

	POLICY & PROCEDURE	SERIES # 1013	PAGE 1 OF 3
	<b>SUBJECT</b>  <b>MOTOR CARRIER WEIGHT AND INSPECTION OPERATIONS</b>		EFFECTIVE DATE <b>05/05/14</b>
			OVERSIGHT <b>Operations</b>
	DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P # NEW POLICY	

I. PURPOSE:

The purpose of this policy is to establish the duties, responsibilities, procedures and requirements of Motor Carrier Operations to include inspection of Commercial Motor Vehicles and weight operations.

II. POLICY:

It is the Policy of the Hampton Police Division to enhance roadway/highway safety within the City through the enforcement of City, State, and Federal Codes pertaining to the proper maintenance and allowable weight of vehicles operated on public roadways. Enforcement action will be taken by properly trained personnel utilizing established procedures and all applicable safety equipment.

III. DEFINITION:

- A. Commercial Motor Vehicle - A motor vehicle or combination of motor vehicles used in commerce to transport goods or property which has a gross combination or vehicle weight rating of over 26,000 pounds, or is designed to carry 16 or more passengers.
- B. Inspection – A review of the equipment and paperwork associated with a commercial motor vehicle conducted in accordance with Federal Motor Carrier Regulations.
- C. Commercial Motor Vehicle Inspector – An officer trained to the minimum standards set forth by Federal Motor Carrier Regulations and Virginia State Police and authorized to conduct Part A & B CMV inspections who has maintained his/her yearly minimum certification requirements.
- D. Weight certified officer - Officers who have completed a course of instruction on commercial motor vehicle weight that has been approved by the Virginia Division of Motor Vehicles.

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APPROVED:  
CHIEF OF POLICE



- E. Out-of-service order - A declaration by an authorized enforcement officer that a driver and/or a commercial motor vehicle is “out-of-service” pursuant to applicable federal/state laws or the North American Uniform Out-of-Service Criteria. During that time frame the driver is prohibited from operating a CMV or in the case of a CMV, the vehicle cannot be operated until the appropriate remedial action is taken to correct the deficiency which resulted in the “out-of-service” order.

#### IV: PROCEDURE:

##### A. Training

Prior to engaging in any vehicle weight or inspection operations, the officer will receive training in the proper procedures and methods for performing these tasks. Officers will successfully complete this training prior to taking any administrative or enforcement action related to this activity.

1. Officers performing vehicle weighing procedures must have successfully completed the course of instruction approved by the Virginia Division of Motor Vehicles on the proper procedures for weighing vehicles.
2. Officers performing Motor Carrier Inspections must have successfully completed Parts A & B of the North American Standard (NAS) training course. In addition, officers must complete their required apprentice inspections as specified by the Virginia State Police.
3. Certified inspectors will attend in-service training as required and maintain the minimum number of inspections, qualifications and other standards set forth by the U.S. Department of Transportation and the Virginia State Police and submit the required documentation of these inspections to the State Police each year.

##### B. Equipment

All equipment assigned to the Motor Carrier Unit will be maintained in the Motor Carrier vehicle unless otherwise authorized by the Traffic Unit supervisor. Scales, wheel chocks, traffic cones, and all other equipment will be examined prior to commencing any operation, and any safety issues or damage will be brought to a supervisor’s attention immediately. Monthly equipment inspections will be conducted as per Policy.

##### C. Inspection/Weight Operations

1. All officers participating in inspection/weight operations will be dressed in duty uniform to include protective vest and issued weapons as detailed in Policy & Procedure 533. This includes participation in regional or other assignments that may take place outside the City of Hampton.
2. Prior to commencing an inspection/weight activity the officer(s) involved

will mark out of service on the radio giving their location and license plate of the violator. In the event the vehicle has a trailer, both the trailer(s) and prime mover license plate will be relayed to Communications.

3. Officers performing any portion of these activities on a traveled portion of the roadway will utilize their issued reflective vest and reflective safety cones as necessary to maintain a safety zone around the officers and vehicles involved.
4. Inspection/Weight operations will be suspended or discontinued should weather conditions become unfavorable. This includes, but is not limited to, rain, snow/ice, darkness, or any other condition which, in the judgment of the officer and/or the Traffic Unit supervisor, is such that the officers or citizens involved are placed at risk of physical harm.
5. A Commercial Motor Vehicle Inspector will be notified of all serious/fatal motor vehicle crashes involving commercial motor vehicles.

D. Enforcement Action/Follow-Up

1. All weight violations will be addressed with the issuance of an Overweight Citation, in compliance with the Code of Virginia.
2. Inspection Violations will be resolved per the Federal Motor Carrier Regulations.
3. Any vehicle placed out of service will have a notice affixed to the exterior indicating the “out of service” status. All costs associated with the repair and/or transportation of such a vehicle will be the responsibility of the vehicle owner.
4. Vehicle operators will be provided with a copy of the inspection report generated by the approved Virginia State Police reporting system data base by the inspecting officer at the time of issuance.

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