



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

VEHICLE PER OFFICER

EFFECTIVE DATE: 10/26/07 AMENDS/SUPERCEDES: See attached sheet STANDARD NUMBER: N/A	REVIEW DATE: 10/26/07 REVISION DATE: 10/26/07 APPROVED: _____ Sheriff Signature
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34.1.1

Purposes

- A. To deter criminal activity and promote the security of the citizens of Weber County by increasing the number of visible Deputies and Sheriff vehicles in our community.
- B. To enhance Sheriff/community relations by increasing personal contacts and services performed by the Sheriff's Office.
- C. To provide faster response by off-duty personnel when they are summoned to assist other Office personnel.
- D. To provide incentive and to increase morale of participating personnel.
- E. To help reduce the cost of maintaining the vehicles in the Sheriff's office fleet.

34.1.2

Rationale

The assignment of a Sheriff's Office vehicle to an individual member to take home when not on duty provides more Sheriff's Office visibility. Higher visibility helps to deter crime and increase public confidence and awareness. Additionally the assigned member is held responsible for the care, maintenance and condition of the vehicle. This helps to keep the vehicle in better condition and operating more reliably.

34.1.3

Policy

- A. The Car-Per-Officer program policy shall include the Sheriff's Office regulations on use, operation, and maintenance of deputy vehicles.
- B. Limited personal use of county vehicles used by the Sheriff's Office Command Staff; Undersheriff, Chief Deputies, Captains will be determined by the Sheriff.
- C. Deputies who are assigned Sheriff's Office vehicles, who reside within Weber County will be allowed to take their vehicles home. Deputies who reside outside of the county limits may be offered the option of leaving their county vehicle at the Sheriff's Office when not working and driving their personal vehicle to and from their work location, or being assessed the cost of driving the county vehicle home using the Prevailing Federal Rate of Mileage Reimbursement. The costs will be calculated on a round trip basis using (map quest) to determine the shortest distance from the residence to the county line. The rate will be adjusted each January or when circumstances change.
 - 1. Exemptions to this policy for special-duty assignment deputies will be reviewed and determined by the Sheriff on a case-by-case basis.
 - 2. A change of Bureau assignment may require relinquishing the vehicle to the replacement deputy.
 - 3. Appropriate attire while driving the Sheriff's Office vehicle shall be the regulation uniform or clothing appropriate for plain clothes duty, firearm included.
- D. All employees using an Office owned vehicle shall exercise good judgment and prudence in driving their vehicles. Vehicles should be

parked in a conspicuous, safe place to reduce the probability of vandalism and enhance its crime deterrence effect.

- E. Each Deputy driving an Office vehicle shall assume responsibility for his/her car while the vehicle is so assigned. It is the responsibility of the Section Lieutenants to insure the shift sergeants and/or unit supervisors make inspections of vehicles assigned to their unit at least every thirty (30) days.
- F. The Deputy is responsible for the general maintenance and proper care of the vehicle, and shall refrain from:
 - 1. Altering the body, general design, appearance; including auxiliary equipment, or marking of the vehicle, unless approved by the Bureau Commander in writing.
 - 2. Using fuel, oil lubricant, or other liquid additives in the vehicle other than that provided by or approved by the Office or the County.
 - 3. Making any repairs or having repairs made to the vehicle at any facility other than the county shops or other authorized facility.
- G. Deputies are responsible for the appearance and cleanliness of the interior and exterior of their vehicles.
- H. Deputies are required to have all routine maintenance, service, or repairs scheduled with the county shop or other authorized facility. Prior notice must be made for service.
- I. Deputies should strive to limit vehicle miles to approximately 18,000 miles per year.

- J. Failure of a Deputy to properly maintain an Office vehicle may result in revocation or suspension of the vehicle use and/or disciplinary action.
- K. Deputies are responsible for removing and/or securing all weapons and Office issued equipment from their police vehicles while they are being serviced at the county shops or other service or repair facility, and while the deputies are off duty.
 - 1. If the vehicle is stored in a Deputy's personal garage which is enclosed and secure, the weapons and/or equipment need not be removed.
- L. Deputies will insure vehicles remain fueled and ready to respond at all times.
- M. No one except the assigned deputy and other authorized Office personnel may drive Office vehicles, unless approved by a Lieutenant or above, on a case-by-case basis.
- N. Weber County Sheriff's Office allows family members to ride in the vehicle when accompanying the deputy to authorized Office functions or when children are being taken to day care en route to or from work. All other passengers not being transported as result of routine investigation or patrol functions are allowed to ride in deputy vehicles as long as they obey the following guidelines:
 - 1. All "ride-along" passengers will submit a completed/signed Weber County Sheriff's Office Ride-Along form, if authorized by the Sheriff or designee.
 - 2. Passengers will also obtain pre-approval from the assigned deputy's immediate supervisor.

3. Passengers under the age of 18 will submit a signed parental release to the Sheriff's Office.
- O. Deputies should use good judgment and act responsibly while passengers are in their vehicles.
- P. Deputies will do all they can to minimize any danger to the passenger and/or themselves, which does not interfere with their primary duties.
- Q. All non-sworn passengers should be left at a safe place prior to a deputy responding to a dangerous call. The passengers may be picked up later, after the deputy has been released from the scene.
 1. Non-sworn passengers are not to be allowed to enter a crime scene. If a non-sworn passenger is with a deputy at a crime scene, he/she will remain in the vehicle until the deputy leaves or other transportation is obtained.
- R. Deputies and passengers shall wear seatbelts while driving or riding in county vehicles.
- S. Deputies suspended from duty will turn their vehicles over to a bureau commander, until it is reissued by authority of the same. If a deputy is going to be gone from duty for periods longer than one week the vehicle should be left at the Sheriff's Office.
- T. Each deputy is required to have in their vehicle, on and off-duty, that equipment necessary to perform those duties as required by their assignment. No extra equipment may be added without the approval of the Sheriff.
 1. **While an officer is off-duty, he/she should remove the weapons and equipment as stated in K. However, the equipment**

must be in a ready state, for quick access.

- U. Deputies will comply with all state and local ordinances regarding use of intoxicants. Under no circumstances will police vehicles be utilized by on or off-duty deputies or guest passengers who are consuming, or who have consumed intoxicants within the previous eight (8) hours.
- V. There will be no use of any tobacco products inside any Sheriff's Office vehicle.
- W. Deputies may use their vehicles for attending classes at a college/university that is located within Weber County.
- X. All deputies will drive and park legally at all times, including at the Sheriff's Office Complex.
 - 1. Deputies will be responsible for any citations received.
 - 2. If an outside agency issues a citation, the proper court will determine the disposition.

