

ORIGINAL

RESOLUTION #99-24

**A RESOLUTION ESTABLISHING A VEHICLE POLICY FOR THE
BOISE COUNTY COMMUNITY JUSTICE DEPARTMENT**

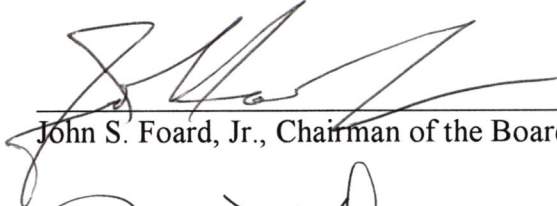
WHEREAS, The Boise County Board of Commissioners has received a version of the Vehicle Policy for Boise County Community Justice Department; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Boise County, Idaho, that the attached Vehicle Policy for the Boise County Community Justice Department be adopted.

APPROVED and ADOPTED by the Boise County Board of Commissioners in open session on this 3rd day of August, 1999.

BOARD OF BOISE COUNTY COMMISSIONERS



John S. Foard, Jr., Chairman of the Board

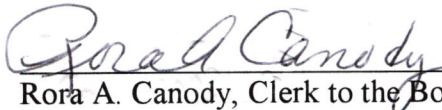


John W. Dyer, Commissioner



Dale Hanson, Commissioner

Attest:



Rora A. Canody, Clerk to the Board

Vehicle Policy for the Boise County Community Justice Department

The Boise County Community Justice Department (BCCJD) currently has three vehicles that are used for various programs. The Electronic Monitoring Officer drives a police vehicle given to BCCJD by the Sheriff's Department. The Community Service Coordinator and the Healthy Families Home Visitors use a Ford Van given to the BCCJD by the Sheriff. The Director of the BCCJD leases a 96 Chevy Blazer.

In an effort to stabilize increasing mileage costs to BCCJD and make better use of their resources, the following department policy has been developed. The policy is viewed **only** as an internal departmental supplement to the existing vehicle and mileage reimbursement policies offered by Boise County. This policy does not replace any relevant policies written in the Boise County Policy and Procedures Manual.

- The 96 Chevy Blazer and the Ford Van or any subsequent replacement to these vehicles shall become "pool" vehicles for use by all employees of the BCCJD. The police vehicle shall be used exclusively by the Electronic Monitoring Officer.
- No mileage reimbursement will be paid to employees for any travels out of Boise County. If traveling outside of Boise County is necessary for work, the employee shall make arrangements to acquire one of the pool vehicles. If a pool vehicle is unavailable for use outside the county, the employee shall request mileage reimbursement from the Director.
- Mileage reimbursement will be paid to employees for travels within the county **only** if a pool vehicle is unavailable for use or because poor weather does not allow an employee reasonable access to a vehicle. If a pool vehicle is unavailable, an employee shall request mileage reimbursement from the Director.
- Every effort should be made by employees to ride together when traveling to the same location for department meetings, conferences and workshops.
- A mileage record shall be kept by anyone using a pool vehicle for any travels within or outside of Boise County.
- Fuel keys will remain in a secure area within each of the department offices in Horseshoe Bend and Idaho City. Fuel keys should never remain in an employees personal possession. A fuel record shall be kept by anyone filling up a department vehicle with gasoline.
- Vehicles shall remain on county property after use unless given approval by the Director.
- There shall be no smoking of tobacco within any of the pool vehicles.
- When an employee has finished using a pool vehicle, he/she shall leave the fuel tank full and clean the interior/exterior of the vehicle as needed.

- No employee shall transport any member of their family in a county pool vehicle.
- Employees of the Department shall not use a pool vehicle to accomplish personal tasks.
- All employees who use a pool vehicle must submit to random drug testing and participate in drivers safety courses as offered by Boise County.
- If a disagreement arises over the use or availability of a pool vehicle, those complaints should be forwarded timely to the Director for resolution.