



SACRAMENTO POLICE DEPARTMENT

OFFICE OF INVESTIGATIONS



420.02

ASSIGNMENT OF VEHICLES

3-22-21

PURPOSE

To establish procedures for the use and assignment of vehicles within the Office of Investigations (OOI).

POLICY

It shall be the policy of the Sacramento Police Department that all employees assigned to the Office of Investigations utilize Department vehicles in the most effective manner.

PROCEDURE

A. GENERAL

1. A designated Office of Investigations supervisor shall:
 - a. Maintain a record of the vehicles assigned to detectives within OOI for their use.
 - b. Ensure employees utilize the vehicles in the most effective manner.
2. In the event a detective needs to use a vehicle not assigned to him/her, the designated Investigations Supervisor will be notified to determine the vehicle availability. If no vehicles are available, the Fleet and Supply Unit, may be contacted.
3. If an unmarked vehicle is unavailable, detectives may use marked units if practical.
4. Sergeants and detectives that are going to be away from work for more than two full weeks will leave their assigned vehicle at work for others to use. Any deviation from the above timeline shall be approved by the Lieutenant beforehand.
5. Sergeants and detectives are responsible for the proper maintenance of their assigned vehicles. This includes, but is not limited to, adhering to the preventive maintenance schedule, reporting any maintenance issues to a City Fleet Management garage, and proper display of the registration year tab.

B. VEHICLES REQUIRING REPAIR OR SERVICE

1. Supervisors shall not assign for use, nor shall employees use, vehicles requiring service or repair for safety related problems. If defects are noted/observed by personnel in the OOI, employees shall complete a Fleet Management "Equipment Repair/Request Form" and deliver it to personnel in the Police Public Safety Garage.
2. When employees complete an "Equipment Repair/Request Form", they shall notify the supervisor of the unit to which the vehicle is assigned.