

**SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet**

<b>DATE:</b>	APRIL 6, 2021
<b>NUMBER:</b>	I.39.G
<b>SUBJECT:</b>	VEHICLE ASSIGNMENT AND USAGE

**PROCEDURE**

Each vehicle will be supplied with a folder that includes the following forms:

1. Motor Vehicle Daily Use Report
2. Operator's Vehicle Condition Report
3. Vehicle Damage Log
4. Vehicle Accident Report

**I. GENERAL VEHICLE USE GUIDELINES**

A. Prior to operating the vehicle, staff must complete the following:

1. Motor Vehicle Daily Use Report
2. Operator's Vehicle Condition Report
3. Vehicle Damage Log

The condition of the vehicle's body shall be compared to the Vehicle Damage Log that is in the vehicle folder. Any differences should be immediately called to a supervisor's attention.

B. Upon returning to the facility, the vehicle should be inspected again, to ensure that no new damage occurred during the use of the vehicle. Each vehicle should also be returned with at least one-half (1/2) tank of fuel.

C. Vehicles should be disinfected before and after each use.

**II. VEHICLES ASSIGNED TO PROCESSING**

The Processing Security Deputy and/or a Transportation Deputy will be responsible for conducting daily vehicle checks. For each vehicle, the Transportation Deputy will fill out an Operator's Vehicle Condition Report and compare the vehicle's condition to the Vehicle Damage Log.

The Central Sergeant will ensure that all Operator's Vehicle Condition Report are completed at the beginning of each shift. They will review and sign all forms and forward them to the Operations Deputy by the end of each shift.

**III. VEHICLES ASSIGNED TO THE PERIMETER**

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

reviewed and signed. The Central Sergeant will forward the Operator's Vehicle Condition Report to the Operations Deputy each shift.

#### IV. VEHICLES ASSIGNED TO GBDF ADMINISTRATION

Staff checking out the Admin vehicles will be responsible for conducting a pre-operation check of the vehicle and completing an Operator's Vehicle Condition Report. The Operator's Vehicle Condition Report shall be turned into the Administrative Sergeant.

#### V. VEHICLE MAINTENANCE

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

All GBDF vehicles are to be washed at GBDF via the Operations and Grounds / Utilities Deputies, or at one of the county approved car washes.