

## 3-50-110 Vehicles

### **PURPOSE OF ORDER:**

The purpose of this order is to establish a tracking system and policy for the use of vehicles assigned to the Twin Towers Correctional Facility (TTCF).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at TTCF.

### **ORDER:**

The TTCF Logistics office shall maintain an updated and accurate list of all Department vehicles assigned to the TTCF.

#### Vehicle Check Out

All vehicles assigned to TTCF shall be used for official business only. Prior to checking-out a vehicle, personnel shall contact Facility Control for approval from the watch deputy. Once approved, the driver shall check-out a vehicle with the Tower 1 dock deputy. The driver shall complete the Driver's Tour of Duty Equipment report (SC-CR-159) and all applicable sections of the Custody Division Vehicle Usage Log. Failure to do so may result in disciplinary action. The Driver's Tour of Duty Equipment report (SC-CR-159) shall be submitted to the Tower 1 dock deputy. The Custody Division Vehicle Usage Log shall not be used to document the use of delivery vehicles or vehicles utilized for perimeter security.

Marked black and white Department vehicles shall only be operated by fully uniformed deputy personnel with Sam or Sally Browne gun belt and Department issued handheld radio. Appropriate police action shall be taken whenever an emergency is encountered. Non-uniformed personnel may only drive a marked black and

white Department vehicle if the "Not in Service" sign is covering the light bar.

Drivers of Department vehicles are reminded to uphold all traffic laws and local ordinances and to operate all vehicles in a safe manner. Unauthorized persons shall not be permitted to possess keys to or operate any Department vehicle. In emergent situations, all laws and regulations regarding the emergency operation of vehicles shall be adhered to. All drivers and passengers shall wear safety belts at all times.

#### Vehicle Return

Upon the return of a Department vehicle to the Tower 1 dock deputy, the driver shall complete all applicable sections of the Custody Division Vehicle Usage Log. The driver shall return loaned vehicle keys to the Tower 1 dock deputy, if necessary.

#### Vehicle Damage

Any damage to the vehicle shall be reported to the watch sergeant immediately. The watch sergeant shall ensure all necessary reports and paperwork are completed.

#### Vehicle Log Retention

The Tower 1 dock deputy shall submit completed Custody Division Vehicle Usage Logs and Tour of Duty forms to the watch sergeant's office at the completion of each shift. The watch sergeant shall forward the Custody Division Vehicle Usage Logs and Tour of Duty forms to TTCF Operations, where they shall be maintained for two (2) years.

#### Call Signs

For purposes of identification, the call signs of the marked Department vehicles shall be designated as Frank-8. The mobile radio for each vehicle shall be set to the Sheriff's Communication Center (SCC) Channel.

Maintenance

The vehicles are maintained by TTCF Fleet Management Law Enforcement Technicians-(LET) under the supervision of the TTCF Logistics office.

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