



**EL DORADO COUNTY  
CHIEF ADMINISTRATIVE OFFICE**

**MEMO**

**Date:** June 13, 2017

**To:** Honorable Board of Supervisors

**From:** Don Ashton, CAO

**Subject:** Permanent Assignment and Overnight Retention (Take Home-Vehicles)

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Board Policy D-4, Vehicle use, Standards, Procurement and Disposal, Section B.2., defines the requirements for assignment and overnight retention of County-owned vehicles. These assignments must be approved by the Board of Supervisors annually during the budget process. The Chief Administrative Officer reviews and maintains these records, and may initiate or rescind authorization on a temporary basis, pending Board approval. In order to authorize take-home vehicles, at least one of the following criteria must be met:

- a. An employee is responsible for responding to emergency situations related to public health or safety and protection of property on a 24-hour basis.
- b. It can be demonstrated to the Board that it is in the best interest of the county for an employee to be assigned permanent and overnight retention.

The Chief Administrative Office requires each department requesting authorization of vehicles for permanent assignment and overnight retention to submit a request with detailed justification for the request. It should be noted that the Chief Administrative Office does not have signed authorization forms for the Sheriff's assigned vehicles, as the Sheriff considers them to be assigned to his Department and therefore under his authority to be assigned.

Currently, a total of 81 vehicles are assigned to employees on a permanent, overnight basis. A total of 16 take-home vehicles are authorized to the District Attorney's Office, and 59 vehicles are authorized to the Sheriff/Coroner's Office. Along with the two authorized take-home vehicles for the Probation Department, the total for public safety related departments is 77, which represents 95% of all authorized County-owned take home vehicles. Of the remaining vehicles, 3 are authorized to the Transportation Division, specifically in the Maintenance and Operations Unit, and 1 is authorized for Agriculture. All of the current vehicles authorized for permanent assignment and overnight retention fall into category "a" and are public safety related. A chart detailing the current assignments is attached.

The Chief Administrative Office will continue to review take-home vehicle requests on an annual basis for continuation and rescind where appropriate. It is recommended that the Board approve the attached listing of permanent assignment and overnight retention of County-owned vehicles.

## FY 2017-18 Take-Home Vehicle List

VEHICLE #	POSITION TITLE	REQUEST SUBMITTAL DATE	REASON FOR ASSIGNMENT
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### AGRICULTURE

14D-586	Wildlife Specialist	10/24/2016	24 Hour response
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### DISTRICT ATTORNEY

10-139	Investigator	7/28/2016	24 Hour response
99-302	Investigator	7/28/2016	24 Hour response
10-197	Investigator	7/28/2016	24 Hour response
15-272	Investigator	7/28/2016	24 Hour response
99-729	Supervising Investigator	1/26/2017	24 Hour response
99-726	Investigator	7/28/2016	24 Hour response
99-718	Supervising Investigator	1/26/2017	24 Hour response
10-295	Investigator	7/28/2016	24 Hour response
99-727	Investigator	7/28/2016	24 Hour response
10-878	Investigator	5/8/2017	24 Hour response
10-853	Investigator	7/28/2016	24 Hour response
15-733	Investigator	1/26/2017	24 Hour response
10-598	District Attorney	7/28/2016	24 Hour response
10-112	Investigator	7/28/2016	24 Hour response
10-629	Investigator	1/26/2017	24 Hour response
10-160	Investigator	7/28/2016	24 Hour response

### SHERIFF

14 825	Sheriff	10/19/2016	24 hour response
10 630	Undersheriff	10/19/2016	24 hour response
10 679	Lieutenant	10/19/2016	24 hour response
10 703`	Sergeant	10/19/2016	24 hour response
10 996	Captain	10/19/2016	24 hour response
12 119	Sergeant	10/19/2016	24 hour response
15 145	Detective	10/19/2016	24 hour response
15 552	Detective	10/19/2016	24 hour response
15 553	Sergeant	10/19/2016	24 hour response
02-004	Communications Mgr	10/19/2016	24 hour response
14 790	Detective	10/19/2016	24 hour response
14 791	Detective	10/19/2016	24 hour response
02 877	Lieutenant	10/19/2016	24 hour response
10-275	Detective	10/19/2016	24 hour response
10-276	Detective	10/19/2016	24 hour response
10-292	Detective	10/19/2016	24 hour response
10-593	Detective	10/19/2016	24 hour response
10-594	Detective	10/19/2016	24 hour response
10 597	Detective	10/19/2016	24 hour response
10 599	Detective	10/19/2016	24 hour response
15-097	Detective	10/19/2016	24 hour response
15-185	Detective	10/19/2016	24 hour response
15-377	Detective	10/19/2016	24 hour response
15-379	Detective	10/19/2016	24 hour response
15 623	Detective	10/19/2016	24 hour response
15 732	Detective	10/19/2016	24 hour response
12 115	Detective	10/19/2016	24 hour response
12 125	Detective	10/19/2016	24 hour response
14 826	Detective	10/19/2016	24 hour response

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10 595	Detective	10/19/2016	24 hour response
10 707	Detective	10/19/2016	24 hour response
12 146	Detective	10/19/2016	24 hour response
01-496	Deputy	10/19/2016	24 hour response
01 607	Deputy	10/19/2016	24 hour response
01 801	Lieutenant	10/19/2016	24 hour response
01 802	Captain	10/19/2016	24 hour response
02 206	Deputy	10/19/2016	24 hour response
02 207	Deputy	10/19/2016	24 hour response
02 305	Deputy	10/19/2016	24 hour response
10-959	Lieutenant	10/19/2016	24 hour response
10 958	Deputy	10/19/2016	24 hour response
10 965	Deputy	10/19/2016	24 hour response
10 966	Deputy	10/19/2016	24 hour response
10 967	Deputy	10/19/2016	24 hour response
14 514	Detective	10/19/2016	24 hour response
10 293	Detective	10/19/2016	24 hour response
10 960	Underhill	10/19/2016	24 hour response
02-529	Deputy	10/19/2016	24 hour response
10 628	Captain	10/19/2016	24 hour response
01 803	Lieutenant	10/19/2016	24 hour response
15-216	Lieutenant	10/19/2016	24 hour response
10 706	Lieutenant	10/19/2016	24 hour response
02-005	Deputy	10/19/2016	24 hour response
13 216	Sergeant	10/19/2016	24 hour response
10 280	Lieutenant	10/19/2016	24 hour response
14 724	Deputy	10/19/2016	24 hour response
14D 348	Sergeant	10/19/2016	24 hour response

### PROBATION

15-126	Chief Probation Officer	3/8/2017	24 Hour response
10-113	Deputy Chief Probation Officer	2/24/2017	24 Hour response

### TRANSPORTATION

10-279	Highway Superintendent - West Slope	10/11/2016	24 Hour response
10-055	Highway Superintendent - Tahoe	10/18/2016	24 Hour response
02-310	Transportation Deputy Director	10/18/2016	24 Hour response