

551
SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, CALIFORNIA



FROM: Executive Office

SUBMITTAL DATE: July 1, 2003

SUBJECT: Revision of Board Policy D-10 Pertaining to Overnight Vehicle Retention

RECOMMENDED MOTION: That the Board approve revised Board Policy D-10 shown in Attachment A incorporating the amendments highlighted in the redline version in Attachment B.

BACKGROUND: At the suggestion of the Labor/Management Committee, the Executive Office reviewed Board Policy D-10 pertaining to authorizing employees to retain County vehicles overnight. The Executive Office concurs with tightening this policy to improve consistency in its interpretation and application, thus containing vehicle costs. The attached revision of the Policy adds greater specificity and exactness to the terms and conditions that justify authorizing overnight vehicle retention, and streamlines and clarifies the form on which departments request authorization. The Director of Purchasing and Fleet Services and the Assistant Director for Fleet Services reviewed and concur with these policy revisions. Board Policy D-10 does not apply to department heads, nor to other County staff for whom vehicle assignment is already a condition of their employment.

Denise C. Harden
Principal Management Analyst

FINANCIAL DATA:

CURRENT YEAR COST: \$0

IN CURRENT YEAR BUDGET:

NET COUNTY COST: \$0

BUDGET ADJUSTMENT:

ANNUAL COST: \$0

IF YES, FOR FISCAL YEAR:

SOURCE OF FUNDS:

C.E.O. RECOMMENDATION: **APPROVE.**

Executive Officer Signature:

Policy
 Policy

Consent
 Consent

Per Department:
Per Executive Office:

Prev. Agn. ref.

Dist.

AGENDA NO.

3.1

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Attachment A

Subject:
OVERNIGHT RETENTION OF COUNTY VEHICLES

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PURPOSE:

The purpose of this policy is to describe the intent of and limited circumstances for authorizing routine overnight retention of County vehicles at home by County employees. This policy does not pertain to vehicles assigned to agency/department heads provided a choice of vehicle allowance or use of a County vehicle as condition of employment.

Board of Supervisors Policy D-10 supersedes all previous guidelines regarding overnight retention of County vehicles as specified in the Automotive Fleet Policy and Regulation manual.

POLICY:

Authorization of overnight retention of vehicles is not intended for the convenience, benefit, betterment or private use of County employees. Allowing County employees to retain County vehicles overnight at home reduces availability of the vehicles, and generally results in higher operating costs to the County. Overnight retention of vehicles is appropriate only when it is in the overall best interest of the County through improved services and/or reduced costs. Authorization shall not be based on the ability of an agency/department to receive non-County reimbursement for vehicle costs. To the fullest extent possible, department heads shall establish procedures to reimburse employees for mileage incurred using their personal vehicles to respond to emergencies while off-duty.

To safeguard County equipment, employees authorized overnight retention of County vehicles should park those vehicles in off-street locations whenever possible. County vehicles authorized for overnight retention are not intended for private use, except where such use by an employee cannot be avoided due to the nature of the employee's on-call duties. This policy strictly prohibits use of County vehicles authorized for overnight retention by anyone other than the County employee to which they are assigned (except as absolutely necessary in extraordinary situations to avert or avoid harmful or life-threatening circumstances).

This policy applies to: 1) all County departments/functions; 2) agencies which function similar to County departments under terms of a contract (e.g.: County Fire); and, 3) all districts/authorities governed by the Board of Supervisors in their various governing board capacities. Overnight retention of County vehicles shall not be authorized unless at least one of the two following justifications is documented, and without respect to an employee's classification or agency/department.

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Justification 1. Special equipment mounted on or contained in the County vehicle is absolutely essential to the employee's routine performance of their assigned, on-call job duties responding to emergencies while off-duty, and this equipment cannot be easily and readily transferred to the employee's private vehicle.

Examples of such special equipment include:

- 800 MHz radio
- Law enforcement equipment and/or crime scene equipment
- CPR/trauma/first aid kit (routinely used as part of assigned job duties)
- Protective clothing & gear
- Civil defense kit
- Personal survival supplies
- Technical support tools, repair equipment and/or spare parts
- Child seats and spare clothing, towels, food and other rescue supplies

Within the context of this policy, the term special equipment does not refer to forms, manuals, maps, map books, hand-held radios or walkie-talkies, roadside first aid or emergency supplies, or other devices or items commonly carried or transportable in any vehicle. Nor does it apply to work-related items that may be easily and readily transferred from a County vehicle to an employee's private vehicle, and/or routinely stowed in an employee's private vehicle. Within the context of this policy, the term law enforcement equipment refers to specific types of public safety-related hardware and/or gear carried and used in the line of duty by sworn personnel.

