



The Briefing Board

Number 25-20

April 17, 2025

IMMEDIATE POLICY CHANGE

GE-4, USE, ASSIGNMENT, AND OPERATION OF VEHICLES

Employees are **required** to read the Office Policy below to ensure they are familiar with the changes that have been made. All Employees are **required** to log into [TheHUB](#), to review and acknowledge an understanding of this Office Policy within **30 days**.

Employees are reminded that *The Briefing Board* has the same force and effect as Office Policy. Division commanders shall ensure that employees have access to a copy of this *Briefing Board* announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

GE-4, USE, ASSIGNMENT, AND OPERATION OF VEHICLES

Effective April 18, 2025, Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*, is revised as follows (Changes indicated in ~~strikethrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

PROCEDURES

4. **Assigned TAKE-HOME Vehicles:** Assigned TAKE-HOME vehicles shall be restricted to compensated, full-time employees of the Office, except when otherwise authorized by the Sheriff or designee.
 - A. The assignment of assigned TAKE-HOME vehicles ~~shall~~ **SHOULD** not be applied on a convenience basis **AND SHOULD INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING CONSIDERATIONS:**
 1. ~~but restricted to those individuals~~ **Having** a reasonable expectation of being called out during ~~their~~ normal off-duty hours; ~~or~~
 2. **HavING** a reasonable expectation of reporting to different duty locations;
 3. **IMPROVING OPERATIONAL MOBILITY AND FLEXIBILITY;**
 4. **IMPROVING PATROL SHIFT TRANSITION; AND/OR**
 5. **ESTABLISHING MORE EFFECTIVE EMERGENCY AND CRITICAL INCIDENT RESPONSES.**
 6. ~~The Request~~**S** for an assigned TAKE-HOME vehicle shall be submitted through the chain of command, and **APPROVED BY THE DIVISION COMMANDER WHERE THE VEHICLE IS ASSIGNED.** ~~if approved by the bureau chief, shall be forwarded to the Sheriff or designee for final approval.~~
 - B. ~~Employees who are assigned a vehicle will fall into one of three tiers:~~

- ~~1. Assigned Vehicle Tier 1: Overnight vehicle privileges for residence parking will be authorized for employees who have a reasonable expectation of being called out during their normal off-duty hours where a timely response is critical.~~
- ~~2. Assigned Vehicle Tier 2: Overnight vehicle privileges for off-site parking will be authorized for employees who are assigned a vehicle as part of their duties who don't have a reasonable expectation of being called out during normal off-duty hours but have a reasonable expectation of reporting to different duty locations. Off-site parking locations shall be approved by the bureau chief.~~
- ~~3. Assigned Vehicle Tier 3: Employees who are assigned vehicles but do not meet the criteria of Tier 1 or Tier 2 shall park their assigned vehicles at their assigned duty location.~~
- ~~4. Any deviation from the assigned vehicle tiers shall be reviewed by all three executive chiefs. Once reviewed, the executive chiefs will make a recommendation to the Sheriff or designee for final approval.~~

- C. Employees who are assigned a **TAKE-HOME** vehicle shall be responsible for the upkeep of the vehicle, for ensuring that vehicle fluids are maintained at proper levels, and that scheduled preventive maintenance or service is completed in a timely manner.
- D. Vehicles ~~authorized for residence parking~~ **PARKED AT A RESIDENCE** shall be parked off the street whenever possible and secured in a manner which minimizes the possibility of damage, vandalism, or theft. Office vehicles shall not be parked in a manner which creates a hazard. Arizona Revised Statutes (ARS) 33-1809 allows law enforcement vehicles to be parked on a street or driveway if the vehicle is required to be available for emergency deployment. Employees operating Office vehicles are responsible for notifying any responsible party such as, a Homeowners Association (HOA), regarding the status of their Office vehicle.
- E. Assigned motorcycles shall be securely parked at a residence within a garage, within a secured backyard, or within an area otherwise approved by the Unit's Division Commander. Assigned motorcycles shall not be parked in open apartment/condominium parking lots, or on a residential street or driveway. Deputies assigned a motorcycle who do not have secure parking available at their residence shall arrange to store the motorcycle at the nearest Office patrol district. During extended periods of time off where the deputy will be away from their residence, the assigned motorcycle should be secured at an Office patrol district.
- F. Assigned vehicles shall be used for official business only, except when reasonable expectations of being called out, and/or on-call status exist.
- G. Office vehicles used by employees in off-duty law-enforcement employment, including transportation to and from the off-duty law-enforcement employment, shall follow procedures as specified in Office Policy EA-18, *Law Enforcement Extra-Duty and Off-Duty Employment*.
- H. Employees, with prior approval from the Sheriff or designee, may use Office vehicles for vehicle escort services, as specified in Office Policies EB-7, *Traffic Control and Services* and EA-9, *Management of Special Events*.

5. Operator's Responsibilities:

- R. An unattended Office vehicle shall be locked, especially when the vehicle contains a long gun or any other weapon, unless it would be unwise to lock the vehicle.

