

WINONA POLICE DEPARTMENT

NUMBER: 102-05 PAGES: 3

EFFECTIVE DATE: July 27, 2004

SUBJECT: VEHICLE INSPECTION; VEHICLE EQUIPMENT CHECKLIST

1.0 PURPOSE:

It is the purpose of this general order to establish policy and procedures for vehicle inspections prior to operation by members of the Winona Police Department.

2.0 POLICY:

2.1 Members of the police department safety committee shall conduct regular safety and equipment checks on all department vehicles at least once per month. The purpose of these inspections is to see that all vehicles, and equipment therein, are kept in a good, serviceable condition.

2.2 In addition to these monthly safety checks, it shall be the duty of all officers prior to putting a department vehicle into service to make a regular visual and safety check of the vehicle and its related equipment.

2.3 It shall be the responsibility of every officer to be trained in, and know how to properly use, any equipment issued or furnished by the police department. Any officer not thoroughly competent to operate or use any equipment issued or furnished by the department shall immediately notify his/her supervisor.

2.4 Supervisors shall be responsible to see that all officers under their command shall be thoroughly trained and competent in the use of equipment issued or furnished by the department. It shall also be the responsibility of the Supervisor on duty to replace or correct any deficiency noted by an officer during the vehicle inspection and equipment check, as soon as possible after the officer has brought the deficiency to the Supervisor's attention.

3.0 PROCEDURE:

3.1 Exterior of all vehicles shall be inspected: tires for proper inflation and/or excessive wear; body for any unreported damages; windows for clear visibility.

3.2 The engine shall be checked for proper oil level, proper battery level, and any visible defective parts or leaks.

3.3 All vehicle lights shall be checked for faulty or non-operative lights or switches.

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3.4 The interior shall be checked for any unnecessary items of trash, dirt, damage, or personal items left by the officer going off duty.

3.5 The fuel supply should be checked, as no shift should start with less than one-half tank.

3.6 All engine gauges should be checked for possible warning of engine problems.

3.7 All radio and siren functions should be inspected, and if the officer feels it necessary, he/she may request a radio check from the dispatcher.

3.8 All equipment assigned as part of the police vehicle should be checked for condition and availability, to include:

3.8.1 Oxygen Units: The oxygen units should be checked visually each time the vehicle is used to be sure that there is a minimum of 500 lbs. of pressure and that it is clean and properly packaged; and in extremely cold weather, the unit should be placed inside the vehicle's passenger compartment.

3.8.2 Blankets: Each vehicle shall be equipped with two blankets that are to be kept in a bag or other container. A visual check as to proper storage and cleanliness should be made daily.

3.8.3 Fire Extinguishers: Each unit shall be assigned a fire extinguisher. The extinguisher shall be visually checked at the start of each shift to assure that it is properly filled and in good condition.

3.8.4 Handcuffs: Each unit is assigned one pair of steel handcuffs and a package of plastic flex cuffs. The handcuffs should be visually checked at the start of each shift to be sure that they are in good serviceable condition.

3.8.5 Measuring Device: Each vehicle is assigned a mechanical measuring device. The measuring device should be checked visually at the start of each shift to be sure that it is in good serviceable condition.

3.8.6 First Aid Kit: Each vehicle is assigned a first aid kit. The first aid kit should be checked visually at the start of each shift to be sure that it has the proper amount of equipment in it and is in good serviceable condition.

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3.8.7 Supplemental Communicable Disease Control Kit. Each vehicle contains a supplemental first aid kit containing coveralls, puncture-resistant containers, sealable plastic bags, and absorbent cleaning materials.

3.8.8 Pry Bar: Each vehicle is assigned some type of pry bar. The pry bar should be checked visually at the start of each shift to be sure that it is in good serviceable condition.

3.8.9 Broom: Each vehicle is assigned a broom. The broom should be checked at the start of each shift to be sure that it is in good serviceable condition.

3.8.10 Report Folder: Each unit is assigned an attaché case or report folder to carry necessary department forms in the patrol unit. This case or folder should be visually checked at the start of each shift to be sure that there is an adequate supply of forms and that the case or folder is in a good serviceable condition.

3.8.11 High Intensity Flashlights: Each of the marked patrol units and the Evidence Technician vehicle are assigned two high intensity flashlights. All other unmarked vehicles are assigned one high intensity flashlight. These flashlights should be checked at the start of each shift to be sure that they are properly charged and in good serviceable condition.

3.8.12 Flotation Ring Buoys with Line and Throw-Line Bags: Each vehicle is assigned a flotation ring buoy and 100 feet of nylon line, which is kept in a large plastic bag or a 75 foot throw-line bag. These devices should be checked visually at the start of each shift to be sure that they are properly stored and in good serviceable condition.

3.8.13 Reflectorized Vests: Each vehicle is assigned two high-visibility reflectorized vests that are stored inside the passenger compartment of the vehicle. These vests should be visually checked at the start of each shift to be sure that they are in good serviceable condition.