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.10 Use of County Vehicles

- **.10.1 Personal Use**

County owned vehicles are for official use only. Personal use of county owned vehicles is strictly prohibited, except that reasonable personal use shall be permitted when out of the County on official business.

- **.10.2 Vehicles Driven Home**

With the following exceptions, County-owned vehicles may not be taken home and kept overnight by the employee:

- A. When the vehicle is taken out of County on County business and leaving or returning would occur outside normal business hours.
- B. When approved by minute order of the Board.
- C. By the Sheriff's sworn personnel, when authorized by the Sheriff.
- D. By the Animal Control Officer.
- E. By the Assistant Road Commissioner, Road Foreman and Signs Crew.
- F. By the District Attorney's sworn personnel, when authorized by the District Attorney.

- **.10.3 Vehicle Parking**

County-owned vehicles assigned to county departments shall be parked as follows when not in use on county business.

- A. Building Inspector - At Building Inspectors office.
- B. Buildings and Grounds - Behind Buildings and Grounds office.
- C. Assessor - Behind Assessor's office.
- D. Ag. Extension Service - Behind Orland County Building.
- E. Planning Department - Behind Planning Department office.
- F. Health Services - At Health Service Offices in Willows and Orland, except for personnel on emergency call, when authorized by the Director.
- G. Glenn General Hospital - At Glenn General Hospital.
- H. District Attorney - Behind District Attorney's Office.
- I. Probation Department - Behind Superior Court Building.
- J. Community Services - At Service Center, with four (4) at Community Services or JTPA office.
- K. Human Resource Agency - Behind Social Services Department, except for personnel on emergency call, when authorized by the Director.
- L. Agricultural Commissioner (Includes Air Pollution and VEM) - Two (2) vehicles at Orland Road Department Yard, all others to be parked behind Willows Office. VEM spray trucks to be parked in Orland and Willows yards.
- M. Public Works - At Willows yard with one at Willows Airport.
- N. Justice Court - At Justice Court.
- O. Road Department - At Orland/Willows yards except for the following: Vehicles to be taken home -- Assistant Road Commissioner - One (1), Road Foreman - Two (2), Signs Crew - One (1).
- P. Solid Waste - At Solid Waste Facility with one (1) at Willows Road Dept. Yard.
- Q. Jail - At Jail.

- **.10.4 Non-Employees**

Persons who are not employees of the County shall not drive county-owned vehicles, except as follows:

- A. With specific authorization from the Board of Supervisors; and
- B. Vehicles leased to other governmental agencies.

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