



Policy 1511

Subject

VEHICLE INSPECTIONS AND MAINTENANCE

Date Published

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By Order of the Police Commissioner

POLICY

The purpose of this policy is to ensure the safe and effective use of departmental vehicles, provide for the inspection of vehicles, the prompt reporting of maintenance issues, and establish responsibility for vehicle maintenance.

DEFINITIONS

Daily Vehicle Inspection — A daily visual examination of Fleet and Non-Fleet vehicles conducted by a member to ensure the safety and proper functionality of the vehicle.

Fleet Vehicle — Any vehicle owned by the City of Baltimore and under the direct control of the BPD.

License Plate Reader (LPR) — Equipment consisting of a camera(s), computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared with a list of license plates bearing some significance to law enforcement.

Mobile Data Computer (MDC) — Computer system located inside BPD vehicles utilized for investigative and reporting purposes.

Non-Fleet Vehicle — Any vehicle that is under the direct control of the BPD, but is not owned by the City of Baltimore (e.g., leased vehicles, rented vehicles, and vehicles on loan to the BPD from other agencies for official use).

Transport Vehicle Camera (TVC) System — A video system located inside prisoner transport vehicles that allows law enforcement to monitor and record the activity in and around that vehicle.

Vehicle Maintenance — The preservation and upkeep of all Fleet and Non-Fleet Vehicles and related assigned equipment.

Weekly Vehicle Inspection — A weekly visual examination of Fleet and Non-Fleet vehicles conducted by a member to ensure the safety and proper functionality of the vehicle. The Weekly Vehicle Inspection is more thorough than a Daily Vehicle Inspection and must be documented on a Vehicle Inspection and Maintenance Report, Form 608 (See Appendix B, Vehicle Inspection and Maintenance Report).

DIRECTIVES

Members' Responsibilities

Daily Vehicle Inspections

Members shall conduct regular pre and post-shift vehicle inspections. Inspections help identify and articulate deficiencies and damages, and ensure vehicles are properly equipped.

1. Members assigned to operate a Fleet or Non-Fleet Vehicle shall conduct a Daily Vehicle Inspection prior to the beginning of the member's tour of duty. The vehicle shall be inspected for:
 - 1.1. Exterior and interior damage,
 - 1.2. Operational defects, which covers any defects of the vehicle itself or of any equipment within the vehicle
 - 1.3. Servicing needs,
 - 1.4. Exterior and interior cleanliness, and
 - 1.5. Presence of any Controlled Dangerous Substances (CDS), contraband, or weapons.
2. Note any damage, operational defects and/or servicing needs on the member's Daily Activity Report, Form 339 (See Appendix A, Daily Activity Report).
3. Fleet Vehicles with operational defects to any of the below shall **not** be placed into service, and shall instead be immediately taken to a Fleet Management Service Sub-Station (Appendix C) for maintenance:
 - 3.1. Seatbelts
 - 3.2. Grip straps (prisoner transport vans)
 - 3.3. Transport Vehicle Camera System (prisoner transport vans)
4. Report new damage and problems with the functionality of a Fleet or Non-Fleet vehicle to the member's immediate supervisor via an Administrative Report, Form 95. Include photographs of new damage. Departmental cellular phones can be used to take photographs.
5. After every transport, immediately inspect the vehicle's interior including where the detainee was seated for weapons or contraband that may have been discarded.
6. At the end of the member's tour of duty:
 - 6.1. Inspect the interior for any personal property or contraband, and
 - 6.2. Ensure the interior of vehicle is clean.

