

6.0 DEPARTMENTAL VEHICLES, GARAGE, AND PERSONAL VEHICLE USE

PURPOSE: To establish Departmental Policy regarding the care, maintenance, and use of departmental and personal vehicle use

Definitions

Fleet Supervisor: the person having the overall responsibility for the acquisition, maintenance/repair, and disposition of “registered” motor vehicles for the Sheriff’s Office.

Fleet Service Coordinator: the person responsible for scheduling maintenance/repairs at the departmental garage on any “registered” motor vehicle and the entry of service repair information into the Fleet Maintenance Software.

Fleet Maintenance Software Coordinator: The person having the responsibility for assuring the appropriate data is entered into the Fleet Maintenance Software by the Fleet Service Coordinator. This person is also responsible for conducting a weekly audit of maintenance records and ensuring the results are relayed to the Fleet Supervisor and the appropriate Division Commander.

6.1 Assigned Departmental Vehicles

- A. Deputies may be assigned a Departmental Vehicle that they will retain, (except in circumstances to follow in this order), while off duty. The assignment of a “take home” vehicle is a privilege, not a right, and may be rescinded by the Sheriff or his designee for the good of the Department, because of budgetary factors, or for violations of Departmental Rules and Regulations. The assignment, use, cares and of Departmental vehicles will be governed by this General Order.

The use of Departmental vehicles will be limited to the confines of Washington County unless it becomes necessary to go outside of the county on Departmental business. Use of departmental vehicle, outside the county, will be subject to approval by the shift supervisor or higher authority.

Deputies who live outside of Washington County, but within the State of Maryland, and who are assigned a vehicle, may request, in writing, permission to take their assigned vehicle home. Personnel must live within 15 miles of the Washington County line by the shortest route to get to their home. The distance must be verified prior to the deputy receiving approval and authorization in writing from the Sheriff.

- B. Operation of Departmental Vehicles
 - 1. Off duty usage/retention of vehicles will not conflict with the number of vehicles necessary to maintain scheduled patrol assignments. An assigned vehicle is subject to use at any time it is needed to complete the mission of the Department.

2. When utilizing a departmental vehicle in an off duty status, the operator will advise Communications of his status and location at all times. Deputies operating departmental vehicles in an off duty status shall respond as backup units to police agencies in Washington County when needed or when their proximity to a call would make them the first available backup unit. Off duty personnel, in departmental vehicles, coming upon incidents requiring law enforcement action, will stabilize the situation, if possible, notify communications of their location/action, and standby until on duty personnel arrive. If no on duty personnel are available, the off duty deputy will handle the call.
3. Departmental personnel, while off duty and operating a departmental vehicle, will be dressed appropriately. Operator will be neat and in clean clothes. Sports attire is permissible; i.e., jogging suits, dress shorts with half knee length. Jogging type shorts, swimsuits, or other revealing type apparel will not be worn in departmental vehicles while in off duty status. A shirt and shoes will be worn at all times while in a departmental vehicle and in an off duty status. Tank tops, muscle shirts or other cutaway shirts will not be worn in departmental vehicles while in an off duty status.
4. Departmental vehicles will not be used by off duty personnel having consumed alcoholic beverages. Alcoholic beverages will not be carried in a departmental vehicle except as required by official business.
5. Vehicle will not be used for carrying heavy or excessive loads and will not have articles protruding above the seats or from trunks or windows.
6. Departmental vehicles will not be used in connection with secondary employment.
7. Departmental vehicles will not be used to transport any passengers other than departmental employees and their immediate families except as required in performance of duties.
8. Maintenance personnel (whether a departmental employee or authorized service repair facility technician) will be permitted to operate departmental vehicles when necessary.
9. Personnel operating departmental vehicles while in off duty status will conduct themselves in a professional manner. Horseplay, yelling out of windows or erratic operation of the vehicle will be grounds for disciplinary action.
10. When an employee is off duty and is either the operator of or a passenger in a departmental vehicle, he shall carry either his department issued handgun or a department approved personal handgun, badge, and ID card.

