

4-2 VEHICLE MILEAGE, SERVICE REPORTS AND INSPECTION



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 4-2

Subject: VEHICLE MILEAGE, SERVICE REPORTS AND INSPECTION

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022

I. CONCEPT AND ISSUES

A. PURPOSE

The purpose of this order is to establish an accounting system for the Homicide Bureau assigned county vehicles.

B. BACKGROUND

With the turnover of Homicide Bureau personnel, the need to assign and retrieve bureau equipment is paramount.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Unit Commander.

F. CONCLUSION

The intent of this policy is to establish accountability for county vehicles assigned to Homicide Bureau

II. POLICY

The Law Enforcement Technician (L.E.T.) is responsible for maintaining the vehicles assigned to Homicide Bureau. It is the responsibility of each investigator and team lieutenant to assist the L.E.T. with this task.

Mileage

By the 15th of each month, the L.E.T. will submit to each Bureau lieutenant a Vehicle Mileage Worksheet. The mileage for each vehicle shall be recorded on the form for the indicated date. The completed Vehicle Mileage Worksheet shall be returned to the L.E.T. by the 20th of each month. It is recommended that team lieutenants retain a copy of their team's Vehicle Mileage Worksheet for their own individual tracking purposes.

A sample of the Vehicle Mileage Worksheet is attached to this order.

Service

The L.E.T. will submit, on an as needed basis, a memorandum to the concerned team lieutenant who will forward the memorandum to investigators when their assigned vehicle is due for service. All vehicles are to be serviced every 5,000 miles, but under no circumstances later than 6,000 miles. Vehicles that are not properly serviced on time will be removed from service, and the employee will be placed on mileage for a term specified by the Unit Commander. Once the investigator is notified that service is due, he/she shall immediately schedule an appointment. The work order for the service provided to the investigator by Fleet Management when the work is completed, shall be submitted to the team lieutenant, then forwarded to the L.E.T. for filing.

A sample of the Vehicle Service memorandum is attached to this order.

Inspection

On the 15th of each month, the team lieutenant is responsible for personally inspecting and completing a Vehicle Inspection Sheet for every vehicle assigned to the team. The Vehicle Inspection Sheets shall note the overall condition and cleanliness of the vehicle. Any damage observed must be reported per policy. The completed Vehicle Inspection Sheets shall be forwarded to the L.E.T. by the 20th of each month. Once all Vehicle Inspection Sheets have been collected, the L.E.T. shall submit the Vehicle Inspection Sheets to Operations for review, prior to filing in the vehicle maintenance file.

A sample of the Vehicle Inspection Sheet is attached to this order.

The Bureau Commander shall be responsible for ensuring that all new personnel report to the Operations Sergeant as soon as possible to begin the required paperwork.

Records shall be maintained concerning the equipment checked out/in to individual investigators.

When Homicide Bureau personnel retire, terminate or transfer, the Operations staff shall ensure that all equipment is returned and that all paperwork is updated to reflect the change
