

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 5.03	PAGES: 1 of 1
	RELATED ORDERS: ACA 3-ALDF-3A-23 P&P 5.01 , 5.02 G.O. 2.17	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 15, 2015	
	REVISION DATE: September 25, 2007	
CHAPTER: Staff Communications and Transportation	SUBJECT: Use of Transportation Section Vehicles by Detention and Corrections Personnel	

- I. **PURPOSE:** To assure the responsible use of transportation vehicles. This policy and procedure only applies to the Santa Rita Jail.
- II. **POLICY:** Vehicles assigned to the Transportation Unit may only be used by Transportation personnel, unless otherwise approved by the Transportation Sergeant or on-duty Watch Commander.
- III. **PROCEDURE:** Personnel who wish to use a vehicle assigned to the Transportation Unit, must receive permission from the Transportation Sergeant prior to such use.
 - A. If permission cannot be obtained and the need is urgent, the Watch Commander may approve use of a Transportation vehicle provided a note is left for the Transportation Sergeant, stating the following:
 1. Date and time of use
 2. Person driving and vehicle identification
 3. Destination and purpose
 4. How long vehicle is expected to be used
 5. Vehicle condition if breakdown occurs
 - B. When not in use, Transportation vehicle keys will be secured in the Transportation office. A key to the Transportation office will be stored in Control Point-1 with the emergency keys. Use of this key requires the Watch Commander's authorization.