

**GENERAL ORDER**

SUBJECT	SERIES	NUMBER	EFFECTIVE DATE
Headquarters Administrative Motor Pool	301	6	August 13, 1984
			DISTRIBUTION
			B
ORIGINATING UNIT		PDD	

The purpose of this order is to establish the policy and procedures for requesting and utilizing the services of the Headquarters Administrative Motor Pool. This order consists of the following parts:

PART I Responsibilities and Procedures for
Members of the Department

- A. Headquarters Administrative Motor Pool.
- B. Requests for Vehicles.
- C. Operators.

PART II Responsibilities and Procedures for
Supervisory and Command Personnel

- A. Motor Pool Supervisor.
- B. Commanders and Directors.
- C. Director, Fleet Management Division.

PART I

A. Headquarters Administrative Motor Pool.

1. To meet the needs of designated personnel, a pool of motor vehicles is available at the Headquarters Administrative Motor Pool, located in the basement garage of the Municipal Center, 300 Indiana Avenue, N.W. The motor pool is assigned under the jurisdiction of the Fleet Management Division, Technical Services Bureau. The hours of operation are Monday through Friday, (excluding holidays), 0730 - 1800.

2. All vehicles are unmarked and are available to all units within the department for other than patrol functions. They are designed for support of official use and shall be operated by personnel possessing a valid driver's permit and assigned to the requesting unit. Civilian employees shall also possess a D.C. Government Motor Vehicle Identification Card (PO Form 131) when operating such vehicles.

B. Requests for Vehicles.

1. All requests for motor pool vehicles shall be called to the motor pool supervisor by a sworn official or civilian at the grade level of DS-11 or higher. The motor pool supervisor will then make an evaluation and determination on a case by case basis.

2. Under normal conditions, no vehicle shall be used for more than 8 hours (one tour of duty). Exceptions will be made for unusual circumstances such as stake-outs, etc. At the expiration of a normal tour of duty, all vehicles (for which no special arrangements have been made) shall be turned in.

3. Requests for motor pool vehicles for use after 1800 hours on weekdays and for weekend and holiday use, shall be made prior to 1730 hours on the last business day preceding the request.

C. Operators.

Operators of Motor Pool Vehicles shall be responsible for:

1. Inspecting the assigned vehicle for damage and/or equipment malfunctions. If damage or deficiencies are found, it shall be noted on P.D. Form 775A. This inspection shall be conducted in the company of a Motor Pool representative.
2. Requesting another vehicle if any safety equipment is malfunctioning.
3. Affixing his/her signature and badge number to P.D. Form 775A if all equipment is operative to the operator's satisfaction.
4. Ensuring that the vehicle is not used for any other purpose than stated on P.D. Form 872 (Daily Dispatch Report).
5. Returning the vehicle upon completion of the specified assignments stated on PD Form 872.
6. Returning the vehicle with not less than one-half of a tank of gas.
7. Ensuring that no trash is deposited or remains in the vehicle upon return.
8. Ensuring that a final inspection is conducted by a representative of the motor pool, in company with the operator, upon return of the vehicle.

PART II

A. Motor Pool Supervisor.

The Motor Pool Supervisor shall be responsible for:

1. The retention of P.D. Form 872 (Daily Dispatch Report).
2. Recording the time and date on R.D. Form 872, after the vehicle is accepted by the requesting member, then affixing his/her signature to same.
3. Control of the vehicles, when not in use, by retaining possession of the keys.
4. Rotating the vehicles being utilized in order to lengthen the usable life of the vehicles.
5. The normal lubrication, servicing and repairs of the vehicles.

6. Maintaining the vehicles in a clean condition.

7. Ensuring that civilian employees are in possession of their D.C. Government Employee Motor Vehicle Identification Card (PO Form 131) when utilizing such vehicles.

B. Commanders and Directors.

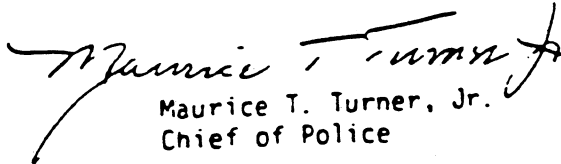
When requesting special vehicles for an assignment outside the District of Columbia, approval shall be granted by a District/Division Commander, Director or higher. These requests shall be initiated as outlined in Part IB, citing the name of the approving official. Final approval of these type requests shall be made by the Director, Fleet Management Division.

C. Director, Fleet Management Division.

The Director, Fleet Management Division, shall be responsible for:

1. Final approval of all requests for vehicles being utilized for assignments outside the District of Columbia.

2. Ensuring that all requests for Motor Pool vehicles are in accordance with the provisions of this order.


Maurice T. Turner, Jr.
Chief of Police

Attachment

MTT:JJD:jtw

General Order No. 301.6

CRUISERS ASSIGNED TO HEADQUARTERS
ADMINISTRATIVE MOTOR POOL

CRUISER NO.

811	-	Motor Pool
812	-	Motor Pool
813	-	Motor Pool
814	-	Motor Pool
815	-	Motor Pool
817	-	Motor Pool
818	-	Motor Pool
819	-	Motor Pool

Attachment "A" to General Order No. 301.6