

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

<b>GENERAL ORDER MULTI-BUREAU</b>	<b>DATE OF ISSUE May 4, 2021</b>	<b>EFFECTIVE DATE May 4, 2021</b>	<b>No. 032-21</b>
<b>SUBJECT: GENERAL ORDER  Agency Vehicles, Vessels, and Motor/Bicycles</b>		<b>DISTRIBUTION  All Personnel</b>	<b>AMENDS</b>
<b>REFERENCE: NYSLEAP 40.2, 42.1 42.3, 42.4, 64.1</b>			<b>RESCINDS 032-19</b>

**Purpose:** To define for and familiarize members and employees with the Monroe County Sheriff's Office (MCSO) policy relative to the assignment, operation, and care of department vehicles, command post vehicle, motorcycles, all terrain vehicles (ATV), vessels, personal watercraft, bicycles, and related equipment.

**Policy:** Members and employees who are assigned a vehicle, motorcycle, ATV, vessel, personal watercraft, or bicycle will be responsible for the proper operation and care of the unit during their respective tour-of-duty.

**I. Vehicle Assignment, Condition, and Equipment**

- A. The Commanding Officer or supervisor of each Bureau, division, section, or unit will make vehicle assignments. In the absence of the Commanding Officer or supervisor, an authorized designee will effect such assignments.
- B. Dossier on Demand (<https://dod.dossierondemand.com/Account/Login>) must be completed whenever a vehicle is used. Refer to the Dossier Lite Software manual located on the Sheriff's Intranet in the MCSO Manuals folder and in the Dossier folder.
  - 1. Any discrepancies regarding appearance, cleanliness, or equipment will be reported to an immediate supervisor prior to commencing assignment.
  - 2. Any damage incurred to a vehicle will be immediately reported to the supervisor and noted within the Dossier software application. Any defects or discrepancies incurred or discovered during or after assignment will be logged within the Dossier software application and submitted to the supervisor at the completion of their tour-of-duty or assignment.
- C. There will be no change in assigned units without prior approval from an immediate supervisor.
- D. Vehicles will be inspected both prior to and following operation to ensure that all emergency and non-emergency equipment is operational and that all issued vehicle equipment as specified below is accounted for.
- E. The following equipment will be available in all patrol and other designated vehicles:
  - 1. Tactical Medical Kit.
  - 2. Fire extinguisher (charged).
  - 3. Flares (12 minimum).
  - 4. Water spray bottle.
  - 5. Disposable blanket.

6. Hobble.
  7. Quick Restraints (Jail Transport Cars).
  8. Shovel (Marked Road Patrol & Jail Transport Cars).
  9. Reflective Vest (Jail Transport Cars).
  10. Spare tire.
  11. Pry bar.
  12. Jack with tire iron.
  13. Emergency Medical Response Kit (Marked Road Patrol Cars)
    - a. Naloxone Kit
    - b. Tactical Medical kit
    - c. First Aid Kit
    - d. Pocket Mask
    - e. Emergency Survival Blanket
    - f. Spit Sock (Jail Transport Cars)
    - g. Hazmat Bag (Jail Transport Cars)
  14. Radar Unit if applicable (Marked Road Patrol Cars Only).
  15. Laptop Computer/ Scanner/ Printer (Marked Road Patrol Cars) (Civil Cars Laptop only).
  16. AED (Automated External Defibrillator) if available and/or applicable.
- F. Upon completion of inspection of vehicles for proper equipment and prior to departing on assignment, any missing items of equipment will be reported to the supervisor, documented on a MB-003 Special Report. Supervisors will be required to investigate the circumstances surrounding the missing item(s) and report their findings to their immediate supervisor. Any replacement equipment or equipment used during patrol duties will also be recorded on the MB-003 Special Report. When necessary replacement cannot be provided, re-assignment of vehicles will be made.
- G. It will be the responsibility of the person to whom the vehicle is assigned, including personal use vehicles, to ensure that maintenance is up to date and the vehicle is clean and neat. No equipment will be placed on the exterior painted surfaces of a vehicle (shotguns, briefcases, flashlights, boots, etc). All vehicle interiors will be cleaned by the assigned driver prior to assignment to the next shift.
- H. All vehicles will be checked at the beginning, during, and at the conclusion of the member's tour-of-duty to ensure that, property and/or potential weapons are not available to a passenger or prisoner. Employees will not leave any objects (potential weapons) in the patrol vehicle upon completion of their tour-of-duty.
- I. There will be no additions, modifications, or alterations of any component of a vehicle without the prior written authorization and approval from the Commander of Staff Services.
- J. When a vehicle is found to have a problem that may constitute a safety factor, the operator will note the problem within the Dossier software application and will immediately call it to the attention of a command or supervisory officer. The supervisor will verify the safety problem and make provisions for delivery of the vehicle to the garage and/or assign another vehicle for use. In all cases, however, the Fleet Maintenance supervisor will be notified by way of the Dossier software application of the discrepancy to be corrected, or repair to be effected.
- K. When a vehicle has been contaminated with blood or body fluids it is the responsibility of the vehicle operator to decontaminate the vehicle before placing another individual in the

