

Rules for Use of Vehicles on County Business

I. General Information

- A. **Authority.** The Rules for Use of Vehicles on County Business are established pursuant to County Code Section 2.84.010.
 - B. **Enforcement.** Department Heads are responsible for enforcing the Rules for Use of Vehicles on County Business.
 - C. **Violations.** Any violation of the Rules for Use of Vehicles on County Business may be cause for disciplinary action.
 - D. **CAL FIRE / County Fire.** Vehicle Use Rules for CAL FIRE are governed by the California Department of Forestry and Fire Protection. CAL FIRE'S Vehicle Use Rules are generally consistent with the County's Vehicle Use Rules. However, should there be a conflict between the Rules; CAL FIRE'S Vehicle Use Rules will take precedence.
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II. County Driver Authorization

A. In order to obtain driving privileges:

1. At the time of hire, departments will provide every new employee with a copy of the Rules for Use of Vehicles on County Business. Further, the department will provide Risk Management with a completed "Authorized County Driver/Emergency Information" form contained in the employee new hire packet (see attachment 1) and an executed Rules review statement (see attachment 2).

B. In order to retain driving privileges:

1. Employees must possess the appropriate valid State of California driver's license. Risk Management will advise departments of all license suspensions through information obtained from the Department of Motor Vehicles.
2. Employees must annually review the Rules for Use of Vehicles on County Business and execute a statement acknowledging their review and agreement to comply with the Rules (see attachment 2). Departments are responsible for insuring the review is completed at the time of hire and annually thereafter. The signed statements will be placed in the employee's departmental personnel file.
3. Employees must comply with the Rules for Use of Vehicles on County Business.

III. Driving on County Business

A. All employees who drive a County vehicle or privately owned vehicle on County business must comply with the following:

1. **Traffic laws.** All employees driving on County business must observe all traffic laws at all times. All fines and penalties for a vehicle violation while on County business are the personal responsibility of the driver. Emergency vehicle operators must comply with appropriate traffic laws and department policies governing emergency response.
2. **Prohibition on alcohol, drugs & other substances that could impair safe vehicle operation.** Employees are not to drive on County business under the influence of alcohol, drugs, or other substances that could impair employee's ability to operate a vehicle safely.
3. **Cell phone use.** All employees driving on County business will remain attentive at all times. Use of cellular phones should be limited to work related calls. Emergency vehicle operators will comply with state law and department policy regarding use of cellular phones.
4. **Use of seat belts/child safety seats.** All County vehicles and private vehicles used for County business will be equipped with seat belts. All occupants of these vehicles will use the seat belts provided when the vehicle is in motion. All children will be properly restrained in the appropriate child safety seat. Emergency vehicle operators and occupants shall comply with state law and department policy regarding use of seat belts.
5. **Defensive driver training.** All employees who routinely (i.e., 3 or more times per week) drive vehicles for County business will participate in defensive driving classes offered through Risk Management at least once every four years. Departments subject to more stringent defensive driver training requirements (i.e., POST requirements for law enforcement personnel, etc.) are exempt from this provision.

IV. Use of County Owned Vehicles for County Business

A. Authorized Users

1. **Authorized users of County vehicles.** All elected officials, permanent employees, temporary employees, contract employees, interns and formally recognized volunteers of the County are authorized to use County vehicles.

2. **Authorized uses of County vehicles.** With the exception noted in section IV, A. 4 of these Rules, County vehicles can only be used for official County business. Employees are liable for payment of all damages that arise out of an accident involving the use of a County vehicle for non-County business.
3. **Authorized passengers in County vehicles.** With the exception noted in IV, A. 5, all passengers in County vehicles must be a party to official County business. Family members, friends, acquaintances, etc., cannot be provided a ride in a County vehicle, even for short distances, unless their presence in the vehicle is related to official County business. This requirement also applies to all vehicles rented by the County, in the County's name, for County business. This requirement does not apply if an employee rents a vehicle in the employee's name for County business.
4. **Authorized exceptions to County vehicle use.** Employees engaged in work activities that make it impractical to retrieve their private vehicles (i.e., field personnel assigned to remote locations, employees on business travel, emergency personnel on call out, etc.) can use their County vehicle to procure meals and carry out incidental errands. Employees should select a food establishment that is in close proximity to their work location. Incidental errands must be limited to errands that are on the way to or from, or in close proximity to the employee's work location.
5. **Authorized exceptions to passenger transport in County vehicles.** The County Administrative Officer can make exceptions to the passenger transport policy identified in Section IV. A 3 of this policy if it is determined to be in the County's best interest.

