

VEHICLE USE POLICY

9. TAKE HOME / OVERNIGHT VEHICLE ALLOCATION

A. Regularly Assigned Take-Home Vehicles. A take-home vehicle is any County-owned vehicle which is regularly assigned to an employee who has been Risk Management Authorized and Department approved to drive this vehicle to and from work to the employee's residence. Take-home vehicle authorizations must be pre-approved by the Department Director with notification to Risk Management and the Auditor/Controller's Office. Authorization will be based on demonstrable and beneficial needs for the delivery of services for Lake County given the following:

1. Assignment Criteria.

Take-home vehicle users are required to respond and report to after assigned hours and weekend emergencies on a regular and frequent basis and meet one of the following requirements:

- a. First responders responding directly to the scene of an emergency when that individual demonstrates a minimum of ten (10) after-hours emergency/investigation callouts per year and is authorized by the Department Head to have a take-home vehicle. Second responders and special service vehicles and equipment are not to be authorized for take-home vehicles; or
- b. Vehicles may be permanently assigned by the District Attorney to his/her investigators when s/he determines there is a sufficient number of vehicles for this purpose and it is in the best interest of the Department to make such assignments. The District Attorney may make permanent assignments of some vehicles and use additional vehicles as "pool" vehicles to be shared by two or more members.
- c. Vehicles may be permanently assigned by the Sheriff to his/her deputies and sworn management staff when s/he determines there is a sufficient number of vehicles for this purpose and it is in the best interest of the Department to make such assignments. The Sheriff may make permanent assignments of some vehicles and use additional vehicles as "pool" vehicles to be shared by two or more members.

Additionally, at the request of a Department Head and with the approval of the Board of Supervisors take-home vehicles may be assigned to employees who clearly demonstrate one of the following conditions:

- d. The employee is regularly working in a remote location and reports directly from home to such a place of work. This includes employees who work in several locations without one designated place for commencing regular work hours; or
- e. The overall net cost to the County is less than if the employee is reimbursed for use of his/her private vehicle for miles traveled on official County business; or
- f. The employee is a Board-appointed employee or an elected official who, in the estimation of the Board, requires a take-home vehicle to effectively conduct County business both during and after typical work hours.