

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.11
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; June 7, 2010; January 22, 2018; September 21, 2021; March 30, 2023
CHAPTER: Fiscal Management and Agency-owned Property		Related Policy: G.O. 5.12 (Damage to Sheriff's Office Vehicle), G.O. 7.04 (Patrol Vehicle Assignment)
SUBJECT: Use of Sheriff's Office Vehicles		Related Laws:

POLICY: Sheriff's Office vehicles shall be operated in accordance with state and local laws and Sheriff's Office policy, procedure, and other directives and shall always be operated in a safe and prudent manner as dictated by the circumstances. A valid Oregon Driver's License shall be required of all personnel operating County vehicles. The employee must report the loss or suspension of any driving privilege or license immediately to their supervisor, in writing.

RULE (s):

1. Employees shall not operate Sheriff's Office vehicles unless they are authorized to do so by the Sheriff, Command Officer, or a supervisor, and shall only operate that vehicle or vehicles they have been authorized to operate.
2. Employees shall not allow unauthorized persons to operate Sheriff's Office vehicles.
3. Use of Sheriff's Office vehicles off duty is limited to travel to and from work reporting locations and during out of county training.
4. The Sheriff's Office participates in the Department of Motor Vehicles reporting program. All employees are enrolled. All Department of Motor Vehicle actions or entries to an employee's record, regardless of incidents occurring on-duty or off-duty, are forwarded automatically to the Sheriff's Office.
5. Incidents involving an authorized use of force such as a PIT, Road Spikes, Ramming or Roadblock are not classified as crashes. They will be documented on an Use of Force After-Action Report and the 3rd party damage report from the county. These authorized uses of force do not require reporting to the DMV per ORS 811.720.
6. All Sheriff's Office vehicles used for patrol operations, whether marked or unmarked will be equipped with emergency equipment, such as lights, siren and radio. All patrol vehicles will abide by ORS 816.250 and OAR 735-110-0010 through OAR 735-110-0050.

PROCEDURE:

I. General Guidelines

A. Transporting Passengers

1. Only Sheriff's Office personnel and those persons in the custody of the Sheriff's Office shall be transported, under normal conditions, in Sheriff's Office vehicles. The field supervisor must approve any exceptions to this procedure.
2. When a citizen of the opposite sex is transported or interviewed in a Sheriff's Office vehicle, the Communications Center shall be notified of the following:
 - a. Location/Mileage
 - b. Purpose
 - c. The location/mileage of citizen departure.

B. Parking

1. Generally, employees will park Sheriff's Office vehicles in accordance with the parking regulations applicable to the general public. However, it is permissible to park a Sheriff's Office vehicle illegally if necessary in the performance of duty.
2. While at the Main Office, Sheriff's Office vehicles shall park on the lower level of the parking structure in spaces 79 through 107. Privately owned vehicles shall not be parked in this area without prior approval by the Chief Deputy or designee.

C. Obedience of Traffic Laws

In the general operation of Sheriff's Office vehicles, all personnel will adhere to safe driving techniques and obey all traffic laws. When an Officer's duty requires, traffic laws may be violated, such as when exceeding a designated speed while pacing a violator.

D. Security

Ignition keys shall be removed from all vehicles when the employee must leave the immediate vicinity of the vehicle. When feasible, vehicles shall remain locked when not in use.

E. Markings

The application of any signs, decals, posters, insignia, bumper sticker, window sticker, or any other item not authorized by the Sheriff is prohibited.

F. Care and Maintenance

When a vehicle is permanently assigned to an employee, it shall be that employee's responsibility to make certain that the vehicle receives the care and maintenance necessary to insure safe operation of the vehicle. For vehicles not permanently assigned, the employees utilizing the vehicles shall be responsible for the care and maintenance of the vehicle while they are using it and for the condition of the vehicle at the termination of its use.

1. Maintenance - The employee responsible for a vehicle shall make certain that routine maintenance such as gasoline, oil, water, air, lubrication, and cleaning is provided on a regular basis. Every vehicle will be fueled at the end of every shift or at any time the supply is one-quarter of capacity or less.

Every vehicle will be lubricated, receive an engine oil change, and any other needed maintenance as required by the manufacturer's specifications or specifications established by the Sheriff's Office or County. When such maintenance is due, it shall be the responsibility of the employee operating the vehicle to schedule the service at authorized vendor locations.

