

CHAPTER 4
COMMERCIAL FACILITIES
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CHAPTER 4
COMMERCIAL FACILITIES

1. FACILITY DEFINITIONS.

a. General. Definitions have been developed for the Department's fixed Commercial Vehicle Enforcement Facilities (CVEF) based upon primary function, staffing needs, size, location, and physical configuration.

(1) Six categories have been established to define existing and future CVEF:

(a) Class A CVEF.

(b) Class B CVEF.

(c) Class C CVEF.

(d) Class D CVEF.

(e) Mini-site.

(f) Virtual CVEF.

b. New or Rebuilt Facility Procedures. The development of new or replacement facilities, or the alteration of existing facilities or mini-sites, is an ongoing process, which begins with the identification of a need, and requires approval by Executive Management. Policies and procedures for this process are outlined in Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 14, Facilities Development, Repairs, and Maintenance. In addition to the requirements listed in HPM 11.1, requests for new construction, or alterations of existing facilities or mini-sites, shall be routed through Commercial Vehicle Section (CVS) and Facilities Section (FS) for review. Commercial Vehicle Section will then forward the request through channels to Executive Management.

c. Class A Commercial Vehicle Enforcement Facility. Class A CVEF are to be located near strategic points of entry into the state and will have an independent command identity. Class A CVEF are generally operated 24 hours per day, 7 days per week. Class A CVEF may be used by other state or local agencies as well as jointly used by bordering state representatives (Joint Port of Entry) at the commander's discretion. Therefore, these facilities should have administrative office space designated for other agencies, such as the California Air Resources Board (CARB), California Department of Tax and Fee Administration (CDTFA),

California Department of Motor Vehicles (DMV), California Department of Food and Agriculture (CDFA), and the county court clerk, included in their design. Electronic screening systems should be installed to enhance the sorting of commercial motor vehicles (CMV), identify potential violations, and prevent crashes and injuries stemming from unsafe CMV and drivers.

(1) Class A CVEF are generally equipped with weigh-in-motion (WIM) and static scales for the weighing of vehicles, and covered areas for the inspection of vehicles and equipment. The covered inspection area is generally constructed with three or more bays, with one of the bays equipped with in-floor lighting, and the other bays designed with inspection pits. The number of bays at these CVEF is determined by the average daily truck traffic (ADTT) and projected long-term needs for the location. These facilities should also have an open area for legalizing loads, an adequate parking area, and sufficient space to permit the turning of trucks (including long vehicle combinations) for reweighing. Class A CVEF are designed and staffed with a primary focus on the inspection of commercial drivers, vehicle size and weight, equipment, and loads during all hours of operation.

(2) Class A CVEF include a secured room for weapons storage/maintenance, storage of evidence and other sensitive items, as well as a break room, briefing room, training room, and work area for maintaining state vehicles.

(3) Class A CVEF are commanded by a lieutenant, and staffed with sergeants, officers, Commercial Vehicle Inspection Specialists (CVIS), clerical staff, a maintenance worker and/or a custodian, and may also include an automotive technician.

d. Class B Commercial Vehicle Enforcement Facility. Class B CVEF are to be located along major highway routes and have an independent command identity. Class B CVEF are generally operated 24 hours per day, 7 days per week. Class B commercial facilities may be used, on a limited basis, by other state or local agencies, such as the CDTFA, CARB, DMV, CDFA, and the county court clerk. Administrative office space should be included in the facility design to accommodate allied agency use on a permanent or frequent basis. Electronic screening systems should be installed to enhance the sorting of CMV, identify potential violations, and prevent crashes and injuries stemming from unsafe CMV and drivers.

(1) Class B CVEF are generally equipped with WIM and static scales for the weighing of vehicles, and covered inspection areas for the inspection of vehicles and equipment. The covered inspection areas should be constructed with two or more bays, with at least one of the bays equipped with in-floor lighting, and the remaining bays designed with inspection pits. The number of

bays is determined by the ADTT and projected long-term needs for the location. These facilities also have an open area for legalizing loads, an adequate parking area, and sufficient space to permit the turning of trucks (including long vehicle combinations) for reweighing. Class B CVEF are designed and staffed with a primary focus on the inspection of commercial drivers, vehicle size and weight, equipment, and loads during all hours of operation.

