



# HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

## Safety Equipment Repair Orders

<b>Distribution:</b>	All Personnel	<b>Index:</b>	OPS 0906
<b>Responsible Unit:</b>	Traffic Unit	<b>Rescinds:</b>	N/A
<b>DLI Program:</b>	Pending	<b>MD Code:</b>	See References

<b>Issued:</b>	1/1/18	<b>Revised:</b>	10/15/17	<b>Reviewed:</b>	12/13/17	<b>Next Review:</b>	1/1/19
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### 1. Purpose

To provide guidance to deputies for issuing a Safety Equipment Repair Order (SERO).

### 2. Policy

Deputies may issue an SERO for vehicle equipment violations to motor vehicles permanently registered in Maryland.

### 3. References

- MD. CODE ANN., TRANSP. §23-104.
- MD. CODE ANN., TRANSP. §23-105.
- MD. CODE ANN., TRANSP. §24-106.1.

### 4. Procedures

#### A. Authority and Issuance

1. The Maryland Code Annotated, Transportation Article (TRANSP.) §23-105, authorizes any police officer in the State to issue a SERO to any vehicle registered in Maryland that does not meet the minimum equipment standards outlined in TRANSP. §23-104 or TRANSP. §24-106.1(e).1.
2. When a Maryland-registered motor vehicle, trailer or semi-trailer is stopped for apparent defective equipment, an SERO shall be issued for such defects, unless the vehicle is operated using an interchangeable Maryland registration (e.g., dealer, special mobile equipment), temporary registration, historic registration (and the vehicle year is 1985 or older), or mobile home registration.
3. Deputies shall issue either a handwritten SERO or an electronic SERO (E-SERO) if authorized to use the E-TIX software.
4. Additional guidance for the issuance of SEROs may be obtained from the Maryland State Police Automotive Safety Enforcement Division (ASED).
5. If the ETIX system is operational, and the deputy is authorized to use ETIX, the issuance of an electronic SERO is the preferred method.

#### B. Distribution

1. Handwritten SEROs

- a. COPY #1 will be forwarded daily to ASED by the Traffic Unit.
- b. COPY #2 will be retained by the deputy unless local policies dictate otherwise.
- c. COPY #3 and COPY #4 will be issued to the violator.

2. E-SEROs

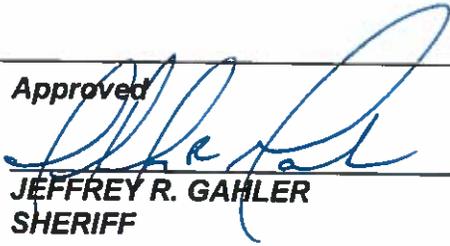
- a. E-SEROs will be completed using E-TIX in conformance with the training provided.
- b. If a deputy is unable to print an E-SERO, he will follow the same procedures used for citations; a duplicate handwritten SERO will not be issued.

C. Inspection and Sign-Off

1. If all of the defects identified on the SERO are followed by an asterisk indicating that the repair can be visually inspected, the owner may take the vehicle to any HCSO location, sworn law enforcement deputy, or a participating police department to certify the repair.
2. Inspection of items not followed by an asterisk, including tint violations, can only be certified by an authorized inspection station.
3. Inspections for defects involving commercial motor vehicles over 10,000 pounds gross vehicle weight will only be certified by Maryland State Police Commercial Vehicle Enforcement Division personnel at a scale house during normal business hours.

D. Duplicate Repair Orders

1. If a vehicle owner has lost or misplaced the original hand-written copy, a duplicate may be issued by the Maryland State Police (MSP) utilizing form MSP 23-64; deputies will refer the owner to the nearest MSP barrack.
2. If a vehicle owner has lost or misplaced the original electronic ETIX copy, a duplicate may be issued by printing from E-TIX.

Approved   
JEFFREY R. GAHLER  
SHERIFF  
DATE 12/21/17