

## Timely Submission of Report of Damage to County Vehicle Form

**DATE:** May 9, 2018

**FROM:** JAMES D. TATREAU, CAPTAIN      **TO:** ALL SUPERVISORS  
NORWALK STATION                              NORWALK STATION

**SUBJECT:** NORWALK STATION UNIT ORDER 18-03

### **Purpose:**

The purpose of this directive is to ensure the Supervisors Report of Incident or Damage to county Vehicle form (SH-R-257) is faxed to Traffic Services Detail within the mandated timelines.

### **SCOPE OF ORDER:**

This directive applies to all Norwalk station supervisors.

### **ORDER:**

To maintain compliance with this order the Supervisors Report of Incident or Damage to county Vehicle form (SH-R-257) shall be faxed to Traffic Services Detail within 2 days of the collision or damage to the vehicle.

### **PROCEDURES:**

The station watch commander, shall fax the form to Traffic Services Detail and ensure it is documented on the form within the 2 day time frame. [REDACTED TEXT]

JDT:JFS:jfs

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