

# INSPECTIONAL SERVICES

STANDARD NO(S):

NYSSA #  
NYSLEAP # 41.3, 42.2

DATE:

February 24, 2010

REFER TO:

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## I. OBJECTIVE:

To establish guidelines for conducting inspections at the line level in order to ensure that all personnel, equipment and assigned vehicles are conforming to SCSO standards for personal appearance, routine care and preventative maintenance of such equipment and vehicles.

## II. POLICY:

Line inspections will be constructive in nature and conducted to ensure compliance with equipment routine care standards and the SCSO preventative maintenance program schedule.

## III. DETAILS:

### **A. Line inspections -**

1. The purpose of the line inspection is to:
  - a. Determine the condition and appearance of SCSO equipment and facilities;
  - b. Determine the condition and appearance of SCSO personnel, especially those who are in regular contact with the public; (See “Equipment & Apparel”) this manual.
  - c. Reveal the needs of the SCSO;
  - d. Determine if assigned duties are being performed in accordance with established SCSO policies and procedures;
  - e. Establish goals and determine if goals are being met;
  - f. Inform command personnel of overall SCSO condition; and,
  - g. Inform command personnel of deficiencies observed and any necessary corrective action.

2. The responsibility for line inspections rests with the first line supervisors, such as Uniform Sergeants, who meet with members assigned to them during roll call held at the beginning of each shift. At this time, it is appropriate that the inspecting officer call any deficiency in personal appearance or equipment to the member's attention. In the case of minor discrepancies, the member shall be verbally informed of any necessary corrective action, with the expectation that the discrepancy will be addressed and resolved prior to beginning the tour of duty.

**B. SCSO Vehicle Preventative Maintenance Program (PMP)** - As custodians of public funds and equipment purchased by Seneca County taxpayers, the SCSO bears the responsibility to protect those assets. The costliest of which are vehicles assigned to members to perform the mission of the SCSO. To ensure that these assets are maintained in proper working condition at all times and to gain the longest life possible for such equipment the SCSO has developed and put into place a Preventative Maintenance Program (PMP) for all SCSO vehicles.

1. All members assigned an SCSO vehicle are hereby on notice that vehicles assigned to them for their official duties will be maintained in accordance with the PMP, attached as "Appendix A" of this policy.
2. It is the member's responsibility to understand the SCSO PMP and to ensure that preventative maintenance work is scheduled and completed with the contracted vendor according to the PMP mileage schedule.
3. Law Enforcement Division Members assigned an SCSO assigned vehicle will contact the Road Patrol Division Lieutenant to advise of PMP work needed pursuant to the PMP schedule. The Road Patrol Division Lieutenant will review such PMP request and authorize the member to schedule such PMP work with the contracted PMP vendor, and approve such request to be
4. Once the member receives authorization from the the Road Patrol Lieutenant, the member will contact the PMP vendor directly, schedule the PMP appointment, complete the Vehicle Preventative Maintenance Request, (SCSO-LE-007) and make arrangements to have the assigned SCSO vehicle at the PMP vendor at the scheduled time.
5. The member shall leave the completed Vehicle Preventative Maintenance Request on the driver's of the assigned vehicle at the time of drop off at the PMP vendor.
6. If any SCSO vehicle requires any preventative or emergency maintenance not addressed in the PMP, the assigned vehicle operator shall follow the procedures set forth in ¶3,4 and 5 of this section.

7. SCSO vehicles assigned to the Corrections Division will adhere to the SCSO PMP schedule. The Fleet Commander for the Corrections Division will be responsible to ensure that all PMP or any other work is scheduled and completed with the contracted vendor.
8. Every member assigned an SCSO vehicle will keep an up to date Vehicle Maintenance Log (SCSO-LE-009) in the glovebox of such vehicle for inspection at any time.
9. Every member assigned an SCSO vehicle is expected to keep such vehicle clean to present a positive image of the SCSO.

