7-02/110.10 Crew Log Sheets

The Early Morning Shift Desk Deputy shall initiate new daily Crew Log Sheets for each day. It is the responsibility of the Desk Deputy to add crews during the day that have not been previously listed on the Crew Log Sheet.

Vehicle Loans: All drivers borrowing a vehicle shall complete a Trip Ticket. The Desk Deputy issuing the Trip Ticket shall write "Vehicle Loan - (Unit)" above the words "Trip Ticket" and enter the name of the person receiving the vehicle on the "Deputies" line. The Desk Deputy issuing the Trip Ticket shall advise the driver to complete the Arrival, Departure, Location and Mileage Sections.