Station Order 17-002: Use of Station Vehicle Fleet

Occasionally during routine inspection of our station fleet, we find vehicles with substantial unreported damage or discover that personnel have been taking vehicles without appropriate approval. These are unacceptable procedures and require reinforcement of the following policy guidelines for all personnel using our station fleet vehicles:

1. All personnel using a radio car for any reason shall have the approval of the Watch Sergeant prior to driving a radio car. All vehicles that are assigned to specific station sections are responsible for an appropriate hybrid of this application to their section, bureau or office.

2. All personnel shall inspect patrol vehicles they have been assigned and fill out the “Driver’s Tour of Duty Equipment Record” form, SH-CR-159. This form must be turned in to the Watch Sergeant prior to the employee’s tour of duty.

3. If any damage is found on the patrol vehicle, shade in the damage on the reverse side of the form and immediately notify the Watch Sergeant of the damage.

4. If any mechanical problems are encountered, the problem will be documented on the “Driver’s Vehicle Condition Report” form (MD-91) and any radio communications problems also need to be noted on the “Electronics Equipment Failure Report” form.

5. The Watch Sergeant will utilize the in-service roster to verify that all assigned patrol vehicles have submitted the “Driver’s Tour of Duty Equipment Record” form with their log sheet.

6. All other personnel who require a patrol vehicles shall adhere to this policy regardless of their destination or the length of time they plan to it. Upon receiving an available vehicle from the Watch Sergeant, the driver shall record information pertinent to his assignment or detail on the clipboard titled “Vehicle Checkout Log.” The necessary information includes: the driver’s name, the supervisor issuing the vehicle, vehicle number, 480 radio number(s), destination, time-out and time-in. The assigned driver shall complete a “Driver’s

Tour of Duty Equipment Record" form and submit it to the Watch Sergeant prior to leaving the station with the radio car.

7. The station LET assigned to the fleet will collect the "Driver's Tour of Duty Equipment Record" form from the Watch Sergeant, along with any mechanical problem forms from his tray. The "Tour of Duty" form will be filed by radio car number for future reference.

It is essential that every patrol vehicle driver conduct a thorough inspection of their assigned patrol vehicle at the beginning of each shift. This form will assist in establishing culpability when there is unreported damage.

As a reminder, selected sections of the Policy and Procedures Manual are listed below:

3-01/090.00 - Use of County Vehicles

A member shall not use a County vehicle without the knowledge or permission of his supervisor.

3-01/040.25 - Property Damage

Members shall promptly submit a written report of any damage to real or personal property resulting from the execution of their official duties or responsibilities.

Additionally, the following sections apply to this order:

3-01/040.15 - Care of County Property and Equipment

3-01/090.10 - Operation of Vehicles

3-01/090.25 - Accidents or Damage