

## **1405.00 – Vehicle Use and Equipment**

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

#### **Refer:**

- ORS 805.040 Registration of government-owned vehicles
- ORS 805.060 Law enforcement undercover vehicles
- ORS 811.745 When accident must be reported to police officer or law enforcement agency
- Multnomah County Administrative Procedure FIN-2 Travel and Training Expenses  
Multnomah County Administrative Procedure FIN-4 Miscellaneous Expense Reimbursements
- Multnomah County Administrative Procedure FIN-14 Mileage Reimbursement
- Multnomah County Administrative Procedure RSK-4 Vehicle Collision Reporting
- Multnomah County Administrative Procedure RSK-14 Employee Vehicle Use on County Business
- Multnomah County Incident Reporting Portal
- Multnomah County Monthly Mileage/Expense Report
- MCSO Agency Policy 1410.00 Take Home Vehicles
- MCSO LE Procedure 3.2 Vehicle Pursuits
- MCSO LE Procedure 3.9 Law Enforcement Division Vehicle Involved Crash Investigation
- LE Accreditation: 2.2.9, 2.51, 2.5.2, 2.5.3

#### **Definitions:**

- **Baseline Vehicle** – When a vehicle has been brought to a state of acceptable operations to include brakes, fluids, engine, drive train, chassis, electrical, interior and trunk areas.
- **County Vehicle** – Any publicly owned or leased car, truck, van, bus, trailer, motorcycle, boat, or aircraft managed or controlled by the Sheriff's Office, or operated by a Sheriff's Office member on behalf of Multnomah County or the Sheriff's Office.
- **Official County Business** – As used within this policy, travel to and from any activity, event, or location as required and necessary to accomplish a member's assigned duties.

#### **Policy:**

1. It is the policy of the Multnomah County Sheriff's Office (MCSO) that no member shall operate a County Vehicle except during Official County Business and/or as stated in MCSO policy and procedure.
2. Members are expected to use a County Vehicle when conducting Official County Business. Any exception to this policy shall be based on frequency of need and/or availability of County Vehicles.

3. Members shall always operate County Vehicles in a safe and lawful manner and shall not allow the vehicle to be operated by a person not a member of the Sheriff's Office.
4. No member shall operate a County Vehicle unless they hold a valid operator's license for the type of vehicle operated and are otherwise authorized to operate the vehicle. Members will provide a copy of their valid operator's license when submitting the Take-Home Vehicle Assignment Authorization Request Form (see MCSO Agency Policy 1410.00). The Logistics Unit will maintain copies of the operator's license and Take-Home Vehicle Assignment Authorization Request Form. The Professional Standards Unit shall conduct annual operators' license status checks through the Department of Motor Vehicles to validate operators' license compliance and to ensure safe driving records. Operators shall notify their immediate supervisor of any change in the status of the operator's license.
5. Members operating County Vehicles shall comply with Oregon Revised Statutes pertaining to the operation of emergency vehicles, and with all laws and MCSO policy and procedure pertaining to the routine, emergency, and pursuit operation of official vehicles.
6. Members shall use emergency lights and related equipment only after receiving proper training and in compliance with Division procedure regarding emergency vehicle operation.
7. All Sheriff's Office members assigned to vehicles, including leased vehicles, shall display an Oregon "E" plate indicating public ownership pursuant to ORS 805.040. Pursuant to ORS 805.060, vehicles used (or capable of being used) as police undercover vehicles may be issued registration plates or other evidence of registration from any regular series rather than from any specially designed government plates if requested to do so by the Agency.
8. Members shall examine the vehicle and report damage or operational defects to their supervisor before using a County Vehicle. Members with an Assigned Take-Home Vehicle shall ensure the vehicle is cleaned and serviced at regular intervals.
9. Members operating a County Vehicle equipped with a seat belt shall use the belt while the vehicle is in motion and shall ensure all passengers use seat belts if the vehicle is so equipped. When transporting children, members are required to utilize child safety restraints.
10. Members shall fuel their County Vehicles utilizing third party contracted fuel cards. Contract fuel cards are vehicle specific and use of the cards to fuel other County Vehicles or personal vehicles is prohibited. Lost or misplaced contract fuel cards shall be immediately reported to the Logistics Unit.
11. Members shall refer to Section 4. under the below Procedure, and applicable Division procedure in the event of a collision involving any vehicle being used for

County business, including County-owned, personally owned, rented, or leased vehicles.

12. All vehicle operation needs shall be determined through the Vehicle Class Determination/Assignment (see Section 5. under Procedure).

