




EL DORADO COUNTY
CHIEF ADMINISTRATIVE OFFICE

MEMO

Date: June 18, 2018

To: Honorable Board of Supervisors

From: Don Ashton, CAO 

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

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 justification for the request.

Currently, a total of 86 vehicles are assigned to employees on a permanent, overnight basis. Of these, 64 are assigned to employees in the Sheriff's Office. A total of 16 take-home vehicles are authorized to the District Attorney's Office. The Probation Department has two authorized take-home vehicles, one each for the Chief Probation Officer and the Deputy Chief Probation Officer. Of the remaining vehicles, three are authorized to the Transportation Division, specifically in the Maintenance and Operations Unit, and one 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 2018-19 Take-Home Vehicle List

VEHICLE #	POSITION TITLE	REASON FOR ASSIGNMENT
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AGRICULTURE

14D-586	Wildlife Specialist	24 Hour response
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DISTRICT ATTORNEY

10-598	District Attorney	24 Hour response
10-203	Chief Investigator	24 Hour response
99-729	Supervising Investigator	24 Hour response
15-733	Supervising Investigator	24 Hour response
10-112	Investigator	24 Hour response
10-160	Investigator	24 Hour response
10-197	Investigator	24 Hour response
10-295	Investigator	24 Hour response
10-325	Investigator	24 Hour response
10-629	Investigator	24 Hour response
10-853	Investigator	24 Hour response
10-139	Investigator	24 Hour response
99-302	Investigator	24 Hour response
99-718	Investigator	24 Hour response
99-726	Investigator	24 Hour response
99-727	Investigator	24 Hour response

PROBATION

15-126	Chief Probation Officer	24 Hour response
10-113	Deputy Chief Probation Officer	24 Hour response

TRANSPORTATION

14-805	Acting Highway Maintenance Supervisor	24 Hour response
14-805	Acting Highway Maintenance Worker	24 Hour response
02-310	Acting Highway Superintendent	24 Hour response

SHERIFF

10 628	Administration	24 Hour response
14 825	Administration	24 Hour response
10 679	Support Services	24 Hour response
10 996	Support Services	24 Hour response
12 119	Support Services	24 Hour response
15 145	Support Services	24 Hour response
15 215	Support Services	24 Hour response
15 552	Support Services	24 Hour response
15 553	Support Services	24 Hour response
14 790	Support Services	24 Hour response
14 791	Support Services	24 Hour response
10 069	Support Services	24 Hour response
02 004	Support Services	24 Hour response
10 275	Investigations	24 Hour response
10 276	Investigations	24 Hour response

FY 2018-19 Take-Home Vehicle List

10 292	Investigations	24 Hour response
10 593	Investigations	24 Hour response
10 594	Investigations	24 Hour response
10 597	Investigations	24 Hour response
10 599	Investigations	24 Hour response
14 514	Investigations	24 Hour response
15 097	Investigations	24 Hour response
15 185	Investigations	24 Hour response
15 190	Investigations	24 Hour response
15 216	Investigations	24 Hour response
15 377	Investigations	24 Hour response
15 379	Investigations	24 Hour response
15 623	Investigations	24 Hour response
15 732	Investigations	24 Hour response
02 145	Investigations	24 Hour response
02 874	Investigations	24 Hour response
02 877	Investigations	24 Hour response
10 596	Investigations	24 Hour response
10 852	Investigations	24 Hour response
12 115	Investigations	24 Hour response
14 826	Investigations	24 Hour response
12 125	Investigations	24 Hour response
10 595	Coroner	24 Hour response
10 707	Coroner	24 Hour response
10 703	Coroner	24 Hour response
12 146	Coroner	24 Hour response
01 801	Custody	24 Hour response
01 802	Custody	24 Hour response
10 225	Patrol	24 Hour response
10 226	Patrol	24 Hour response
10 959	Patrol	24 Hour response
02 206	Patrol	24 Hour response
02 207	Patrol	24 Hour response
02 305	Patrol	24 Hour response
10 250	Patrol	24 Hour response
10 958	Patrol	24 Hour response
10 965	Patrol	24 Hour response
10 966	Patrol	24 Hour response
10 967	Patrol	24 Hour response
10 293	Investigations	24 Hour response
10 960	Patrol	24 Hour response
02 881	Patrol	24 Hour response
01 803	Custody	24 Hour response
10 628	Custody	24 Hour response
02 005	Deputy	24 Hour response
14 334	OES	24 Hour response
14 724	OES	24 Hour response
12 118	Boats	24 Hour response
14 348	Boats	24 Hour response