Every vehicle will be kept as clean as the current operation allows. The storage compartments of every vehicle shall be kept clean and clear of unnecessary items.

2. Repair - When it becomes apparent that a vehicle is in need of other than routine maintenance, such as mechanical repair or engine tune-up, the operator shall inform their supervisor of the need, and be directed by the supervisor's instructions. It shall then be the responsibility of the supervisor to make certain that the needed repair or service is performed.
3. No overtime is authorized for maintenance. Staff will coordinate between shifts to allow maintenance to be accomplished.
4. Pool cars may be used to assist in maintenance shuttling when authorized by the supervisor or fleet manager.
5. Firearms will be removed and secured unless the Deputy is remaining with the vehicle until the maintenance is completed.

II. Vehicle Check

- A. All employees shall inspect their assigned vehicle at the beginning of each shift. The employee shall complete a memo if they note any of the following conditions:
 - 1. Vehicle damage observed.
 - 2. Missing equipment.
 - 3. Unsafe equipment (such as worn tires).
 - 4. Malfunctioning equipment.
 - 5. Poor running performance (this may become evident after leaving parking area).
- B. Any damage or missing equipment shall be reported to the on-duty supervisor immediately.
 - 1. It is the responsibility of the shift supervisor to make sure missing equipment is replaced.
- C. All completed memos will be forwarded through the employee's supervisor to the Sheriff's Office Fleet Manager for review.
- D. All vehicle repair requests will be forwarded to the Fleet Manager for review.
- E. The Sheriff's Office Fleet Manager shall be responsible to assure that vehicle repair requests are handled in a timely manner. The Sheriff's Office Fleet Manager shall coordinate vehicle maintenance and servicing.
- F. Employees may be held responsible for discrepancies that he/she failed to report while he/she was in control of the vehicle.
- G. To maintain uniformity of the Sheriff's fleet, no modification of installed equipment is authorized.
- H. Employees must check daily for any community members property that was left in the vehicle and that there is no contraband present.

III. Emergency Operation

- A. When responding to emergencies, all available emergency equipment, when appropriate, shall be used per established procedure.
- B. In addition to emergency lights and various siren tones, it is useful to use headlights, spotlights, and horn to draw the attention of other motorists.

Circumstances may dictate exceptions, such as when a silent approach to a call is desirable (i.e. not to warn criminal suspects of police approach or to cause undue neighborhood alarm).

- C. While ORS 820.300 gives drivers of emergency vehicles the right-of-way, it does not relieve them of the responsibility to operate the vehicle in a reasonable and prudent manner.

IV. Assigned Vehicles

- A. Vehicles will be assigned at the discretion of the Division Commander or designee.
 - 1. Participation in this deployment is voluntary. The use of an assigned vehicle during off duty hours to travel to and from work reporting locations shall be considered a privilege, not an employment right. The assignment is not subject to collective bargaining.
- B. Travel to and from work reporting locations will be off duty but covered under County worker's compensation and insurance provisions.
- C. Employees are responsible for ensuring the reasonable security of equipment stored in the vehicle, with particular emphasis on weapons security. Firearms shall be removed and secured daily.
- D. No more than one Sheriff's Office vehicle will be parked at any single residence during off duty times.
 - 1. A waiver may be granted by the Chief Deputy or designee.
- E. To ensure the security of and timely notification of damage or theft and to allow the vehicle to be utilized if needed, assigned vehicles will be stored as follows:
 - 1. When an employee is utilizing leave banks (non-sick time) or a combination of leave banks and days off that equal four or more consecutive days off, assigned vehicles will be parked out of public view (garage, behind privacy fence, etc.) or stored in an authorized County facility.
 - 2. When an employee will be away from their residence for two or more consecutive days, but less than a full work week, assigned vehicles will be stored in an authorized County facility or in a locked enclosure (garage) that is out of public view.

3. When an employee is utilizing leave banks (non-sick time) and will be away from their residence for a complete work week the vehicle will be stored at an authorized county facility.
 4. All firearms will be removed from the vehicle and must be stored securely.
 5. The employee must notify their supervisor of the location of the vehicle and keys.
 6. Any exception must be approved by the division commander in writing.
- F. An employee on modified duty must turn in their assigned vehicle for the duration of the modified duty.
1. A waiver may be granted by the Chief Deputy or designee.