

DEPARTMENT GENERAL ORDER NO. 61-24

SUBJECT: Procedures to be followed in using Form CPD AM 25, 611 - VEHICLE ORDER

I. PURPOSE

- A. The purpose of this order is to explain the procedures to be followed in using form CPD AM 25, 611-Vehicle Order. This form will enable the department to keep all vehicle costs by machine processing equipment. In addition it will be used to account for the usage of departmental equipment, to analyze costs, to provide a means of expediting repairs, and to collect data which will enable the department to make maximum use of available equipment.
- B. Reference is made to Rules 135 and 137 of the Rules and Regulations.

II. DEFINITIONS

- A. Odometer: is the speedometer register which indicates the number of miles that a vehicle has traveled. All mileage will be recorded as whole miles without reference to the tenths column indicator.
- B. Total Hours Available: is to be computed as the "Total Hours Used" less the "Hours Out of Service."
- C. Hours Out of Service: will mean the total time that a vehicle is inoperable because of mechanical, electrical, radio or other malfunctions. Time spent at a departmental or private repair facility or while waiting for repairs by a departmental service unit will be included. Vehicle washings will be included in computing hours the vehicle is out of service.

III. PROCEDURES

- A. The Form: CPD AM 25, 611 - Vehicle Order is printed in duplicate. The original is an onion skin and the duplicate is a hard copy.
- B. Form Usage by Divisions, Districts and Units: At the beginning of each watch or whatever other time a vehicle is placed in service, a Vehicle Order will be issued to the driver (Chauffeur) by the watch commander and signed in the section "Authorized by." The driver will insert the date (e. g. 15 March 61 for 15 March 1961), vehicle number, district or payroll unit number (as described in paragraph IV below), the time out and "OUT" mileage as shown on the odometer. The driver will also sign in the space marked "Chauffeur" and will insert his star number and unit number.
- C. Form Usage for Vehicles Assigned Exclusively to Command or Staff Personnel: A vehicle order will be filled out for staff and command vehicles as described above. A single vehicle order per day will be sufficient.
- D. Garaged Vehicles: In the event that a vehicle is housed in a departmental garage, the garage attendant will sign the form as the vehicle leaves and returns in the space designated "Signature of Attendant."
- E. General Provisions
 - 1. Receipt of Gasoline.
 - a. When gasoline is received at any departmental pump, the vehicle order will be inserted into the pumping meter as at the present time. The odometer reading at the time that the gasoline is dispensed will be so indicated in the space provided at the bottom of the form. The attendant will sign the ticket in the space entitled "Dispensed by."
 - b. The original (onion skin) copy will be detached only upon receipt of gasoline and will be kept by the person dispensing gasoline and the hard copy will be retained by the driver. Onion skin copies will be forwarded to the Director of Automotive Maintenance at the end of each watch by the gasoline pump attendant.
 - c. If gasoline is not required during a tour of duty, the onion skin copy will remain with the hard copy and will be turned in at the end of the watch or trip.
 - d. If gasoline is required twice during a watch, a vehicle order may be secured from any unit quartered near a departmental pump.

2. Receipt of Oil, Anti-Freeze and Tires. Receipt of oil, anti-freeze or tires will be noted by the dispensing agent in the appropriate spaces. In the event that an onion skin has been detached for gasoline; and oil, anti-freeze or tires are required later, the appropriate information will be recorded on the hard copy only.
3. Vehicles out of Service. If a vehicle is out of service as outlined above, the "Out of Service" space on the face of the form showing hours out of service will be filled out as well as the "Reason-Out of Service." The "Reason-Out of Service" may refer to an item on the reverse side of the hard copy entitled "Motor Vehicle Trouble Ticket."
4. Form Submission at the end of a Tour of Duty or Trip.
 - a. At the end of a tour of duty or at the end of the time for which a vehicle is needed, the driver will insert the "In" mileage, the time (in the "To" portion of the block entitled "To be used") and will compute the "Total Hours Available." The driver will also indicate the condition of the vehicle in the appropriate space. If the condition of the vehicle is other than "Good", the Motor Vehicle Trouble Ticket on the reverse side of the hard copy will be filled out to indicate the nature of the trouble. If a vehicle is sent for repairs and remains in the shop past the end of the watch, the "Vehicle Status" will be recorded as "SHOP"; otherwise this block will be left blank.
 - b. The driver will submit his completed vehicle order to the watch commander who will insure that all appropriate spaces are completed including any comments on the reverse side of the hard copy. The watch or unit commander will initial the form in the lower right hand corner. He will also have the vehicle orders arranged in numerical sequence (excepting those vehicle orders which may have been issued to another unit's vehicle requiring two vehicle orders within a watch) and will forward them to the Director of Automotive Maintenance at the end of the watch. Forms which may have been spoiled will be forwarded in the proper numerical sequence with the word "VOID" printed across the face of the form.

