

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.
