

February 5, 2003

DRUG CHEMISTRY SECTION POLICY/PROCEDURE 95-DCS-9

EFFECTIVE DATE: February 17, 2003

TO: Drug Chemistry Section

FROM: SAC Deena J. Koontz

SUBJECT: 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 designated Chemist 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 Chemist 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.