

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 5.01	<b>PAGES:</b> 1 of 4
	<b>RELATED ORDERS:</b> ACA 4-ALDF-1B-01, 1B-02, 1B-03, 1B-04 P&P <a href="#">5.02</a> , <a href="#">5.03</a> G.O. <a href="#">2.17</a> A.C.A.C. Chapters <a href="#">3.32</a> and <a href="#">3.36</a> ; MOUs	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> October 15, 2015	
	<b>REVISION DATE:</b> December 15, 2013	
<b>CHAPTER:</b> Staff Communications and Transportation	<b>SUBJECT:</b> Vehicle Assignment, Control, Maintenance and Cleaning	

- I. **PURPOSE:** To establish a uniform procedure for maintaining, assigning, and cleaning vehicles assigned to the Detentions and Corrections (D&C) Division, for usage control of emergency vehicles, and for the use of personal vehicles for official purposes.
- II. **POLICY:** Detention and Correction Division personnel will properly maintain assigned vehicles, ensure the cleanliness and condition of vehicles, govern and ensure the proper use, readiness, and security of assigned vehicles. Personal vehicles will be used for official purposes only do so upon authorization of competent authority.
- III. **PROCEDURE:**
- A. D&C personnel shall maintain the following minimum standards of vehicle security when parking vehicles on or about jail grounds.
1. Vehicle keys are to be secured the same as jail security keys. Keys are not to be left unattended and never left in parked vehicles.
  2. All vehicles parked on or about jail grounds are to be locked and secured.
  3. Firearms and ammunition are to be stored in appropriate gun lockers and not in personal vehicles parked on or about facility grounds.
  4. All staff, transportation deputies, outside arresting agencies, etc., entering via the vehicle sally (Glenn E. Dyer Detention Facility (GEDDF)) or Intake, Transfer and Release (Santa Rita Jail (SRJ)), will secure their firearms and ammunition in available gun lockers, or may temporarily secure them in their locked, departmental vehicle trunk, prior to entering the facility.
- B. **ALL VEHICLES:**
1. The driver of each vehicle assigned to D&C is responsible for ensuring the gas tank is full, the oil, water and tire pressures are adequate and that all trash is removed after each use.
  2. The driver of each emergency vehicle assigned to D&C is responsible for ensuring an Alameda County Sheriff's Office Santa Rita Jail (SRJ) Patrol Car Log or GEDDF Patrol Car

Log is completed, in addition to the tasks listed in paragraph B.1 above.

- a. The Patrol Car Log shall be completed by the deputy/driver of the vehicle. The SRJ/GEDDF Patrol Car Log is to be submitted to the driver's supervisor upon their return to GEDDF or to the Ready Room sheriff's technician at SRJ.
  - b. If the vehicle is handed off to another deputy before returning to GEDDF or SRJ, the SRJ/GEDDF Patrol Car Log remains with the vehicle. The next driver notes the change in drivers and continues entries on the SRJ/GEDDF Patrol Car Log and submits it to their supervisor upon their return GEDDF or the Ready Room sheriff's technician if they return to SRJ.
  - c. When a deputy is assigned any vehicle, he/she will be responsible for inspecting and searching the vehicle prior to its use, except in emergencies.
  - d. Any damage to the car, contraband or debris left in the car, is to be reported to the on-duty Watch Sergeant or Watch Commander immediately. Any member discovering damage to an emergency vehicle is responsible for entering information regarding the vehicle damage on the Damage to County Vehicle Log inside the Vehicle Discrepancy Folder (VDF) for the involved vehicle. For SRJ, this folder is kept in the Ready Room. If the vehicle is safe to operate and the deputy is still going to use the vehicle, the condition of the vehicle is noted on the SRJ/GEDDF Patrol Car Log with the notation that the damage had been reported to a named Watch Sergeant or Watch Commander.
  - e. The deputy who was assigned the vehicle prior to discovery of damage, debris, or contraband will be held accountable for the condition of the vehicle, in that it was his/her responsibility to inspect and search the vehicle when it was received.
  - f. A Projects technician assigned by the Projects lieutenant shall inspect each assigned operations vehicle for damage, cleanliness, contraband and adequate supply of gas. Inspections shall be conducted every Wednesday morning and the results logged by the technician on the CP-1 Daily Log. The Kitchen/Projects sergeant shall audit this procedure for compliance by reviewing the Wednesday CP-1 Daily Log.
  - g. The on-duty Watch Sergeant or Watch Commander will take appropriate action when damage, contraband, or debris is found on or in an assigned D&C vehicle.
  - h. It is the responsibility of all personnel, for the sake of officer safety, to ensure that vehicles are damage free, clean and free of weapons, contraband and debris.
3. Each week, all D&C vehicles will be washed and if needed, waxed. Each unit shall be responsible for the care of their vehicles and compliance with this procedure.

