

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER No. 12-04  
16.3

October 1, 2012

**TO:** Metropolitan Division Personnel

**FROM:** Commanding Officer, Metropolitan Division

**SUBJECT:** PROTOCOLS FOR THE PROPER DISPOSAL OF EXPENDED CASINGS IN METROPOLITAN DIVISION VEHICLES

As a part of our efforts to enhance our tactical skills, Metropolitan Division (Metro) will on occasion utilize vehicles during shooting training events. This Order requires Metro personnel responsible for any training event to complete pre and post training inspections of each vehicle involved in the training and document that inspection. Additionally, Metro Armory personnel are required to conduct weekly inspections of all armored vehicles, document their findings, and report those findings to the Metro Commanding Officer (C/O).

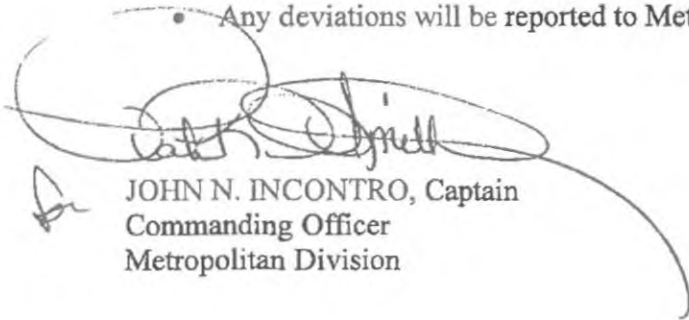
Metro Armory personnel are required to conduct inspections of the armored vehicles prior to any field operation. This procedure will ensure expended munitions of any type, training material, magazines and other equipment are not left behind from in-service live fire training days.

**Each officer and their sergeant responsible for the training:**

- Will inspect the vehicle used at the conclusion and prior to the vehicle leaving the training site.
- The involved sergeant will document the inspection on their Sergeant's Daily Report (Form 15.48) and note who conducted the training and the Shop Number inspected.

**Metro Armory Personnel:**

- Will conduct weekly inspections of all armored vehicles.
- E-mail the inspection findings to the Armory Sergeant.
- The Armory Sergeant will report the weekly findings via e-mail to the A-Platoon officer in charge.
- Any deviations will be reported to Metro C/O for appropriate action.

  
JOHN N. INCONTRO, Captain  
Commanding Officer  
Metropolitan Division