

VOLUME 3 - CHAPTER 6

EQUIPMENT, SUPPLY AND MAINTENANCE

3-06/010.00 BUDGET

In November of each year, each Division budget representative shall analyze the equipment needs of each Unit within his Division for the next fiscal year.

The equipment needs shall be reviewed by the concerned Division Chief or Division Director. Each Division shall then submit an equipment request to Fiscal Administration who shall prepare a list of these for the Sheriff's and/or Undersheriff's review prior to presenting to the Chief Administrative Officer.

Upon approval of the budget, the final allocation of fixed assets as approved by the Sheriff and/or Undersheriff, shall be returned to the Budget Section, Fiscal Administration. Each Division Chief or Division Director, through his respective budget representative shall be responsible for submitting requests through Fiscal Administration for the purchase of approved equipment.

To maintain and improve centralization and standardize control in the areas of requisition, approval and storage, the following procedures shall be observed.

3-06/020.00 EQUIPMENT STANDARDS

The following Units shall assist other Units by evaluating the designated equipment requests and providing specifications:

- Advanced Training Bureau - Weapons Training Section
armament, including face and body shields, vests, tear gas and related items, ammunition and weapons;
- Scientific Services Bureau - Photo Lab
cameras, projectors and binoculars;
- Communications and Fleet Management Bureau
video recorder equipment, communications or electronic equipment;
- Recruit Training Bureau and the Uniform and Equipment Committee
uniforms and all related issued equipment, except weapons; and
- Major Crimes Bureau and Commercial Crimes Bureau/Tactical Operations Detail
covert communications and electronic equipment.

3-06/030.00 FIXED ASSETS

Fixed assets are defined as equipment that costs \$5,000 or more. Unit Commanders are responsible for all fixed assets assigned to their Units. The control and accountability of fixed assets shall be established at each Unit by assigning an individual to oversee and control all aspects of fixed assets.

Pursuant to Government Code section 24051, County Code section 5.02.020, and County Fiscal Manual section 6.7.1, an inventory of the Department's equipment must be conducted at least every two years and a certification filed, under oath, on or before December 31, for the period prescribed by the Auditor Controller. Fiscal Administration is responsible for ensuring that the inventory is conducted and that the certification is filed.

On a semi-annual basis, Fiscal Administration shall forward a current list of fixed assets assigned to each Unit. A verification inventory of each item listed shall be made with all discrepancies noted on the list. The concerned Unit Commander shall sign the list as acknowledgment that all items have been inventoried. A copy of this inventory list shall be returned to Fiscal Administration within 30 days after receipt. A copy of the inventory list shall be retained at the Unit and shall include the true location of each fixed asset item. Newly acquired fixed assets shall be added to the list upon receipt.

Upon the disposal of a fixed asset, an explanation of its disposition shall be made on the list. Fiscal Administration, Inventory Control Section, shall be notified via memorandum (SH-AD-32A) when fixed assets are acquired or disposed.

Specific procedures and information on acquisition, disposal and inventory processes are contained in the Fiscal Administration Equipment Manual, (SH-845-MC, expenditure account code 3244) which is available through Central Supply.

3-06/030.01 UNIT CONTROLLED EQUIPMENT

Unit controlled equipment is defined as any item of equipment (section 3-06/030.05) whose original cost did not qualify it as a fixed asset, but the nature of the item warrants a Department tag number. This equipment is subject to the following management controls:

- each Unit shall maintain an inventory of its Unit controlled equipment. The list shall include a description of the item, its serial number, Department tag number if applicable, original cost and its specific location or the person's name to whom it was issued. This inventory may be kept in the same data base as the fixed asset inventory; and
- units shall conduct a semi-annual verification inventory of their Unit controlled equipment items. Verification inventory reports shall be retained for at least three years, and made available during Unit inspections.

Specific procedures and information on the acquisition, disposal and inventory processes can be found in the Fiscal Administration Equipment Manual as noted above. Department tags are available through Central Supply.

3-06/030.05 PORTABLE ITEMS OF EQUIPMENT

Portable items of equipment, simply defined, are equipment items that can be easily carried or moved, especially by hand. Thus, control procedures shall be instituted at each Unit to reduce the risk of loss or theft. Each Unit shall:

- assign control to one person for all portable items of equipment;
- list, by location, all portable items of equipment for which the Unit is responsible;
- maintain the name of the individual to whom the equipment is permanently assigned;
- update the inventory list daily for:
 - changes in personnel assigned portable items of equipment;
 - changes made when new acquisitions are made; and
 - deletions due to trade-ins, lost, stolen or transferred equipment, etc;

NOTE: Deletions and additions of equipment shall also be transmitted to the Inventory Control Section.

- maintain, in a secure area, all portable equipment not assigned or in use;
- maintain a "sign in and out" log, which shall be prepared and maintained by the responsible individual at each Unit, The format will be left to the discretion of the Unit but shall include the following data:
 - description of the item;
 - serial number and/or County number;
 - date and time checked, in and out;
 - signature of user (both in and out); and
 - issuer's initial (both in and out);
- inventory portable items of equipment upon receipt of the Unit's fixed asset listing.

3-06/040.00 SERVICES AND SUPPLIES

The various methods of procuring services and supplies are as follows:

Stock Items

Stock items from Central Supply or ISD/Purchasing and Central Services are ordered through the Fiscal Management System(FMS). Units are encouraged to use stock whenever possible. Stock catalogs can be found in the FMS under LOOKUP/A. CATALOGS.

Various Vendors

Miscellaneous services and supplies ordered from outside vendors are entered into the various vendor module through the Fiscal Management system. The current monetary limit on non-agreement purchase orders is \$5,000.00. Purchases of \$5,001.00 or more should be submitted on a requisition.

Petty Cash

Petty cash or petty cash check requests are submitted on a Department Supply Requisition (DSR 76R413) with three copies attached. Requests shall have Unit Commander's and budget representative's approval prior to submitting to Fiscal Administration. Petty cash is generally used when there is a need to expedite a purchase and normally restricted to \$100.00. Reimbursement should have prior approval from Fiscal Administration and have original receipts attached.