B. Insurance

1. **Evidence of insurance.** The County of San Luis Obispo is self-insured. All inquiries regarding insurance should be directed to Risk Management.

C. Out of State Approval

1. **Out of state approval.** County vehicles can only be driven out of state if advanced approval is obtained from the department head.

D. Vehicle Operation

1. **Visual inspections.** Before operating a County vehicle, a visual inspection should be conducted to identify any safety problems (e.g., under-inflated tires, malfunctioning lights, etc.). All safety issues must be reported to the appropriate garage (General Services Agency or Public Works) upon discovery. Further, all vehicles with safety-related deficiencies must be taken out of service until corrected.

2. **Vehicle operation.** All County vehicles must be operated in a responsible manner, consistent with the intended use of the vehicle.
3. **Vehicle condition.** County vehicles must be maintained in a neat and orderly manner, free of trash in trunk, floors, and seats. No items will be stored on the dash or rear window ledge.
4. **Parking County vehicles.** All County vehicles must be legally and safely parked and locked when unattended.
5. **Smoking.** Smoking is prohibited in all owned, leased or operated County vehicles.
6. **Fueling vehicles.** County vehicles should be refueled at the County's facilities on Kansas Ave. If this is not practical, vehicles should be refueled using General Services Agency approved credit cards located in the glove compartment of the vehicle. Employees should purchase regular grade fuel.

E. Department of Transportation Reporting

1. **DOT driver records.** Departments are responsible for maintaining accurate records of employees who are required by the Department of Transportation (DOT) regulations to have a commercial driver's license. At a minimum, the record will include a copy of the employee's driver's license, documentation of the employee's current medical card expiration date, and a copy of the most recent DMV Driver Record Information.
2. **Biennial Inspection of Terminal (B.I.T. Inspections).** Departments are responsible for insuring that all County vehicles subject to Section 34500 of California Vehicle Code receive B.I.T. inspections every 90 days. B.I.T. inspection records will be maintained by the appropriate department and Fleet Services for as long as the County owns the vehicle.

F. Miscellaneous Information

1. **Insurance for rental vehicles.** If a vehicle is rented for business travel by the County, employees are directed not to purchase insurance offered by car rental companies.

V. Use of Private Vehicles for County Business

- A. Insurance requirements.** Employees must maintain automobile insurance that complies with the State of California's minimum insurance requirements for bodily injury and property damage.

B. Primary insurance coverage. If an employee is involved in a collision or an incident in a privately owned vehicle, while on authorized County business, the employee's automobile insurance is considered primary.

C. Mileage reimbursement claims. When traveling in a privately owned vehicle on County business, all employees will be reimbursed for mileage expenses at the current published IRS reimbursement rates. Claims for mileage reimbursement will be submitted and processed in accordance with the County Travel Policy. Claims for mileage reimbursement submitted by employees who receive a monthly vehicle allowance will be submitted and processed in accordance with the County's Resolution regarding vehicle allowance benefits.

D. Current Memorandum of Understandings (MOUs). The County acknowledges that language contained in MOUs with certain employee groups governs the County's ability to require employees to use their own vehicles for County business.

VI. Reporting Vehicle Collisions, Incidents or Damage

A. All employees who drive a County vehicle or privately owned vehicle on County business must comply with the following rules:

1. **Reporting.** All collisions or vehicle damage involving a County vehicle, or a privately owned vehicle being used on County business, regardless of severity, must be reported to the employee's supervisor, the appropriate garage (General Services Agency or Public Works), and Risk Management using the "Report of Vehicle Accident" form (see attachment 3). These forms are located in the glove compartment of the vehicle or on Risk Management's intra-net site. The accident reports must be filled out accurately, completely, and legibly and routed to the appropriate garage, Risk Management and the employee's department head within 24 hours of the incident. If the employee is unable to prepare the report due to injury, the appropriate department supervisor will take responsibility for this task.
2. **Accident protocol.** Assuming the employee is not seriously injured (i.e., does not require immediate medical attention), the employee is responsible for:
 - Contacting the appropriate law enforcement agency to request a traffic collision report;
 - Obtaining the name, address, telephone number, driver's license number and insurance company name and phone number of any party to the accident; and
 - Obtaining names and phone numbers of any witnesses to the accident.