11. Key Control: It is the responsibility of the Captain of Operations to ensure that extra sets of keys are available for departmental vehicles in the key box, Duty Officer's station.
 - a. If another vehicle is needed, advise the Duty Officer of the need and, using the issued blue key tab, obtain a set of keys for the vehicle you intend to use.
 - b. A supervisor must complete and sign the "Vehicle Use Log" upon issuance and return of the vehicle.
 - c. The vehicle will be inspected for damage and cleanliness prior to issuance and upon return by the supervisor that signs the "Vehicle Use Log".
 - 1) In the event damage is found, the inspecting supervisor will determine if the damage was previously reported. If not, he shall promptly notify the Captain of Operations who will take appropriate action.
 - d. Deputies will use only a marked pool vehicle for patrol purposes unless one is not available. In that event, the use of an unmarked pool vehicle for patrol purposes must be approved by a Captain or higher authority.
 - e. Civilian employees needing a vehicle for training or other agency purposes will use only unmarked pool vehicles and shall contact the Assistant Division Commanders at least five (5) business days in advance of the date needed to obtain a vehicle.
 - f. Personnel using vehicles not assigned to them will return keys to a supervisor for return to the key box.
 12. **Personnel not residing in Washington County** who utilize off-site parking locations for their assigned vehicle and are on vacation for more than three (3) consecutive days will leave the vehicle at the overflow parking area at the Phoenix Color Building, unless directed otherwise by the Fleet Manager, Division Commander, or higher authority. Shift supervisors may make exceptions to this with good cause; i.e., contractual overtime assignments, court dates, or other special assignments. Exceptions and checks will be made by supervisors to determine if the vehicle is needed by scheduled patrol personnel.
- C. Only sworn personnel are allowed to operate a marked patrol vehicle, except for the following:

1. Departmental Mechanic
2. Non-agency vehicle mechanics, if necessary, and if approved by the Departmental Mechanic
3. Any other person approved by the Sheriff

6.2 Vehicle Operators

- A. Responsibility for Vehicle Repairs - Although certain departmental vehicles are assigned to a specific individual, any time needed repairs come to the attention of the operator, regardless of who it may be, it will be incumbent upon the operator to submit a "Motor Vehicle Repair Order" form to the Fleet Service Coordinator specifying the needed repairs.
- B. In the event scheduled maintenance or needed repairs are unreported, and consequently results in a deteriorated condition requiring above normal cost for repair, the last known operator will be held accountable and appropriate action taken.

6.3 Maintenance, Care and Repairs of Departmental Vehicles

- A. The responsibility for the maintenance and repair of departmental vehicles lies with the Departmental Mechanic. The responsibility of submitting departmental vehicles to the mechanic for repairs and routine maintenance generally lies with the Deputy to whom the vehicle is assigned, (in cases of routine maintenance), or to the operator of any departmental vehicle when it is evident the vehicle is in need of repair.
- B. All requests for routine maintenance or repair will be submitted to the Fleet Service Coordinator on a "Motor Vehicle Repair Order". All necessary and applicable information will be completed before submission. Any requested maintenance or repairs will be specifically and clearly indicated to assist the mechanic in diagnosing the problem.
- C. Personnel submitting a request for vehicle repair or maintenance will contact the Fleet Service Coordinator to schedule a date/time for maintenance and/or repairs. The Fleet Service Coordinator will schedule work at the convenience of the mechanic. It is the responsibility of the deputy to have their vehicle at the Sheriff's Office on the date the maintenance or repairs are scheduled.
- D. In the event a vehicle sustains damage due to neglect (i.e., low oil, no coolant, excessively worn tires, etc.), the last known operator will be held accountable and appropriate disciplinary action taken. The Fleet Service Coordinator will assure routine maintenance is performed on "pool vehicles" that are not assigned to personnel in the Patrol and Judicial Divisions.

It is incumbent upon all operators to make a cursory inspection of the vehicle they are about to operate to assure it is functioning properly.

