

HONOLULU POLICE DEPARTMENT

POLICY LAW ENFORCEMENT OPERATIONS

October 2, 2019

Policy Number 4.15

VEHICLE CHECKLISTS

POLICY

A vehicle checklist shall be completed whenever a city-owned, fleet, patrol vehicle is dispatched and returned.

PROCEDURE

I. PROCEDURES FOR DISTRICTS WITH VEHICLE DISPATCHERS

A. Vehicle Maintenance Section (VMS)

11-25-22

The vehicle dispatcher/service writer is responsible for inspecting each vehicle before it is dispatched and upon its return and for completing the appropriate version of the HPD-219 form series.

1. Complete the following sections of the vehicle checklist form prior to a physical inspection:
 - a. License number;
 - b. Vehicle number;
 - c. Vehicle make; and
 - d. Beginning mileage.
2. Complete the physical preinspection of the vehicle, following the legend on the form.
 - a. Depict all scratches and dents on the form's graphic image of the vehicle.

- b. Physically inspect each listed item and appropriately check the box provided if any defect is found.
- c. Note in the remarks section any discrepancies that were not reflected in the initial checklist, including any litter or personal items found in the vehicle.
 - (1) The inspecting dispatcher shall identify each discrepancy with his or her initials and the date and time.
 - (2) The operator shall be notified of the discrepancies as soon as possible.
- 3. Upon completion of the preinspection, the inspecting dispatcher shall approve and sign in the appropriate space located in the lower right corner of the form and include the date and time. The vehicle dispatcher shall:
 - a. Make a copy of the checklist to keep with the control register sheet until the vehicle is returned for verification; and
 - b. Replenish the emergency equipment (as listed on the applicable checklist form).

B. Vehicle Operator

- 1. Upon receiving the checklist form from the dispatcher, the vehicle operator shall note the vehicle's identification number and reinspect the vehicle for verification purposes. The operator's inspection will be limited to the following items:
 - a. Scrapes and/or dents;
 - b. Chassis exterior;
 - c. Chassis interior;
 - d. Safety equipment;

- e. Emergency equipment; and
 - f. Documents/speed check, motor vehicle insurance, safety check, and registration.
2. If any deficiencies are found that were not indicated on the vehicle checklist form, the operator shall notify the dispatcher, note each deficiency in the remarks section, and identify each discrepancy with his or her initials and the date and time.
 3. Upon completion of the preinspection, the operator shall sign the bottom left corner of the form, include the date and time, and keep the form for verification.
 4. When the vehicle is returned, the operator shall inspect the vehicle to verify that there are no discrepancies with the checklist form. All litter and personal items shall be removed from the vehicle.
 - a. Report any malfunction, criminal property damage, or motor vehicle collision that occurred while operating the vehicle. Turn in a copy of the applicable property damage or collision report to the Vehicle Dispatch Office of the VMS.
 - b. Complete the form and fill in the date, day, beat, watch, ending mileage, net mileage, and stall number in which the vehicle is parked. Return the copy of the checklist form to the dispatcher.

C. Field Supervisor

Prior to the vehicle being returned, the field supervisor in each district shall check those vehicles under his or her supervision to verify that there are no discrepancies with the checklist form. Upon approval, the field supervisor shall sign the operator's copy of the form at the bottom left corner.

II. PROCEDURES FOR PATROL DISTRICTS WITHOUT VEHICLE DISPATCHERS

- A. The operator of a city-owned, fleet, patrol vehicle shall, prior to commencing patrol, thoroughly inspect the vehicle.
- B. The assigned operator shall complete the automobile checklist by entering the necessary information and checking the appropriate blocks. All discrepancies in the equipment shall be noted in the lower portion reserved for remarks.
- C. The operator shall submit a written work request if any deficiency or missing equipment is noted and replenish the emergency equipment (as noted on the applicable checklist form).
- D. The completed automobile preinspection checklist shall be verified by the field supervisor from the officer's district, who will sign the form on the "Inspecting Dispatcher's Signature" line at the bottom right corner upon approval.
- E. When the vehicle is returned, the operator shall inspect the vehicle to verify that there are no discrepancies with the checklist form. All litter and personal items shall be removed from the vehicle.

1. Report any malfunction, criminal property damage, or motor vehicle collision that occurred while operating the vehicle. Turn in a copy of the applicable property damage or collision report.
 2. Return the copy of the checklist form to the officer's field supervisor who, prior to the vehicle being returned, shall check the vehicle to verify that there are no discrepancies with the checklist form. Upon approval, the field supervisor shall sign the operator's copy of the form at the bottom left corner.
- F. The form shall be retained by the district command for a period of one month and then destroyed.

III. PROCEDURES FOR NONPATROL ELEMENTS


- A. Other departmental elements that have been assigned vehicles shall be responsible for developing appropriate vehicle usage accountability guidelines in their manuals of operations to ensure the good condition and safety of their vehicles.
- B. Personnel using these vehicles shall ensure that the emergency equipment is replenished as necessary through the Vehicle Dispatch Office of the VMS. Personnel shall submit a "Request for Replacement of Issued Item(s)" e-form for items that are lost or stolen.

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A copy of the police report shall be submitted as an attachment to the "Request for Replacement of Issued Item(s)" e-form.

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ARTHUR J. LOGAN
Chief of Police

Post on bulletin
board for one week

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January 1, 2003