

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 7.04</b>
		Issue Date: March 21, 2005
		Revision Date: January 22, 2018; November 29, 2022
<b>CHAPTER: Patrol</b>		Related Policy: G.O. 5.11 (Use of Sheriff's Office Vehicles), G.O. 5.12 (Sheriff's Office Vehicle Crash Investigations), G.O. 7.03 (Issued Patrol Equipment), G.O. 7.10 (Vehicle Pursuit and Code III Operations), G.O. 7.28 (Voice Communication Devices)
<b>SUBJECT: Patrol Vehicle Assignment</b>		Related Laws:

**POLICY:** The Lane County Sheriff's Office assigns patrol cars to Deputies to provide maximum use of vehicles by their availability throughout the County.

**RULE:** None

**PROCEDURE:**

I. Calls For Service

The Sheriff recognizes the need for additional Deputies to answer and respond to the ever-increasing calls for service in Lane County. Funding issues require that the Sheriff's Office explore alternate methods of addressing Law Enforcement. This deployment is designed to more fully use existing resources.

II. Purpose

It is the purpose of the Lane County Sheriff's Office to initiate and maintain a vehicle deployment in order to:

- A. Provide quicker response of personnel recalled to duty for an emergency.
- B. Help reduce the fatigue factor for the limited number of Police Services Division Deputies.
- C. Increase the service life of the Sheriff's fleet.
- D. Allow for better accountability of Sheriff's Office assets.

III. General Patrol

Deputies engaged in general patrol functions may be assigned patrol vehicles, allowing for them to be driven to and from work, creating a more efficient deployment:

- A. Vehicles will be assigned at the discretion of the Division Commander or designee.
- B. Except when waived by the Sheriff, all employees who are issued a vehicle will reside within Lane County. The employee will submit a vehicle waiver, listing the required information to their division commander and then reviewed by the Sheriff. The vehicle waiver is located in “Forms” on the Sheriff’s Office intranet page.
- C. 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.
- D. Travel to and from work reporting locations will be off duty, but covered under County worker’s compensation and insurance provisions.
  - 1. Deputies shall be available during transit to answer emergency calls-for-service as directed by a supervisor or dispatch personnel, and must have firearms and identification in their possession.
  - 2. Other enforcement action while in transit should be limited to circumstances imminently jeopardizing the safety of citizens.
  - 3. Listed exceptions are considered an overtime extension of the Deputy’s shift.
  - 4. In instances where Deputies are not in uniform while using an assigned vehicle, Deputies must have firearms and identification in their possession, body armor readily available, and dressed appropriately to respond to an emergency call for service.
- E. Deputies will be responsible for the care and maintenance of the assigned vehicle.
  - 1. Routine preventive maintenance will be conducted at authorized vendor locations.
    - a. No overtime is authorized for maintenance. Deputies will coordinate between shifts to allow maintenance to be accomplished.
    - b. Pool cars may be used to assist in maintenance shuttling when authorized by the supervisor or fleet manager.

2. Major repairs will be coordinated with the Sheriff's Office Fleet Manager through the Deputy's supervisor.
  3. Firearms will be removed and secured, unless the Deputy is remaining with the vehicle until the maintenance is completed.
  4. To maintain uniformity of the Sheriff's fleet, no modification of installed equipment is authorized.
- F. Deputies and Supervisors will comply with all other Sheriff and County policy regarding vehicle use and operation. (See inspection requirements).
- G. No more than one patrol vehicle will be parked at any single residence during off duty times.
1. A waiver may be granted by the Chief Deputy or designee.
- H. Deputies 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.
- I. 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 a deputy 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 a deputy 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 a deputy 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 Deputy must notify their supervisor of the location of the vehicle and keys.
  6. Any exception must be approved by the division commander in writing.

J. 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.