1. When a vehicle is not used during a shift, the long gun or any other weapon shall be removed and secured in the Office facility at which the vehicle is parked, unless the vehicle is equipped with an extra locking mechanism, including, but not limited to, a safe.
2. When a vehicle is parked during off-duty hours at an approved designated off-site parking location, assigned duty location, or the residence of the employee who has **AN** assigned **TAKE-HOME** vehicle ~~Tier privileges~~, the employee shall remove and secure all long guns and/or any other weapons unless the vehicle is equipped with an extra locking mechanism authorized by the Office, including, but not limited to, a safe. A vehicle manufacturer's installed concealed storage area, locking glove box, or the placement of a weapon into a locked vehicle trunk that is not equipped with an Office authorized locking mechanism is not sufficient to meet the requirement of this section.

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject USE, ASSIGNMENT, AND OPERATION OF VEHICLES	Policy Number GE-4
		Effective Date 11-22-24
Related Information Arizona Revised Statutes Maricopa County Policy A2310 CP-4, <i>Emergency and Pursuit Driving</i> EA-2, <i>Patrol Vehicles</i> EA-18, <i>Law Enforcement Extra-Duty and Off-Duty Employment</i> EA-9, <i>Management of Special Events</i> EB-1, <i>Traffic Enforcement, Violator Contacts, and Citation Issuance</i> EB-7, <i>Traffic Control and Services</i> GC-17, <i>Employees Disciplinary Procedures</i> GD-19, <i>Injury or Death of an Employee or Volunteer</i> GD-21, <i>Business Travel and Training Expenses</i> GD-4, <i>Use of Tobacco Products</i> GE-2, <i>County Purchase Cards</i> GH-5, <i>Early Identification System</i> GJ-9, <i>Restraint and Transportation of Prisoners and Inmates</i>		Supersedes GE-4 (01-12-24)

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures regarding the use, assignment, operation, maintenance, and inspection of Office vehicles, and the review of Office vehicle accidents.

POLICY

It is the policy of the Office to ensure that all vehicles are managed in an efficient, safe, and cost-effective manner. All accidents involving Office vehicles are reviewed by the bureau chief in charge of the respective division under their command, in order to determine cause and to institute corrective and preventive actions where possible.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

DEFINITIONS

Accident: Any collision involving an Office vehicle with another vehicle, object, or person resulting in property damage or personal injury.

Blue Team: The Early Identification System (EIS) application that allows employees and supervisors to record information in a database regarding incidents, performance, and conduct. The information from Blue Team is transferred to the IA Pro Early Identification case management system.

Early Identification System (EIS): A system of electronic databases that captures and stores threshold events to help support and improve employee performance through early intervention and/or to identify problematic operating procedures, improving employee performance, identifying detrimental behavior, recognizing outstanding accomplishments, and to improve the Office's supervisory response. The computerized relational database shall collect, maintain, integrate, and retrieve information gathered in order to highlight tendencies in performance, complaints, and other activities. The database allows the Office to document appropriate identifying information for

involved employees, (and members of the public when applicable), and the actions taken to address the tendencies identified. Blue Team, IAPro, and EIPro are applications of the EIS.

EI Dashboard: A Blue Team database tool that provides a visual overview of an employee's status in the EIS and is used to monitor alerts within the system. The EI Dashboard indicates the number of identified incidents for tracked threshold events. The color yellow indicates the employee is one incident away from reaching a threshold. The color red indicates the employee has reached or surpassed a threshold.

Emergency Driving: A deputy responding to life-threatening circumstances, a violent or potentially violent crime or other felony in progress, or engaging in pursuit driving, while operating an authorized emergency vehicle with activated emergency equipment. While responding to emergencies, deputies are granted statutory exemptions from the observance of speed limits and other direction, control, and parking regulations, so long as they do not unduly endanger life or property. **A deputy is never relieved from the duty to drive with due regard for the safety of all persons.**

Non-Preventable Accident: Accidents that occur while proceeding in the lane of traffic at a safe and legal speed, while waiting to make a turn from a proper lane, while stopped in traffic due to existing conditions or in compliance with a traffic sign, signal, or officer, or struck while legally and properly parked.

Office Vehicle: Any vehicle owned, leased, or purchased by Maricopa County for Office use, to include vehicles recovered under the Racketeering Influenced and Corrupt Organizations (RICO) Act.

Out of Service Vehicle: Any Office vehicle, which by reason of its mechanical condition can no longer be returned to service.

Patrol Vehicle: Includes sedans, sport utility vehicles (SUVs), four-wheel drive vehicles, motorcycles, boats, and all-terrain vehicles, used in patrol functions.

Preventable Accident: An accident in which the driver failed to exercise every reasonable precaution to prevent the accident. This is irrespective of whether or not there is property damage or personal injury, the extent of the loss of injury, to whom it occurred, and the location of the accident.

Pursuit Driving: An active attempt by a deputy operating an authorized emergency vehicle, with activated emergency equipment, to apprehend a fleeing vehicle and its occupants who are aware of the attempt, resist apprehension through failure to stop, and employ evasive driving tactics.

Special-Purpose Vehicles: Nonstandard vehicles assigned to contend with weather, terrain, sound restrictions, or special operational needs. This includes vehicles such as mobile command posts, tactical operations vans, bomb disposal vehicles, all-terrain vehicles (ATVs), motorcycles, boats, aircraft, and prisoner transport vehicles.

Volunteer: A person who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An employee may not volunteer to perform the same, similar, or related duties for the Office that the employee is normally paid to perform.

