

POLICY AND PROCEDURES

NUMBER: 834

SUBJECT: Use of a Facility Vehicle

ACA STANDARDS: 4-ALDF-1B-01; 1B-04; 1B-05

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 3/99, 5/05,
4/12, 5/15



I. POLICY

The St. Louis County Department of Justice Services shall establish guidelines for the proper maintenance and safe operation of the facility vehicles as well as the completion of all paperwork relating to the vehicles.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. DEFINITIONS

Contraband: Any item that is not authorized in a facility vehicle.

IV. PROCEDURES

A. All Justice Services' staff shall be required to complete the following before the operation of any vehicle:

1. Conduct a walk-around inspection of the vehicle, noting any new substantial damage, (i.e., dents, broken glass, damaged accessories,

large scratches, etc.). The staff member shall describe any damage on the Vehicle Diagram and verbally report the damage to the Transportation Supervisor or the Watch Commander, prior to departure, (See Attachment #1), and shall complete an Incident Report before the shift is completed.

2. Search the vehicle, removing any contraband found and reporting any contraband to the Transportation Supervisor or the Watch Commander in an Incident Report. The report and the contraband should be given to the Transportation Supervisor or the Watch Commander before the end of the shift.
3. Inform the Transportation Supervisor or Watch Commander immediately, by radio, of any vehicle that will not start or that has any other noticeable defect that leaves the vehicle inoperable. If the vehicle cannot be used, the staff member shall complete an Incident Report prior to the end of the shift and the vehicle shall be taken 'out of service' by the Transportation Supervisor or the Watch Commander until it is repaired and approved for operation.
4. Inform the Transportation Supervisor or the Watch Commander, by Incident Report, of any vehicle which displays the "Maintenance Warning" light, or if the vehicle is not operating properly, as soon as possible, but before the end of the shift.
5. Ensure the Vehicle Use Binder contains these forms, including:
 - a. Vehicle Diagram
 - b. Vehicle Maintenance Log
 - c. Vehicle Log
 - d. Gasoline Report
 - e. Trip Ticket
 - f. Refueling Locations and Procedures
 - g. Emergency Roadside Repair/Recovery Procedures
 - h. Directions to other correctional and medical facilities and emergency phone numbers

- i. Policy and Procedures
- j. Accident Reporting Procedures
- k. Automatic Gates and Remote Control Memorandum

NOTE: If any forms are missing, the vehicle operator shall be responsible for obtaining these forms from the Transportation Supervisor or writing an Incident Report if the Transportation Supervisor has departed. This shall be completed before the end of the shift.

- 6. Complete the Vehicle Use Log, indicating the date, starting mileage, departure time, destination and Department Service Number (DSN). (See Attachment #3, Example #1)
 - 7. When transporting inmates between the Courts and the Justice Center, the staff member shall log the date, the departure time and DSN only. (See Attachment #3, Example #2)
- B. Before departing on an extended trip, (i.e., to a State Correctional Facility, etc.), the staff member shall complete a check of the oil, gas and coolant, refill if necessary and log any actions taken on the Vehicle Maintenance Log, (See Attachment #2), in the Vehicle Use Binder. If it is necessary to refuel the vehicle, (See Section F, Number 7). The staff member shall also ensure that the windshield wipers, headlights, taillights and directional signals are operational and the tires appear safe.
- C. When departing on an assignment, other than the courthouse, the Transportation Dispatch officer and/or the Master Control officer shall be contacted by radio and/or intercom and notified of the following:
- 1. Vehicle number
 - 2. Destination
 - 3. Number of employees
 - 4. Number of inmates.

- D. Upon arriving at the destination, the staff member shall enter the necessary information in the Vehicle Use Log. (See Attachment #3, Example #3)
- E. The rules of operation of a vehicle will be the following:
1. Drive and park with care. When backing the vehicle, the co-driver shall be positioned at the rear of the vehicle, in view of the driver, to assist with safe vehicle operation.
 2. By law, seat belts shall be worn at all times by the driver and all passengers.
 3. All vehicles shall be kept clean and in order.
 4. No smoking shall be allowed at any time in any Justice Services' vehicles.
 5. Any time a vehicle is left unattended or if inmates are in the vehicle all doors shall be locked.
 6. Each staff member is responsible for informing the Transportation Supervisor or Watch Commander, within the next working day, of any citations issued to that staff member or accidents while operating a Justice Services' vehicle. Staff members shall also report any citations for moving violations and accidents occurring while operating personal vehicles.
 7. When a facility vehicle needs to be refueled, use a County Fueling Facility. (See the Refueling Locations and Procedures in the Vehicle Use Binder.) If it is necessary to use a credit card for emergency refueling, the employee must turn in the receipt with the officer's signature, DSN and vehicle number. Employees are reminded to use the credit card only if a County Refueling Facility is not available.
 8. Access cards for any gates shall remain in the designated vehicle at all times. If the card is missing from the vehicle, it must be reported immediately to the Transportation Supervisor or the Watch Commander and an Incident Report shall be submitted by the staff member by the end of the shift.

