General Order

Houston Police Department

ISSUE DATE:	NO.
July 28, 2015	400-20

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 400-20, dated October 27, 1995

SUBJECT: VEHICLE ALLOCATION

POLICY

Vehicles shall be allocated to divisions (and other department organizational units) based on documented needs, available resources, and department goals.

This General Order applies to all employees.

1 GUIDELINES

The following guidelines apply to the allocation of vehicles:

a. Vehicles shall not be allocated to any division that has reasonable access to a Central Motor Pool vehicle. Exceptions are those approved by the Chief of Police.

b. Consideration for vehicle allocations shall be given to divisions with special needs (e.g., undercover operations, transport of burdensome equipment, or customized vehicles).

c. All take-home vehicles (except those assigned to lieutenants and above) shall be included in the division's vehicle allocation.

d. Vehicles within the department shall be shared when practical.

e. Vehicles that become unrepairable shall not be automatically replaced. A vehicle need should be documented and sent via the chain of command to Staff Services Command for approval.

Vehicle needs shall be based on the number of authorized personnel for and the services provided by the division. Replacement of vehicles shall be based on the replacement criteria established by City policy.

2 RESPONSIBILITIES

The following responsibilities pertain to the allocation of vehicles:

a. The head of each command, office, and division is responsible for preparing and reviewing his allocation requests.

b. The department's Fleet Unit shall review allocation requests and furnish a recommendation to the Staff Services Command for approval.

c. The Fleet Unit shall maintain records of vehicle allocations and notify each division about its authorized vehicle strength.

3 PROCEDURES

The following procedures pertain to the allocation of vehicles:

a. Each year the Fleet Unit shall survey all divisions to determine their vehicle needs for the following fiscal year.

b. At other times, a division may request a change in its vehicle allocation if the services it provides change significantly and the division documents the use of all its vehicles.

c. Requests for replacement and additional vehicles shall be submitted to the Fleet Unit.

4 RELATED GENERAL ORDERS

400-07, Vehicle Use and Assignment
400-08, City Vehicle Crashes

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Chief of Police