I. PURPOSE
The purpose of this policy is to provide police officers with guidelines on the procedure to follow for damage to departmental vehicles.

II. POLICY
Equipment will be at all times utilized in the manner for which it was intended. Negligent use of vehicles or failure to obey Delaware motor vehicle code will result in disciplinary action.

III. PROCEDURES.
A. In the event of damage to a vehicle, a supervisor or his/her designee shall be notified as soon as possible. In the event that the damage is the result of a traffic collision, a supervisor shall immediately be notified and shall respond to investigate the accident.

B. In the event a supervisor is not on duty, an off-duty supervisor will be notified. That supervisor will be responsible for responding to the scene and investigating the accident.