- K. When a vehicle has been contaminated with blood or body fluids it is the responsibility of the vehicle operator to decontaminate the vehicle before placing another individual in the vehicle and prior to the end of his/her tour of duty. The member is to utilize the decontamination supplies to include Personal Protective Equipment (PPE) from the Station Decontamination Kit, which is located at the Zone and/or Unit Headquarters.
- L. When a vehicle has been contaminated with blood or body fluids and is to be delivered to the Fleet Maintenance Facility for repairs, the operator, in addition to first decontaminating the vehicle, will prominently display on the dashboard the nature and location of the contamination, including a biohazard sticker. Lastly, the particulars regarding the contamination will be noted in the Dossier software application.
- M. It will be the responsibility of the vehicle operator to ensure that it is properly refueled upon completion of use.
- N. MCSO staff assigned a personal use vehicle will refer to **MBGO-058 Personal Use Vehicles**.
- O. The following items will be checked prior to and following operation:
  - 1. Engine oil.
  - 2. Anti-freeze/coolant fluid level.
  - 3. Windshield washer fluid.
  - 4. Fuel level.
- P. No vehicle, (other than an assigned department motorcycle, K9 vehicle, or any other vehicle falling under the criteria outlined in **MBGO-58 Personal Use Vehicles**), will be taken home or to any other location upon completion of a tour-of-duty or assignment without the prior authorization and approval of the Sheriff, Undersheriff, or his/her designee.

## II. **Command Post Vehicle**

- A. The command post vehicle (unit 500) will be used as a temporary on-the-scene command post to organize, provide, and monitor police services for an investigation, incident, or special event.
- B. The command post vehicle will be requested by the on-duty command officer to respond to the scene of any protracted incident in which a mobile field command post becomes necessary and will designate a member to respond to the vehicle and bring it to a designated location. In the event that a member trained to operate the vehicle is not on-duty, the Fleet Maintenance supervisor will be contacted to designate an operator.
- C. The coordinator of a special event may request the use of the command post vehicle for any event in which a mobile field command post is necessary (i.e. LPGA, town festivals, etc). The coordinator will make this request to the Commander of Staff Services at least ten (10) business days prior to the event. The Fleet Maintenance supervisor will cause the vehicle to be delivered to a designated location and will coordinate all necessary logistics to make the vehicle fully operational.
- D. Only those members trained and authorized by the Commander of Staff Services will operate the vehicle. Training will include operation of the vehicle, safety considerations, vehicle setup/breakdown, operator maintenance/cleanliness, storage, and any other pertinent area. The Commander of Staff Services will maintain and distribute a list of authorized operators.

- E. The coordinator of the special event will ensure that the vehicle is properly stocked with all necessary equipment including, but not limited to:
1. A supply of adverse weather gear; including reflective traffic vests.
  2. A supply of Sheriff's Office forms.
  3. Flares.
  4. Emergency lighting.
  5. Appropriate maps.
  6. Telephones.
  7. Police radios.
  8. Necessary office equipment.
  9. Station Decontamination Kit
- F. The Fleet Maintenance supervisor will ensure that the vehicle is maintained in a state of operational readiness to include care, cleaning, preventative maintenance, repair, and workability.

### III. Undercover Vehicles

Specialized Units which require undercover vehicles will not use the vehicles to transport suspects/witnesses for any reason unless extreme circumstances. Those extreme circumstances must be relayed to a command officer at the first opportunity.

