

Procedure

12.5

EFFECTIVE
DATE
7-15-99

Eugene Police Department



Patrol Vehicle Assignment

12.5.1 PURPOSE AND SCOPE

PART I - Responsibilities and Procedures for All Personnel

- A. Assignment
- B. Use of Vehicles

12.5.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL

A. Assignment

We will assign vehicles by seniority at the watch rotation each January. Vehicles rotate with the teams in July, so in most cases you can retain your vehicle for a year. A transferred employee will receive the vehicle of the person replaced refer to *Procedure 10.8 -Transfers and Assignments*. If your vehicle is replaced, you will receive the replacement vehicle.

B. Use of vehicles

1. You must drive your assigned vehicle if it is available. If it is not available, notify your supervisor, and select another vehicle in this order:
 - a. Another vehicle assigned to the same team
 - b. A vehicle from the unassigned vehicle pool
 - c. A vehicle assigned to another team.
2. If you need to change vehicles during a watch, notify your supervisor, and notify Dispatch of the new vehicle number when clearing.
3. Place an Equipment Service Request Form with the vehicle keys on the key board if you think your vehicle needs repairing or attention. Be as specific as you can in describing the problem.