**C. SCSO Law Enforcement Division Vehicle Inspections -**

1. Vehicle Inspection - By the 10th day of each month, every member assigned an SCSO vehicle will inspect, prepare and submit to the Road Patrol Lieutenant the Section A - Monthly Vehicle Inspection Report (SCSO-LE-008).
2. The Road Patrol Lieutenant will or will cause to be performed monthly inspections on all "Lot" or unassigned SCSO vehicles. The Road Patrol Division Lieutenant or such member performing such inspections at the direction of the Road Patrol Division Lieutenant will prepare and submit the Monthly Vehicle Inspection Report (SCSO-LE-008) as outlined in ¶1.
3. No later than the last day of January, May and September, the Road Patrol Lieutenant will cause inspections to be performed by Division Sergeants of their respective subordinates assigned vehicle, including equipment carried therein, noting the results of such inspection on Section B – Monthly Vehicle Inspection Report (SCSO-LE-008) which will be submitted to the Road Patrol Division Lieutenant upon completion. The Road Patrol Division Lieutenant will cause the inspection of all "lot" unassigned and Civil Division SCSO vehicles at this time as well.
4. The CID Lieutenant will follow the inspection and reporting procedures outlined in ¶ 4 for members assigned to the Criminal Investigation Division.
4. The Road Patrol Division Lieutenant will review all Monthly and Tri-Annual Inspection Reports (SCSO-LE-008) and will forward such reports to the Sheriff's designee for computerized entry into the Fleet Maintenance database.
5. In the event that a member assigned an SCSO vehicle fails to perform the required routine preventative maintenance set forth in the PMP, such member's use of an SCSO vehicle may be temporarily restricted by the Sheriff. In the event that a member assigned an SCSO vehicle willfully fails or neglects to maintain their assigned SCSO vehicle pursuant to the PMP on more than one occasion, that member's use of an SCSO assigned vehicle may be further restricted by the Sheriff and the member will be subject to disciplinary action.

6. In the event the same discrepancies are noted in two successive Supervisory vehicle inspections, it shall be the responsibility of the Supervisor making the inspection to prepare a counseling memorandum for inclusion in the member's personnel files.
7. **SCSO Corrections Division vehicles are** exempt from the monthly inspection as vehicles assigned to this Division are inspected before and after every use. The Corrections Fleet Commander will submit to the Road Patrol Division Lieutenant the Tri-Annual Inspection, Section B, SCSO-LE-008 for entry into the Fleet Maintenance electronic database.

**SENECA COUNTY SHERIFF'S OFFICE**  
**VEHICLE PREVENTIVE MAINTENANCE SCHEDULE**  
**APPENDIX "A"**

**NOTE TO REPAIR FACILITY:**

Check the following fluid levels during every scheduled Preventative Maintenance.

Transmission  
Power steering  
Windshield washer fluid  
Brake fluid  
Cooling system

- PM# 1      Change engine oil and filter  
              Complete chassis lubrication  
              Check Steering linkage and ball joints  
              Visually check front and rear brake pads, rotors, calipers and hoses  
              Note measurements of brake pads (3/32 or close change pads)  
              Rotate tires (when appropriate)  
              Check tire pressure; inflate to maximum as tire and manufacturers  
              recommendations  
              Check battery connections-Clean as necessary  
              Check engine accessory drive belts  
              Inspect air conditioning and radiator for debris-clean if necessary  
              Lubricate hood, doors and deck lid hinges and locking mechanism  
              Overall safety inspection of vehicle. (Example-lighting, suspension, exhaust,  
              undercarriage damage, etc.)
- PM#2      Replace fuel filter, rotate tires.
- PM#3      Replace air filter, lube chassis parts, doors, and body bushings, check tire  
              pressure, check front-end alignment, lube emergency brake cable, check front  
              & rear suspension parts and include ball joints, drag link, tie rods, springs,  
              shocks, sway bar, U-joints, and complete undercarriage for damage. Check  
              exhaust parts, check for oil leaks, check lights, check wipers.
- PM#4      Replace spark plugs
- PM#5      Change transmission fluid, replace filter, check cooler lines for leaks, Flush  
              radiator.
- PM#6      Complete tune up, plugs, air filter, fuel filter, ignition wires, PVC valve check,  
              timing and clean throttle body.
- PM#7      Change rear axle lubricant

**IF ANY VEHICLE COMPONENTS ARE DAMAGED OR MISSING, THE VEHICLE WILL  
BE REMOVED FROM SERVICE UNTIL THE APPROPRIATE REPAIRS ARE MADE.**