

Unit Order 46 - Watch Sergeant to Assign Radio Cars

PURPOSE:

To establish a procedure for all station vehicles, except those specifically assigned to a specific unit or detail (such as detective bureau or motors), by which the watch sergeant will assign all out-going vehicles at the beginning of each shift and any other time a vehicle is used. This procedure will assure accountability and the prompt reporting of all vehicle damage.

SCOPE:

This Station Order applies to all station personnel, both sworn and civilian, who utilize this station's vehicles, for whatever reason.

ORDER:

Prior to the beginning of each shift, the watch sergeant will assign specific vehicles to on-coming personnel. If any person wishes or needs to change vehicles, that person must submit a written "beef slip" or give a specific reason why they need another vehicle. If the watch sergeant agrees that another vehicle should be used, the watch sergeant will assign the new vehicle to be used. A Driver's Tour of Duty Equipment Record (SH-CR-159) shall be completed **EVERY TIME** a vehicle is used. **ALL DAMAGE**, including previously documented damage, will be noted on the Equipment Record. (Random marks will not be acceptable).

The watch sergeant shall record the status of issued vehicles on the "Vehicle Board" in the watch sergeant's office. Traffic units should continue to use the radar-equipped vehicles.