3-06/050.00 RENTAL ITEMS

Requests for new rentals require written authorization by the Chief Administrative Officer of the County.

Requests for a change in current rental items shall be prepared on a SH-AD-32A and submitted to Fiscal Administration. The original and one copy of the request shall be submitted to Fiscal Administration. A full justification must be provided and comparison costs supplied. If funding is available and the change in type or model of rental equipment is approved by Fiscal Administration, the request shall be processed. Refer to the County's Procurement Manual for additional instructions. If rental equipment will be needed for an extended period of time, user shall consider conversion to purchase or lease/purchase.

3-06/060.00 SALVAGE FIXED ASSETS

The Department may procure surplus fixed asset equipment from the salvage yard administered by Internal Services Department. Units may request items from surplus by submitting a SH-AD-32A to Fiscal Administration. The request shall, when possible, contain information relative to what would be acceptable (e.g., color, size, make, etc.), the quantity required, justification of the need, room number or location of assignment, telephone number and name of the representative to contact should questions arise.

Unit personnel are not to contact Internal Services Department regarding salvage items unless instructed to do so by Fiscal Administration.

3-06/060.05 CONTROL OF SALVAGE ITEMS

After a salvage fixed asset item is assigned to a Unit, it is handled the same as a budgeted item. Thus, stolen, lost, transferred or items returned to salvage shall be listed on a SH-AD-32A with the appropriate information, including notations, and forwarded to the Inventory Control Section, Fiscal Administration.

IN EVERY INSTANCE WHEREIN PROPERTY IS TO BE SENT TO SALVAGE, PRIOR APPROVAL SHALL BE OBTAINED FROM FISCAL ADMINISTRATION.

3-06/070.00 COMMUNICATIONS EQUIPMENT

Communications and Fleet Management Bureau has responsibility for communications equipment of all types. Requests to purchase, survey, install, alter, extend, remove or any other request in regard to any Department JDIC, MDT/CAD, portable or mobile voice radio, public address system, intercom, portable or mobile or other electronic devices (such as GPS monitors, video feeds, etc.) shall be requested on a SH-AD-32A through the Department Chief Information Officer (CIO) – Chief of Technical Services Division.

This includes any and all installations of any items in the station desk area.

Units are specifically prohibited from altering in any way the CAD, GST, VESTA, CSI, and any and all fallback radio equipment. Unit Commanders are responsible for ensuring the standard equipment assembly (CAD, CSI, GST, VESTA, and fallback radios) as installed by Technical Services Division is not altered in any way.

To maximize office safety and efficiency, Unit Dispatchers and Watch Deputies shall ensure that all Station desk hardware and software is functional, operational, and all required users are logged on with the proper credentials. Specifically, they shall ensure that the CAD, CSI, 9-1-1 (VESTA), and GPS viewing units are functional, operational, and users are logged on with proper credentials.

The Station Dispatcher shall check the GST viewer at least twice per shift as well as maintain constant vigilance to ensure that all GPS equipped units assigned to his or her Station are logged on and visible. If specific GPS equipped units are not visible to the Dispatcher on the GST viewer, he or she shall contact the unit and ascertain the reason. If the Dispatcher and unit are not able to resolve the issue to become “visible” on the Dispatcher’s viewer, the unit shall contact the Central Help Desk for assistance. If the issue cannot be resolved at that level, the vehicle should be removed from service pending a response by technicians.

If the viewer is not functioning properly, the Dispatcher shall troubleshoot the issue to resolution according to training. If the issue is unable to be resolved at the Dispatcher’s level, he or she shall call the Central Help Desk and ensure a trouble ticket is generated.

Requests for telephones, additional directories and/or modifications of existing telephone equipment, shall be prepared on a Departmental Supply Requisition. Upon completion,

send the form to the Telephone Coordinator, Communications and Fleet Management Bureau.

Any exceptions to this policy must be expressly granted in writing and kept on file at the Unit only after review by Communication and Fleet Management and Technical Services Division Chief.

3-06/080.00 DEPARTMENT WEAPONS INSPECTIONS/INVENTORY

Department weapons include rifles, shotguns, tear gas equipment, ammunition and safety equipment.

Unit Commanders are reminded that a review of ordnance assigned to their Unit must be completed as part of the change of command procedure in addition to any other requirements of this section.

3-06/080.05 INSPECTIONS OF ARMORIES

Personnel from the Weapons Training Section of the Advanced Training Bureau shall conduct periodic inspections of all Department armories to ensure that all weapons are in proper operating condition; however, as these inspections may not be on a regular schedule, Units should immediately deliver inoperable weapons to the Weapons Training Section for repairs.

3-06/080.10 QUARTERLY WEAPONS INVENTORY

Quarterly, on the first Monday of January, April, July and October, all Units maintaining Department weapons shall submit a serialized list of identifiable items on a SH-AD-32A to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master.

Annually, on the first Monday of July, those Units maintaining tear gas equipment shall include a listing of expiration dates of all tear gas containers in conjunction with the weapons inventory.

3-06/080.15 EQUIPMENT, WEAPONS AND MUNITIONS CONTROL

It shall be the responsibility of the Administrative and Training Division to assist Divisions/Units in the development of guidelines establishing the level of assigned equipment for emergencies that may be retained at a Station or Bureau on a continuous basis.

The Administrative and Training Division shall implement and maintain a central

repository for the storage, issuance and maintenance of all designated equipment. Immediately following an emergency, all equipment not designated to be maintained at the Unit level shall be returned to the repository.

A Unit shall be accountable for equipment issued to it from the repository. If the equipment is then loaned or otherwise relocated, that Unit shall notify the Administrative and Training Division within 24 hours.

The Weapons Training Unit, Training Bureau, shall be responsible for ordering, issuing, storage, maintenance and inspection of all ammunition, riot gas and Department weapons.

The Weapons Training Unit shall coordinate the disposal and disposition of outdated, inoperable or partially expended chemical munitions.

3-06/090.00 FIRE EXTINGUISHER EQUIPMENT

Requests for new or replacement building fire extinguisher equipment shall be sent to Facilities Administration, and shall include the type, number and reason for the request. Facilities Administration shall be responsible for purchasing the extinguishers.

