

MEMORANDUM

September 16, 2011

TO: Transportation, Infrastructure, Energy & Environment Committee

FROM: Susan J. Farag, Legislative Analyst *SJF*

SUBJECT: County Government Take-home Vehicle Assignments

Today the Committee will be provided a status update on the County's take-home vehicle assignments, as well as changes to its take-home vehicle policy.

BACKGROUND

During FY12 budget deliberations, the Committee reviewed various issues related to the County's take-home vehicle policies. The Committee stated that there should be a strong presumption against any take-home vehicle assignments. The Committee also expressed concern about three issues with the current program: (1) the failure of several employees (and in some cases entire departments) to provide written justification for take-home vehicle assignments; (2) the use of "evening meetings" as a sole justification for take-home vehicle assignments; and (3) accountability and record keeping with regard to reimbursement for personal use of the vehicles.

The County's take-home vehicle program is governed by Administrative Procedure (AP)1-4 (attached at © 49-63 and new draft attached at © 64-88), which outlines specific circumstances in which a take-home vehicle may be assigned to an employee. In March 2011, the County had a total of 349 take-home vehicles, of which 176 lacked appropriate justification because various departments had not submitted the required paperwork to the Division of Fleet Management Services (DFMS). At that time, Committee members stated that they were inclined to cut funding for any vehicle that had not been justified and requested updated information. At a subsequent Committee meeting, Executive staff advised the Committee that all departments had provided the appropriate paperwork, and that DFMS would review the

submissions to determine which take-home vehicle assignments should be maintained and which ones should be recalled.

The Committee also discussed accountability and record keeping regarding take-home vehicles, since the failure to keep records could permit abuse and waste in the program. Further, under IRS regulations, most non-public safety employees are required to either reimburse the County for any personal use of the take-home vehicle, or to declare the value of such use as wages. In certain circumstances, this includes daily commuting.

The Committee expressed concern that “evening meetings” was a sole justification for take-home vehicle assignment.

Given these issues, the Council required, as part of the FY12 Operating Budget resolution, semi-annual reporting on the take-home vehicle policy, assignments, reimbursement methods, compliance, and departmental oversight.

CURRENT SIZE OF TAKE-HOME VEHICLE PROGRAM

As stated previously, the County reported a total of 349 take-home vehicles in March 2011. As of September 7, 2011, the County has 233 take-home vehicles. The following chart shows the break out by department:

Department	March 2011 Total	September 2011 Total	Change
Corrections	3	3	0
County Executive	2	0	-2
Environmental Protection	23	19	-4
General Services	20	16	-4
Housing and Community Affairs	22	20	-2
Transportation	75	64	-11
Technology Services	3	3	0
Health and Human Services	23	25	2
Homeland Security	1	0	-1
Liquor Control	7	6	-1
Fire and Rescue ¹	81	1	-80
Police	19	17	-2
Permitting Services	66	55	-11
State's Attorney's Office	4	4	0
TOTAL:	349	233	-116

Most of this reduction stems from a reclassification of emergency vehicles within the Fire and Rescue Service (MCFRS). The vehicles still exist, but are now classified as emergency

¹ Council staff advises that a significant part of this reduction involves the Fire and Rescue Service (from 81 to 1). Council staff had discussions with DFMS over the summer regarding the classification and reporting mechanisms for MCFRS. Council staff and DFMS staff agreed that there were some legacy reporting differences, and that first responder public safety vehicles should not be classified as take-home vehicles.

responder vehicles, and treated similarly to Police Personal Patrol Vehicles (PPVs). The remaining public safety vehicles are administrative and civilian vehicles within the various public safety departments. The following chart shows take-home vehicle totals based on public safety designation:

Take-Home Vehicle Classification by Public Safety Designation			
Vehicle Classification	March 2011	September 2011	Change
Total Reported Take-home Vehicles	349	233	-116
Total (Excluding Public Safety Emer. Vehicles)	269	233	-36
Total (Excluding all Public Safety)	242	208	-34

According to the Executive, the rescinded vehicles are no longer being taken home, but will revert either to the respective department’s motor pool or remain assigned to the position. DFMS will monitor vehicle use to determine whether the vehicle is being underutilized (driven fewer than 5,000 miles per year). At that time, it can then be redistributed elsewhere in the administrative fleet.

Senior Administrative Staff: During budget worksessions, Committee members had questioned whether senior administrative staff should have take-home vehicles at all, and commented that senior staff are generally not first-line responders or providers of such government functions as conducting inspections, investigations, maintenance, etc.

Executive staff have outlined various employee groups that have take-home vehicle assignments in the Department of General Services (DGS) September 14 memo (©1-7). Senior administrative staff had 25 vehicles in June 2011, of which 19 were take-home vehicles and six were seasonal take-home vehicles. Seasonal vehicles are assigned December 1 and continuing through February 28th. During the rest of the year, the employee is not authorized to take home a County-owned vehicle. As of September 2011, 10 of these vehicles have been rescinded, and another six have been shifted from year-round assignment to seasonal use only. Executive staff indicate that the remaining three authorized take-home assignments include the Director of the Department of Transportation and two field managers. The two managers supervise field staff requiring them to travel to different locations each day.

CHANGES TO ADMINISTRATIVE PROCEDURE 1-4

The Executive has been in the process of revising Administrative Procedure 1-4 (AP 1-4) since March 2011. The Executive advises that it additional changes have been made, which are outlined in the DGS memo to the Committee (© 1-7). These changes include changes to the justification requirements (Section 4.2) and tax reporting and payroll deduction requirements (Sections 5.0 and 5.4). Council staff requested a copy of the newest version of the AP. DFMS advised that it had just been finalized this past week. A DRAFT copy is included at © 64-88.

EVENING MEETINGS AS SOLE CRITERION FOR TAKE-HOME VEHICLE ASSIGNMENT

During budget deliberations, the Committee also expressed concern about the County's policy that permits an "evening meeting" to be a sole criterion for take-home vehicle assignment. Specifically, Section 4.2 provided in part that a take-home vehicle assignment may be justified if the "*employee's position requires frequent after-hour travel to meetings to represent the County's interest, or to provide service delivery to client populations.*"

The Executive has advised that it has revised Section 4.2 of the AP, outlining the following criteria under which a take-home vehicle may be justified:

- The employee is regularly subject to being called back to work during off-duty hours;
- The employee travels frequently after hours on behalf of the County to provide service to client populations;
- The employee travels after-hours on behalf of the County to the point that there is an economic benefit to the County for the employee to have a vehicle assigned instead of the County reimbursing the employee for use of their person vehicle;
- The employee supervises field personnel who are also assigned County vehicles and visits different locations to and from the employee's office location;
- The employee regularly starts and ends the work day at different locations and spends their day at different field locations;
- The employee holds a position considered essential in responding to winter storms. In this case the employee is authorized to take a vehicle home beginning December 1 and continuing through February 28th. During the rest of the year the employee is not authorized to take a County vehicle home.

EMPLOYEE REIMBURSEMENT FOR PERSONAL USE

The County has revised language in Sections 3.4(A) and 5.4(A) on the payroll deduction requirements for employees to clarify which employees must provide reimbursement, and the process by which the deductions will be taken. The Executive also advises that the Department of Finance has conducted a comprehensive review of the current payroll deduction and tax reporting requirements for all County employees with take-home vehicles, and is notifying all employees of the payroll deduction and tax reporting requirements that apply to them.

DISCUSSION ISSUES:

1) The new AP outlines specific criteria that justify the assignment of a take-home vehicle. "Evening meetings" has been removed. Instead, an employee may still qualify for a take-home vehicle if the employee travels frequently after-hours on behalf of the County, *and* there is an "economic benefit to the County" to assign a take-home vehicle rather than reimburse the employee for use of a personal vehicle. Does the County have an economic benefits test that it conducts to make this determination? If not, does it plan to develop one?

2) The Finance Department has notified employees about their reimbursement requirements and tax reporting requirements for the personal use of a take-home vehicle. Will this result in some employees returning their take-home vehicles? If so, will the County be required to reimburse employees for mileage for use of their personal vehicles?

3) What reimbursement methodology(ies) does the Executive require from employees for personal use of their take-home vehicle? If mileage logs are required, how does the Executive ensure compliance?

4) The Department of Permitting Services (DPS) and the Department of Transportation (DOT) had the largest number of vehicles rescinded. Was this due to the changes in the AP, noncompliance, or other issues? Please describe the types of vehicles rescinded and the reasons for changing their take-home status.

<u>This packet includes the following attachments</u>	<u>© Number</u>
DFMS Memo (AP Changes, Senior Staff Changes, Reporting Changes)	1-7
CAO Memo (Take-Home Vehicle Report, Audit Information)	8-9
September 2011 List of Take Home Vehicles	10-17
March 2011 List of Take Home Vehicles	18-47
March 2011 List of Vehicles Assigned to Directors, Deputies, Managers I, II, III	48
Draft Administrative Procedure (March 29, 2011)	49-63
Draft Administrative Procedure (September 2011)	64-88



DEPARTMENT OF GENERAL SERVICES

Isiah Leggett
County Executive

David E. Dise
Director

MEMORANDUM

September 14, 2011

TO: Roger Berliner, Chair, T&E Committee
Nancy Floreen, Committee Member
Hans Riemer, Committee Member

FROM: David E. Dise, Director ⁿ 
Department of General Services

SUBJECT: Update on non-Public Safety Take-Home Vehicle Assignments

This will provide you with an update on revisions to Montgomery County Administrative Procedure 1-4 (AP) 1-4 addressing the Assignment and Use of County Vehicles and subsequent take home vehicle assignments for the administrative fleet, which excludes all vehicles falling under the category of public safety use; police, fire, sheriff, corrections, and states attorney.

As you were informed in April, the AP was then under review to address issues relating to use of County vehicles while under the influence of alcohol or drugs. Subsequent review and revisions has also included how take home vehicles are managed. Over the past months Executive staff revised the criteria by which justification for year-round or seasonal take home use is justified, the review process by which requests are approved and regularly reviewed, and how taxes and charges are managed for those employees approved for such use.

The purpose of this review has been to make sure procedures drafted years ago governing the assignment and use of county vehicles were made more clear and manageable with better controls and more centralized oversight. Changes resulting from this review will ensure more consistency of practice across county departments and also continue to ensure that taxpayers do not bear the cost for take home use of a vehicle not directly related to the duties of the employee to whom the vehicle is assigned.

Administrative employees permitted to take a vehicle home are authorized under that permission to use the vehicle for commuting from their residence to work only, for which they may be subject to payroll deduction for personal commuting mileage, as well as tax reporting of imputed income for personal use as detailed in Sections 5.0 and 5.4 of the AP.

The new revisions to AP 1-4 were approved by the Chief Administrative Officer. Very shortly, the CAO's office will issue an interim AP, which will be finalized in 30 days subsequent to receipt of comments from departments, employees and other impacted parties. The most significant revision was to Section 4.2 of the AP, delineating the criteria under which take home use of a vehicle may be justified. The revised criteria are:

1. The employee is regularly subject to being called back to work during off-duty hours.
2. The employee travels frequently after hours on behalf of the county to provide service to client populations.
3. The employee travels after hours on behalf of the County to the point that there is an economic benefit to the County for the employee to have a vehicle assigned instead of the County reimbursing the employee for use of their personal vehicle.
4. The employee supervises field personnel who are also assigned county vehicles and visits different locations to and from the employee's office location.
5. The employee regularly starts and ends the work day at different locations and spends their day at different field locations.
6. The employee holds a position considered essential in responding to winter storms. In this case the employee is authorized to take a vehicle home beginning December 1st and continuing through February 28th. During the rest of the year the employee is not authorized to take a county-owned vehicle home.

Other revisions include clarifications to tax reporting responsibilities and protocols for the approval of assignments and quarterly reporting of non-public safety vehicle usage to the CAO.

Take Home Assignments - Senior Administrative Staff

The list first distributed to Council and the general public was dated June 27, 2011 and covered all department directors, deputies and MLS staff with authorization for year-round Take Home (TH) and Take Home Seasonal (THS) vehicle use. Note that for the THS authorization the AP defines seasonal as the period beginning December 1st of each year and ending February 28th of the following year. Based on the June 27th list, a total of 25 positions were authorized for TH (19) or THS (6) use. Subsequently, some departments reviewed these assignments and voluntarily removed vehicles from take home use. Including these changes and after applying the AP new criteria to Vehicle Assignment Forms submitted by departments, the CAO approved changes are summarized as follows and new assignments detailed on the attached Table 1:

Report Date	Total Vehicles	Take Home (TH)	Seasonal (THS)	Rescinded
As of 06/27/2011	25	19	6	
As of 09/07/2011	15	3	12	10

The three authorized take home assignments include DOT Director Holmes, and two managers. The CAO volunteered to cease taking his assigned vehicle home and Mr. Holmes will pay for his commuting costs based on established mileage rates so as to ensure no cost to the

County for this use. The two managers supervise field staff requiring them to travel to different locations each day to and from their office or home.

All Non-represented Administrative Staff

A list of non-represented administrative staff was not reviewed with the T&E Committee in June. However, after drafting the revised AP criteria staff applied these to the then-current list of assignments. As of August 9, 2011 there were 63 non-represented administrative positions (which includes directors, deputies and senior managers noted above) driving vehicles with some type of take-home authorization; 29 were approved for seasonal use (THS) and 34 approved for year-round take home use (TH). A few of the positions supervise field personnel and whose job requires that they report to different locations at the start and end of every day. However, many of the 63 positions warranted some change in their take-home status.

The final CAO-approved list of non-represented administrative staff vehicle authorizations includes the changes noted above for senior administrative staff, which is a subset of this larger group. As also noted above with the senior administrative staff, some departments reviewed assignments and voluntarily removed some vehicles from take home use. Other vehicle assignments were changed from year round take home status to seasonal take home status, befitting the duties of the position to which the vehicle is assigned. Including these changes and after applying the AP new criteria to Vehicle Assignment Forms submitted by departments, the CAO approved changes are summarized as follows and new assignments detailed on the attached Table 2:

Report Date	Total Vehicles	Take Home (TH)	Seasonal (THS)	Rescinded
As of 08/09/2011	63	34	29	
As of 09/07/2011	51	5	46	12

All Represented Administrative Staff

Staff reviewed the list of represented administrative (non-public safety) positions with take-home or seasonal take-home authorization and determined these assignments were in compliance with the revised AP criteria. As of September 7, 2011 there are 157 represented administrative positions driving vehicles with some type of take-home authorization; 16 approved for seasonal use (THS) and 141 approved for year-round take home use (TH). These positions cover maintenance and construction workers, case workers, building inspectors and health inspectors. In keeping with requirements of the updated AP, these assignments, together with the non-represented positions will be reviewed every six months for compliance with the approved criteria.

Disposition of vehicles with rescinded authorization

This review and the changes noted above apply only to authorization to take a County-assigned vehicle home. It is not related to whether a vehicle is assigned to a position for County use during normal work hours. Vehicles that are no longer being taken home will either revert to the respective department motor pool or remain assigned to the position. Over the next year use

of each vehicle will be monitored to determine if the vehicle is underutilized (driven less than 5,000 miles per year) and can then be redistributed elsewhere in the administrative fleet, thereby reducing the need to purchase new vehicles.

Tax Reporting and Payroll Deduction

The AP also includes revised language in Sections 3.4(A) and 5.4(A) on the payroll deduction requirements for employees to clarify for which category of employees the reimbursement requirement is for and the process by which the deductions will be taken. We have revised the text in Sections 3.4(B) and 5.4(B) to clarify the tax reporting requirements and procedures for TH vehicles. In addition, the Department of Finance has conducted a comprehensive review of the current payroll deduction and tax reporting requirements for all County employees with TH vehicles and is notifying all employees of the payroll deduction and tax reporting requirements that apply to them. All payroll records will be appropriately modified when necessary to accurately reflect the payroll deduction amount for employees who must reimburse the County for personal commuting mileage and the applicable amount of imputed income related to personal use.

TABLE 1
CAO Approved Take Home Vehicles - MLS, Director, Deputy Director
9/07/2011

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition
DGS								
	Facilities	THS	061371	2006	CHEVROLET	COBALT		Manager III
	Facilities	THS	091870	2009	FORD	ESCAPE		1 Manager II
	Fleet Management	THS	028144	2002	JEEP	LIBERTY		Manager III
	Fleet Management	THS	067158	2006	CHEVROLET	PICKUP		Manager III
	Fleet Management	THS	079178	2007	CHEVROLET	TRAILBLAZER		1 Manager III

Vehicle Count: 5

DHCA								
	Code Enf.	TH	097113	2009	FORD	F-150		1 Manager III

Vehicle Count: 1

DOT								
	Director Office - DOT	TH	038148	2003	FORD	EXPLORER		Director
	Director Office - DOT	THS	081866	2008	CHEVROLET	TRAILBLAZER		Dep. Director
	Div of Highway Services	THS	071833	2007	CHEVROLET	TRAILBLAZER		Manager III
	Div of Highway Services	THS	091621	2009	NISSAN	ALTIMA		Manager III
	Div of Highway Services	THS	091681	2009	NISSAN	ALTIMA		Manager III
	Div of Highway Services	THS	108257	2010	FORD	ESCAPE		Manager III
	Div of Traffic Engineering & Ops	THS	021815	2002	JEEP	LIBERTY		Manager II
	Div of Traffic Engineering & Ops	THS	021841	2002	JEEP	LIBERTY		Manager III

Vehicle Count: 8

Permitting Services								
	Building Constr.	TH	108255	2010	FORD	ESCAPE		Manager III

Vehicle Count: 1

Total Vehicle Count: 15
Permanent Take-Home: 3
Seasonal Take-Home: 12

NOTE: This list was compiled based on job titles in AP 1-4

Legend:

Department Director
Management
Take-Home Seasonal

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TABLE 2
CAO Approved Take Home Vehicles - Non Represented
9/07/2011

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition
DEP (Env. Protection)								
	Watershed Mgt.	THS	021658	2002	CHEVROLET	CAVALIER 4D		Program Manager
	Watershed Mgt.	THS	058175	2005	JEEP	LIBERTY		Inspector & Enforcement Field Supervisor

Vehicle Count: 2

DGS								
	Facilities	THS	008136	2000	JEEP	CHEROKEE		Property Manager
	Facilities	THS	021394	2002	CHEVROLET	CAVALIER 4D		Property Manager
	Facilities	THS	031501	2003	CHEVROLET	CAVALIER 4D		Property Manager
	Facilities	THS	061371	2006	CHEVROLET	COBALT		Manager III
	Facilities	THS	091577	2009	FORD	FOCUS		Property Manager
	Facilities	THS	091870	2009	FORD	ESCAPE		Manager II
	Fleet Management	THS	028144	2002	JEEP	LIBERTY		Manager III
	Fleet Management	THS	041795	2004	CHEVROLET	PICKUP 4X4		Program Manager
	Fleet Management	THS	048114	2004	JEEP	LIBERTY		Equipment Services Coordinator
	Fleet Management	THS	058169	2005	CHEVROLET	BLAZER 4X4		Equipment Services Coordinator
	Fleet Management	THS	067158	2006	CHEVROLET	PICKUP		Manager III
	Fleet Management	THS	079178	2007	CHEVROLET	TRAILBLAZER		Manager III

