00-003 Radio Car Deployment Maintenance Fueling

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-003**

Subject: **Radio Car Deployment Maintenance Fueling**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish the policies and procedures for the deployment, maintenance, and fueling of county vehicles deployed by Cerritos Station.

SCOPE OF ORDER:

All Department policies and procedures are applicable concerning the proper care and control of all assigned vehicles.

ORDER:

All vehicles assigned to Cerritos Station will be maintained and stored in the secured parking level of the station when not deployed. All shotguns, less lethal weapons, and portable radio equipment shall be removed from the vehicle at the end of a deputy's assigned shift and stored in the appropriate secured area.

Vehicles in need of repair shall be promptly reported and documented on a repair slip and delivered to Lakewood Station. The Cerritos Utility Law Enforcement Technician will facilitate the moving of these vehicles to Lakewood Station mechanic. Vehicles that are disabled and in need of a tow truck shall utilize county

approved services.

The scheduled servicing and any repair of county vehicles shall be the responsibility of the Los Angeles County Sheriff's Department Fleet Management Bureau and coordinated through the Watch Deputy. The Cerritos Station Utility Law Enforcement Technician is responsible for the maintenance and service logs of each vehicle, and will

advise the Watch Deputy when a vehicle is in need of regular service.

Prior to being sent to another facility for service, all vehicles shall be inspected prior to leaving the station. All Cerritos Station equipment shall be removed from the vehicle and properly secured. This includes all weapons, ammunition, cameras, radio batteries, spike strips, and personal gear.

Personnel with an assigned vehicle in need of repair or a tow shall be responsible

for ensuring that the vehicle is delivered to Lakewood Station or an approved facility.

Personnel shall communicate directly with the station Watch Deputy to facilitate this

process. Personnel shall also notify their supervisor to advise him or her

concerning the impact on field strength and availability.

In order to maximize vehicle maintenance efforts, a vehicle inspection program shall be developed. On a weekly basis, the Station Services Assistant shall ensure that the fluid levels of each assigned vehicle are checked. Reservoirs associated with the vehicle's crankcase, transmission, and windshield cleaner shall be checked for fluid levels. Oil, and other fluids shall be obtained from the Lakewood Station mechanic and stored at Cerritos Station.

As part of the vehicle mileage inventory conducted on all county vehicles, the mileage of all county vehicles assigned to the station shall be recorded. Mileage will be called into Fleet Management Bureau weekly.

An inspection log of those vehicles checked and serviced shall be completed by the service assistant and stored in the vehicle maintenance files at the station.

Vehicles identified for maintenance shall be delivered to Lakewood Sheriff's Station on Thursdays. The PM and EM Watch Deputy on Wednesday nights shall make every effort to have these vehicles sent to Lakewood Station prior to 0700 hours on Thursday.

Every vehicle trunk shall contain: a supply of road flares; blanket; aids kit; fire extinguisher, spare tire and jack. The exterior of the vehicle shall be clean with 4 hubcaps.

Personnel shall not demand, request, or require any City of Cerritos employee, volunteer or work crew member assigned to Cerritos to service or maintain any county vehicle.

Personnel shall refuel their vehicle prior to the termination of their tour of duty. Personnel are also responsible for checking fluid levels at the time of refueling.

Personnel are also responsible to ensure that their assigned vehicles are cleared of debris, litter, and contraband at the completion of their shift.

Personnel shall fuel their assigned vehicles at the Cerritos City yard. A car wash facility has been established and will be used for the cleaning of all vehicles assigned to the station. Whenever possible, station civilian volunteers shall be utilized to ferry the vehicles to, and from the car wash facility.

A special accounting process has been implemented to account for fuel for county vehicles. The Operations Sergeant will issue personnel a gas card with an identifying PIN number. The Motors assigned to Cerritos Station will be issued a Voyager from Sheriff's Head Quarters and will retain the fuel receipts. The receipts will be turned in weekly to the Operations Sergeant who will act as a liaison with the city of Cerritos representative.

At least once a month, the Operations Sergeant will act as a liaison with the city of Cerritos representatives in collecting this data and receipts. The sergeant will identify fuel amounts delivered to county vehicles and deliver this to the Operations Lieutenant for approval. Once approved, this data will be delivered to the County Office of Administration Services so that the city of Cerritos will be reimbursed for fuel cost.

The Cerritos Station Watch Deputy is charged with the responsibility and is the most

familiar concerning the availability and assignment of patrol cars. Personnel shall confer

with the Watch Deputy regarding any problems with vehicle availability, deployment or

repairs.