Examples of job assignments that routinely require responding to off-duty emergencies with such equipment include:

- Criminal investigations and/or officer-involved shootings
- Hazardous materials incidents
- Abuse or abduction interventions and investigations
- Rescue and recovery operations
- Prisoner transportation
- Serving warrants
- Victim/witness/personnel protection
- Disasters & civil defense
- Animal control
- Security calls
- Service outages

Authorization of overnight vehicle retention for public safety employees shall be strictly limited to sworn (vs. administrative) personnel assigned job responsibilities that routinely require them to respond immediately to emergency public safety situations (vs. administrative or public relations tasks) during off-duty hours with law enforcement equipment mounted on or contained in their specific vehicles.

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For employees required as part of such job assignments to transport clients, authorization of overnight vehicle retention shall be solely for the purpose of better protecting the clients and minimizing liability to the County.

Overnight retention of vehicles shall only be authorized for individuals whose assigned job duties routinely place them on-call:

- Continuously, 24 hours a day, 7 days a week, year-round (24x7). In 24x7 duty situations, vehicles may be authorized for employees full-time.
- In regular rotation with other staff members within a department/function. In rotational duty situations, single vehicles may be authorized to rotate with the on-call duty assignments, not full-time to every employee in the rotation.
- Periodically, on an as needed basis. When on-call duty is on a periodic, as needed basis, vehicles may be authorized for overnight retention only on a case-by-case basis.

Justification 2. The location of a job site at a non-County facility dictates authorizing overnight vehicle retention is in the economic best interest of the County.

As a condition of employment, County employees are responsible for arranging their own transportation to their regular assigned job sites at County facilities by the appointed start time, regardless of how remote or distant from their home, or the travel time required. Consequently, in most cases Justification 2 excludes job sites at County facilities and applies only to non-County job sites.

Therefore, within the context of this policy, the economic best interest of the County pertains to the most economical and cost efficient use of County vehicles, not to employees' convenience. (Exceptions include arrangements that enable more cost efficient transportation of work crews that result in overall net savings to the County, which are rare and shall be reviewed on a case-by-case basis.) Generally, Justification 2 applies to cases in which the distance from the employee's residence to the non-County job site is less than the distance from the location where such vehicles are normally parked at night to the non-County job site. Other similar scenarios may apply, and may be reviewed at the discretion of the Executive Office on a case-by-case basis.

To be in the economic best interest of the County, the annual net cost savings demonstrated must be materially greater than the cost to prepare and process the authorization request.

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PROCEDURE:

1. On or before June 1, agency/department heads shall annually submit to Fleet Services requests to authorize employees for overnight retention of vehicles. All authorization requests shall be forwarded in the form required and provided by Fleet Services (see attached example). Fleet Services shall reject without review requests not submitted in the required form.
2. Fleet Services shall review each request, and forward recommendations to the Executive Office for concurrence or denial. The Executive Office shall concur only in those limited instances where assignment of a County vehicle is explicitly justified pursuant to the terms outlined in this policy.
3. Fleet Services shall periodically review vehicle utilization data to verify that employees use their authorization to retain vehicles overnight as intended. Low utilization may be grounds for suspension or revocation of overnight retention privileges.
4. While all authorization requests must be resubmitted annually, department heads must immediately inform Fleet Services if the initial justification on which an authorization to retain a vehicle overnight no longer applies. In that event, the employee must return the vehicle to Fleet Services within three (3) business days.
5. Any denial or revocation of authorization of overnight retention of a County vehicle may be appealed to the County Executive Office on a case-by-case basis.

Reference:

Minute Order 3.7 dated 5/7/96



REQUEST FOR AUTHORIZATION OF OVERNIGHT VEHICLE RETENTION

The Department submits this request for authorization of overnight vehicle retention in accordance with Board Policy D-10, which specifies the conditions under which the County Executive Officer may authorize employees other than department and agency heads to retain County vehicles overnight. The undersigned employee and Department Head confirm the information contained herein accurately documents the justification for authorizing overnight retention of a County vehicle, and acknowledge their responsibility to inform Fleet Services in the event the justification provided ceases to be in effect. In signing this request, the undersigned employee acknowledges their responsibility to use and house the vehicle appropriately in accordance with Board Policy D-10.