**Procedure:**

1. Transporting Passengers.
  - 1.1. Transportation of family members for any purpose other than Official County Business is prohibited.
  - 1.2. Transportation of non-county employees or clients for business purposes is allowed.
2. Using Privately Owned Vehicles (POV).
  - 2.1. Prior written approval by the member's exempt manager is required to use POVs for County business on a regular, routine basis. In addition, verification of POV insurance shall be on file with the Fleet Manager's office.
  - 2.2. Members may elect to use their POV if a County owned vehicle is unavailable and all reasonable attempts to obtain a County owned vehicle have been exhausted. It is the member's responsibility to ensure that their vehicle is properly insured through a private vehicle insurer to cover such use.
  - 2.3. Notwithstanding any provision of Section 1400 Vehicles, it is expressly forbidden for any member to use their POV to conduct Official County Business when said vehicle is uninsured.
3. Reporting Mileage and Mileage Pay.
  - 3.1. The Logistics Unit shall report the MCSO fleet mileage to the County's Fleet manager each month. Monthly, the Logistics Unit will email a reminder to provide mileage, lube due, and lube date. The respective Division Chief shall designate a member within their division to ensure all mileage, lube due, and lube date for vehicles assigned to their division is reported to the Logistics Unit no later than the last business day of each month. It is the responsibility of the operator or division designee to provide the required information.
  - 3.2. The Sheriff's Office will reimburse members for the use of POVs only when:
    - 3.2.1. The Sheriff's Office requires members to report to work at any location more distant from their home than their permanent place of reporting. The member shall be paid for the use of their POV at the rate provided below for additional miles traveled.
    - 3.2.2. The Sheriff's Office requires members to use their POV to conduct Official County Business.

- 3.2.3. The Sheriff, or authorized designee, approves the use of a POV for a travel and training event adhering to related County policy (FIN-2, RSK-14).
  - 3.3. The mileage reimbursement rate shall be in accordance with the current collective bargaining agreement(s) between represented Sheriff's Office members and Multnomah County. If the agreement does not establish a rate, or if members are not covered by an agreement, members shall be reimbursed at the maximum rate per mile approved by the IRS as a nontaxable expense reimbursement for miles driven at the requirement of the Sheriff's Office.
    - 3.3.1. Mileage shall be computed to the nearest tenth of a mile, as measured over the most direct route, or by the difference between odometer readings at the beginning of the trip and at the end of the trip or using an internet map detailing to/from destinations.
    - 3.3.2. Members claiming mileage reimbursement shall complete the "Multnomah County Monthly Mileage/Expense Report" and have the form approved by their supervisor. The supervisor shall approve and forward the form to the Fiscal Unit no later than the end of the calendar month after the mileage was incurred.
4. Reporting a Collision Involving a County Vehicle.
  - 4.1. Members shall immediately report all traffic crashes, collision incidents, and non-collision incidents in which the member is involved to the member's immediate supervisor.
  - 4.2. A member involved in a traffic crash shall submit a report stating the circumstances of the crash but shall not conduct an investigation of the member's own crash.
  - 4.3. All traffic crashes, regardless of severity, shall be investigated. If a member is involved in a crash that occurs within the patrol jurisdiction of the Sheriff's Office, then a Sheriff's Office law enforcement supervisor or a member designated by the supervisor shall investigate the crash. The on-duty Sheriff's Office law enforcement supervisor shall be contacted by the involved member of any traffic crash that occurs within Multnomah County. The law enforcement supervisor shall see that a patrol deputy or any other member they so designate shall respond immediately to the scene of the crash, investigate, and complete the appropriate reports. If the crash occurs outside Multnomah County the member's supervisor shall immediately contact the police agency of jurisdiction and request assistance and an investigating officer, and that copies of the report of that investigation be forwarded to MCSO. In cases where the police agency of jurisdiction fails to respond, the MCSO may respond.

