



# POLICY AND PROCEDURE

# NO.620

## BID Procedure for Repairs of Damaged Cruisers

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The following procedure will be used in the repair of damaged cruisers:

Upon receiving accident reports or IDCs concerning vehicle damage, the Sergeant in charge of vehicle maintenance or his designee will notify a minimum of five (5) auto body shops. This notification will be by telephone and a confirmation letter will be sent to the interested body shops.

The Sergeant in charge of vehicle maintenance or his designee shall maintain a logbook noting the date of notification and the date of appraisals to damaged cruisers by the interested body shops. A copy of the confirmation letter will also be maintained.

Representative of the interested body shop shall be a licensed appraiser and all shops must be licensed to dispose of hazardous wastes.

The body shop appraiser shall be requested to inspect vehicle damage within three (3) working days from original notification and to submit the appraisal in writing by either direct or registered mail within five (5) working days from the date the car was appraised.

No estimates are to be accepted by Garage personnel during the appraisal process.

All estimates must be submitted to the:  
WORCESTER POLICE DEPARTMENT  
9-11 LINCOLN SQUARE  
WORCESTER, MA 01608  
ATTENTION: DEPUTY CHIEF IN CHARGE OF ADMINISTRATION

Per:

*Edward P. Gardella*  
Chief of Police

EG:fl