



PATROL VEHICLE EQUIPMENT

General Order Number: 19.1

Effective Date: May 31, 2017

POLICY

Due to the increase in the equipment placed in the police cruisers, it is imperative that all officers, prior to the start of their shift, inspect both the assigned vehicle and equipment. Any damaged or missing equipment shall be reported immediately to their supervisor.

The Department Rules and Regulations, Section G, No. 20 states:

“In the event that departmental property is lost or found bearing evidence of damage which has not been reported, the last person using the property may be charged with failure to report and may be held responsible for damages”.

PROCEDURES

1. EQUIPMENT

- A.** Officers assigned a police car for their tour of duty shall inspect the assigned cruiser for any visible damage to both the exterior and interior of the motor vehicle.
- B.** The contents of the trunk compartment shall be inspected. Each cruiser shall have a complete medical bag with a full oxygen cylinder. Cylinders shall be pressurized in order to verify the amount of oxygen. Cylinders with less than 500 PSI shall be replaced.
- C.** A fully charged AED unit with all necessary attachments.
- D.** A Slim Jim Lockout tool shall be assigned to each sector car.
- E.** A fully charged fire extinguisher shall be mounted in each trunk of the sector car.
- F.** A complete set of Stop Sticks.

- G. No Patrol Cars assigned to a sector shall be permitted to be used without a complete medical bag unless authorized by the Commanding Officer – Platoon on Duty.
 - H. Any extra equipment that is permanently assigned to that particular vehicle shall also be checked and inspected to be in working order.
2. **REPORTING PROCEDURE:** The following procedures shall be followed for reporting damaged or missing equipment:
- A. At the start of their shift, all officers should complete all sections of the Vehicle Maintenance System screen in Larimore. Directions can be found in SharePoint.
 - B. Upon discovery of any piece of equipment that is missing or damaged, the officer shall immediately notify their supervisor and inform them.
 - C. Damaged equipment shall be photographed, assigned a case or event number, and a special report shall be submitted to the Chief of Police.
 - D. When a cruiser is out of service, the first responder kit assigned to the vehicle will be removed and placed in the trunk of the replacement vehicle. The dispatcher must be informed of the switch and will make a computer record entry of the current location of the first responder kit.

3. FIRST RESPONDER KIT INSPECTION PROCEDURE

- A. Each officer assigned a vehicle will inspect the assigned first responder kit at the commencement of each shift. No marked patrol car shall be assigned to a sector without a first responder kit on board.
- B. Each first responder kit has an inventory slip included in each kit that lists the required minimum contents of each kit. This slip should be compared with the contents of the first responder kit to ensure adequate supplies.
- C. If an officer finds that the assigned first responder kit is incomplete, he/she will restock the kit with medical supplies that are available.

4. SUPERVISOR'S RESPONSIBILITY

Each supervisor shall make random periodic inspections of the first responder kits in the motor vehicles assigned to their division.

5. PATROL DIVISION

Every Sunday, the day north side patrol supervisor will inventory, inspect and account for the patrol divisions assigned first responder kits including the booking

room kit. The supervisor will submit an inter-departmental memorandum to the Deputy Superintendent – Patrol Division detailing their findings.

Patrol Division Supervisors will document the inspections within the CAD system, and document any item that is replaced in the kit.

6. TRAFFIC, DETECTIVE, AND COMMUNITY SERVICE DIVISION

Supervisors will inventory, inspect and account for the first responder kits assigned to vehicles in their division on a weekly basis. Supervisors will document the inspections within the CAD system, and document any item that is replaced in the kit.

7. INFECTION CONTROL OFFICER'S RESPONSIBILITY

The designated infection control officer will maintain a complete inventory of medical supplies.

The contract ambulance can replace some of our medical supplies when possible.