



**RESOLUTION #2004-04**

**A BOISE COUNTY RESOLUTION ADOPTING  
THE BOISE COUNTY VEHICLE POLICIES**

**WHEREAS**, the Boise County Board of Commissioners has reviewed drafted vehicle policies from Boise County Departments; and


**WHEREAS**, diligent review and discussion of the new policy has been held by the Board; and

**WHEREAS**, copies of the vehicle policy for each of the following departments are attached and made a part of this Resolution; Sheriff, Assessor, Solid Waste/Noxious Weed, Planning & Zoning, Community Justice, Disaster Service, and Community Justice.

**NOW THEREFORE BE IT RESOLVED**, that the Boise County Board of Commissioners do hereby adopt Resolution #2004-04, to be known as the Boise County Vehicle Policy and be effective upon the date of adoption.

**APPROVED and ADOPTED** by the Board of Boise County Commissioners in open session on the 12<sup>th</sup> day of April 2004.

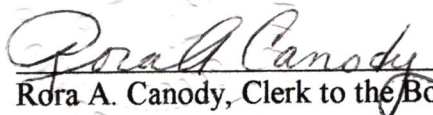
**BOISE COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Dale Hanson, Chairman

  
\_\_\_\_\_  
Roger B. Jackson, Commissioner

  
\_\_\_\_\_  
Fred H. Lawson, Commissioner

Attest:

  
\_\_\_\_\_  
Rora A. Canody, Clerk to the Board



# Boise County Weed Control and Solid Waste Vehicle Operating Procedures / Standards

February 11, 2004

These Procedures / Standards are established as required by Resolution  
2004-03

## **Vehicle Maintenance**

- Perform Daily check of vehicles to include a walk around, check tires and check fluid levels (oil, coolant, windshield washer) prior to operating, refill if necessary. Refuel at end of day if required (record on daily log). Use log sheet to note any damage, repairs conducted or required and fluids added.
- Perform Weekly checks to include all lights and turn signals, wash windows and mirrors, check when next oil change due and tire pressure. Wash and sweep out vehicle if necessary and time allows. Report any damage or abnormalities and if oil change is due to supervisor.
- Report any problem or damage to supervisor immediately. Be attentive for abnormal sounds, vibrations or conditions that signal an impending problem.
- Supervisors will schedule regular oil and filter changes and corrective maintenance for vehicles.
- Vehicle repairs in excess of \$250 require prior approval of a member of the Board of Commissioners.

## **Safety**

- Always drive in a safe manner, observe posted speed limits and road signs. Adjust speed as appropriate for road conditions.
- Idaho State Law requires seat belt use.
- Report all accidents immediately as required by Resolution 2004-03, forms are available from your supervisor and at Boise County offices.
- Exercise additional care when backing. Ask for help if necessary.

## **Driver Conduct**

- Always conduct yourself in a professional, responsible manner. You are a representative of Boise County. County vehicles are not for personal use.
- Avoid distractions while driving. This includes, but is not limited to, cell phone use, poring from a thermos and eating. Use installed cup holder whenever possible.
- Passengers should be limited to Boise County employees or others who you are working with on an authorized weed control or solid waste project. If in doubt ask your supervisor.
- Taking a County owned vehicle outside of the County requires supervisor's permission.
- Driver / Operator should make appropriate log sheet entries for each day of operation. If you travel outside Boise County record each stop you make.

**Vehicle Policy and Standards  
Planning & Zoning Department  
January 2004**

Procedures and Standards for Vehicles and Employees under the Jurisdiction of the Boise County Planning & Zoning Department shall be as follows:

**Driver Conduct:**

*Cell Phones:* To the extent possible, the use of cell phones in vehicles under this department's Jurisdiction will be restricted to when the vehicle (s) is parked out of traffic lanes.

*Eating and Drinking:* Employees should refrain from eating or drinking anything that would distract his or hers attention from driving until the vehicle is out of traffic lanes and is no longer in motion.

*Drug Testing:* All Employees who are approved to drive a Boise County Vehicle will submit to random drug testing.

*Passengers:* Only County employees, appointed persons, volunteers and those individuals required to ride during the course of doing business with or for Boise County will be allowed to be passengers in any County vehicle under this office's jurisdiction. All passengers and County personnel are required to wear seat belts at all times while vehicle is in motion.

*Mileage Logs:* Trip information is required whenever vehicle is used. Mileage logs will be maintained in the Planning & Zoning Department, open for inspection at any time. Mileage will be reported in the fuel invoice when submitted for payment. Vehicle will only be used for County business whether within or outside of Boise County.

*Vehicle Maintenance:* Vehicle should have a general check before each use (fluid levels, tire pressure, etc.). regular maintenance must be performed at 3000 miles or 3 month intervals. At that time the vehicle (s) will be checked for tire wear, wiper blades, brakes, shocks and/or struts, all fluid levels and belts. When repairs are needed exceeding, any estimate of over \$250.00 will be submitted to The Boise County Board of County Commissioners for approval, unless it is emergency in nature.