#### C. VEHICLE MAINTENANCE:

1. Drivers shall be responsible for checking the vehicle for defects or damage prior to each use. Discrepancies shall be reported to the on-duty Watch Sergeant prior to using the vehicle.

2. A PD 205 "Driver's Report Form" will be completed if maintenance problems are discovered. The completed form will be given to the Projects lieutenant. An assigned Projects deputy or technician will be responsible for contacting the County Garage to report vehicle discrepancies and ensure needed repairs are made.
3. Vehicle Discrepancy Folder (VDF): Whenever a PD 205 is written, a similar entry will be made in the Vehicle Discrepancy Binder, kept in the Watch Commander's office at GEDDF and in the Ready Room at SRJ. The entry will be made on the form entitled Damage to County Vehicle Log located inside the VDF. A report shall be written for any unreported vehicle damage.
4. Any vehicle assigned to SRJ or GEDDF will undergo an annual inspection by qualified auto mechanics or technicians, and in accordance with state statutes.
5. Safety repairs will be completed immediately. Any vehicle identified as needing safety repairs will not be used until such repairs have been completed.

D. EMERGENCY VEHICLE USAGE CONTROL:

1. Keys shall be maintained in as follows:
  - a. GEDDF vehicle keys shall be maintained in Central Control.
  - b. SRJ vehicle keys shall be maintained in the Ready Room.
2. Each shift shall inventory and log the keys as received from the previous shift.
3. The Central Control or Ready Room staff (as appropriate) shall log all vehicles in and out on the shift log, including the vehicle number, driver/deputy's name and the time issued.
4. The Projects technician assigned to monitor the condition of the patrol vehicles reviews this log to ensure SRJ/GEDDF Patrol Car Log are being completed by each assigned driver of these vehicles.

E. OFFICIAL USE OF PERSONAL VEHICLES: The use of personal vehicles for official purposes is only allowed with the approval of the Sheriff, pursuant to Alameda County Administrative Code, Chapters [3.32](#) and [3.36](#), and the respective Memorandums of Understanding (MOU) with the ACMEA, DSA, and SEIU.

1. California Vehicle Code requires that all drivers possess valid insurance for their personal vehicles and this must be adhered to by employees using personal vehicles for official purposes.
2. In the event of an accident, the respective MOUs with ACMEA, DSA, and SEIU require the employee using his/her personal vehicle for authorized official business submit claims to their own or the other driver's insurance company for damage settlement.
3. The respective MOUs with ACMEA, DSA, and SEIU have provisions for an additional County payment not to exceed \$250.00 for damage not reimbursed by private insurance

companies.

F. VEHICLE ACCIDENT/DAMAGE REPORTING: Staff will comply with General Order [2.17](#), “Agency Owned Vehicles”, in the event of an accident or damage involving an Agency vehicle.

G. PARKING:

1. Vehicles will be parked in their assigned parking stalls/areas.

2. Emergency vehicles in the SRJ ITR parking lot (parking lot “D”), shall be parked facing out of the stalls.

3. GEDDF:

a. Emergency and operations vehicles shall be parked in the vehicle sally.

b. Vehicles shall be parked on the first floor of the County Garage in the stalls designated, “Sheriff’s Office Vehicles.”

4. SRJ:

a. Vehicles will be parked in stalls designated “SRJ Emergency Vehicle Only” located *west* of the flagpoles in the front jail parking lot ‘B.’ These vehicles will be utilized for emergency hospital runs, or as a cover for CP-52 responding to an incident. All other vehicles assigned to operations will be parked in designated areas in the front jail parking lot "B" or in the ITR parking lot.

b. Golf carts will be parked in their assigned areas.

H. GAS CARDS:

1. Located in each county vehicle or on its assigned key ring is a gas/diesel fuel card (KARDGARD) for obtaining fuel at various county facilities. The vehicle fuel card must be used in conjunction with the employee fuel card on those vehicles not equipped with the electronic sensor around the vehicle’s gas/diesel receptacle.

2. Available in Ready Room at SRJ, is a white and green vehicle card or white universal gas/diesel fuel card for obtaining fuel at the fuel pumps if no vehicle or employee fuel card is available.