

OFFICE OF THE COUNTY ADMINISTRATOR

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DATE April 12, 2016

TO: Board of Supervisors

FROM: Dee F. Bruemmer, County Administrator

RE: Discussion of Department submittals for 24 hour vehicle assignment

The Board approved Administrative Policy 42 which requires Department Directors and Elected Officials to submit the list of job positions and vehicles that meet the 24 hour assignment criteria for Board review and approval. The initial list will be approved by the Board and in the following years only changes will need Board approval. The initial list is attached for your review.

Four departments submitted a list of positions and vehicles. Conservation's list has two individuals, Planning and Development has one individual, and Secondary Roads has one individual. The Sheriff submitted every individual who currently has a car assignment for the 24 hour status. The matrix for the Sheriff lists every individual as being on call and having emergency equipment needed to perform their job in the vehicle.

In conversation with the departments we discussed the need at times to assign a vehicle temporarily in a 24 hour assignment due to the nature of the project or work. At times, due to the location of the work, it may be more efficient to have a vehicle assigned. Those temporary assignments will be at the discretion of the department head with notification to the County Administrator.

After discussion of the list the Board should pass a final list by motion. The Policy is attached for your reference.

24 Hour Assignment of Vehicles

Department	Position	Vehicle Number	Current Employee
Conservation	Deputy Director	5089	Marc Miller
Conservation	Wapsi Center Director/Naturalist	1193	Dave Murcia
Planning & Development	Building Inspector	1604	Robert Buck
Secondary Roads	Superintendent	38	Dean Glunz

SHERIFF'S OFFICE TAKE HOME CARS

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>ASSIG</u>	<u>BUMPER #</u>	<u>NAME</u>	<u>POSITION</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
2008	FORD	EXP	82-01	08-13	Conard	Sheriff	X		X							X				X
2011	FORD	EXP	82-02	11-08	Gibbs	Chief Deputy	X		X							X		X		X
2006	FORD	C VIC	82J01	07-01	Brundies	Jail Captain	X									X				X
2009	FORD	C VIC	82-05	09-06	L Kunde	Captain	X		X							X				X
2014	FORD	EXP	82-06	14-07	Rauch	Lieutenant	X											X		X
2012	FORD	EXP	82-07	13-05	Cribb	Lieutenant	X		X											X
2007	DODGE	CHARGER	82-08	08-04	Schmidt	Lieutenant	X	X							X	X	X			X
2007	FORD	C VIC	82-9	07-13	Lane	Lieutenant	X													X
2007	FORD	C VIC	82-10	07-11	Dinneweth	Sergeant	X			O						X				X
2009	FORD	ESCAPE	82-11	09-09	Caffery	Sergeant	X												X	X
2012	FORD	EXP	82-12	13-03	Jackson	Sergeant	X				X									X
2009	FORD	ESCAPE	82-14	09-08	Erwin	Sergeant	X	X				X						X		X
2008	FORD	C VIC	82-15	08-07	McDonough	Sergeant	X					X								X
2008	FORD	F250	82-16	09-02	Swanson	Sergeant	X							X						X
2012	FORD	EXP	82-17	13-04	Lage	Sergeant	X													X
2012	FORD	EXP	82-18	13-07	Koehler	Deputy	X		X											X
2012	FORD	EXP	82-20	13-06	McCollom	Deputy	X		X											X
2009	FORD	CVIC	82-21	10-04	West	Deputy	X			X								X		X
2011	FORD	CVIC	82-22	12-04	Burton	Deputy	X		X											X
2008	FORD	C VIC	82-23	08-05	Messmore	Deputy	X													X
2011	FORD	CVIC	82-24	12-01	Comer	Deputy	X		X	X										X
2014	FORD	EXP	82-25	14-08	Weipert	Deputy	X		X			X			X	X				X
2009	FORD	CVIC	82-26	10-03	Shippee	Deputy	X					X								X
2011	FORD	CVIC	82-27	12-02	Jones	Deputy	X		X											X
2011	FORD	ESCAPE	82-28	11-03	Furlong	Deputy	X					X							X	X
2008	FORD	CVIC	82-29	08-10	Skaala	Deputy	X													X
2014	FORD	EXP	82-30	14-06	Carter	Deputy	X													X
2010	FORD	CVIC	82-31	10-08	Bulman	Deputy	X					X								X
2009	FORD	C VIC	82-32	09-07	Wilson	Deputy	X		X											X
2012	FORD	EXP	82-33	13-02	Lieferman	Deputy	X													X
2011	FORD	CVIC	82-34	12-03	Grafton	Deputy	X		X											X
2015	DODGE	TRUCK	82-35	15-03	Staszewski	Deputy	X	X			X	X								X
2013	FORD	EDGE	82-37	13-08	Ells	Deputy	X	X	O			X								X
2008	FORD	FUSION	82-39	08-12	Wall	Deputy	X	X				X								X
2013	FORD	TAURUS	82-40	13-11	Leonard	Deputy	X		X			X								X
2015	FORD	TAURUS	82-41	15-12	R Kunde	Deputy	X	X				X								X
2008	FORD	C VIC	82-42	82-06	Aldridge	Deputy	X													X
2014	FORD	EXP	82-43	14-09	Wilkison	Deputy	X		O	X						X				X
2011	FORD	CVIC	82-46	12-05	Strom	Deputy	X				X	X		O						X
2010	FORD	CVIC	82-47	10-07	Fah	Deputy	X		X			X			X					X
2014	FORD	EXP	82-48	15-01	Bawden	Deputy	X					X			X					X