Please note that disposable cameras have been placed in the glove compartment of all County vehicles. These cameras should be used to document all damage to the County vehicle and the other party's vehicle, as well as any conditions at the accident scene deemed important by the employee (e.g., road conditions, unusual shrubbery, etc.).

3. **Department of Motor Vehicle (DMV) SR-1 report.** This report (see attachment 4) is required by the DMV whenever an individual is involved in a vehicle accident that results in property damage (at dollar thresholds established by DMV), personal injury or loss of life. The report must be filled out regardless of fault and within ten days of the accident. It is the employee's responsibility to comply with this DMV requirement.
4. **Department of Transportation (DOT) drug testing requirements.** After an accident, it is the Department's responsibility to insure that the appropriate drug testing is carried out in accordance with the County's Drug and Alcohol Policy as required by the DOT.

VII. Take Home County Vehicles

- A. **Parking requirement exceptions.** All County vehicles, when not in use on County business, will be parked on County property, unless a formal exception to this requirement is granted as set out in Section VII. B and C of these Rules or a department head authorizes a temporary use as set out in Section VII. D of these Rules.
- B. **Partial or full-time take home County vehicle approval.** The District Attorney and Sheriff are responsible for approving all partial and full-time requests for take home vehicles for their respective departments; the County Administrative Officer approves all partial and full-time requests for the balance of County departments. The District Attorney, Sheriff and the County Administrative Officer annually review all partial and full-time requests to take County vehicles home for work related purposes. No partial or full-time take home vehicle request will be approved without a written justification demonstrating compliance with these Rules and written certification of that compliance by the appropriate department head. The District Attorney and Sheriff annually supply the County Administrative Officer with a listing, along with the associated justifications, of all vehicles approved for take home use on a partial or full-time basis. The County Administrative Officer, in turn, will annually submit the listing of all vehicles approved for take home use on a partial and full-time basis to the Board of Supervisors for informational purposes.
- C. **Approval criteria.**

1. Take home vehicle assignments requiring County Administrative Officer approval. Requests for partial or full-time take home vehicle assignments approved by the County Administrative Officer can only be authorized for specially equipped vehicles required for first line after hours emergency response to problems that, without immediate action, could result in serious operational problems, health and/or safety hazards, and/or extensive property damage. "Specially equipped vehicles" refers to those vehicles outfitted with critical tools, equipment and/or gear that allow an employee to respond directly to the incident, without first reporting to the worksite. Partial-time assignments are granted to address departments': 1) after hour call out and stand by requirements, or 2) short-term emergency period needs (e.g., a storm with flood potential, etc.). Full-time assignments (i.e., vehicles taken home on daily basis throughout year of authorization) are granted to address departments' routine, after hour emergency response needs. For purposes of these Rules, "routine" is defined as at least twenty-six after hour emergency response call outs per year.

Take home vehicle assignments will not be granted for the purpose of compensating an employee, or for the employee's convenience or title.

2. Take home vehicle assignments requiring District Attorney and Sheriff approval. The District Attorney and Sheriff will develop written approval criteria for all partial and full-time take home vehicle assignments. The criteria will be submitted to the County Administrative Officer annually and used to satisfy Section VII. B of these Rules.

D. Temporary take home County vehicle use. Department heads can authorize employees to take home County vehicles on a temporary use basis when it makes good business sense for the County. For example, if an engineer lives in Paso Robles and must inspect a project in north County first thing in the morning, it is more efficient to allow the employee to take the vehicle home and respond directly to the work site in north County.

E. IRS reporting for take home vehicles. Each year, in accordance with IRS regulations, department heads are required to certify to the Auditor-Controller the names of the employees and the number of trips the employee commuted to and /or from work during the calendar year. This information is annually compiled by the Auditor-Controller and reported to the IRS as prescribed by law.

Attachments

- 1 – Authorized County Driver / Emergency Information
- 2 – Annual Review of Rules – Employee Acknowledgement
- 3 – Accident Accident/Incident Report
- 4 – DMV SR-1 Report

FY 08-09 VEHICLE EXEMPTION LIST

PARTIAL EXEMPTION: may be granted if a department demonstrates that the employee assigned the vehicle is on-call 24-hours during certain times of the year; vehicles granted this exemption on normally driven by employees on a rotating, on-call basis.

