



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

VEHICLE USAGE

<p>EFFECTIVE DATE: 11/23/2009 STANDARD NUMBER: N/A</p>	<p>REVIEW DATE: 03/10/2011 APPROVED: <u>Signature on file</u> Sheriff Signature</p>
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1. Purpose:

Shelter employees should follow county guidelines to ensure a positive public perception of county equipment usage.

2. Rationale

Animal Control Staff are required to respond at any time to a request for animal control assistance. To ensure a timely response to after-hour calls animal control officers will be allowed to take their assigned county vehicles home.

3. Policy

A. Vehicle Take Home Authorization

The following personnel are authorized to take home a county owned vehicle:

1. Those authorized by the Sheriff or his designee to use a county vehicle.
2. Authorized users living outside the county boundary:
 - i. These individuals will be required to pay a mileage fee set by the county. This fee will be billed to the employee on a monthly basis from the Sheriff's Office.

B. On Call Vehicle Usage

1. The On Call Officer shall be able to use their vehicle in order to respond as quickly and efficiently as possible. This requires the vehicle to be useable for animal control purposes at all times. If a family function takes place, the officer will be allowed to use the truck to attend the function as an aid to quicken On Call response time.
2. An On Call Officer will not be allowed to take the vehicle home unless they live within county boundaries or opt to pay the mileage fee.
3. If by prior arrangement an On Call Officer is required to assist another agency such as Law Enforcement, and has not opted to pay the mileage fee, they may be allowed to drive the county vehicle for a designated time period approved by the facility manager.