DEPARTMENT: _____

VEHICLE MAKE & MODEL: _____ VEHICLE NUMBER: _____

EMPLOYEE NAME: _____ EMPLOYEE ID: _____

POSITION CLASSIFICATION: _____

IF SWORN, BADGE NUMBER: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

DEPARTMENT HEAD NAME: _____

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

FLEET SERVICES RECOMMENDATION:

APPROVE DISAPPROVE SIGNATURE: _____ DATE: _____

CONDITIONS: UNRESTRICTED 24x7 ROTATIONAL ONLY PERIODIC, AS NEEDED

COMMENTS: _____

EXECUTIVE OFFICE RECOMMENDATION:

CONCUR DENY SIGNATURE: _____ DATE: _____

COMMENTS: _____

REQUEST FOR AUTHORIZATION OF
OVERNIGHT VEHICLE RETENTION



**REQUEST FOR AUTHORIZATION OF
OVERNIGHT VEHICLE RETENTION**

JUSTIFICATION 1: PUBLIC HEALTH, WELFARE AND SAFETY

- This employee **MUST** have 24-hour access to specialized equipment contained in their vehicle because:
 - The specialized equipment in their vehicle includes:
 - 800 mHz radio
 - Law enforcement equipment and/or crime scene equipment
 - CPR/trauma/first aid kit (routinely used as part of assigned job duties)
 - Protective clothing & gear
 - Civil defense kit
 - Personal survival supplies
 - Technical support tools, repair equipment and/or spare parts
 - Child seats
 - Other: _____
 - And this employee's duties require responding to after-hours emergencies with this equipment, such as:
 - Criminal investigations and/or officer-involved shootings
 - Hazardous materials incidents
 - Abuse or abduction
 - Rescue and recovery
 - Prisoner transportation
 - Serving warrants
 - Victim/Witness/Personnel protection
 - Disasters & civil defense
 - Animal control
 - Security calls
 - Service outages
 - This employee:
 - Is a sworn peace officer.
 - Is **not** a sworn peace officer.
 - Over the last 12 months, the average number of days **per week** in which this employee responded to after-hours emergencies with this equipment was approximately:
 - 5 to 7
 - 2 to 4
 - 1 or less
 - None
 - Over the last 12 months, the **total** number of days in which this employee responded to after-hours emergencies with this equipment was approximately:
 - More than 12
 - Less than 12
 - None
 - As part of their assigned duty this employee regularly serves in "on-call" status:
 - Continuously, 24x7
 - In rotation, serving _____ number of day(s) every wk mo yr
 - Periodically, as needed
 - This employee **MUST** garage their assigned vehicle at home, rather than in a County facility with 24-hour access, because:
 - Response time is absolutely essential to public health, welfare and safety.
 - Travel time to reach County facilities first is detrimental to service.
 - Assigned duty may require access to equipment or supplies at any time.
 - Legal liability of transporting clients in custody.

**REQUEST FOR AUTHORIZATION OF
OVERNIGHT VEHICLE RETENTION**

JUSTIFICATION 2: ECONOMIC BEST INTEREST OF THE COUNTY

It is in the economic best interest of the County to save material resources by authorizing this employee to retain a County vehicle overnight, because the employee routinely travels to the following job sites at specific, NON-County facilities:

A. The address **at which the employee resides** and will park the assigned County vehicle if authorized for overnight vehicle retention is:

Street Address	City	Zip Code

B. The address of the facility where such County vehicles are otherwise parked at night is:

Street Address	City	Zip Code

C. The address of the NON-County job site to which the employee routinely travels is:

Street Address	City	Zip Code

CALCULATION OF COST SAVINGS:

Line 1. Distance in miles between **Address A** and **Address C** _____ miles

Line 2. Distance in miles between **Address B** and **Address C** - _____ miles

Line 3. Subtract Line 2 from Line 1. Difference is = _____ miles

Line 4. Is the difference on Line 3 greater than zero? No Yes

If **No**, there is no cost benefit. Do not continue.

If **YES**, then continue and...

Line 5. Multiply Line 4 by average days/week traveled to job sitex_____ days

Line 6. Then multiply result by average weeks/year traveled to job sitex_____ weeks

Line 7. Then multiply that result by vehicle cost charged per milex\$_____ /mile

Line 8. Total annual cost savings of overnight vehicle retention =\$_____ /year

Where possible, attach maps that chart the routes and contain mileage calculations to document these cost savings computations.

NOTE: When proposing alternate scenarios for consideration, attached a similarly detailed cost analysis of the net savings demonstrating the economic benefit to the County.

To be in the economic best interest of the County, the annual net cost savings demonstrated must be materially greater than the cost to prepare and process this authorization request.