### IV. Motorcycles

- A. Motorcycles will be used for general patrol and special details such as parades, special events, VIP details, or events authorized by the Special Operations Commanding Officer or higher authority. Any exceptions to this policy must be approved through the Major of Operations or higher authority.
- B. Motorcycles will be requested through the Motorcycle Unit supervisor prior to an event. The supervisor will maintain a list of authorized rider(s) and assign rider(s) based upon availability, location, and size of the event.
- C. Only those members trained and authorized by the Special Operations Commanding Officer will operate agency owned motorcycles. Each rider must possess a valid New York State – Class M license. Training will include the operation of the motorcycle, motorcycle setup, operator maintenance, cleanliness, storage, and other pertinent instructions as deemed necessary by the department motorcycle instructor.
- D. Motorcycle assignments to individual deputies will occur on a seasonal basis. When the assigned motorcycle is not available or cannot be used, the deputy will notify his/her immediate supervisor. No changes in motorcycle assignments will be made without prior approval of the Major of Operations.
- E. Deputies assigned a motorcycle will be responsible for inspecting it both prior to and following operation to ensure that all emergency and non-emergency equipment is operational. The cleanliness of the motorcycle is also the responsibility of the deputy assigned to it. Deputies assigned a motorcycle will notify garage personnel when preventative maintenance is due.
- F. Motorcycles will not be altered or modified in any way. Only Fleet Maintenance personnel will perform any adjustments to the motorcycle that are necessary.

- G. Motorcycles will be refueled whenever practical, at department fuel pumps. Credit card purchases are to be made only when necessary. Whenever credit card purchases are made, the receipts will be submitted to the Office of Budget and Personnel on a weekly basis, and must include:
1. Number of gallons of fuel.
  2. Cost per gallon.
  3. Motorcycle identification number, date, and deputy IBM #.

V. **All Terrain Vehicles (ATV)**

- A. ATVs will be used to patrol areas of County parks, and for search details in heavily wooded areas, parades, and other details as authorized by a Special Operations Commanding Officer.
- B. ATVs will be requested through the Special Services Group (SSG) Sergeant(s) prior to an event. The SSG Sergeant(s) will maintain a list of authorized rider(s) and assign rider(s) based upon availability, location, and size of the event.
- C. Only those members trained and authorized by the SSG Sergeant(s) will operate agency owned ATVs. Training will include the operation of the ATVs, ATV setup, operator maintenance, cleanliness, storage, and other pertinent instructions as deemed necessary by the SSG Sergeant(s).
- D. Deputies authorized to operate an ATV will be responsible for inspecting it, both prior to and following operation, to ensure that all emergency and non-emergency equipment is operational, as well as the cleanliness of the ATV. Deputies authorized to operate an ATV will notify the SSG Sergeant(s) when preventative maintenance is due.
- E. ATVs will not be altered or modified in any way. Any adjustments that become necessary will only be performed by Fleet Maintenance personnel.
- F. The following equipment will be available on all ATVs:
1. Individual First Aid Packet.
  2. Hand held spotlight.
- G. ATVs will be refueled whenever practical at department fuel pumps. Credit card purchases are to be made only when necessary. Whenever credit card purchases are made, the receipts will be submitted to the Office of Budget and Personnel on a weekly basis, and must include:
1. Number of gallons of fuel.
  2. Cost per gallon.
  3. Vehicle identification number, date, and deputy IBM #.

VI. **Vehicle Operation**

- A. Members and employees are required to operate vehicles in a legal and safe manner; they can be held civilly and/or criminally liable for negligence. The vehicle and traffic laws will be obeyed and due care will be exercised at all times. Current directives regarding emergency driving will be adhered to in accordance with **PBGO-007 Emergency Driving**.

Note: Only sworn members of the Police Bureau will engage in emergency response driving, a pursuit, or initiate a traffic stop.

- B. Members and employees, who are operating or riding in a county-owned vehicle or any vehicle used to conduct county business, must utilize all safety devices and restraint systems provided by the vehicle manufacturer. The lap belt and shoulder harness, as well as any other safety devices provided, will be employed in accordance with the intended use and design of the manufacturer.
- C. County or privately owned vehicles will not be used to conduct county business if the occupant restraint system provided by the manufacturer has been altered, disconnected, or otherwise rendered inoperable. It is the responsibility of all members and employees who discover an inoperable restraint system, or other safety device, to immediately report it to their supervisor.
- D. When passengers are authorized or permitted to ride in a county-owned vehicle, it is the responsibility of the operator to ensure that seat belts are worn in accordance with the New York State Vehicle and Traffic Law.
- E. At emergency scenes, vehicles will be parked in a safe position so as to protect the scene and whenever possible, not impair or impede the flow of traffic.
- F. When stopping a motorist for a vehicle and traffic check, the patrol vehicle will be parked to the rear and slightly to the left of the vehicle being stopped. All warning lights are to be utilized. During hours of darkness, the alternating headlights will be shut down after the motorist has come to a complete stop.
- G. Vehicles will not be left unattended while the engine is running unless operational or environmental needs require you to do so.

