

## **Unit Order: 10-001**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 10-001**

**Effective Date: 05-26-2010**

**Revision Date:**

**Subject:**

Procedures for Use of FPB County Pool Vehicles

**Reference:**

MPP Section, 3-01/040.15 Care of County Property and Equipment

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the use and accountability of County vehicles assigned and designated as pool vehicles to the Facilities Planning Bureau (FPB).

**SCOPE OF ORDER:**

This order shall apply to all FPB personnel.

**ORDER:**

Effective immediately, all FPB personnel shall comply with the following procedures when using the County pool vehicle:

1. **Reserve the pool vehicle in advance, utilizing the “Pool Car” sign out book. List your name, vehicle number, destination/purpose, and anticipated time out/time returning.**
2. **Obtain the appropriate vehicle key with corresponding parking access card, and a blank Vehicle Inspection Sheet.**
3. **Conduct a vehicle inspection and complete the correlating entries on the Vehicle Inspection Sheet PRIOR to leaving the parking lot.**
4. **Prior to returning the vehicle to FPB Headquarters, ensure that the fuel level is at a minimum half-full level.**
5. **Upon arrival at FPB Headquarters, complete the final entries on the Vehicle Inspection Sheet. Note any deficiencies required for vehicle maintenance, and remove all trash and/or transported items.**
6. **Return keys and parking access card.**
7. **Turn in the completed and signed Vehicle Inspection Sheet to your supervisor for review and approval.**
8. **Supervisor must review Vehicle Inspection Sheet for thoroughness, sign/approve, and turn in the original completed Sheet to the operations staff Joann Huerta, Maria Mora, or their subsequent replacement.**

Vehicle keys and parking access cards shall be maintained in the secretariat within a secured operations' cabinet. All blank Vehicle Maintenance Sheets shall be kept in a folder within the same file cabinet.

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