- E. Deputies are not permitted to make alterations, adjustments, repairs, or add electronic equipment to a departmental vehicle prior to obtaining written authorization from the Division Commander. In all cases, the departmental mechanic will receive a copy of the approved request and coordinate/perform/approve/inspect any alteration or additional equipment to the vehicle before it can be returned to service.
- F. When a departmental vehicle is in need of service and it cannot be determined if it is feasible to continue to operate the vehicle until the requested service can be completed, the departmental mechanic will be consulted to make the determination. If the mechanic is not available and there is a question as to whether the vehicle should be operated, it will be taken out of service, with a note inside the vehicle that it should not be driven.
- G. Departmental vehicles left at the Sheriff's Office after use, will have a minimum of one half of a tank of fuel and the crank case oil at the proper level. Vehicles left at the Sheriff's Office after use will be free of litter and reasonably clean, (depending upon weather conditions.)
- H. As a general rule, maintenance or repairs on fleet vehicles will be performed internally by the departmental mechanic. Occasionally some service/repairs are "outsourced", requiring the authorization of the Fleet Supervisor, departmental mechanic, or the Division Commander.
- I. The care and maintenance of a departmental vehicle lies with the assigned deputy and/or individual operator. Any damage to departmental vehicles will be noted to a supervisor immediately and documented on an "Equipment Loss/Damage Report" to be forwarded to the Division Commander by the end of the tour of duty.
- J. Employees with mechanical failures in departmental vehicle, while in transit, will adhere to the following:
 - 1. Consult with the departmental mechanic if he is on duty to determine if the vehicle can be driven to the Sheriff's Office or requires towing.
 - 2. If departmental mechanic is not on duty, the Duty Officer will be advised and use his discretion to drive the vehicle to the Sheriff's Office or seek the services of a towing facility.
- K. Prior to leaving a vehicle at the Washington County Sheriff's Office for servicing/repair, it will be the responsibility of the operator to make an inspection of the vehicle to ensure that no weapons are left in the vehicle while being serviced.

Weapons may be placed in the armory for safe keeping while vehicle is being serviced.

- L. Any departmental vehicle that has sustained major body/frame/undercarriage damage will be inspected by the departmental mechanic who will be responsible for authorizing the vehicle being returned to service.

6.4 Fleet Vehicle Maintenance

- A. The Fleet Supervisor shall be the direct supervisor of the departmental garage.
- B. Responsibility for Fleet Maintenance - The departmental mechanic shall be directly responsible to the Fleet Supervisor for the proper service, repair, and maintenance of departmental vehicles and overall operation of the garage facility.
- C. Maintaining Stock - The departmental mechanic will be responsible for determining and maintaining an adequate supply of materials needed for departmental stock used for repairs and maintenance to departmental vehicles.
- D. Obtaining Damage Estimates - The departmental mechanic will ensure two (2) itemized damage estimates are submitted to the Fleet Supervisor as soon as possible after a departmental vehicle is involved in a collision. Original copies of the estimates are to be forwarded to the County Insurance Administrator after necessary copies are made for departmental needs.
- E. Towed/Damaged Departmental Vehicles - Departmental vehicles inoperable as the result of a collision will be towed to the secured parking lot of the Sheriff's Office. The mechanic will coordinate with the various establishments relative repairs to be made to departmental vehicle.
- F. Warranty on Vehicles - The departmental mechanic will determine if repairs or service to departmental vehicles are to be made as the result of coverage under warranty or through the departmental garage expenditures. He shall coordinate arrangements with those outside facilities performing warranty service and other repairs.
- G. Outside Repair of Departmental Motor Vehicles - The decision concerning where major or extensive repairs are to be made to departmental vehicles, outside of the departmental garage will be at the discretion of the Fleet Supervisor or his designee, after consultation with the mechanic.
- H. Fleet Maintenance Software is utilized to assure that Sheriff's Office motor vehicles are serviced and inspected regularly and in accordance with the manufacturer's recommended maintenance schedule. Because there are various makes, models, and types of motor vehicles in the fleet, generally speaking we have adopted a policy where automobiles and trucks are serviced at 5,000-mile

intervals.