PROCEDURES

1. **Responsibilities of Managing the Fleet:** To ensure the efficient operation and management of Office vehicles, the Maricopa County Sheriff's Office (MCSO) Fleet Management Division, subject to consultation with executive command staff, shall have the responsibility and authority to initiate the purchase of all Office vehicles. The MCSO Fleet Management Division shall also be responsible for vehicle assignment, reassignment, repair, and replacement.

- A. All vehicles shall be managed with the primary goal of maintaining public safety and performing law enforcement functions.
- B. All division commanders having a reasonable expectation of being called out during their normal off-duty hours shall be assigned a vehicle. Commanders shall not use assigned vehicles during a prescheduled absence, unless the commander is to return to an on-call status, prior to returning to their normal on-duty scheduled hours. Approval for use of an assigned vehicle shall be at the discretion of the respective bureau chief, with final approval by the Sheriff or designee.
- C. All vehicles shall normally remain within the bureau to which they were assigned until reassigned by the MCSO Fleet Management Division. When the assigned operator is transferred to another bureau, they may not take the vehicle with them, unless approved by the Sheriff or designee.
- D. Bureau chiefs are responsible for ensuring that their fleet is used efficiently. The MCSO Fleet Management Division shall provide each bureau with quarterly reports, documented on the Fleet Management Data Report located in the Office's shared drive, concerning the fleet usage to assist in making efficient use of the assigned vehicles.
- E. At the end of the vehicle's second year of service life, those which have exceptionally high or low mileage shall be reassigned to equalize the mileage among all vehicles. When it becomes advisable to transfer vehicles between bureaus for the good of the Office, the respective bureau chiefs shall be consulted before any transfers take place.

2. Commander and Division Responsibilities for Vehicle and Equipment Inspection:

- A. The division commander or designee shall ensure that all vehicles assigned to their division are being inspected quarterly, and that the inspections are documented in Blue Team, as a Line Level Inspection. A quarterly inspection should be completed during January, April, July, and October of each calendar year. The division commander or designee shall be responsible for ensuring that vehicle fluids are maintained at proper levels, and that scheduled preventive maintenance and service is completed in a timely manner, as specified in Office Policy EA-2, *Patrol Vehicles*.
- B. Each division shall maintain completed quarterly inspection reports for a period of two years, unless the vehicle has been taken out of service or reassigned. Out-of-service vehicle records may be destroyed; reassigned vehicle records shall be forwarded to the division where the vehicle is currently assigned.
- C. Inspections of patrol vehicles shall be performed and documented, as specified in Office Policy EA-2, *Patrol Vehicles*.
- D. All Office vehicles shall have a supply of the current version of the *Comment and Complaint Forms*, in both English and Spanish, for distribution to any member of the public, upon request.

3. Special-Purpose Vehicles: Each division to which special-purpose vehicles are assigned shall include a section in their Operations Manual governing the deployment, use, and maintenance of each vehicle type. The following areas will be covered in the section on special-purpose vehicles:

- A. A statement of the objectives of their operation or usage;
- B. Instructions, conditions, and limitations of usage;
- C. Authorization for use in various situations;

- D. Qualifications and training for employees assigned to operate the vehicle;
 - E. Designation of assignments where employees are responsible for the condition and maintenance of vehicles to include, but not be limited to, ensuring that the vehicle's fluids are maintained at proper levels and that scheduled preventive maintenance or service is completed in a timely manner;
 - F. A listing of the equipment, if any, to be kept in, on, or with, the vehicle; and
 - G. A listing of assignments where employees are authorized to operate the vehicle or use the associated equipment.
4. **Assigned Vehicles:** Assigned vehicles shall be restricted to compensated, full-time employees of the Office, except when otherwise authorized by the Sheriff or designee.
- A. The assignment of assigned vehicles shall not be applied on a convenience basis but restricted to those individuals having a reasonable expectation of being called out during their normal off-duty hours or have a reasonable expectation of reporting to different duty locations. The request for an assigned vehicle shall be submitted through the chain of command, and if approved by the bureau chief, shall be forwarded to the Sheriff or designee for final approval.
 - B. Employees who are assigned a vehicle will fall into one of three tiers:
 - 1. Assigned Vehicle Tier 1: Overnight vehicle privileges for residence parking will be authorized for employees who have a reasonable expectation of being called out during their normal off-duty hours where a timely response is critical.
 - 2. Assigned Vehicle Tier 2: Overnight vehicle privileges for off-site parking will be authorized for employees who are assigned a vehicle as part of their duties who don't have a reasonable expectation of being called out during normal off-duty hours but have a reasonable expectation of reporting to different duty locations. Off-site parking locations shall be approved by the bureau chief.
 - 3. Assigned Vehicle Tier 3: Employees who are assigned vehicles but do not meet the criteria of Tier 1 or Tier 2 shall park their assigned vehicles at their assigned duty location.
 - 4. Any deviation from the assigned vehicle tiers shall be reviewed by all three executive chiefs. Once reviewed, the executive chiefs will make a recommendation to the Sheriff or designee for final approval.
 - C. Employees who are assigned a vehicle shall be responsible for the upkeep of the vehicle, for ensuring that vehicle fluids are maintained at proper levels, and that scheduled preventive maintenance or service is completed in a timely manner.
 - D. Vehicles authorized for residence parking shall be parked off the street whenever possible and secured in a manner which minimizes the possibility of damage, vandalism, or theft. Office vehicles shall not be parked in a manner which creates a hazard. Arizona Revised Statutes (ARS) 33-1809 allows law enforcement vehicles to be parked on a street or driveway if the vehicle is required to be available for emergency deployment. Employees operating Office vehicles are responsible for notifying any responsible party such as, a Homeowners Association (HOA), regarding the status of their Office vehicle.
 - E. Assigned motorcycles shall be securely parked at a residence within a garage, within a secured backyard, or within an area otherwise approved by the Unit's Division Commander. Assigned

motorcycles shall not be parked in open apartment/condominium parking lots, or on a residential street or driveway. Deputies assigned a motorcycle who do not have secure parking available at their residence shall arrange to store the motorcycle at the nearest Office patrol district. During extended periods of time off where the deputy will be away from their residence, the assigned motorcycle should be secured at an Office patrol district.