All new vehicles obtained by the Department are equipped with a fire extinguisher bracket at the time they are put into service. Units shall requisition for new or replacement vehicle fire extinguishers through Facilities Administration.

Vehicle fire extinguishers shall not be removed from assigned vehicles except for use or replacement. Extinguishers shall be left in the vehicle when the vehicle is loaned or transferred within the Department. Extinguishers shall not be left in the vehicle when it is returned to the Fleet Management Unit for replacement or repair.

3-06/090.05 MAINTENANCE OF EXTINGUISHERS

Recharging of all vehicle and building fire extinguishers, including spare extinguishers assigned a Station or Unit, shall be coordinated by the Facilities Administration.

Each Unit shall ensure that all fire extinguishers have a routine annual inspection. This inspection shall be coordinated with Facilities Administration.

3-06/100.00 SUPPLY INVENTORY

Procedures for conducting physical inventories, determining needs and reorder levels and identifying overstock and obsolete items are outlined below.

These procedures shall be adhered to by Fiscal Administration's Central Supply Warehouse, Advanced Training Bureau's Range Operations and each custody facility warehouse. These procedures shall apply to all supplies on hand and on order. A physical count of supplies on hand shall be conducted at least once during the year.

It shall be the responsibility of the Director of Fiscal Administration to functionally supervise all inventory storage locations.

3-06/100.05 PERPETUAL INVENTORY SYSTEM

Each inventory storage warehouse, upon receiving any quantity of supplies, shall immediately verify the quantity received against the shipping ticket received with the merchandise. Following this verification, the required information shall be posted to inventory records. Locations which maintain manual records shall use forms 76S766, 8785024 and 76S759B (SH-AD-475).

All inventory records shall be maintained on a daily basis and shall be current at the close of each business day. The balance shall accurately reflect the true amount of stock on hand at all times.

3-06/100.10 INVENTORY NEEDS AND REORDER LEVELS

Supplies shall be ordered as needed, as determined from the inventory records. As supplies are issued out of stock and the required information is posted, the balance of the supplies is reduced. Items should be reordered when the inventory reaches the established reorder point (which takes into consideration the rate of usage of the item and the delay time from order to receipt) that shall be clearly noted on each inventory card.

3-06/100.15 OVERSTOCK AND OBSOLETE INVENTORY ITEMS

A yearly evaluation of inventory needs, determined by reviewing the inventory records, shall be made to determine any changes in the reorder levels. Any change or deviation in reorder levels should serve as a warning of possible overstock or obsolete supplies. When such items are identified, reorder levels shall be adjusted to reduce the overstock or eliminate the obsolete items.

3-06/110.00 RECEIPT OF MERCHANDISE

To maintain uniformity and ensure proper accountability for supplies and equipment, Department members shall adhere to the following procedures upon receiving such material. This procedure shall be followed when delivery is made by an outside vendor or by Internal Services Department through a common carrier.

3-06/110.05 RECEIVING NEW FIXED ASSET ITEMS

Upon receipt of a new fixed asset item, the receiving Unit shall forward a copy of the invoice or shipping papers, with a notation as to the location of the item, to Fiscal Administration, Attention: Inventory Control. A detailed description, including model and serial numbers shall be added to the document if not already noted. This procedure is necessary to expedite payment to the vendor and to assign and affix an Inventory Control Number.

NOTE: The above procedure shall be followed for "Security" fixed asset items coded "Alpha," with the exception that Inventory Control Numbers shall not be attached to the item.

3-06/110.10 OUTSIDE VENDORS

In all cases, persons receiving a shipment from an outside vendor shall:

- inventory the shipment at the time of delivery;
- note any shortages or visible damage to the shipment on the delivery receipt and the driver's copy when receiving the freight;
 - notations shall be in the receiver's handwriting, dated and signed, e.g., 1 carton short, 2 cartons wet, 1 carton crushed;
- sign for the delivery only after a thorough inventory of the shipment is completed;
- obtain a copy of the carrier's invoice (delivery receipt, freight bill, etc.); and
- if damages are noted after the driver departs, notify Internal Services Department, Traffic Division, retain the damaged container and do not remove the item from the container.

NOTE: When Unit "A" receives a shipment which contains merchandise for Unit "B," Unit "A" shall follow the above inventory procedure and then ship the merchandise to Unit "B." Example: If Carson Station receives a shipment which contains merchandise for Avalon Station, Carson Station shall follow the above procedures and then forward the merchandise to Avalon Station.

A Receiving Report (form 76D805) shall be prepared for all items delivered to a Department facility by any vendor or delivery service with United Parcel Service and Parcel Post being the exceptions.

If any deliveries of personal items to an employee are made at a Department facility, a Receiving Report must also be prepared with the word "PERSONAL" printed on the Receiving Report.

The Receiving Report shall include the following information as shown on the carrier's invoice by the Unit's receiving clerk:

- date of delivery (Report made at time of delivery);
- name of carrier making delivery;
- Sheriff - (specify) Division;
- number of vendor's delivery slip;
- brief description of material received;
- name of vendor from which merchandise was purchased;
- FOB point as stated on purchase order;
- delivery charge as indicated by carrier;
- routing of shipment, e.g., name of freight company, etc.;
- signature and employee number of receiving clerk and Unit of assignment; and
- bureau/facility/Station where received.

NOTE: Special attention shall be given to ensure that the purchase order number is noted on the carrier's invoice as well as on the Receiving Report. Do not delay in signing for the delivery if you are unable to readily obtain the purchase order number. Excessive "delivery time" may be billed by the carrier.

Distribution of the Receiving Report shall be as follows:

- yellow copy:

Internal Services Department
Traffic Division
2500 South Garfield Avenue
City of Commerce, CA 90040

- pink copy: (attach carrier's invoice, delivery receipt, freight bill, etc.)

Fiscal Administration
Attn: Accounts Payable
(For fixed assets, Attn: Inventory Control)
Sheriff's Headquarters
4700 Ramona Blvd., Rm. 310
Monterey Park, CA 91754

- white copy: retain at the receiving Unit, file by carrier's name and date of delivery.

