



Policy 904

Subject	
SAFETY EQUIPMENT REPAIR ORDER	
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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to issue and certify Safety Equipment Repair Orders in compliance with Title 23 of the Maryland Annotated Code.

GENERAL

The Maryland Safety Equipment Repair Order (SERO), also known as a Maryland State Police 157, may only be written for vehicles registered in the State of Maryland. A SERO may not be written for vehicles that display dealer, finance, historic, out-of-state, recycler, special, or transporter license plates.

REQUIRED ACTION

Issuance of a Safety Equipment Repair Order

Member

1. Upon observing a vehicle with defective equipment or mechanism(s), stop the vehicle and issue the operator a SERO.
 - 1.1. Multiple equipment infractions can be noted on one SERO.
 - 1.2. Combination vehicles (e.g., tractor/trailer) shall be issued separate SEROs, reflective of the license plate corresponding to the part of the vehicle with an infraction.

EXAMPLE: Issue one SERO to the “tractor” for faulty equipment on the tractor, and if appropriate issue a separate SERO for the “trailer” if faulty equipment is observed on the trailer.

2. After the operator signs the SERO, give the operator copies 3, 4, and 5 of the SERO.
3. Advise the operator:
 - 3.1. Defective equipment must be repaired within ten (10) days from the date of SERO issuance.
 - 3.2. Failure to correct the defective equipment will result in the suspension of the vehicle’s registration.
 - 3.3. Instructions are printed on the reverse side of the copies.

NOTE: Do not direct or suggest any specific place where a vehicle may be repaired or inspected.

4. Submit copy 1 to your supervisor.
5. If an error is made that renders the SERO unusable or inaccurate, adhere to the following:
 - 5.1. Complete an Administrative Report, Form 95, requesting that the unusable SERO be voided.
 - 5.2. Attach copies 1, 3, 4, and 5 to the Administrative Report.
 - 5.3. Submit the Administrative Report and the unusable copies to your supervisor.
 - 5.4. Write "VOID" on copy 2 and retain it.

Certification of a Safety Equipment Repair Order

1. When certifying a SERO, visually inspect the identified defective equipment on the vehicle and verify the repair has been satisfactorily made. Confirm that the vehicle to be inspected is the vehicle listed on the SERO via the vehicle identification number (VIN), license plate, etc. Certification of the SERO can only occur while on-duty.
 - 1.1. If the defective equipment has been corrected, certify the SERO by providing your signature, sequence number, department code ("AD") and date of certification.
 - 1.2. Advise the owner/operator to forward the appropriate copy to the Maryland State Police.
2. If the defective equipment does not meet the established equipment standards, advise the operator/owner to correct the equipment. Do not sign the SERO.

NOTE: Only inspect equipment accompanied with an asterisk (*) on the SERO. All other defective equipment or mechanisms without an asterisk on the SERO must be inspected at a Maryland inspection station authorized and licensed by the Automotive Safety Enforcement Division, Maryland State Police.

Supervisor

1. Review copy 1 of the SERO for accuracy and completeness. Upon approval, place in a designated SERO repository.
2. Acknowledge, by signature, Administrative Reports requesting authorization to void a SERO due to error. Place Administrative Reports and voided SERO in a designated SERO repository.

Administrative Supervisor, Command

Forward SEROs and voided SEROs to the Traffic Unit.

Traffic Unit

Forward all SEROs, including voided SEROs, to the Automotive Safety Enforcement Division, Maryland State Police.

APPENDIX

A. Maryland Safety Equipment Repair Order – MSP 157

RESCISSION

Remove from files and destroy/recycle General Order I-4, *Safety Equipment Repair Order*, dated 21 May 2007.

COMMUNICATION OF POLICY

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

APPENDIX A

Maryland Safety Equipment Repair Order – MSP 157 (front)

