



SACRAMENTO POLICE DEPARTMENT

OFFICE OF OPERATIONS



420.02

TRAFFIC - MOTORCYCLE ASSIGNMENT

09-16-91

PURPOSE

To establish procedures for the assignment of motorcycles to Traffic Section personnel.

POLICY

To effectively account for and maintain the motorcycles assigned to the Traffic Section.

PROCEDURE

- A. When an officer's regularly assigned motorcycle is removed from service that officer shall secure the use of another machine by contacting a Traffic supervisor, explaining the circumstances, and receiving the supervisor's permission.
- B. Officers shall obtain the key for the motorcycle from the sergeant and fill out the information required on the Sign Out Card. It shall include:
 1. Officer's name
 2. Date
 3. Authorized by
 4. Mileage
 5. License number
 6. Equipment number
- C. Officers shall be accountable for the security, mechanical condition, and appearance of the machine while it is signed out to the officer.
- D. When the officer's assigned motorcycle is ready for service, the borrowed motorcycle shall be returned to the control of the Traffic office. The key shall be returned following the procedure outlined to obtain that key. At this time, the Sign Out Card shall be completed giving the following information:
 1. Return date
 2. Return mileage
 3. Where parked.