

## 20-20 Executive Fleet

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

#### EXECUTIVE DIVISION

#### SHERIFF'S INFORMATION BUREAU

**Unit Order:**

20-20

**Effective Date:**

03-10-2020

**Subject:**

Executive Fleet

**Reference:**

MPP 3-06/140.12 Department-Assigned Vehicles

**PURPOSE AND SCOPE OF ORDER**

As part of the Executive Division, Sheriff's Information Bureau has been tasked with assisting Executive Division with the maintenance of the Executive Vehicle Fleet. Law Enforcement Technicians (LET) assigned to SIB have the collateral duty to maintain the Executive Fleet and to provide a runner service as needed for SIB Operations and Executive Division.

**ORDER**

LETs assigned to SIB shall have the ability to use the County's fuel system in order to maintain the Executive Fleet and to provide a back-up as needed for SIB Operations and Executive Division. All LETs assigned to the Operations Center shall have access to the Gas System and Fleet after hours.

In addition, SIB is responsible for the emergency backup vehicles for the Executive Fleet *after hours*. Therefore, LETs may need to respond to Fleet at the Eastern Facility at any time, to meet the Executive and facilitate the pick-up of the emergency vehicle(s). When requests for the Emergency Executive Loaner are made to the Operations Center or SIB Media 24hrs, the following procedure should be taken:

- A county tow should be sent out to the location where the Department Executive is located, with drop off at Fleet.
- The on-duty LET, or other available personnel, will meet the Executive at Fleet. The loaner is located inside Fleet's parking, next to the Department's show vehicles with a placard (AFTER HOURS EXECUTIVE LOANER VEHICLE).
- The on-duty LET will give the Executive the loaner and (Frequency Operated Bottom) FOB to the loaner.

On the following business day, the LET in charge of that car, from the Department Executive's Division, should handle the arrangements needed for repair.

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