Timely Submission of Report of Damage to County Vehicle Form

DATE: May 9, 2018

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL SUPERVISORS
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