3-06/145.00 - Semi-Annual Vehicle Inventory Report

All unit commanders, civilian directors and executive staff personnel shall submit a Semi-Annual Vehicle Inventory Report (SH-R-444) to their division chief or division director on January 10th and July 10th of each year.

Units and bureaus that report directly to the Sheriff, undersheriff, or concerned assistant sheriff shall forward the Semi-Annual Vehicle Inventory Reports to the hief of the Technical Services Division.

The report shall include the following information:

- Number of vehicles assigned;
  - Black & white;
  - Unmarked;
- Identification number;
- Year;
- Make and model;
- Mileage;
- Condition as specified on the form; and
- Indicate whether or not offsite parking has been approved, per MPP section 3-06/140.12, Department Assigned Vehicles.

In addition, a "Department Assigned Vehicle Record and Approval" form must be prepared for each such assigned vehicle and submitted along with the Semi-Annual Vehicle Inventory Report on each July 1st. Departmentally assigned vehicles must be identified as such in the remarks section of the report.

Division Chief or Division Director and Assistant Sheriff(s) Responsibilities

It is the responsibility of each division chief or division director and each assistant sheriff to review the Semi-Annual Vehicle Inventory Reports and, after concurrence, forward the reports to the undersheriff's office or assistant sheriff overseeing Administrative & Professional Standards by February 10th and August 10th of each year. A list of vehicles authorized by each concerned assistant sheriff as Departmentally assigned vehicles will accompany the July 1st report.

Following the review by the undersheriff or assistant sheriff, the reports will be forwarded to and electronically archived by the Communications and Fleet Management Bureau until the expiration date.