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| DRUG CHEMISTRY SECTION POLICY AND PROCEDURE MANUAL | | |
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Utility Vehicles

A utility vehicle is a vehicle owned by the Bureau and assigned to a section or unit of the Bureau rather than an individual employee. The **SBI Policy and Procedure Manual** sets forth the policies and procedures governing the use of utility vehicles.

The Supervisor or Chemistry Technician III will be responsible for the proper use, care and maintenance of the Section's utility vehicles and for ensuring that the policies and procedures set forth in the **SBI Policy and Procedure Manual** are followed.

The Supervisor or designated Chemistry Technician III will be responsible for initiating Section policies and procedures to utilize the Section's vehicles in an efficient and effective manner and to ensure that proper records for the vehicles are maintained.

The following instructions are in addition to the SBI Policy and Procedure Manual:

I. Vehicle Assignments

- A. When business related travel for the SBI is necessary, the section personnel can choose from the available vehicles assigned to the Drug Chemistry section, or other crime laboratory vehicles in the event there are no vehicles available in the Drug Chemistry section.
- B. The section has two Forensic Response vehicles. These vehicles will be used by the Drug Chemists for clandestine laboratory response as needed.
- C. When section personnel serve as the Duty Officer for the Crime Laboratory, a section vehicle can be driven home and or to lunch if desired.

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II. Travel

- A. A vehicle sign out log is maintained in the mail room, and it must be filled out completely whenever a vehicle is taken and returned.
- B. Each driver is expected to return the vehicle with a full tank of gas, and free of any trash. Gas obtained from State gas pumps does not require a receipt to be turned in. If commercial gas is used, a receipt is required stating the price per gallon, the number of gallons purchased, and the license tag number of the vehicle. Any commercial gas receipts are to be placed in the respective box in the section's mail room.
- C. The purchase of commercial gas is strongly discouraged except for emergency situations, the inability to locate a state pump, or where driving to the nearest state pump is more costly than the savings it affords the SBI. If you must use commercial gas, only obtain enough **Regular** grade gas to get you to Raleigh or to another state pump. **Every effort needs to be made to obtain gas from a state pump.**

III. Maintenance and Repairs

- A. The Chemistry Technician III will be responsible for arranging the monthly Inspection and getting the inspection report, and the vehicle log sheet completed by the end of the first full week of each month. The inspection report and any gas and repair receipts must be submitted to the Support Services unit.
- B. Section personnel must inform the Chemistry Technician III if a vehicle needs a repair or maintenance work other than routine oil changes and annual inspections.
- C. All maintenance and repair receipts are to be placed in the respective box section's mail room.
- D. All maintenance and repair receipts must show the name of the person who approved the work and the date approved, your printed name and signature, and the date signed.