

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number CVE-001
	Subject Commercial Vehicle Enforcement Division – Duties and Responsibilities	
	Special Instructions Replaces CVE-002 dated April 4, 2012	Effective Date January 15, 2015

I. **PURPOSE**

Establish guidelines for Department personnel assigned to the Commercial Vehicle Enforcement Division (CVED) and the Indiana Motor Carrier Authority (IMCA) section as required by [IC 10-11-3](#).

II. **POLICY**

Department personnel assigned to CVED shall enforce all provisions of the Indiana Code and all federal rules and regulations pertaining to the operation of commercial motor vehicles; in addition, to obtaining and maintaining all required federal certifications.

III. **PROCEDURE**

A. Personnel.

1. Motor Carrier Inspectors (MCI) (Civilian) are charged with the duties of supervising and operating permanent and portable weight and inspection facilities. Specific authorized duties are described in [IC 10-11-2-26](#).

2. Commercial Vehicle Enforcement Officers (CVEO) (Troopers) are charged with specific duties of technical enforcement and investigations relevant to commercial motor vehicle safety, state school bus inspections and hazardous materials compliance.

3. The CVED Commander shall be responsible for the administration of the motor carrier enforcement function with the assistance of designated police and civilian staff personnel.

B. Duties and Responsibilities

1. **MCI Personnel**

- a. Size and weight enforcement;
- b. Federal Motor Carrier Safety and Hazardous Materials Regulations compliance;
- c. Commercial motor vehicle post-crash inspections, as outlined in [CVE-007](#);
- d. All other violations as described in [IC 10-11-2-26](#); and
- e. Duties as required by the CVED Commander.

2. Commercial Vehicle Enforcement Officers

a. By statute, [IC 10-11-3](#) requires the section to consist of a Chief Enforcement Officer and (at least) 19 CVEO's.

b. CVEO's shall be required to successfully complete training with the National Training Center; and when required, in Federal Motor Carrier Safety Regulations, Hazardous Materials Regulations and compliance reviews.

c. CVEO's duties shall include but are not limited to:

- (1) Perform commercial vehicle traffic enforcement and inspection duties.
- (2) Investigating IMCA complaints related to intrastate For-hire carriers;
- (3) Conducting selected training programs for enforcement personnel;
- (4) Compliance reviews of intrastate and interstate carriers;
- (5) Coordinate or assist with the Department's annual, semi-annual and spot School Bus Inspection program;
- (6) Assisting in Commercial motor vehicle post-crash inspection and investigations;
- (7) Assisting the Department of Revenue with dyed fuel enforcement;
- (8) Size and weight enforcement;
- (9) Fulfilling the normal duties as required of an Indiana State Police Trooper; and
- (9) All other duties as required by the CVED Commander.

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.