

## 2-3 Vehicle Mileage & Condition Report and Maintenance Schedule

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **2-3**

Subject: **VEHICLE MILEAGE & CONDITION REPORT, SERVICE  
AND MAINTENANCE SCHEDULE**

Effective Date: 07/01/2008	Last Date Revised: 10/15/2019
Last Date Reviewed: 04/01/2021	Next Review Date: 04/01/2022

### **POLICY**

A Vehicle Mileage/Condition Report will be prepared by those personnel/units with vehicles assigned to them, and submitted to the fleet maintenance coordinator by the due date.

The fleet coordinator will send a Service Schedule form or email to those personnel/units with vehicles assigned to them. The scheduled services and additional maintenance items denoted on this form/email should be handled when due, and the repair order forwarded to the fleet coordinator.

A copy of Vehicle Mileage/Condition Report and repair order is attached.

Narcotics Bureau Unit Orders : 2-3 Vehicle Mileage & Condition Report and Maintenance  
Schedule

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**ORIGINAL SIGNED\_**

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LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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