

Agency Vehicles

Index Code: 1401

Effective Date: 08/15/04 (Revised 9/14/2021)

I. Purpose

The purpose of this directive is to provide guidelines for procuring and equipping vehicles owned, leased, or utilized by the Office of the Sheriff.

II. Policy

It is the policy of the Office of the Sheriff to procure and equip its vehicles with the equipment and accessories necessary for personnel to complete their assigned functions in a safe and efficient manner.

III. Fleet Management

The responsibility for property management, as it relates to vehicles and related accessories, is assigned to the Fleet Manager. The position of Fleet Manager is assigned by the Sheriff and works in conjunction with the Undersheriff in this capacity. The Fleet Manager's responsibility includes, but is not limited to the following:

- A. Requisitioning and procuring vehicles that best meet the needs of the Office of the Sheriff.
- B. Issuing vehicles to authorized users in a fair and equitable manner that best serves the Office of the Sheriff.
- C. Maintaining an inventory of vehicles and installed equipment.
- D. Ensuring that spare vehicles are in a state of operational readiness.
- E. Disposal of vehicles that are no longer needed or not in sound operational condition.
- F. Serve as liaison between personnel and the County Garage, and other maintenance vendors, to resolve any outstanding issues relating to agency vehicles.

IV. Required Equipment

A. Marked and Unmarked Patrol Vehicles

Vehicles utilized for routine or general patrol duties will be conspicuously marked and equipped with at least the following equipment in an operational state (exceptions may be made for unmarked patrol vehicles as needed):

- 1. Decals and striping (marked vehicles only)
- 2. Emergency light bar or interior mounted lights
- 3. Interior mounted camera (if available)
- 4. Headlight flashers (if available)
- 5. Mobile data transmitter (if installed)
- 6. Mobile or portable radio transceiver
- 7. Public address system (if available)
- 8. Seat belts
- 9. Siren
- 10. Spare tire and jack (may be available in headquarters garage if not in vehicle.)
- 11. Spotlight (if available)

In addition to the above equipment, vehicles utilized for routine or general patrol duties must contain the following items in an operational state:

- 1. Clipboard or similar device