

## **14-002: Tour of Duty Equipment Reporting**

### **PURPOSE**

The purpose of this station order is to establish guidelines for the inspection and inventory of the usage of county vehicles assigned to Compton Station.

### **SCOPE**

This order shall apply to all Compton Station personnel.

### **POLICY**

#### **5-09/240.10 TOUR OF DUTY EQUIPMENT REPORT**

The driver of every County vehicle shall inspect and inventory his assigned vehicle prior to the start of his shift, noting any damage or missing items, plus a statement of the vehicle's general condition on the Tour of Duty Equipment Report (form SH-CR-159). The completed form shall be submitted to the Unit Commander.

#### **5-09/240.05 MECHANICAL DEFECTS AND/OR DAMAGES**

The driver of every County vehicle shall inspect his or her assigned vehicle for mechanical defects and/or damage prior to accepting the vehicle. If any discrepancies are noted, a Driver's Vehicle Condition Report (form LAFM-OPS500) shall be completed and brought to the attention of the employee's immediate supervisor. All subsequent mechanical defects shall also be reported.

The concerned supervisory personnel shall coordinate the submission of such Driver's Vehicle Condition Report to the proper Sheriff's Department representative, depending upon the location of the reporting unit.

All Compton Station personnel utilizing county vehicles shall properly and accurately complete a Tour of Duty Equipment Report (Vehicle Slip) prior to usage. Any mechanical defects or collision damage shall be reported on the Tour of Duty Slip and reported to an immediate supervisor.

The Watch Sergeant shall ensure Tour of Duty Slips are submitted for the usage of county vehicles prior to the start of every shift. The sergeant shall review the vehicle slips and conduct random vehicle inspections to ensure accuracy.

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