



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 Steve Heggen Department Probation

Position Title Deputy Chief Prob Officer Primary Work Location Juvenile Treatment Center - SLI

Vehicle Make Ford Vehicle Number 10-021

County of Residence Nevada (Douglas) Daily Commute Miles 22

Current Odometer Reading 76,690 Daily Business Miles 40+

2009 OCT 27 AM 11:04
C.A.O. COUNTY
EL DORADO COUNTY

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 Furthermore I understand this authorization will be reviewed annually, is non-transferable and may be rescinded at any time by the Chief Administrative Officer.

Authorized User's Signature Date 10-26-09

Department Head Signature Date 10-23-09

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

Chief Administrative Officer Signature Date 10-27-09

**TAKE HOME VEHICLE ASSIGNMENT
AUTHORIZATION REQUEST**



Employee Name: Steve Heggen **Department:** Probation
Position Title: Deputy Chief Prob Officer **Division:** Juvenile Treatment Center - SLT
Vehicle Number: 10-021 **Primary Work Station:** Juvenile Treatment Center -SLT
County of Residence: Nevada (Douglas) **Daily Commute Miles:** 22
Current Odometer Reading: 76,690 **Daily Business Miles:** 40+
Number of Emergency Call-outs in Previous Year: 55

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.O.
2009 OCT 2 AM 8:14

Justification:

1. Supervise a 24hr Juvenile Detention Facility.
2. Emergency Officer Shooting / Death in a County Facility Response Team (Jail, PUF, or Juvenile Facility).
3. Responsible to fill mandated 10 minors to 1 staff ratio.
4. Respond to serious injury to wards / staff and hospital transports (meet with parents, relief to staff at hospital).
5. Respond to routine emergencies, i.e. assaults, riots, loss of power.
6. 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.

[Signature] 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.

[Signature] 10-23-09
Department Head Signature Date