

Going on Duty/Vehicle Inspection

General Order: 26.1.1: Code of Conduct

General Order: 41.3.1: Emergency Equipment

General Order: 41.3.2: Patrol Vehicle Equipment

General Order: 41.3.4: Uniform and Equipment

General Order: 53.1.1: Line Inspection

Purpose: The student shall have an understanding of the duties and responsibilities of going on duty and inspecting their assigned patrol vehicle before, during and after every shift.

A. Preparing for Duty

1. On time, all necessary equipment, proper attire (uniform or appropriate plain clothes).
2. Pick up mail, check E-mail, listen to voice mail, and check for subpoenas, bulletins, and updates.
3. Restock necessary paperwork.
4. Awareness of procedures for different shifts:
 - a. Be ready and prepared to respond to a call at 6
 - b. Hours of shift.
 - c. Reporting procedures.
 - d. Request for time off.
 - e. Procedures for calling in sick.
 - f. Overtime reporting.
 - g. Report for duty over the radio, not the computer

B. Vehicle Inspection

1. The officer will complete a vehicle inspection.
 - a. Insure all lights are working, emergency lighting as well as head lights, tail lights and marker lights.
 - b. Radios
 - c. Printer
 - d. Insure that you have at least a half of tank of fuel and always maintain a half of tank of fuel.
 - e. Insure that all of your equipment is working properly
 - f. If there any problems with your vehicle and/or equipment notify your supervisor immediately.

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2. The officer will complete the following after going on duty:

- a. Be aware of any extra patrols from the extra patrol log and any other that may be put out during roll call.
- b. Be aware of any needed information about such as stolen vehicles, missing children, warrants etc.
- c. Condition of vehicle
 - É Keep your car clean, inside and out.
 - É Ensure all tires are properly inflated and the rims have no damage.
 - É Ensure that all antennas are present and not damaged.
 - É Note any damage at this time and immediately notify supervisor if you believe any damage to be new.

Probationary officer's signature and unit number

Date

FTO's Signature and unit number

Date