3-06/110.15 INTERNAL SERVICES DEPARTMENT (ISD)

In all cases, persons receiving a shipment from Internal Services Department shall:

- obtain the "C" copy of the invoice from the driver;
- check the delivery against the "C" copy of the receipt at the time of delivery;
- note any shortages, damaged goods or partial shipments on the "C" copy;
- do not accept visibly damaged goods;
- sign for delivery. Include employee number and date;
- upgrade the Unit's inventory to reflect the stock received;
- forward the "C" copy to Fiscal Administration, Attention: Document Control; and
- retain a photocopy copy of the "C" copy at the Unit of assignment for future reference.

A complete and thorough inventory of the contents of the shipment may be made after the driver leaves. If any shortages, damaged goods or partial shipments are discovered, notify ISD immediately.

Partial Deliveries

- ensure that an additional "C" copy is obtained from ISD when the balance of the partial delivery is received; and
- follow the steps as listed above.

3-06/120.00 INTERNAL SERVICES DEPARTMENT WORK ORDER REQUESTS

Work orders shall be prepared for all work requested of the ISD which is not emergency maintenance.

The work order requests shall be prepared on a Service Request, form #761838. All work order requests shall be submitted to the designated project director on file in Fiscal Administration, via the respective Division budget representative.

When the work to be performed is of a complex nature, an original and three copies of a sketch of the desired work shall also be prepared. Distribution shall be made as follows:

- original sketch and two copies to the Division budget representative; and
- one copy to Unit file.

The Division budget representative shall acknowledge receipt of the request by forwarding to the requesting Unit a copy of the Completion Report of Mechanical Work Orders (SH-AD-233). This form shall be held by the requesting Unit until the ISD has completed the requested work. When the work is finished, the completion date shall be entered on the form, and the form signed and returned to the concerned project director on file in Fiscal Administration.

3-06/130.00 EMERGENCY REPAIRS AND AFTER HOURS EMERGENCY REPAIRS

Emergency repairs to electrical equipment, plumbing, locks, etc., may be requested by telephone to the appropriate Sheriff's Facilities Administration Regional Manager's office.

Emergency repair calls after normal working hours and on weekends and holidays shall be made to the North County Correctional Facility, front desk.

Business machine (such as facsimile machines, PC's, etc.) repair calls shall be made to the North Regional Manager's office. Service is available during normal business hours. After hours, contact the North County Correctional Facility, front desk.

Regular photocopy machine repair calls shall be made directly to the vendor Monday through Friday, from 0800 hours to 1700 hours. Any call placed outside these hours will be an after-hours call and will be charged to the Department at a higher rate.

In order to ensure proper payment of after-hours copy machine repair calls, a memorandum of justification from the Unit Commander to the Director, Facilities Administration shall be submitted. Also, the repair technicians have been instructed to leave a receipt with the Watch Commander detailing how long they were there and what the problem was. The justification and the receipt shall be forwarded to Facilities Administration Headquarters immediately after the service has been completed.

3-06/140.00 AUTOMOTIVE EQUIPMENT

To maintain a uniform standard, all automotive equipment replacement shall be the responsibility of the Fleet Management Unit, Communications and Fleet Management Bureau.

Modification of automotive equipment shall be made only with approval of the Fleet Management Unit.

Budget requests for additional automotive equipment shall originate with the Unit Commander.

Requests for additional automotive equipment shall be made through Fiscal Administration, Administrative and Training Division who shall coordinate the request with the Fleet Management Unit.

The request will then be forwarded to the designated Assistant Sheriff for final determination.

3-06/140.05 OPERATOR'S RESPONSIBILITY

It is the operator's responsibility to exercise prudence and care in the operation of a County vehicle. This includes checking the lubricant levels, e.g., engine and

transmission oil, as well as coolant levels, prior to operating the vehicle. Gauges and/or warning lights shall be monitored during operation. Any vehicle displaying such warnings shall be removed from service immediately and shall remain out of service pending inspection by a qualified mechanic. Continued operation of a vehicle when such warnings are evident may lead to costly repairs. Such negligence may result in disciplinary action.

3-06/140.10 MOTOR POOL VEHICLES

The Department maintains a limited supply of motor vehicles in its motor vehicle pool for the purpose of temporarily augmenting the vehicle requirements of an individual command.

A unit commander requiring a Department motor pool vehicle on a temporary basis shall submit a request in writing to the unit commander of the Communications and Fleet Management Bureau (CFMB). The written request shall identify the type of vehicle requested, anticipated loan period, and offer an appropriate business justification.

The Fleet Management Unit shall maintain availability records for motor pool vehicles and, upon authorization from the CFMB captain, coordinate the temporary assignment of such vehicles.

3-06/140.12 DEPARTMENT-ASSIGNED VEHICLES

Designated members of the Department may be assigned a County-owned vehicle in furtherance of the Department's mission. Only authorized individuals with a justifiable business need will be assigned a County-owned vehicle.

Defined

A Department-assigned vehicle is any County-owned vehicle or vehicle provided by another entity assigned exclusively to an individual Department member and parked at a place other than the member's Unit of assignment during the member's off-duty hours. This definition includes "motor pool vehicles" (3-06/140.10) driven by a member and parked at a place other than the member's Unit of assignment during the member's off-duty hours.

Approval

A Department-assigned vehicle shall not be driven and parked at a location other than the member's Unit of assignment during off-duty hours without appropriate authorization. Only a member holding the rank of Captain/Bureau Director or higher can request that a member be given a Department-assigned vehicle. Only an Assistant Sheriff or higher can authorize a request.

A Unit Commander requesting authorization to provide a Department-assigned vehicle to a member of their command shall prepare the Department-Assigned Vehicle Record and Approval Form for each individual member. The Unit Commander shall check the appropriate business need/justification box on the approval form or write the reason necessitating the need for a Department-assigned vehicle in the space provided. The form shall then be forwarded to the concerned Division Chief or Division Director for review and concurrence. The Division Chief or Division Director shall indicate his concurrence regarding the Department-assigned vehicle request by signing the form in the designated space and forwarding it to the appropriate Assistant Sheriff for approval. Except as provided below, authorization for Department-assigned vehicles require the approval of the concerned Assistant Sheriff. A Department-assigned vehicle shall not be assigned to a Reserve Deputy Sheriff without the written authorization of the Sheriff (MPP 3-01/090.35).