- F. Assigned vehicles shall be used for official business only, except when reasonable expectations of being called out, and/or on-call status exist.
- G. Office vehicles used by employees in off-duty law-enforcement employment, including transportation to and from the off-duty law-enforcement employment, shall follow procedures as specified in Office Policy EA-18, *Law Enforcement Extra-Duty and Off-Duty Employment*.
- H. Employees, with prior approval from the Sheriff or designee, may use Office vehicles for vehicle escort services, as specified in Office Policies EB-7, *Traffic Control and Services* and EA-9, *Management of Special Events*.

5. **Operator's Responsibilities:**

- A. All employees shall operate Office vehicles in a careful and prudent manner, obey all applicable State and Federal traffic laws, and comply with all Office rules pertaining to such operation. The safety of the public and all vehicle occupants shall be of paramount concern to include, but not be limited to, subjects detained for incarceration, as specified in Office Policy GJ-9, *Restraint and Transportation of Prisoners and Inmates*. Employees involved in emergency or pursuit driving situations shall follow procedures, as specified in Office Policy CP-4, *Emergency and Pursuit Driving*.
- B. Employees are prohibited from using cellular phones, unless a hands-free device is used to operate the cellular phone or other mobile electronic device (e.g., smartphone, tablet, or laptop) while driving an Office vehicle/equipment or while driving a private vehicle on official business. This prohibition includes, but is not limited to, texting, emailing, reviewing documents, and placing phone calls. Employees operating an authorized emergency vehicle or law enforcement vehicle who use a portable wireless communication device while acting in an official capacity, are exempt from this prohibition, as specified in ARS 28-914; however, employees shall still use due regard, and only when safe to do so.
- C. All assigned Office Mobile Data Computers (MDCs) have Global Positioning System (GPS) tracking capabilities. GPS tracking capabilities provide real time and historical information to Communication Division personnel to ensure employees safety, decrease Office liability, and provide for the efficient deployment of Office resources.
 - 1. The GPS tracking feature on the MDC shall **not** be disabled by an employee unless prior approval has been obtained from their bureau chief for reasons to include, but not limited to, a specific task or investigative action.
 - 2. Upon completion of the approved specific task or investigative action for the deactivation, the employee shall immediately reactivate the GPS feature.
- D. Smoking, smokeless tobacco, and vapors/e-cigarettes are prohibited in all Office vehicles and equipment, and in any private vehicle used on official business if more than one person is in the vehicle, as specified in Office Policy GD-4, *Use of Tobacco Products*.

- E. Employees shall not allow their assigned vehicles to be operated by non-Office personnel, unless the vehicle is being serviced. Office vehicles shall be used for official business only.
- F. All employees who operate an Office vehicle shall have in their possession a valid Arizona Driver's License for the type of vehicle operated. Operators of special-purpose vehicles, including, but not limited to helicopters, shall possess, and maintain the specialty certification needed to operate that type of vehicle.
- G. When employees drive any vehicle, on or off-duty, requiring additional provisions to a regular driver's license, they shall possess the required class endorsement.
- H. All employees who have their driving privileges either suspended or revoked by the State of Arizona shall promptly inform their supervisor and generate an entry through Blue Team of such suspension or revocation.
- I. Employees authorized to operate an Office vehicle shall maintain a Maricopa County Vehicle Use Permit (VUP) by completing the VUP training course in TheHUB. Employees shall not operate an Office vehicle without first completing this course.
 - 1. The VUP is valid until the employees AZ driver's license expires.
 - 2. If an employee's driver license expires, they will need to complete the VUP training in TheHUB again once they obtain a new driver's license.
- J. All employees and authorized passengers shall fasten their seat belts when operating or riding in Office vehicles equipped with seat belts. Seat belts shall be fastened before vehicles are set in motion. Supervisors may grant exceptions to this Office Policy for specific situations to include, but not be limited to, tactical operations where employees are required to exit vehicles swiftly, and/or covertly to execute their objective.
- K. Employees authorized to operate an Office motorcycle shall wear an Office issued motorcycle helmet and appropriate riding footwear at all times while operating the motorcycle.
- L. Employees authorized to operate an Office motorcycle shall remove the ignition key when the motorcycle is left unattended, including if the motorcycle is left unattended at an Office facility.
- M. Employees authorized to operate an Office motorcycle shall remove the MDC from the motorcycle when off-duty and secure it safely inside their residence, to include when the motorcycle is stored within a garage.
- N. Employees should set the parking brake when leaving the vehicle unattended while the motor is idling.
- O. Volunteers may operate an Office vehicle under any of the following conditions:
 - 1. When authorized by the on-duty supervisor;
 - 2. When accompanied by a compensated employee;
 - 3. When certified by the Office as a Reserve Deputy; or
 - 4. When accompanied by a Reserve Deputy.