Note: K-9 vehicles can be left running and unattended if a K-9 is in the vehicle, however the vehicle will be secured.

- \* H. Members and/or employees, who are operating a county-owned vehicle will be operated with headlights on at all times, with the exception of tactical events/incidents.

#### **VII. Vessel Assignment, Condition, and Equipment**

- A. Sheriff's patrol vessels will be utilized for search and rescue, vessel accident investigations, evacuation of a particular body of water, for the enforcement of the NYS Navigation Laws (as well as other NYS Laws), and other duties as may be authorized by competent authority.
- B. Only those members trained and authorized by the SSG Sergeant(s) will operate agency owned vessels. Marine Unit members will complete the Marine Law Enforcement Officers training course as soon as practical.
- C. Smaller, special purpose vessels (i.e. drag boats, inflatable boats) may be operated by members of the SCUBA team who have successfully completed the NYS Boater Safety Certification Course, and at the discretion of the diver in charge of the detail.
- D. Prior to operating vessels, members will check fluid levels, vessel equipment (i.e. lights and propellers), and will ensure that all equipment listed on the Marine Activity Sheet is available and operational. Members assigned to a vessel are responsible for the care and cleanliness of the vessel and will report any maintenance problem to their supervisor.

- E. Vessels will be equipped with the following equipment:
1. Personal flotation devices (equal to the number of persons assigned to the vessel).
  2. Flotation coats (equal to the number of persons assigned to the vessel).
  3. Marine radio.
  4. Hand held marine flares – total of three (3).
  5. Anchor, with line.
  6. Towing lines and a minimum of four (4) mooring lines.
  7. Tool box.
  8. Fenders, minimum of three (3).
  9. Individual First Aid Packet.
  10. Blankets.
  11. Boat hook.
- F. Vessels will be used for departmental business only. Patrol boats may be used for towing of civilian boats only when there is an imminent risk to the civilian boat or any of its occupants, and the towing can be conducted without risk to the Sheriff's vessel. Any special use of Sheriff's vessels will require authorization of the Special Operations Commanding Officer, or Police Bureau Major of Operations.
- G. Requests to activate off-duty Marine Unit personnel may be authorized by a Command Officer or supervisor.
- H. In the event that off-duty activation is authorized, the Marine Unit supervisor will be contacted for a determination as to which crew(s) will be assigned. If the Marine Unit supervisor is unavailable, the Special Operations Commanding Officer will make staffing determinations.

**VIII. Personal Watercraft Assignment, Condition, and Equipment**

- A. Personal watercraft will be utilized in conjunction with Sheriff's vessels for search and rescue, vessel accident investigations, enforcement of NYS Navigation Laws (as well as other NYS laws), and other duties as may be authorized by competent authority. Personal watercraft will be used in shallow bodies of water, which are not accessible to Sheriff's patrol vessels.
- B. Only those members trained and authorized by the SSG Sergeant(s) will operate agency owned personal watercraft.
- C. Prior to operating personal watercraft, members will check fluid levels, equipment (i.e. lights, water intakes) and will ensure that all equipment listed on the Marine Activity Sheet is present and operational. Members assigned to a personal watercraft are responsible for care and cleanliness of the personal watercraft and will report any maintenance problems to their supervisor.
- D. Personal watercraft will be equipped with the following equipment:
1. Personal flotation device.
  2. Wet suit.
  3. Hand held marine radio.
- E. Personal watercraft will only be used for agency business and will only be operated by members who have successfully completed the NYS Boater Safety Certification. Any special use of the Sheriff's personal watercraft will require authorization of the Special Operations Commanding Officer.

- F. When a Sheriff's vessel or personal watercraft is involved in an accident or damage is sustained, the department member will follow procedures as outlined in Section XIII of this order. Additionally, the Marine Unit supervisor will be notified immediately.