Completed authorization forms shall be forwarded to Communications and Fleet Management Bureau for processing and filing. Authorization is required annually, and all Department-assigned vehicles shall be noted on the July 1st Semiannual Vehicle Inventory Report in accordance with MPP section 3-06/145.00. Each Division shall submit a Department-assigned vehicle summary with the July 1st Semi-Annual Vehicle Inventory Report. These forms need not be completed for occasional off-site parking of a Department vehicle as defined below.

NOTE: For purposes of this section, Department members who reside in an adjoining County and drive a Department-assigned vehicle shall have the presumptive authorization of their Unit Commander to drive the vehicle out of Los Angeles County and need not make radio notification when leaving or entering Los Angeles County.

Vehicle Assignment

Only authorized members with a justifiable business need will be provided a Department-assigned vehicle. Some members may have their on-duty transportation needs better addressed through the mileage permittee program than by approval of a Department-assigned vehicle.

Factors to be considered in making decisions related to Department-assigned vehicles include, but are not limited to, the following:

- whether the member will be expected to perform criminal investigations, transport suspects or victims, or be required to respond to crime scenes or other field emergency locations;
- whether the member's duties require immediate response from home with specialized equipment;
- the anticipated frequency of after-hours immediate responses;
- the frequency with which the member must report directly from home to locations other than the member's Unit of assignment or office;

- the provisions of applicable contracts, Memorandums of Understanding, and compensation packages; and/or
- whether the mileage permittee program would be more suitable for the member. In considering the mileage permittee program, considerations should include costs as well as the effectiveness and efficiency of the Department's operations.

Command and Executive Staff

In light of their emergency response responsibilities (both at their Unit of assignment and Department-wide), and to facilitate the efficient and effective performance of the Department's business throughout the County, the Department's executive and command staff (Captains or Directors-Bureau operations and above) shall be provided a Department-assigned vehicle.

Emergency Response - Countywide (Permanent)

Department members whose assignment includes both 24-hour and Countywide emergency response responsibilities may be provided a Department-assigned vehicle to facilitate their response. Examples may include, but are not limited to, members of the Department's Special Enforcement Bureau or supervisors assigned to the Department's Arson-Explosives Detail.

Investigative Response - Countywide (Permanent)

Department members whose assignment includes both 24-hour and Countywide investigative response responsibilities may be provided a Department-assigned vehicle to facilitate their response. Among the factors to be considered are the need for flexible work hours to facilitate after-hours work, the need for immediate, after-hours response capability to investigate serious crimes, the need for immediate access to specialized equipment, and/or the need to regularly report to work or end the work day at various locations throughout the County. Examples may include, but are not limited to, investigators and supervisors assigned to Emergency Operations Bureau or a Detective Division Unit and not specifically assigned to a Station.

On-Call Emergency or Investigative Response - Countywide

Department members whose assignment includes weekend, holiday, or after-hours on-call Countywide emergency or investigative response requirements may be provided a Department-assigned vehicle to facilitate their response during their designated on-call cycle. The factors to be considered are the same as for Countywide emergency or investigative response assignments described above, except that the requirement for response rotates among various personnel. Examples may include, but are not limited to, the on-call Internal Affairs Bureau staff and associated force response team members, on-call Scientific Services Bureau staff, and/or on-call Emergency Operations Bureau staff.

Special Equipment Vehicles

Department members whose assignments require specialized vehicles or vehicles with special contents/equipment may be provided a Department-assigned vehicle when the vehicle or the equipment it contains is more appropriately stored at a place other than the member's Unit of assignment. Factors to be considered include the security of the vehicle and its contents/equipment, the need to perform work outside the employee's normally scheduled work day, the need to respond to after-hours incidents, and the general efficiency and effectiveness of the services provided. Examples may include, but are not limited to, Canine Services Detail transport vehicles and certain Facilities Services Bureau vehicles.

Motorcycles

Policies and procedures for Motorcycle Deputies' Department-assigned motorcycles are contained in the Motorcycle Guidelines Manual (Street Enforcement), updated May 23, 2003. Refer to the manual for specific details and restrictions.

Contract, Memorandum of Understanding, or Compensation Package

Department members may be assigned a Department-assigned vehicle by contract, interagency Memorandum of Understanding (or other agreement), or as part of their employee compensation package. Examples may include, but are not limited to, designated investigators assigned to a specified federal task force. Such personnel shall adhere to the requirements of the contract or agreement and shall comply with the requirements of this and all other applicable Department policies related to vehicle use.

Occasional Off-Site Parking

A Unit Commander or his designee may authorize the intermittent, short-term use of a Department vehicle by a Department member when the member is scheduled to conduct Department business away from the member's Unit of assignment or to facilitate a response to a special assignment the following day. Examples may include, but are not limited to, travel to/from a distant training site, and facilitating the service of a search warrant. Occasional, off-site parking must be approved by the concerned Unit Commander or designee in writing, specifying the involved employee, vehicle, location, time period, and business purpose. The written authorization shall be maintained in the Unit's administrative file.

Unit Commanders shall designate whether a Department-assigned vehicle is to be parked at the employee's residence or another Facility on the Department-Assigned Vehicle Record and Approval Form. Unit Commanders shall consider the following in making this decision:

- whether the vehicle will be secure if left unattended at the member's residence;
- safety of the vehicle's equipment and/or contents; and/or

- any other factor which may help the Unit Commander evaluate whether the vehicle will be more secure if left unattended at the member's residence or another County Facility.

Tax Implications

Sworn personnel provided a Department-assigned vehicle as described above do not, under current Internal Revenue Service regulations, incur any tax liability.

