7-02/120.30 Loaning of Vehicles

The Transportation Bureau is not the Department's motor pool. Personnel requesting vehicle loans shall be directed to contact the Automotive Fleet Operations Unit at (213) 267-2167.

If an emergency request is received from Men's Central Jail or Inmate Reception Center, desk personnel shall immediately assign a van or sedan, then notify the Watch Sergeant of the vehicle loan.

When the vehicle is returned to the Unit, the Watch Deputy will ensure that all required information is entered on the Trip Ticket, for each vehicle loaned. Non-emergent requests from custody personnel shall be referred to the Watch Sergeant or in his absence the Operations Sergeant.

All requests from personnel outside this Unit, for the loan of a bus, will be referred to the Unit Commander for review and authorization.