

POLICE SUBSIDIZED VEHICLE EXTENSION REQUEST PROCEDURES	Document Number	GO 814
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1. PURPOSE

The purpose of this policy is to establish policy and procedures for extending the use of police subsidized vehicles beyond the contractual period of eight years from the date the automobile was first sold.

2. PERSONS AFFECTED

All sworn personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that sworn personnel who are required to provide a subsidized automobile by the current collective bargaining agreement may be permitted to use such automobile beyond the eight-year period, subject to the conditions of this directive.

4. DEFINITION

4.1. Certified Automobile Mechanic – Automotive mechanic certified through the National Institute for Automotive Service Excellence (ASE), or certified by the State of Hawai'i as outlined under Chapter 437B of the Hawai'i Revised Statutes.

5. PROCEDURES

5.1. The requesting officer shall submit a *Subsidized Vehicle Extension Request* form at least sixty (60) days prior to expiration of the eighth and ninth year of subsidized use and shall attach the following:

5.1.1. A current certificate of Motor Vehicle Registration

5.1.2. Valid Safety Inspection form

5.2. The requesting officer shall have the vehicle visually inspected for overall appearance by their District/Division Commander or designee. The commander shall ensure that the vehicle complies with all departmental requirements.

5.2.1. If the vehicle passes visual examination, the inspecting officer shall sign and date the form.

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- 5.2.2. If the vehicle does not pass the visual inspection, the inspecting officer shall list the reason(s) for the rejection in the *Comments* section, sign, and date the form.
- 5.3. After passing the visual inspection, the requesting officer shall then have the vehicle inspected and road tested (at the officer's expense) by a certified automobile mechanic. The inspection will ensure continued suitability of the vehicle which may include, but not be limited to, the examination of the:
- 5.3.1. Structural and frame integrity of the automobile;
- 5.3.2. Engine and other drive train components;
- 5.3.3. Steering and suspension elements; and,
- 5.3.4. Braking system.
- 5.4. The certified automobile mechanic shall note any findings and recommendations, sign, and date the form. Documentation of the mechanic's certification (e.g. ASE certification, etc.) shall be submitted with this form.
- 5.5. The Police Chief or his designate will approve or deny the request for extension based on the recommendations of the inspecting officer and the certified mechanic's report.
- 5.6. Approved extensions are good for only one year and must be applied for prior to the ninth and tenth year of service. After approval by the Police Chief or his designate, the subsidized motor vehicle extension form shall be forwarded to the Administrative Services Bureau with a copy routed to the requesting officer.
- 5.7. Officers who have not received approval for the extended use of their subsidized vehicles, or have not replaced their vehicles by the end of the approved extension period, shall have their automobile allowance terminated.
- 5.8. If, during any approved extension period, the vehicle is found to be unsuitable for service the extension shall be canceled.