

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

ORIGINAL SIGNED_

LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU
