

METROPOLITAN DIVISION

DIVISIONAL ORDER No. 01-1
8.2.1

May 15, 2001

TO: All Personnel, Metropolitan Division

FROM: Commanding Officer, Metropolitan Division

SUBJECT: VEHICLE DAMAGE LOGS

The Vehicle Damage Log, Form 15.67, is used to record information relative to damage occurring to City-owned vehicles used by the Department. A recent audit of Vehicle Damage Logs for Metropolitan Division vehicles revealed that traffic and non-traffic related damage is not being properly documented on the Vehicle Damage Logs.

This Divisional Order establishes procedures for documenting traffic and non-traffic related damage to Metropolitan Division vehicles and places responsibility for the care and maintenance of vehicles on all personnel.

PROCEDURE:

Vehicle Damage Log Books for each Platoon are located in Metropolitan Operations Section. A Vehicle Damage Log is maintained for each vehicle assigned to the Platoon. Effective immediately, whenever damage occurs to a vehicle, whether traffic or non-traffic related, all pertinent data relative to the vehicle damage shall be recorded on the form by the investigating supervisor. When damage is the result of a traffic collision, the DR number of the traffic collision report shall be entered in the appropriate column and a copy of the report placed in the book. Damage resulting from non-traffic related causes shall be reported on an Employee's Report, Form 15.7, and a copy of the Form 15.7 placed in the book.

OFFICER - RESPONSIBILITIES: Officers shall be responsible for the care and maintenance of their assigned vehicle. Officers involved in a traffic collision shall comply with Manual Section 3/440.10. Additionally, a Metropolitan Division supervisor shall be requested to respond to the scene. When completing the Narrative Supplemental CHP Form 556, officers shall clearly indicate the shop number of the involved vehicle, and a description of the damage to the vehicle.

Officers shall immediately notify a supervisor upon becoming aware of damage to their assigned vehicle not resulting from a traffic collision. A Form 15.7 shall be used to report the damage and must include the shop number of the vehicle, an account of how the damage occurred, and a detailed description of the damage.

SUPERVISOR - RESPONSIBILITIES: A supervisor shall respond to the scene of a traffic collision involving a Metropolitan Division officer, and:

- Ensure that the appropriate reports are completed and review the Narrative Supplemental CHP Form 556 to ensure that the vehicle shop number is indicated on the report and the description of any damage is accurate and complete.
- Document the damage in the Vehicle Damage Log for that vehicle. The damage must be fully described and a copy of the collision report placed in the book.
- Advise the Platoon Vehicle Coordinator of the collision and any resulting damage.

A supervisor notified by an officer of damage to a vehicle not resulting from a traffic collision shall:

- Ensure that the officer completes a Form 15.7 to document the damage and how it occurred.
- Document the damage in the Vehicle Damage Log for that vehicle. The damage must be fully described and a copy of the Form 15.7 placed in the book.
- Conduct an investigation to determine if the damage was the result of negligence and take appropriate action.
- Advise the Platoon Vehicle Coordinator of the damage to the vehicle.

PLATOON VEHICLE COORDINATOR - RESPONSIBILITIES: Upon being notified that damage has occurred to a Platoon vehicle, the Platoon Vehicle Coordinator shall:

- Coordinate with Motor Transport Division to ensure repairs are made if necessary.
- Document in the Vehicle Damage Log the date repairs are made to the vehicle.
- Prepare a Vehicle Damage Log for any new vehicles assigned to the Platoon.
- Upon reallocation of vehicles between Platoons, transfer the Vehicle Damage Log and all documentation to the appropriate Platoon's Vehicle Damage Log Book.
- Prior to accepting a reallocated vehicle, ensure the vehicle's condition is as documented in the Vehicle Damage Log.
- Audit Vehicle Damage Logs to ensure they are properly used.
- Visually inspect Platoon vehicles to ensure their appearance is as documented in the Vehicle Damage Log.

DIVISIONAL ORDER No. 01-1

Page 3

8.2.1

Copies of traffic collision reports, original Employee's Report (Form 15.7), and any supervisor's documentation shall be approved by the Platoon Leader and forwarded to the Commanding Officer for review.



RICHARD A. ROUPOLI, Captain
Commanding Officer
Metropolitan Division