F. Special Provisions

1. Vehicle Order Issuance. A Vehicle Order will be issued every time a vehicle is used. Generally, one Vehicle Order will be sufficient for a single tour of duty. However, there will be numerous instances in which different personnel assigned to certain duties will make use of a single vehicle during a given tour of duty. In such instances, two or more vehicle orders will be issued for the one vehicle during the period of the watch.
2. Vehicle Damage. All damage to departmental vehicles will be recorded on the Motor Vehicle Trouble Ticket. All such reports will be signed by the unit or watch commander before forwarding. The watch or unit commander will apprise the oncoming commander of any damage to unit vehicles which may have occurred during his tour of duty.

IV. UNIT NUMBERS

<u>CODE</u>	<u>UNIT</u>
Districts and Miscellaneous Units	
001 - 041	Districts 1 to 41 (e. g. 005 - 5th District; 038 - 38th District)
042	Signal Section
043	Chicago Skyway
044	Recruits in Training
045	Canine Unit (when organized)
Office of the Superintendent	
111	Superintendent's Office
112	Finance Division
114	Personnel Division
115	Planning Division
116	Public Information Division
117	Medical Section

Bureau of Staff Services

121	Office of the Deputy Superintendent for Staff Services
220	Office of the Director of Records and Communications
221	Records Section
222	Communications Section
223	Identification Section
224	Case Supervision Section
225	Recording and Transcription Section
226	Machine Processing Section (Statistical Section)
230	Office of the Director of Central Services
231	Evidence and Recovered Property Section
232	Equipment and Supply Section
233	Reproduction and Graphic Arts Section
234	Automotive Pound Section
235	Mail Section
236	Animal Shelter Section
237	Central Detention Section
124	Crime Laboratory
125	Automotive Maintenance Division
126	Building Maintenance Division
127	Radio Maintenance Division
128	Training Division

Bureau of Inspectional Services

131	Office of the Deputy Superintendent for Inspectional Services
132	Internal Investigation Division
133	Inspection Division
134	Organized Crime Division
135	Intelligence Division

Bureau of Field Services

141	Office of the Deputy Superintendent for Field Services
151	Office of the Chief of the Patrol Division
152	Task Force
154	Detached Services Section
155	Labor Section
156	Human Relations Section
161	Administration - Detective Division
162	Area Crime Detection (Present Area Crime Detection to be subdivided into 163 - 168 as Area Headquarters are established)
163	Detective Division Area #1 (DDA #1)
164	Detective Division Area #2 (DDA #2)
165	Detective Division Area #3 (DDA #3)
166	Detective Division Area #4 (DDA #4)
167	Detective Division Area #5 (DDA #5)
168	Detective Division Area #6 (DDA #6)
171	Administration - Crime Prevention
172	Youth Section
173	Women's Section
174	Censor Section
181	Administration - Traffic
182	Traffic Records Section
183	Traffic Special Services Section
184	Traffic Personnel Section
185	Traffic Planning Section
186	Traffic Special Investigations Section
188	Loop Intersection Control
189	Traffic Radar Control Section

191 Traffic Area #1
192 Traffic Area #2
193 Traffic Area #3
194 Traffic Area #4
195 Traffic Area #5
196 Traffic Area #6 (when created)

V. EFFECTIVE DATE

- A. This order is effective 1 April 1961.
- B. Effective 1 April 1961 the following forms will be discontinued:
1. Form M70 - - - - Car Order
 2. Form PDF-MSS-2 - Daily Vehicle Report (Gasoline Ticket)
 3. Form MSS-2 - - - - Daily Vehicle Report



Superintendent of Police

DISTRIBUTION: All Personnel
All Bureaus, Divisions, District and Traffic Areas

I have read the above order and fully understand it.

Signed _____ Date Mar 61