



Kern County Sheriff's Office

Policies and Procedures

TITLE: VEHICLE POLICIES – USE OF PRIVATE VEHICLES			NO: E-600
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 9/22/2017	REVISED: 5/5/2006	UPDATED: 9/22/2017

POLICY

The use of private vehicles in connection with official Sheriff's Office business is at the sole discretion of the Sheriff-Coroner. Section 103.6 of the Kern County Administrative Procedures Manual give the Sheriff-Coroner this authority and outlines the procedures to follow. Those procedures are repeated below for convenience.

PROCEDURE

A member of the Sheriff's Office who wishes to use a private vehicle will:

- Obtain written permission from the Sheriff-Coroner;
- Complete and file an approved mileage authorization form;
- Verify proper insurance coverage:
 - Minimum public liability \$15,000/\$30,000;
 - Minimum property damage \$10,000.
- Maintain a valid California driver's license;
 - Mileage contract expires on driver's license, expiration date.
- Complete a claim for payment form and mileage claim voucher;
 - File with Financial Services.
- Forward all forms except claim for payment and mileage voucher to the Fleet Management Unit sergeant.

The Fleet Management Unit sergeant will:

- Maintain Sheriff's Office file in compliance with county policy.