

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 7, 2021
NUMBER:	I.39.V
SUBJECT:	VEHICLE ASSIGNMENT AND USAGE

VEHICLE INSPECTION PROCEDURE

- I. The keys used for the vehicles to transport inmates will be inside [REDACTED]. Each vehicle will be supplied with a white folder, which shall include:
 - A. VEH-5 Motor Vehicle Daily Use Report
 - B. VEH-7 Motor Vehicle Damage Log
- II. An initial VEH-2 Operator’s Vehicle Condition Report will be completed by administrative staff prior to placing a vehicle in service for the Vista Detention Facility.
- III. At the beginning of day shift, an Intake Rover Deputy will complete a check of each vehicle and complete a VEH-2 Operator's Vehicle Condition Report to determine whether or not each vehicle is ready for operation. The completed form will be given to the Processing Sergeant who will review, initial the forms and forward them to the Operations Deputy. The Operations Deputy will archive them accordingly.
- IV. If the condition of any vehicle has significantly changed, to the extent the vehicle needs to be taken out of service or new damage is found, the following will be completed:
 - A. An entry in the Jail Information Management System (JIMS) shall be made by the Male Intake Deputy under the "Facility/Area Notes" section. In the "Note Type" section, select "Ops Deputy To Fix." In the "Notes" section, include the vehicle number and a detailed description of any changes to the vehicle's condition.
 - B. The deputy discovering the discrepancy or damage will make a log entry in the VEH-7 and notify the Processing Sergeant.