Professional Staff members provided a Department-assigned vehicle as described may incur tax liability as a result of any commuting or non-business use of the vehicle. Professional Staff members are individually responsible for any tax liabilities related to vehicle use. While some information regarding required record keeping and potential tax liabilities may be obtained from Administrative and Training Division, Professional Staff members should consult an independent tax professional or appropriate IRS publication for tax guidance related to their use of a Department-assigned vehicle.

Long-Term Absence

County vehicles are Department assets used in the furtherance of Department business. Unless specifically exempted by their Unit Commander, members absent or scheduled to be absent for a period greater than two weeks shall return the Department-assigned vehicle to the Unit of assignment to be made available to other employees as authorized by the Unit Commander.

3-06/145.00 SEMI-ANNUAL VEHICLE INVENTORY REPORT

All Unit Commanders, civilian Directors and executive staff personnel shall submit a Semi-annual Vehicle Inventory Report (SH-R-444) to their Division Chief or Division Director on January 10th and July 10th of each year.

Units and Bureaus that report directly to the Sheriff, Undersheriff, or concerned Assistant Sheriff shall forward the Semi-annual Vehicle Inventory Reports to the Chief of the Technical Services Division.

The report shall include the following information:

- number of vehicles assigned;
 - black & white;
 - unmarked;
- identification number;
- year;
- make and model;
- mileage;
- condition as specified on the form; and

- indicate whether or not offsite parking has been approved, per MPP, section 3-06/140.12 Department Assigned Vehicles.

In addition, a "Department Assigned Vehicle Record and Approval" form must be prepared for each such assigned vehicle and submitted along with the Semi-annual Vehicle Inventory Report on each July 1st. Departmentally Assigned vehicles must be identified as such in the remarks section of the report.

Division Chief or Division Director and Assistant Sheriff(s) Responsibilities

It is the responsibility of each Division Chief or Division Director and each Assistant Sheriff to review the Semi-annual Vehicle Inventory Reports and, after concurrence, forward the reports to the Undersheriff's office or Assistant Sheriff overseeing Administrative & Professional Standards by February 10th and August 10th of each year. A list of vehicles authorized by each concerned Assistant Sheriff as Departmentally assigned vehicles will accompany the July 1st report.

Following the review by the Undersheriff or Assistant Sheriff, the reports will be forwarded to and electronically archived by the Communications and Fleet Management Bureau until the expiration date.

3-06/150.00 VEHICLE REPAIR NOTIFICATION

In order to maintain control of the location of Department vehicles, it shall be the responsibility of the concerned Unit to notify the Fleet Management Unit whenever a vehicle is taken to a maintenance location for repair. The Fleet Management Unit must also be notified when a vehicle is towed to any maintenance facility.

3-06/150.05 VEHICLE MAINTENANCE

All vehicles shall be maintained in accordance with the standards established by the Fleet Management Unit. Except in an emergency, only those lubricants supplied by the County shall be added to either the transmission or differential.

NOTE: Special lubricants are used which should not be mixed with the lubricants that are generally handled by service stations.

Vehicle service intervals are established by fleet management. It is the responsibility of every driver to conduct a vehicle inspection prior to using any vehicle. This inspection shall include a check of all fluid levels, tire pressure, and general working order of the equipment. If a defect of safety issue is found, it will be brought to fleet management's attention for repair.

3-06/150.10 EMERGENCY REQUESTS

Weekends and after-hours emergency requests for mechanics shall be made by Station Watch Commanders to the Sheriff's Communications Center (SCC) Watch Commander.

Requests based upon a high percentage of inoperable Station vehicles affecting Station operations shall be made only after the following determinations:

- can the required repairs be effected by one mechanic, considering the limited repair facilities, tools and available parts;
- have adjacent Stations been contacted for assistance; and
- are relief vehicles available.

Valid requests will be forwarded to the on call Department Fleet Management representative.

3-06/150.15 SERVICE OR REPAIR EXPENSES INSIDE THE COUNTY

Gasoline and oil may be obtained for any County vehicle at any of the various County facilities (see section 3-06/160.00).

Emergency repairs under \$100 may be obtained from the nearest service station. The employee shall pay the bill and obtain three (3) copies of the receipt. The receipts shall be presented to the Unit Commander for approval and subsequent claim for reimbursement made. The Expense Claim (76E928) shall be completed, in quadruplicate, with the claimant retaining the last copy. The claimant should show his name and the address of his Unit of assignment in the upper left portion of the form. The original and two (2) copies of the claim, together with the three copies of the receipt, shall be forwarded to Fiscal Administration.

NOTE: The County vehicle number must appear on both the claim and the receipt.

3-06/150.20 SERVICE OR REPAIR EXPENSES OUTSIDE THE COUNTY

Employees on authorized trips out of Los Angeles County may be issued a credit card for the purchase of gasoline and oil only. Credit cards are issued by Fiscal Administration.

When utilizing these credit cards, employees shall record the County vehicle number and mileage on the credit card receipt and sign the receipt in a legible manner.

All receipts are to be submitted to, and kept on file by, the concerned Unit Commander.

When emergency repairs are required outside the County, employees shall go to the nearest repair facility and obtain an estimate of the cost of the emergency repair. The

employee shall then call the Communications and Fleet Management Bureau, Fleet Management Unit, and describe the circumstances and estimated cost of the emergency repair. The ranking Fleet Management Unit representative shall make a determination as to the course of action to be taken.

3-06/150.25 TOWING OF DEPARTMENT VEHICLES

Requests for towing of disabled Department vehicles shall be made through the Fleet Management Unit between 0700 and 1630 hours, Monday through Friday. After working hours, from 1630 to 0700 hours, and on Saturday, Sunday and County holidays, requests should be made by contacting the Sheriff's Communications Center.

NOTE: All towing of County vehicles is performed by private tow services contracting with the Department's vehicle maintenance contractor. While a reasonable effort should be made to utilize the designated towing service, Department personnel are under no obligation to wait an unreasonable period of time for the vendor to respond. When requesting tow service, common sense should be exercised to determine how long to wait before contacting a local Sheriff's contract towing service. When a local contract towing service is used, the Unit Commander shall attach a SH-AD-599 to the invoice, indicating the date, time and reason the service was necessary. The memorandum and invoice shall then be forwarded to the Fleet Management Unit.

