



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



420.04 DONATED VEHICLES 09-16-91

PURPOSE

To provide guidance in the processing of donated vehicles.

POLICY

To accept donated vehicles when offered by private citizens or companies and to ensure that the vehicle is needed, safe and budget funds are available to finance any maintenance or repairs.

PROCEDURE

A. ACCEPTANCE

1. Employees receiving offers of a donated vehicle shall forward a memorandum to their Office Chief delineating the offer and including detailed information on the vehicle, minimally:
 - a. the make
 - b. year of the vehicle
 - c. model
 - d. mileage
 - e. color
 - f. general condition
 - g. accessories (air conditioning, radio, etc.)
2. The Office Chief shall decide if the vehicle meets a need of the department and shall forward the original memorandum and recommendation to the Office Chief, Office of Administrative Services (OAS).
3. The Office Chief, OAS, shall confirm sufficient funds exist to finance a safety check, necessary repairs and maintenance of the vehicle. If sufficient funds are not available:
 - a. The offered vehicle may be declined
 - b. The offer could be held in abeyance until funds are available through the next budget.

B. PROCESSING

1. When the vehicle is accepted, the Material and Logistics (M&L) Officer shall arrange to deliver the vehicle, along with the registration documents, to the Public Safety Garage.
2. The supervisor of the Public Safety Garage shall determine the appraised value and, following a safety inspection, make an estimate of repair costs.
3. The Garage Supervisor shall make a recommendation to the Office Chief, OAS to either accept or reject the vehicle based on the following:
 - a. Appraised value of the vehicle
 - b. The vehicle's intended use
 - c. Cost of any projected repairs
 - d. Results of the safety inspection.
4. Upon written notice from the Office Chief, OAS that the vehicle is to be added to the fleet, the Fleet Management Superintendent shall:
 - a. Assign the vehicle an equipment number
 - b. Notify Risk Management of the addition
 - c. Initiate the registration process with DMV
 - d. Notify OAS when the vehicle is clear for deployment.
5. No more than ten (10) donated vehicles shall be in-service without the approval of the Chief of Police.

C. EXPENDITURES

1. The costs incurred by Fleet Management to inspect, appraise and perform any services or repairs to a donated vehicle shall be billed to the department, regardless of whether the vehicle is accepted or rejected. The Office Chief, OAS, shall recommend payment of the bill, designating funds from Budget Line 4233 (Leased Vehicles).

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2. Once the vehicle is included in the fleet, the costs for routine maintenance and fuel shall be charged to Budget Line 4234. The mileage rate shall be the same as currently charged for so-called "junkers."