

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.9
SUBJECT: VEHICLE ASSIGNMENT AND USE			PAGE 1 of 1

Purpose

To establish Court Services Bureau (CSB) guidelines for the use of department vehicles.

Policy

All CSB personnel will, when possible, perform a vehicle check prior to operating a department vehicle.

Procedure

- I. Operation Checks
 - A. Safety equipment: All of a vehicle's safety equipment shall be checked for proper operating conditions.
 1. Brakes
 2. Lights, turn signals and emergency lights
 3. Spare tire, jack and lug wrench
 4. Emergency road flares, fire extinguisher, shovel, axe, 100' rope and 2 emergency blankets.
 5. First Aid kit
- II. Vehicle Damage: Prior to the start of any shift, personnel will inspect their vehicle for damage. Deficiencies or damage will be immediately reported to the supervisor. This will prevent the current driver from being held accountable for any damage caused by another operator.
- III. A security check will be conducted of the interior of the vehicle, including under the driver's seat, under the rear prisoner seat and trunk for any items of contraband, trash or weapons. Found property and/or contraband will be handled according to Department Policy and Procedure section 6.29.
- IV. A person who utilizes a vehicle will see that it is properly serviced and contains the appropriate amount of gas (minimum ½ tank) at the end of the shift. The oil and coolant will also be checked and filled to appropriate levels if needed.