1. The Fleet Maintenance Software has been designed to maintain a database of all maintenance records for the entire Sheriff's Office Fleet, therefore all vehicles in the Sheriff's Office Fleet will adhere to the Preventative Maintenance Schedule.
2. Copies of repairs or maintenance performed (either internally or externally) on any Sheriff's Office vehicle will be attached to the original "Motor Vehicle Repair Order" and returned to the Fleet Service Coordinator so the appropriate information can be entered into the Fleet Maintenance Software. The Fleet Service Coordinator will coordinate with the Departmental Mechanic to schedule service and repairs to departmental vehicles to maximize the resources of the departmental garage and the efficiency and safety of the departmental fleet.
3. **Preventative Maintenance "A"** - beginning at 5,000 miles (and every 10,000 miles thereafter) 5k, 15k, 25k, 35k, 45k, 55k, 65k, 75k, 85k, 95k, 105k, 115k, 125k, 135k, etc. These "routine services" will be performed by an "approved" outside vendor. In these cases the assigned Deputy will transport his/her vehicle to a departmentally approved outside vendor for a routine "lube" service.
 - a. The outside vendor service technician will perform a visual inspection of the vehicle and note on the service receipt any suggested repairs or vehicle equipment deficiencies that may be a cause for concern. It is the assigned Deputy's responsibility to relay this information to the Fleet Service Coordinator to insure a work order is submitted in order to schedule the necessary repairs by the departmental mechanic. The outside oil change vendor is not authorized to make any repairs, unless authorized by the Fleet Maintenance Staff or higher authority.
 - b. Preventive Maintenance "A" service at a minimum will include:

CHANGE ENGINE OIL & FILTER
VISUALLY INSPECT TIRES FOR WEAR AND CHECK TIRE PRESSURE
VISUALLY INSPECT ALL BELTS AND HOSES
INSPECT AIR FILTER
CHECK WINDSHIELD WIPERS FOR WEAR
CHASSIS LUBRICATION
CHECK & TOP OFF FLUIDS
 - c. Members of the Command Staff will have the discretion as to whether or not their assigned vehicle will have the "A" service performed at the departmental garage.

4. Repairs mentioned in Preventive Maintenance “B”, “C” and “D” will be performed by the Departmental Mechanic or an approved/certified service repair facility.
5. **Preventative Maintenance “B”** - beginning at 10,000 miles (and every 10,000 miles thereafter) 10k, 20k, 30k, 40k, 50k, 60k, 70k, 80k, 90k, 100k, 110k, 120k, 130k 140k, etc.
 - a. **Preventive Maintenance “B”** (10,000 MILE SERVICE) service at a minimum will include:

CHANGE ENGINE OIL & FILTER
INSPECT AIR FILTER, REPLACE AS NEEDED
CHASSIS LUBRICATION
BRAKE & TIRE INSPECTION / SERVICE
INSPECT LIGHTING & EMERGENCY EQUIPMENT
CHECK & TOP OFF FLUIDS
CHECK UNDERCARRIAGE COMPONENTS FOR EXCESSIVE WEAR
INSPECT EXHAUST
SEARCH VEHICLE’S INTERIOR FOR WEAPONS AND CONTRABAND (*Especially under and around the rear seat.)
6. **Preventative Maintenance “C”**- (30,000 MILE SERVICE INTERVALS) beginning at 30,000 miles (30k, 60k, 90k, 120k, 150k, etc.)
 - a. All the maintenance that is included in a “B” service and,
 1. Automatic Transmission Flush
7. **Preventative Maintenance “D”** - (60,000 MILE SERVICE INTERVALS) beginning at 60,000 miles (60k, 120k, 180k, etc.)
 1. All the maintenance that is mentioned in a “B” and “C” service and,

Replace Spark Plugs
Inspect/Replace Spark Plug Wires (if necessary)
Replace Fuel Filters
Inspect Fuel Lines
Replace Drive Belt(s)
- I. The Fleet Maintenance Software is capable of producing a “Maintenance Report” that identifies which vehicles are overdue for preventative maintenance service. This same system also is equipped with a function to print Preventative

Maintenance Notices. The Fleet Software Program Coordinator shall provide a notice to all personnel that preventative maintenance is due in less than 1,000 miles on their assigned departmental vehicle.