Vehicle Count: 12

DHCA								
	Code Enf.	TH	097113	2009	FORD	F-150		Manager III

Vehicle Count: 1

DOT								
	Director Office - DOT	TH	038148	2003	FORD	EXPLORER		Director
	Director Office - DOT	THS	081866	2008	CHEVROLET	TRAILBLAZER		Dep. Director
	Div of Highway Services	THS	021890	2002	JEEP	LIBERTY		District Supervisor
	Div of Highway Services	THS	022197	2002	FORD	P/U 4X4 CC		Work Force Leader
	Div of Highway Services	THS	022199	2002	FORD	P/U 1T 4X4		Work Force Leader
	Div of Highway Services	THS	028142	2002	JEEP	LIBERTY		District Supervisor
	Div of Highway Services	THS	032123	2003	CHEVROLET	P/U 4X4 CC		Work Force Leader
	Div of Highway Services	THS	032135	2003	CHEVROLET	PICKUP 4X4		Work Force Leader
	Div of Highway Services	THS	041775	2004	FORD	PICKUP 4X4		Work Force Leader
	Div of Highway Services	THS	042137	2004	FORD	PICKUP/4X4		Work Force Leader
	Div of Highway Services	THS	042143	2004	FORD	PICKUP 4X4		Work Force Leader
	Div of Highway Services	THS	042146	2004	FORD	PICKUP/4X4		Work Force Leader
	Div of Highway Services	THS	042151	2004	CHEVROLET	PICKUP 4X4		Work Force Leader
	Div of Highway Services	THS	042158	2004	CHEVROLET	PICKUP 4X4		Work Force Leader
	Div of Highway Services	THS	042161	2004	CHEVROLET	PICKUP 4X4		Work Force Leader

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Div of Highway Services	THS	042185	2004	FORD	PICKUP/4X4	Work Force Leader
Div of Highway Services	THS	061880	2006	FORD	ESCAPE	District Supervisor
Div of Highway Services	THS	062104	2006	CHEVROLET	PICKUP 4X4	Work Force Leader
Div of Highway Services	THS	062175	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader
Div of Highway Services	THS	062177	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader
Div of Highway Services	THS	062178	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader
Div of Highway Services	THS	071833	2007	CHEVROLET	TRAILBLAZER	Manager III
Div of Highway Services	THS	082180	2008	CHEVROLET	P/U 1T 4X4	Work Force Leader
Div of Highway Services	THS	082182	2008	CHEVROLET	P/U 1T 4X4	Work Force Leader
Div of Highway Services	THS	082183	2008	CHEVROLET	P/U 4X4 CC	Work Force Leader
Div of Highway Services	THS	091621	2009	NISSAN	ALTIMA	Manager III
Div of Highway Services	THS	091681	2009	NISSAN	ALTIMA	Manager III
Div of Highway Services	THS	091728	2009	FORD	F350	District Supervisor
Div of Highway Services	THS	098103	2009	FORD	ESCAPE	District Supervisor
Div of Highway Services	THS	099213	2009	FORD	F-150	HWY Const Field Supervisor
Div of Highway Services	THS	108257	2010	FORD	ESCAPE	Manager III
Div of Traffic Engineering & Ops	THS	021815	2002	JEEP	LIBERTY	Manager II
Div of Traffic Engineering & Ops	THS	021841	2002	JEEP	LIBERTY	Manager III

Vehicle Count: 33

DTS (Tech Services)						
Enterprise Infra.	TH	111944	2011	FORD	VAN CARGO	Equipment Services Coordinator

Vehicle Count: 1

Liquor Control						
BLC	TH	091509	2009	TOYOTA	PRIUS	Program Manager

Vehicle Count: 1

Permitting Services						
Building Constr.	TH	108255	2010	FORD	ESCAPE	Manager III

Vehicle Count: 1

Total Vehicle Count: 51
Permanent Take-Home: 5
Seasonal Take-Home: 46

NOTE: This list was compiled based on job titles in AP 1-4

Legend Department Director
Management
Non Management, Non Represented
Take-Home Seasonal
Heavy Fleet

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OFFICE OF THE COUNTY EXECUTIVE

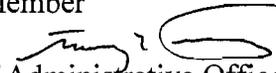
Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

MEMORANDUM

September 14, 2011

TO: Roger Berliner, Chair, T&E Committee
Nancy Floreen, Committee Member
Hans Riemer, Committee Member

FROM: Timothy L. Firestine, Chief Administrative Officer 

SUBJECT: Response to Request for Detailed Information on County Take-Home
Vehicle Assignments dated August 24, 2011

RECEIVED
MONTGOMERY COUNTY
EXECUTIVE
2011 SEP 15 PM 1:43

The information provided below is in response to the request from the T&E Committee for updated information on the County's take-home vehicle program.

For most of the questions posed in your August 24 request, the County government provided responses, originally in a memo dated April 11, 2011 from the Directors of DGS and Finance to Hans Riemer, and updated in a memo dated September 14 from the Director of DGS to the T&E Committee.

Remaining responses are provided below.

- The make, model, year, and purchase price of the vehicle

See the attached Take-Home Vehicle Report – CAO Approved – as of September 7, 2011. This information is an update of the report provided as an attachment to our memo to Mr. Riemer dated April 11.

- Has your agency conducted an audit of your take-home vehicle program in the past three years? If so, please provide a copy.

The Motor Pool Internal Service Fund, as one of the many funds of County government, is subject to the external audit performed over the County's Comprehensive Annual Financial Report (CAFR). As part of the external audits and the reports issued by the auditors over the last three years, there have been no recommendations related to the take-home vehicle program.



As part of management's internal controls and ongoing monitoring, review, and verification procedures, the last internal review conducted by Fleet Management Services began on December 15, 2010, when a memorandum was sent to all Directors. Subsequent memos were sent to Department Directors, Division Chiefs and Fleet Coordinators with the results of the review or requests for action. The results consisted of approvals for permanent take-home status, approvals for seasonal take-home status, conditional approvals, or denials. The requests for action included requests for additional justification or information, requests for Vehicle Assignment System update, requests for missing forms, or requests for review by a new Director. This was an iterative approach until all responses were received. Going forward, this review and verification process will be conducted semi-annually and will be subject to changes and/or provisions in AP 1-4.

- Have you proposed any changes to your program in the past year and/or based on any audit findings? If so, please provide information on the changes, including proposed implementation dates.

As noted above, there have been no external or other audit findings from which program changes were made. However, a number of changes, and proposed changes, to the program have been made since executive branch staff last met with Council on this topic. These changes are included in a September 14th memo from David Dise to Councilmembers Berliner, Floreen, and Riemer.

If you require additional information, please let me know.

Attachments: Take-Home Vehicle Report – CAO Approved – September 7, 2011
April 11, 2011 Memo
September 14, 2011 Memo

cc: David Dise, Director of DGS
Joseph Beach, Director of FIN
Keith Stickle, DGS
Lenny Moore, FIN
Karen Hawkins, FIN

Take Home Vehicle Report - CAO Approved - as of 9/07/2011

Dept Name	Position	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Director Ofc Corrections		TH	077641	2007	CHEVROLET	MALIBU 4DR	Director	13,896.00
DOCR/PRC		TH	011630	2001	CHEVROLET	CAVALIER 4D	Manager II	11,091.00
MCCF		TH	071521	2007	FORD	TAURUS	Manager II	12,206.00
Vehicle Count: 3								
Pol. & Compl.		TH	001808	2000	CHEV/ALTEC	BLAZER 4X4	Environmental Health Specialist	21,590.00
Pol. & Compl.		TH	021685	2002	TOYOTA	PRIUS	Environmental Health Specialist	19,648.00
Pol. & Compl.		TH	057131	2005	CHEVROLET	PICKUP	Environmental Health Specialist	15,098.00
Pol. & Compl.		TH	058182	2005	FORD	ESCAPE	Environmental Health Specialist	26,777.00
Pol. & Compl.		TH	082000	2008	CHEVROLET	UPLANDER	Environmental Health Specialist	14,662.75
Pol. & Compl.		TH	087135	2008	FORD	PICKUP/4X4	Environmental Health Specialist	24,873.69
Pol. & Compl.		TH	991820	1999	JEEP	CHEROKEE	Environmental Health Specialist	18,349.00
Solid Waste		TH	031764	2003	FORD	RANGER 4X2	Program Specialist	14,220.00
Solid Waste		TH	067191	2006	CHEVROLET	PICKUP	Program Specialist	19,661.00
Solid Waste		TH	081709	2008	CHEVROLET	COLORADO	Code Enforcement Inspector	16,567.42
Solid Waste		TH	087116	2008	FORD	PICKUP/4X4	Code Enforcement Inspector	24,873.69
Solid Waste		TH	091768	2009	FORD	F-150	Code Enforcement Inspector	20,736.41
Solid Waste		TH	099221	2009	FORD	RANGER 4X2	Code Enforcement Inspector	16,222.97
Watershed Mgt.		THS	021658	2002	CHEVROLET	CAVALIER 4D	Program Manager	10,921.00
Watershed Mgt.		TH	021713	2002	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	20,087.00
Watershed Mgt.		THS	058175	2005	JEEP	LIBERTY	Inspector & Enforcement Field Supervisor	18,049.00
Watershed Mgt.		TH	062004	2005	CHEVROLET	VAN	Permitting Services Inspector	17,060.00
Watershed Mgt.		TH	067159	2006	CHEVROLET	PICKUP	Permitting Services Inspector	16,198.00
Watershed Mgt.		TH	099229	2009	CHEVROLET	VAN	Permitting Services Inspector	25,306.33
Vehicle Count: 19								
Capital Dev.		TH	011596	2001	CHEVROLET	CAVALIER 4D	Construction Rep III	11,091.00
Capital Dev.		TH	067156	2006	CHEVROLET	PICKUP	Construction Rep III	15,203.00
Capital Dev.		TH	101726	2010	FORD	F-150	Construction Rep III	21,679.25
Facilities		THS	008136	2000	JEEP	CHEROKEE	Property Manager	19,222.00

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Dept Name	Div Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Facilities		THS	021394	2002	CHEVROLET	CAVALIER 4D	Property Manager	10,921.00
Facilities		THS	031501	2003	CHEVROLET	CAVALIER 4D	Property Manager	10,118.00
Facilities		THS	061371	2006	CHEVROLET	COBALT	Manager III	10,728.00
Facilities		THS	091577	2009	FORD	FOCUS	Property Manager	12,770.52
Facilities		THS	091870	2009	FORD	ESCAPE	Manager II	27,796.83
Fleet Management		THS	028144	2002	JEEP	LIBERTY	Manager III	22,697.00
Fleet Management		THS	031758	2003	CHEVROLET	PICKUP 4X4	Facil Maint Scheduler	20,653.00
Fleet Management		THS	041795	2004	CHEVROLET	PICKUP 4X4	Program Manager	18,754.00
Fleet Management		THS	048114	2004	JEEP	LIBERTY	Equipment Services Coordinator	18,238.00
Fleet Management		THS	058169	2005	CHEVROLET	BLAZER 4X4	Equipment Services Coordinator	18,849.00
Fleet Management		THS	067158	2006	CHEVROLET	PICKUP	Manager III	15,203.00
Fleet Management		THS	079178	2007	CHEVROLET	TRAILBLAZER	Manager III	19,909.00

Vehicle Count: 16

Dept Name	Div Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Code Enf.		TH	001723	2000	CHEVROLET	PICKUP/4X4	Code Enforcement Inspector	19,154.45
Code Enf.		TH	001725	2000	CHEVROLET	PICKUP/4X4	Code Enforcement Inspector	19,402.40
Code Enf.		TH	021664	2002	CHEVROLET	CAVALIER 4D	Code Enforcement Inspector	10,921.00
Code Enf.		TH	031756	2003	CHEVROLET	PICKUP TRK	Code Enforcement Inspector	12,499.00
Code Enf.		TH	031770	2003	CHEVROLET	PICKUP 4X4	Code Enforcement Inspector	17,586.00
Code Enf.		TH	041717	2004	FORD	PICKUP 4X4	Code Enforcement Inspector	14,784.00
Code Enf.		TH	057127	2005	CHEVROLET	PICKUP	Code Enforcement Inspector	15,098.00
Code Enf.		TH	061727	2006	CHEVROLET	COLORADO	Code Enforcement Inspector	13,310.38
Code Enf.		TH	067138	2006	CHEVROLET	PICKUP	Code Enforcement Inspector	14,303.00
Code Enf.		TH	067182	2006	CHEVROLET	PICKUP	Code Enforcement Inspector	16,501.00
Code Enf.		TH	081318	2008	FORD	FOCUS	Housing Code Enforcement Inspector	13,691.61
Code Enf.		TH	081747	2008	FORD	TRUCK	Code Enforcement Inspector	17,920.71
Code Enf.		TH	081748	2008	FORD	TRUCK	Code Enforcement Inspector	17,920.71
Code Enf.		TH	091335	2009	FORD	FOCUS	Code Enforcement Inspector	12,770.52
Code Enf.		TH	091353	2008	FORD	FOCUS	Code Enforcement Inspector	13,480.51
Code Enf.		TH	091629	2009	NISSAN	ALTIMA	Code Enforcement Inspector	24,110.00
Code Enf.		TH	097113	2009	FORD	F-150	Manager III	18,807.77
Comm. Dev.		TH	051329	2005	CHEVROLET	COBALT	Planning Specialist	10,728.00
Rehab. Assist.		TH	001498	2000	CHEVROLET	CAVALIER 4D	Program Specialist	11,091.00



Dept Name	Time	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Rehab. Assist.		TH	041693	2004	CHEVROLET	CAVALIER 4D	Planning Specialist	10,063.00
Vehicle Count: 20								
Director Office - DOT		TH	038148	2003	FORD	EXPLORER	Director	29,384.57
Director Office - DOT		THS	081866	2008	CHEVROLET	TRAILBLAZER	Dep Dir Pub Works & Tran	27,450.27
Div of Highway Services		THS	021661	2002	CHEVROLET	CAVALIER 4D	Program Specialist	10,921.00
Div of Highway Services		THS	021700	2002	CHEVROLET	PICKUP 4X4	Highway Inspector	15,807.00
Div of Highway Services		THS	021744	2002	CHEVROLET	PICKUP/4X4	Highway Inspector	16,397.00
Div of Highway Services		THS	021746	2002	CHEVROLET	PICKUP/4X4	Highway Inspector	16,397.00
Div of Highway Services		THS	021749	2002	CHEVROLET	PICKUP/4X4	Highway Inspector	16,397.00
Div of Highway Services		THS	021890	2002	JEEP	LIBERTY	District Supervisor	19,007.00
Div of Highway Services		THS	022197	2002	FORD	P/U 4X4 CC	Work Force Leader	34,069.00
Div of Highway Services		THS	022199	2002	FORD	P/U 1T 4X4	Work Force Leader	30,929.00
Div of Highway Services		THS	028142	2002	JEEP	LIBERTY	District Supervisor	19,007.00
Div of Highway Services		THS	032123	2003	CHEVROLET	P/U 4X4 CC	Work Force Leader	30,311.00
Div of Highway Services		THS	032135	2003	CHEVROLET	PICKUP 4X4	Work Force Leader	27,031.00
Div of Highway Services		THS	041775	2004	FORD	PICKUP 4X4	Work Force Leader	19,218.00
Div of Highway Services		THS	042137	2004	FORD	PICKUP/4X4	Work Force Leader	21,902.00
Div of Highway Services		THS	042143	2004	FORD	PICKUP 4X4	Work Force Leader	21,902.00
Div of Highway Services		THS	042146	2004	FORD	PICKUP/4X4	Work Force Leader	21,902.00
Div of Highway Services		THS	042151	2004	CHEVROLET	PICKUP 4X4	Work Force Leader	24,831.00
Div of Highway Services		THS	042158	2004	CHEVROLET	PICKUP 4X4	Work Force Leader	27,031.00
Div of Highway Services		THS	042161	2004	CHEVROLET	PICKUP 4X4	Work Force Leader	30,661.60
Div of Highway Services		THS	042185	2004	FORD	PICKUP/4X4	Work Force Leader	21,902.00
Div of Highway Services		THS	061880	2006	FORD	ESCAPE	District Supervisor	26,352.00
Div of Highway Services		THS	062104	2006	CHEVROLET	PICKUP 4X4	Work Force Leader	30,881.22
Div of Highway Services		THS	062175	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader	45,803.85
Div of Highway Services		THS	062177	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader	45,812.52
Div of Highway Services		THS	062178	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader	45,791.67
Div of Highway Services		THS	067160	2006	CHEVROLET	PICKUP	Highway Inspector	16,388.00
Div of Highway Services		THS	067161	2006	CHEVROLET	PICKUP	Arborist	16,388.00
Div of Highway Services		THS	067162	2006	CHEVROLET	PICKUP	Highway Inspector	16,388.00
Div of Highway Services		THS	067163	2006	CHEVROLET	PICKUP	Highway Inspector	16,388.00



Dep't Name	Div Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
	Div of Highway Services	THS	067164	2006	CHEVROLET	PICKUP	Highway Inspector	16,388.00
	Div of Highway Services	THS	071833	2007	CHEVROLET	TRAILBLAZER	Manager III	19,909.00
	Div of Highway Services	THS	082180	2008	CHEVROLET	P/U 1T 4X4	Work Force Leader	38,222.51
	Div of Highway Services	THS	082182	2008	CHEVROLET	P/U 1T 4X4	Work Force Leader	38,222.51
	Div of Highway Services	THS	082183	2008	CHEVROLET	P/U 4X4 CC	Work Force Leader	38,222.51
	Div of Highway Services	THS	091621	2009	NISSAN	ALTIMA	Manager III	24,110.00
	Div of Highway Services	THS	091681	2009	NISSAN	ALTIMA	Manager III	24,110.00
	Div of Highway Services	THS	091728	2009	FORD	F350	District Supervisor	22,340.04
	Div of Highway Services	THS	098103	2009	FORD	ESCAPE	District Supervisor	27,796.83
	Div of Highway Services	THS	099213	2009	FORD	F-150	HWY Const Field Supervisor	19,331.99
	Div of Highway Services	THS	099214	2009	FORD	F-150	Highway Inspector	19,331.99
	Div of Highway Services	THS	099215	2009	FORD	F-150	Highway Inspector	19,331.99
	Div of Highway Services	THS	099216	2009	FORD	F-150	Highway Inspector	19,331.99
	Div of Highway Services	THS	099217	2009	FORD	F-150	Highway Inspector	19,331.99
	Div of Highway Services	THS	099218	2009	FORD	F-150	Highway Inspector	19,331.99
	Div of Highway Services	THS	108257	2010	FORD	ESCAPE	Manager III	29,488.92
	Div of Highway Services	TH	981224	1998	FORD	TAURUS 4DR	Highway Inspector	13,987.00
	Div of Traffic Engineering & Ops	THS	021815	2002	JEEP	LIBERTY	Manager II	19,942.00
	Div of Traffic Engineering & Ops	THS	021841	2002	JEEP	LIBERTY	Manager III	19,007.00
	Div of Traffic Engineering & Ops	TH	029144	2002	CHEVROLET	VAN CARGO	Trans Syst Technician	15,798.00
	Div of Traffic Engineering & Ops	TH	029147	2002	CHEVROLET	VAN CARGO	Trans Syst Technician	15,798.00
	Div of Traffic Engineering & Ops	TH	029148	2002	CHEVROLET	VAN CARGO	Trans Syst Technician	15,798.00
	Div of Traffic Engineering & Ops	TH	029149	2002	CHEVROLET	VAN CARGO	Trans Syst Technician	15,798.00
	Div of Traffic Engineering & Ops	TH	031978	2003	CHEVROLET	VAN CARGO	Trans Syst Technician	17,569.00
	Div of Traffic Engineering & Ops	TH	032016	2003	CHEVROLET	VAN CARGO	Trans Syst Technician	15,777.00
	Div of Traffic Engineering & Ops	TH	092057	2009	FORD	VAN CARGO	Trans Syst Technician	20,900.00
	DTE - DOT	TH	011819	2001	JEEP	CHEROKEE	Construction Rep III	19,394.00
	DTE - DOT	TH	011827	2001	JEEP	CHEROKEE	Construction Rep III	19,394.00
	DTE - DOT	TH	011835	2001	JEEP	CHEROKEE	Construction Rep III	19,394.00
	DTE - DOT	TH	021703	2002	CHEVROLET	PICKUP EXT	Construction Rep III	16,587.00
	DTE - DOT	TH	048155	2004	CHEVROLET	BLAZER/UTL	Construction Rep III	21,587.00
	DTE - DOT	TH	048167	2004	JEEP	LIBERTY	Construction Rep III	16,864.00
	DTE - DOT	TH	057128	2005	CHEVROLET	PICKUP	Construction Rep III	15,098.00