MARYLAND SAFETY EQUIPMENT REPAIR ORDER		9494625
(PURSUANT TO TITLE 23 OF THE TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND)		
DRIVER'S LICENSE NO.		CLASS STATE
DRIVER'S NAME (FIRST)	(MIDDLE)	(LAST)
VEHICLE OWNER'S FULL NAME		
OWNER CURRENT ADDRESS		
CITY	STATE	ZIP CODE
MOVEHICLE TAG NO. (MD ONLY)	MAKE	VEH. YEAR TYPE
VEHICLE SERIAL NUMBER		
DATE	TIME	TITLE NUMBER
LOCATION		
OPERATOR/OWNER SIGNATURE		
CJ 50 BRAKES CJ 51 TIRES CJ 52 STEERING CJ 53 EXHAUST SYSTEM CJ 54 WINDSHIELD WAPS. CJ 55 HDLIGHTS • CJ AIM CJ 58 TAILLIGHTS • CJ 57 HORN • CJ 58 DRIVERS SEAT CJ 59 SUSPENJSHOCKS CJ 60 BUMPERS • CJ 61 GLASS • CJ TINT CJ 62 LOAD COVER •	CJ 64 STOP LIGHTS • CJ 65 TAG LIGHT(S) • CJ 66 DASH LIGHTS • CJ 67 WHEEL ALIGNMENT CJ 68 REARVIEW MIRRORS • CJ 69 DOOR LATCH/HANDLE • CJ 70 FUEL SYSTEM • CJ CAP • CJ 71 TURN SIGNALS • CJ 72 WHEELS/LUGS CJ 73 HOOD/CATCH(S) • CJ 74 FLOOR/TRUNK PAN(S) CJ 78 FENDER(SYFLAP(S) • CJ 77 SPOMTRJOMTR •	CJ 78 HAZ. WANG LAMP • CJ 79 PARK LAMP • CJ 80 S.MRKR. LAMP • CJ 81 FOG/AUX. LAMP CJ 62 EM.WANG. LAMP • CJ 83 B.U. LAMP • CJ 84 REFLECTORS • CJ 85 EXT. AIR BRAKE COMP. CJ 88 LOWAIR WANG. DEVICE • CJ 87 CLEARANCE LAMP • CJ 88 I.D. LAMP • CJ 89 SAFETY BELTS CJ 90 LIFT AXLE AIR/WGT. RATIO
*MAY BE VISUALLY CERTIFIED BY PARTICIPATING POLICE DEPARTMENT		
OFFICER SIGNATURE	I.D. NO.	
COUNTY/CITY	COUNTY/CITY CODE	AGENCY STATION
CERTIFICATION OF INSPECTION, MUST BE COMPLETED BY AN AUTHORIZED MARYLAND INSPECTION STATION OR PARTICIPATING POLICE DEPARTMENT WHERE APPLICABLE. I HEREBY CERTIFY THAT THE DESCRIBED VEHICLE HAS BEEN INSPECTED AND THAT THE INDICATED DEFECT(S) HAS (HAVE) BEEN CORRECTED.		
OFFICER SIGNATURE, ID NO.	DEPT CODE	DATE INSPECTED
INSPECTION STATION STAMP AREA	REGISTERED MECHANIC'S PAINTED NAME	
	REGISTERED MECHANIC'S SIGNATURE	
COPY 1 MSP ASED		
MSP 157 REV. 04/01		



APPENDIX A

Maryland Safety Equipment Repair Order – MSP 157 (back)

IMPORTANT NOTICE TO VEHICLE OWNERS

The defective equipment noted hereon must be corrected within ten (10) days of the issuance of this order. The repairs may be made at any garage or repair shop of your choice.

Once repairs have been made, this repair order must be signed and certified by a registered mechanic at an Authorized Maryland Inspection Station or, in cases of defects followed by an Authorized Maryland Inspection Station or, in cases of defects followed by an asterisk (*), the repair order may be certified by either a registered mechanic at an authorized Maryland inspection station or a police officer of a participating police department. Be sure your copy is completed and returned to you. It is your proof of having complied with the law.

If the certified Equipment Repair Order is not received within thirty (30) days of the date the Equipment Repair Order was issued, the registration of the vehicle will be suspended.

REMEMBER you must, within thirty (30) days of issuance of an Equipment Repair Order:

Return the State Compliance Copy No. 5 of the Equipment Repair Order with a certified signature to:
MARYLAND STATE POLICE, Automotive Safety
Enforcement Division, 6601 Ritchie Highway, Glen
Burnie, Maryland 21062.

If this vehicle has been traded, sold, repossessed, junked or otherwise disposed of submit a notarized statement and include the vehicle serial number and the date of the applicable transaction. Attach the notarized statement to the State Police Compliance Copy of the Safety Equipment Repair Order and return both to the Maryland State Police at the address above.