

## 02-01 County Vehicles



### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

### DETECTIVE DIVISION

### FRAUD & CYBER CRIMES BUREAU

**Bureau Order Number: 01-01**

**Subject: BUREAU ORDERS, PLANS, and GUIDELINES**

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|-----------------|------------------|-------------------|------------------|
| Effective Date: | May 1, 2001      | Last Date Revised | October 20, 2020 |
| Date Reviewed:  | October 20, 2020 | Next Review Date: | October 20, 2021 |

### PURPOSE

The use of individually assigned County vehicles brings with it various responsibilities. The purpose of this order is to provide Bureau policy for the use of the Fraud & Cyber Crimes Bureau vehicle fleet.

### GUIDELINES

1. No vehicle shall be issued to Fraud & Cyber Crimes Bureau personnel without the approval of the Operations Lieutenant or the Bureau Commander.
2. County issued equipment shall not be left unsecured or left in the vehicle overnight. Reasonable caution shall be exercised in leaving equipment in an unattended vehicle during regular work hours.
3. County vehicles shall not be used during off-duty hours, with the exception of traveling to or from an assignment, scheduled maintenance or to a car wash location or a county facility for gas fill up. Personnel who have a need to drive a County vehicle during off-duty hours, shall obtain prior approval from the Operations Lieutenant.
4. Personnel on IOD status shall return their vehicles to the Operations Lieutenant at STARS Center.
5. County vehicles shall be properly maintained. Personnel shall be responsible for:
  - a. Ensuring that County vehicles receive scheduled maintenance.
  - b. Ensuring that County vehicles are kept clean, inside and out, unless the cleanliness of the vehicle may impede an investigation.
6. The Bureau LET shall institute a vehicle mileage reporting procedure for the units,

7. Should a traffic accident or other damage occur, the notifications and related reporting procedures required by the Manual of Policy and Procedures sections 3-09/070.00 and 3-09/070.05 shall be followed.
  8. One set of vehicle keys shall be kept by the Bureau LET.
  9. The Semi-Annual Vehicle Inspection and Justification forms shall be completed by the Bureau LET and approved by the Operations Sergeant by no later than January 1 and July 1 of each year.
  10. No storage of firearms overnight in vehicle unless secured in a designated locked secure gun safe or box.
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