

1400.00 – Fleet Administration

Stakeholder Review: 07/22/24-08/21/24

Refer:

- MCSO Agency Policy 1410.00 Take Home Vehicles
- MCSO Agency Policy 1415.00 Vehicle Replacement

Definitions:

- None

Policy:

1. The Logistics Manager shall be designated as the Fleet Manager and liaison to the Multnomah County Fleet, Records, Electronics, and Distribution Services (FREDS) on Sheriff's Office fleet related issues. All fleet-related issues shall flow through the Logistics Manager, in conjunction with the Fiscal Unit Manager.
2. It is the responsibility of the Logistics Manager to develop fleet procedures that include, but are not limited to, fleet size, vehicle specification and procurement, service performance standards, and vehicle replacement planning and programming.
3. Fleet procedures shall conform to federal, state, and local laws relating to purchasing, operating, maintaining and taxation of County owned or leased vehicles. In addition, such procedures shall conform to County administrative procedures that are applicable. The Sheriff has discretion to adopt administrative procedures and guidelines specific to the Sheriff's Office.
4. The Sheriff's Office shall have a Vehicle Advisory Committee, members appointed by the respective Division Chief, that will assist the Logistics Manager with the development of fleet management procedures pertaining to vehicle purchasing, replacement, assignment, maintenance, and equipment installation.
5. Recommendations for fleet procedure shall be reviewed and approved by the Agency Services Division Chief prior to enactment.
6. The Logistics Manager shall work with the Fiscal Unit on fleet services funding, analytical studies, and overall management of information administration reporting. All division vehicle fleet replacement budgets shall reside with the Fiscal Unit but will be managed by the Logistics Manager as an integral part of the Agency-wide fleet plan.
7. All inquiries and/or requests regarding vehicle type, costs, replacement schedule, take home status as well as equipment installation and other related matters shall be directed to a member's respective chain of command. Upon completing this process inquiries/requests will be routed to the Logistics Manager for further action.

8. All fleet maintenance shall be coordinated through County Fleet and/or the Logistics Unit.

History:

- Originating Policy/Procedure:
- Next Review Date:
- Review By:

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