- J. Vehicle Operators found to be grossly negligent in failing to obtain Preventative Vehicle Maintenance may face suspension of assigned vehicle privilege and progressive disciplinary action.
- K. The departmental mechanic shall assure that all scheduled vehicle manufacturer's recommended maintenance services are performed at the prescribed mileage intervals. These services will be documented on the shop copy of a work order and returned to the Fleet Service Coordinator for entry into the Fleet Software Maintenance.
- L. The Shop Copy form will be submitted to the Office Manager for processing and subsequently made a part of the vehicle history.

*Nothing in this order shall be construed to prevent the mechanic from selecting a vehicle from the departmental fleet to perform routine preventive maintenance.

6.5 Service

- A. Vehicle Maintenance Records – A current and accurate maintenance and service record of each departmental vehicle will be maintained in accordance with this policy. These records will be maintained until such time the vehicle is disposed of.
- B. Scheduled Maintenance Dates - If a member is unable to keep the scheduled appointment for service, the departmental mechanic will be notified by the member at the earliest possible time prior to the scheduled appointment. If appointments are repeatedly canceled by an individual, the departmental mechanic will notify the Fleet Supervisor. The Fleet Supervisor will notify the appropriate supervisor and request the problem be resolved.
- C. Maintenance/Repair Priorities - The departmental mechanic will cause requested repairs or service to be completed where it is indicated they are necessary. Other repairs not deemed essential will be at the discretion of the departmental mechanic. If repairs are not made as requested, the departmental mechanic will note the reason on the Repair Order.

*All repairs or service made to departmental vehicles and those materials expended in conjunction with these repairs or service, will be recorded on the "Motor Vehicle Repair Order" by the departmental mechanic. When completed, the Repair Order or any work orders from an outside facility, relative vehicle maintenance, will be forwarded to the Fleet Service Coordinator for processing. A copy of all such repair or work orders will be returned to the departmental mechanic to be made a part of the respective vehicle maintenance file.

- D. Maintenance Required Due to Abuse - Regardless of when or where a departmental vehicle is serviced, and it is determined the service or repair(s) was due to operator abuse, it will be brought to the attention of the Fleet Supervisor immediately for appropriate action.

6.6 Vehicle Damage Responsibility

- A. Any motor vehicle accident involving a departmental vehicle, in which there is personal injury or death to any party involved, will be reported to the appropriate Division Commander immediately. The Division Commander, in turn, will assure the Chief Deputy and Sheriff are also notified
- B. Damage to any departmental vehicle will be reported upon occurrence, if known, to an on duty supervisor and a report submitted by the operator before the end of shift. In the event the deputy is driving the vehicle in an off duty status, the damage will be reported to the on duty shift supervisor upon occurrence or discovery, and a report submitted within 24 hours.
- C. Any damage to a departmental vehicle stemming from an incident classified as a motor vehicle accident, as defined in ACRS Report instructions will be documented on an ACRS Report, and a detailed report. All reports will be completed and forwarded to the Division Commander immediately. If injury is incurred by Washington County Sheriff's Office personnel, as a result of the accident, a "Workmen's Compensation Form" and "Accident/Sickness Initial Report" will be completed. All documentation will be completed and forwarded via shift supervisor to the Division Commander prior to the end of shift. Any incident involving a departmental vehicle, with damage or not, but which is classified as a motor vehicle accident, will be documented on an ACRS Report and a detailed report. In addition, an ACRS Report will be completed any time a Sheriff's Office vehicle unintentionally comes into contact with another vehicle, person, or property, regardless of whether damage or injury is visible or claimed at the time of the incident.
- D. Damage to a departmental motor vehicle, not classified as a motor vehicle accident, will be documented on the "Equipment Loss/Damage" form by the assigned personnel. Reports will be submitted to the Division Commander, within 24 hours.
- E. In addition, any damage to departmental vehicles, resulting from criminal activity, will be documented on a CIR and an "Equipment Loss/Damage Report", to be submitted within 24 hours to the Division Commander.

