

## **Unit Order: 2009-06 FACILITIES SERVICES VEHICLES â€“ GARAGING AND USE PROCEDURES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures and guidelines concerning the garaging (parking overnight) of Facilities Services Bureau (FSB) vehicles.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau personnel assigned a County vehicle.

### **ORDER:**

FSB vehicles shall only be garaged overnight at a 24 hour Sheriff's Department facility (ex. Sheriff's station of jail), with the expressed permission of the operations staff at that facility. This is especially important at facilities that have limited parking.

Vehicles may not be parked overnight at locations that are not secured (lots, "unofficial parking areas" adjacent to 24-hour facilities, courthouses, other County department lots or yards) without prior approval of the Director of FSB.

**No county vehicle shall be driven or parked outside of Los Angeles County without prior advance approval of the FSB Director.**

### **STARTING AND ENDING SHIFTS:**

Is it expected that each employee be present at their work assignment when their shift begins and ends. Unless expressed permission is given from a supervisor or manager, no FSB employee shall drive to or from their garage location as part of their work shift.

### **CAR POOLING:**

FSB personnel are permitted to carpool using an assigned FSB vehicle as long as employee's shift start or end times are not impacted, and only with the approval and knowledge of their supervisors. Approval to permit the use of a vehicle for carpool purpose, must be within the guidelines of the Bureau. Vehicles will not be authorized for use as a carpool vehicle as a sole purpose. FSB supervisors, managers, and executives are not required to arrange or provide any carpool transportation for employees. Additionally, this privilege may be revoked by a supervisor or manager if any misuse, allegation of misuse, or misconduct is discovered.

**FSB county vehicles shall not be used for purposes other than County business.**

### **SUPERVISOR AND MANAGER RESPONSIBILITIES:**

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Supervisors and managers have a duty to ensure that all County equipment, including vehicles, are used correctly and appropriately. The intent of this policy is to allow the use of FSB vehicles to fulfill the mission of this bureau. Each supervisor and manager shall account for all vehicles used by the employees under their direction. When considering the approval of vehicle use and garaging, the supervisor and manager shall take into account the needs of the Department and FSB.

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