

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 5.15</b>
		Issue Date: December 14, 2007
		Revision Date:
<b>CHAPTER: Fiscal Management and Agency-owned Property</b>		Related Policy: G.O. 5.11 (Use of Sheriff's Office Vehicles) and G.O. 5.12 (Sheriff's Office Vehicle Accident Investigation)
<b>SUBJECT: Management of Fleet Reserves</b>		Related Laws:

**POLICY:** Sheriff's Office Fleet Reserves will be managed and maintained with the primary goal of protecting the lives and safety of Sheriff's Office employees and those of the public we serve. The Sheriff's Office Fleet Reserves will be managed in accordance with sound fiscal policies.

**RULE(s):**

1. The Sheriff's Office will purchase vehicles when it is in the best financial interest of the Sheriff's Office to do so, or when it is in the best interest of Public Safety to do so based upon need.
2. The Sheriff's Office will retire vehicles when the economic life of that vehicle has been exhausted.
3. The Fleet Reserve will be maintained on a per vehicle basis. Every vehicle for which replacement is being paid will have a balance in the Fleet Reserves.
4. When a vehicle is added to the Fleet, i.e. the total size of the Fleet increases, the funds for that initial purchase will ideally come from the operating program needing the vehicle.
5. When a vehicle needs to be replaced prior to its replacement having been fully funded in the Fleet Reserve, the additional funds needed for replacement (the difference between the cost of the replacement vehicle and the amount available in the Fleet Reserves) will ideally come from the operating program needing the vehicle.
6. A fleet replacement rate will be charged to operating programs for each vehicle for which the Fleet Reserve is used to fund the replacement.
7. Operating programs have the option of funding vehicle replacement in the Fleet Reserve early, if they are financially able to do so.
8. The Fleet Reserve will be used only for the purchase and commissioning of vehicles new to the Sheriff's Office.

9. The final decision to purchase an initial or replacement vehicle will be made by the Sheriff or Undersheriff.

**PROCEDURE:**

1. General Guidelines

- A. Purchasing Vehicles

1. The Sheriff's Office will purchase and manage all vehicles needed for Sheriff's Office operations except for:
      - a. Vehicles provided by granting agencies or by other government agencies or jurisdictions for Sheriff's Office use.
      - b. Situations where the use of a vehicle is anticipated to be, or is from experience, incidental (less than 8,000 miles per year). In these situations an alternate vehicle will be arranged.
    2. Existing vehicles will be replaced when the economic life of the existing vehicle has been exhausted. An existing vehicle is not replaced simply because the funds for replacement have been accumulated in the Fleet Reserve.
    3. When an additional vehicle is needed by an operating program, that operating program will purchase the initial vehicle. If the operating program is not in a financial position to purchase that initial vehicle, the vehicle can be purchased from the Fleet Reserve. This initial purchase by the Fleet Reserve will create a negative balance in the Fleet Reserve for that vehicle.
    4. When a replacement vehicle is needed and the replacement is not fully funded in the Fleet Reserve, the operating program will fund the difference between the balance for that vehicle in the Fleet Reserve and the amount needed for replacement. If the operating program is not in a financial position to fund the difference between the balance for that vehicle in the Fleet Reserve and the amount needed for replacement of the vehicle, the vehicle can be purchased from the Fleet Reserve. This replacement purchase by the Fleet Reserve will create a negative balance in the Fleet Reserve for that vehicle.
    5. The Fleet Reserve will be used only for the purchase and commissioning of vehicles new to the Sheriff's Office. Upgrades to vehicle equipment and technology changes will not be funded from the Fleet Reserve.
    6. The final decision to purchase an initial or replacement vehicle will be made by the Under Sheriff or Sheriff. Factors used to evaluate the purchase of a vehicle will be:

- a. Initial purchase
  - 1) Expected use of the new vehicle.
  - 2) Identified funding of the new vehicle.
  - 3) Internal equity and other intangible issues.
- b. Replacement purchase
  - 1) Expected use of the replacement vehicle.
  - 2) Identified funding of the new vehicle.
  - 3) Internal equity and other intangible issues.
  - 4) Historical operating costs of vehicle to be replaced.
  - 5) Anticipated operating costs of vehicle to be replaced.

B. Funding Fleet Reserves

1. The Fleet Reserve will be maintained on a per vehicle basis. Every vehicle for which replacement is being paid will have a balance in the Fleet Reserve. (The analysis to implement these balances is currently in process and will be completed prior to calculating the FY 08/09 fleet rates.)
2. A fleet replacement rate will be charged to operating programs for each vehicle for which the Fleet Reserve is used to fund the replacement. The fleet replacement rate will be calculated by dividing the total projected cost of replacing the vehicle (vehicle purchase plus commissioning), plus administration fees for fleet management, and plus any negative balance for that vehicle in the Fleet Reserve, by the years of projected useful life for that vehicle.
3. Operating programs have the option of funding vehicle replacement in the Fleet Reserve early, if they are financially able to do so. Operating programs may find themselves in a financial position to partially fund some, or fully fund all, of the amount needed to replace a vehicle in the Fleet Reserve. In that case, programs may fund their vehicle replacements.
4. Once a replacement is fully funded in the Fleet Reserves, no more fleet replacement will be charged to the operating program on that vehicle.