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Dept Name	Full Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
	DTE - DOT	TH	091862	2009	FORD	ESCAPE	Construction Rep III	27,796.83
Vehicle Count: 64								
(Vehicles)								
	Enterprise Infra.	TH	111944	2011	FORD	VAN CARGO	Equipment Services Coordinator	25,484.10
	Telephone	TH	019119	2001	CHEVROLET	VAN CARGO	Equipment Operator	17,739.00
	Telephone	TH	029143	2002	CHEVROLET	VAN CARGO	Equipment Operator	15,798.00
Vehicle Count: 3								
(Human Services)								
	Lic. & Reg. Serv.	TH	001530	2000	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
	Lic. & Reg. Serv.	TH	001559	2000	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
	Lic. & Reg. Serv.	TH	011569	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
	Lic. & Reg. Serv.	TH	011571	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
	Lic. & Reg. Serv.	TH	011595	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
	Lic. & Reg. Serv.	TH	021331	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
	Lic. & Reg. Serv.	TH	021615	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
	Lic. & Reg. Serv.	TH	021640	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
	Lic. & Reg. Serv.	TH	021648	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
	Lic. & Reg. Serv.	TH	021660	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
	Lic. & Reg. Serv.	TH	031654	2003	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,118.00
	Lic. & Reg. Serv.	TH	041673	2004	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,063.00
	Lic. & Reg. Serv.	TH	061372	2006	CHEVROLET	COBALT	Environmental Health Specialist	10,728.00
	Lic. & Reg. Serv.	TH	071519	2007	CHEVROLET	COBALT	Environmental Health Specialist	10,728.00
	Lic. & Reg. Serv.	TH	071551	2007	CHEVROLET	COBALT	Environmental Health Specialist	10,728.00
	Lic. & Reg. Serv.	TH	091376	2009	NISSAN	ALTIMA	Environmental Health Specialist	24,110.00
	Lic. & Reg. Serv.	TH	091518	2009	NISSAN	ALTIMA	Environmental Health Specialist	24,110.00
	Lic. & Reg. Serv.	TH	091534	2009	FORD	FOCUS	Environmental Health Specialist	12,770.52
	Lic. & Reg. Serv.	TH	091662	2009	NISSAN	ALTIMA	Environmental Health Specialist	24,110.00
	PHS (Public Health Services)	TH	051903	2005	DODGE	CARAVAN 7	Public Service Worker	16,573.00
	PHS (Public Health Services)	TH	052097	2005	DODGE	CARAVAN 7	Planning Specialist	16,573.00
	Street Outreach Network	TH	081378	2008	FORD	FOCUS	Community Services Aide	13,082.37
	Street Outreach Network	TH	081390	2008	FORD	FOCUS	Community Services Aide	13,082.37
	Street Outreach Network	TH	974993	1997	FORD	12 PASS VA	Community Services Aide	0.00
	TB Control	TH	021568	2002	CHEVROLET	CAVALIER 4D	Community Services Aide	10,921.00

Dept Name	Pl Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
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Vehicle Count: 25

BLC		TH	001513	2000	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist	11,091.00
BLC		TH	021345	2002	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist	10,921.00
BLC		TH	021399	2002	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist	10,921.00
BLC		TH	091509	2009	TOYOTA	PRIUS	Program Manager	21,609.00
BLC		TH	091593	2009	TOYOTA	PRIUS	Alcohol/Tobacco Enforcement Specialist	21,609.00
BLC		TH	101632	2010	HUNDAI	ELANTRA	Alcohol/Tobacco Enforcement Specialist	13,836.00

Vehicle Count: 6

MCFR (Fire/Rescue)		TH	057125	2005	CHEVROLET	PICKUP	Equipment Services Coordinator	28,894.16
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Vehicle Count: 1

Animal Serv.		TH	021902	2002	CHEVROLET	VAN CARGO	Code Enforcement Inspector	31,884.69
Animal Serv.		TH	021914	2002	CHEVROLET	VAN CARGO	Code Enforcement Inspector	31,884.69
Animal Serv.		TH	021981	2002	CHEVROLET	VAN CARGO	Code Enforcement Inspector	15,798.00
Animal Serv.		TH	031838	2003	FORD	EXPEDITION	Code Enforcement Inspector	25,404.00
Animal Serv.		TH	099225	2009	FORD	VAN CARGO	Code Enforcement Inspector	21,812.00
Animal Serv.		TH	099226	2009	FORD	VAN CARGO	Code Enforcement Inspector	21,812.00
Animal Serv.		TH	099236	2009	FORD	VAN CARGO	Various Operators (Dept Motorpool)	21,879.00
Crime Lab		TH	011697	2001	CHEVROLET	CAVALIER 4D	Manager II	10,921.00
Forensic Serv.		TH	001901	2000	CHEVROLET	VAN CARGO	Evidence Technician	17,030.00
Forensic Serv.		TH	021923	2002	CHEVROLET	VAN CARGO	Evidence Technician	15,798.00
Forensic Serv.		TH	029152	2002	CHEVROLET	VAN CARGO	Evidence Technician	15,798.00
Forensic Serv.		TH	032032	2003	CHEVROLET	VAN CARGO	Evidence Technician	15,777.00
Forensic Serv.		TH	061973	2006	CHEVROLET	VAN ECONO	Evidence Technician	14,340.00
Forensic Serv.		TH	079100	2007	FORD	VAN	Evidence Technician	16,638.27
Forensic Serv.		TH	089211	2008	CHEVROLET	VAN	Evidence Technician	19,906.09
Forensic Serv.		TH	111930	2011	FORD	VAN CARGO	Evidence Technician	20,088.10
Media		TH	021325	2002	CHEVROLET	CAVALIER 4D	Program Specialist	10,921.00

Vehicle Count: 17

Building Constr.		TH	031760	2003	CHEVROLET	PICKUP/4X4	Permitting Services Inspector	17,586.00
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Dept Name	Equip Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Building Constr.		TH	041675	2004	HONDA	CIVIC	Permitting Services Inspector	21,099.05
Building Constr.		TH	041790	2004	CHEVROLET	PICKUP TRK	Permitting Services Inspector	13,709.00
Building Constr.		TH	047108	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
Building Constr.		TH	047115	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
Building Constr.		TH	051682	2005	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	058177	2005	JEEP	LIBERTY	Permitting Services Inspector	18,049.00
Building Constr.		TH	061356	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061385	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061393	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061500	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061545	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061546	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071300	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071505	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071522	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071523	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071548	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071549	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	081812	2008	CHEVROLET	TRAILBLAZER	Permitting Services Inspector	19,909.00
Building Constr.		TH	081850	2008	CHEVROLET	TRAILBLAZER	Permitting Services Inspector	19,909.00
Building Constr.		TH	089196	2008	CHEVROLET	TRAILBLAZER	Permitting Services Specialist	19,909.00
Building Constr.		TH	089198	2008	CHEVROLET	TRAILBLAZER	Permitting Services Inspector	19,909.00
Building Constr.		TH	091301	2009	FORD	FOCUS	Permitting Services Inspector	12,770.52
Building Constr.		TH	091391	2009	NISSAN	ALTIMA	Permitting Services Inspector	24,110.00
Building Constr.		TH	091537	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091570	2009	TOYOTA	PRIUS	Permitting Services Specialist	21,609.00
Building Constr.		TH	091585	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091587	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091594	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091598	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091601	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091605	2009	TOYOTA	PRIUS	Permitting Services Inspector	22,359.00
Building Constr.		TH	091633	2009	NISSAN	ALTIMA	Permitting Services Inspector	24,110.00

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Dept Name	Div Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
	Building Constr.	TH	091689	2009	FORD	FOCUS	Permitting Services Inspector	12,770.52
	Building Constr.	TH	091869	2009	FORD	ESCAPE	Permitting Services Inspector	27,796.83
	Building Constr.	TH	108255	2010	FORD	ESCAPE	Manager III	20,066.19
	Building Constr.	TH	111542	2011	FORD	FOCUS	Permitting Services Inspector	14,658.73
	Land Devel.	TH	031762	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,586.00
	Land Devel.	TH	031772	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,496.00
	Land Devel.	TH	031773	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,586.00
	Land Devel.	TH	031783	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,586.00
	Land Devel.	TH	031785	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,586.00
	Land Devel.	TH	041791	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
	Land Devel.	TH	047101	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
	Land Devel.	TH	047114	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
	Land Devel.	TH	048153	2004	CHEVROLET	BLAZER/UTL	Permitting Services Inspector	21,587.00
	Land Devel.	TH	048154	2004	CHEVROLET	BLAZER/UTL	Environmental Health Specialist	21,587.00
	Land Devel.	TH	057129	2005	CHEVROLET	PICKUP	Permitting Services Specialist	15,098.00
	Land Devel.	TH	058176	2005	JEEP	LIBERTY	Permitting Services Inspector	18,049.00
	Land Devel.	TH	061893	2006	JEEP	LIBERTY	Permitting Services Inspector	18,496.00
	Land Devel.	TH	068194	2006	JEEP	LIBERTY	Permitting Services Inspector	18,496.00
	Land Devel.	TH	079170	2007	CHEVROLET	TRAILBLAZER	Permitting Services Inspector	19,909.00
	Land Devel.	TH	091895	2009	FORD	ESCAPE	Permitting Services Inspector	27,796.83
	Land Devel.	TH	098263	2009	FORD	ESCAPE	Permitting Services Inspector	27,796.83

Vehicle Count: 55

SAO		TH	042094	2004	FORD	VAN ECONO	Demonstr. Evidence Specialist	15,560.00
SAO		TH	061541	2006	FORD	TAURUS	Deputy State Attorney	12,206.00
SAO		TH	077635	2007	DODGE	CHARGER	State Attorney	19,736.00
SAO		TH	077640	2007	CHEVROLET	MALIBU 4DR	Deputy State Attorney	13,896.00

Vehicle Count: 4

Total Vehicle Count: 233



Take Home Vehicle Report (Permanent/ Seasonal) 3/ 23/ 11

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
Corrections									
	Director Ofc Corrections	TH	077641	2007	CHEVROLET	MALIBU 4DR		Director	13896.00
	DOCR/PRC	TH	011630	2001	CHEVROLET	CAVALIER 4D		Manager II	11091.00
	MCCF	TH	071521	2007	FORD	TAURUS		Manager II	12206.00
Vehicle Count: 3									
County Exec.									
	Cnty. Exec.	TH	079176	2007	CHEVROLET	TAHOE 4X4		Chief Administrative Officer	38116.86
	Cnty. Exec.	TH	079199	2007	JEEP	GRAND CHEROKEE		County Executive	38665.00
Vehicle Count: 2									
Env.									
	Pol. & Compl.	TH	001808	2000	CHEV/ALTEC	BLAZER 4X4		Environmental Health Specialist	21590.00
	Pol. & Compl.	TH	021685	2002	TOYOTA	PRIUS		Environmental Health Specialist	19648.00
	Pol. & Compl.	TH	057131	2005	CHEVROLET	PICKUP		Environmental Health Specialist	15098.00
	Pol. & Compl.	TH	058182	2005	FORD	ESCAPE		Environmental Health Specialist	26777.00
	Pol. & Compl.	TH	082000	2008	CHEVROLET	UPLANDER		Environmental Health Specialist	14662.75
	Pol. & Compl.	TH	087135	2008	FORD	PICKUP/4X4		Environmental Health Specialist	24873.69

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Pol. & Compl.	TH	991820	1999	JEEP	CHEROKEE		Environmental Health Specialist	18349.00
	Solid Waste	TH	031764	2003	FORD	RANGER 4X2		Program Specialist	14220.00
	Solid Waste	TH	031765	2003	FORD	RANGER 4X2		Code Enforcement Inspector	14220.00
	Solid Waste	TH	066122	2006	CHEVROLET	DUMP TRUCK		Investigator	39752.76
	Solid Waste	TH	067190	2006	CHEVROLET	PICKUP		Special Investigator	19661.00
	Solid Waste	TH	067191	2006	CHEVROLET	PICKUP		Code Enforcement Inspector	19661.00
	Solid Waste	TH	081709	2008	CHEVROLET	COLORADO		Code Enforcement Inspector	16567.42
	Solid Waste	TH	087116	2008	FORD	PICKUP/4X4		Code Enforcement Inspector	24873.69
	Solid Waste	TH	091768	2009	FORD	F-150		Code Enforcement Inspector	20736.41
	Solid Waste	TH	097112	2009	FORD	F-150		Code Enforcement Inspector	20736.41
	Solid Waste	TH	099221	2009	FORD	RANGER 4X2		Code Enforcement Inspector	16222.97
	Watershed Mgt.	TH	021658	2002	CHEVROLET	CAVALIER 4D		Program Manager	10921.00

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Dapt Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Watershed Mgt.	TH	021713	2002	CHEVROLET	PICKUP 4X4		Permitting Services Inspector	20087.00
	Watershed Mgt.	TH	062004	2005	CHEVROLET	VAN		Permitting Services Inspector	17060.00
	Watershed Mgt.	TH	067159	2006	CHEVROLET	PICKUP		Permitting Services Inspector	16198.00
	Watershed Mgt.	TH	099229	2009	CHEVROLET	VAN		Permitting Services Inspector	25306.33
	Watershed Mgt.	TH	111997	2011	CHEVROLET	VAN CARGO		Permitting Services Inspector	25298.03

Vehicle Count: 23

	Capital Dev.	TH	021610	2002	CHEVROLET	CAVALIER 4D		Construction Rep III	10921.00
	Capital Dev.	TH	067156	2006	CHEVROLET	PICKUP		Construction Rep III	15203.00
	Capital Dev.	TH	101726	2010	FORD	F-150		Construction Rep III	21679.25
	Facilities	THS	008136	2000	JEEP	CHEROKEE		Property Manager	19222.00
	Facilities	THS	021394	2002	CHEVROLET	CAVALIER 4D		Property Manager	10921.00
	Facilities	THS	021712	2002	CHEVROLET	PICKUP 4X4		Property Manager	15807.00
	Facilities	THS	031501	2003	CHEVROLET	CAVALIER 4D		Property Manager	10118.00
	Facilities	THS	061371	2006	CHEVROLET	COBALT		Manager III	10728.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Facilities	THS	091577	2009	FORD	FOCUS		Property Manager	12770.52
	Facilities	THS	091870	2009	FORD	ESCAPE		Manager II	27796.83
	Fleet Management	THS	021894	2002	JEEP	LIBERTY		Equipment Services Coordinator	19007.00
	Fleet Management	THS	021897	2002	JEEP	LIBERTY		Manager III	19007.00
	Fleet Management	THS	028143	2002	JEEP	LIBERTY		Equipment Services Coordinator	22697.00
	Fleet Management	TH	028144	2002	JEEP	LIBERTY		Manager III	22697.00
	Fleet Management	THS	031758	2003	CHEVROLET	PICKUP 4X4		Facil Maint Scheduler	20653.00
	Fleet Management	THS	041795	2004	CHEVROLET	PICKUP 4X4		Program Manager	18754.00
	Fleet Management	THS	048114	2004	JEEP	LIBERTY		Equipment Services Coordinator	18238.00
	Fleet Management	THS	058169	2005	CHEVROLET	BLAZER 4X4		Equipment Services Coordinator	18849.00
	Fleet Management	TH	058180	2005	FORD	ESCAPE		Manager II	26777.00
	Fleet Management	THS	079178	2007	CHEVROLET	TRAILBLAZE R		Manager III	19909.00

Vehicle Count: 20

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Code Enf.	TH	001723	2000	CHEVROLET	PICKUP/4X4		Code Enforcement Inspector	19154.45
	Code Enf.	TH	001725	2000	CHEVROLET	PICKUP/4X4		Code Enforcement Inspector	19402.40
	Code Enf.	TH	011556	2001	CHEVROLET	CAVALIER 4D		Code Enforcement Inspector	11091.00
	Code Enf.	TH	011634	2001	CHEVROLET	CAVALIER 4D		Code Enforcement Inspector	11091.00
	Code Enf.	TH	021527	2002	CHEVROLET	CAVALIER 4D		Code Enforcement Inspector	10921.00
	Code Enf.	TH	021653	2002	CHEVROLET	CAVALIER 4D		Code Enforcement Inspector	10921.00
	Code Enf.	TH	031756	2003	CHEVROLET	PICKUP TRK		Code Enforcement Inspector	12499.00
	Code Enf.	TH	031770	2003	CHEVROLET	PICKUP 4X4		Code Enforcement Inspector	17586.00
	Code Enf.	TH	041717	2004	FORD	PICKUP 4X4		Code Enforcement Inspector	14784.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Code Enf.	TH	051687	2005	CHEVROLET	MALIBU 4DR		Code Enforcement Inspector	12094.00
	Code Enf.	TH	057127	2005	CHEVROLET	PICKUP		Code Enforcement Inspector	15098.00
	Code Enf.	TH	067138	2006	CHEVROLET	PICKUP		Code Enforcement Inspector	14303.00
	Code Enf.	TH	067182	2006	CHEVROLET	PICKUP		Code Enforcement Inspector	16501.00
	Code Enf.	TH	081747	2008	FORD	TRUCK		Code Enforcement Inspector	17920.71
	Code Enf.	TH	091353	2008	FORD	FOCUS		Code Enforcement Inspector	13480.51
	Code Enf.	TH	091629	2009	NISSAN	ALTIMA		Code Enforcement Inspector	24110.00
	Comm. Dev.	TH	051329	2005	CHEVROLET	COBALT		Planning Specialist	10728.00
	Comm. Dev.	TH	081318	2008	FORD	FOCUS		Chief Administrative Officer	13691.61
	Director Office - DHCA	TH	021547	2002	CHEVROLET	CAVALIER 4D		Program Manager	10921.00
	Director Office - DHCA	TH	091854	2009	FORD	ESCAPE		Director	27796.83

