Section 8 - Vehicle Maintenance and Management

- **3-08-010 Use Of Field Vehicles For Emergency Responses**

3-08-010 Use Of Field Vehicles For Emergency Responses

Effective Date: 10-17-95

Revision Date: 05-11-17

Review Date: 05-11-19

Reference: CDM 4-11/070.00

PURPOSE OF ORDER:

The purpose of this order is to establish ~~guidelines~~ procedures for the collective parking and use of field vehicles for emergency responses.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, particularly those assigned to the PDC ranch field.

ORDER:

At the end of day shift, all PDC ranch field personnel who have vehicles assigned to their work group, ~~will~~ shall ensure that their vehicle is fueled and ~~left~~ parked in the designated field vehicle parking area located in the lower ranch compound.

In the event of an after-hours escape or major disaster, these vehicles may be used by personnel who have been designated as a mobile security force. [REDACTED TEXT]

Any personnel using a motor vehicle shall be responsible for completing a Custody Division vehicle usage log.

Every Friday, motor pool operations shall be responsible for emailing a “Weekend In-Service of Emergency Vehicles” which shall contain a list of available vehicles for the weekend, in the event of an emergency response requiring their use. This list shall be mailed to all South Facility supervising line deputies, sergeants

and lieutenants.

Revision Date 11/24/20

10/17/95 SOUF

- **3-08-020 Utility Terrain Vehicles (UTV)**

3-08-020 Utility Terrain Vehicles (UTV)

Effective Date: 03-03-15

Revision Date: 02-01-17

Review Date: 02-01-19

Reference: MPP 3-01/090.05, 3-01/090.10

PURPOSE OF ORDER:

The purpose of this order is to establish ~~guidelines~~ procedures for operating, maintaining safety, and the security of utility terrain vehicles (UTV) at Pitchess Detention Center (PDC) South Facility. ~~Personnel using these vehicles must be in compliance with PDC South Facility's UTV training standards.~~

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility.

ORDER:

UTV's are off-road vehicles, designed to transport up to four (4) people. These vehicles will be used to transport personnel to areas which are difficult to access by conventional vehicles, in the event of an escape or a natural catastrophe. These vehicles have the capacity to easily traverse muddy roads, soft sand, and rocky terrain, which could prove useful during times of critical need and/or when time is of the essence.

Prior to operating the UTV, personnel must successfully complete training by a certified South Facility

Instructor. All safety rules and regulations shall be followed. Safety equipment, seatbelts and helmet shall be worn while the vehicle is mobile. County issued helmets are approved for use while seated in the UTV. The safety door shall also be utilized.

UTV's must be checked out and approved by the South Facility watch commander. Authorized operators must fill out a vehicle inspection sheet, prior to driving the UTV.

Operators and/or in-and-out shack personnel must enter the UTV information into the UTV log book, located at the in-and-out shack. The following information shall be included, but not limited to:

- Date
- Time the UTV was checked out and returned
- Mileage (starting and ending)
- Operator's name and operator's employee number
- Reason for usage
- Watch commander's name and watch commander's employee number

Service and maintenance for UTV's will be provided by the motor pool (Penske). The training sergeant or training staff should be contacted for any further instruction.

Revision Date 11/25/20

03/03/15 SOUF

• 3-08-030 Vehicle Search and Inspection

PURPOSE OF ORDER:

The purpose of this order is to provide procedures for searching and inspecting all vehicles used by Department personnel.

SCOPE OF ORDER:

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility, laundry, and PDC ranch field.

ORDER:

Any person who uses a Department fleet vehicle shall ensure the vehicle is inspected prior to use. Mechanical defects or body damage shall be reported to an immediate supervisor and a Driver's Vehicle Condition Report (LAFM-OPS500) shall be completed in accordance with Manual of Policy and Procedure (MPP) 5-09/240.05, "Mechanical Defects and/or Damages."

Prior to the start of their shift, the deputies assigned as roving patrol (Adam) units shall take inventory, note any damaged or missing items and note the vehicle's general condition on the Tour of Duty Equipment Report (SH-CR-159). The completed form shall be submitted to the unit commander.

Adam unit vehicles shall be thoroughly searched for any contraband before and after use for inmate transport.

11/13/24 SOUF