**Vehicle Policy and Standards**  
**Boise County Assessor's Office**  
**January 2004**

Procedures and Standards for Vehicles and Employees under the Jurisdiction of the Boise County Assessor's Office shall be as follows.

**Driver Conduct:**

*Cell Phones:* To the extent possible, the use of cell phones in vehicles under this department's Jurisdiction will be restricted to when the vehicle (s) is parked out of traffic lanes.

*Eating and Drinking:* Employees should refrain from eating or drinking anything that would distract his or hers attention from driving until the vehicle is out of traffic lanes and is no longer in motion.

*Drug Testing:* All employees who are approved to drive a Boise County Vehicle will submit to random drug testing.

*Passenger Policy:* Only County employees, appointed persons, volunteers and those individuals required to ride during the course of doing business with or for Boise County will be allowed to be passengers in any County vehicle under this office's jurisdiction. All passengers and County personnel are required to wear seat belts at all times while vehicle is in motion; there will be no exceptions.

*Mileage Logs / Vehicle Maintenance Check List:* All vehicles will have a Mileage Log kept in the vehicle. Trip Information will be noted at the beginning of every day the vehicle is in use and at the end of that day trip information will be noted on Mileage Log. During the months the vehicle (s) are in use, the mileage report will be turned into the Department Head or designated person on the first day of every month or the following business day thereof. A Vehicle Maintenance checklist shall be carried in each vehicle. During the months the vehicle (s) are in heaviest use the Check List will be done on the 1<sup>st</sup> and 15<sup>th</sup> of every month or the following business day thereof. The Maintenance Check List will be turned into the Department Supervisor or designated person with the Mileage Log at the first of every month that the vehicle is in use.

*Vehicle Maintenance:* Regular maintenance should be performed at approximately 3000 miles or at 3 month intervals. At that time the vehicle (s) will be checked for tire wear, wiper blades, brakes, shocks and or struts, all fluid levels and belts. When repairs are needed exceeding \$250.00 estimates for repairs will be submitted to the Boise County Board of County Commissioners for approval unless emergency in nature.

**Vehicle Policy and Standards**  
**Community Justice Department**  
**January 2004**

The Boise County Commissioners has set general standards of conduct for those individuals operating county owned vehicles. We hope these standards will ensure that our employees stay healthy, our citizens' safe, and equipment remains in good working order. We recognize that many of our employees work long and erratic hours in severe weather and some exceptions must be made for them to accommodate their working those schedules, and in those conditions.

Procedures and Standards for Vehicles and Employees under the Jurisdiction of the Boise County Community Justice Department shall be as follows:

**Driver Conduct:**

*Cell Phones:* To the extent possible, the use of cell phones in vehicles under this department's Jurisdiction will be restricted to when the vehicle (s) is parked out of traffic lanes. Absolutely no note taking or writing should be done while in a moving vehicle.

*Passengers:* No non-county employee passengers should be carried in County vehicles. In emergencies, passengers may ride in County vehicles if the County employee believes that the safety and well being and good community relations require that person to ride with you. Seat belts should be used by all employees at all times in County vehicles and passengers are required to wear seat belts when being carried in County vehicles. When County employees allow non-county passengers in County vehicles, it must be reported to their supervisor at the earliest possible time. At no time should a non-county employee be allowed to drive a County vehicle.

*Mileage Log/Trip Information:* Employees are required to maintain to and from mileage logs. The employee should note all non official stops on the log. Logs will be turned in with the bills, twice a month for approval. Vehicles to be driven only in Boise County unless prior permission is obtained from your supervisor.

*Eating and Drinking:* Eating and drinking beverages while driving is distracting to the driver and creates potential danger. Therefore, eating while driving is not allowed. Eating candy, fruit, etc., that does not distract the driver is discouraged, but is not a violation of county policy. Drinking soda or hot beverages is discouraged while operating a County vehicle. If an employee is going to drink and beverage, the vehicle must have a cup holder. No beverage should be poured from a container into a cup while the vehicle is moving.

*Vehicle Maintenance:* County employees operating County vehicles should check fluid levels and tire pressures weekly and note on the mileage log. Each individual is required to check wipers, tires for wear and note any strange noises in the operation of the vehicle. Departments should maintain a maintenance log and see that oil is changed at appropriate times and repair bills over \$100.00-\$150.00 must be pre-approved by County

Commissioners with a description of work to be done and the proposed place of repair. The vehicle should be kept tidy and clean and washed whenever possible. Each supervisor is responsible for the vehicles under their control.

*Drug Testing:* All Employees who are approved to drive a Boise County Vehicle will submit to random drug testing.

