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Use of Rental Vehicles

Occasionally members may find it necessary to rent vehicles for official police business. For this purpose, the department has a standing contract with Enterprise Rent-A-Car. Vehicles shall only be rented as needed, for official police business functions. When renting vehicles, members shall do the following:

- Prior to renting a vehicle, the member shall obtain approval from the Deputy Chief of their respective bureau. That approval shall be memorialized in a memo that will be routed through the chain of command to Fleet Operations and Fiscal.
- Justification for the need of the rental and Deputy Chief approval must be renewed every 30 days.
- Upon acquiring a vehicle, the member, or their Vehicle Maintenance Officer (VMO), shall immediately notify the Officer-In-Charge of Fleet and provide the vehicle's license plate, model year, make, model and color.
- Vehicles shall primarily be rented from the Enterprise located at 312 8th Street, San Francisco, CA 94103. In the event it is necessary to rent from another Enterprise location, the member or their VMO shall notify the Account Representative at the 8th Street location of the acquired rental.
- Rental vehicles needed for training courses shall still be requested and authorized in accordance with established procedures.
- Members shall not have maintenance or repairs made to any rental vehicle without first obtaining approval from the OIC of Fleet Operations.
- Members assigned to the Risk Management Office shall follow their current established procedures for rental vehicles when they conflict with this bulletin.


WILLIAM SCOTT
Chief of Police