- 4.4. A member involved in a traffic crash shall complete the following forms (MCSO LE Members, also refer to 3.9 Member Involved Crash Investigation):
- 4.4.1. If occurring in Oregon, the Oregon Police Traffic Crash Report. To be completed by an investigator not involved in the crash, if the damages are over \$2,500. If there is no injury to any person, nor damage to any property other than the Sheriff's Office vehicle involved, this report is not required. If the traffic crash occurs in another state, then the state's accident report form shall be completed as applicable with the laws of that state – see 4.4.5 below.
  - 4.4.2. Multnomah County Accident Report: Workplace incident/accident reporting is available online via the County's Incident Reporting Portal (Origami). Paper forms, stored in the glove compartment of every County vehicle or obtained from the Logistics Unit or the Motor Pool, are to be used only when use of the Incident Reporting Portal isn't possible. Submitted paper forms may need to be recompleted using the Incident Reporting Portal.
  - 4.4.3. A Special Report describing the circumstances surrounding the traffic crash and any property damage or physical injuries. The Special Report shall be attached in Origami before submitting the Multnomah County Accident Report, exceptions to this may apply in cases of criminal conduct.
  - 4.4.4. If occurring in Oregon, the Oregon Traffic Accident and Insurance Report (Form 735-32). To be submitted to the State Department of Motor Vehicles (DMV) by the driver of the Sheriff's office vehicle within 72 hours when: Damage to the vehicle the member was driving is over \$2,500; Damage to any vehicle is over \$2,500 and any vehicle is towed from the scene as a result of damages from the accident; Injury or death resulted from the accident; or Damages to any one person's property other than a vehicle involved in the accident is over \$2,500. A member completing an Oregon Traffic Accident and Insurance Report involving a Multnomah County vehicle, shall complete all sections of the report labeled, "Insurance Company Name and Address" or "Insurance Company Name and Policy Number" by writing: "Multnomah County: self-insured, Certificate #28".
  - 4.4.5. If occurring in Washington, if a law enforcement officer investigates the collision: The investigating officer will file a collision report – the member will not need to file one; the member must still complete a Multnomah County Accident Report via Origami, outlined in 4.4.2 above. If no law enforcement officer investigates the collision: Each driver involved in the collision must submit a report within four (4)

days of the collision. Submit a report online or get collision report forms from the Washington State Patrol district office.

5. Vehicle Class Determination/Assignment.
  - 5.1. Members operating Sheriff's Office vehicles shall be assigned baseline vehicles unless sufficient exceptions are identified to change the usage.
  - 5.2. Unit and/or division specific vehicle/equipment needs, not addressed within this policy, may be presented to the Sheriff for consideration via the chain of command. A member's ability to perform their duties safely and effectively is essential and the below list is not exhaustive.
  - 5.3. Members shall not modify County vehicles without the approval of the Division Chief and the Sheriff's Office Logistics/Fleet Manager. Examples of modifications include adding stickers, decals, fixed accessories, or changing out equipment or parts.

Vehicle Assignment	Equipment/Electronic Description
<p>**Patrol Vehicles/Civil Vehicles operated by Sworn LE Staff (Refer to LE Operational Procedure 9.1, Addendum A for additional items)</p> <p>*River Patrol Vehicles</p>	<ul style="list-style-type: none"> <li>• **Light Bar with blue emergency lights</li> <li>• Police Radio</li> <li>• *Marine Radio</li> <li>• 4-Corner Strobes</li> <li>• Mirror Strobes</li> <li>• Wig Wags</li> <li>• Rear Deck</li> <li>• Lights</li> <li>• Toughbook</li> <li>• TM4 Controller</li> <li>• Siren</li> <li>• Gun Racks</li> <li>• Spotlight</li> <li>• Bench Seat Restraint System</li> <li>• Rear Door Skins</li> <li>• Sheriff's Office Identification Markings</li> <li>• E-Cite Printers (each patrol car &amp; Toughbook (MDT) docking station)</li> <li>• Lockbox</li> </ul>
<p>Work Crew Vehicles</p>	<ul style="list-style-type: none"> <li>• Hazard Lights displaying red, amber, or yellow in color</li> <li>• Police Radio</li> <li>• Sheriff's Office Identification Markings</li> </ul>

Adult in Custody (AIC) Transport Vehicles	<ul style="list-style-type: none"> <li>• Police Radio (CSU supervisor's vehicle/960 vehicle)</li> <li>• Siren (CSU supervisor's vehicle/960 vehicle)</li> <li>• Blue grill and rear deck lights (CSU supervisor's vehicle/960 vehicle)</li> <li>• Wig wags (CSU supervisor's vehicle/960 vehicle)</li> <li>• Bench Seat Restraint System (not in large transport trucks)</li> <li>• Safety Belts (passenger vans, transport car, and CSU supervisor's vehicle)</li> <li>• Window Screens</li> <li>• Adequate hazard lights displaying red, amber, or yellow in color</li> </ul>
Search and Rescue (SAR) Vehicles	<ul style="list-style-type: none"> <li>• Police Radio</li> <li>• TM4 Controller</li> <li>• Adequate Hazard Lights displaying red, amber, or yellow in color</li> <li>• Sheriff's Office Identification Markings</li> </ul>
Uniform Command Administrative Vehicles	<ul style="list-style-type: none"> <li>• Determined by the Sheriff, or Sheriff's designee</li> </ul>
Undercover Vehicles	<ul style="list-style-type: none"> <li>• Determined by Investigations Commander</li> </ul>
Loaner or Spare Vehicles	<ul style="list-style-type: none"> <li>• Determined by Fleet Manager</li> </ul>

**History:**

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

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