From: jmore@salisburync.gov
To: Police@salisburync.gov
Subject: Vehicles
Date: Monday, July 13, 2020 5:53:43 PM
Attachments: image001.png

All:
Please remember these few things:
-Gas cards are assigned to a vehicle, not a driver so they must stay with the vehicle.
-If you need a spare, your sergeant has keys to spares. (Currently that is only 1102, 1110, & 1106, marked).
-If you check out a spare and find it is broken, you can fill out a vehicle maintenance sheet and email it to me and Keith (or place a hard copy in my box).
-If there is any damage to a city vehicle you MUST include me, Lt Miller, and Keith on the email.
-If you make an appointment with the garage, you must show up, or notify them you will not be there and why. They are taking a lot of time to squeeze our vehicles in to keep us running, please give them the courtesy of communication.
-We don't have enough spares for everyone. No one can take a spare home.

Any questions, please ask. Remember, we are fortunate that we get to have take-home cars. Many agencies do not, and it is not a requirement. Please take care of them.
Thank you & stay safe!

Sgt J.L. Moreau
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