Department	Vehicle No	Full	Partial	Seal Exemption	Justification
Admin/OES	1623		✓		After hours training activities
Animal Services	1500		✓		One truck per night used by on-call officer/rotating on-call duties
Animal Services	1566		✓		One truck per night used by on-call officer/rotating on-call duties
Animal Services	1567		✓		One truck per night used by on-call officer/rotating on-call duties
Animal Services	1568		✓		One truck per night used by on-call officer/rotating on-call duties
Animal Services	1569		✓		One truck per night used by on-call officer/rotating on-call duties
Animal Services	1656		✓		One truck per night used by on-call officer/rotating on-call duties
Animal Services	1657		✓		One truck per night used by on-call officer/rotating on-call duties
Animal Services	1658		✓		One truck per night used by on-call officer/rotating on-call duties
Animal Services	1439		✓		One truck per night used by on-call officer/rotating on-call duties
County Fire	3423		✓		Fire Captain - Fire Investigations -Emergency 24 hr response (on occasion provide primary coverage for these duties at night; coverage is rotated with second primary fire prevention/investigative person
County Fire	3425		✓		Fire Prevention/Investigation/Public Information Officer - on occasion, as required, emergency 24 hr response
County Fire	3428		✓		Fire Prevention/Investigation/Public Information Officer - on occasion, as required, emergency 24 hr response
County Fire	3438		✓		Fire Captain - Training Officer providing paid call fire fighting training to PCF companies on nights and weekends; on occasion, as required, provided emergency 24 hr response due to vacation or training (responsible for north half of County)
County Fire	3439		✓		Fire Captain - Training Officer providing paid call fire fighting training to PCF companies on nights and weekends; on occasion, as required, provided emergency 24 hr response due to vacation or training (responsible for south half of County)
County Fire	R3433		✓		Equipment Mechanic - Emergency 24 hr response (required to be on-call 24 hr per day while on duty; on-call status rotated between two mechanics
County Fire	R3432		✓		Heavy Equipment Mechanic - Emergency 24 hr response (required to be on-call 24 hr per day while on duty; on-call status rotated between two mechanics
Mental Health	1582		✓	✓	24 hrs for Crisis Intervention on a rotating on-call basis; Mental Health Crisis Team - Vehicle Parked at County (North, South or San Luis Obispo) clinic sites; patient confidentiality
Mental Health	1683		✓	✓	24 hrs for Crisis Intervention on a rotating on-call basis; Mental Health Crisis Team - Vehicle Parked at County (North, South or San Luis Obispo) clinic sites; patient confidentiality
Mental Health	1684		✓	✓	24 hrs for Crisis Intervention on a rotating on-call basis; Mental Health Crisis Team - Vehicle Parked at County (North, South or San Luis Obispo) clinic sites; patient confidentiality
Mental Health	1734		✓	✓	24 hrs for Crisis Intervention on a rotating on-call basis; Mental Health Crisis Team - Vehicle Parked at County (North, South or San Luis Obispo) clinic sites; patient confidentiality
Mental Health	1736		✓	✓	24 hrs for Crisis Intervention on a rotating on-call basis; Mental Health Crisis Team - Vehicle Parked at County (North, South or San Luis Obispo) clinic sites; patient confidentiality

PARTIAL EXEMPTION: may be granted if a department demonstrates that the employee assigned the vehicle is on-call 24-hours during certain times of the year; vehicles granted this exemption on normally driven by employees on a rotating, on-call basis.

