

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

481



**FROM:** Executive Office

**SUBMITTAL DATE:**  
July 6, 2009

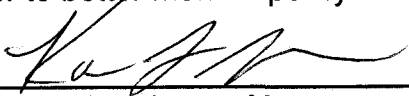
**SUBJECT:** Board Policy D-10 – Overnight Retention of County Vehicles

**RECOMMENDED MOTION:**

- (1) Approve revisions to Policy D-10 of the Board of Supervisors Policy Manual and
- (2) Direct departments to submit additional information within 30 days in compliance with the approved revised policy.

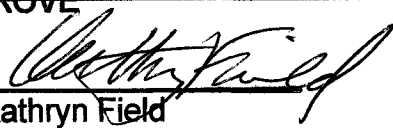
**BACKGROUND:** On April 7, 2009, the Board directed the Executive Office to revise Board Policy D-10 as recommended in the Safeguard County of Riverside Against Preventable Expenses (SCRAPE) report. The Executive Office is proposing significant content changes that will promote efficient use of county resources and require departments to anticipate and justify overnight vehicle retention needs annually.

Board Policy D-10 (Attachment A) has been amended to associate the authorization of overnight retention of vehicles with vehicles as well as employees. The number of vehicle authorizations approved will be in direct correlation to the number of emergency responses during the previous fiscal year. Departments will also be required to designate specific vehicles for overnight use. This will allow an audit or management review to better monitor policy compliance by departments.

  
\_\_\_\_\_  
Karen L. Johnson, Management Analyst

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

<b>SOURCE OF FUNDS:</b> N/A	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** **APPROVE**  
BY:   
Kathryn Field  
**County Executive Office Signature**

Dept's Recomm.:  Consent  Policy  
 Per Exec. Ofc.:  Consent  Policy

AKO III - 2 VID: SP  
 2009 JUL 10 10:00 AM  
 COUNTY OF RIVERSIDE

3.6

## Board Policy D-10 Update, continued

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These vehicles must have special equipment that requires the vehicle be retained overnight for after-hour emergencies. Departments will also be required to establish methods for tracking the overnight retention of county vehicles and maintaining the appropriate records. These records will be subject to review and/or audit for three years.

The policy has also been amended to allow departments to be responsible for assigning vehicles to employees on a daily basis. While this responsibility is being returned to departments, employees will still be required to obtain authorization for overnight retention of vehicles from the Executive Office.

Revisions to the policy better define an after-hour emergency as a sudden, unexpected event between the hours of 5:00 p.m. and 7:00 a.m. that poses a clear and imminent danger requiring the authorized employee to respond within 30-minutes to prevent or mitigate the loss or impairment of life, health, or property. In order to be authorized for overnight retention, the on-call employee would reasonably be expected to respond to these emergencies, on average, two or more times a week. In addition to meeting this requirement, employees must meet one of the following requirements:

- Be a sworn law enforcement employee whose assigned job responsibilities routinely require an immediate response to after-hour emergencies.
- Be an employee who is required to intervene in abuse or abduction cases during off-duty hours as part of his/her job assignment.
- Be uniquely qualified (by national or state certification or license) to respond to a natural or chemical disaster or accident or be an immediate responder to weather emergencies or traffic control calls dispatched by the California Highway Patrol.
- Be uniquely qualified to respond to off-duty hour emergencies involving dangerous or improperly controlled animals.
- Be uniquely qualified to respond to off-duty hour emergencies in support of public safety and public health communication systems and technologies.

The revised policy will also require departments to validate overnight vehicle authorization request with documentation that may include incident reports and payroll records.

Revisions to the policy should reduce the number of employees authorized to retain vehicles overnight by more than 50%. Based on estimated costs from the Auditor-Controller Vehicle Fleet Internal Audit Report 2008-017, potential cost savings due to policy revisions could be more than \$2.2 million with more than half of the savings recognized by public safety departments. That audit report appears elsewhere on this Board agenda.

The revised policy should be implemented immediately. Departments will need to submit a Department Authorization Form in compliance with the revised policy within 30 days of its approval by the Board. Departments will not need to resubmit Employee Overnight Vehicle Retention Authorization Forms.

**Subject:**  
**OVERNIGHT RETENTION OF COUNTY VEHICLES**

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**PURPOSE:**

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. Authorization of the overnight retention of vehicles is not intended for the convenience, benefit, betterment, or private use of county employees. Overnight retention of vehicles without proper authorization may result in significant federal and state income tax obligations that will be the responsibility of the employee.

This policy is applicable to all vehicles owned by Riverside County and is not considered part of a Board of Supervisors' approved executive compensation package. Policies regarding the overnight retention of vehicles as part of a Board approved executive compensation package are addressed in the most current management resolution.