This document cancels Resolution #99-24

# Mileage Log

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January 8, 2004

To: All Boise County Sheriff's Department Employees

From: Sheriff Drew Bodie, Chief Deputy Bill Braddock

Re: **VEHICLES SOP**

SOP # 11, supercedes Sheriff's Manual 303.461

Effective January 25, 2004

*Drew A. Bodie*

## **REQUIREMENTS FOR OPERATION**

All employees who operate Boise County vehicles or operate personal vehicles while conducting Boise County business, shall have a valid Idaho Motor Vehicle Operator's or Commercial Driver's license in their possession and will use seat belt devices and ensure all occupants in the vehicle are seat belted. (For exceptions see Transportation of Prisoners SOP)

## **ASSIGNED VEHICLE USAGE**

Depending on their positions, employees may be assigned vehicles to help them complete their duties, and while in "on-call status." When in on-call status, employees must have their assigned vehicle with them in order to be available for quick response. The Sheriff or his designee shall retain the right to authorize assigned vehicles for employees of the Boise County Sheriff's Department.

## **RESTRICTIONS ON USE OF ASSIGNED VEHICLES**

- a. Assigned vehicles shall only be used for official Boise County business or when the employee is in on-call status.
- b. Assigned vehicles may be taken to and from duty assignments and home as long as the employee resides within the boundaries of Boise County. Assigned vehicles may be taken to an employee's residence outside of Boise County if that employee is on on-call status, with the specific approval of the Sheriff or his designee.
- c. Assigned vehicles shall not be used during off-duty employment. Transportation to or from such employment is appropriate only if the employment is located in Boise County and the employee is on call and has the ability to leave off-duty employment if called back to duty.
- d. Assigned vehicles shall not be used to transport family members or other passengers except when it is for official business, authorized and pursuant to Department policy, or when the employee is assigned on-call status. Any such passenger shall be discharged before responding to or engaging in an emergency, if practical.

## **GUIDELINES FOR USE**

- a. Employees will be dressed appropriately in uniform, business suit, or moderately casual clothes, unless a duty assignment indicates otherwise.
- b. Deputies shall be armed with an approved weapon, Sheriff's Department identification, and badge, and shall monitor the law enforcement radio. If away from the vehicle law enforcement radio, deputies shall carry and monitor their assigned hand held radio.



- c. Employees shall always operate their assigned vehicle in a manner that will not bring criticism or disfavor to themselves or the department. Employees shall operate their vehicles in a safe manner and in compliance with all applicable laws.
- d. Employees shall not operate an assigned vehicle within eight hours after consuming any alcoholic beverage.

#### **REVOCAION OF PRIVILEGES**

- a. Any violation of this policy by an employee may result in revocation of some or all of the employee's assigned vehicle privileges, and/or other discipline as deemed appropriate by the Sheriff or his designee.

February 26, 2004

To: All Boise County Sheriff's Department Employees  
From: Sheriff Drew Bodie, Chief Deputy Bill Braddock *Drew L. Bodie*  
Re: SOP # 16 Ride Along Policy

### **Ride Along**

A person approved to ride with a deputy during his/her shift. The act of riding with an officer.

### **Types of Ride Along**

Individuals requesting a ride along may include civilian employees of the County including County Commissioners, and other public officials; representatives of the media; potential law enforcement officers or employees; sworn law enforcement officers from other jurisdictions; family members and friends of a deputy who would benefit from an orientation to the deputies daily activities; students conducting research, and other members of the community.

### **Procedure**

1. The individual requesting a ride along will complete the ride along waiver.
2. If the ride along is assigned by a patrol supervisor, that supervisor will assure that the individual is known to be of good character and standing in the community. If the ride along applicant is not known to the supervisor, the supervisor will complete a criminal records check to insure that the ride along applicant does not have a serious criminal history.
3. Generally a ride along should last for a period of four hours to the completion of a shift. Any one individual should not participate in a ride along more than twice a year unless specifically allowed additional ride along's by the Sheriff or his designee.
4. If the ride along is requested by a hosting deputy, that deputy shall address the following:
  1. Obtain permission for the ride along from a patrol supervisor. If the ride along candidate is under the age of 18, permission for the ride along must be obtained from the Sheriff or the Chief Deputy.
  2. Have the ride along applicant complete the waiver form. If the ride along applicant is under the age of 18, the deputy must complete the safety briefing with the applicants parent or guardian and obtain that parent or guardians signatures on the waiver form.
  3. If the deputy does not know the ride along applicant, the deputy shall cause a criminal history check to be run on the applicant. Applicants who have been

arrested for the commission of a felony or any drug or sex related offense shall not be allowed to participate in a ride along.

4. Individuals who appear to be under the influence of alcohol or drugs or individuals that the deputy believes may jeopardize the safety of any person shall not participate in a ride along.
5. The hosting deputy shall provide a safety briefing, ensuring that he/she covers each item on the waiver form.
6. The hosting deputy shall ensure that the waiver form has been completed and signed.
7. The hosting deputy shall ensure that the ride along does not detract from or jeopardize his/her safety or law enforcement mission. The host deputy shall terminate the ride along at any time he/she feels such a situation exists and can not be immediately corrected.
8. When the ride along has been completed, the host deputy shall return the request and waiver form to the Chief Deputies office together with any comments deemed appropriate.