When a tow truck is summoned to assist with a disabled vehicle, the vehicle must be towed. Service for jump starting is not acceptable as the cause may be due to an electrical malfunction which could lead to further complications if not inspected by a qualified mechanic.

3-06/150.30 FLAT TIRES

Roadside tire changing is generally the responsibility of the operator except for:

- ambulances and vehicles in excess of one-ton capacity;
- those employees whose safety may be compromised, including but not limited to, road/traffic hazards, weather conditions, location, time of day;
- those employees who are physically incapable of changing a tire or whose health may be compromised; and
- those employees whose medical work restrictions would be violated by changing the tire.

Operators should check their vehicles to ensure that spare tires and tools are intact and serviceable. Replacement tires can be obtained by contacting the Fleet Management Unit.

3-06/150.35 RADIO AND ELECTRONIC REPAIRS

Requests for radio and electronic repair service shall be made through the intranet reporting system located on the CFMB web page.

Emergency requests should be made via telephone to the Sheriff's Communication Center.

3-06/160.00 ISSUANCE AND RECORDATION OF FUEL

Each individual Unit, Station and/or facility of this Department shall be responsible and held accountable for the delivery of gasoline, diesel oil and the issuance of these supplies. Unit Commanders shall assign the Operations Lieutenant the responsibility of certifying the completeness and accuracy of supply invoices, the Record Log (76G122D), and the Fuel Usage Report (SH-R-395). Each Record Log and Fuel Usage Report shall be signed by this officer, who will also be responsible for supervising a fuel inventory of the tanks on a monthly basis.

3-06/160.05 COMPLETION AND DISTRIBUTION OF RECORD LOG (76G122D)

Arch files or clipboards shall be assigned to each pump location at a Unit to secure the log sheets. All log sheets shall to be completed as follows:

- sheet number;
 - start renumbering on each July 1st (fiscal year);
- pump number;
 - use 1, 2, 3, etc., depending upon number of pumps at a location;
- location;
 - name of Unit/Station/facility;
- date;
 - from: date sheet started; and
 - to: date last entry made;
- pump reading;
 - the pump reading at the time a new log is initiated shall be placed over the column entitled "pump reading;"
- Department;
 - LASD; and
 - any other County department;

NOTE: Non-County government vehicles shall not be serviced at Department Units. Exceptions may be made during emergencies, e.g., civil disorder or if an emergency vehicle is completely out of gas and requires a small

amount enabling it to refuel at an authorized location.

- vehicle number;
- odometer reading;
- received by;
 - employees shall print their last name and employee number;
- fuel - gals. and 10ths;
- oil qts.; and
- pump reading;
 - although this reading does not record the 10ths of gallons, it is imperative that this figure be accurate. The differences of from two (2) to eighteen (18) gallons per sheet are reconcilable when computing the total gallons pumped from the pump readings.

The critical receipts section of this form shall only be completed and signed by the Operations Lieutenant. All completed log sheets shall be delivered to Fiscal Administration.

3-06/160.10 COMPLETION AND DISTRIBUTION OF FUEL USAGE REPORT **(SH-R-395)**

Only the designated Department employee, e.g., Watch Deputy, Utility Deputy, Law Enforcement Technician, etc., shall be responsible for completing the Fuel Usage Report on a weekly basis. To provide consistent readings and reduce the chance of damage to fiberglass fuel tanks, only this employee will perform all fuel tank measurements. All fuel reports shall be completed as follows:

- date;
- location;
 - name of Unit/Station/facility;
- week of;
 - dates covered by the report (should be from Monday through Sunday);
- type of fuel;
 - indicate the type of fuel that is needed to operate the location's emergency generator;
- pump reading for this report;
 - this reading will be taken from the last entry made on the Record Log covered by this report;
- pump Reading from last report;
 - this reading will be taken from the previous week's report;
- total gallons consumed;
 - subtract the previous week's ending pump reading from the current week's ending pump reading;
- stick reading from last report;
 - this reading will be taken from the previous week's report;

- additional fuel received;
 - indicate in gallons fuel received during this reporting period;
- total gallons;
 - add the stick reading from the previous week's report and any additional fuel received during this reporting period;
- stick reading for this report;
 - this reading will be taken just prior to the completion of this report and after the last entry made on the record log;
- difference from total;
 - subtract the stick reading taken from this report from the total of the previous week's stick reading and additional fuel received;
- total gallons consumed (same as above);
- difference from total (same as above);
- overall shortage/gain;
 - this will be the difference of the total gallons consumed from the pump readings and the difference from the total of the stick readings. The total gallons consumed should be the same as the difference from the total. Discrepancies may exist due to the stick type of measurement. If a major discrepancy exists, the Unit Commander shall initiate an immediate investigation and notify his Area Commander;
- emergency generator tank;
 - each Unit/Station/facility's emergency generator operates on a different test mode. A formula must be devised to determine if there is any excessive use or loss of fuel;
- record of delivery;
 - all records of delivery for this reporting period shall be indicated.

The Fuel Usage Report shall be approved by the Operations Lieutenant. Malfunction of any equipment shall be reported as soon as possible to Facilities Administration. The original Fuel Usage Report shall be delivered to the Fleet Management Unit 1100 North Eastern Avenue, and a copy retained by the Unit.

3-06/160.15 FUEL DELIVERIES

All fuel deliveries must be scheduled for hours when the designated Department employee can monitor the delivery. Prior to the fuel being dispensed into the tank, the employee shall take a stick reading, witness the vendor's stick reading, and compare the two.

The current capacity in the fuel tanks shall not be discussed with the vendor. After the vendor has completed dispensing the fuel into the tank, the designated employee will take another stick reading and compare it to the delivery invoice to ensure that they correspond.

If there are any problems during the delivery, the employee shall notify the Watch

Sergeant. It will be the Watch Sergeant's responsibility to advise the Unit Commander of any discrepancies on an SH-AD-32A, and telephonically notify Fleet Management Unit's Fuel Coordinator as soon as possible.