KEY

- 1 24 Hour Emergency/On-Call
- 2 Rotating Assignments On-Call//Investigator
- 3 Emergency Services Team
- 4 Accident Investigator
- 5 Arson Investigator
- 6 Evidence Investigator
- 7 Canine - Currently assigned to MEG (Metropolitan Enforcement Group)
- 8 Bomb Squad
- 9 Negotiator
- 10 After Hours Community Meetings
- 11 Reserve Liasion
- 12 Firearms Instructor
- 13 SOU - Special Operations Unit
- 14 Contains Emergency or Other Equipment to Perform Job

- X Primary
- O Secondary

42. 24 Hour Assignment of County Vehicles

POLICY

It is the policy of Scott County to ensure county owned vehicles are used exclusively for carrying out County functions and services. The availability of County vehicles for personal use, particularly for commuting to and from work, is not an employee benefit. As such, beyond the exceptions for the County's benefit noted below, this policy regarding the use of County vehicles is intended to supplement all previous policies regarding the use of vehicles and supersede provisions of any previous policies where any conflicts are found to arise.

SCOPE

This policy is applicable to all users of County vehicles.

ADMINISTRATIVE PROCEDURES

A. USE OF COUNTY VEHICLES

The assignment of County vehicles for twenty-four (24) hour is not allowed. Unless deemed emergency use or exceptional circumstance, as described below, this restriction includes commuting to and from one's residence (or any other location that does not involve County business) for any purpose.

Employees who require a vehicle for anticipated emergencies (i.e. weather forecasts) or are assigned a vehicle to take home for the effective discharge of their job functions may be assigned a 24 hour vehicle. The employee must live within Scott County. Criteria, which will be used in the determination of eligibility for 24-hour vehicle for commuting to one's residence, will include the following:

- officially designated on-call status;
- requirement for availability due to frequent emergency or preventive services;
- emergency or other equipment to perform job contained in the vehicle;

When commuting, vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons.

B. AUTHORIZATION FOR 24 HOUR USE

Each calendar year, Department Directors and Elected Officials will submit the list of the job position, vehicle number, and the current employee who meet the criteria for 24 hour assignment of a County vehicle to the County Administrator. Each assignment will be reviewed for eligibility and the initial list will be approved by the Board of Supervisors. New assignments outside of the initial list will be reviewed by the County Administrator and if deemed a change in previous assignment will be brought to the Board for approval.