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Rehab. Assist.	TH	001498	2000	CHEVROLET	CAVALIER 4D		Program Specialist	11091.00
	Rehab. Assist.	TH	041693	2004	CHEVROLET	CAVALIER 4D		Planning Specialist	10063.00
Vehicle Count: 22									
	Director Office - DOT	TH	001365	2000	CHEVROLET	LUMINA 4DR		Manager I	14529.00
	Director Office - DOT	TH	038148	2003	FORD	EXPLORER		Director	29384.57
	Director Office - DOT	TH	042137	2004	FORD	PICKUP/4X4		Work Force Leader	21902.00
	Director Office - DOT	TH	081866	2008	CHEVROLET	TRAILBLAZER		Dep Dir Pub Works & Tran	27450.27
	Div of Highway Services	TH	011588	2001	CHEVROLET	CAVALIER 4D		Highway Inspector	11091.00
	Div of Highway Services	THS	021361	2002	CHEVROLET	CAVALIER 4D		Highway Inspector	10921.00
	Div of Highway Services	THS	021661	2002	CHEVROLET	CAVALIER 4D		Program Specialist	10921.00
	Div of Highway Services	THS	021700	2002	CHEVROLET	PICKUP 4X4		Highway Inspector	15807.00
	Div of Highway Services	THS	021744	2002	CHEVROLET	PICKUP/4X4		Highway Inspector	16397.00
	Div of Highway Services	THS	021746	2002	CHEVROLET	PICKUP/4X4		Highway Inspector	16397.00
	Div of Highway Services	THS	021749	2002	CHEVROLET	PICKUP/4X4		Highway Inspector	16397.00

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Dapt Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Div of Highway Services	TH	021890	2002	JEEP	LIBERTY		District Supervisor	19007.00
	Div of Highway Services	THS	022197	2002	FORD	P/U 4X4 CC		Work Force Leader	34069.00
	Div of Highway Services	THS	022199	2002	FORD	P/U 1T 4X4		Work Force Leader	30929.00
	Div of Highway Services	TH	028142	2002	JEEP	LIBERTY		District Supervisor	19007.00
	Div of Highway Services	THS	032123	2003	CHEVROLET	P/U 4X4 CC		Work Force Leader	30311.00
	Div of Highway Services	TH	032135	2003	CHEVROLET	PICKUP 4X4		Work Force Leader	27031.00
	Div of Highway Services	TH	041775	2004	FORD	PICKUP 4X4		Work Force Leader	19218.00
	Div of Highway Services	TH	042143	2004	FORD	PICKUP 4X4		Work Force Leader	21902.00
	Div of Highway Services	TH	042146	2004	FORD	PICKUP/4X4		Work Force Leader	21902.00
	Div of Highway Services	TH	042151	2004	CHEVROLET	PICKUP 4X4		Work Force Leader	24831.00
	Div of Highway Services	THS	042158	2004	CHEVROLET	PICKUP 4X4		Work Force Leader	27031.00
	Div of Highway Services	THS	042161	2004	CHEVROLET	PICKUP 4X4		Work Force Leader	30661.60
	Div of Highway Services	TH	042185	2004	FORD	PICKUP/4X4		Work Force Leader	21902.00
	Div of Highway Services	TH	061880	2006	FORD	ESCAPE		District Supervisor	26352.00

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Dapt Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Div of Highway Services	THS	062104	2006	CHEVROLET	PICKUP 4X4		Work Force Leader	30881.22
	Div of Highway Services	THS	062175	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader	45803.85
	Div of Highway Services	THS	062177	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader	45812.52
	Div of Highway Services	THS	062178	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader	45791.67
	Div of Highway Services	THS	067160	2006	CHEVROLET	PICKUP		Highway Inspector	16388.00
	Div of Highway Services	THS	067161	2006	CHEVROLET	PICKUP		Arborist	16388.00
	Div of Highway Services	THS	067162	2006	CHEVROLET	PICKUP		Highway Inspector	16388.00
	Div of Highway Services	THS	067163	2006	CHEVROLET	PICKUP		Highway Inspector	16388.00
	Div of Highway Services	THS	067164	2006	CHEVROLET	PICKUP		Highway Inspector	16388.00
	Div of Highway Services	TH	071833	2007	CHEVROLET	TRAILBLAZE R		Manager III	19909.00
	Div of Highway Services	THS	082180	2008	CHEVROLET	P/U 1T 4X4		Work Force Leader	38222.51
	Div of Highway Services	THS	082182	2008	CHEVROLET	P/U 1T 4X4		Work Force Leader	38222.51
	Div of Highway Services	THS	082183	2008	CHEVROLET	P/U 4X4 CC		Work Force Leader	38222.51
	Div of Highway Services	TH	091609	2009	FORD	FOCUS		Information Technology Specialist	12770.52

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Div of Highway Services	TH	091621	2009	NISSAN	ALTIMA		Manager III	24110.00
	Div of Highway Services	THS	091681	2009	NISSAN	ALTIMA		Manager III	24110.00
	Div of Highway Services	TH	091728	2009	FORD	F350		District Supervisor	22340.04
	Div of Highway Services	TH	098103	2009	FORD	ESCAPE		District Supervisor	27796.83
	Div of Highway Services	THS	099213	2009	FORD	F-150		HWY Const Field Supervisor	19331.99
	Div of Highway Services	THS	099214	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	THS	099215	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	THS	099216	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	THS	099217	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	THS	099218	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	TH	108257	2010	FORD	ESCAPE		Manager III	29488.92
	Div of Highway Services	TH	981224	1998	FORD	TAURUS 4DR		Highway Inspector	13987.00
	Div of Parking	TH	098261	2009	FORD	ESCAPE		Property Manager	27796.83
	Div of Traffic Engineering & Ops	TH	019125	2001	CHEVROLET	VAN CARGO		Trans Syst Technician	17739.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Div of Traffic Engineering & Ops	TH	021815	2002	JEEP	LIBERTY		Manager II	19942.00
	Div of Traffic Engineering & Ops	TH	021841	2002	JEEP	LIBERTY		Manager III	19007.00
	Div of Traffic Engineering & Ops	TH	029140	2003	CHEVROLET	VAN CARGO		Work Force Leader	15798.00
	Div of Traffic Engineering & Ops	TH	029144	2002	CHEVROLET	VAN CARGO		Trans Syst Technician	15798.00
	Div of Traffic Engineering & Ops	TH	029147	2002	CHEVROLET	VAN CARGO		Trans Syst Technician	15798.00
	Div of Traffic Engineering & Ops	TH	029149	2002	CHEVROLET	VAN CARGO		Trans Syst Technician	15798.00
	Div of Traffic Engineering & Ops	TH	031978	2003	CHEVROLET	VAN CARGO		Trans Syst Technician	17569.00
	Div of Traffic Engineering & Ops	TH	032016	2003	CHEVROLET	VAN CARGO		Trans Syst Technician	15777.00
	DTE - DOT	TH	011818	2001	JEEP	CHEROKEE		Highway Construction Field Supervisor	19394.00
	DTE - DOT	TH	011824	2001	JEEP	CHEROKEE		Manager III	19394.00
	DTE - DOT	TH	011827	2001	JEEP	CHEROKEE		Construction Rep III	19394.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	DTE - DOT	TH	011835	2001	JEEP	CHEROKEE		Construction Rep III	19394.00
	DTE - DOT	TH	011836	2001	JEEP	CHEROKEE		Construction Rep III	19394.00
	DTE - DOT	TH	021349	2002	CHEVROLET	CAVALIER 4D		Manager III	10921.00
	DTE - DOT	TH	021703	2002	CHEVROLET	PICKUP EXT		Construction Rep III	16587.00
	DTE - DOT	TH	021853	2002	JEEP	LIBERTY		Construction Rep III	19007.00
	DTE - DOT	TH	048167	2004	JEEP	LIBERTY		Construction Rep III	16864.00
	DTE - DOT	TH	057128	2005	CHEVROLET	PICKUP		Construction Rep III	15098.00
	DTE - DOT	TH	061540	2006	CHEVROLET	COBALT		Manager II	10728.00
	DTE - DOT	TH	068193	2006	JEEP	LIBERTY		Manager I	18496.00
	DTE - DOT	TH	091862	2009	FORD	ESCAPE		Construction Rep III	27796.83
	DTE - DOT	TH	991445	1999	CHEVROLET	CAVALIER 4D		Capital Projects Manager	12067.00
Vehicle Count: 75									
	Tech								
	Enterprise Infra.	TH	111944	2011	FORD	VAN CARGO		Equipment Services Coordinator	25484.10
	Telephone	TH	019119	2001	CHEVROLET	VAN CARGO		Equipment Operator	17739.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Telephone	TH	029143	2002	CHEVROLET	VAN CARGO	John Hartman	Equipment Operator	15798.00
Vehicle Count: 3									
(Health &	Lic. & Reg. Serv.	TH	001530	2000	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	11091.00
	Lic. & Reg. Serv.	TH	001559	2000	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	11091.00
	Lic. & Reg. Serv.	TH	011569	2001	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	11091.00
	Lic. & Reg. Serv.	TH	011571	2001	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	11091.00
	Lic. & Reg. Serv.	TH	011595	2001	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	11091.00
	Lic. & Reg. Serv.	TH	021331	2002	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	10921.00
	Lic. & Reg. Serv.	TH	021615	2002	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	10921.00
	Lic. & Reg. Serv.	TH	021648	2002	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	10921.00
	Lic. & Reg. Serv.	TH	021660	2002	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	10921.00
	Lic. & Reg. Serv.	TH	031654	2003	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	10118.00
	Lic. & Reg. Serv.	TH	041673	2004	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	10063.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Lic. & Reg. Serv.	TH	071519	2007	CHEVROLET	COBALT		Environmental Health Specialist	10728.00
	Lic. & Reg. Serv.	TH	071551	2007	CHEVROLET	COBALT		Environmental Health Specialist	10728.00
	Lic. & Reg. Serv.	TH	091376	2009	NISSAN	ALTIMA		Environmental Health Specialist	24110.00
	Lic. & Reg. Serv.	TH	091518	2009	NISSAN	ALTIMA		Environmental Health Specialist	24110.00
	Lic. & Reg. Serv.	TH	091534	2009	FORD	FOCUS		Environmental Health Specialist	12770.52
	Lic. & Reg. Serv.	TH	091662	2009	NISSAN	ALTIMA		Environmental Health Specialist	24110.00
	Mgt. Serv.	TH	061532	2006	FORD	TAURUS 4DR		Director	12206.00
	PHS (Public Health Services)	TH	051903	2005	DODGE	CARAVAN 7		Public Service Worker	16573.00
	PHS (Public Health Services)	TH	052097	2005	DODGE	CARAVAN 7		Planning Specialist	16573.00
	Street Outreach Network	TH	021640	2002	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	10921.00
	Street Outreach Network	TH	081378	2008	FORD	FOCUS		Community Services Aide	13082.37
	Street Outreach Network	TH	974993	1997	FORD	12 PASS VA		Community Services Aide	0.00

Vehicle Count: 23

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
Homeland Security	Homeland Security	TH	078107	2007	FORD	ESCAPE		undefined	26352.00

Vehicle Count: 1

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
Alcohol Control	BLC	TH	001513	2000	CHEVROLET	CAVALIER 4D		Alcohol/Tobacco Enforcement Specialist	11091.00
	BLC	TH	021345	2002	CHEVROLET	CAVALIER 4D		Alcohol/Tobacco Enforcement Specialist	10921.00
	BLC	TH	021399	2002	CHEVROLET	CAVALIER 4D		Alcohol/Tobacco Enforcement Specialist	10921.00
	BLC	TH	091509	2009	TOYOTA	PRIUS		Program Manager	21609.00
	BLC	TH	091593	2009	TOYOTA	PRIUS		Alcohol/Tobacco Enforcement Specialist	21609.00
	BLC	TH	101632	2010	HUNDAI	ELANTRA		Alcohol/Tobacco Enforcement Specialist	13836.00
	Wholesale	TH	061373	2006	CHEVROLET	IMPALA		Director	18555.00

Vehicle Count: 7

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	001415	2000	FORD	CROWN VIC		undefined	20238.00
	MCFR (Fire/Rescue)	TH	001479	2000	FORD	CROWN VIC		undefined	20238.00
	MCFR (Fire/Rescue)	TH	019116	2001	FORD	EXPEDITION		undefined	26387.00
	MCFR (Fire/Rescue)	TH	019401	2001	CHEVROLET	LUMINA 4DR		undefined	0.00
	MCFR (Fire/Rescue)	TH	021801	2002	CHEVROLET	TAHOE 4X4		undefined	30740.00
	MCFR (Fire/Rescue)	TH	031453	2003	FORD	CROWN VIC		undefined	20181.00
	MCFR (Fire/Rescue)	TH	031454	2003	FORD	CROWN VIC		undefined	20181.00
	MCFR (Fire/Rescue)	TH	036022	2003	FORD	EXPEDITION		undefined	25404.00
	MCFR (Fire/Rescue)	TH	039153	2003	FORD	EXPEDITION		undefined	28625.36
	MCFR (Fire/Rescue)	TH	039154	2003	FORD	EXPEDITION		undefined	46540.36
	MCFR (Fire/Rescue)	TH	039157	2003	FORD	EXPEDITION		undefined	47520.36
	MCFR (Fire/Rescue)	TH	039158	2003	FORD	EXPEDITION		undefined	47520.36
	MCFR (Fire/Rescue)	TH	039159	2003	FORD	EXPEDITION		undefined	47520.36

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Dapt Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	041403	2004	DODGE	INTREPID 4D		undefined	15572.00
	MCFR (Fire/Rescue)	TH	041404	2004	DODGE	INTREPID 4D		undefined	15572.00
	MCFR (Fire/Rescue)	TH	041416	2004	DODGE	INTREPID 4D		undefined	15572.00
	MCFR (Fire/Rescue)	TH	041418	2004	FORD	CROWN VIC		undefined	19723.00
	MCFR (Fire/Rescue)	TH	041419	2004	FORD	CROWN VIC		undefined	19723.00
	MCFR (Fire/Rescue)	TH	041611	2004	CHEVROLET	CAVALIER 4D		undefined	10063.00
	MCFR (Fire/Rescue)	TH	051402	2005	CHEVROLET	TAHOE 4X4		undefined	29902.00
	MCFR (Fire/Rescue)	TH	051409	2005	CHEVROLET	BLAZER 4X4		undefined	19869.00
	MCFR (Fire/Rescue)	TH	051410	2005	CHEVROLET	TAHOE 4X4		undefined	36482.26
	MCFR (Fire/Rescue)	TH	051424	2005	FORD	CROWN VIC		undefined	20284.00
	MCFR (Fire/Rescue)	TH	051425	2005	CHEVROLET	SUBRBN 4X4		undefined	34392.00
	MCFR (Fire/Rescue)	TH	051430	2005	FORD	CROWN VIC		undefined	20284.00
	MCFR (Fire/Rescue)	TH	057125	2005	CHEVROLET	PICKUP		undefined	28894.16
	MCFR (Fire/Rescue)	TH	061431	2006	FORD	CROWN VIC		Alcohol/Tobacco Enforcement Specialist	20284.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	061432	2006	FORD	CROWN VIC		undefined	20284.00
	MCFR (Fire/Rescue)	TH	061433	2006	CHEVROLET	IMPALA		undefined	19185.00
	MCFR (Fire/Rescue)	TH	061434	2006	CHEVROLET	IMPALA		undefined	19185.00
	MCFR (Fire/Rescue)	TH	061437	2006	CHEVROLET	IMPALA		undefined	18910.00
	MCFR (Fire/Rescue)	TH	061438	2006	FORD	CROWN VIC		undefined	20365.00
	MCFR (Fire/Rescue)	TH	061465	2006	CHEVROLET	IMPALA		undefined	18910.00
	MCFR (Fire/Rescue)	TH	061817	2006	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	061837	2006	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	067197	2006	CHEVROLET	PICKUP		Alcohol/Tobacco Enforcement Specialist	24901.00
	MCFR (Fire/Rescue)	TH	068190	2006	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071421	2007	CHEVROLET	IMPALA		undefined	18479.00
	MCFR (Fire/Rescue)	TH	071440	2007	FORD	TAURUS		undefined	12206.00
	MCFR (Fire/Rescue)	TH	071448	2007	FORD	TAURUS		undefined	12206.00
	MCFR (Fire/Rescue)	TH	071467	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	071477	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071480	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071481	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071482	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071484	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071486	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071821	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071856	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	071872	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	078111	2007	CHEVROLET	TAHOE 4X4		undefined	38086.97
	MCFR (Fire/Rescue)	TH	078132	2007	FORD	EXPEDITION		undefined	23836.00
	MCFR (Fire/Rescue)	TH	079160	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	079161	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	079162	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	079163	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	079164	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	079165	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	079187	2007	CHEVROLET	TRAILBLAZE R		undefined	19909.00
	MCFR (Fire/Rescue)	TH	081400	2008	CHEVROLET	IMPALA		undefined	19045.00
	MCFR (Fire/Rescue)	TH	081413	2008	CHEVROLET	IMPALA		undefined	19045.00
	MCFR (Fire/Rescue)	TH	081435	2008	CHEVROLET	IMPALA		undefined	19045.00
	MCFR (Fire/Rescue)	TH	081436	2008	CHEVROLET	IMPALA		undefined	19045.00
	MCFR (Fire/Rescue)	TH	081444	2008	CHEVROLET	IMPALA		undefined	19045.00
	MCFR (Fire/Rescue)	TH	081466	2008	FORD	CROWN VIC		undefined	20753.00
	MCFR (Fire/Rescue)	TH	081753	2008	FORD	PICKUP/4X4		undefined	24054.40
	MCFR (Fire/Rescue)	TH	081755	2008	FORD	PICKUP/4X4		undefined	24054.40
	MCFR (Fire/Rescue)	TH	081779	2008	FORD	PICKUP/4X4		undefined	25905.28
	MCFR (Fire/Rescue)	TH	088287	2008	FORD	EXPLORER		undefined	22658.95

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	088288	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	088289	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	088290	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	088291	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	088292	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	088293	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	088294	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	088295	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	088296	2008	FORD	EXPLORER		undefined	22658.95
	MCFR (Fire/Rescue)	TH	097150	2009	FORD	PICKUP/4X4		undefined	25482.40
	MCFR (Fire/Rescue)	TH	097151	2009	FORD	PICKUP/4X4		undefined	25482.40
	MCFR (Fire/Rescue)	TH	097152	2009	FORD	PICKUP/4X4		undefined	25482.40

