

GENERAL ORDER

Rev. 07/07/04

MOTOR FLEET

This order sets policies and procedures relating to the operation of the Department Motor Fleet. It complies with San Francisco Administrative Code Section 4.11, or limits vehicles to official use and requires record keeping for all vehicles owned, leased or rented by the City.

I. POLICY

- A. **DUTIES OF THE DEPARTMENT MOTOR FLEET.** It is the policy of the San Francisco Police Department to regulate the use of its police vehicles through a motor fleet. The Department Motor Fleet shall provide unmarked vehicles for the Administration and Investigations Bureaus, and marked and unmarked police vehicles for the Field Operations Bureau when needed.
- B. **VEHICLE USE.** Members shall not use Department authorized vehicles to conduct personal business. Only on-call personnel or personnel with specific police needs may use Department vehicles overnight.

II. PROCEDURES

- A. **REQUESTING A VEHICLE.** If you need a vehicle for official business, follow these procedures:
 - 1. **ADMINISTRATION/INVESTIGATIONS BUREAU.** If you are assigned to the Administration or Investigations Bureau, submit a Vehicle Request Form (SFPD 217) in duplicate to your commanding officer or officer-in-charge for approval. If he/she is not available, submit the forms to the officer-in-charge of the Operations Center for approval. Your signature, star number and expected time of return must be included. If you intend to use the vehicle overnight, also complete the reverse side, "Overnight Vehicle Use" and have it approved by your commanding officer or officer-in-charge.
 - 2. **FIELD OPERATIONS BUREAU.** If you are assigned to the Field Operation Bureau and need a vehicle, prepare a memorandum in addition to SFPD 217, and have both approved and signed by your commanding officer or lieutenant. Present the form and memorandum at the Garage Office. If the Garage Office is closed, present it to the officer-in-charge of the Operations Center who will issue the vehicle.

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3. AIRPORT BUREAU. Members assigned to the Airport Bureau shall follow existing procedures when requesting a vehicle for official business.

B. DUTIES OF VEHICLE OPERATOR

1. FORM. Keep a mileage form (SFPD 217a) in your possession at all times while operating the vehicle.
 2. FUEL. Ensure the vehicle has at least one-half tank of gas when returned.
 3. DAMAGE/DEFECT. Report any damage or mechanical defects to the Garage Office on "Repair Request" form (SFPD 337).
 4. PARKING. Park the vehicle in its designated space.
 5. MILEAGE. Note the ending mileage on the mileage form. Present the form and the vehicle keys to the Garage Office. If the Garage Office is closed, drop the form and keys in the office mail slot.
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