6.7 Vehicle Inspections

- A. Group supervisors are responsible for ensuring inspections are performed on their subordinate's vehicles once each quarter. Group supervisors will submit the

respective "Personnel/Vehicle Inspection" forms to the Captain of Operations no later than the fifteenth (15th) of the month.

1. Any damage, not previously reported, will be brought to the attention of the Division Commander immediately.
- B. Quarterly inspections will be conducted of all non-assigned automobiles (pool cars) and trucks (Maintenance vehicles) by the Fleet Supervisor.
- .03 At least once per year, the Sheriff will conduct an inspection of departmental personnel and equipment.

6.8 Misuse of Departmental Assigned Equipment

- A. All members of the department will be held accountable for the proper use and care of departmental equipment. Cases of neglect, alteration, destruction or other abuses of equipment will not be condoned, and shall be reported to a supervisor by an employee with such knowledge who shall act accordingly in rectifying the abuse and administering disciplinary action, if appropriate.
- B. Departmental vehicles will not be used to display any materials not of a law enforcement nature; i.e., campaign stickers/other sorts of bumper stickers.

6.9 Obedience of Traffic Regulations

- A. Employees operating departmental vehicles will conform to all laws regulating traffic and set an example of good driving to the public, and to fellow employees. Motor vehicle operations on roadways will be governed by State of Maryland Transportation Article.

6.10 Additional Guidelines

- A. All occupants of departmental vehicles will utilize seat belts and shoulder harnesses while vehicle is in operation.
- B. Only departmental employees will be allowed to use departmental equipment including radios in vehicles, except in emergencies.
- C. Speedometer accuracy of Patrol/Judicial vehicles will be maintained in accordance with the following procedures:
 1. Every 90 days, vehicle speedometers will be tested for accuracy by a qualified departmental Radar Operator using a calibrated departmental radar unit.
 2. Operator of vehicle being tested will run the vehicle through the radar beam at indicated speeds of 30, 50 and 70 MPH.

3. The radar/speedometer comparison will be documented utilizing “WCSO Speedometer Record Card”. All pertinent areas of the cards will be completed and property secured in the vehicle.
 4. Discrepancies between indicated speed and radar speed exceeding 5 MPH will be reported to the Fleet Service Coordinator by means of a “Motor Vehicle Repair Order” for correction.
 5. Newly acquired vehicles will not be placed into service until speedometer accuracy has been verified by procedures in “A” through “D” above.
- D. Without exception, when refueling all departmental vehicles, the operator is to remain at the vehicle until completion of refueling. If it becomes necessary to leave the area of the vehicle, prior to completion of refueling, the pump will be stopped and the vehicle gas cap replaced. The engine oil level will be checked each time fuel is obtained and the operator will assure a satisfactory operating level.

6.11 Post Pursuit Vehicle Inspection

- A. Following a pursuit, the operator of the departmental unit involved will:
1. Submit the vehicle to the departmental mechanic for an inspection before the end of shift, (if the pursuit occurred during the mechanic’s workday).
 2. Submit the vehicle to the mechanic for an inspection on the mechanic’s next workday. The vehicle may be driven until the inspection, unless there is a noticeable problem with the vehicle.
- B. A Post Pursuit Inspection will allow the mechanic to identify and correct any problems or damage that the stress of a high-speed pursuit can inflict upon a vehicle.
- C. The request for inspection will be made by completing a “Vehicle Maintenance Request” form with requested service being “Post Pursuit Service Check”.
- D. If there is any question by either the operator or the shift supervisor that the vehicle involved in the pursuit was damaged or the drivability is affected, the vehicle will be taken out of service until it can be inspected / repaired.
- E. Upon completion of the Post Pursuit Inspection by the departmental mechanic, all documentation regarding the inspection and/or repair will be returned to the Fleet Service Coordinator so the information can be entered into the Fleet Management Software.

