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STATE OF MARYLAND
MARYLAND STATE POLICE
Automotive Safety Enforcement Division
Maryland State Police
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062



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SUPERINTENDENT

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March 5, 2012

SPECIAL ORDER NO: 23-1204

TO: All Automotive Safety Enforcement Division and Authorized Inspection Station Personnel

SUBJECT: Introduction of Electronically generated Safety Equipment Repair Order (E-SERO)

BACKGROUND:

The Automotive Safety Enforcement Division (ASED) of the Department of State Police has been developing and will be implementing in the near future an E-SERO. The use of an E-SERO by participating police departments will reduce the time it takes the officer to issue the safety equipment repair order and will decrease the internal processing time for the Automotive Safety Enforcement Division in clearing the repair order once certified.

This Division Special Order is intended to make all Authorized Inspection Stations aware of the E-SERO and provide a sample copy along with instructions for certifying the repair order. Authorized Inspection Stations presented with an E-SERO are instructed to follow the guidelines listed below.

POLICY:

- A. The E-SERO will have the same authority as the conventional hand written Safety Equipment Repair Order (SERO) currently in use. The E-SERO will contain much of the same information as the current hand written repair order; however, the design and the number of copies will be different. The E-SERO will be a single page document with printing only on one side. The document will have two separate parts.
1. Part 1 will be identified as the "Vehicle Owner/Agent Copy" which will contain the information regarding repair order number and bar code, the date and time of issuance, operator, owner and vehicle information, location of

traffic stop, noted defective equipment, officer's information and a space for certification of the repair order.

2. Part 2 will be identified as the "State Police Compliance Copy" which will contain important instructions for the vehicle owner to follow regarding the certification process of the repair order and provides a space for certification of the repair order along with the repair order number and related bar code.

(See Sample copy attached)

PROCEDURES:

- A. The registered inspection mechanic will continue to comply with the requirements established in the Code of Maryland Regulations (COMAR) for the inspection and certification of the defects noted on the safety equipment repair order.

(Note: Registered inspection mechanics are required to use care when certifying the E-SERO to avoid smearing their certification information, including stamp.)

- B. Guidelines for certifying the E-SERO

1. The registered inspection mechanic **MUST** certify the E-SERO by completing Parts 1 and 2 as follows:

- (i) Sign the repair order in the box labeled "Registered Inspection Mechanic's/Officer's Signature".
- (ii) Print registered inspection mechanic's name in the box labeled "Registered Mechanic's Printed Name/Officer's ID Number".
- (iii) Print authorized inspection station number and classification in the box labeled "Station Number/Dept. Code".
- (iv) Print the date of inspection (in the appropriate format) (ie. January 12, 2012) in the box labeled "Date".
- (v) Stamp the name, address, station number, and classification of the authorized inspection station using a legible stamp and black ink in the blank box below the E-SERO number and bar code.

2. Once certified, the mechanic shall return both parts of the E-SERO to the vehicle owner/agent. (Please instruct him/her to follow the instructions noted in Part 2.)

*****(Part 2, denoted in the bold black box, instructs the owner to enclose Part 2 in an envelope and mail to the MARYLAND STATE POLICE, Automotive***

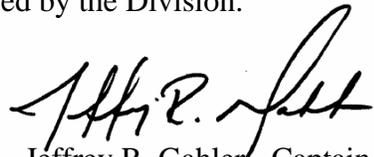
Safety Enforcement Division, 6601 Ritchie Highway, Glen Burnie, Maryland 21062)

RECORDS:

- A. The design of the E-SERO does not provide the authorized inspection station with an “inspection station copy” of the repair order; therefore, the station is NOT required to retain a copy of the E-SERO. It is however, the recommendation of the Division that when possible, a copy of the repair order be made by the inspection station for their records.
- B. The E-SERO contains both numbers and letters in the repair order number. If copies are maintained by the Inspection Station, it is the recommendation of ASED that E-SEROs are maintained in chronological order by the date of certification, beginning with the most recent and maintained by calendar year for at least two years from the date of certification
- C. Locally retained E-SEROs will be maintained separate from the conventional repair orders.

Any questions regarding the policy or procedures for certifying an electronically E-SERO should be referred to the Division’s supervisor assigned to the Authorized Inspection Station or by contacting the ASED at 410-768-7388, Mon. - Fri., 8:30 a.m. to 4:30 p.m.

This special order is to be inserted in the Vehicle Inspection Handbook as directed in the Special Order Table of Contents issued by the Division.



Jeffrey R. Gahler - Captain
Commander - A.S.E.D.
Department of State Police

MARYLAND SAFETY EQUIPMENT REPAIR ORDER

(PURSUANT TO TITLE 23 OF THE TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND)



Date: **2/14/2012** S0D8603F Time: **14:54**

Operator Soundex: NONE	State: XX	Class:
Operator Name: DEF UNKNOWN		

Vehicle Owner Name: DEF UNKNOWN		
Owner Current Address: UNKNOWN		
City: UNKNOWN	State: XX	Zip: 00000

Vehicle Reg: [REDACTED]	State: MD	Type: 03 - Station Wagon
Year: 2008	Make: CHEVROLET	Model: TRAILBLAZER
VIN: 1GNDT13[REDACTED]	Title: [REDACTED]	
Location: 123 TEST ROAD		
County: HOWARD - 13		

You have received a Repair Order for the following equipment:

- 61 : Window Tint
- 74 : Floor / Trunk Pan
- 53 : Exhaust System

Officer's Signature: _____	Officer Signature
Officer's Name: F/SGT R. [REDACTED]	ID Number: [REDACTED] Agency: MSP

I hereby certify that the described vehicle has been inspected and that the indicated defect(s) has (have) been corrected.

Registered Inspection Mechanic's / Officer's Signature	S0D8603F
Registered Mechanic's Printed Name / Officer's ID Number	
Station Number/ Dept Code	
Date	

IMPORTANT NOTICE TO VEHICLE OWNERS

The defective equipment noted hereon must be corrected within ten (10) days of the issuance of this order. The repairs may be made at any garage or repair shop of your choice

Once repairs have been made, this repair order must be signed and certified by a registered mechanic at an Authorized Maryland Inspection Station. Be sure your copy is completed and returned to you. It is your proof of having complied with the law.

If the certified Equipment Repair Order is not received within thirty (30) days of the date the Equipment Repair Order was issued, the registration of the vehicle will be suspended.

REMEMBER you must, within thirty (30) days of issuance of an Equipment Repair Order:

Return the State Police Compliance Copy Part2 of the Equipment Repair Order with a certified signature to:
MARYLAND STATE POLICE, Automotive Safety Enforcement Division, 6601 Ritchie Highway, Glen Burnie, Maryland 21062

If this vehicle has been traded, sold, repossessed, junked or otherwise disposed of submit a notarized statement and include the vehicle serial number and the date of the applicable transaction. Attach the notarized statement to the State Police Compliance Copy of the Safety Equipment Repair Order and return both to the Maryland State Police at the address above.

I hereby certify that the described vehicle has been inspected and that the indicated defect(s) has (have) been corrected.

Registered Inspection Mechanic's / Officer's Signature	S0D8603F
Registered Mechanic's Printed Name / Officer's ID Number	
Station Number/ Dept Code	
Date	