

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

GENERAL ORDER MULTI BUREAU	DATE OF ISSUE AUGUST 4, 2020	EFFECTIVE DATE AUGUST 4, 2020	NO. 063-20
SUBJECT: GENERAL ORDER Fleet Maintenance Facility		DISTRIBUTION All Personnel	AMENDS
REFERENCE:			RESCINDS 063-13

Purpose: To familiarize Monroe County Sheriff's Office (MCSO) personnel regarding the operating procedures of the Sheriff's Fleet Maintenance Facility.

Policy: The Fleet Maintenance Facility will be responsible for the acquisition, maintenance, and repair of all Sheriff's vehicles and related equipment.

I. General Duties of Fleet Maintenance

- A. Perform preventative maintenance and safety inspections of vehicles at pre-determined intervals.
- B. Prepare specifications for the purchase of motor vehicles and other related equipment.
- C. Maintain a safe, clean, and orderly repair facility.
- D. Repair damaged vehicles caused by motor vehicle accidents and other mishaps.
- E. Continuously maintain an adequate number and variety of vehicles as well as inventory, for the efficient operation of the fleet, as authorized by the Sheriff.

II. Responsibilities of Fleet Maintenance

- A. Assist in preparing budgets and work within the confines of existing budget allocations, continually seeking measures to reduce operating costs and overtime expenditures.
- B. Maintain up-to-date and accurate computerized inventories of parts, tools, equipment, vehicles, tires, and other fleet items used or stored at the fleet facility.
- C. Follow purchasing procedures as set forth by the Sheriff's Office and the County of Monroe.
- D. Require written justification of all requests to increase the vehicle fleet size and seek final authorization from the Sheriff through the Commander of Staff Services.
- E. Maintain a professional independent working relationship with the County fleet garage and selectively share inventory, knowledge, space, equipment, and tools with the intent of maintaining an efficient and cost effective work environment.
- F. Maintain files on each vehicle relating to its repair history, recalls, warranty work, and all work orders, to include a summary of parts replaced/used and the labor cost.
- G. Maintain vehicle inspection records and stickers as required by New York State Law.

- H. Maintain incident files for employees, paying particular attention to the thirty (30) day review process.
- I. Maintain a ledger showing all disbursements, receipts, and debits and credits to the petty cash account. The monies allocated for this account must be kept in a locked device under the fleet manager's control.
- J. Maintain a file containing vehicle titles and registrations issued to agency vehicles.
- K. Maintain a master vehicle file including the VIN, fleet control number, make, model, year, and location/assignment of every motor vehicle in the Sheriff's Office.
- L. Maintain the vehicle mileage, gas consumption, and oil consumption within the Dossier Fleet Maintenance software.
- M. Adhere to procedures as defined in the Fleet Maintenance Inventory and Work Orders Procedures Manual.

III. Employee Responsibilities

Employees of the MCSO will:

- * A. Submit the mileage, gas consumption, pump location, and any work order to be completed by entering the data in the Dossier Fleet Maintenance software.
- B. Notify the fleet manager through the chain-of-command when a vehicle is damaged or thought to be damaged in any way. Notifications are to be phoned in or emailed during regular business hours and followed by copies of all pertinent reports.
- C. Notify the fleet manager five (5) days in advance of an out-of-county trip requiring the use of a Sheriff's vehicle.
- * D. When delivering vehicles to the fleet facility during non-business hours, park them on the east side of the facility. The Dossier Fleet Maintenance software will have a work order completed by an employee prior to it being brought to Fleet. The vehicle keys will be placed in the key drop box located on the east side of the building. During regular business hours, the trip ticket and vehicle keys will be given directly to the supervisor. Keys to repaired vehicles will be left in the key drop box by facility staff. Vehicles will be picked up at the same location.

Note: When a vehicle is damaged in a motor vehicle accident and towed, it must be delivered to the fleet facility unless otherwise determined by the fleet manager.

IV. Responsibilities of Staff Services

The Standards and Compliance Unit will conduct an annual inspection of fleet maintenance facilities, inventories, equipment, files and petty cash.

By Order of the Sheriff



Todd K. Baxter