

TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Supervising Investigator Division:  
Vehicle Number: 15-075 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 18,974 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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.

Justification:

Vehicle is assigned for 24 hour emergency response for public safety. Typical calls involve all officer involved shootings within the county and most major critical incidents. Given the emergent public safety response, traveling to a distant offsite vehicle storage area would unreasonably endanger public safety, as well as facilitate the loss of critical evidence. Additionally, since most are after hour calls, additional overtime costs would be incurred. Investigators regularly begin or end shifts in the field performing witness interviews on location. All investigators are expected to perform these functions and then an assigned vehicle (with downtown parking situation) would require offsite storage expenses including fees and employee loss time driving to and from parking. Criminal investigators typically store safety equipment in vehicle for ready use.

Since no situation is predictable as to the number of investigators needed to safely provide the service that the public deserves, it is imperative that all full time investigators be provided take-home vehicles. All investigators are also responsible for locating and interviewing defendants, complainants, witnesses, and other involved parties on a daily basis. Most individuals requiring follow-up interviews are not normally available during normal hours and therefore investigators are forced to complete these tasks after hours. Investigators typically will conduct their interviews either while on their way to work or on their way home, which saves on countless hours of overtime, gas, and mileage on their car.

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

Requestor's Signature

Date

5/13/09

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

Department Head Signature

Date

5/14/09

Send completed, signed original to General Services Fleet Division.

TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Chief Investigator Division:  
Vehicle Number: 10-126 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 58,233 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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:

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

[REDACTED] \_\_\_\_\_ 5/13/2009  
Date

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

[Signature] \_\_\_\_\_ 5/14/09  
Department Head Signature Date

Send completed, signed original to General Services Fleet Division.

**TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST**



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Supervising Investigator Division:  
Vehicle Number: 10-130 Primary Work Station: South Lake Tahoe  
County of Residence: Washoe Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 98,421 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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Requestor's Signature

Date

5/18/09

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

Department Head Signature

Date

5/14/09

Send completed, signed original to General Services Fleet Division.

**TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST**



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 99-399 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION  
Current Odometer Reading: 99-399 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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Requestor's Signature

Date

5/13/09

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Department Head Signature

Date

5/14/09

Send completed, signed original to General Services Fleet Division.

TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 10-043 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 115,333 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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[REDACTED]  
Requestor's Signature

5/14/09  
Date

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

[REDACTED]  
Department Head Signature

5/14/09  
Date

Send completed, signed original to General Services Fleet Division.

**TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST**



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 15-272 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION  
Current Odometer Reading: 21,784 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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Requestor's Signature

Date

5/13/09

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

Department Head Signature

Date

5/14/09

Send completed, signed original to General Services Fleet Division.

**TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST**



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 10-420 Primary Work Station: South Lake Tahoe  
County of Residence: Douglas Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 3,307 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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Requestor's Signature

Date

5/18/09

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Department Head Signature

Date

5/14/09

Send completed, signed original to General Services Fleet Division.

**TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST**



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 15-211 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION  
Current Odometer Reading: 48,521 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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Requestor's Signature

Date

5/3/09

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

Department Head Signature

Date

5/4/09

Send completed, signed original to General Services Fleet Division.



TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 99-418 Primary Work Station: South Lake Tahoe  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 116,615 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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

Requestor's Signature: [REDACTED] Date: 5-26-09

I have read and understand the County Policy governing take-home vehicles assignments. I certify that this request meets the requirements.  
Department Head Signature: [Signature] Date: 5/4/09

Send completed, signed original to General Services Fleet Division.

TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 15-169 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 20,742 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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

Req

Date

5/13/09

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

Department Head Signature

Date

5/14/09

Send completed, signed original to General Services Fleet Division.

TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 10-291 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 36,345 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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[REDACTED] and the County Policy governing take-home vehicles assignments. I certify that this request

Requestor's Signature

Date

5-13-09

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

Department Head Signature

Date

5/4/09

Send completed, signed original to General Services Fleet Division.

TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST



Employee Name: [REDACTED] Department: District Attorney  
Position Title: [REDACTED] Division:  
Vehicle Number: 10-154 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 70,794 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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**TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST**



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 15-170 Primary Work Station: Placerville  
County of Residence: El Dorado Daily Commute Miles: SEE BELOW JUSTIFICATION  
Current Odometer Reading: 22,511 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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.

**Justification:**

Vehicle is assigned for 24 hour emergency response for public safety. Typical calls involve all officer involved shootings within the county and most major critical incidents. Given the emergent public safety response, traveling to a distant offsite vehicle storage area would unreasonably endanger public safety, as well as facilitate the loss of critical evidence. Additionally, since most are after hour calls, additional overtime costs would be incurred. Investigators regularly begin or end shifts in the field performing witness interviews on location. All investigators are expected to perform these functions and then an assigned vehicle (with downtown parking situation) would require offsite storage expenses including fees and employee loss time driving to and from parking. Criminal investigators typically store safety equipment in vehicle for ready use.

Since no situation is predictable as to the number of investigators needed to safely provide the service that the public deserves, it is imperative that all full time investigators be provided take-home vehicles. All investigators are also responsible for locating and interviewing defendants, complainants, witnesses, and other involved parties on a daily basis. Most individuals requiring follow-up interviews are not normally available during normal hours and therefore investigators are forced to complete these tasks after hours. Investigators typically will conduct their interviews either while on their way to work or on their way home, which saves on countless hours of overtime, gas, and mileage on their car.

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

Requestor's Signature

Date

5-13-09

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

Department Head Signature

Date

5/4/09

Send completed, signed original to General Services Fleet Division.

**TAKE HOME VEHICLE ASSIGNMENT  
AUTHORIZATION REQUEST**



Employee Name: [REDACTED] Department: District Attorney  
Position Title: Investigator Division:  
Vehicle Number: 15-153 Primary Work Station: Placerville  
County of Residence: Sacramento Daily Commute Miles: SEE BELOW JUSTIFICATION [REDACTED]  
Current Odometer Reading: 53,214 (12/31/08) Daily Business Miles: SEE BELOW JUSTIFICATION  
Number of Emergency Call-outs in Previous Year: \_\_\_\_\_

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