



City of Racine Police Department
Policy and Procedure

Number: 1206

Subject: Inspection of Department Vehicles		CALEA Standard:
Date Issued: 04-23-99	Effective Date: 06-24-11	Revision Number: 4

POLICY

Members will conduct prompt and complete inspections of Department controlled vehicles at the beginning of each work shift, as well as during and at the end of each shift. The safety of our members and citizens who ride in or operate Department vehicles is dependent on the prompt recovery of contraband, as well as the identification of damage to Department vehicles.

PROCEDURE

MEMBER:

To ensure that members are available for service promptly and that Department vehicles are checked for readiness, the following steps shall be taken:

- 1) Prior to going in-service and after each transport, check the interior of the vehicle for items left behind by the previous operator or any contraband that may have been hidden in the vehicle by a passenger.
 - a. In the event that any items belonging to another Department member are found, turn them over to that member or turn the items over to your immediate supervisor some time during your tour of duty.
 - b. In the event that personal property, equipment or contraband is found, immediately notify your supervisor.
- 2) Prior to going in-service, check the exterior of your vehicle for damage the member may reasonably believe is new or fresh damage.
- 3) Inspect light bar, siren, computer and video camera to ensure they are functioning properly.
- 4) Check the passenger and trunk areas of the squad to ensure the required support equipment is present.
- 5) If new or fresh damage is located, immediately contact a Supervisor.
 - a. Ensure a Traffic Investigator is notified to handle the report of damage.
 - b. Request an Evidence Technician to photograph any damage.
- 6) Once the interior and exterior of the vehicle have been checked and all necessary equipment has been placed in the vehicle, notify Communications that you are 10-41. It is expected that all patrol officers officially in service be available for calls as soon as possible.

SUPERVISOR:

1. When notified that items or equipment of a personal nature have been located in a vehicle, take possession of those items and attempt to locate the rightful owner.
2. If contraband has been located, have the member bring the items to the Sergeants' Office.
 - a. Discuss the circumstances of the recovery with the member and request a complaint number from Communications.
 - b. Ensure the member inventories the contraband per Department policy.
 - c. Attempt to identify the member who used the vehicle prior to the recovering member and forward an unnumbered supplement along with all other completed documents to Internal Affairs.
3. In the event fresh damage is located on a Department vehicle and a Traffic Investigator is not available, ensure an ET photographs the vehicle per Department training and forwards a supplement detailing the extent of damage to the Traffic Unit.

**TRAFFIC
INVESTIGATOR:**

1. When notified about a damaged Department vehicle, check available records and determine if the damage is fresh.
2. If the damage is fresh, ensure all reports from the investigation are forwarded to Internal Affairs.

INTERNAL AFFAIRS: Upon receipt of information concerning the recovery of contraband or fresh damage to Department vehicles, investigate as necessary or refer back to the appropriate Shift/Unit Commander for their investigation.

**RELATED
PROCEDURES:**

[1201 – Property Inventory - General](#)
[1937 – Support Equipment in Squad Trunks](#)
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