

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER #08-03

June 25, 2008

**TO:** Metropolitan Division Personnel

**FROM:** Commanding Officer, Metropolitan Division

**SUBJECT:** DIVISIONAL FLEET COORDINATION FUNCTIONS AND RESPONSIBILITIES

This Divisional Order designates the Metropolitan (Metro) Division Fleet Coordinator (DFC) and the Platoon Fleet Coordinator (PFC) as an ancillary duty and defines their functions and responsibilities.

The Metro DFC duties shall be assigned to the Headquarters Platoon Officer in Charge (OIC) or other supervisor as determined by the Metro Commanding Officer. The PFC duties shall be assigned to a supervisor within each platoon by the Platoon OIC.

**DIVISIONAL FLEET COORDINATOR (DFC) FUNCTIONS AND RESPONSIBILITIES**

- Maintaining control of Metro's assigned Fleet
- Maintaining Metro's master vehicle assignment roster
- Maintaining responsibility and control of all unassigned Metro vehicles
- Providing a monthly fleet status report to Metro's Commanding Officer
- Maintaining the divisional vehicle damage logs
- Receiving and distributing any new vehicles assigned to Metro
- Assessing the platoon needs on a regular basis and assigning vehicles as needed to ensure appropriate deployment of personnel
- Distribution of the master vehicle roster at the beginning of each deployment period to the Metro Commanding Officer and the Metro Watch Commander
- Ensuring that all divisional vehicles are returned to Motor Transport Division or other responsible entity, as requested or deemed necessary to ensure operational and maintenance necessity.
- Monitor compliance with mandated vehicle maintenance and servicing

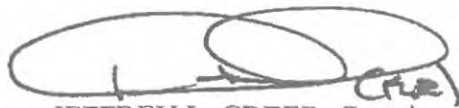
- Completion of periodic vehicle related audits

PLATOON FLEET COORDINATOR FUNCTIONS AND RESPONSIBILITIES

- Accurate and timely recordation of vehicle damage in the divisional Vehicle Damage Log
- Timely completion and tracking of vehicle maintenance and servicing
- Assignment and tracking of vehicles assigned to the platoon personnel
- Forwarding a copy of the platoon vehicle assignment roster to the Metro DFC prior to the start of each deployment
- Ensure that all duplicate and/or spare shop keys are returned and maintained by the Metro DFC
- Ensure that no duplicate and /or spare keys are maintained by the platoon other than the keys assigned to officers responsible for the specific vehicle
- Notifying the Metro DFC of any changes in vehicle assignment whether temporary or permanent throughout the DP

The PFC *shall NOT*, under any circumstances, receive, exchange or relinquish any vehicle assigned to Metro without prior approval of the Metro DFC or the Metro Commanding Officer.

No vehicle shall be loaned, assigned or utilized by any individual without the prior approval of the Metro DFC or the Metro Commanding Officer. When that approval is granted, the supervisor shall direct the employee to sign the vehicle out on the Metro vehicle log. The PFC shall conduct periodic audits to ensure compliance with this divisional order.



JEFFREY L. GREER, Captain  
Commanding Officer  
Metropolitan Division