(2) Class B CVEF should include a secured room for weapons storage/maintenance, storage of evidence and other sensitive items, as well as a break room and combined briefing/training room.

(3) Class B CVEF are commanded by a lieutenant and staffed with sergeants, officers, CVIS, clerical staff, and a maintenance worker and/or custodian.

e. Class C Commercial Vehicle Enforcement Facility. Class C CVEF are located at strategic points on major highway routes. These facilities are generally operated

24 hours per day, 5 to 7 days per week, predicated upon variable factors such as ADTT and peak commercial traffic hours. These facilities may have WIM and static scales designed for the weighing of vehicles, areas for the inspection of vehicle equipment, an open area for legalizing loads, an adequate parking area, and sufficient space to permit the turning of trucks (including long vehicle combinations) for reweighing. Electronic screening systems should be installed to enhance the sorting of CMV, identify potential violations, and prevent crashes and injuries stemming from unsafe CMV and drivers.

(1) Class C CVEF are designed and staffed with a primary focus on the inspection of vehicle size, equipment, and loads. Class C CVEF may be equipped with one or two enclosed inspection bays. Class C CVEF not equipped with a covered inspection area and/or under-truck lighting should direct their primary focus on vehicle inspections during daylight hours. During periods of darkness or inclement weather, this focus would necessarily be redirected toward size, weight, and loading enforcement.

(2) Class C CVEF are staffed with officers, and may be staffed with sergeants and CVIS, depending on the size, function, and location of the facility. Class C CVEF which are located near a Class A or B CVEF will become a part of that command's structure.

(3) All other Class C CVEF are under the direct command of the respective Division Special Services commander and, in those instances when a sergeant has not been specifically assigned to the facility, are supervised by the Division commercial sergeant.

(4) Class C CVEF, because of their remote locations, may have additional space, such as a sergeant's office, break room, weapons room, or evidence room.

f. Class D Commercial Vehicle Enforcement Facility. Class D CVEF are located at strategic points on major and secondary highway routes. To ensure the most efficient use, operational hours of these facilities shall be based upon such factors as ADTT, peak truck traffic hours, and seasonal needs. These facilities shall have scales designed for the weighing of vehicles and may have a limited open area for the inspection of vehicle equipment. Electronic screening systems should be installed to enhance the sorting of CMV, identify potential violations, and prevent crashes and injuries stemming from unsafe CMV and drivers. Class D CVEF are designed and staffed with a primary focus on the weighing of vehicles.

(1) Class D CVEF are staffed by officers. Class D CVEF located near a Class A or B CVEF will become a part of that command's structure.

(2) All other Class D CVEF are under the direct command of the respective Division Special Services commander and supervised by a Division commercial sergeant.

g. Mini-sites. Previously referred to as "pit scales," mini-sites are designed as alternate locations for portable scale operations and are strategically located on highways with an above-average volume of commercial vehicle traffic that may use alternative routes to avoid CVEF.

(1) Mini-sites are designed to accommodate portable scales. The sites include an area designated for truck inspections, and may be randomly used by either CVEF personnel or Mobile Road Enforcement (MRE) officers.

(2) Operational equipment for mini-sites is normally transported to the site. Truck traffic is directed into the site by traffic control signs and devices.

(3) Mini-site locations are under the command of the facility commander or the Division Special Services commander who has supervisory responsibility for the officers using the site.

h. Virtual Commercial Vehicle Enforcement Facility. Virtual CVEF or virtual weigh stations are equipped with WIM scales and electronic screening equipment to identify potential violations. The locations of Virtual CVEF may be similar to mini-sites or may be situated prior to a larger CVEF so that a virtual screening may occur before a CMV enters the CVEF. Continuous staffing of Virtual CVEF are not required; they may be monitored remotely by MRE officers or personnel from nearby CVEF.

(1) Virtual CVEF locations near Class A or B CVEF are under the command of the Class A or B CVEF facility commander of which they are operated in conjunction with. The other Virtual CVEF are under the command of the Division Special Services commander.

