



Special Investigations Department

Policy and Procedure Manual

VEHICLES

State vehicles are assigned to Special Investigations staff members to further our case activities. Assigned vehicles, as well as pool vehicles, are governed by the policies of the agency and the department. This Special Investigations Department policy does not supersede the guidelines set by Fleet Management. Special Investigations staff members are accountable for all agency rules related to vehicle use. All assigned SID vehicles are to be used for state business only. Any other use of assigned SID vehicles may result in discipline and/or the loss of state vehicle use.

In accordance with being assigned a state vehicle the following duties must be met: SID employees are accountable for the appropriate upkeep, maintenance, and record keeping of assigned and pool vehicles. A valid driver's license must be maintained at all times. It is a violation of BWC and SID policy to operate a state vehicle without a valid driver's license.

Any accident/collision involving a state vehicle shall be reported to your immediate supervisor as well as Fleet Management. All moving violations and parking tickets, involving a state vehicle, shall be reported to your immediate supervisor. Any violation shall be reported to your supervisor no later than one business day following the issuance of the citation. If your immediate supervisor is not available, you must report the citation to the appropriate SID Assistant Director. You are responsible for payment of any citations issued to you as driver and/or to your vehicle. If citations require court appearances, your supervisor shall be informed of the court date. Employee must take leave time to travel and attend any court appearance related to the citations. Failure to report any citation or accident may result in discipline and/or the loss of state vehicle use. Management reserves the right to require drug testing pursuant to the guidelines contained in the OCSEA collective bargaining agreement when employees are involved in motor vehicle accidents.

It is a violation of policy to utilize state vehicles for personal use of any kind. Business needs are the only approved use for state vehicles. The transportation of any individuals not related to BWC business, for example a spouse or child, is not permitted. SID employees may transport other state employees under either of the following conditions:

- 1) The passenger state employee must be traveling to or from the same work site as the driver of the state vehicle; or
- 2) The passenger state employee must be involved in case related activity.

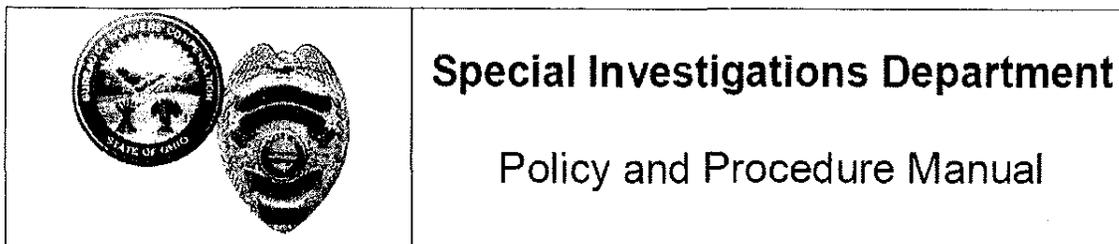
Any vehicle use question should be directed to your supervisor or SID manager before the questioned use occurs.

MARCS RADIO USAGE POLICY

This policy provides usage guidelines and procedures for the proper use of MARCS radios during the performance of your official duties as a agent/analyst of the special investigations department.

GENERAL RADIO PROCEDURES:

1. Only assigned and approved BWC staff will use the MARCS radio system.



SECTION:	GENERAL POLICIES and PROCEDURES
CHAPTER:	2.070 EQUIPMENT USE
EFFECTIVE DATE:	7/11/1993
REVISED DATE:	10/21/2013

VEHICLES

Vehicles assigned to the Special Investigations Department are governed by the policies of the BWC and SID. This Special Investigations Department policy does not supersede the guidelines set by **Fleet Management in Memo 4.18 Use of State Vehicles**. All assigned SID vehicles are to be used for state business only. Any other use of assigned SID vehicles may result in discipline and/or the loss of state vehicle use.

A valid driver's license must be maintained at all times. It is a violation of BWC and SID policy to operate a state vehicle without a valid driver's license.

Usage

It is a violation of policy to utilize state vehicles for personal use. However, the SID is authorized to use the vehicle for commuting purposes. The transportation of any individuals not related to BWC business, for example a spouse or child, is not permitted. SID employees may transport other state employees under either of the following conditions:

- The state employee passenger must be traveling to or from the same work site as the driver of the state vehicle; or
- The state employee passenger must be involved in case related activity.

Requests for transporting Non-State Employees involved in state business must be submitted to the operator's supervisor and BWC Fleet Management for approval. If imminent transport circumstances exist, the employee will notify their supervisor and BWC Fleet Management at the first available opportunity.

Employees, whose responsibilities require them to travel outside the state of Ohio, must request authority from their supervisor and BWC Fleet Management. If imminent circumstances exist, the employee will notify their supervisor and BWC Fleet Management of the out of state travel and the circumstances surrounding the travel, as soon as possible.

Documentation

Commute: is defined as: "The distance travelled between your home and your assigned headquarters.

Commute miles: are defined as direct miles travelled from your residence to your assigned headquarters, with no stops between.

Commute time: is defined as the average time it takes for direct travel from your residence to your assigned headquarters.

Any SID employee operating a state vehicle who is not commuting to or from their assigned HQ shall document in the "Comments" section on their Timesheet the time logged is minus a commute.

SID employees who utilize a state vehicle will have \$3.00 attributed to their income each day the employee is in an active pay status.

Drivers who live more than 30 miles from their assigned headquarters may be required to park their vehicle at a State of Ohio facility. This will be determined after a review by SID management.

SID employees who are assigned a state vehicle or use a state pool vehicle are required to complete a **Fleet Monthly Mileage Report**. This report will accurately reflect all mileage, (including commute and business miles), "Destination", "Comments" and "Purpose" columns (if needed) for the given month. Receipts for fuel and expenses will be scanned and attached to the Fleet report

Any question regarding the use of the state vehicle should be directed to your supervisor.