



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



420.02

VEHICLE EQUIPMENT AND TRANSFER

02-15-94

PURPOSE

To outline procedures for the purchase, transfer, surveying, and equipping of police vehicles.

POLICY

To document the distribution and utilization of vehicles to improve efficiency and effectiveness.

PROCEUDRE

A. GENERAL

1. The Office Chief, Office of Administrative Services (OAS), shall be responsible for the purchase, transfer, survey, and equipping of police vehicles.
2. The Fleet and Supply Unit Administrative Analyst (AA), OAS, shall coordinate the purchasing and surveying of police vehicles approved by the Office Chief, OAS.

B. ASSIGNMENT/TRANSEFER OF VEHICLES

1. Department vehicles shall be assigned to the Offices within the department, by the Office Chief, OAS, based upon need.
 - a. The Fleet and Supply Unit AA shall review vehicle assignments on a periodic basis to determine vehicle usage.
 - b. If the Fleet and Supply Unit AA determines vehicles should be reassigned, the request shall be submitted to the Office Chief, OAS, for approval.
2. Offices wishing to reassign or transfer a vehicle(s) due to incompatibility, low use, etc., shall direct requests to the Office Chief, OAS, Attn: Fleet and Supply Unit AA. Circumstances underlying the request shall be specified.
3. The Fleet and Supply Unit AA shall forward all requests along with a recommendation to the Office Chief, OAS, who has final authority on the disposition of vehicles.

C. MODIFICATION OF VEHICLES

1. Equipment modification requests shall be made in memorandum form and directed to the Office Chief, OAS, Attn: Fleet and Supply Unit AA. The memorandum shall:
 - a. identify the particular item or equipment by equipment number, when appropriate.
 - b. state the problem, and the recommendation.
 - c. indicate a priority of completion, if appropriate.
2. Employees shall not contact the Fleet Management Division or Public Safety Garage for any installation, modification, removal or transfer of equipment attached or assigned to police vehicles without obtaining authorization from the Office Chief, OAS, or designee. Authorization shall be granted only for that request and expires upon completion of the request.

D. VEHICLE MAINTENANCE

1. Requests for vehicle repairs shall be submitted on the Fleet Management "Equipment Request/Repair Form", to maintenance personnel at the Public Safety Garage.
2. Employees shall report any chronic problems or poor maintenance of vehicles to the Fleet and Supply Unit AA.