(2) Data from Virtual CVEF shall be verified by enforcement personnel prior to any enforcement action being taken. Such data should be used by personnel assigned to the Commercial Enforcement Program (CEP) to effectively deploy enforcement resources on roadways where CMV are known or suspected to operate.

(3) Virtual CVEF are not intended to replace departmental personnel. They are intended to discourage CMV from using alternative routes to bypass larger CVEF. Additionally, they are intended to provide enforcement data when MRE and other CEP personnel cannot be in the area.

2. FACILITY STAFFING.

a. Class A and B Facilities. Class A and B CVEF staffing should include 1 lieutenant, 2 to 3 sergeants, 10 to 25 officers, 16 to 20 CVIS, 1 clerical position, a custodian, and may also include an automotive technician.

b. Class C and D Facilities. Class C and D CVEF are not “stand alone” command facilities; therefore, they are not typically staffed by managerial or supervisory personnel. These facilities are generally staffed with two to six officers. In addition, Class C CVEF staffing may include one to three CVIS.

c. Mini-sites. Mini-sites are not staffed facilities. Personnel, as well as needed operational equipment, are transported to the site. Mini-sites are generally operated by MRE officers.

d. Virtual Facilities. Virtual CVEF are not staffed facilities. Information from the electronic screening equipment will be available continuously to departmental personnel with approved access to assist with enforcement.

3. HOURS OF OPERATION.

a. General. Modifications to the established, regular hours-of-operation of any CVEF shall only be made with the Division commander’s approval. Commanders of facilities whose hours are other than 7 days per week, 24 hours per day, should occasionally and randomly modify the facility hours by being open on weekends or during shifts not normally covered. When a CVEF is closed or not staffed, all signs

and signals shall indicate the facility is closed and all unnecessary equipment shall be turned off.

b. Class A and B Facilities. Class A and B CVEF, except those located on the U.S./Mexico border, should be operational 24 hours per day, 7 days per week. Class A CVEF located adjacent to a U.S./Mexico border crossing shall be operational when commercial vehicle traffic is being allowed to enter the U.S. from Mexico.

c. Class C and D Facilities. Class C and D CVEF are generally operational less than 24 hours per day and less than 7 days per week. The established, regular hours of operation for these facilities shall be based on such factors as availability of staffing, daily truck volume fluctuations, and seasonal enforcement needs.

d. Mini-sites. Mini-sites are operated as needed based on availability of staffing, daily truck volume fluctuations, and seasonal enforcement needs.

e. Virtual Facilities. Virtual CVEF shall operate 24 hours per day, 7 days per week, except for maintenance periods or by the direction of the facility commander.

4. FACILITY FEATURES AND EQUIPMENT. All CVEF features and equipment requirements are outlined in the current CVEF Inventory of Needs (ION) document. The ION document serves as a blueprint for the partnership between the CHP and the California Department of Transportation (Caltrans) in regard to the operational needs of the CVEF.

NOTE: A copy of the ION document is located within FS and with the Intelligent Transportation Systems Officer within CVS. Each respective Caltrans district also maintains a copy of the ION document. The ION document should be updated biennially through a collaborative process between CVS, FS, and Caltrans.

5. ADMINISTRATION.

a. Bay Doors. Each CVEF equipped with bay doors should leave them open during operational hours. Exceptions include, but are not limited to, inclement weather (e.g., rain, snow, wind, blowing sand, heat, cold) and times designated by the facility commander to be impractical.

b. Fire Plan.

(1) Each CVEF with a physical building intended for occupation by personnel shall have a fire plan which includes, at a minimum, the following information:

