

Vehicle Procedures

13004.1 VEHICLE PROCEDURES

(a) Transport Vehicles

1. The Conservatee Transportation Team has three vans assigned to the team.
 - i. It is the responsibility of all team members to ensure that all vehicles are in proper working order and the required scheduled maintenance is completed at the appropriate intervals.
2. All vans shall be inspected each day prior to departing for their daily assignment.
 - i. An unmarked car (white unit), equipped with a safety cage may also be utilized in cases of emergency or mechanical failure to the vans. Unmarked cars can transport up to two clients.
 - ii. Any vehicle used to transport clients should have the passenger cabin inspected for items that could be used as weapons.
3. Each van has a Voyager gas card for use when a county gas facility is not available.

(b) Disabled Vehicle Procedures

1. Vehicle breakdowns occur from time to time. The most important consideration taken by the Transportation Team should be for the safety of the team as well as the patients.
2. [REDACTED]
3. If possible, attempt to stop in a safe place. Contact the Sheriff's Emergency Communication Bureau dispatcher and advise them the vehicle number, location and type of problem.
 - i. Sheriff's dispatch will dispatch a tow truck to the location if needed.
 - ii. Contact your Sergeant at the Central Justice Center in order to have a replacement vehicle brought to your location.
4. Never permit clients to leave the vehicle unless it is safe to do so and there are adequate personnel to ensure their safety or to prevent escape. If assistance is needed, notify dispatch to send a Sheriff's patrol unit or local city police unit to your location.

(c) Vehicle Accidents

1. In the event that a minor traffic accident occurs, notify the Emergency Communications Bureau (Loma Ridge) Department Commander immediately.
 - i. The Department Commander will dispatch a Sheriff's Sergeant to your location.

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- ii. In the event an injury traffic accident occurs, call 911 or use the emergency "Red" channel.
2. Immediately render any necessary emergency first aid and assess the victim(s) condition.
 - i. The patient's facility should be notified of any illness or accident at the Deputy's / S.S.O's earliest convenience.
3. Deputy Sheriff's/Sheriff Special Officers will make no comments or statements regarding the traffic incident to anyone except the investigating officer and the Patrol Sergeant.
4. For additional information refer to OCSD Policy Manual (Lexipol) Section 502 – Traffic Collision Reporting.