- P. An employee operating an Office vehicle shall ensure that only authorized persons ride in the vehicle. Authorized persons include employees of the Office or the County, persons authorized by the supervisor, those participating in the Public Observer Program, and those persons transported in the performance of duty. Employee's family members or other acquaintances, excluding the Public Observer Program or in extreme emergencies, are not authorized to ride in an Office vehicle without the approval of a bureau chief.
- Q. Employees shall ensure that their assigned vehicles are kept clean and free of litter. Trash and debris shall be removed from Office vehicles and disposed of properly.
- R. An unattended Office vehicle shall be locked, especially when the vehicle contains a long gun or any other weapon, unless it would be unwise to lock the vehicle.
 - 1. When a vehicle is not used during a shift, the long gun or any other weapon shall be removed and secured in the Office facility at which the vehicle is parked, unless the vehicle is equipped with an extra locking mechanism, including, but not limited to, a safe.
 - 2. When a vehicle is parked during off-duty hours at an approved designated off-site parking location, assigned duty location, or the residence of the employee who has Assigned Vehicle Tier privileges, the employee shall remove and secure all long guns and/or any other weapons unless the vehicle is equipped with an extra locking mechanism authorized by the Office, including, but not limited to, a safe. A vehicle manufacturer's installed concealed storage area, locking glove box, or the placement of a weapon into a locked vehicle trunk that is not equipped with an Office authorized locking mechanism is not sufficient to meet the requirement of this section.
 - 3. Employees authorized to operate an Office motorcycle shall remove the rifle from the motorcycle when off-duty and secure it safely inside their residence, to include when the motorcycle is stored within a garage.
 - 4. When a vehicle is being serviced at any repair facility or service center, weapons, law enforcement equipment, and computers shall be removed from the vehicle entirely and remain under the immediate control of the employee. If a vehicle is expected to be in for repair for one shift or longer or is transported by anyone other than sworn personnel or an armed detention officer, all weapons, law enforcement equipment, and computers shall be removed and secured in the Office facility to which the vehicle is assigned prior to transporting it to the service facility. Anyone leaving a vehicle for service shall also remove any portable radio or portable telephone equipment at the time the vehicle is left.
 - 5. Unless authorized by their division commander, civilian personnel shall not transport Office weapons for any reason, including for service or repair.

6. Office Vehicles and Equipment:

- A. All vehicles purchased shall be of the same class and include a factory-equipped, heavy-duty police package to allow flexibility in reassignment, unless there is a compelling reason for a special-purpose vehicle and the exception is in the best interests of the Office.
- B. Employees operating an Office vehicle to conduct Office business may travel up to 75 miles outside the border of Maricopa County without authorization. Office vehicles shall not be operated beyond 75 miles outside the limits of Maricopa County except:
 - 1. In pursuit situations, as specified in Office Policy CP-4, *Emergency and Pursuit Driving*;

2. When authorized by a supervisor;
 3. When authorized by the Sheriff or designee for conducting official law enforcement activities, extradition trips, or investigations. The Sheriff or designee may authorize the use of an Office vehicle anywhere within the continental United States. Family members or other acquaintances are not authorized to ride in an Office vehicle on any out of Maricopa County travel, without the approval of a bureau chief. If family or other acquaintances are going to attend such travel, a personally owned vehicle would be required, and all the personal vehicle requirements would apply, as specified in this Office Policy;
 4. When authorized by the chain of command, and in coordination with the Financial Services Division for attendance at a seminar or training event. The initial *Travel/Training Request* form must indicate the intent to use an Office vehicle. Transportation charges deemed appropriate by the Financial Services Division shall be recommended to the division commander who approved the training; or
 5. In the course of Office duties when exigent circumstances arise.
- C. Unmarked vehicles shall not normally be used for traffic law enforcement functions. Procedures as to when such use is appropriate are specified in Office Policy EB-1, *Traffic Enforcement, Violator Contacts, and Citation Issuance*.
- D. Equipment installed by the Maricopa County Equipment Services Department, upon approval of the Sheriff or designee, is the only equipment authorized for Office vehicles.
1. Personnel who believe additional equipment is essential in the performance of their duties shall submit a written request, through the chain of command to the Sheriff or designee explaining the need for the equipment. If the request is approved, the Office shall make arrangements for the installation of the equipment.
 2. Employees shall not remove emergency lights or equipment from an Office vehicle unless authorized by the Fleet Management Division.
- E. Loose equipment carried to facilitate Office functions, such as first aid kits, flares, blankets, and pylons, shall be specified by the respective division commander.
- F. All law enforcement vehicles shall be equipped with emergency lights and equipment.
- G. The Office shall make every effort to replace routinely used Office vehicles no later than the end of their fifth year of service.
7. **Leased Vehicles:** No Maricopa County leased vehicles shall be contracted and/or utilized for personal use.
8. **Personal Vehicles:** An employee shall not use their personal vehicle for Office-related work without prior written authorization. The employee shall submit a memorandum through their chain of command to the Sheriff or designee for final approval. Personally owned vehicles are prohibited for use during extra-duty/off-duty law enforcement employment, as specified in Office Policy EA-18, *Law Enforcement Extra-Duty and Off-Duty Employment*.
- A. The use of a personal vehicle in travel to and from an Office-sanctioned, out-of-county training event requires that the preapproved written authorization be attached to the *Travel/Training Request* form. Once the *Travel/Training Request* form contains the appropriate approvals, the memorandum and form shall be sent to the Travel Unit. The Travel Unit shall coordinate vehicle

needs by ensuring that multiple employees attending the same event use the fewest reasonable number of private vehicles at Maricopa County expense or are assigned an Office vehicle. Any transportation changes deemed appropriate by the Travel Unit shall be recommended to the division commander who approved the training request for implementation. When personal vehicle use is not submitted for coordination by the Travel Unit, mileage reimbursement shall not be approved.

