



## California Exposition and State Fair Police Department

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

### DEPARTMENTAL GENERAL ORDER

**ORDER № 2300.800**

05-2019 (Revised)

08/01/2006 (New)

### VEHICLE INSPECTION AND SERVICING

#### 2300.801 PURPOSE

- A. To outline the responsibilities and procedures for inspecting California Exposition & State Fair Police and Security vehicles. And, describe the procedures for reporting vehicle repairs.

#### 2300.802 PRE-SHIFT INSPECTION

- A. Every police and security vehicle shall contain a state vehicle mileage log. Replacement state vehicle mileage logs may be obtained from the Administrative Sergeant.
- B. Upon assuming control of any police or security vehicle, the state driver shall enter their name, date, time, and odometer reading in the appropriate columns.
- C. The state driver shall inspect their state vehicle's condition and report any body damage or mechanical problems, using the available vehicle repair form.
- D. The state driver detecting any vehicle body damage or mechanical problems shall notify the Administrative Sergeant.
- E. If no supervisor is on-duty, the state driver shall obtain another vehicle and describe the mechanical problem with the original vehicle to the Administrative Sergeant.
- F. If defects are discovered during non-business hours, and the vehicle is inoperable or unsafe to operate, the officer shall report the vehicle as "Out of Service" to the Administrative Sergeant.

#### 2300.803 AREAS TO BE CHECKED

- A. Exterior and interior damage.
- B. Underside (muffler/oil leaks).
- C. Lights (headlights, brake/tail lights, side marker lamps, directional, emergency lights, map light).
- D. Horn and siren.
- E. Trunk (spare tire, jack, emergency blanket, fire extinguisher, first aid kit, etc.).
- F. Shotgun release.

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

- G. Spotlights.
- H. Emergency lights.
- I. Oil and engine coolant levels should be checked each time the state vehicles is fueled.

**2300.804 POST SHIFT RESPONSIBILITIES**

- A. When the state vehicle is returned at the end of the work shift, the following items shall be entered on the vehicle mileage log book: time in: ending odometer reading: total miles driven: and the gasoline/oil added.
- B. Body damage, mechanical problems, or other repairs shall be entered on the available vehicle repair form.
- C. At the conclusion of a shift, the state driver is responsible for returning the state vehicle with no less than  $\frac{3}{4}$  of a tank of fuel.
- D. The state driver shall remove all keys, lock the vehicle, and return all keys the master key board.