3-06/170.00 OUT OF SERVICE SIGNS

The public cannot distinguish between sworn and non-sworn personnel operating a black and white patrol vehicle; therefore, non-sworn personnel should cover the light bar with the "Out of Service" cover. During emergent situations, non-sworn personnel should render whatever limited assistance possible, such as requesting help via radio.

3-06/180.00 PRINTING REQUESTS

The Printing Management Unit of Fiscal Administration is responsible for the preparation of material to be printed for the Department.

Units preparing new or revised material for printing shall contact the Printing Management Unit to discuss the project. Needless time and effort can be eliminated when the proper format, instruction and numerous other considerations are discussed prior to submitting a Printing Request (SH-AD-1).

Items to be discussed with the Printing Management Unit:

- general usage of material and copies required;
- sides printed, type and size of paper;
- drawings/photographs, if included; and
- whether composition, proof copies or bindery is necessary.

Completion date shall, in all cases, be cleared and approved by the Printing Management Unit.

3-06/180.05 PRINTING MANAGEMENT UNIT'S RESPONSIBILITIES

The supervisor of the Printing Management Unit shall approve and/or write the final specifications for all printing requested by this Department. This supervisor shall also determine where the material shall be printed, as follows:

- Civic Center Printing Services;
- Internal Services Department;
- outside vendor; or
- Pitchess Detention Center - Vocational Shop.

Only the Printing Management Unit shall make contacts with the County printing units and

outside vendors. Additionally, this Unit shall maintain a file of all plates and printing request records for future reference and use.

3-06/180.10 UNIT COMMANDER'S RESPONSIBILITIES

Unit Commanders shall ensure that their personnel do not reproduce forms, bulletins or training material on any Department photocopier or printing device when the total amount of material to be copied exceeds 100 units per month. In such cases, complete a Printing Request (SH-AD-1) to have the document printed and stocked. All rush orders are subject to additional cost and must have Unit Commander approval prior to being processed. All additional costs may be charged against a Unit's budget allocation.

3-06/180.15 PRINTING REQUEST (SH-AD-1)

A Printing Request (SH-AD-1) shall be completed for all new material to be printed, as well as any reprints. The Printing Request shall be prepared in duplicate and approved by the Unit Commander. The original shall be attached to the "print ready" copy of the material to be printed and forwarded to the Printing Management Unit.

All material submitted for printing shall be typed in black.

3-06/180.20 FORMS - DESIGN AND CONTROL

The Printing Management Unit shall be responsible for the control and design of all Department forms; therefore, all new and revised forms shall be routed through this Unit prior to submitting a Printing Request.

All requests for new or revised forms shall be accompanied by a sample or revised form, a written justification for the form and/or change and the name, title, phone number and Unit of assignment of the requestor. All requests shall be approved by the requestor's Unit Commander prior to submission to the Printing Management Unit. If a proposed new form impacts Units from other Divisions, approval of each impacted Division Chief or Division Director shall be obtained.

3-06/190.00 DEPARTMENT PUBLICATIONS

A standard guide for all publications issued by this Department has been established and is outlined in the subsections which follow.

3-06/190.05 ADVANCE NOTICE ON LAYOUTS

Type 1 Content

Black-typed material to be published that does not contain pictures, graphic illustrations or other art work must be completed four to six weeks prior to the desired publication date and forwarded, with two copies of the Printing Request (SH-AD-1), to the Printing Management Unit.

Type 2 Content

Publications that are to contain pictures, graphic illustrations or other art work which require varityping should be completed and turned over to the Printing Management Unit, with two copies of the Printing Request, three to four months prior to the desired publication date. This will enable the Printing Management Unit to coordinate the planning and layout necessary for the printing of the publication in a timely manner.

NOTE: It is suggested that Units intending to publish material contact the printing manager well in advance of the time that it will be needed regarding the requirements recommended above, in order to obtain suggestions as to how the publication can best be handled from the printing standpoint.

3-06/190.10 CLASSES OF PUBLICATIONS

All Department publications will come under one of the following three categories:

- Class A - publications or reports designed for use within the Department. There may be some external distribution;
- Class B - publications or reports designed for a specific person, agency, commission, board etc. Material not intended for general distribution; or
- Class C - special publications and reports or proposals designed as an informational tool, public relations vehicle or specialized study for external dissemination. These special publications normally require a particularly unique cover to depict the content or dramatize the subject.

3-06/190.15 SPECIFICATIONS

Uniform requirements are as follows:

- identification - only the Sheriff's Department will receive acknowledgment on the cover. If reference or acknowledgment is desired for the Unit producing same, it shall appear on the title page of the publication. The standard Department cover design (star and trailing ribbon) shall be used on Class A and Class B publications. The following inscription will be appropriately located near the bottom of the cover in proper balance with the remainder of the cover design:

County of Los Angeles
Sheriff's Department
Leroy D. Baca, Sheriff

- page size - paper size shall be 8-1/2" x 11";
- binding - publications shall be handled according to type of material, style, number of copies, thickness, size of page layout, peculiarities, etc. Publications may be spiral-bound only when feasible; and
- title - titles shall be printed on the cover in proper size and balance with the overall cover design.

Special requirements are as follows:

- Class A - the cover shall be the standard Department cover in dark blue with black lettering. The title shall be placed in proper balance with the overall design of the cover, depending upon the length and size of the title; or
- Class B - the cover shall have an appropriate color scheme and design with the picture and/or title properly balanced, as mutually agreed upon by the requesting Division and the Director, Administrative and Training Division, with recommendation and guidance from the printing manager.

3-06/190.20 EXCEPTIONS AND CONFLICTS

Publications that are contrary to the specifications given above may deviate from the requirements only with the approval of the designated Assistant Sheriff. Requests for such approval shall be submitted through the Director, Administrative and Training Division. Guidance will be provided by the printing manager.

Any conflict relative to publications and/or final layouts of printing shall be brought to the attention of the Director, Administrative and Training Division. Contact regarding conflicts should be made by the printing manager and/or the concerned Division. If mutual agreements not obtained, the designated Assistant Sheriff shall make the final decision.