Vehicle Count: 81

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
(15) (Police)									
	Animal Serv.	TH	021902	2002	CHEVROLET	VAN CARGO		Code Enforcement Inspector	31884.69
	Animal Serv.	TH	021914	2002	CHEVROLET	VAN CARGO		Code Enforcement Inspector	31884.69
	Animal Serv.	TH	021981	2002	CHEVROLET	VAN CARGO		Code Enforcement Inspector	15798.00
	Animal Serv.	TH	031838	2003	FORD	EXPEDITION		Code Enforcement Inspector	25404.00
	Animal Serv.	TH	099225	2009	FORD	VAN CARGO		undefined	21812.00
	Animal Serv.	TH	099226	2009	FORD	VAN CARGO		undefined	21812.00
	Animal Serv.	TH	099236	2009	FORD	VAN CARGO		Various Operators (Dept Motorpool)	21879.00
	Crime Lab	TH	011697	2001	CHEVROLET	CAVALIER 4D		Manager II	10921.00
	Forensic Serv.	TH	001901	2000	CHEVROLET	VAN CARGO		Evidence Technician	17030.00
	Forensic Serv.	TH	021923	2002	CHEVROLET	VAN CARGO		Evidence Technician	15798.00
	Forensic Serv.	TH	029152	2002	CHEVROLET	VAN CARGO		Evidence Technician	15798.00
	Forensic Serv.	TH	032032	2003	CHEVROLET	VAN CARGO		Evidence Technician	15777.00
	Forensic Serv.	TH	061973	2006	CHEVROLET	VAN ECONO		Evidence Technician	14340.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Forensic Serv.	TH	079100	2007	FORD	VAN		Evidence Technician	16638.27
	Forensic Serv.	TH	089211	2008	CHEVROLET	VAN		Evidence Technician	19906.09
	Forensic Serv.	TH	099241	2009	FORD	VAN CARGO		Evidence Technician	21879.00
	Forensic Serv.	TH	111930	2011	FORD	VAN CARGO		undefined	20088.10
	Media	TH	021325	2002	CHEVROLET	CAVALIER 4D		Program Specialist	10921.00
	SOD	TH	072012	2007	CHEVROLET	UPLANDER		Program Manager	15878.00

Vehicle Count: 19

Permitting Services									
	Building Constr.	TH	021346	2002	CHEVROLET	CAVALIER 4D		Permitting Services Inspector	10921.00
	Building Constr.	TH	021618	2002	CHEVROLET	CAVALIER 4D		Permitting Services Specialist	10921.00
	Building Constr.	TH	031347	2003	CHEVROLET	CAVALIER 4D		Permitting Services Specialist	10118.00
	Building Constr.	TH	031502	2003	CHEVROLET	CAVALIER 4D		Permitting Services Inspector	10118.00
	Building Constr.	TH	031622	2003	CHEVROLET	CAVALIER 4D		Permitting Services Inspector	10118.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	031760	2003	CHEVROLET	PICKUP/4X4		Permitting Services Inspector	17586.00
	Building Constr.	TH	041675	2004	HONDA	CIVIC		Manager III	21099.05
	Building Constr.	TH	041790	2004	CHEVROLET	PICKUP TRK		Permitting Services Inspector	13709.00
	Building Constr.	TH	047108	2004	FORD	PICKUP 4X4		Permitting Services Inspector	16434.00
	Building Constr.	TH	047115	2004	FORD	PICKUP 4X4		Permitting Services Inspector	16434.00
	Building Constr.	TH	051682	2004	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	058177	2005	JEEP	LIBERTY		Permitting Services Inspector	18049.00
	Building Constr.	TH	061356	2006	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	061385	2006	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	061393	2006	CHEVROLET	COBALT		Permitting Services Inspector	10728.00



Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	061500	2006	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	061545	2006	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	061546	2006	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	071300	2007	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	071505	2007	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	071517	2007	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	071522	2007	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	071523	2007	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	071548	2007	CHEVROLET	COBALT		Permitting Services Inspector	10728.00
	Building Constr.	TH	071549	2007	CHEVROLET	COBALT		Permitting Services Inspector	10728.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	081812	2008	CHEVROLET	TRAILBLAZE R		Permitting Services Inspector	19909.00
	Building Constr.	TH	081850	2008	CHEVROLET	TRAILBLAZE R		Permitting Services Inspector	19909.00
	Building Constr.	TH	089196	2008	CHEVROLET	TRAILBLAZE R		Permitting Services Specialist	19909.00
	Building Constr.	TH	089198	2008	CHEVROLET	TRAILBLAZE R		Permitting Services Inspector	19909.00
	Building Constr.	TH	091301	2009	FORD	FOCUS		Permitting Services Inspector	12770.52
	Building Constr.	TH	091391	2009	NISSAN	ALTIMA		Manager III	24110.00
	Building Constr.	TH	091537	2009	TOYOTA	PRIUS		Permitting Services Inspector	21609.00
	Building Constr.	TH	091570	2009	TOYOTA	PRIUS		Permitting Services Specialist	21609.00
	Building Constr.	TH	091585	2009	TOYOTA	PRIUS		Permitting Services Inspector	21609.00
	Building Constr.	TH	091587	2009	TOYOTA	PRIUS		Manager III	21609.00
	Building Constr.	TH	091598	2009	TOYOTA	PRIUS		Permitting Services Inspector	21609.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	091601	2009	TOYOTA	PRIUS		Permitting Services Inspector	21609.00
	Building Constr.	TH	091605	2009	TOYOTA	PRIUS		Permitting Services Inspector	22359.00
	Building Constr.	TH	091633	2009	NISSAN	ALTIMA		Permitting Services Inspector	24110.00
	Building Constr.	TH	091689	2009	FORD	FOCUS		Permitting Services Inspector	12770.52
	Building Constr.	TH	091869	2009	FORD	ESCAPE		Permitting Services Inspector	27796.83
	Building Constr.	TH	108255	2010	FORD	ESCAPE		Manager III	20066.19
	Building Constr.	TH	111542	2011	FORD	FOCUS		Permitting Services Inspector	14658.73
	Land Devel.	TH	021769	2002	CHEVROLET	PICKUP 4X4		Permitting Services Inspector	21257.00
	Land Devel.	TH	031762	2003	CHEVROLET	PICKUP 4X4		Permitting Services Inspector	17586.00
	Land Devel.	TH	031773	2003	CHEVROLET	PICKUP 4X4		Permitting Services Inspector	17586.00

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Land Devel.	TH	031774	2003	CHEVROLET	PICKUP 4X4		Permitting Services Inspector	17586.00
	Land Devel.	TH	031783	2003	CHEVROLET	PICKUP 4X4		Permitting Services Inspector	17586.00
	Land Devel.	TH	031785	2003	CHEVROLET	PICKUP 4X4		Permitting Services Inspector	17586.00
	Land Devel.	TH	041791	2004	FORD	PICKUP 4X4		Permitting Services Inspector	16434.00
	Land Devel.	TH	047101	2004	FORD	PICKUP 4X4		Permitting Services Inspector	16434.00
	Land Devel.	TH	047105	2004	FORD	PICKUP 4X4		Permitting Services Inspector	16434.00
	Land Devel.	TH	047114	2004	FORD	PICKUP 4X4		Permitting Services Inspector	16434.00
	Land Devel.	TH	047119	2004	FORD	PICKUP 4X4		Permitting Services Inspector	16434.00
	Land Devel.	TH	048153	2004	CHEVROLET	BLAZER/UTL		Permitting Services Inspector	21587.00
	Land Devel.	TH	048154	2004	CHEVROLET	BLAZER/UTL		Environmental Health Specialist	21587.00

(50)

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Land Devel.	TH	057129	2005	CHEVROLET	PICKUP		Permitting Services Specialist	15098.00
	Land Devel.	TH	058176	2005	JEEP	LIBERTY		Permitting Services Inspector	18049.00
	Land Devel.	TH	061893	2006	JEEP	LIBERTY		Permitting Services Inspector	18496.00
	Land Devel.	TH	068194	2006	JEEP	LIBERTY		Permitting Services Inspector	18496.00
	Land Devel.	TH	079170	2007	CHEVROLET	TRAILBLAZER		Permitting Services Inspector	19909.00
	Land Devel.	TH	091884	2009	FORD	ESCAPE		Environmental Health Specialist	27796.83
	Land Devel.	TH	091895	2009	FORD	ESCAPE		Permitting Services Inspector	27796.83
	Land Devel.	TH	098260	2009	FORD	ESCAPE		Manager III	27796.83
	Land Devel.	TH	098263	2009	FORD	ESCAPE		Permitting Services Inspector	27796.83
	Land Devel.	TH	968113	1996	JEEP	CHEROKEE		undefined	18486.00

Vehicle Count: 66

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Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	SAO	TH	042094	2004	FORD	VAN ECONO		Demonstr. Evidence Specialist	15560.00
	SAO	TH	061541	2006	FORD	TAURUS		Deputy State Attorney	12206.00
	SAO	TH	077635	2007	DODGE	CHARGER		State Attorney	19736.00
	SAO	TH	077640	2007	CHEVROLET	MALIBU 4DR		Deputy State Attorney	13896.00

Vehicle Count: 4
Total Vehicle Count: 349

LEGEND:

- █ Already Denied
- █ Approval with Qualification
- █ Justification Requested or No Response
- █ Information/Action Requested

Note

Some questions concerned missing entries in system
Some updates were made based on DFMS requests

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Take Home Vehicles - Directors, Deputy Directors, Manager 1, 2, and 3 - 04/27/2011

Dept Name	Name	Title	TH/THS	Eq#	Make	Model	Notes (justification given for THV use or other user comment)
DPS		Manager III	TH	041675	HONDA	CIVIC	supervision of field work and evening meetings
DPS		Manager III	TH	091391	NISSAN	ALTIMA	supervision of field work and evening meetings
DPS		Manager III	TH	091587	TOYOTA	PRIUS	supervision of field work and evening meetings
DPS		Manager III	TH	108255	FORD	ESCAPE	supervision of field work and evening meetings
DPS		Manager III	TH	098260	FORD	ESCAPE	supervision of field work and evening meetings
DGS		Manager III	THS	061371	CHEVROLET	COBALT	needed for seasonal & emergency response only
DGS		Manager II	THS	091870	FORD	ESCAPE	needed for seasonal & emergency response only
DGS		Manager III	THS	021897	JEEP	LIBERTY	needed for seasonal & emergency response only
DGS		Manager III	THS	028144	JEEP	LIBERTY	needed for seasonal & emergency response only
DGS		Manager II	TH	058180	FORD	ESCAPE	multiple report locations, on-call, frequent after-hours response
DGS		Manager III	THS	079178	CHEVROLET	TRAILBLAZER	needed for seasonal & emergency response only
DHCA		Manager II	TH	081318	FORD	FOCUS	evening meetings
DHCA		Director	TH	091854	FORD	ESCAPE	evening meetings
DOT		Manager I	TH	001365	CHEVROLET	LUMINA 4DR	evening meetings
DOT		Director	TH	038148	FORD	EXPLORER	evening meetings, emergencies
DOT		Deputy Director	TH	081866	CHEVROLET	TRAILBLAZER	evening meetings, emergencies
DOT		Manager III	TH	071833	CHEVROLET	TRAILBLAZER	needed for seasonal & emergency response only
DOT		Manager III	TH	091621	NISSAN	ALTIMA	needed for seasonal & emergency response only
DOT		Manager III	THS	091681	NISSAN	ALTIMA	needed for seasonal & emergency response only
DOT		Manager III	TH	108257	FORD	ESCAPE	needed for seasonal & emergency response only
DOT		Manager II	TH	021815	JEEP	LIBERTY	on-call, frequent after-hours response
DOT		Manager III	TH	021841	JEEP	LIBERTY	on-call, frequent after-hours response
DOT		Manager III	TH	011824	JEEP	CHEROKEE	evening meetings
DOT		Manager III	TH	021349	CHEVROLET	CAVALIER 4D	evening meetings
DOT		Manager II	TH	061540	CHEVROLET	COBALT	evening meetings
DOT		Manager I	TH	068193	JEEP	LIBERTY	evening meetings
HHS		Director	TH	061532	FORD	TAURUS 4DR	evening meetings
DLC		Director	TH	061373	CHEVROLET	IMPALA	evening meetings
DOCR		Director	TH	077641	CHEVROLET	MALIBU 4DR	public safety exemption
DOCR		Manager II	TH	011630	CHEVROLET	CAVALIER 4D	public safety exemption
DOCR		Manager II	TH	071521	FORD	TAURUS	public safety exemption
MCFR		District Chief	TH	031453	FORD	CROWN VIC	public safety exemption
MCFR		Division Chief	TH	051402	CHEVROLET	TAHOE 4X4	public safety exemption
MCFR		Division Chief	TH	051410	CHEVROLET	TAHOE 4X4	public safety exemption
MCFR		Assistant Chief	TH	051430	FORD	CROWN VIC	public safety exemption
MCFR		Assistant Chief	TH	061431	FORD	CROWN VIC	public safety exemption
MCFR		Assistant Chief	TH	061433	CHEVROLET	IMPALA	public safety exemption
MCFR		Chief	TH	078111	CHEVROLET	TAHOE 4X4	public safety exemption
MCFR		Assistant Chief	TH	078132	FORD	EXPEDITION	public safety exemption
MCFR		Division Chief	TH	081400	CHEVROLET	IMPALA	public safety exemption
MCFR		Assistant Chief	TH	081436	CHEVROLET	IMPALA	public safety exemption
MCFR		Assistant Chief	TH	081779	FORD	PICKUP/4X4	public safety exemption
MCFR		Assistant Chief	TH	088296	FORD	EXPLORER	public safety exemption
MCP		Manager II	TH	011697	CHEVROLET	CAVALIER 4D	public safety exemption
MCP		Chief					public safety exemption
MCP		Assistant Chief					public safety exemption
MCP		Assistant Chief					public safety exemption
MCP		Assistant Chief					public safety exemption





OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

MEMORANDUM

March 29, 2011

TO: Executive Branch Departments and Office Directors
Administrative Service Coordinators and Functional Equivalents

FROM: *FK* Fariba Kassiri, Assistant Chief Administrative Officer

SUBJECT: Draft Administrative Procedure 1-4, Assignment and Use of County Vehicles

Please go to OMB's website to find draft Administrative Procedure 1-4, Assignment and Use of County Vehicles. This Administrative Procedure establishes policies and procedures for the assignment and use of County-owned vehicles and supersedes the current procedure dated November 3, 2003. Under the revised procedure, an employee will be forbidden to operate County heavy equipment if the employee is impaired or under the influence of alcohol; non-prescribed, controlled dangerous substances; or over-the-counter or prescribed medicines that could affect/impair one's ability to drive a vehicle or operate heavy equipment. In addition, an employee will be forbidden to operate a County vehicle within four (4) hours after the employee has ingested any amount of alcohol. Further, alcoholic beverages will not be allowed in a County vehicle except as permitted by the Chief Administrative Officer for the business of the County (i.e. Department of Liquor Control, Police seizure, etc.).

Please forward this administrative procedure to all your division chiefs, program managers and all other employees in a supervisory capacity. Also, provide written comments to Philip Weeda in the Office of Management and Budget by Friday, April 29, 2011. After comments are received and incorporated into the administrative procedure, as appropriate, the procedure will be published in final form and will be placed on OMB's home page for administrative procedures.

View the table of contents on OMB's home page on the intranet at
http://portal.mcgov.org/dpttml.asp?url=/content/departments_intranet/omb/forms/APs/AP.asp

FK:pw

Attachment: Draft Administrative Procedure 1-4, Assignment and Use of County Vehicles



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

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DATE 3/29/11

CAO APPROVAL
[Signature]

TITLE
Assignment and Use of County Vehicles

DRAFT

PURPOSE

- 1.0 To establish policies and procedures for the assignment and use of County-owned vehicles. This procedure provides department heads with operational guidance to manage the use of such vehicles.
- 1.1 To provide reliable and timely transportation for County employees in the pursuit of County business while establishing an efficient and equitable program for responding to these transportation needs with a minimum of vehicles.
- 1.2 Vehicles of the Police Department, the Montgomery County Fire/Rescue Services, the State's Attorney Office, the Sheriff's Office and the Department of Correction and Rehabilitation are also covered by this procedure.

DEFINITIONS

- 2.0 Administrative Vehicle - Vehicles used to provide transportation in support of administrative/non-emergency purposes.
- 2.1 Agency Assigned Take-home Vehicle - A passenger vehicle assigned to a designated employee whose County assignments require the vehicle be taken home during off-duty hours in order to be used for governmental purposes. Such vehicles will not be parked outside of the County on a regular basis during off-duty hours except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home Vehicle.
- 2.2 Assigned Emergency/Administrative Vehicle - A passenger vehicle assigned to a designated employee whose County work assignments require the employee to be within emergency radio and/or telephone communications on a 24-hour, 7-day a week basis.
- 2.3 Assigned Emergency/Public Safety Vehicle - A passenger vehicle assigned to a designated employee whose County work assignments require the employee be within emergency-radio and/or telephone communications contact on a 24-hour, 7 days a week basis. Assigned Emergency/Public Safety vehicles are approved and designated as "emergency" vehicles by the Motor Vehicle Administrator for the State of Maryland.
- 2.4 Emergency Vehicle - Vehicles designated, equipped and/or marked for emergency response.
- 2.5 Motor Pool - A motor pool vehicle normally assigned on a temporary basis. Procedures concerning the use of the Division of Fleet Management Services motor pool vehicles are covered under Administrative Procedure 5-2, Motor Pool Operation.

POLICY

- 3.0 Use of County vehicles or operation of County heavy equipment is prohibited if the employee is impaired or under the influence of alcohol, non-prescribed, controlled dangerous substances, or over-the-counter or prescribed medicines that could affect/impair one's

MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

1-4

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DATE

3/29/11

CAO APPROVAL

FK

Assignment and Use of County Vehicles

ability to drive a vehicle or operate heavy equipment. County vehicles will not be operated within four (4) hours after the employee has ingested any amount of alcohol. Alcoholic beverages are not allowed in a County vehicle except as permitted by the Chief Administrative Officer for the business of the County (i.e. Department of Liquor Control, Police seizure, etc.).

- 3.1 This procedure establishes a uniform system for authorizing employees to drive County-owned, County-leased or County-contracted motor vehicles, and also for the use of their personal vehicles while conducting County business. An employee with a suspended driver's license is prohibited from operating a County-owned, County-leased, County-contracted vehicle or from operating a personal vehicle for County business.
- 3.2 Permanent assignment of vehicles may be made to those employees whose duties mandate it. Such assignment of vehicles may be made on a short-term, temporary, or seasonal basis, rather than a year-round basis. A take-home vehicle will not be assigned as a fringe benefit of employment, nor will the vehicle be used for commuting outside of the County except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home Vehicle. In addition, employees who are approved by the Chief Administrative Officer to protect the health and safety of the County will be permitted to commute outside the County in their Agency Assigned Take-home Vehicles.
- 3.3 Take-home vehicle assignments are categorized into five functions as follows:
- A. Administration
 - B. Field Supervision
 - C. Inspection/Technical
 - D. License/Regulatory
 - E. Emergency/Public Safety
- 3.4 An example of the current job titles under each function is found in Appendix 1.
- 3.5 Only authorized personnel directly associated with County business will travel in County vehicles on a regular basis (Assigned Emergency vehicles exempt). Car pools with County employees using assigned vehicles, as determined according to the criteria for assignment, are strongly encouraged.
- 3.6 All Agency Assigned Take-home Vehicles will revert to the agency motor pool or be temporarily reassigned when an employee is absent from duty. Assigned vehicles may be utilized by the employee who, in a designated acting capacity, is performing the functions for which the vehicle was originally assigned.
- 3.7 Employees will not install or have installed any items of equipment on County vehicles without prior written approval of the Director, Department of General Services or their



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designee. Two-way radios required for performance of duties will be installed by the Enterprise Telecommunications Division, Department of Technology Services or its designated service provider. The cost of removal of existing and approved personal equipment will be at the employee's expense.