Weekly Vehicle Inspections

1. Members assigned to operate a Fleet or Non-Fleet Vehicle shall conduct a Weekly Vehicle Inspection prior to the beginning of the member's tour of duty for damage, operational defects, and servicing needs on a weekly basis, or when directed by a supervisor. Weekly Vehicle Inspections shall be documented using Form 608, Vehicle Inspections and Maintenance Report.
2. Thoroughly inspect the vehicle for the following:
 - 2.1. Functionality and condition of the entire vehicle to include damage to the body of the vehicle (e.g., condition of headlights, taillights, light bar, tires, etc.), as well the functionality and condition of the interior of the vehicle (e.g., turn signals, lights, seatbelts, parking brake, battery, emergency flashers, windshield wipers, heat and air conditioning, gas card, Mobile Data Computer, etc.).
 - 2.2. Proper fluid levels, to include: oil, transmission, power steering, radiator, windshield washer and brake fluid levels.
 - 2.3. The presence and functionality of a jack, spare tire, traffic cones, crime scene tape, flares, first aid kit, fingerprint kit, and fire extinguisher, if so equipped.
 - 2.4. A supply of citizen complaint forms, and victim/witness assistance forms.
3. Document the entire vehicle, showing the overall condition of the vehicle both inside and out. Departmental phones and/or body-worn cameras (BWC) may be used to document the inspection.
 - 3.1. For inspections utilizing the BWC, members shall memorialize the date and time of the inspection verbally on the BWC.
 - 3.2. For inspections utilizing departmental phones, members shall print and attach color images of body damage and images that show the overall condition of the vehicle.
4. Submit the Vehicle Inspection and Maintenance Report, Form 608 and photographs to the member's supervisor.
5. Ensure that missing supplies are restocked and that damaged equipment is repaired/replaced.

Specialized Vehicle Inspections

Vehicles outfitted with additional equipment require the following items to be inspected for damage and proper functionality in addition to general Daily and Weekly Vehicle Inspections:

1. Prisoner Transport Vans
 - 1.1. Inspect the Transport Vehicle Camera (TVC) System for functionality prior to every tour of duty (See Policy 825, *Transport Vehicle Camera System*).
 - 1.2. Inspect for the presence and functionality of seatbelts daily for each seat intended for prisoner transport, as well as the presence of a secured grip strap along the rear of each seat.

2. Shift Commander/Supervisor Vehicles

2.1. Shall be inspected daily for the presence and functionality of:

2.1.1 Ballistic Shield (Bunker),

2.1.2. Ballistic Blanket,

2.1.3. Dog Pole,

2.1.4. Ram,

2.1.5. Evidence Markers, and

2.1.6. Shotgun, shotgun box and ammunition (if so equipped).

3. LPR-Equipped Vehicle

3.1. In accordance with Policy 1015, *License Plate Readers*, inspect daily the proper functionality of the License Plate Reader (LPR).

Maintenance

Members are required to arrange regular maintenance on departmental vehicles. This ensures that every officer is continuously prepared to attend to the safety needs of the citizens of Baltimore City.

1. Each member shall ensure that vehicles are properly maintained, and will be held responsible for the inspection and servicing needs of the vehicle.
2. Vehicles shall be serviced as soon as possible and members shall notify an immediate supervisor once aware of any malfunctions or damage that may cause a safety hazard.
3. Ensure Fleet Vehicles are serviced at the appropriate Fleet Management Service Sub-Station when required by the preventive maintenance (PM) service schedule, when in need of repairs, or when notified by a supervisor, Fleet Management, or the command Vehicle Coordinator. (See Appendix C, Fleet Management Service Sub-Stations and Authorized Non-Fleet Vehicle Repair Garages).
4. Ensure all Non-Fleet Vehicles are serviced at the appropriate Authorized Non-Fleet Vehicle Repair Garage for preventive maintenance (PM) service and repairs. (See Appendix C, Fleet Management Service Sub-Stations and Authorized Non-Fleet Vehicle Repair Garages).

Supervisors' Responsibilities

Inspections

1. Ensure Daily Vehicle Inspections and Weekly Vehicle Inspections are conducted by subordinates.

2. Ensure all documentation, including any Administrative Report, Form 95, photographs, and Vehicle Inspection and Maintenance Report, Form 608, are submitted to the command Vehicle Coordinator.
3. Ensure any missing or damaged vehicle equipment is repaired/replaced.

Maintenance

1. Ensure vehicles are properly maintained on a scheduled basis.
2. Ensure vehicles are taken out of service and sent for repairs when safety concerns arise.
3. Conduct an immediate investigation when notified by a member of any new or unfamiliar damage to a Fleet or Non-Fleet Vehicle. Forward all documentation to the command Vehicle Coordinator.

