7-02/040.20 Sheriff's Department Unit Request

Units requesting transportation for Department personnel for special events shall be instructed to send a memorandum or teletype to the Transportation Bureau requesting the service, and include the purpose, reporting and ending times, date, number of personnel to be transported and reporting location.

Upon receipt of the memorandum, it shall be given to the Unit Commander for approval.

The Operations Lieutenant shall ensure that personnel and equipment are scheduled and that the service is provided as requested and approved.