- F. Vehicle maintenance will include the following:
1. Designated officer(s) shall be assigned to complete the following at least twice weekly on each vehicle and complete the necessary maintenance prior to the operations of the vehicles:
 - a. Check the exterior of the vehicle for any damage, defective tires, unsafe equipment, lights out, inoperative windshield wipers, etc.
 - b. Check the service levels of the oil, gas, coolant, brake fluid and transmission fluid.
 - c. Check for any loose or unserviceable parts.
 - d. Check the condition of the spare tire, jack and tire lug wrench and have the tires replaced when it is necessary.
 - e. Maintain a Vehicle Maintenance Log, (See Attachment #2) including the following information:
 - (1) Date of inspection
 - (2) Odometer reading
 - (3) Services performed on the vehicle
 - (4) Newly detected damage
 - (5) Mechanical problems requiring service
 - (6) Inspecting officer's initials and DSN.
 - f. Ensure that the Vehicle Use Binder contains the necessary forms, including:
 - (1) Vehicle Diagram
 - (2) Vehicle Maintenance Log
 - (3) Vehicle Log

- (4) Gasoline Report
- (5) Trip Ticket
- (6) Fueling Locations and Procedures
- (7) Emergency Roadside Repair/Recovery Procedure
- (8) Directions to Other Correctional and Medical Facilities and Emergency Phone Numbers
- (9) Policy and Procedures
- (10) Accident Reporting Policy
- (11) Automatic Gates and Access Card Memorandum.

- g.** Ensure the First Aid Kits have not been depleted of any equipment. (See Policy #1302 First Aid Kits) Also check to ensure there is an operational fire extinguisher in the vehicle. (Verify that the reading on the extinguisher gauge is in the green area.)
- h.** Ensure that the Access Card for any gates is in the vehicle and that the gas key is in the glove compartment.

- 2.** The Vehicle Maintenance Log shall be turned in daily to the Transportation Supervisor who shall sign it and send it to the Transportation Clerk/Typist. All information contained in the Vehicle Maintenance Log shall then be entered into the computer records by the Transportation Clerk/Typist.
- 3.** Any required maintenance, that are not or cannot be completed by Justice Services staff, shall be addressed by the Transportation Supervisor. When repairs are necessary, the Transportation Supervisor shall arrange for the vehicle to be sent to the County Garage or an authorized repair shop.

G. Administrative Procedures will consist of the following:

- 1.** It is the responsibility of the Transportation Supervisor or the Watch Commander to issue the Trip Tickets, (See Attachment #5) when necessary, (i.e. hospital runs, transporting Writs, etc.).

2. The Transportation supervisory staff shall agree on a schedule which stipulates that each vehicle shall be checked at least once a week by a member of the supervisory staff to ensure that employees are completing all logs properly and that there is no discrepancies in mileage. The supervisory staff member shall sign his/her name and place the date on the next available line on the Vehicle Use Log to verify the check. If a staff member is found to be in non-compliance with this policy, (i.e., incomplete vehicle logs, unreported vehicle damage, etc.) during the supervisory staff's periodic inspection, that staff member shall be held responsible and may be subject to disciplinary action.
3. The Superintendent of Security shall make at least two (2) random driving record checks per year to ensure that all Transportation Officers are properly licensed. This information will be tracked twice a year and entered into the officer's employee file.
4. When any supervisor is notified by a staff member of an accident or a citation received by that staff member, it is the supervisor's responsibility to report the information to the proper Superintendent for appropriate administrative action.
5. Any accident, charged incident or citation while on or off duty may result in disciplinary action.
6. For further information concerning the use of County vehicles, see Supplement #1
7. Any exceptions or changes to this policy shall be approved by the Director of Justice Services or designee.