Vehicle Coordinator Responsibilities

1. Ensure all preventive maintenance is performed when scheduled and facilitate the replacement, replenishment, and/or repair of vehicle supplies and equipment.
2. Coordinate all inspections between the Fleet Management Unit and command.
3. Maintain a file or folder for both Fleet and Non-Fleet Vehicles to include all Administrative Reports, photographs and Vehicle Inspection and Maintenance Reports documenting problems, defects or corrective actions.
4. Forward copies of all Administrative Reports and Vehicle Inspection and Maintenance Reports, along with any photographs taken by the member or the Vehicle Coordinator, to Fleet Management at fleet@baltimorepolice.org. All records shall be kept for as long as the vehicle is in service.

Fleet Management Unit Responsibilities

1. Maintain the vehicle database, which includes vehicle information, assignment, registration information, photographs, condition, and repair history.
2. Coordinate repair and/or replacement of all vehicles when notified of servicing due dates by the Department of General Services.

Internal Audits Section Responsibilities

1. As part of a quarterly audit of the transportation of detainee procedures, random and unannounced spot-checks of at least three vehicles used to transport detainees, per district, will be inspected for functionality of seatbelts and the operation of the TVC system (if the vehicle contains a TVC).

APPENDICES

- A. Daily Activity Report, Form 339
- B. Vehicle Inspection and Maintenance Report, Form 608
- C. Fleet Management Service Sub-Stations and Authorized Non-Fleet Vehicle Repair Garages

ASSOCIATED POLICIES

Policy 824, *Body-Worn Camera*
Policy 825, *Transport Vehicle Camera (TVC) System*
Policy 1015, *License Plate Readers (LPR)*
Policy 1114, *Persons in Police Custody*
Policy 1507, *Non-Fleet Vehicles*

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

Daily Activity Report, Form 339

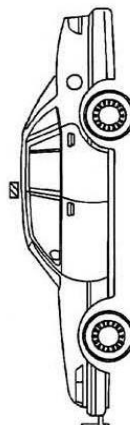
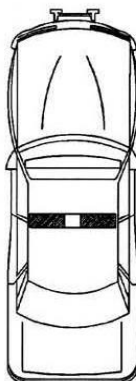
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APPENDIX A

Daily Activity Report, Form 339 – Back

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NOTE VEHICLE DAMAGE ON THE DIAGRAMS. USE "X" FOR DENTS OR CRACKED GLASS, AND LINES TO INDICATE SCRAPES. CIRCLE NON-FUNCTIONING EQUIPMENT AND EXPLAIN IN THE SPACE BELOW.



VEHICLE INFORMATION	YEAR:	MAKE:	COMMENTS
	MODEL:		

NOTES:	SIGNAL 30 INFORMATION:

OFFICER'S SIGNATURE	APPROVAL SIGNATURE / RANK
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APPENDIX B

Vehicle Inspection and Maintenance Report, Form 608 – Page 1



POLICE DEPARTMENT
Baltimore, Maryland

VEHICLE INSPECTION AND MAINTENANCE REPORT

FORM 608

Date: _____

Operator's Name:		Assignment:		Seq. No.:	
Year:	Vehicle Make:	Model:	Mileage:		
Tag No.:	Shop No.:	Radio Call No.:			
Commanding Officer:					
Notes:					
In addition to this Report, I am submitting: <input type="checkbox"/> Body-Worn Camera Footage <input type="checkbox"/> Photographs					

N/A – NOT APPLICABLE

Function not inspected or not applicable to the operation of the unit inspected.

3 – Satisfactory

No deficiencies or conditions that significantly reduce the quality of performance.

1 – Unsatisfactory

Significant deficiencies that result in failure of the vehicle to performance as intended or a condition contrary to the best interest of the department.

Codes

M – Missing
MD – Minor Damage
SD – Severe Damage
E - Equipped

2 – Improvement Needed

Some deficiencies that detract from quality of performance but cumulatively does not cause the vehicle to function as intended.

Indicate with the appropriate number or code listed above next to the corresponding box.

