



**SHERIFF'S OFFICE COMMAND VEHICLE
GENERAL ORDER #13.05**

Adopted: 07/07/2010
Replaces: G.O. # 13.05 dated 4/15/08

Updated: 12/31/2007
Reviewed: 02/22/2010


POLICY

The Sheriff's Office Command Vehicle shall be available to all divisions for use in any major incident or during any pre-planned event in which the use of this vehicle would add to the effectiveness and efficiency of the incident or event.

PROCEDURE

- A.** The following protocol shall be followed to request the use of the Sheriff's Office Command Vehicle during a pre-planned event.
1. A memorandum shall be submitted to the reserve/volunteer coordinator by the division captain or lieutenant of the division making the request.
 2. The memorandum will outline the date, time, and purpose for the request.
 3. Reserve/volunteer coordinator will contact and schedule a volunteer driver for the Command Vehicle.
 4. Operation desk officer shall mark the vehicle reserved for the date requested.
 5. On the date of the event, the volunteer driver will sign out the vehicle at the appropriate time and will sign it back in upon returning.
 6. In the event that a volunteer driver can not be scheduled, a qualified driver from Sheriff's badge staff will be assigned to the vehicle.
- B.** The following protocol shall be followed to request the use of the Sheriff's Office Command Vehicle during a major event.

1. The Incident Commander will contact the operations desk and request that the Sheriff's Office Command Vehicle be brought to the scene.
 2. Operation desk officer will contact a volunteer driver and have him respond to headquarters in order to drive the vehicle to the scene.
 3. The volunteer driver will sign out the vehicle and will sign it back in upon returning.
 4. In the event that a volunteer driver can not be scheduled, a qualified driver from Sheriff's badge staff will be assigned to the vehicle.
- C.** The following protocol shall be followed to request the use of the Sheriff's Office Command Vehicle during all other events.
1. The individual requesting the Sheriff's Office Command Vehicle shall make the request through the division captain or lieutenant.
 2. Upon approval, the division captain or lieutenant shall notify operations desk of the request.
 3. Operation desk officer will contact a volunteer driver and have him respond to headquarters in order to drive the vehicle to the scene.
 4. The volunteer driver will sign out the vehicle and will sign it back in upon returning.
 5. In the event that a volunteer driver can not be scheduled, a qualified driver from Sheriff's badge staff will be assigned to the vehicle.
- D.** The Sheriff's Office Volunteer Team shall assume responsibility for the operation of the vehicle during its activation. In the event that no member of the volunteer team can be located to act as the driver, a qualified member of the Sheriff's Office will assume that responsibility.
- E.** The Sheriff's Office Command Vehicle shall be maintained in such a manner that it is at a ready state at all times. The Sheriff's Office Volunteer Program shall be responsible for the maintenance of the Sheriff's Office Command Vehicle.
1. All equipment within the vehicle shall be maintained and checked to assure that it is properly working.
 2. All vehicle equipment shall be maintained and the fluids of the vehicle shall be kept at the appropriate level.


LAURIE SMITH
SHERIFF