

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 04-02-20
Number: I.39.M
Subject: VEHICLE ASSIGNMENT AND USAGE
Related Sections: SDSD P&P SEC(s) 5.1, 5.2, 5.4

PROCEDURE:

Any Sworn or Professional Staff member who utilizes a county vehicle must review and complete the following forms, supplied in each vehicle, prior to leaving the facility.

1. Motor Vehicle Daily Use Report (VEH-5)
2. Operator's Vehicle Condition Report (only for vehicles carrying 10 or more)(VEH-2)
3. Vehicle Damage Log (VEH-7)
4. Blank Vehicle Accident Report Forms, if needed also available electronically. (CD 2)

Staff will utilize the "Operations Vehicle Condition Report" and "Vehicle Damage Log" and conduct a step-by-step inspection of each vehicle.

VEHICLES ASSIGNED TO PROCESSING

The Transportation Deputy will be responsible for conducting daily vehicle checks. The Central Sergeant will ensure the Transportation Deputy reviews the "Vehicle Damage Log" for each vehicle and completes an "Operator's Vehicle Condition Report" at the beginning of each shift. The Central Sergeant will review and sign the "Operator's Vehicle Condition Reports" and forward them to the Operations Deputy by the end of each shift.

If any problems are found, the Central Sergeant will be contacted and advised. If a mechanical problem is found, the Operations Deputy will be contacted.

The dayshift Transportation Deputy will ensure EMRF transportation/perimeter vehicles are washed at one of the county approved car washes as needed, when time permits. Facility administration staff will ensure administrative vehicles are washed as needed, and can assist in taking transportation/perimeter vehicles when necessary.

VEHICLE ASSIGNED TO PERIMETER DEPUTY

The Perimeter Deputy will fill out an "Operator's Vehicle Condition Report" and review the "Vehicle Damage Log" for the perimeter vehicle at the beginning of each shift. The "Operator's Vehicle Condition Report" will be turned into the Central Sergeant, reviewed and signed. The Central Sergeant will forward the "Operator's Vehicle Condition Report" to the Operations Deputy each shift.

If any problems are found, the Central Sergeant will be contacted and advised. If a mechanical problem is found, the Operations Deputy will be contacted.

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 04-02-20
Number: I.39.M
Subject: VEHICLE ASSIGNMENT AND USAGE
Related Sections: SDSD P&P SEC(s) 5.1, 5.2, 5.4

ADMINISTRATIVE VEHICLES

Staff checking out the Administrative vehicles will be responsible for conducting a vehicle check prior to leaving the facility. The Motor Vehicle Daily Use Report (VEH-5) will also be completed when the Administrative Vehicles are used.