to take the vehicle to the appropriate repair facility for repairs.