- 3.8 All employees are prohibited from using County vehicles while engaged in or attending any political or partisan activity. Such activities include rallies, caucuses, promotional events, political speeches and fund raisers, driving people to the polls for a candidate or a party, etc. Employees may use County vehicles to attend official government activities, or while on official County business.
- 3.9 Departments are encouraged to rotate vehicles within their own departments to utilize resources better. The Director, Department of General Services or designee will decide periodically to reassign or rotate vehicles for the better utilization of fleet resources.
- 3.10 Personal use of Assigned-Emergency/Public Safety vehicles will be permitted to ensure constant two-way communications capability with the County provided that the employee is subject to 24-hour emergency callback or functions in a Public Safety capacity. Vehicles will not be taken outside the Baltimore-Washington Standard Metropolitan Statistical Areas (SMSA). Employees assigned such vehicles will reimburse the County by payroll deduction for the actual of commuting mileage between home and work. The operator of any vehicle taken out of the SMSA must contact the Division of Fleet Management Services to report destination, length of time out of area, driver's name and vehicle stock number. The Division of Fleet Management Services will provide a list of all vehicles garaged outside the State of Maryland to the Division of Risk Management.
- 3.11 Assigned Emergency/Administrative vehicles can be justified only if the employee is on call 24 hours a day, 7 days a week to respond to emergencies and requires the use of a vehicle equipped with two-way radio and/or mobile telephone communication devices.
- 3.12 Assigned/Emergency Public Safety vehicles can be justified only if the employee is on call 24 hours a day, seven days a week to respond to life-threatening emergencies and requires the use of the vehicle equipped with two-way radio and/or mobile telephone communication devices.
- 3.13 No provisions in this procedure are to be interpreted as precluding a department head from authorizing the temporary use of a vehicle on a take-home basis for employees whose duties include emergency stand-by or call-back status. Such vehicles will be drawn preferably from the agency's own motor pool, and as a last resort, from the general County motor pool. Temporary assignments beyond five days must be approved by the Director, Department of General Services, or their designee.
- 3.14 Any employee, including public safety employees, who, while operating a County-owned or County-contracted vehicle, or shortly after operating such a vehicle, is stopped by a law enforcement officer on suspicion of driving or attempting to drive the vehicle under the influence of alcohol, a non-prescribed controlled substance, or a prescribed medicine or



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over-the-counter substance that impairs the employee's ability to drive and who is requested by the law enforcement officer to submit to a test of the employee's breath for alcohol concentration ("a breathalyzer test") or appropriate screening test for drugs must:

- A. submit to the test; and
- B. report the results of the test to the employee's supervisor on the next business day.

3.15 An employee who refuses to submit to a drug or alcohol test must report this refusal to the employee's supervisor on the next business day following the employee's detention by the law enforcement officer. Failure to make such a report will subject the employee to disciplinary action, which may include dismissal.

3.16 An employee must ensure that the County-owned vehicle is returned to the agency motor pool or the County-contracted vehicle to the contractor, no later than the next business day following the employee's detention by the law enforcement officer, if:

- A. the employee's driver's license is confiscated by a law enforcement officer (and replaced by a temporary license) because the employee refused to submit to a breathalyzer test or other appropriate alcohol/drug screening test after being stopped by a law enforcement officer while operating (or shortly after operating) a County-owned or County-contracted vehicle; or
- B. the employee fails to report the results of a breathalyzer test or other appropriate drug screening test to the employee's supervisor as required.

3.17 The Director of the Department of General Services or designee may suspend or revoke, either permanently or for a specific period of time, an employee's privilege to receive the assignment of a County-owned vehicle or the use of a County motor pool vehicle, a County-leased vehicle or the use of a vehicle supplied to the County by a contractor when notified by the Chief, Division of Risk Management that:

- A. a law enforcement officer confiscated the employee's driver's license because the employee refused to submit to a breathalyzer test or appropriate drug screening test after being stopped by a law enforcement officer while operating (or shortly after operating) a County-owned or County-contracted vehicle;
- B. the employee submitted to a breathalyzer test or appropriate drug screening test while operating a County-owned or County-contracted vehicle but failed to report the results of the test to the employee's supervisor, as required in Section 3.14(B) above; or
- C. the employee submitted to a breathalyzer test or appropriate drug screening test while operating a County-owned or County-contracted vehicle and the results of the test indicated that the employee was impaired by or under the influence of alcohol or drugs.



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3.18 At the end of the period of suspension, the Chief, Division of Risk Management or designee will notify the Director of the Department of General Services or designee to reinstate the employee's vehicle assignment or the employee's authorization to use motor pool or contract vehicles after considering:

- A. if the employee's use of a County-owned or County-contracted vehicle would be a threat to public safety; and
- B. if the employee can maintain and operate a County-owned or County-contracted vehicle.

3.19 The Director of General Services, or designee, may, on reasonable grounds, immediately suspend or terminate the employee's vehicle assignment or the employee's authorization to use motor pool or contract vehicles.

3.20 The Chief, Division of Risk Management or designee, will notify the Director of the Department of General Services, after receiving a copy of the Motor Vehicle Administration's (MVA) decision, to reinstate an employee's authorization to be assigned a County-owned or County-contracted vehicle if, after a hearing, the MVA reinstated the employee's driver's license because the MVA found that:

- A. the employee can safely maintain and operate a County-owned or County-contracted vehicle;
- B. the law enforcement officer did not have reasonable grounds to believe that the employee was driving or attempting to drive the County-owned or County-contracted vehicle while under the influence of alcohol; or
- C. the employee did not refuse to take the test.

3.21 The Director of the Department of General Services or designee, when notified by the Chief, Division of Risk Management, will revoke an employee's privilege to drive a County vehicle or operate County heavy equipment if an employee receives a ticket and fine for driving under the influence of alcohol or drugs in their personal vehicle, that results in loss or suspension of a license. The privilege to drive a County-owned vehicle, County-leased vehicle or vehicle supplied to the County by a contractor will not be restored until the appropriate license is restored by the state in which the employee is licensed.

3.22 An employee who submits to a breathalyzer test or appropriate drug screening test and whose test indicates use of alcohol or drugs may also be subject to discipline under other applicable County procedures and regulations.

GENERAL

4.0 Employees are prohibited from putting any bumper sticker decal, placard, banner, or insignia on any County vehicle. Partisan political materials of any kind are prohibited. Police Officers with Personnel Patrol Vehicles may display the official emblems of the Fraternal

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Order of Police, the Police Association, and/or the Coalition of Black Police Officers (Prohibited items are to be removed immediately from all County vehicles).

- 4.1 The criteria to receive an agency-assigned vehicle are the following:
 - A. Agencies with employees whose duties require them to spend the major portion of each workday engaged in field activities;
 - B. Agencies with employees whose duties and responsibilities require that a vehicle be available at all times during each workday so as to maintain the efficiency of the employee. (Adequate justification must be given that proper work scheduling cannot eliminate the need for a constantly available vehicle, and the department or Fleet Management Services' motor pool cannot serve the need for a vehicle); and
 - C. Employees whose duties require the constant use and/or storage of special equipment in the vehicle.

- 4.2 The following reasons may serve as justification for an employee to receive an Agency Assigned Take-home Vehicle:
 - A. Employee who regularly, and on a continuing basis, is subject to be called for emergencies during off-hours;
 - B. Employee's position requires frequent after-hour travel to meetings to represent the County's interest, or to provide service delivery to client populations;
 - C. Documented increases in an employee's job efficiency or effectiveness provide a clear benefit to the County by the operation of an Agency Assigned Take-home Vehicle;
 - D. Employee has supervisory responsibility for field employees, and frequently visits multiple job-sites on the way to or from his regularly assigned office location.

- 4.3 The following guidelines will be used to evaluate fleet upgrade or vehicle class change requests:
 - A. Agency vehicle needs may have changed significantly during the year;
 - B. Vehicle technology may have improved considerably from the time a vehicle was originally ordered;
 - C. Unique maintenance problems may have occurred with the present vehicles in use; and
 - D. A clear and present danger must either exist, or could exist, to County employees or the public with the currently operated vehicles; and upgraded equipment will significantly reduce or eliminate the problem.



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4.4 The use of a BlackBerry or other texting devices, Geographical Positioning System devices and cellular telephones (unless the device is "hands free") is prohibited for drivers while the vehicle is in motion.

RESPONSIBILITIES

5.0 Employee

- A. For those employees who operate or request to operate a County-owned/leased or County-contracted vehicle in the course of County employment, provide Fleet Management Services with notice of their driver's license number at the time of request and notify the County of any suspension or revocation of their driver's license. This provision does not supersede or invalidate any existing event or record reporting requirement authorized by law, regulations, or departmental procedure.
- B. For those employees who have an assigned County vehicle, or who regularly operate a County-owned, County-leased, County-contracted vehicle, or County heavy equipment, provide the employee's supervisor with a copy of the employee's driving record (as issued by the state that issued the employee's driver's license) during the month of January.
- C. For those employees who operate a County owned/leased or County-contracted vehicle, report to Occupational Medical Services any medications that are prescribed that might affect their ability to operate a County vehicle or heavy equipment.

5.1 Division of Risk Management, Department of Finance

- A. Based on information obtained regarding the driving records of employees who operate a County vehicle, the Chief, Division of Risk Management, must report to the Director, Department of General Services or designee, as well as the respective department director of any of the following information:
 1. The suspension or revocation of the driver's licenses of employees who operate County vehicles;
 2. Occurrences in which employees who operate County vehicles were found guilty of driving under the influence of alcohol or drugs in violation of state motor vehicle laws;
 3. The presence of restrictions (other than the requirement to wear eyeglasses) placed on the driver's licenses of employees who operate County vehicles.
- B. Submit to the Director, Department of General Services or designee, as well as the respective department notification, on the following occurrences:

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1. Confiscation of an employee's driver's license by a law enforcement officer due to the employee's refusal to submit to an alcohol or drug screening test;
2. Occurrences in which employees who operate County vehicles were found guilty of driving under the influence of alcohol or drugs in violation of state motor laws; and
3. Reinstatement of an employee's privilege to drive a County vehicle.

5.2 Department

- A. Keep up-to-date records of employee driver's license numbers and license status of those employees who operate or request to operate County vehicles. The department is to notify Fleet Management Services as well as the Division of Risk Management of any employee whose license is suspended or revoked. The department is to take appropriate action such as not allowing the employee to drive a County vehicle, when the department becomes aware that the employee is in violation of this Administrative Procedure.
- B. Upon receiving a copy of an employee's driving record each year in January, review the driving record to determine whether the employee has complied with the reporting requirements of this Administrative Procedure. Also, determine whether the employee's driving record indicates the employee's driver's license was suspended or revoked, and whether the employee was convicted of driving under the influence of alcohol or drugs (within the preceding twelve months).
- C. Report to Fleet Management Services as well as the Division of Risk Management an employee's failure to report to the employee's supervisor the results of a breathalyzer test or appropriate drug screening test that was administered by a law enforcement officer in connection with the employee's operation of a County-owned vehicle, County-leased vehicle or County-contracted vehicle;
- D. Request an additional Agency Assigned Take-home Vehicle for an employee eligible to receive a take-home vehicle using the procedures under Paragraph 6.0 of this administrative procedure. Include miles traveled to and from work in requests for additional take-home vehicles for employees in the Administration and Field Supervision functions.
- E. Submit in writing to the Division of Fleet Management Services any request to change: 1) the quantity of Agency Assigned Take-home Vehicles; 2) the status of currently assigned agency operated vehicles; or 3) the vehicle class of currently assigned agency operated vehicles. All vehicle assignment requests should stress what taxpayer benefits would accrue, and how service delivery to County residents would be improved by the requested change or new vehicle assignment.



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- 5.3 Division of Fleet Management Services, Department of General Services
 - A. Provide department heads with management or technical information to assist in the development of sound vehicle utilization decisions.
 - B. Assist departments in reviewing all vehicle assignment requests for fleet management issues, e.g. changes in the quantity of Agency Assigned Take-home Vehicles, or changes in the type of passenger vehicle assignment of currently assigned agency operated vehicles.
 - C. Provide departments with guidance when there is a vehicle class change request, e.g. when the vehicle class changes from passenger sedan to four wheel drive vehicle, etc.
 - D. Coordinate with departments to have their Agency Assigned or Take-home Vehicle reassigned or rotated for better utilization of fleet resources.
 - E. Submit to the Payroll Division, Department of Finance, the employees who are assigned to Agency Assigned Take-home Vehicle in the Administrative and Field Supervisory functions.
 - F. Provide the Division of Risk Management with the names and license numbers of all employees who operate or request to operate a County-owned/leased or County-contracted vehicle in the course of County employment.

- 5.4 Payroll Division, Department of Finance

Reduce the wages from an employee, who has an Agency Assigned Take-home Vehicle in the Administrative and Field Supervision functions, according to miles traveled to and from work.

- 5.5 Office of Management and Budget

Review the department's request for additional Agency Assigned Take-home Vehicle(s) and provide a recommendation to the County Executive through the budget process.

- 5.6 Office of the County Executive

Review OMB's recommendation and approve or disapprove the department's request for an additional agency assigned vehicle(s).



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PROCEDURE

REQUESTING AN ADDITIONAL VEHICLE OR VEHICLE UPGRADE

- 6.0 Department Submit a Vehicle Request Form to the Division of Fleet Management Services for an additional or upgrade vehicle for an eligible employee, according to the criteria outlined under Paragraphs 4.1, 4.2 and 4.3 of this administrative procedure.
- 6.1 Division of Fleet Management Services, Department of General Services Review the department's request for an additional or upgrade vehicle. Complete the cost estimate on the Vehicle Request Form and provide recommendations to the department and the County Executive.
- 6.2 Office of Management and Budget Review the department's request for an additional or upgrade vehicle, ensure the requirements for the department are in accordance with the guidelines of this procedure, and provide the County Executive with a recommendation through the budget process.
- 6.3 Office of the County Executive Review OMB's recommendation and approve or disapprove the department's request for an additional or upgrade Agency Assigned Take-home Vehicle(s).
- 6.4 Department Submit copy of approved request to the Division of Fleet Management Services, Department of General Services, for an additional or upgrade vehicle.
- 6.5 Division of Fleet Management Services, Department of General Services Provide departments guidance when there is a vehicle class change request and provide recommendation for any fleet upgrade or vehicle class change to the Director, Department of General Services.

NOTE: All vehicle class change requests that exceed fifteen percent will be processed either as a Supplemental Appropriation, or through the annual budget process.

ANNUAL REVIEW OF VEHICLES

- 7.0 Department Complete/update vehicle assignments on-line through the Division of Fleet Management Services' Intranet site, as part of the budget process for all assigned vehicles.

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7.1 Division of Fleet Management
Services, Department of
General Services

Review the vehicle assignments and submit an updated list as part of the budget process.

Division of Fleet Management
Services, Department of
General Services

Submit to the Payroll Division, Department of Finance, the list of employee(s) in the Administration and Field Supervision functions who have an Agency Assigned Take-home Vehicle and the number of miles the employee(s) travel round-trip from home to the job site.

7.2 Payroll Division,
Department of Finance

Reduce an employee's salary who was assigned an Agency Assigned Take-home Vehicle in the Administration and Field Supervision functions by the commuting mileage between home and work multiplied by the Internal Revenue Service mileage reimbursement rate that can be found at www.gsa.gov/mileage.

NOTE: The amount that will be deducted from an employee's bi-weekly pay is the number of miles the Agency Assigned Take-home Vehicle is driven round-trip from home and to the job site multiplied by the Internal Revenue Service multiplied by the mileage reimbursement rate.

SUNSET REVIEW PROVISION

8.0 Take home vehicle assignments will be subject to review on an annual basis. Other vehicle assignments may be subject to review on an as needed basis. The Vehicle Assignment Review Form, which is to be used as part of the review process, is found at Appendix 2.

All requests for authorization of assigned vehicles, both agency assigned and take-home, will stress the taxpayer benefits which accrue, and how improved service delivery to County residents will continue through the use of such vehicles.

DEPARTMENTS AFFECTED

9.0 All County Departments

ATTACHMENTS

- Appendix 1 Summary of the Job Titles Affected By Pay Assignment of Take-Home Vehicles
- Appendix 2. Vehicle Assignment Review Form

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Assignment and Use of County Vehicles - Appendix I

APPENDIX 1

ASSIGNMENT AND USE OF COUNTY VEHICLES

Summary of the Job Titles Affected By Pay Assignment of Take-Home Vehicles

Administration

Alcoholic Tobacco Enforcement Specialist
Minority Business Control Specialist
Program Manager II
Program Manager I
Environmental Protection Manager
Department Directors
Deputy Directors
Division Chiefs
Section Chiefs
Assistant Section Chiefs/Special Investigators
County Executive
Chief Administrative Officer
County Attorney
County Health Officer

Inspection/Technical

Public Administration Intern
Code Enforcement Inspector III
Code Enforcement Inspector II
Construction Codes Representative II
Construction Codes Representative I
Engineer Technician III
Engineer Technician II

Field Supervision

Investigator III
Code Enforcement Supervisor
Construction Codes Field Supervisor
Senior Engineer
Engineer III
Engineer Technician Field Supervisor
Senior Engineer Technician
Supervisor Traffic Signal Unit
Shop Supervisor
District Supervisor
Work Force Leader IV
Work Force Leader III

License/Regulatory

Accident Prevention Specialist
Investigator II
Environmental Health Specialist II
Community Health Nurse II
Planning Specialist II
Supply Clerk III
Health Services Driver

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Assignment and Use of County Vehicles - Appendix II

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ASSIGNMENT OF VEHICLE REVIEW FORM

Visit Fleet's Intranet Services Site at <http://dpwt-fms/fleetservices/index.aspx> and click on Take Home Vehicles under Applications to complete the required information on line

Department and Division: _____

Purpose: To provide information on current assigned vehicles and department motor pool vehicles during the annual budget process as required by AP 1-4.

1. Type of Assignment

- a. Agency Assigned Take-Home Vehicle
- b. Agency Assigned Vehicle (non take-home)
- c. Department Motor Pool
- d. Other _____

2. Current Vehicle Description

- a. Type: Sedan Truck SUV Van Other _____
- b. Vehicle Stock Number _____ Tag Number _____
- Year _____ Make and Model _____
- c. Equipment: Two-way Radio PS2000 Decals
- d. Other Installed/Special Equipment _____

3. Vehicle Assignment

- a. Operator Name (or note Dept Motor Pool) _____
- b. Job Position Title and Class _____
- c. Merit System Employee Appointed Elected Official
- d. Nature of Work _____

4. Location: full address of where the vehicle is parked after work hours:

Street Name and Number _____

City _____ County _____

5. Passengers: Name Employee Position Title and Class

<u>Name</u>	<u>Employee Position Title and Class</u>

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6. Estimated Current Vehicle Use

- a. Total Annual Mileage: _____
- b. Assigned Office Work Location: _____
One way miles from office location to where vehicle parked in #5: _____
(Field personnel - Use your home office, not job site location.)
- c. Average business use per day: _____ miles _____ hours

NOTE: The IRS requires calculation of the taxable benefit for the commuting use of a business vehicle by operators or car-poolers.