- B. Employees using their personal vehicles to drive between Office facilities for non-Travel/Training related travel such as, but not limited to, conducting official business, picking up office supplies, or award plaques shall use mileage reimbursement forms which shall be submitted through their chain of command to the Payroll Section of the Human Resource Services Division. Forms are located on the Office's shared drive.
 - C. Out-of-state travel in personal vehicles may be approved. However, maximum reimbursement shall not exceed the lowest available airfare rate which was available at the time of the trip's authorization.
 - D. If it becomes necessary to use a personal vehicle for Office business, the vehicle shall be in a condition which shall not bring discredit upon the Office.
 - E. Employees shall furnish and maintain proof of insurance (financial responsibility) as required by ARS. Only vehicles licensed and registered in the State of Arizona shall be approved and operated by the employee.
 - F. If an employee who has been authorized to use their personal vehicle on Maricopa County business is involved in an accident causing a liability loss, the employee's liability insurance policy shall carry primary loss liability up to the limits of the policy. Any remaining liability shall be the responsibility of Maricopa County's self-insurance program in accordance with ARS.
 - G. An employee authorized to use their personal vehicle shall receive the current reimbursement mileage rate authorized by Maricopa County.
 - H. Request for reimbursement should be submitted no later than the pay period following the date the expense was incurred. Mileage reimbursement shall be entered into the County payroll system by means of the employee's timecard.
9. **Accident:** In the event of an accident or any damage to an Office vehicle or a posse owned vehicle performing an authorized function of the Office, employees or posse members shall immediately render aid, request assistance as necessary, secure the scene, and promptly notify the supervisor in charge or designee. They shall inform the supervisor of the incident, location, damage, and injuries, if any, if they are able.
- A. The employee or posse member in charge of the vehicle shall remain at the scene and act as the incident dictates, including ensuring notification of the proper law enforcement agency for investigative purposes, if they are able.
 - B. When an accident occurs within Office jurisdiction, it shall be investigated by the Office.
 - C. An employee shall not investigate an accident in which they were involved.
 - D. An employee involved in an accident shall not make any statement to others involved, or to bystanders, regarding fault or liability in the accident. The employee shall further refrain from making any statements to private attorneys or accident adjusters, unless specifically authorized to

do so by Maricopa County Risk Management. Any such requests should be referred to Maricopa County Risk Management.

1. Each Office vehicle should have a Vehicle Operator's Handbook and is required to have the ADOT Certificate of Automobile Self-Insurance card which states Maricopa County is self-insured and includes Maricopa County Risk Management's contact information.
 2. Employees may contact Maricopa County Risk Management or the MCSO Fleet Management Division for a replacement copy of either a vehicle handbook or insurance card.
 3. A copy of the of the ADOT Certificate of Automobile Self-Insurance card is available for print in the Office's shared drive.
- E. When an Office vehicle or posse owned vehicle performing an authorized function of the Office is involved in a traffic accident, regardless of jurisdiction, the Vehicular Crimes Unit Supervisor shall be notified by the on-duty supervisor receiving notification by the involved Office personnel if any of the following occurred:
1. Any person is injured;
 2. There is considerable property damage;
 3. The operator is, or might be, in violation;
 4. The vehicle was being operated under emergency conditions;
 5. Prisoners or inmates were being transported;
 6. The vehicle was occupied by persons not employed by the Office; or
 7. A supervisor feels the circumstances warrant notification.
- F. Upon notification, the Vehicular Crimes Unit Supervisor shall decide whether the Vehicular Crimes Unit shall respond.
- G. The Office may take over or assist in investigations when accidents involving Office vehicles or posse owned vehicles performing an authorized function of the Office occur in other jurisdictions, if requested or permitted by the law enforcement agency responsible for investigating the accident. The Office may conduct independent investigations when another agency investigates an Office involved accident, if deemed appropriate by the Vehicular Crimes Unit Supervisor. The Office shall assist as much as possible with traffic and crowd control, as needed.
10. **Forms Required for Vehicle Accidents:** If able, within 24 hours of the accident or damage to an Office vehicle, employees shall accurately complete and forward through the chain of command all necessary forms. If the accident or damage to a posse owned vehicle occurred while performing an authorized function of the Office, the posse member and the supervisor in charge shall complete the documentation procedures specified in this Office Policy.
- A. Required Forms:
1. Risk Management Forms: The operator's supervisor shall prepare the Maricopa County Risk Management Online Claim Form. These forms can be completed electronically

through the <https://mymc.maricopa.gov/> website. The website can be accessed directly or from the SharePoint Portal, by selecting the Risk Management Forms link. Once on the Risk Management page, supervisors will be able to select the “Online Claim Form” link to file a claim. Supervisors shall select the “Damaged County Vehicle” and/or “Damaged County Property” form from the incident type menu. When necessary, the “Injured County Employee or Volunteer” form shall be completed.

