

ATTACHMENT B 4

VEHICLE SEARCH CHECKLIST

All recruiting vehicles should be searched whenever they have been left in an unsecured area overnight, over holidays and weekends, and after being serviced. The following guidelines and procedures should be followed for conducting vehicle searches.

- Vehicle searches should be conducted prior to opening doors, starting the vehicle, or driving the vehicle after they have been left in an unsecured parking area overnight, over holidays and weekends, and after being serviced (unless the servicing of the vehicle was observed by the driver).
- The individual assigned to the vehicle is responsible for conducting the search. When multiple individuals utilize the same vehicle, the first individual to drive the vehicle is responsible for conducting the search.
- The following areas of the vehicle should be visually searched:
 - The undercarriage.
 - Around the grill, hood, trunk and door areas.
 - The inside of the vehicle prior to opening a door, followed by a more thorough search once the door has been opened.
 - The engine compartment.
- When conducting the search, look for anything that seems to be out of place or suspicious in nature (e.g., wires; items; packages; obvious explosives, explosive devices, or incendiary devices)
- Vehicle search kits normally contain various mirrors that can be used to look at the undercarriage of vehicles and around the engine compartment. If your facility is equipped with a search kit, become familiar with the components of the search kit,

how to effectively use the tools and mirrors provided, and use these tools and mirrors to conduct the search.

- It is realized that recruiters and recruiting staff personnel are not normally dressed in coveralls or mechanic type clothing and, therefore, will be reluctant to crawl under a vehicle or try to look behind the engine block of a vehicle to conduct a search if mirrors for conducting a vehicle search are not available. In this situation, conduct as thorough a search as feasible without ruining uniforms, etc. and follow your instincts. If you sense something is wrong, do not start or drive the vehicle until it has been thoroughly searched.
- If you find a suspicious item or obvious bomb during the search, you should:
 - Evacuate the immediate area
 - Call 911 or otherwise notify emergency response personnel (police department and/or fire department)
 - Notify your supervisor and appropriate Command personnel
 - Guard the vehicle from a safe distance to ensure no one else approaches the immediate area around the vehicle
- Do not approach the vehicle until it has been cleared by emergency response personnel and declared safe.