

AUTHORITY: Chief Probation Officer
County Ordinance Chapter 3.44
Fleet Service/Garage Policy

FORMS: Probation Vehicle Mileage Log
Vehicle Complaint Form
Risk Management Accident Report
Department Incident Report

POLICY: The Imperial County Probation & Corrections Department will ensure that all assigned county vehicles are properly maintained pursuant to County Ordinance and Imperial County Fleet Service/Garage Policy. The Chief Probation Officer will designate a Deputy Probation Officer III as the Department's Vehicle Fleet Supervisor to coordinate/enforce uniform guidelines in the use and maintenance of county vehicles while conducting department/county business.

GENERAL PROVISIONS:

I. PERSONNEL

- A. All personnel employed by the Probation & Corrections Department shall have in their possession a valid California operator's license of the appropriate class when operating a county vehicle.
- B. Each employee shall be responsible for the proper care, use and operation of the vehicle.
- C. Pursuant to County Ordinance 3.44.040 (Fines and penalties), persons violating any valid statute, ordinance, rules or regulations while operating a county vehicle, or while operating any other vehicle on county business, shall pay all fines or penalties levied as a result of such violation.

II. VEHICLE-PERMITTED USE

- A. County vehicles shall be used only for the support of duties within the course and scope of Probation & Corrections Department employment and County business. This includes transportation of county officials, law enforcement officers, volunteers, interns, all Probation & Corrections Department employees and probation clientele. Probation clientele include adult/juvenile probationers, members of their immediate family, members of a probationer's treatment team, to include service providers, and crime victims and their family members. County vehicles will not be used for transportation of an employee's family or others not specifically authorized to be in the vehicle.

- B. Protective restraint devices (seat/shoulder belts) will be used per State law.
- C. Pursuant to County Ordinance 3.44.050, no employee shall keep any county vehicle overnight at the place of residence unless otherwise approved by the Board of Supervisors or shall take a county vehicle outside the county unless authorized to do so by the Chief Probation Officer.
- D. All accidents involving a County vehicle shall be reported immediately to appropriate law enforcement authorities. Any damage done to a vehicle, by accident or otherwise will be reported as soon as reasonably possible to the unit supervisor and/or designee who shall inform the Chief Probation Officer of the circumstances. A Department Incident Report and Risk Management Accident Report (located in all vehicles) will be completed without delay (within twenty-four hours). Any photographs of vehicle damage and accident scene shall be submitted to Risk Management.
- E. In the event of a mechanical breakdown during regular business hours, the employee shall contact the County Garage. After business hours/weekends, the employee contacts the Sheriff's Department dispatch who will have a contact list of County Garage staff. If it is obvious that the vehicle requires towing the Sheriff's dispatch will contact a towing company.
- F. County policy prohibits smoking in County vehicles by all occupants.
- G. Vehicles shall be washed at either the County Garage facility after maintenance or at the Probation Department by Juvenile Hall wards supervised by Probation staff.
- J. The vehicles designated as low mileage units shall be reserved for all out-of-county travel.
- K. The Vehicle Fleet Supervisor will ensure that vehicles not exceed the mileage designated by County Garage for maintenance.
- L. Each Vehicle Mileage Log shall contain Vehicle Complaint forms to report mechanical problems, vehicle damage and/or unsafe conditions. All Vehicle Complaint forms shall be placed in the Vehicle Complaint form box located in the Fiscal Office and forwarded to the Vehicle Fleet Supervisor for resolution. The Vehicle Fleet Supervisor will provide a summary report of Vehicle Complaints to the Chief Deputy Probation Officer and the Chief Probation Officer a monthly basis.

PROCEDURE:

- A. An employee may check out a vehicle from Fiscal staff by requesting a "Vehicle Binder" which contains a vehicle key and a Vehicle Mileage Log. Employees shall request either a caged or non-caged unit or a low mileage unit depending on their assignment/destination. Vehicle shall be issued by order of highest mileage to lowest mileage. All mileage logs shall be kept in the Fiscal Office when the vehicle is not in use. Fiscal staff shall document all end of month mileage with the Vehicle Mileage Log form.

- B. Employees must first perform a visual inspection of the vehicle to detect any signs of vandalism, damage to the vehicle or any other unusual signs which would indicate that the vehicle is unsafe to drive. Dirty vehicles that obscure vision or clutter floorboards can produce unsafe conditions. If any of the above are detected, employees must report vehicle conditions to the Department's Vehicle Fleet Supervisor via a Vehicle Complaint form for further action.
- C. Upon return of a vehicle, each employee shall:
1. Properly document all information required on the Vehicle Mileage Log. Report all mechanical problems by taking the vehicle to the County Garage facility and document the mechanical problem on the Vehicle Mileage Log and Vehicle Complaint form.
 2. Clean the interior and trunk space of all waste.
 3. Leave no less than half a tank of fuel.
 4. Return Vehicle Binder containing keys and Vehicle Mileage Log to Fiscal Staff/Office.
 5. In the event of requiring a vehicle after hours, on weekends or holiday, the employee shall check out a vehicle prior to the end of the regular business day. The employee shall return and place the Vehicle Binder with keys and vehicle mileage log in the area designated for "key drop off" located outside the Fiscal Office.