

## **Unit Order Two - County Vehicles - Use, Maintenance, and Inspection Records**

### **Reference:**

**Manual Policy Procedures, Section 3-01/090.05, Use of County Vehicles**

### **Purpose of order:**

**The purpose of this order is to establish procedures regarding county vehicle use and maintenance, and inspection records.**

### **Order:**

**Unless approved by the unit commander, all assigned vehicles are to be used for county business and are not to be driven home by unit personnel. Assigned vehicles shall be parked only at a Los Angeles County facility.**

**Before county vehicles or loaners are assigned to unit personnel, the driver shall inspect the vehicle and submit a vehicle inspection sheet (trip slip) to AAB Operations. The form will be filed and retained with the fleet Law Enforcement Technician (LET).**

**All personnel shall adhere to all Department policies and procedures regarding the operation of county vehicles.**

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