

04-01 CAR WASH FOR COUNTY VEHICLES



TASKFORCE FOR REGIONAL AUTO THEFT

Unit Order: 04-01

Subject: CAR WASH FOR COUNTY VEHICLES

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| Effective Date: | 09/15/2004 | Last Date Revised: | 05/10/2019 |
| Last Date Reviewed: | 04/09/2020 | Next Review Date: | 04/09/2021 |

PURPOSE

This Unit Order establishes a policy concerning the cleanliness of the vehicles assigned to the TRAP fleet. In an effort to better maintain our vehicles, each investigator assigned a TRAP vehicle will adhere to the following procedures, which will be verified by the team supervisor.

Every vehicle assigned to a TRAP investigator should be washed once a month at an approved commercial car wash or a sheriff's station. This will include vacuuming the interior and the removal of all trash. The team supervisor will be responsible for maintaining the same level of cleanliness for the spare vehicles assigned to their team.

Each car wash will be documented by the investigator listing it in their "Monthly Voyager Credit Card Use Summary" with the attached receipt and checking the "car wash" box on the updated "Monthly Credit Card Use Summary Form". The "Monthly Credit Card Use Summary Form" will be verified by the team supervisor.

Team supervisors will periodically inspect all vehicles assigned to their team to ensure adherence to this order. Receipts for commercial car washes will be signed by the employee, with vehicle number and mileage listed on the receipt, then forwarded to headquarters with the fuel receipts and "Monthly Voyager Credit Card Use Summary" report.

In order to fulfill this unit order, investigators and supervisors will choose one of the following options:

1. Locate a car wash facility which will accept the "Voyager Card" as a payment. Arrangements were made with "Voyager" to allow a \$30.00 maximum amount for car washes per month.

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2. Respond to a Los Angeles County Sheriff's Station or the Communications & Fleet Management Bureau car wash facility located on Eastern Avenue and obtain permission to utilize trustees to wash your assigned vehicle. Note the car wash in your "red book" and advise your supervisor.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR
