



VEHICLE INSPECTIONS

INDEX CODE: 1503
EFFECTIVE DATE: 12-01-13

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I. OPERATOR RESPONSIBILITY

A. Mechanical Condition

1. Before the beginning of each scheduled work day, vehicle operators will carefully inspect assigned vehicles to ensure that they are in operable condition and are properly equipped. If the vehicle is shared by more than one employee, each employee is held jointly responsible for the inspection, servicing and equipping of the vehicle. The inspection must include a check of the following:

- Gasoline, oil, water, battery, and tires
- Brakes, lights, windshield wipers, and warning devices
- Required equipment
- Damage to the exterior or interior

B. Report of Damage or Defect

If any defect, damage, or loss of equipment is discovered, the operator will report same, verbally, to his or her immediate supervisor and a written report (incident report) will be made describing the damages and causes if it is known. If the defects are such that further operation of the vehicle might cause greater damage, the vehicle will not be moved and the supervisor will direct that a report be filed covering the situation.

In cases not requiring immediate repairs, the vehicle will be taken for repairs when the employee's schedule allows. Any unreported defect, damage or loss after the vehicle has been inspected and placed in service will be considered to have occurred during the scheduled work date of the reporting employee. It is important that all employees assigned to operate division vehicles make careful, daily inspections for any damage, defect, or absence of equipment before placing the vehicle in service.

C. Recovery of Contraband of Weapons or Other Property

Agents will thoroughly search their vehicles prior to and after transporting prisoners. All contraband, weapons or property seized from a vehicle will be processed in accordance with the procedures. (An incident report will be written detailing the location and type of property recovered.)

D. Damage/Breakdown While in Operation

If a mechanical defect occurs while a vehicle is being operated, the driver will immediately notify his/her immediate supervisor. If the defect is such that further operation is unsafe, or might cause greater damage, the vehicle will not be moved. Vehicles that cannot be moved will be towed, using guidelines set forth by the Comptroller's Fleet Management section, to the nearest repair shop. The operator of the vehicle will record the incident. Vehicle damage that does not affect the efficient and safe operation of the vehicle will be reported, however, the vehicle will be kept in service until scheduled for repairs.

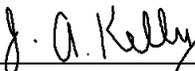
E. Smoking

- a) No smoking of any type of tobacco product will be permitted in any Field Enforcement Division vehicles.
- b) This policy pertains to state assigned drivers, as well as any passengers in the vehicles.
- c) Strict adherence to this policy is mandatory.
- d) Any personnel found in violation of this policy will face disciplinary action and the possibility of division vehicle privileges being revoked.

F. Supervisor's Responsibility

Supervisors in all levels of command are held responsible for the monthly inspection of division vehicles to ensure compliance with all provisions of this section. Supervisors will conduct both scheduled and unscheduled inspections of all vehicles under their command. At least one formal, documented inspection will be performed each month

II. CANCELLATION: None.



Jeffrey A. Kelly, Director