



# AUTHORIZED TAKE HOME VEHICLE USER AGREEMENT

CAO Use Only  
Next Review Date  
\_\_\_\_\_

I understand that the Board of Supervisors has authorized me to use a Take Home Vehicle in accordance with Board of Supervisors Policy D-4. This user agreement reflects information about the vehicle I am assigned and the obligations I have as a result of this assignment.

Employee Name Greg Sly Department Probation

Position Title Assistant Chief Prob Officer Primary Work Location SLT & Shingle Springs

Vehicle Make Jeep Vehicle Number 10-701

County of Residence Nevada (Carson City) Daily Commute Miles 28

Current Odometer Reading 110,400 Daily Business Miles 40-160

C.A.O. COUNTY  
EL DORADO COUNTY  
2009 OCT 27 AM 8:55

Pursuant to County of El Dorado Board of Supervisors Policy D-4, Vehicle Use, Standards, Procurement and Disposal and affirmed by the Board of Supervisors on \_\_\_\_\_, Resolution number \_\_\_\_\_, I hereby agree to provide my Department Head and Chief Administrative Officer with a quarterly report of the vehicle's use as described in Policy D-4 sections 1 and 2. By signing below, I understand this agreement authorizes me to utilize a county owned vehicle to perform the duties of my position. Furthermore I understand this authorization will be reviewed annually, is non-transferable and may be rescinded at any time by the Chief Administrative Officer.

*Greg Sly* 10-26-09  
Authorized User's Signature Date

*Joseph Wanchel* 10-23-09  
Department Head Signature Date

Send completed, signed original to the Chief Administrative Office for Approval

*Stephanie Hamlin* 10-27-09  
Chief Administrative Officer Signature Date

**TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST**



**Employee Name:** Greg Sly **Department:** Probation  
**Position Title:** Assistant Chief Prob Officer **Division:** SLT & Shingle Springs  
**Vehicle Number:** 10-701 **Primary Work Station:** SLT/JTC  
**County of Residence:** Nevada (Carson City) **Daily Commute Miles:** 28  
**Current Odometer Reading:** 110,400 **Daily Business Miles:** 40-160  
**Number of Emergency Call-outs in Previous Year:** 58

Pursuant to County of El Dorado Board of Supervisors Policy D-4, Vehicle Use, Standards, Procurement and Disposal, requests for authorization to take home vehicles must meet at least one of the following criteria:

(Please check one and add detailed justification)

- Employee is responsible for responding to emergency situations related to public health or safety and protection of property on a 24-hour basis.
- Employee is assigned on-call duties on a rotational basis (vehicle taken home only on those days the employee is assigned to on-call duty).
- Other: To be demonstrated to the Board of Supervisors that take-home use is in the best interest of the County.

EL DORADO COUNTY  
C.A. # 09  
2009 OCT 27 AM 8:5

**Justification:**

1. Emergency Officer Shooting Response Team.
2. Internal Affairs Investigations at SLT, Placerville, and Shingle Springs locations (over 25 calls in the past year).
3. Supervision of Home Supervision Program at the SLT JTC (24hr coverage).
4. Emergency response to high profile arrests and incidents in SLT.
5. Oversight to Department when acting for Chief Probation Officer.
6. Respond to field unit and facility issues after hours.
7. Make management decisions on high profile issues that line staff cannot respond to.

I have read and understand the County Policy governing take-home vehicles assignments. I certify that this request meets the requirements.

Greg Sly 10-26-09  
Requestor's Signature Date

I have read and understand the County Policy governing take-home vehicles assignments. I certify that this request meets the requirements.

Joseph W. Anderson 10-23-09  
Department Head Signature Date