7. Vehicle Justification:

For Agency Assigned Take-Home — check all that apply:

- Subject to emergency, off-hours call-back;
- Frequent after-hours travel to meetings for service delivery;
- Increase in the efficiency or effectiveness can be documented; and
- Field supervision and frequent site visits on the way to or from work.

For Agency Assigned Take-Home, please justify the nature of each of the blocks checked as it pertains to the employee's job duties and responsibilities.

For Agency Assigned Vehicle (non-take-home) - check all that apply;

- Engaged in Field activities for major portion of each workday.
- Duties require vehicle to be available at all times during the week; and
- Require constant use for storage of special equipment and vehicle.

OTHER JUSTIFICATION: Stress what taxpayer benefits would accrue, and how service delivery to County residents would be improved:

8. Department Head Approval

Department Head Signature

Date

9. Division of Fleet Management Recommendation

- Concurs with Vehicle Assignment
- Does Not Concur with Vehicle Assignment

Division Chief/ASC

Date

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

PURPOSE

- 1.0 To establish policies and procedures for the assignment and use of County-owned vehicles. This procedure provides department heads with operational guidance to manage the use of such vehicles.
- 1.1 To provide reliable and timely transportation for County employees in the pursuit of County business while establishing an efficient and equitable program for responding to these transportation needs with a minimum of vehicles.
- 1.2 Vehicles of the Police Department, the Montgomery County Fire/Rescue Services, the State's Attorney Office, the Sheriff's Office and the Department of Correction and Rehabilitation are also covered by this procedure.

DEFINITIONS

- 2.0 Administrative Vehicle - Vehicles used to provide transportation in support of administrative/non-emergency purposes.
- 2.1 Agency Assigned Take-home Vehicle - A passenger vehicle authorized by the Chief Administrative Officer to be assigned to a designated employee whose County assignments require the vehicle be taken home or to an approved County parking location (see Appendix 5) during off-duty hours in order to be used for governmental purposes. Such vehicles will not be parked outside of the County on a regular basis during off-duty hours except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home Vehicle and have received Chief Administrative Officer review and approval.
- 2.2 Public Safety Vehicle - A passenger vehicle assigned to a designated employee whose County work assignments require the employee be within emergency radio and/or telephone communications contact on a 24-hour, 7 days a week basis. Public Safety vehicles are approved and designated as "emergency" vehicles by the Motor Vehicle Administrator for the State of Maryland.
- 2.3 Emergency Vehicle - Vehicles designated, equipped and/or marked for emergency response.
- 2.4 Motor Pool - A motor pool vehicle normally assigned on a temporary basis. Procedures concerning the use of the Division of Fleet Management Services motor pool vehicles are covered under Administrative Procedure 5-2, Motor Pool Operation.
- 2.5 Seasonal Take-Home Vehicle - An agency assigned take-home vehicle that is only taken home during the winter season from December 1 through February 28.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

- 2.6 Management – County employees in the MLS categories of MI, MII and MIII, Deputy Directors and Directors.
- 2.7 Administration/Field Supervision – County employees in non-represented positions who have oversight responsibilities over other County employees or County projects and programs.
- 2.8 Inspection/Technical/License/Regulatory – County employees in represented positions who perform their daily job assignments in other than their County assigned work location.
- 2.9 Public Safety – County employees who perform public safety functions and who must be within emergency contact on a 24-hour, 7 days a week basis.

POLICY

- 3.0 Use of County vehicles or operation of County heavy equipment is prohibited if the employee is impaired or under the influence of alcohol, non-prescribed, controlled dangerous substances, or over-the-counter or prescribed medicines that could affect/impair one's ability to drive a vehicle or operate heavy equipment. County vehicles will not be operated within four (4) hours after the employee has ingested any amount of alcohol. Alcoholic beverages are not allowed in a County vehicle except as permitted by the Chief Administrative Officer for the business of the County (i.e. Department of Liquor Control, Police seizure, etc.).
- 3.1 This procedure establishes a uniform system for authorizing employees to drive County-owned, County-leased or County-contracted motor vehicles, and also for the use of their personal vehicles while conducting County business. Employees who drive County vehicles or use their personal vehicles on County business are expected to obey traffic laws and to operate the vehicles in a safe manner at all times. Violations of traffic laws or operation of vehicles in an unsafe manner by employees may be a factor for consideration for personnel evaluation and/or disciplinary purposes. An employee with a suspended driver's license is prohibited from operating a County-owned, County-leased, County-contracted vehicle or from operating a personal vehicle for County business.
- 3.2 Permanent assignment of vehicles may be made to those employees whose duties mandate it. Such assignment of vehicles may be made on a short-term, temporary, or seasonal basis, rather than a year-round basis. A take-home vehicle will not be assigned as a fringe benefit of employment, nor will the vehicle be used for commuting outside of the County except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home Vehicle. In addition, employees who are approved by the Chief Administrative Officer to protect the health and safety of the County will be permitted to commute outside the County in their Agency Assigned Take-home Vehicles.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

- 3.3 Take-home vehicle assignments are categorized into four functions as follows:
- A. Management
 - B. Administration/Field Supervision
 - C. Inspection/Technical/License/Regulatory
 - D. Public Safety
- 3.4 For purposes of reimbursement and tax reporting related to personal commuting mileage:
- A. Reimbursement - Take-home vehicle assignments in the Management and Administration/Field Supervision functions (Sections 3.3 A and B) are subject to payroll deduction for personal commuting mileage, as detailed in Section 5.4 A. Take-home vehicle assignments in the Inspection/Technical/License Regulatory and Public Safety functions (Sections 3.3 C and D) are not subject to payroll deduction for personal commuting mileage. Take-home vehicle assignments to employees of public safety and judicial branch departments who may be classified in the Management and Administration/Field Supervision functions are not subject to payroll deduction.
 - B. Tax Reporting – Take-home vehicle assignments in the Management, Administration/Field Supervision, and Inspection/Technical/License/Regulatory functions (Sections 3.3 A, B, and C) are subject to tax reporting of imputed income for personal use of a County vehicle, as described in Sections 5.0 D and 5.4B. Take home vehicle assignments in the Public Safety function (Section 3.3 D) that are not exempt from tax reporting, are also subject to imputed income reporting.
- 3.5 Only authorized personnel directly associated with County business will travel in County vehicles on a regular basis (Assigned Emergency vehicles exempt). Car pools with County employees using assigned vehicles, as determined according to the criteria for assignment, are strongly encouraged.
- 3.6 All Agency Assigned Take-home Vehicles will revert to the agency motor pool or be temporarily reassigned when an employee is absent from duty. Assigned vehicles may be utilized by the employee who, in a designated acting capacity, is performing the functions for which the vehicle was originally assigned. Seasonal take-home vehicles will revert to the agency motor pool or be temporarily reassigned starting on March 1.
- 3.7 Employees will not install or have installed any items of equipment on County vehicles without prior written approval of the Director, Department of General Services or their designee. Two-way radios required for performance of duties will be installed by the Enterprise Telecommunications Division, Department of Technology Services or its designated service provider. The cost of removal of existing and approved personal equipment will be at the employee's expense.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

- 3.8 All employees are prohibited from using County vehicles while engaged in or attending any political or partisan activity. Such activities include rallies, caucuses, promotional events, political speeches and fund raisers, driving people to the polls for a candidate or a party, etc. Employees may use County vehicles to attend official government activities, or while on official County business.
- 3.9 Departments are encouraged to rotate vehicles within their own departments to utilize resources better. The Director, Department of General Services or designee will decide periodically to reassign or rotate vehicles for the better utilization of fleet resources. Vehicles driven less than the prescribed target number of miles during the prior fiscal year are subject to review for reassignment.
- 3.10 Personal use of Public Safety vehicles will be permitted to ensure constant two-way communications capability with the County provided that the employee is subject to 24-hour emergency callback or functions in a Public Safety capacity. However, subject to provisions in existing collective bargaining agreements, take-home vehicles must not be taken outside of the County without the written permission of the CAO or designee. The operator of any vehicle taken out of the County must contact the Division of Fleet Management Services to report destination, length of time out of area, driver's name, and vehicle stock number. The operator may also be required to provide additional information to the Department of Finance, upon request, for tax reporting purposes, if applicable.
- 3.11 Public Safety vehicles can be justified only if the employee is on call 24 hours a day, seven days a week to respond to life-threatening emergencies and requires the use of a specially equipped vehicle.
- 3.12 No provisions in this procedure are to be interpreted as precluding a department head from authorizing the temporary use of a vehicle on a take-home basis for employees whose duties include emergency stand-by or call-back status. Such vehicles will be drawn preferably from the agency's own motor pool, and as a last resort, from the general County motor pool. Temporary assignments beyond five days must be approved by the Director, Department of General Services, or their designee.
- 3.13 Any employee, including public safety employees, who, while operating a County-owned or County-contracted vehicle, or shortly after operating such a vehicle, is stopped by a law enforcement officer on suspicion of driving or attempting to drive the vehicle under the influence of alcohol, a non-prescribed controlled substance, or a prescribed medicine or over-the-counter substance that impairs the employee's ability to drive and who is requested by the law enforcement officer to submit to a test of the employee's breath for alcohol concentration ("a breathalyzer test") or appropriate screening test for drugs must:
- A. submit to the test; and
 - B. report the results of the test to the employee's supervisor on the next business day.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

- 3.14 An employee who refuses to submit to a drug or alcohol test must report this refusal to the employee's supervisor on the next business day following the employee's detention by the law enforcement officer. Failure to make such a report will subject the employee to disciplinary action, which may include dismissal.
- 3.15 An employee must ensure that the County-owned vehicle is returned to the agency motor pool or the County-contracted vehicle to the contractor, no later than the next business day following the employee's detention by the law enforcement officer, if:
- A. the employee's driver's license is confiscated by a law enforcement officer (and replaced by a temporary license) because the employee refused to submit to a breathalyzer test or other appropriate alcohol/drug screening test after being stopped by a law enforcement officer while operating (or shortly after operating) a County-owned or County-contracted vehicle; or
 - B. the employee fails to report the results of a breathalyzer test or other appropriate drug screening test to the employee's supervisor as required.
- 3.16 The Director of the Department of General Services or designee may suspend or revoke, either permanently or for a specific period of time, an employee's privilege to receive the assignment of a County-owned vehicle or the use of a County motor pool vehicle, a County-leased vehicle or the use of a vehicle supplied to the County by a contractor when notified by the Chief, Division of Risk Management that:
- A. a law enforcement officer confiscated the employee's driver's license because the employee refused to submit to a breathalyzer test or appropriate drug screening test after being stopped by a law enforcement officer while operating (or shortly after operating) a County-owned or County-contracted vehicle;
 - B. the employee submitted to a breathalyzer test or appropriate drug screening test while operating a County-owned or County-contracted vehicle but failed to report the results of the test to the employee's supervisor, as required in Section 3.14(B) above; or
 - C. the employee submitted to a breathalyzer test or appropriate drug screening test while operating a County-owned or County-contracted vehicle and the results of the test indicated that the employee was impaired by or under the influence of alcohol or drugs.
- 3.17 At the end of the period of suspension, the Chief, Division of Risk Management or designee will notify the Director of the Department of General Services or designee to reinstate the employee's vehicle assignment or the employee's authorization to use motor pool or contract vehicles after considering:



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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

- A. if the employee's use of a County-owned or County-contracted vehicle would be a threat to public safety; and
 - B. if the employee can maintain and operate a County-owned or County-contracted vehicle
- 3.18 The Director of General Services, or designee, may, on reasonable grounds, immediately suspend or terminate the employee's vehicle assignment or the employee's authorization to use motor pool or contract vehicles.
- 3.19 An employee assigned a County-owned or County-contracted vehicle, or an employee using their personal vehicle for conducting County business, is responsible for providing driving record information to appropriate County personnel as outlined elsewhere in this AP.
- 3.20 The Chief, Division of Risk Management or designee, will notify the Director of the Department of General Services, after receiving a copy of the Motor Vehicle Administration's (MVA) decision, to reinstate an employee's authorization to be assigned a County-owned or County-contracted vehicle if, after a hearing, the MVA reinstated the employee's driver's license because the MVA found that:
- A. the employee can safely maintain and operate a County-owned or County-contracted vehicle;
 - B. the law enforcement officer did not have reasonable grounds to believe that the employee was driving or attempting to drive the County-owned or County-contracted vehicle while under the influence of alcohol; or
 - C. the employee did not refuse to take the test.
- 3.21 The Director of the Department of General Services or designee, when notified by the Chief, Division of Risk Management, will revoke an employee's privilege to drive a County vehicle or operate County heavy equipment if an employee receives a ticket and fine for driving under the influence of alcohol or drugs in their personal vehicle, that results in loss or suspension of a license. The privilege to drive a County-owned vehicle, County-leased vehicle or vehicle supplied to the County by a contractor will not be restored until the appropriate license is restored by the state in which the employee is licensed.
- 3.22 An employee who submits to a breathalyzer test or appropriate drug screening test and whose test indicates use of alcohol or drugs may also be subject to discipline under other applicable County procedures and regulations.

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GENERAL

- 4.0 Employees are prohibited from putting any bumper sticker decal, placard, banner, or insignia on any County vehicle. Partisan political materials of any kind are prohibited. Police Officers with Personnel Patrol Vehicles may display the official emblems of the Fraternal Order of Police, the Police Association, and/or the Coalition of Black Police Officers (Prohibited items are to be removed immediately from all County vehicles).
- 4.1 The criteria to receive an agency-assigned vehicle are the following:
- A. Agencies with employees whose duties require them to spend the major portion of each workday engaged in field activities;
 - B. Agencies with employees whose duties and responsibilities require that a vehicle be available at all times during each workday so as to maintain the efficiency of the employee. (Adequate justification must be given that proper work scheduling cannot eliminate the need for a constantly available vehicle, and the department or Fleet Management Services' motor pool cannot serve the need for a vehicle); and
 - C. Employees whose duties require the constant use and/or storage of special equipment in the vehicle.
 - D. Agency assigned vehicles must accumulate at least 5,000 miles of business use per fiscal year for continued use. Vehicles that do not meet this business requirement will be considered to be an underutilized vehicle and will be subject to reassignment.
- 4.2 One or more of the following reasons must serve as justification for an employee to be considered for the receipt of an Agency Assigned Take-home Vehicle:
- A. Employee who regularly, and on a continuing basis, is subject to be called back to a work location for emergencies during off-hours. This applies only to employees who are on-call during off-duty hours and who must respond by vehicle to at least eight (8) verifiable after-duty hours requests per month for a period of six (6) consecutive months;
 - B. Employee's position requires frequent after-hour travel to represent the County's interest, or to provide service delivery to client populations. Frequency requirements must be demonstrated to be at least sixteen (16) times per month over a six (6) month period.

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- C. The justification for an employee to receive an Agency Assigned Take-home Vehicle must clearly demonstrate quantifiable increases in an employee's job efficiency or effectiveness that provide a clear benefit to the County. An Agency Assigned Take-home vehicle should provide an economic benefit to the department and the County in comparison to the cost reimbursement for the employee to drive a personal vehicle. See the Economic Benefit Calculation Table below, which indicates an economic benefit to the County when Column B is greater than Column F.

Private Vehicle		County Assigned Vehicle				
A	B	C	D	E	F	G
Total Call Out Miles Driven in 6 Months	Reimbursement at County rate Per Mile	Total Call Out Miles from Column 'A'	Variable Vehicle Cost per Mile by Classification times TL Call Out Miles	Vehicle Depreciation Expense for 6 months	Total Vehicle Cost per 6 month Period	Economic Benefit to the County (Column B Minus Column F)
#	\$0.00	#	\$0.00	\$0.00	\$0.00	\$0.00

Table 1 Economic Benefit Calculation

- D. Employee has supervisory responsibility for field employees, and frequently visits multiple job-sites during normal business hours and before and after normal business hours on the way to or from his regularly assigned office location. In no case will an Agency assigned Take-home Vehicle be provided to a Field Supervisor where the functions they supervise are not assigned a County vehicle.
- E. Employee who regularly starts and ends their normal work day at various field locations and spends their normal working hours at one or more field locations.
- F. Seasonal take-home vehicle use from December 1 through February 28 only applies to those essential employees required to return to the work place or to a work site during a winter weather or an emergency event on a 24 hour, 7 days a week basis.

4.3 The following guidelines will be used to evaluate fleet upgrade or vehicle class change requests:

- A. Agency vehicle needs may have changed significantly during the year;
- B. Vehicle technology may have improved considerably from the time a vehicle was originally ordered;
- C. Unique maintenance problems may have occurred with the present vehicles in use; and



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- D. A clear and present danger must either exist, or could exist, to County employees or the public with the currently operated vehicles; and upgraded equipment will significantly reduce or eliminate the problem.
- 4.4 The use of a BlackBerry or other texting devices, Geographical Positioning System devices and cellular telephones (unless the device is “hands free”) is prohibited for drivers while the vehicle is in motion.

RESPONSIBILITIES

5.0 Employee

- A. For those employees who operate or request to operate a County-owned/leased or County-contracted vehicle in the course of County employment, provide Fleet Management Services with a copy of their driver’s license at the time of request and notify the County, including the Division of Risk Management, their supervisor and Fleet Management Services, of any suspension or revocation of their driver’s license during the period the employee operates the vehicle. This provision does not supersede or invalidate any existing event or record reporting requirement authorized by law, regulations, or departmental procedure.
- B. For those employees who have an assigned County vehicle, or who regularly operate a County-owned, County-leased, County-contracted vehicle, or County heavy equipment, provide the employee’s supervisor with a copy of the employee’s driving record (as issued by the state that issued the employee’s driver’s license) during the month of January and notify the County, including the Division of Risk Management, their supervisor and Fleet Management Services, of any suspension or revocation of their driver’s license during the period the employee operates the vehicle. Failure to provide a driving record or notify the County of any suspension or revocation of a driver’s license may be a factor for consideration for personnel evaluation and/or disciplinary purposes.
- C. For those employees who operate a County owned/leased or County-contracted vehicle, report to Occupational Medical Services any medications that are prescribed that might affect their ability to operate a County vehicle or heavy equipment.
- D. If applicable, perform mileage reporting required under Section 5.4.B by the Division of the Controller, Payroll Section (Form TAX 002 or TAX 003).
- E. On a semi-annual basis, complete and sign the Assignment of Vehicle Review Form.
- F. Employees who use their personal vehicles while conducting County business must report any of the following to the Chief, Division of Risk Management:

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

1. The suspension or revocation of the employee's driver's license; and
2. Occurrences in which the employee was found guilty of driving under the influence of alcohol or drugs in violation of state motor vehicle laws;

5.1 Division of Risk Management, Department of Finance

- A. The Division of Risk Management will subscribe to the State of Maryland Motor Vehicle Association flagging program with the list of all County employees who do or could drive a County vehicle and monitor the responses received.
- B. Based on information obtained regarding the driving records of employees who operate a County vehicle, the Chief, Division of Risk Management, must report to the Director, Department of General Services or designee, as well as the respective department director of any of the following information:
 1. The suspension or revocation of the driver's licenses of employees who operate County vehicles;
 2. Occurrences in which employees who operate County vehicles were found guilty of driving under the influence of alcohol or drugs in violation of state motor vehicle laws;
 3. The presence of restrictions (other than the requirement to wear eyeglasses) placed on the driver's licenses of employees who operate County vehicles.
- C. Submit to the Director, Department of General Services or designee, as well as the respective department notification, on the following occurrences:
 1. Confiscation of an employee's driver's license by a law enforcement officer due to the employee's refusal to submit to an alcohol or drug screening test;
 2. Occurrences in which employees who operate County vehicles were found guilty of driving under the influence of alcohol or drugs in violation of state motor laws; and
 3. Reinstatement of an employee's privilege to drive a County vehicle.