**IX. Bicycle Assignment, Condition, and Equipment**

- A. Bicycles will be used for patrol on canal paths, villages, shopping plazas/malls, parks, residential tracts, special events, and any other duties as may be authorized by competent authority.
- B. Bicycles will be requested through Zone Commanders or the Special Operations Commanding Officer prior to an event. Zone Commanders or the Special Operations Commanding Officer will assign rider(s) based upon availability, location, and size of the event. The SSG Sergeant will maintain a list of authorized rider(s).
- C. Only those members trained and authorized by the SSG Sergeant(s) will operate agency owned bicycles. Each rider will be trained on the many parts of the bicycle, its operation, and how it can be used in law enforcement.
- D. Deputies assigned a bicycle will be responsible for inspecting it both prior to and following operation to ensure that all equipment is operational. The deputy assigned to a bicycle will also be responsible for the cleanliness of the bicycle. Deputies assigned a bicycle will notify the SSG Sergeant(s) when repairs are needed or when preventative maintenance is due.
- E. Sheriff's bicycles will be equipped with the following:
1. Spare inner-tube.
  2. An appropriate lock and mount.
  3. Water bottle.
  4. Tool kit (wrenches and air pump for on-road repairs).
  5. A front light system with dual beams.
  6. Individual First Aid Packet.

**X. Global Electric Motorcars (GEM)**

- A. GEM vehicles have a range of about thirty (30) miles before requiring a re-charge and can travel at speeds up to twenty-five (25) miles per hour (MPH). They are significantly smaller than a car and can carry a driver and three (3) other passengers. They are not to be used for normal travel on public highways. Both GEM vehicles will be stored at Fleet when not being utilized.
- B. GEM vehicles are to be utilized for parades, festivals, special events, and patrol duties in a confined area such as the airport grounds, parking garage, Charlotte Beach Park, etc.
1. Unit supervisors will be responsible for the condition of the GEMs and the scheduling of their maintenance through the Fleet Maintenance Unit.
  2. Supervisors will ensure that personnel operating the GEMs receive training in the safe and proper operation of the vehicles prior to their use.
- C. There is no special equipment assigned to the GEMs. Personnel transporting specialized equipment in the GEMs will ensure that it is removed at the completion of the tour-of-duty.

- D. If an agency component determines a need for a GEM, the request will be made to the Special Operations Commanding Officer, through the appropriate chain-of-command. The Fleet Maintenance Unit will be responsible for transport and delivery of GEMs.

#### **XI. Polaris Ranger Utility Vehicles**

- A. This vehicle is a gasoline-powered, multi-purpose, high-traction utility vehicle. It has cargo and towing capacities and is ideally suited for rugged terrain. It is not designed for normal travel on public highways.
- B. This vehicle will be assigned to the Special Services Group (SSG) and stored at the Parks and Marine Unit Office.
  - 1. The SSG Sergeant will be responsible for the condition of the Ranger and for scheduling maintenance through the Fleet Maintenance Unit as needed.
  - 2. The SSG Sergeant will ensure that personnel operating the Ranger receive training in the safe and proper operation of the Ranger prior to use. The SSG Sergeant will maintain a list of authorized rider(s).
- C. There is no special equipment assigned to the Ranger. Personnel transporting specialized equipment in the Ranger will ensure that it is removed at the completion of their tour-of-duty.
- D. The Ranger can be available for specialized assignments or details such as searches, crime scenes, missing persons, or special details.
- E. Requests for use of the Ranger will be made to the Special Operations Commanding Officer, through the appropriate chain-of-command.

#### **XII. Snowmobiles**

- A. Authorization for use of the snowmobiles and the assignment of unit members is the responsibility of the Special Operations Commanding Officer. The scheduling of details and the maintenance, condition, and cleanliness of the snowmobiles is the responsibility of the Special Services Group Supervisor.
- B. Only those members trained and authorized by the SSG Sergeant(s) will operate agency owned snowmobiles. Each member of the snowmobile unit is required to attend and successfully complete the New York State Snowmobile Safety Certification Course as soon as practical.
- C. Members will be knowledgeable of such topics as basic snowmobile operation, accident investigation, laws pertaining to snowmobiles, and response to cold weather emergencies. Each member of the unit will be trained in the operation of the agency snowmobiles prior to operating them. This training consists of nomenclature of the snowmobile as well as its operations.
- D. The Snowmobile Units duties will include, but not be limited to, enforcement of snowmobile laws, routine patrol of the county's snowmobile trail system, search and rescue operations, and education of the public through the snowmobile safety courses that are taught by the agency. The unit may also be utilized during snow emergencies to assist those who may be stranded by the inclement weather or who are in need of emergency service.

- E. The MCSO utilizes snowmobiles which carry the following equipment:
  - 1. Tool kit.
  - 2. Tow rope.
  - 3. Emergency blanket.
  - 4. Individual First Aid Packet.
  - 5. Flashlight.
  - 6. Spare parts (drive belt and spark plugs).
  