**POLICY:**

Allowing 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.

This policy applies to: 1) all county departments/functions; 2) agencies which function similarly to county departments under terms of a contract (e.g., Riverside County Fire); and 3) all districts/authorities governed by the Board of Supervisors in their various governing board capacities.

To safeguard county equipment, employees authorized overnight retention of county vehicles should park those vehicles in garages or 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 a county vehicle authorized for overnight retention by anyone other than a county employee who has authorization from the Executive Office to retain a vehicle overnight. This policy also limits riders to other county employees who have a specific work-related reason to be in the vehicle unless the rider's transport is the purpose of the vehicle assignment (e.g., transporting a foster child).

Overnight retention of county vehicles shall not be authorized unless the following criteria have been met:

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**OVERNIGHT RETENTION OF COUNTY VEHICLES**

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**Criteria 1 - Each department head shall submit a written request for the department's use of overnight vehicles each fiscal year.**

Each department head will be responsible for submitting written requests for overnight retention of county vehicles annually. The written request must include the following:

- The number of county vehicles that need to be authorized for overnight retention during the year. The number of vehicles requested should be consistent with the maximum number of off-duty emergency responses received during any consecutive 24-hour period during the last fiscal year. Off-duty emergency responses are sudden, unexpected events between the hours of 5:00 p.m. and 7:00 a.m. that pose a clear and imminent danger requiring action within 30-minutes to prevent or mitigate the loss or impairment of life, health, or property. Some examples include:
  - Officer-involved shootings;
  - Hazardous materials incidents;
  - Child abuse or abduction interventions and/or investigations;
  - Rescue and recovery operations;
  - Disasters and civil defense; or
  - Animal control.
- The documentation to support the number of off-duty emergency responses that took place during the period used to justify the number of vehicles requested. The documentation should confirm the type of event, the number of off-duty *immediate* responders, and the time the event took place.
- The information about the vehicles that will be authorized for overnight retention, including make, model, vehicle's county identification number, and a detailed description of the special equipment that requires the vehicle to be retained overnight. The number of vehicles included in this detail shall not exceed the number of vehicles requested for overnight retention.

Within the context of this policy, the term special equipment refers to equipment that must be mounted on or contained in the county vehicle and must be absolutely essential to an employee's performance of his/her duties responding to emergencies while off-duty. This equipment cannot be readily transferred to an employee's private vehicle.
- The department head's signature to confirm the request is accurate and reflects cost efficient use of county vehicles.

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**BOARD OF SUPERVISORS POLICY**

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**Criteria 2 - Each department head shall submit a written request to authorize employees for overnight retention of vehicles each year.**

Each department head will be responsible for submitting written requests to authorize employees for overnight retention of vehicles annually. To qualify for overnight vehicle retention, the employee must have job duties that regularly require an off-duty emergency response to an event where there is imminent danger to life, health, or property. More specifically, the employee would reasonably expect to respond to an off-duty emergency, while on-call, at least twice a week on average and must respond within 30-minutes to preserve life, health, and/or property. Authorization shall not be made based on rank or job title. The funding source to support the vehicle costs has no bearing on this policy. The employee must also meet one of the following requirements:

- Must be a sworn (vs. administrative), law enforcement employee assigned job responsibilities that routinely require him/her 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 his/her specific vehicles.

**OR**

- Must be an employee who is required to intervene in abuse or abduction cases during off-duty hours as part of his/her job assignment. Authorization for overnight vehicle retention shall be solely for the purpose of better protecting the clients and minimizing liability to the county.

**OR**

- Must be uniquely qualified to respond to a natural or chemical disaster due to a certification or license issued by a national or state agency or be an immediate responder to weather emergencies or traffic control calls from the California Highway Patrol dispatch unit.

**OR**

- Must be uniquely qualified to respond to off-duty hour emergencies involving, dangerous or improperly controlled animals.

**OR**

- Must be uniquely qualified to respond to off-duty hour emergencies in support of public safety and public health communication systems and technologies

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) or in regular rotation with other staff members within a department/function.

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Each department head will also be responsible for establishing a method for tracking overnight retention of county vehicles and maintaining the appropriate records. Records shall include the name of employee retaining the vehicle overnight, the date(s) the vehicle was retained by the employee, and the starting and ending mileage of the vehicle. Records shall be maintained for at least three years. All documentation is subject to audit and/or review. Departments/agencies are responsible for ensuring documentation is maintained to comply with the provisions of this policy.

