ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	**NUMBER:** 5.02	**PAGES:** 1 of 1
	RELATED ORDERS: ACA 4-ALDF-1B-01 P&P 5.01, 5.03 G.O. 2.17	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 15, 2015	
	REVISION DATE: December 2, 2007	
CHAPTER: Staff Communications and Transportation	**SUBJECT:** Assigned County Vehicles	

I. **PURPOSE:** To establish policy and procedure for county vehicles assigned to specific personnel.

II. **POLICY:** All assigned county vehicles, during the absence from duty of the employee to whom the vehicle is assigned, will be regulated as set forth below:

III. **PROCEDURE:**

A. ILLNESS: The county vehicle will be picked up at the employee's residence if the illness is more than one work day in duration.

B. COMPENSATORY TIME OFF: The county vehicle will be left at the assigned employee's duty station on his/her last work day if time off exceeds one work day.

C. VACATION/FLOATING HOLIDAYS: The county vehicle will be left at the assigned employee's duty station on the last work day prior to taking vacation if vacation exceeds one day.

D. OTHER ABSENCES FROM WORK: The county vehicle will be left at the assigned employee's duty station on his/her last work day if the absence exceeds one work day.

E. The supervisor of the employee involved, in any of the above instances, will be responsible for ensuring this is accomplished.

F. In no instance, will a vehicle be given to another employee for use during the assigned employee's absence from work. Temporary vehicle assignments must have prior authorization from the facility Commanding Officer.