

## POLICY 6. VEHICLE CHECK-OUT & EQUIPMENT

### A. Patrol vehicle check-out and check-in

1. It is the responsibility of the deputy, prior to the start of shift, to check all routine lighting and emergency equipment on the patrol vehicle, including the siren, outside speaker, P.A. system, radio and spotlights. The deputy will conduct a security check of the interior of the vehicle, including under the driver's seat, under the rear prisoner seat and the trunk for any items of contraband, trash or weapons that may have been secreted by a suspect.
2. Prior to the start of any shift, deputies will inspect their patrol vehicles for proper equipment operation and/or damage. Deficiencies or damage will be immediately reported to the supervisor before leaving the station for patrol. This will prevent the current driver from being accountable for any damage incurred.
3. At the completion of the patrol duties, deputies must ensure that the vehicle is left properly serviced (e.g., gas, oil, other fluids, etc.) and ready for future use.

### B. First aid supplies for patrol vehicles

1. The first aid items listed below have been approved for issuance in all patrol vehicles.

2	Adhesive tape 1"
1	Ammonia inhalant
2	Triangular bandages
2	Roller bandage (2" x 6 yds)
2	Plastic emergency blankets

2	Adhesive bandage 1"
6	Sanitary napkins (super)
6	Gauze pads (4" x 4") 12 ply
1	Pair scissors

### C. Traffic investigation supplies for patrol vehicles

1. In addition to the aforementioned first aid articles, traffic investigator's vehicles shall also contain the following:

1	Roll-o-tape
1	Marking crayon
2 cases	Flares (Standard or electronic lighting device)

### D. Patrol investigation supplies

1. In addition to the aforementioned first aid supplies, patrol vehicles shall also contain the following:

1	Shovel
1	100' rope
1	Fire extinguisher
1	Jack
1	Fingerprint kit containing print cards, tape, print dust with brush

1	Spare tire
2	Blankets
2 Cases	Flares (Standard or electronic lighting device)
1	Axe

E. Operator's vehicle condition report

1. The Operator's Vehicle Condition Report (VEH-2) is to be submitted monthly. It is the responsibility of the deputy to whom Department equipment is assigned to see that the unit is maintained in safe operating condition and that the car is serviced at the proper time.

F. Mileage reports

1. The Motor Vehicle Daily Use Report (VEH-5) must be completed on a daily basis by the vehicle driver. Tours of duty or trips in any vehicle are to be logged immediately after returning to the station.