2. Office Forms: To ensure that there is an objective review of the incident, the employee, or employee’s supervisor, if the employee is physically incapable, shall prepare a memorandum detailing the circumstances of the accident.
- B. Routing of Forms:
1. Risk Management:
 - a. When completing these forms electronically, the Damaged County Vehicle and/or Damaged County Property form will be sent to Maricopa County Risk Management once the Submit button is selected. A copy shall be printed to include in Blue Team prior to submitting the forms to Maricopa County Risk Management. These forms shall be prepared for every incident in order to facilitate the reimbursement of insurance proceeds.
 - b. If an accident exposes Maricopa County to any serious liability, the employee’s division commander should verbally advise Maricopa County Risk Management at the earliest opportunity.
 2. Blue Team: All information and forms shall be entered into Blue Team. The supervisor shall make an entry into Blue Team with an incident type of Vehicle Accident. All necessary documentation, including but not limited to, the Maricopa County Risk Management Damaged County Vehicle and the Damaged County Property forms, any photographs of damage to the vehicle or of the scene of the accident, and the memorandum explaining the circumstances of the accident, shall be uploaded into Blue Team and attached to the incident. The supervisor shall forward the Vehicle Accident Blue Team entry through the chain of command for review.
 3. Fleet Management: An electronic copy of the Damaged County Vehicle form shall be forwarded immediately upon completion, to the MCSO Fleet Management Division within 24 hours.
 4. The employer’s Report of Industrial Injury shall be processed, as specified in Office Policy GD-19, *Injury or Death of an Employee or Volunteer*.

11. Office Vehicle Accidents:

- A. Investigation of Office Policy violations shall be conducted, as specified in Office Policy GH-2, *Internal Investigations*. Regardless of fault or injury, all Office vehicle accidents shall be documented in Blue Team, as specified in this Office Policy. Supervisors shall review employee activity in the Early Identification System (EIS), as required.
1. **Not At-Fault Vehicle Accidents:** Employees operating an Office vehicle involved in an accident in which it is determined during an accident investigation, review of the collision report, or during a command vehicle accident review, the employee is **not** at fault.

- a. The accident shall be entered into Blue Team by the supervisor under the Incident Type: Vehicle Accident.
 - b. The Blue Team entry shall include as attachments all related paperwork and reports, such as memorandums, the Damaged County Vehicle form, photographs, Employers Report of Industrial Injury, and any initial Maricopa County Risk Management documents. This action includes those accidents investigated by the Office or another law enforcement agency.
 - c. A **not** at fault vehicle accident requires no further action and is not required to be reported to PSB for review.
 - d. If the vehicle accident is caused by a suspect intentionally colliding with an Office vehicle in an attempt to evade apprehension, and it is determined the employee in the vehicle is a victim of a crime, a Vehicle Accident entry in Blue Team shall be completed in addition to the required Risk Management Forms, as specified in this Office Policy.
2. **At-Fault Vehicle Accidents:** Employees operating an Office vehicle involved in an accident in which it is determined during an accident investigation, review of the collision report, or during a command vehicle accident review, the employee is at fault.
 - a. The accident shall be entered into Blue Team by the supervisor under the Incident Type: Vehicle Accident.
 - b. The Blue Team entry shall include as attachments all related paperwork and reports, such as memorandums, the Damaged County Vehicle form, photographs, Employers Report of Industrial Injury, and any initial Maricopa County Risk Management documents. This action includes those accidents investigated by the Office or another law enforcement agency.
 - c. When an employee exceeds the EIS established threshold for these vehicle accidents, the employee and the employee's supervisor shall be notified through Blue Team. The supervisor shall complete the EIS Alert Response form, as specified in Office Policy GH-5, *Early Identification System*.
3. **Minor Vehicle Damage Accidents:** Employees operating an Office vehicle involved in a minor vehicle damage accident, such as coming into contact with a concrete pillar or curb, a tree, a sign, another office vehicle, or other object where damage occurs; the employee operating the vehicle causes damage to the undercarriage of the vehicle; or when the employee operating the vehicle causes damage to the vehicle due to driving on a non-paved road.
 - a. The minor vehicle damage accident shall be entered into Blue Team by the supervisor under the Incident Type: Vehicle Accident.
 - b. Blue Team entries shall include as attachments all related paperwork and reports, such as memorandums, the Damaged County Vehicle form, photographs, Employers Report of Industrial Injury, and any initial Maricopa County Risk Management documents.
 - c. When an employee exceeds the EIS established threshold for these vehicle accidents, the employee and the employee's supervisor shall be notified through

Blue Team. The supervisor shall complete the EIS Alert Response form, as specified in Office Policy GH-5, *Early Identification System*.

4. **Emergency and Pursuit Driving Accidents:** Employees operating an Office vehicle involved in an accident during an emergency or pursuit driving, regardless of fault.
 - a. Emergency or pursuit driving accident shall be entered into Blue Team by the supervisor under the Incident Type: Vehicle Accident.
 - b. A separate entry shall be entered by the supervisor into Blue Team under the Incident Type: Internal Complaint.
 - c. The entry shall include as attachments all related paperwork and reports, such as memorandums, the Damaged County Vehicle form, photographs, Employers Report of Industrial Injury, and any initial Maricopa County Risk Management documents. This action includes those accidents investigated by the Office or another law enforcement agency.

