

# COUNTY OF EL DORADO

## Chief Administrative Office

### INTEROFFICE MEMORANDUM

DATE: June 3, 2014

TO: Board of Supervisors

FROM: Craig Schmollinger, Principal Administrative Analyst  
Chief Administrative Office

SUBJECT: Supervisors Policy D-4, Vehicle Use, Standards, Procurement and Disposal

The Chief Administrative Office is recommending the Board of Supervisors receive and file this report of County owned vehicles on Permanent Assignment and Overnight Retention (“Take Home-Vehicles”). A report to the Board on the permanent assignment and overnight retention of County owned vehicles has not taken place since 2011. However, the Chief Administrative Office has continued to review take-home vehicle requests annually to either continue or rescind authorization per Board Policy D-4. This report is provided at the request of the Board.

#### **Policy**

Per Policy D-4 entitled “Vehicle use, Standards, Procurement and Disposal”, the initial permanent assignment and overnight retention of County-owned vehicles must be approved by the Board of Supervisors. On an annual basis, the Chief Administrative Officer shall review and may subsequently continue or rescind authorizations of permanent assignment and overnight retention of County-owned vehicles. 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.

#### **Current Authorization**

The Chief Administrative Office has reviewed the continued authorization requests for take-home vehicles and has verified that they meet the requirements of the Policy. However, the Sheriff/Coroner’s Office submittal included a breakdown of vehicles by section and program versus filling out an authorization form for each employee. If the Board requests additional information the Sheriff/Coroner’s Office has indicated that they can be contacted directly. Based on the Chief Administrative Office review, the Sheriff/Coroner’s Office overnight vehicle requests are within policy.

Not surprisingly most of the current and previous county owned vehicles authorized for permanent assignment and overnight retention fall into category “a” and are public safety related. There are 82

county owned vehicles permanently assigned to employees. This represents a decrease from 91 vehicles in 2011 that is primarily related to more vehicles in the Transportation Division being utilized on a rotational take-home basis versus permanent retention in 2011. A total of 14 take-home vehicles (17% of total) are authorized to the District Attorney's Office and 59 vehicles (72% of total) are authorized to the Sheriff/Coroner's Office. Along with the two authorized take-home vehicles for the Probation Department (2% of total), the total for public safety related departments is 75 which represents 91% of all authorized County owned take home vehicles. The remaining vehicles are authorized to the Community Development Agency, Transportation Division, specifically in the Maintenance and Operations Unit (6 or 7% of total) and Agriculture (1 or 1% of total).

**Next Steps**

The Chief Administrative Office will continue to review take-home vehicle requests on an annual basis for continuation and rescind where appropriate. Additionally, the Community Development Agency, Transportation Division, Fleet Services is preparing an annual report to the Board in late June that will include information about Policy D-4. This report will more comprehensively address Policy D-4, including; vehicle use, standards, vehicle procurement and disposal criteria.