



PAWNEE COUNTY SHERIFF'S OFFICE  
SHERIFF DARRIN VARNELL

Policy #	Related Policies:
<b>Vehicle Inspection</b>	
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by the Pawnee County Sheriff's Office for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
Applicable Oklahoma Statutes:	
CALEA Standard:	
Date Implemented:	Review Date:

- I. **Purpose:** The purpose of this policy is to outline the duties and responsibilities of deputies in inspecting vehicles of the Pawnee County Sheriff's Office prior to use.
- II. **Policy:** It is the policy of the Pawnee County Sheriff's Office to ensure that emergency vehicles are maintained to provide for the maximum safety of deputies, the public, and any persons who may be transported in an agency vehicle.
- III. **Procedure:**
  - A. **Duty:** Each member of the Pawnee County Sheriff's Office who is assigned a vehicle shall inspect the vehicle prior to placement of the vehicle into service each tour of duty. This inspection shall occur on each shift. Where a vehicle is assigned as a take-home vehicle, the deputy assigned the vehicle shall conduct the inspection prior to placing the vehicle into active service.
  - B. This inspection will include a determination as to the presence of safety equipment and the working order of this equipment.
  - C. The inspection will include: (See Equipment Report)
    - a. Lighting
    - b. Emergency Lighting and Siren (Note: Deputies should consider location/time of day when checking functionality of siren)

- c. Tires
  - d. Brakes
  - e. Engine Noise
  - f. Safety Barrier-Prisoner Transport
  - g. Required Emergency equipment i.e. fire extinguisher, road flares, blood borne pathogen equipment etc.
- D. If new visible damage is found on any vehicle, that damage shall be reported prior to placing the vehicle in service. If the damage impacts the safety or operation of the vehicle, the vehicle shall not be used.
  - E. The interior of the vehicle shall be inspected prior to each shift and following the transport of any prisoner. This shall include a check under seats to ensure that no weapons or contraband have been left in the vehicle by a suspect who has been transported. If weapons or contraband are discovered, a found property report will be written and a supervisor will be notified to initiate appropriate action.
  - F. If the vehicle is found in a state of being unclean, steps shall be taken to have the vehicle cleaned.
  - G. If a vehicle is damaged during the deputy's shift, the deputy shall report this damage immediately. The damage shall be documented in a report, which includes a vehicle inspection sheet.
  - H. Any time a vehicle is found with damage or in a state of disrepair or unclean, a vehicle equipment report (see attached) shall be filed indicating the items needing attention. Where such damage or disrepair impacts the safe operation of the vehicle, the vehicle shall not be used.
  - I. Once per week on a day designated by the Pawnee County Sheriff's Office; a vehicle equipment report shall be filed on the vehicle. This report and the vehicle shall be reviewed by a supervisor who shall determine the accurateness of the report. Any discrepancies shall be documented and corrected.