- B. **Vehicle Accident Coaching:** Coachings regarding Office vehicle accidents shall be considered separately when determining placement in the disciplines matrixes for those matters covered by Office Policy GC-17, *Employee Disciplinary Procedures*, and shall not be counted with any other Coachings unrelated to an Office vehicle accident.

12. Preventable, Non-Preventable and Safety Measure Vehicle Accident Review:

- A. **Vehicle Accidents:** Whenever a preventable or non-preventable accident occurs with an Office vehicle, the commander of the division in which the involved employee is assigned shall forward the Blue Team entry, completed by the supervisor, to the bureau chief in charge of the division, for review. The Blue Team entry should include all related paperwork and reports, such as memorandums, the Damaged County Vehicle form, and citations, if applicable. The *Industrial Injury/Significant Exposure Memorandum* shall be reviewed, as specified in Office Policy GD-19, *Injury or Death of An Employee or Volunteer*.
- B. **Administrative Review:** The bureau chief in charge of the division shall be responsible for conducting administrative reviews regarding vehicle accidents that involve employees using Office vehicles. Each accident shall be carefully analyzed to determine if it was preventable or non-preventable under the circumstances. The circumstances and conditions as they existed at the time of the accident shall be taken into consideration when making this determination.
- C. **Recommendations:** After the bureau chief in charge of the division makes a determination as to whether the accident was preventable or non-preventable, the bureau chief may recommend that specific safety measures be taken to prevent a reoccurrence. The bureau chief in charge of the division shall send a copy of the findings along with their recommendations to the commander of the division in which the involved employee works, and carbon copy their executive chief. The bureau chief or executive chief may request further review of a vehicle accident presumptively deemed non-preventable. Recommendations in response to an accident may include, but are not limited to, the following:
 1. Revisions of work practices;
 2. The addition or elimination of equipment; or
 3. The additional training of personnel.

- D. Response: Once the employee's division commander receives a reply from the bureau chief in charge of the division, the division commander shall prepare a response in the Vehicle Accident Blue Team entry which shall include actions regarding the bureau chief findings. The response shall be sent to the bureau chief in charge of the division, in Blue Team, for review. After review, the bureau chief shall forward the Blue Team entry to the Early Intervention Unit for retention in the EIS. The bureau chief shall carbon copy the executive chief in charge of the division when the entry is forwarded.

13. **Vehicle Breakdown and Repairs:**

- A. When an Office vehicle breaks down, the employee operating or in charge of the vehicle shall contact the Communications Division. The employee shall provide their name, the Office-issued vehicle number, the location of the vehicle, and advise if they will be remaining at the scene. The Communications Division shall contact the appropriate towing company.
- B. Personnel shall make no attempt to repair vehicles or equipment unless specifically authorized to do so by a supervisor. The Equipment Services Department may authorize minor repairs, such as headlight or emergency light flasher replacements, to be done by Office personnel.

14. **Fuel:** Depending on the Office vehicle, fuel may be obtained from a Maricopa County fuel pump using a fuel key, AIMS2, or a Fuel Card. Employees may also utilize Purchase Cards (P-Cards) for the purchase of fuel for Office vehicles when it is not practical to use Maricopa County pumps, as specified in Office Policy GE-2, *County Purchase Cards*.

- A. Fuel Key: A fuel key containing an electronic chip and with an assigned PIN number may be issued for each older model Office vehicle, and because the key is unmarked, it should be kept attached to the vehicle key ring. When used, the fuel key will electronically record the fuel dispensed to the vehicle for which the key was issued. The fuel key is to be used only for the vehicle for which it was issued. If a key is lost, a memorandum shall be sent to the MCSO Fleet Management Division as soon as possible requesting a replacement key. If a fuel key is found without identifying marks or other keys attached, it shall be taken to the service writers at the Equipment Services Department for decoding. In unusual circumstances, a division commander can request, by memorandum to the Equipment Services Department, the temporary assignment of a fuel key charged to their Low Org.
- B. AIMS2: All new vehicles are equipped with AIMS2 which eliminates the need for a fuel key. AIMS2 is an electronic ring attached to the vehicle gas tank which allows refueling at Maricopa County pumps. All Maricopa County pumps are capable of refueling Office vehicles installed with AIMS2. Office personnel should contact Equipment Services regarding any problems that occur while refueling.
- C. Fuel Card: Fuel Cards may be temporarily assigned to specific Office vehicles for fuel purchases **only** at designated locations. This would occur when repairs and/or updates to Maricopa County fuel pumps are being conducted. The Fuel Card shall remain with the designated Office vehicle and shall only be used during the timeframe of the repairs and/or updates to Maricopa County fuel pumps. Affected division commanders shall provide a list of vehicles in need of Fuel Cards to MCSO Fleet Management Division. When using the Fuel Card, the employee shall enter a PIN # and the vehicle's mileage in order to obtain fuel at the designated location. Once repairs and/or updates are completed to the Maricopa County fuel pumps, the Fuel Cards will be deactivated. All deactivated Fuel Cards shall be returned to MCSO Fleet Management Division.