

SDSD Detention Services Bureau—Las Colinas Detention & Reentry Facility Green Sheet

DATE:	APRIL 13, 2023
NUMBER:	I.39.L
SUBJECT:	VEHICLE ASSIGNMENT AND USAGE

PROCEDURE

I. GENERAL VEHICLE USE GUIDELINES

- A. The vehicle keys will be stored in **Safety/Security Interests - 7922.000**. Each vehicle will be supplied with a folder, which shall include:
1. Motor Vehicle Daily Use Report
 2. Operator's Vehicle Condition Report
 3. Patrol Vehicle Damage Log
- B. Before each vehicle is driven, the deputy will do the following:
1. Fill out the Motor Vehicle Daily Use Report
 2. Fill out the Operator's Vehicle Condition Report
 3. Check the Vehicle Damage Report for any unreported damage
 4. Complete a security check of the vehicle
- C. If one deputy drives the vehicle for the entire shift, they only need to do the inspection once. If a different deputy drives the vehicle during the shift, that deputy must also complete the vehicle inspection. All vehicles returned must have at least a half tank full of gasoline.
- D. If any problems are found, the intake sergeant and operations deputy will be notified. If a mechanical problem is noted, the operations deputy will be notified.
- E. All completed forms will be forwarded to the operations deputy.

II. VEHICLES ASSIGNED TO INTAKE

The transportation deputy will be responsible for conducting daily vehicle checks. The intake control deputy should ensure the transportation deputies fill out all forms. The intake sergeant will review and sign the "operator's vehicle condition reports" and forward them to the operations deputy by the end of each shift.

III. VEHICLES 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 intake sergeant, reviewed and signed.

The intake sergeant will forward the operator's vehicle condition report to the operations deputy by the end of each shift.

IV. VEHICLE FUELING/ CAR WASH

Each shift will assign a deputy to do vehicle inspections and will verify the vehicles are at least a half tank full of gasoline. If staffing permits, vehicles will be taken to a county approved car wash when needed.