

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.09 PAGES: 1 of 1
	RELATED ORDERS:
	ISSUED DATE: May 1, 1993
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CHAPTER: Transportation	SUBJECT: Vehicle Cleaning and Maintenance

I. **PURPOSE:** To establish procedures and responsibility for vehicle cleaning and maintenance.

II. **POLICY:** Vehicles assigned to Transportation shall receive cleaning and maintenance at scheduled intervals and whenever needed.

III. **PROCEDURE:**

A. **CLEANING:** Deputies assigned to drive Transportation vehicles shall inspect each vehicle for cleanliness before and after each use. Each assigned deputy is responsible to take the following actions.

1. Buses and vans used for morning and evening runs shall be swept out as needed by ITR inmate workers at the end of the last run. If they are also in need of washing, the Transportation Sheriff's Technician will be notified, and vehicle washing will be scheduled according to when in-lieu workers are available.
2. Any vehicle that is in obvious need of cleaning, inside or out, shall not be driven unless no other vehicles are available. The deputy discovering such discrepancies shall notify or leave a message with the Transportation Sergeant.
3. The Transportation Sergeant is responsible to routinely inspect Transportation vehicles and ensure an acceptable standard of cleanliness is maintained.

B. **MAINTENANCE:**

1. The Transportation Sergeant is responsible to ensure all Transportation vehicles are adequately maintained and serviced pursuant to maintenance schedules set by the Motor Vehicle Division. Vehicles shall be scheduled for service in such a way as to ensure sufficient vehicles are available to accomplish daily transportation needs.
2. Deputies discovering any maintenance/mechanical discrepancy shall complete a Vehicle Discrepancy Report (PD-205) and immediately notify the Transportation Sergeant.