- F. Each member of the unit is assigned the following pieces of cold weather gear:
  - 1. A snowmobile helmet.
  - 2. Winter jacket.
  - 3. Snowmobile bibs.
  - 4. Snowmobile gloves.
  - 5. Snowmobile boots.

**XIII. Agency Vehicles, Vessels, and Motor/Bicycles Involved in Accidents or Damaged by Other Means**

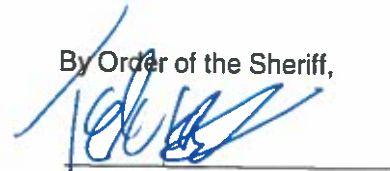
- A. When a Sheriff's vehicle, vessel, or bicycle is involved in a vehicle accident, the immediate supervisor will be notified and a Police Bureau Sergeant will be summoned to investigate and complete a MV-104A Motor Vehicle Accident Report via TraCS. Members and employees who are involved in an accident will not initiate the accident report. They will submit a MB-003 Special Report explaining all circumstances pertaining to the accident and damage. When an accident occurs outside of Monroe County, the report may be taken by law enforcement officials in that jurisdiction. A Police Bureau Lieutenant will also respond to out-of-county incidents when feasible.  
  
Note: A Parks and Marine Unit supervisor will be summoned to investigate and complete a MV-104A Motor Vehicle Accident Report via TraCS for an accident involving a Special Services Group (SSG) vehicle.
  
- B. When a Sheriff's vehicle has been involved in an accident, a Police Bureau Lieutenant will also be notified to respond immediately. The Police Bureau Lieutenant will conduct an inquiry and submit a MB-041 Fleet Damage Report to the Commander of Staff Services through the Chain of Command. This report will state findings as to whether the accident was Avoidable, Not Avoidable, No-Fault/Parked, or Contributory on the part of the member/employee.
  
- C. A technician or supervisor will be summoned to take photographs at ALL accident scenes where a department vehicle is involved or where damage is sustained to a vehicle or to any other property.
  
- D. If a Sheriff's vehicle is damaged in any way while not being operated, (i.e. car dented while parked while conducting an arrest), the member will notify their immediate supervisor and complete a Special Report. The Command Officer will complete a Fleet Damage Report.
  
- E. Minor incidents involving department vehicle(s) (whether the vehicle was being operated or not) will require only that the member/employee(s) involved notify their immediate supervisor and complete a MB-003 Special Report. The Command Officer will complete the MB-041 Fleet Damage Report. Minor incidents are defined as those accidents/incidents involving ONLY Sheriff's vehicle(s) in which the damage is clearly less than one-thousand (\$1,000) dollars and there are NO injuries.

Note: In the event that the Fleet Maintenance Facility determines the damage is greater than \$1,000.00, the supervisor will complete a MVA to reflect this change, and forward the package up the chain-of-command.

- F. As previously noted in Section XIII, Subsection C of this Order, photographs will still be taken. Incidents with civilian involvement, injuries, and/or reportable damage will still follow guidelines set forth in this Order. For those minor incidents that are motor vehicle accidents, a Command Officer must review the Fleet Damage Report and Special Report and determine if the MVA was Avoidable, Not Avoidable, No-Fault/Parked, or Contributory as previously noted in Section XIII, Subsection B of this Order. This determination can be made on the Fleet Damage Report. A separate Special Report is not required in these cases.
- G. If the event meets the criteria of a minor incident as defined above, the member completing the fleet damage report will use the "incident" line to check his/her determination. If a member has two or less "avoidable" minor incidents as defined above within their evaluation period, the member does not have to be scored with a three (3) or below on their yearly evaluation for "safety procedures." For all other events that result in an "avoidable" determination, the member must be scored a three (3) or lower for "safety procedures" on their annual performance. All determinations of "avoidable" and "contributory" negatively affect the member's eligibility for safe driving awards. All incidents involving agency vehicles, vessels, motorcycles or bicycles must be noted in the employee's incident file.

Note: All accidents occurring on a weekday during second platoon hours will be jointly investigated by the first-line supervisor and the respective Zone Captain. Minor accidents occurring on the weekend (during second platoon hours) will immediately be brought to the attention of the Zone or CIS Captain, who will maintain personal response discretion. Weekend accidents, occurring during second platoon hours involving death, personal injury, or property damage in excess of five thousand (\$5,000) dollars will require that the appropriate Captain respond to the scene, in order to conduct the necessary investigation

By Order of the Sheriff,

  
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Todd K. Baxter

\* Indicates changes from the previous Order.