





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.09
Policy Name:	Use of Official Vehicles
Authority:	Title 15, 1358, 1358.5
Replaces:	9.11 Use of Official Vehicles (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	10.08 – Use of Restraint Devices for Movement and Transportation within the Facility
Related Forms:	Temporary Release Pass Mechanical Restraint Determination checklist
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I. POLICY

The facility has established requirements governing the use and security of department vehicles. Provisions are made for the use of personal vehicles for official purposes and include provisions for insurance coverage.

II. PROCEDURES

To ensure the proper use of official vehicles and to prevent the use of a vehicle in an escape attempt, the keys of all official vehicles parked in the Juvenile Hall vehicle sally port shall be returned to the Officer of the Day whenever a Juvenile Hall staff member enters the facility.

A. Vehicle Assignment

All Official vehicles shall be issued to Juvenile Hall staff by the Officer of the Day. A vehicle shall be assigned to Juvenile Hall staff for the following purposes including but not limited to:

- i. To conduct official business within the facility's boundaries or the local community.
- ii. To conduct official business specifically authorized by the Director of Juvenile Hall or designee.
- iii. Section 2.06 of the San Francisco Administrative Code specifically prohibits the use of city vehicles to and from an employee's place of residence.
- iv. Section 2.06 sets provisions for any employee violating this ordinance.

B. Vehicle Log

- i. Keys to Juvenile Hall assigned motorized vehicles shall be kept locked in the Officer of the Day's office.

- ii. A record of all keys issued shall be kept in the Officer of the Day's logbook. This record shall include:
 - a. Name of the Juvenile Hall staff member to whom vehicle keys are issued and approved by whom.
 - b. Date and time keys were checked out and checked in.
 - c. Vehicle used.
 - d. Purpose of trip.
 - e. Start and end mileage.
 - f. Start and end gas level.
 - g. Credit Card purchase submitted.
 - h. Location vehicle parked.
 - i. Report all mechanical and body issues including existing or new dents, scratches, etc.
- iii. Windows of all vehicles shall always be closed and doors locked when not in use.

C. Personal Vehicle Parking

Juvenile Hall staff shall park personal vehicles in the secure parking lot. All vehicles shall be locked and windows closed when not in use.

D. Personal Vehicle Use for Official Business

Occasionally Juvenile Hall staff may be required or permitted by the Director of Juvenile Hall or designee to use personal vehicles

for official business. In such instances:

- i. Only persons on official business shall occupy the vehicle.
- ii. All federal, state, and local laws and facility regulations shall be observed.
- iii. The trip shall be authorized.
- iv. The authorization shall clearly indicate the purpose of the trip, points of departure, destination, approximate time, and dates of departure and arrival.
- v. Reimbursement for expenses shall be at a predetermined rate in accordance with the Probation Department's travel regulations.

E. Insurance

- i. Official vehicles are covered under the City and County of San Francisco insurance policy.
- ii. Any Juvenile Hall staff member involved in an accident with a personal vehicle while driving for approved official business is covered under the City and County of San Francisco insurance policy.

F. Emergency Transportation

- i. In an emergency, an ambulance shall be used. 911 is to be called.
- ii. In all emergency transportation situations, the youth shall be accompanied by one Juvenile Hall staff member in the ambulance. All required medical information shall be provided to Juvenile Hall staff by SPY. The emergency vehicle shall be followed by a Juvenile Hall vehicle with a Juvenile Hall staff member who will remain with the

youth until further notice. At the emergency facility, the Juvenile Hall staff member(s) must maintain visual supervision of the youth at all times.

G. Maintenance and Mechanical Repair of Vehicles

A Senior Counselor shall be responsible for maintaining the proper operating condition of official vehicles assigned to the facility. The gas tanks shall always be at least half full and the vehicles shall always be legally equipped and inspected.

- i. Schedule preventive maintenance and mechanical repair appointments with the Superintendent of Buildings & Grounds.
- ii. Exchange the Juvenile Hall vehicle for a similar department vehicle for temporary use from Buildings & Grounds.
- iii. Buildings & Grounds will notify the Officer of the Day when the vehicle has returned and ready for use. A Senior Counselor shall return the department vehicle that was loaned for temporary use.

H. Vehicle Breakdown

- i. The driver of the vehicle will have the vehicle towed to Central Shops.
- ii. The Juvenile Hall staff member designated in item 1 above will:
 - a. Notify the Superintendent of Buildings & Grounds, the Officer of the Day and the Director of Juvenile Hall or designee of the department vehicle being towed to Central Shop and provide a brief description of the reasoning. The Juvenile Hall staff member

shall complete an incident report.

- b. The Officer of the Day shall obtain a similar department vehicle for temporary use from Buildings & Grounds.

I. Vehicle Responsibilities of the Business Office

- i. Buildings & Grounds records the date and reason each vehicle is sent to Central Shops.
- ii. Buildings & Grounds calls Central Shops every week to request an updated progress report and projected completion date for each vehicle.
- iii. For every vehicle that remains at Central Shops for more than one month, Building & Grounds will send a memo to Central Shops stating the number of weeks the vehicle has remained at Central Shops and requesting an updated progress report and projected completion date.
- iv. Building & Grounds maintains a file of completed "Vehicle Service and Repair Notice" and "Vehicle Service and Repair Completion" forms
- v. Buildings & Grounds will monitor repairs to determine:
 - a. Which vehicles need frequent repairs.
 - b. Whether any vehicles repeatedly return to Central Shops for the same repair.
 - c. The average number of days the vehicle stays at Central Shops.
- vi. Designated Accountant will itemize costs per vehicle/repair/preventive maintenance.

- vii. Designated Accountant will identify which vehicles cost the most to repair/maintain.
- viii. Designated Accountant will submit work order funds to Central Shops to cover costs of needed repairs/maintenance.
- ix. Designated Accountant will notify Finance and Administration Manager if budgeted work order funds are close to depletion.

J. Vehicle Reassignment and Vehicle I.D. Numbers and License Plates

- i. Accounting must be notified and approve of any vehicle reassignments.
- ii. Changing of the Vehicle ID numbers, or license plates is prohibited.