**PROCEDURE:**

1. On or before June 1, agency/department heads shall annually submit requests for vehicle and employee authorization for overnight retention of vehicles. All authorization requests shall be forwarded in the form required (see attached). The Executive Office shall reject without review requests not submitted in the required form.
2. The Executive Office shall review each request and notify the department of approval or denial.
3. The Executive Office and/or Fleet Services Division may periodically review a sample of 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. If a review of the sample from any department shows that assignments are not consistent with this policy, a formal audit of the department's vehicle usage will be undertaken and the report forwarded to the Board of Supervisors for action.
4. While all authorization requests must be resubmitted annually, department heads must immediately inform the Executive Office of any changes that result in an employee becoming ineligible for overnight vehicle retention authorization or changes to vehicles retained by employees overnight.
5. Any denial or revocation of authorization of overnight retention of a county vehicle may be appealed to the Executive Officer or designee on a case-by-case basis.

**Reference:**

Minute Order 3.7 of 05/07/96  
Minute Order 3.1 of 07/01/03  
Minute Order 3.3 of 04/10/07

**Attachments to follow:**

Request for Authorization of Overnight Vehicle Retention Forms

# REQUEST FOR AUTHORIZATION OF OVERNIGHT VEHICLE RETENTION

## DEPARTMENT AUTHORIZATION

(One per Department)

Number of vehicles authorized for overnight retention: \_\_\_\_\_

Date used to justify the number of vehicles: \_\_\_\_\_

**You must also attach the following documents:**

- Documentation to support number of vehicles requested. An example of appropriate documentation would be incident reports for the date used to justify the number of vehicles requested. Any documentation submitted must confirm after-hour incidents that required an immediate response (within 30 minutes) by employees who were on-call.
- A list of the vehicles to be authorized for overnight retention. Please include the vehicle's county identification number, make, model, and description of the special equipment that requires the vehicle be authorized for overnight retention. An electronic copy of this list must be submitted to the Executive Office.
- A list of employees to be authorized to retain vehicles overnight. For each employee, the "Employee Overnight Vehicle Authorization Form" must be attached and signed by the employee. An electronic copy of this list must be submitted to the Executive Office.

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*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 Executive Officer may authorize employees other than department and agency heads to retain County vehicles overnight. The undersigned department head confirms the information contained herein is accurate and acknowledges his/her responsibility to inform the Executive Office of any changes to employee or vehicle eligibility for overnight retention authorization. In signing this request, the undersigned department head confirms the request reflects the most cost efficient use of county vehicles.*

\_\_\_\_\_  
Department Head Name (Please Print)

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date





**EMPLOYEE OVERNIGHT VEHICLE RETENTION  
AUTHORIZATION FORM**

*(One per Employee)*

The department submits this request for authorization of overnight vehicle retention in accordance with Board Policy D-10. The undersigned employee confirms the information contained herein accurately documents the justification for authorizing overnight retention of a County vehicle. In signing this request, the undersigned employee acknowledges a responsibility to use and house the vehicle appropriately in accordance with Board Policy D-10. The undersigned employee also acknowledges his/her understanding that inappropriate overnight use of a county vehicles **may result in the reporting of vehicle use as a taxable employee benefit which may have significant state and federal tax implications for the employee.**

DEPARTMENT: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ COUNTY EMPLOYEE ID: \_\_\_\_\_

EMPLOYEE ADDRESS \_\_\_\_\_

POSITION CLASSIFICATION: \_\_\_\_\_

IF SWORN, BADGE NUMBER: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This employee qualifies for overnight vehicle retention because the employee would **reasonably expect to respond to an off-duty emergency, while on-call, at least twice a week, within 30-minutes to preserve life and/or property and:** (check at least one)

- The employee is a sworn law enforcement employee assigned job responsibilities that routinely require him/her to respond immediately to emergency public safety situations.
- The employee is required to intervene in child abuse and abduction cases during off-duty hours as part of his/her job assignment.
- The employee is uniquely qualified to respond to a natural or chemical disasters or accidents due to a certification or license issued by a national or state agency or an immediate responder to weather emergencies or traffic control calls from the California Highway Patrol dispatch unit.
- The employee is uniquely qualified to respond to off-duty hour emergencies involving, dangerous or improperly controlled animals.
- The employee is uniquely qualified to respond to off-duty hour emergencies in support of public safety and public health communication systems and technologies

As part of assigned duty, this employee regularly serves in "on-call" status:

- Continuously, 24x7
- In rotation, serving \_\_\_\_\_ number of day(s) every  wk  mo  yr

**EXECUTIVE OFFICE RECOMMENDATION:**

APPROVED  DENIED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS:  UNRESTRICTED 24X7  ROTATIONAL ONLY

COMMENTS: \_\_\_\_\_