

# POLICY -97-03-A

**To:** All Department Heads

**cc:** Select Board, Town Auditors, Trustees (FYI)

**From:** James A. McSweeney, Town Manager

**Re:** Policy Memorandum #97-03-A (Administration)-Town Identification on Town Owned Vehicles.

**Date:** February 18, 1997

EFFECTIVE DATE - JULY 1, 1997

**PURPOSE:** Proper identification of Town owned vehicles. This will benefit the party operating the vehicle by preventing misidentification with other similarly colored or modeled vehicles. This identification will also provide an awareness to the public of the type or work coverage being provided. The seals are in addition to the municipal registration plates with which they are equipped.

**POLICY:** All Town owned vehicles will have the Town seal affixed to such vehicles.

**PROCEDURE:** Cars, trucks, and other vehicles will have the seals affixed to the two front doors. Other vehicles, where it is impractical to apply seals to the doors (glass doors for visibility, etc.) seals will be attached in a manner that is clearly visible for identification.

-Exceptions will be undercover surveillance vehicles, unmarked police vicles and vehicles that are equipped with Vermont standard registration plates.

-Department heads are responsible for distribution and explanation of this policy to each of their employees under their supervision.

Dated this 18 day of February, 1997 by *[Signature]*

Filed with the Town Clerk: 2/20/97 Attest: *Loretta R. Demond*  
*ASA Clerk*