Department	Vehicle No	Full	Partial	Seal Exemption	Justification
Probation	1712		✓		North County Juvenile Unit (Capistrano, Atascadero); vehicle parked at site
23					
Probation	1762		✓		North County Juvenile Unit (Capistrano, Atascadero); vehicle parked at site
24					
Probation	525		✓		North County Juvenile Unit (Capistrano, Atascadero); vehicle parked at site
25					
Probation	1768		✓		North County Juvenile Unit (Capistrano, Atascadero); vehicle parked at site
26					
Probation	529		✓		Used for Atascadero Unified Truancy Program (Lewis Ave. Atascadero) - Vehicle Parked at site
27					
Probation	1769		✓		North County Juvenile Unit (Capistrano, Atascadero); vehicle parked at site
28					
Probation	1934		✓		North County Juvenile Unit (Capistrano, Atascadero); vehicle parked at site
29					
Public Works	30-1184		✓		Salinas Booster Station - Santa Margarita/Rotating On-call duties
30					
Public Works	30-1090		✓		Salinas Booster Station - Santa Margarita/Rotating On-call duties
31					
Public Works	26-1122		✓		Resident Engineer - occasionally uses vehicle after hours
32					
Public Works	25-1151		✓		Resident Engineer - occasionally uses vehicle after hours
33					
Public Works	25-1164		✓		Resident Engineer - occasionally uses vehicle after hours
34					
Public Works	26-1010		✓		Resident Engineer - occasionally uses vehicle after hours
35					
Public Works	25-1187		✓		Resident Engineer - occasionally uses vehicle after hours
36					
Public Works	E-1009		✓		Rotating On-call duty-various water-treatment facilities
37					
Public Works	26-1144		✓		Resident Engineer - occasionally uses vehicle after hours
38					
Public Works	25-1176		✓		Cayucos Water Treatment Plant - rotating on-call duty
39					
Public Works	30-1104		✓		Cayucos Water Treatment Plant - rotating on-call duty
40					
Public Works	09-1015		✓		Cayucos Water Treatment Plant - rotating on-call duty
41					
Victim/Witness	946		✓		To transport crime scene victims and witnesses
42					
Sheriff	515		✓	✓	School Resource Officer/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
43					
Sheriff	151		✓	✓	Used by Narcotics Divisio//Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process.
44					
Sheriff	522		✓	✓	School Resource Officer/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
45					

PARTIAL EXEMPTION: may be granted if a department demonstrates that the employee assigned the vehicle is on-call 24-hours during certain times of the year; vehicles granted this exemption on normally driven by employees on a rotating, on-call basis.

Department	Vehicle No	Full	Partial	Seal Exemption	Justification
Sheriff	884		✓	✓	School Resource Officer/D.A.R.E. program/Used in public demonstrations, media events, school events, etc.; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event. The vehicle is marked with special D.A.R.E. markings.
Sheriff	1489		✓	✓	School Resource Officer/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1535		✓	✓	Used by Narcotics Division/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process.
Sheriff	1699		✓	✓	School Resource Officer/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1701		✓	✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1702		✓	✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1703		✓	✓	Used by the employees of the Business Office for delivery of deposits and other County business handled away from Kansas Ave; additionally, as a pool vehicle, this vehicle is occasionally used by other units of the Sheriff's Department for undercover work, as needed.
Sheriff	1704		✓	✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1922		✓	✓	School Resource Officer/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1924		✓	✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1782		✓	✓	Crime Prevention meetings/used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.

FULL EXEMPTION: may be granted if the department can demonstrate that the employee assigned the vehicle is on-call on a 24-hour basis year-round; vehicles granted this exemption would be considered "take-home".

Department	Vehicle No	Full	Partial	Seal Exemption	Justification
Child Support Services	287	✓		✓	This vehicle is parked at the DCSS's Office and is used by the department as a "pool car"; it is occasionally used by the DA Investigator assigned to DCSS when his vehicle is in for service hence the request for full and seal exemptions.
Child Support Services	288	✓		✓	Emergency 24/hr. response/undercover driven by DA investigator assigned to CSS
County Fire	3403	✓			(position currently vacant/see #3407) Coast Operations Division Chief-Emergency 24 hr. response (position has oversight of all coastal and south coast County Fire stations from Cambria to Nipomo)
County Fire	3401	✓			Deputy Chief - Emergency 24 hr. response
County Fire	3417	✓			Battalion Chief - Emergency 24 hr (direct incident command responsibility for incidents within assigned geographic area of County)
County Fire	3422	✓			Battalion Chief - Emergency 24 hr (direct incident command responsibility for incidents within assigned geographic area of County)
County Fire	3407	✓			Interim Coast Operations Division Chief-Emergency 24 hr. response (position has oversight of all coastal and south coast County Fire stations from Cambria to Nipomo)
Environmental Health	1519	✓			Hazardous Materials Response Unit and Public Health Emergency Response/ used by on-call employee/rotating on-call duties
Probation	1974	✓		✓	Used for Gang task force undercover surveillance
Probation	613	✓		✓	Used for Gang task force undercover surveillance
Public Works	26-1193	✓			Coastal Roads Section Supervisor - Pursuant to work zone responsibility, CHP & other first responders, must be available to respond at all hours
Public Works	27-1156	✓			North County Roads Section Supervisor - Pursuant to work zone responsibility, CHP & other other first responders, must be available to respond at all hours
Public Works	26-1190	✓			Tree Crew Supervisor, County-Wide - Pursuant to work zone responsibility, CHP & other other first responders, must be available to respond at all hours
Public Works	27-1160	✓			Bridge Crew Supervisor, County-Wide - Pursuant to work zone responsibility, CHP & other other first responders, must be available to respond at all hours
Public Works	1123	✓			Division Manager - Road Maintenance - 24 hr emergency response
District Attorney	762	✓		✓	On Call 24 hours/undercover investigations
District Attorney	1698	✓		✓	On Call 24 hours/undercover investigations
District Attorney	1476	✓		✓	On Call 24 hours/undercover investigations
District Attorney	1421	✓		✓	On Call 24 hours/undercover investigations
District Attorney	1906	✓		✓	On Call 24 hours/undercover investigations
District Attorney	1923	✓		✓	On Call 24 hours/undercover investigations

