

CHAPTER 19
SCALE MAINTENANCE
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CHAPTER 19

SCALE MAINTENANCE

1. PURPOSE. The purpose of this chapter is to provide departmental policy for the use of fixed and portable scales.
2. SCOPE. This chapter applies to all employees assigned to the commercial enforcement program (CEP) and uniformed employees who are not part of the CEP but use scales to enforce provisions of the California Vehicle Code with respect to weight limitations.
3. GENERAL PROVISIONS.
 - a. Fixed Scale Maintenance.
 - (1) All fixed scales used by any member of the Department for enforcement purposes shall be inspected and certified as to accuracy at least once in a calendar year by the California Department of Food and Agriculture (CDFA), Division of Measurement Standards (DMS), or by a county sealer of weights and measures (CSWM).

NOTE: Scales at Commercial Vehicle Enforcement Facilities which are used seasonally should be certified just prior to opening again for weight enforcement.
 - (2) All requests for scale-sealing services shall be made by the facility commander or an authorized subordinate. Only uniformed employees with a rank of sergeant or above are authorized to request scale-sealing services.
 - (3) The services of the state sealer from the CDFA, DMS, shall be used under either of the following conditions:
 - (a) The county does not have the necessary equipment or personnel to perform the required service.
 - (b) The cost to the Department would be more if the services of the county sealer were used.
 - (4) All requests for the scale-sealing services from the CDFA, DMS, shall be directed to Facilities Section (FS). Facilities Section should arrange to have the maximum number of scales at a given location sealed for each service request.

(5) Billing procedures for the payment of scale-sealing services shall be as follows:

- (a) Ensure the invoice is itemized and in triplicate.
- (b) Retain the postmarked envelope and staple it to the invoice.
- (c) Approve, initial, and date two copies of the invoice.
- (d) Forward the original, plus one copy, of the approved invoice with the contractor's postmarked envelope to the Facilities Maintenance Coordinator within three working days of receipt. Retain one copy of the invoice in the local files for two years.
- (e) Invoices shall include the name of the scale, a statement of cost, and a description of the service(s) performed.

(6) The certification must indicate the fixed scales are accurate within two-tenths of a percent.

(7) When, in the opinion of the facility commander or their designee, there is a possibility a scale is inaccurate, the scale shall not be used until it is repaired and certified by the Sealer of the Division of Measurement Standards; the CDFA, DMS; or the CSWM.

(8) If a Commercial Vehicle Enforcement Facility fixed scale cannot be calibrated or needs repairs which require it to be placed out of service, FS and Commercial Vehicle Section (CVS) shall be notified by the facility commander or their designee as soon as possible.

b. Portable Scale Maintenance.

(1) All departmental portable scales shall be maintained, serviced, and processed for calibration through the CVS scale shop. Individual personnel, Areas, and Divisions shall not independently service, repair, or have calibrations performed unless expressly authorized by CVS. Portable scales shall be inspected and sealed at least once each year, as determined by the CVS scale shop mechanic.

(2) Portable scales should be sent to CVS by a Supply Services Unit truck, a common carrier, or by transportation in departmental vehicles. Current scale replacement values for shipping insurance should be obtained from CVS when preparing to ship scales by common carrier.

(3) Each Division should maintain a portable-scale float pool which provides scales for use when the assigned scales have been submitted to be recertified and/or repaired.

(4) A portable-scale float pool should be maintained by the Division Special Services command. The portable scales may be housed at any location within the Division deemed appropriate by the commander or their designee. The portable scales are major equipment items and are assigned to the Division's inventory.

(5) Scale certifications shall indicate that portable scales, except HAENNI scales, are accurate within two percent of true weight. HAENNI portable scales shall be certified to within one percent of true weight.

(6) When, in the opinion of the officer, there is a possibility a scale is inaccurate, the scale shall not be used and shall be returned to the CVS scale shop for evaluation. The command returning the portable scale shall contact the CVS scale shop prior to returning the scale.

NOTE: Scales which are not certified shall not be used for enforcement purposes.

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