



Kern County Sheriff's Office
Policies and Procedures

TITLE: VEHICLES – HOME RETENTION		NO: J-1700	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: September 7, 1992	REVIEWED: 06/08/2018	REVISED: 03/03/2014	UPDATED: 06/08/2018

POLICY

The Sheriff's Office reserves the right to assign home retention vehicles to certain employees pursuant to Section 1116 of the Kern County Administrative Procedures Manual. The Home Retention Vehicle (HRV) program is intended to provide driver accountability and be a cost efficient alternative to conventional fleet management. The Sheriff's HRV program is based on the operational need of the assignment and the benefit to the residents and visitors of Kern County as deemed by the Sheriff-Coroner. The Sheriff-Coroner reserves the right to expand or restrict the HRV program based on budgetary restrictions with reasonable notice to the participating employees.

Participation in the Home Retention Vehicle program is voluntary. Employees who meet the criteria for home retention of a vehicle will be allowed to retain a vehicle at their place of residence. Employees who choose not to participate in the home retention of a vehicle, or who do not meet the criteria for home retention, will park their assigned vehicle at their work assignment in an area designated by the section lieutenant.

The Sheriff-Coroner is obligated to provide the Kern County Auditor/Controller with the list of employees who participate in the HRV program because it is categorized as a taxable benefit.

DIRECTIVE A. HRV DEFINED

A Home Retention Vehicle (HRV) is defined as a non-emergency response vehicle owned or leased by the Sheriff's Office. An HRV should not be equipped with Code 3 emergency lights or siren. Home Retention Vehicles include, but are not limited to:

- All vehicles used by detention deputies for the purposes of HRV.
- All vehicles used by civilian personnel.
- All undercover vehicles operated by undercover deputies.
- All vehicles used by deputy coroners.

DIRECTIVE B. ELIGIBILITY

- a. The employee, as a consequence of his or her assignment or duties, is subject to emergency call back. This describes an employee who would be expected to return to duty to work after normal working hours as a result of a serious and/or urgent matter that demands immediate action.
- b. The employee consistently uses a County vehicle for official business in areas closer to the employee's home than a County vehicle storage area. Such an employee may be granted authorization to participate in the HRV program for economical purposes.
- c. The Sheriff shall have discretion to authorize home retention where it is shown to be advantageous for the Sheriff's Office to have an employee respond directly from home rather than from a County vehicle storage area.
- d. A home retention assignment may be authorized by the Sheriff for an employee who is required to attend frequent after normal working hour meetings (which would not qualify as after-hours "emergency" duties).
- e. The assignment of home retention vehicles is at the discretion of the Sheriff-Coroner. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.
- f. Subject to approval of the Sheriff and justified by particular job assignment, a home retention vehicle may be assigned to an employee who is responsible for the continuous twenty-four hours per day, seven days per week, management or supervision of a major work unit having law enforcement emergency response or detention functions.
- g. All participants will be required to authorize a payroll deduction each pay period. The Administration will review the amount of the deduction in January as part of the mid-year budget review and again in May prior to the end of the fiscal year. The amount of the deputy's payroll deduction will be dependent on budgetary requirements.
- h. Lieutenants and above shall have the authority to approve overnight home retention when it is necessary for the accomplishment of the Sheriff-Coroner's mission.

The Sheriff's Administration retains the right to increase or decrease the payroll deduction with reasonable notice to the employee. Personnel will be allowed to enroll in the program in December and June; however, deputies may discontinue participation at any time. The Sheriff-Coroner, Undersheriff, or the Chief Deputy of the Field Operations Bureau may authorize an employee to enroll in the program based on promotion, transfer, reassignment or other compelling reason.

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DIRECTIVE C. VEHICLE USE:

Participants in the HRV program are authorized to drive their assigned vehicle between their residence and place of assignment. Participants will retain the vehicle at their residence and:

- a. Kern County Ordinance Code section 2.78.050 makes it unlawful for any individual to use, drive, employ, or operate any County vehicle for any purpose other than for official County business.
- b. Employees shall obey traffic laws and take proper safety precautions while driving a County vehicle.
- c. Travel shall be limited to the actual business destination only, except as necessary to secure lodging and meals.
- d. County officers and employees shall not carry a spouse or any other person not engaged in official County business as a passenger in a County vehicle, unless the passenger is accompanying the employee to a meeting, conference or seminar with the approval of the employee's department head.
- e. The use of any tobacco product is prohibited in all County owned or leased vehicles.
- f. When the employee assigned to a home retention vehicle is on vacation, sick leave, or other extended absences for more than five (5) working days, the home retention vehicle will be parked at the employee's work assignment.
- g. Home retention vehicles shall be locked at all times when unattended. Weapons stored in vehicles will be locked. Portable radios will not be stored in County vehicles unless they are locked in the trunk.
- h. Assigned employees shall complete all forms and accurately maintain all vehicle records deemed necessary by the Sheriff's Office.
- i. The employee will complete and submit the Departmental compliance form each month to the Sheriff or designee, which will be made available for annual audit.
- j. Employees involved in a traffic accident with a home retention vehicle will notify their section lieutenant, division commander or the on duty Watch Commander immediately. The existing policy for vehicle accidents will then be followed.

Misuse or abuse of home retention vehicles may result in the loss of program privileges and/or disciplinary action.

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DIRECTIVE D. CARE & MAINTENANCE

- a. County vehicles will be regularly serviced, properly maintained and kept in the best possible operating condition. Vehicle servicing and repairs are the responsibility of the assigned employee. Leased vehicles shall be serviced as specified in the lease agreement.
- b. Routine preventive maintenance shall be periodically performed by the employee assigned to the home retention vehicle.
- c. The assigned employee of a home retention vehicle is responsible for arranging routine maintenance and repair through the appropriate channels. Receipts shall be delivered to the Fleet Manager.
- d. Preventive maintenance will be performed on the home retention vehicle as recommended.
- e. Overtime is not authorized for arranging preventive maintenance. Fleet personnel can handle arrangements for vehicles in the metropolitan patrol area. Substation sergeants should make arrangements to facilitate the service of cars assigned to their areas.
- f. Assigned employees shall maintain a clean vehicle, exterior and interior, at all times.
- g. Any theft of equipment or vehicle damage shall be reported to the Sheriff's Office immediately.

Home retention vehicles left parked at an employee's assignment will be parked in an area designated by the section lieutenant.

DIRECTIVE E. VEHICLE INSPECTION

All County owned vehicles are subject to inspection and or search at any time by a supervisor and no employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

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