



Kern County Sheriff's Office
Policies and Procedures

TITLE: VEHICLES POLICIES – REPORTING UNSAFE CONDITION		NO: E-400	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 9/22/2017	REVISED: 6/24/2013	UPDATED: 9/22/2017

POLICY

It is the policy of the Kern County Sheriff's Office to provide the safest vehicles possible for its members. Every member of the Sheriff's Office who drives a county vehicle has the responsibility to report unsafe conditions to the Fleet Management Unit. Persistent or recurring problems are to be reported to the appropriate Chief Deputy via the chain of command.

PROCEDURE A

Any member of the Sheriff's Office who finds an unsafe condition of a vehicle will:

- Turn the vehicle into the Fleet Management Unit or an approved vendor. If during normal business hours check the vehicle in and describe the problem with the vehicle.
- Fill out appropriate forms;
 - If necessary, submit an email to the Fleet Management Unit at fleet@kernsheriff.com describing problem(s) in detail.
- Direct a memo to the fleet sergeant stating in detail the unsafe condition of the vehicle and its location.

PROCEDURE B

- During the hours, the vendor is not open, return the vehicle to the appropriate Sheriff's Facility;
- Direct a memo to the fleet sergeant stating in detail the unsafe condition and the location of the vehicle;
- Clearly mark the vehicle and/or the keys to ensure no one drives the vehicle prior to repair.

PROCEDURE C

A member of the Sheriff's Office who becomes aware of a recurring, persistent, or unresolved safety condition will:

- Direct a memo to the fleet sergeant stating the unsafe condition and all pertinent circumstances.

The fleet sergeant receiving a memo regarding an unsafe condition of a vehicle will:

- Ground the vehicle until the condition can be rectified;
- Attempt through all channels available to resolve the unsafe condition.

E-400-2

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