8-29/000.00 - Vehicle Usage Log and Searches

PURPOSE OF ORDER:

The purpose of this order is to establish policies and procedures for personnel using facility vehicles assigned by the department to the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

IRC, specifically deputy personnel assigned to the prowler position.

ORDER:

IRC personnel and deputies authorized to use department vehicles shall be responsible for completing the Custody Division Vehicle Usage Log. They shall also be responsible for conducting proper search methods by completing the Vehicle Inspection Form to account for any damages and to ensure vehicles are secured.

IRC personnel working first floor main control shall ensure custody personnel checking out marked patrol vehicles or unmarked vehicles, document the following information in the Custody Division Vehicle Usage Log

For additional information, please refer to the *Custody Division Manual* ***(CDM) Section 4-11/070.00 Vehicle Usage Log***).

The Custody Division Vehicle Usage Log shall be maintained in first floor main control. The log requires personnel to furnish the following information:

- Date

- Name
- Call Sign (G4A or G4B)
- Vehicle number
- Purpose
- Time out, time in
- Vehicle mileage
- Pre-shift and post-shift vehicle search

Marked Patrol Vehicles:

All deputy personnel using a marked patrol vehicle shall be wearing full uniforms, including full duty belt and safety vests. Unless approved by the watch commander, any time a patrol vehicle is used, it shall require two (2) sworn personnel.

Non-sworn personnel in uniform authorized to use a marked patrol vehicle shall display an “out of service” sign visible to the public.

Vehicle Searches:

In addition to completing the Custody Division Vehicle Usage Log (SH-CR-159), deputy personnel assigned as prowlers using marked patrol vehicles shall complete a Vehicle Inspection Form, which are available in first floor main control.

The Vehicle Inspection Form requires deputy personnel to search and inspect the vehicle at the start of shift. Personnel shall search the vehicle for any contraband, damage, maintenance needed, and available equipment.

After the form is complete, it shall be submitted to the watch sergeant for approval. The watch sergeant shall maintain all Vehicle Inspection Forms in his/her office.

After every inmate transport throughout the shift, prowling deputies shall search the back passenger seat of the patrol vehicle for possible contraband left by inmates. At the end of shift, prowling deputies shall conduct a final search and remove any trash.

Non-sworn personnel authorized to use marked patrol vehicles with the “out of service” sign, shall also complete the Custody Division Vehicle Usage Log and Vehicle Inspection Form prior to using the vehicle. Non-sworn personnel shall also follow the above mentioned procedures.

Vehicles other than marked patrol units, shall also be searched prior to use. Personnel shall search and inspect these vehicles to ensure they are operational. The safety and security of personnel is of the utmost importance when operating department issued vehicles.