A. Mechanical		B. Lights		C. Interior	
1. Oil Level		1. Head Lights		1. Cleanliness	
2. Transmission Fluid Level		2. Parking Brakes		2. Glove Box	
3. Battery		3. Turn Signals		3. Seats	
4. Power Steering Fluid Level		4. Side Markers		4. Rear View Mirror	
5. Windshield Washer Fluid		5. Emergency Flashers		5. Dash	
6. Windshield Wipers		6. Spotlight		6. Floor	
7. Siren		7. Brake Lights		7. Trunk	
8. Horn		8. Light Bar		8. Door Panel	
9. Air Conditioner		9. Backup Lights		9. Pedals	
10. Heater/Defroster		10. Tail Lights		10. Seatbelt	
11. Radiator Reservoir		11. Dome Lights		11. Grip Straps (wagon)	
D. Tires/Wheels		E. Body		F. Exterior	
Wear/Pressure		Shop Numbers		Cleanliness	
Hub Caps		Stripes/Insignias			
Useable Spare Tire & Jack		Outside Mirrors			
G. Equipment					
Blood-Borne Pathogens Kit		Fire Extinguisher		Mobile Data Computer Serial #	
Computer Chip # (PCMCIA CARD)		Flares - Five (5)		Lojack Ser.#	
Fingerprint/Dusting Kit		Bull Horn w/prop.#		Emissions Certificate	
Registration Card		Post Books		Gas Card	
Cones		Crime Scene Tape		Evidence Markers	

APPENDIX B

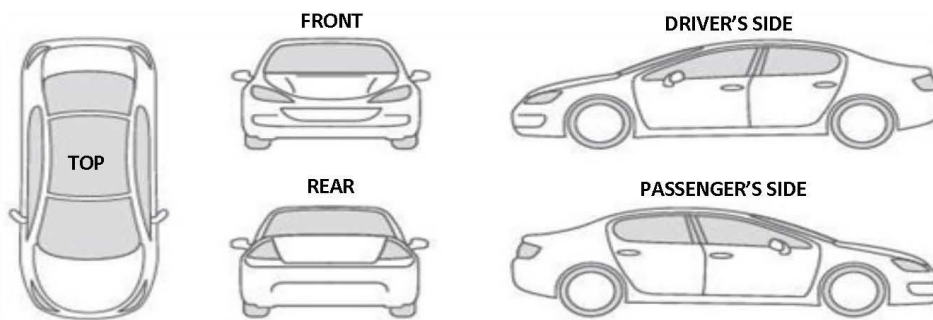
Vehicle Inspection and Maintenance Report, Form 608 – Page 2

POLICE DEPARTMENT
Baltimore, MarylandVEHICLE INSPECTION AND MAINTENANCE REPORT
Page 2

H. Specialized Equipment				
Shot Gun Serial #		Shotgun Ammunition Qty.	Transport Vehicle Camera (TVC)	
	Buckshot	Rifled Slug		
IFAK/First Aid Kit		License Plate Reader (LPR)	Ram	
I. Less Lethal Box				
One (1) Green Handle Remington 870 w/Serial #		Ten (10) Flexible Baton Rounds (bean bag)		

*Use the key provided to indicate on the diagrams below **any damage present** on the vehicle. If damage appears to be new, notify supervisor.*

Site Key				
X = Cracked Glass	— = Scrapes	/ = Torn Metal	O = Dents	D = Defect



Member's Signature

Vehicle Coordinator's Signature

Supervisor's Signature

APPENDIX C

Fleet Management Service Sub-Stations and Authorized Non-Fleet Vehicle Repair Garages

**FLEET MANAGEMENT SERVICE SUB-STATIONS &
AUTHORIZED NON-FLEET VEHICLE REPAIR GARAGES****FLEET VEHICLES**

**Vehicles assigned to the following commands shall be PM'ed at the corresponding locations listed below.

**All Fleet Vehicles can be serviced at any of the Fleet Management Service Sub-stations for emergency repairs.

Garage Name	PM Assignment	Address	Telephone Number
Western Substation	Western Southwestern	239 N. Calverton Road	410-396 0228/0104
Central Substation	Eastern Southeastern	3800 Biddle St.	410-396-1010
Fallsway Substation	Central Southern	201 Fallsway	410-396-5190/91/92
Northwest Substation	Northwestern	4410 Lewin Ave.	410-396-0210
Northeast Substation	Northeastern Northern	4325 York Road	410-396-6556

NON-FLEET VEHICLES

**Non-Fleet Vehicles can be serviced at the preferred locations listed below or designated repair shop.

Garage Name	Address	Telephone Number
Gerry's Auto Service	39 S. Central Ave.	410-685-4330
Firestone	Any Location	Any Location