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	Department	Vehicle No	Full	Partial	Seal Exemption	Justification
22	District Attorney	1899	✓		✓	On Call 24 hours/undercover investigations
23	District Attorney	1697	✓		✓	On Call 24 hours/undercover investigations
24	District Attorney	1984	✓		✓	On Call 24 hours/undercover investigations
25	District Attorney	1665	✓		✓	On Call 24 hours/undercover investigations
26	District Attorney	1907	✓		✓	On Call 24 hours/undercover investigations
27	District Attorney	1908	✓		✓	On Call 24 hours/undercover investigations
28	District Attorney	1498	✓		✓	On Call 24 hours/undercover investigations
29	District Attorney	719	✓		✓	On Call 24 hours/undercover investigations
30	Sheriff	1606	✓			24 hour emergency response
	Sheriff	1233	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
31	Sheriff	1427	✓		✓	pool car/used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
32	Sheriff	1473	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
33	Sheriff	1477	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
34	Sheriff	1492	✓		✓	Division Commander/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
35	Sheriff	1563	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
36	Sheriff	1572	✓		✓	24 hour emergency response/undercover
37	Sheriff	1573	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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FULL EXEMPTION: may be granted if the department can demonstrate that the employee assigned the vehicle is on-call on a 24-hour basis year-round; vehicles granted this exemption would be considered "take-home".

Department	Vehicle No	Full	Partial	Seal Exemption	Justification
Sheriff	1574	✓		✓	Station Commander/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1575	✓		✓	used to service processes of the court/used in various unmarked or undercover capacities to include criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1577	✓		✓	used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1581	✓		✓	used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1584	✓		✓	used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1585	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1586	✓		✓	used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1587	✓		✓	used to service processes of the court/used in various unmarked or undercover capacities to include criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1644	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1652	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1660	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.

FULL EXEMPTION: may be granted if the department can demonstrate that the employee assigned the vehicle is on-call on a 24-hour basis year-round; vehicles granted this exemption would be considered "take-home".

Department	Vehicle No	Full	Partial	Seal Exemption	Justification
Sheriff	1662	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1667	✓		✓	Division Commander/Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1668	✓		✓	used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1673	✓		✓	Patrol/HG Commander/used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1690	✓		✓	assigned to the Home Detention Program for home visits and surveillance/used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1705	✓		✓	Sheriff's vehicle/also, used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1706	✓		✓	used to service processes of the court/used in various unmarked or undercover capacities to include criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1707	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1708	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1730	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.

FULL EXEMPTION: may be granted if the department can demonstrate that the employee assigned the vehicle is on-call on a 24-hour basis year-round; vehicles granted this exemption would be considered "take-home".

Department	Vehicle No	Full	Partial	Seal Exemption	Justification
Sheriff	1751	✓		✓	Chief of Operations/used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1752	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1760	✓		✓	Division Commander/used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1774	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1775	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1776	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1779	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1781	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1903	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1909	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
Sheriff	1920	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.

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FULL EXEMPTION: may be granted if the department can demonstrate that the employee assigned the vehicle is on-call on a 24-hour basis year-round; vehicles granted this exemption would be considered "take-home".

Department	Vehicle No	Full	Partial	Seal Exemption	Justification
Sheriff	1921	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1925	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1927	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1930	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1931	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1932	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1933	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1940	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1961	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1973	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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Sheriff	1988	✓		✓	Used in various unmarked or undercover capacities to include: criminal investigations, surveillance, stakeouts, service of civil process; driver of this vehicle occupies a specialty assignment and is subject to rotational 24 hour on-call status; additionally, this individual is subject, year round, to call back to duty during any moderate or major investigation or event.
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