- (a) A statement that the facility commander or appropriate supervisor is responsible for the inspection and correction of potential fire hazards.
 - (b) The number and location of fire extinguishers.
 - (c) A requirement that any personnel who use a fire extinguisher shall inform the supervisor, or alternate, of its use.
 - (d) A requirement that the facility commander, supervisor, or alternate shall arrange for the immediate recharging of expended fire extinguishers.
- (2) At least monthly, the facility commander or supervisor shall inspect, or cause to be inspected, all fire extinguishers for mechanical operation and readiness.
- (3) The fire plan should be included as part of the CVEF Injury and Illness Prevention Program (IIPP).
- c. First-Aid Kits. An adequate number of first-aid kits shall be maintained at Class A, B, C, and D CVEF.
- (1) The first-aid kits shall be placed in readily accessible locations and supplies shall be replenished as soon as possible in order to maintain complete kits.
 - (2) At least monthly, the facility commander shall ensure the kits are appropriately stocked.
- d. Hazardous Materials Spills or Leaks. Each CVEF shall handle and report hazardous materials spills or leaks in accordance with HPM 84.2, Hazardous Materials Transportation and Incident Management.
- e. National Pollution Discharge Elimination System Compliance.
- (1) The maintenance and operation of all CVEF shall comply with the National Pollution Discharge Elimination System (NPDES). Information regarding the NPDES can be found within the Statewide Storm Water Management Plan (SSWMP) available online at https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/caltrans/swmp/swmp_approved.pdf.
 - (2) Site-Specific Facility Pollution Prevention Plans and the associated biennial inspections at each Class A, B, C, and D CVEF are the responsibility of the Caltrans District Maintenance Storm Water Coordinator (CDMSWC).

(3) Departmental personnel assigned to Class A, B, C, and D CVEF are required to be trained in SSWMP compliance biennially by Caltrans. The Department is responsible for maintaining the associated training records for three years.

(4) Supplies, such as spill kits, will be provided by Caltrans to each Class A, B, C, and D CVEF as deemed necessary by the CDMSWC.

(5) Each Class A, B, C, and D CVEF should post a copy of the Caltrans Commercial Vehicle Repair Best Management Practices brochure for review by mechanics and drivers of vehicles requiring repairs. Copies of the current revision of this brochure will be provided to CVEF by the CDMSWC.

6. FACILITY MAINTENANCE.

a. Facility Maintenance Responsibilities and Agreements. All CVEF maintenance responsibilities and agreements between the CHP and Caltrans are outlined in the current Interagency Agreement (IA).

(1) Under the terms of the IA, the CHP has primary responsibility for specified repairs and maintenance at CVEF. Coordination of these responsibilities shall be accomplished by FS. Facilities Section shall work closely with the facility commander to identify needed repairs and maintenance. The facility commander shall complete periodic facility inspections to identify needed repairs and maintenance. All repairs and maintenance shall be accomplished in accordance with HPM 11.1, Chapter 14.

NOTE: The CHP 280, Caltrans Maintenance Request for Commercial Vehicle Enforcement Facility and Platform Scales, shall be used exclusively for requesting maintenance work from Caltrans. Improvement projects which are outside the scope of the IA shall not be documented on this form.

(2) As referenced, maintenance is defined as the preservation, upkeep, and restoration of the roadway structures and accompanying facilities as nearly as possible in the condition in which they have been constructed. Additionally, maintenance includes the preservation and keeping of rights of way, and each type of roadway structure, safety, planting, illumination equipment, and other facilities in the safe and usable condition to which it has been improved or constructed, but does not include reconstruction or other improvements.

(a) Maintenance also includes special or emergency maintenance or repairs necessitated by accidents or by storms, or other weather

conditions, slides, settlements, or other unusual or unexpected damage to a roadway, structure, or facility.

b. Facility Maintenance – California Department of Transportation. Caltrans shall be responsible for the maintenance of the IA. Caltrans is also responsible for ensuring the CVEF are operational and compliant with all codes and regulations relating to the health and safety of CHP personnel and the motoring public.

(1) Any revisions or renewals to the IA shall be coordinated with FS.

c. Facility Maintenance – California Highway Patrol. The Department is responsible for identifying all facility maintenance needs, obtaining Caltrans' approval, and initiating all repair projects in an efficient and expeditious manner. The Department is also responsible for the maintenance of all equipment relating to operational needs.

d. Facility Inspections. Facility inspections are regularly conducted by Caltrans to identify maintenance and repair needs. Upon inspection by Caltrans personnel, a bridge and facility inspection report will be completed which identifies maintenance or repair items in need of attention. Generally, inspections conducted by Caltrans occur biennially.

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