

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>7.24.1</b>	
<i>Subject</i> <b>Inspection of Patrol Vehicle Equipment</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i> <b>7.24.1 Inspection of Patrol Vehicle Equipment</b>		<i>Review Date</i> <b>October 25, 2023</b>	
				<i>Pages</i> <b>2</b>	

**This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.**

**SECTION 1 PURPOSE**

The purpose of this policy is to require the proper inspection of each department vehicle to ensure the proper contents, appearance, safety, and operability of the vehicle and all equipment in the vehicle.

**SECTION 2 POLICY**

It is the policy of the department that all employees who operate a department vehicle will inspect the vehicle each day to ensure the proper contents, appearance, safety, and operability of the vehicle and all equipment in the vehicle.

**SECTION 3 PROCEDURES**

**A. DEPARTMENT VEHICLE MAINTENANCE**

1. It shall be the responsibility of the respective division commanders to ensure that all Department vehicles under their command are properly maintained.
2. It shall be the responsibility of the Support Services Division to facilitate the installation and maintain the electronic equipment in all department vehicles. This includes, but is not limited to: radios, computers, and the video system. Any problems with or damage to these systems should be immediately reported to the Support Services Division.

**B. RESPONSIBILITY FOR DEPARTMENT VEHICLES**

Officers are responsible for properly equipping the Department vehicle that they are assigned to operate. They should replace all equipment needed by contacting the proper division personnel and keep the vehicle clean of trash and dirt during their tour of duty.

**C. DAILY VEHICLE INSPECTION REPORT**

All Operations Services Division personnel operating a marked Department vehicle shall complete a Daily Vehicle Inspection Report prior to operating the vehicle. This report will be forwarded to the Operations Services Division Commander's designee and will be used to determine if a vehicle needs

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preventative maintenance or repair. Any issues with electronic equipment should be reported to the Support Services Division.

D. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.