



# SACRAMENTO POLICE DEPARTMENT OFFICE OF INVESTIGATIONS



## 420.01 LEASED VEHICLES 3-19-20

### **PURPOSE**

The purpose of this order is to establish procedures for the procurement of vehicles through daily rentals.

### **POLICY**

It shall be the policy of the Sacramento Police Department that any investigative unit who wishes to rent a vehicle for use during undercover operations shall follow the procedures outlined in this order.

### **PROCEDURE**

#### A. DAILY RENTAL

1. Approval shall be obtained by the Captain, Office of Investigations (OOI), or his/her designee, for the daily rental of undercover vehicles.
  - a. Once approval has been obtained, the requesting officer shall contact the Office of Investigations (OOI) Fleet and Supply Unit to schedule the rental of the vehicle. A gas card shall be provided to the officer by their unit supervisor. If a gas card is unavailable, officers shall obtain a gas card from the OOI Fleet and Supply Unit.
  - b. Officers shall consider obtaining fuel at a City Facility prior to utilizing the gas card at a commercial gas station.
2. Vehicles shall be returned to OOI Fleet and Supply Unit and the gas card will be relinquished at the end of the day, or at the conclusion of the rental agreement.