6.12 Gasboy Fueling System

- A. Personnel shall not dispense any type of fuel in any vehicles/equipment not owned by the Sheriff's Office and/or Washington County Government unless authorized by the Chief Deputy or the Sheriff. Regardless of the circumstances, a detailed report will be submitted to the Sheriff the same day by the person dispensing the fuel to document the circumstances and justify why there was a deviation from this policy.

6.13 Inmates

- A. Assignment to Garage - No inmate will be assigned to the departmental garage unless approved by the Classification Counselor and with the concurrence of the Detention Center Chief of Security. All inmates assigned to the departmental garage will report to the Departmental Mechanic and will complete assigned work as directed.
- B. Infraction of Rules in Garage - In the event an inmate fails to comply with assigned responsibilities, the mechanic will report the dereliction to the Detention Center Duty Officer immediately. The Detention Center Duty Officer will remove the inmate from Garage Trusty Status until further notice. In these instances, a Detention Center Incident Report surrounding the incident will be submitted by the departmental mechanic directed to the Detention Center Classification Counselor as soon as possible.
- C. Damage to Departmental Garage and Equipment - The departmental mechanic will immediately report to the Fleet Supervisor, in writing, any damage to the departmental garage or equipment therein.
- D. Accountability of Materials/Equipment - The departmental mechanic will ensure assigned inmates do not take custody of any materials or property while assigned to the garage and will conduct a daily check to ensure accountability of materials and property within the garage. This check will be made prior to the inmate being permitted to return within the Detention Center facility. Any irregularities will be reported immediately to the Detention Center Duty Officer.
- E. Cleaning Departmental Vehicles by Inmates - Upon request of the operator, inmates assigned to the garage may clean departmental vehicles. However, this service will only be performed providing sufficient time and favorable weather conditions exist, (above 40 degrees F.). It will not be necessary to complete a "Motor Vehicle Repair Order" form for this purpose.
- F. Illness of Inmates Assigned to Garage - Whenever a garage assigned inmate becomes ill or injured to the extent medical attention is required the departmental mechanic will notify the Detention Center Medical Staff and Patrol Commander immediately to obtain any necessary treatment. If the extent of injuries indicates medical transport is necessary, a call will be made to "911" with subsequent notification to the Detention Center Medical Staff. The Detention Center Duty

Officer will be apprised of the incident after which a “Detention Center Illness/Accident Injury Report” form will be submitted no later than the end of the respective daily tour of duty.

- G. Scope of Inmate Involvement in Fleet Maintenance - Garage assigned inmates will not, under any circumstances, perform maintenance on departmental vehicles where repairs or maintenance involves brakes, tires, suspension, steering or other maintenance and if not properly performed, may contribute to a subsequent malfunction which may ultimately jeopardize the safety of the operator or occupants. Conformance with this policy is imperative regardless of the inmate’s prior mechanical experience. The departmental mechanic will ensure this aspect is complied with and consequently will be held accountable.

6.14 Use of Garage and Equipment

- A. Use of Departmental Garage - With the exception of the departmental mechanic and assigned inmates, only those persons authorized by the Sheriff will utilize the departmental garage for repairing or servicing vehicles at any time.
 - 1. Only departmental vehicles will be permitted in the departmental garage at any time for the purpose of service, repairs, or washing, unless authorized by the Sheriff.

6.15 Personal Vehicle Use

- A. Employees will not use their personal vehicles to conduct agency business unless specifically authorized to do so by administrative authority.
- B. Procedure
 - 1. Employees will use county-owned vehicles in pursuit of agency business except under circumstances where a county-owned vehicle is either unavailable, or available but unservicable, or unsafe to operate.
 - 2. The use of personal vehicles to pursue agency business may be authorized by the Division Commander or designee(s). An example of such authorization would be for employees’ transportation to off-site training and similar circumstances.
 - 3. County government policy and procedure relative to the use of personal vehicles in the pursuit of agency business will be applicable to include provisions for personal vehicles to be insured.