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| <b>DATE:</b>    | <b>March 16, 2022</b>               |
| <b>NUMBER:</b>  | <b>I.39.C.1</b>                     |
| <b>SUBJECT:</b> | <b>VEHICLE ASSIGNMENT AND USAGE</b> |

**PROCEDURE**

The facility vehicle keys will be kept in Key Control. Each vehicle will be supplied with a portable storage clipboard, which shall include:

1. Motor Vehicle Daily Use Report (VEH-5)
2. Operator’s Vehicle Condition Report (VEH-2)
3. Vehicle Damage Log (VEH-7)
4. Transport locations and directions
5. Vehicle Car Wash locations
6. County Refueling Locations

If replacement forms are needed for any vehicle, notify the operations deputy. All completed reports or logs will be forwarded to the operations deputy.

Each facility vehicle will have a safety equipment kit. Each kit will have a security seal indicating the kit has been verified as complete. If the seal is broken, notify the operations deputy. Each safety equipment kit will include:

1. Six Emergency Road flares (LED)
2. One Fire Extinguisher
3. One First-aid Kit
4. One Trauma Kit
5. Vehicle Accident / Incident Notification and Request to Repair forms (VEH-4)

The deputy operating a facility vehicle will do the following prior to driving the vehicle:

1. Fill out the Motor Vehicle Daily Use Report (VEH-5).
2. Complete a pre-operation check of the vehicle in compliance with Detentions policy and procedure.

For any unreported damage or operational/safety issues discovered, document on the appropriate log and notify a shift supervisor and the operations deputy.

Each driver shall ensure that the vehicle driven has no less than one-half (1/2) tank of fuel when ending their trip. At no time will a vehicle be refueled with an incarcerated person in the vehicle.