5.2 Department

- A. Keep up-to-date records of employee driver's license numbers and license status of those employees who operate or request to operate County vehicles. The department is to notify the Division of Risk Management and Fleet Management Services of any employee whose license is suspended or revoked. The department is to take

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appropriate action such as not allowing the employee to drive a County vehicle, when the department becomes aware that the employee is in violation of this Administrative Procedure.

- B. Upon receiving a copy of an employee's driving record each year in January, review the driving record to determine whether the employee has complied with the reporting requirements of this Administrative Procedure. Also, determine whether the employee's driving record indicates the employee's driver's license was suspended or revoked, and whether the employee was convicted of driving under the influence of alcohol or drugs (within the preceding twelve months).
- C. Report to the Division of Risk Management and Fleet Management Services an employee's failure to report to the employee's supervisor the results of a breathalyzer test or appropriate drug screening test that was administered by a law enforcement officer in connection with the employee's operation of a County-owned vehicle, County-leased vehicle or County-contracted vehicle.
- D. Request an additional Agency Assigned Take-home Vehicle for an employee eligible to receive a take-home vehicle using the procedures under Paragraph 6.0 of this administrative procedure. Include miles traveled to and from work in requests for additional take-home vehicles for employees in the Management and Administration/Field Supervision functions.
- E. Submit in writing to the Division of Fleet Management Services any request to change: 1) the quantity of Agency Assigned Take-home Vehicles; 2) the status of currently assigned agency operated vehicles; or 3) the vehicle class of currently assigned agency operated vehicles. All vehicle assignment requests should stress what benefits would accrue to the County, and how service delivery would be improved by the requested change or new vehicle assignment.
- F. Maintain accurate and current data for all Agency Assigned Vehicles in the Vehicle Assignment System.
- G. Submit approved Vehicle Assignment Review Forms for each Agency Assigned Take-home vehicle on a semi-annual basis.
- H. Submit log sheets for each Agency Assigned Take-home Vehicle to Payroll at the end of each pay period.

5.3 Division of Fleet Management Services, Department of General Services

- A. Provide department heads with management or technical information to assist in the development of sound vehicle utilization decisions.

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- B. Assist departments in reviewing all vehicle assignment requests for fleet management issues, e.g. changes in the quantity of Agency Assigned Take-home Vehicles, or changes in the type of passenger vehicle assignment of currently assigned agency operated vehicles.
- C. Provide departments with guidance when there is a vehicle class change request, e.g. when the vehicle class changes from passenger sedan to four wheel drive vehicle, etc.
- D. Coordinate with departments to have their Agency Assigned or Take-home Vehicle reassigned or rotated for better utilization of fleet resources.
- E. Submit to the Division of the Controller, Payroll Section, Department of Finance, the employees who are assigned to Agency Assigned Take-home Vehicle in the Management and Administration/Field Supervision functions.
- F. Provide the Division of Risk Management with the names of all employees who operate or request to operate a County-owned/leased or County-contracted vehicle in the course of County employment.
- G. Provide to the Chief Administrative Officer every request for an Agency Assigned Take-home Vehicle with supporting documentation sufficient to support or deny the request.
- H. Provide to the Chief Administrative Officer a quarterly report indicating the assignment and use of all non-public safety vehicles to include vehicle miles traveled for the period and year-to-date, and all take-home vehicle assignments.

5.4 Division of the Controller, Payroll Section, Department of Finance

- A. Deduct from the wages of an employee who has an Agency Assigned Take-home Vehicle in the functions described in Section 3.4, the cost per mile for the employee to travel to and from work. The cost per mile will be equal to the GSA mileage reimbursement rate.
- B. Obtain from employees in the Management, and Administration/Field Supervision functions, who have an Agency Assigned Take-home Vehicle, on a quarterly basis (or, biweekly if the employee chooses) Tax Form 002 (Appendix 3). Obtain from employees in other functions who have an Agency Assigned Take-home Vehicle, and who are not exempt from tax reporting, Tax Form 003 (Appendix 4) on a bi-weekly basis

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

- 5.5 Office of Management and Budget (OMB)
Review the department's request for additional Agency Assigned Vehicle(s) and provide a recommendation to the Chief Administrative Officer.
- 5.6 Chief Administrative Officer
- A. Review OMB's recommendation and approve or disapprove the department's request for an additional agency assigned vehicle(s).
- B. Review DGS' recommendation and approve or disapprove the department's request for an Agency Assigned Take-home Vehicle(s).

PROCEDURE

REQUESTING AN ADDITIONAL VEHICLE OR VEHICLE UPGRADE

- 6.0 Department
Submit a Vehicle Request Form to the Division of Fleet Management Services for an additional or upgrade vehicle for an eligible employee, according to the criteria outlined under Paragraphs 4.1, 4.2 and 4.3 of this administrative procedure.
- 6.1 Division of Fleet Management Services, Department of General Services
Review the department's request for an additional or upgrade vehicle. Complete the cost estimate on the Vehicle Request Form and provide recommendations to the department, the Office of Management and Budget and the Chief Administrative Officer.
- 6.2 Office of Management and Budget
Review the department's request for an additional or upgrade vehicle, ensure the requirements for the department are in accordance with the guidelines of this procedure, and provide the Chief Administrative Officer with a recommendation.
- 6.3 Chief Administrative Officer
Review OMB's recommendation and approve or disapprove the department's request for an additional or upgrade Agency Assigned Vehicle(s).
- 6.4 Department
Submit copy of approved request to the Division of Fleet Management Services, Department of General Services, for an additional or upgrade vehicle.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

- 6.5 Division of Fleet Management Services, Department of General Services Provide departments guidance when there is a vehicle class change of request and provide recommendation for any fleet upgrade or vehicle class change to the Director, Department of General Services.

NOTE: All vehicle class change requests that exceed fifteen percent will be processed either as a Supplemental Appropriation, or through the annual budget process.

SEMI-ANNUAL REVIEW OF VEHICLES

- 7.0 Department Complete/update vehicle assignments on-line through the Division of Fleet Management Services' Intranet site, as part of the semi-annual review process for all assigned vehicles.

Failure to comply with this requirement will result in the vehicle being returned to the Division of Fleet Management Services for reassignment based on business benefit to the County.

- 7.1 Division of Fleet Management Services, Department of General Services Review the vehicle assignments and submit an updated list as part of the of semi-annual review process. Submit to the Payroll Division, Department of Finance, the list of employee(s) obtained from the Vehicle Assignment System.

- 7.2 Payroll Section, Department of Finance Reduce an employee's salary who was assigned an Agency Assigned Take-home Vehicle in the Management and Administration/Field Supervision functions by the commuting mileage between home or an approved County parking location and work multiplied by the Internal Revenue Service mileage reimbursement rate that can be found at www.gsa.gov/mileage.

NOTE: The amount that will be deducted from an employee's bi-weekly pay is the number of miles the Agency Assigned Take-home Vehicle is driven round-trip from home or an approved County parking location and to the job site multiplied by the Internal Revenue Service multiplied by the mileage reimbursement rate.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

REVIEW PROVISION

8.0 Take home vehicle assignments will be subject to review on a semi-annual basis. Other vehicle assignments may be subject to review on an as needed basis. The Vehicle Assignment Review Form, which is to be used as part of the review process, is found at Appendix 1. See Appendix 2 for the Appeal Form, which may be used in the event of a disapproved Vehicle Assignment Review Form.

All requests for authorization of assigned vehicles, both agency assigned and take-home, will stress the taxpayer benefits which accrue, and how improved service delivery to County residents will continue through the use of such vehicles.

DEPARTMENTS AFFECTED

9.0 All County Departments

ATTACHMENTS

Appendix 1 Vehicle Assignment Review Form
Appendix 2 Appeal Form
Appendix 3 Form TAX 2
Appendix 4 Form TAX 3
Appendix 5 List of Approved County Parking Locations

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

APPENDIX 1

VEHICLE ASSIGNMENT REVIEW FORM

Visit Fleet's Intranet Services Site at <http://dgs-fms6/intranet/%5Ctakehome.asp> and click on Take Home Vehicles under Applications to complete the required information on line

Department and Division: _____

Purpose: To provide information on current assigned vehicles and department motor pool vehicles during the semi-annual review process as required by AP 1-4.

1. Type of Assignment

- a. Agency Assigned Take-Home Vehicle - Permanent Seasonal
- b. Agency Assigned Vehicle (non take-home)
- c. Department Motor Pool
- d. Other _____

2. Current Vehicle Description

- a. Type: Sedan Truck SUV Van Other _____
- b. Vehicle Stock Number _____ Tag Number _____
Year _____ Make and Model _____
- c. Equipment: Two-way Radio PS2000 Decals
- d. Other Installed/Special Equipment _____

3. Vehicle Assignment

- a. Operator Name (or note Dept Motor Pool) _____
- b. Job Position Title and Class _____
- c. Merit System Employee Appointed Elected Official
- d. Nature of Work _____

4. Location: full address of where the vehicle is parked after work hours:

Street Name and Number _____

City _____ County _____

5. Passengers: Name Employee Position Title and Class

<u>Name</u>	<u>Employee Position Title and Class</u>

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

6. Estimated Current Vehicle Use

a. Total Annual Mileage:

b. Assigned Office Work Location:

One way miles from office location to where vehicle parked in #4: _____
(Field personnel - Use your home office, not job site location.)

c. Average business use per day: _____ miles _____ hours

NOTE: The IRS requires calculation of the taxable benefit for the commuting use of a business vehicle by operators or car-poolers.

7. **Vehicle Justification:** The justification for an employee to receive an Agency Assigned Take-home Vehicle must clearly demonstrate quantifiable increases in an employee's job efficiency or effectiveness that provide a clear benefit to the County. The use of an Agency Assigned Take-home Vehicle should provide a cost savings to the department and the County in comparison to the cost of reimbursement for the employee to drive a personal vehicle. Provide detailed justification below.

8. **Economic Benefit Calculation** (See Table in Administrative Procedure 1-4)

9. For Agency Assigned Vehicle (non-take-home) - check all that apply; (MAKE MATCH FINAL JUSTIFICATIONS)

- Engaged in Field activities for major portion of each workday.
- Duties require vehicle to be available at all times during the week; and
- Require constant use for storage of special equipment and vehicle.

OTHER JUSTIFICATION: Stress what taxpayer benefits would accrue, and how service delivery to County residents would be improved:

10. By signing this form, I certify that I have read and understand Administrative Procedure (AP) 1-4.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

APPENDIX 2

ASSIGNMENT OF VEHICLE APPEAL FORM

Department and Division: _____

Purpose: To provide additional justification in support of an Agency Assigned Take-Home vehicle that was previously denied as required by Administrative Procedure 1-4.

1. Type of Assignment

a. Agency Assigned Take-Home Vehicle Permanent Seasonal

2. Current Vehicle Description

a. Type: Sedan Truck SUV Van

b. Vehicle Stock Number _____ Tag Number _____
Year _____ Make and Model _____

c. Equipment: Two-way Radio PS2000 Decals

d. Other Installed/Special Equipment _____

3. Vehicle Assignment

a. Operator Name _____

b. Job Position Title and Class _____

c. Merit System Employee Appointed Elected Official

d. Nature of Work _____

4. Location: full address of where the vehicle is parked after work hours:

Street Name and Number _____

City _____ County _____

5. Estimated Vehicle Use:

a. Total Annual Mileage: _____

b. Assigned Office Work Location: _____

One way miles from office location to where vehicle parked in #4: _____

(Field personnel - Use your home office, not job site location.)

c. Average business use per day: _____ miles _____ hours

NOTE: The IRS requires calculation of the taxable benefit for the commuting use of a business vehicle by operators or car-poolers.

6. Vehicle Additional Justification

Supply additional justification for this employee to receive an Agency Assigned Take-home Vehicle. This justification must clearly demonstrate quantifiable increases in an employee's job efficiency or effectiveness that provides a clear benefit to the County.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

7. **Economic Benefit Calculation** (see Table in Administrative Procedure 1-4):

8. **Employee Signature**

By signing this form, I certify that I have read and understand Administrative Procedure (AP) 1-4.

Employee Signature

Date

9. **Department Head Approval**

Department Head Signature

Date

10. **Division of Fleet Management Recommendation**

- Concurs with Vehicle Assignment
- Does Not Concur with Vehicle Assignment

Rational for Recommendation _____

Division Chief/FMS Signature

Date

11. **Chief Administrative Office Approval**

- Approves Vehicle Assignment
- Does Not Approve Vehicle Assignment

Chief Administrative Officer Signature

Date

DEPARTMENT OF GENERAL SERVICES – FLEET MANAGEMENT - 240-777-5730
e-mail the form to: fleet.mgmt@montgomerycountymd.gov or FAX to 240-777-5652

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*If you have a traditional regular, permanent work location - Commuting mileage is defined as mileage recorded from residence (or 'substitute residence' in the situation where you park at an overnight location near the County boundary) to your regular, permanent work location and/or from your regular, permanent work location to your residence (or 'substitute residence' in the situation where you park at an overnight location near the County boundary). In this situation, going from your residence or 'substitute residence' to a temporary work location is not considered a commute.

*If you do not have a traditional regular, permanent work location - Commuting mileage is defined as mileage recorded from residence (or 'substitute residence' in the situation where you park at an overnight location near the County boundary) to a temporary location and/or from your temporary location to your residence (or 'substitute residence' in the situation where you park at an overnight location near the County boundary).

DISTRIBUTION: Send to Division of the Controller, General Accounting Section, not later than the second workday following the end of the timesheet reporting period.

TAX 002

REVISED 03/04

FORM TAX 002 INSTRUCTIONS

1. Stock numbers located on bumper or rear window of vehicle (for public undercover vehicles indicate "undercover").
2. Complete license plate number (undercover vehicles indicate "undercover").
3. Refer to Section 2 of Administrative Procedure (AP) 1-4 for choices.
4. Model year of vehicle per registration card.
5. Four digit department and division number of driver(s).
6. Give complete street address if a private residence or if County property, a more general description is acceptable; i.e. "Hyattstown Fire Department". For undercover vehicles indicate "undercover" regardless of overnight location.
7. Make and model of vehicle (undercover vehicles indicate "undercover").
8. Printed or typed name of person assigned to take the vehicle home. (Not the personnel assigned to the vehicle during work hours in the event they are not the same).
9. Social Security number of person identified in "8" above.
10. Signature of person identified in "8" above. Indicates verification of that person's entries.
- 10A. Signature of supervisor.
11. Work phone number of person identified in "8" above.
12. Date of Travel - beginning and ending dates should coincide with the timesheet reporting period. In the event the assigned vehicle is not available due to repairs, for example, complete a line item entry as follows:
"June 15 to 23 - Unavailable due to repair work."
13. Name of driver (social security and department number if different from person identified in "8" above).

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

14. Final destination of the trip - multiple business trips during the work day may be combined into one line entry provided no commuting or other personal mileage occurs along the way.
15. General statement of the purpose of the trip i.e. "inspect apartments," "patrol," "attend meeting," etc. If the purpose is "commuting" or "other personal," then no entry is required.
16. Beginning and ending odometer reading of trip. (Whole miles only).
17. Classify mileage appropriately - total of the three columns must equal difference between beginning and ending odometer readings.
18. to 20. Totals of respective columns for each page.
21. to 23. Grand total all columns, all pages on last page.
24. **Distribution** - Send to Division of the Controller, General Accounting Section, not later than the second workday following the end of the timesheet reporting period.

Inquiries may be directed to Jay Narang, Division of the Controller, 240-777-8806.

**MONTGOMERY COUNTY, MARYLAND
TAKE-HOME VEHICLE LOG - \$1.50 PER ONE-WAY COMMUTE
FORM TAX 003**

Driver _____
 Social Security # _____
 Division Name _____
 Vehicle Stock # _____

Pay Period _____
 Day Time Phone # _____
 Department # _____
 Overnight Parking Location _____
 (Full Address) _____

Check the applicable number of one-way commutes each day:

First Week of Pay Period

Second Week of Pay Period

Sunday	<input type="checkbox"/>									
Monday	<input type="checkbox"/>									
Tuesday	<input type="checkbox"/>									
Wednesday	<input type="checkbox"/>									
Thursday	<input type="checkbox"/>									
Friday	<input type="checkbox"/>									
Saturday	<input type="checkbox"/>									

Sunday	<input type="checkbox"/>									
Monday	<input type="checkbox"/>									
Tuesday	<input type="checkbox"/>									
Wednesday	<input type="checkbox"/>									
Thursday	<input type="checkbox"/>									
Friday	<input type="checkbox"/>									
Saturday	<input type="checkbox"/>									

Total one-way commutes checked _____ x \$1.50 = \$ _____

<u>Riders' Name</u>	<u>Riders' Social Security #</u>	<u>Total One-Way Commutes</u>	<u>Total Taxable Income</u>
_____	_____	_____ x \$1.50 = _____	_____
_____	_____	_____ x \$1.50 = _____	_____
_____	_____	_____ x \$1.50 = _____	_____
_____	_____	_____ x \$1.50 = _____	_____
_____	_____	_____ x \$1.50 = _____	_____
_____	_____	_____ x \$1.50 = _____	_____

Driver's Signature _____
 Supervisor's Signature _____

Inquiries may be directed to Jay Narang, Division of the Controller, 240-777-8806.

DISTRIBUTION: Send to Division of the Controller, General Accounting Section, **not later than** the second workday following the end of the timesheet reporting period.

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ADMINISTRATIVE PROCEDURE 1-4: Assignment and Use of County Vehicles

APPENDIX 5

COUNTY APPROVED SATELITE PARKING LOCATIONS

Beallsville Fire Station
19801 Beallsville Road
Beallsville, Maryland
(Limited Space)

Colesville Service Park
14335 Cape May Road
Silver Spring, Maryland

Damascus Library
9701 Main Street
Damascus, Maryland

Damascus Park and Ride Lot
Routes 124 and 108
Damascus, Maryland

Montgomery County Correctional Facility
22880 Whelan Lane
Boyd's, Maryland

Montgomery County Parking
24000 Block of Frederick Rd.
Clarksburg, Maryland

The criteria for a location to be designated as a County Approved Satellite Parking Location are the following:

1. The location site manager must concur with the use of the parking facilities by County employees on a 24 hour by 7 day a week basis.
2. There must not be any restrictions on accessing the vehicles.
3. There must be at least three (3) parking spaces available for use.

To request the addition of a County Location to this list, please provide a letter directed to the Chief, Division of Fleet Management services, from the location site manager signifying approval to the criteria and denoting the number of allocated parking spaces.