

UTAH COUNTY GOVERNMENT MOTORIZED EQUIPMENT AND VEHICLE POLICY

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INDEX Motorized Equipment and Vehicle Policy and rules

- I. [Lease of County Owned Vehicles and Motorized Equipment](#)
- II. [Authorized Use of County Vehicles and Motorized Equipment](#)
- III [Use of County Vehicles by Employees](#)
- IV. [Authorized Passengers in County Vehicles](#)
- V. [On Call Personnel](#)
- VI. [Unauthorized Use of County Vehicles and Motorized Equipment](#)
- VII. [Off Duty County Vehicle Use](#)
- VIII. [Personal Use of Motor Vehicles on County-Authorized Business Trips](#)
- IX. [Ride-along Program](#)
- X. [Requirements to Operate County Vehicles and Motorized Equipment](#)
- XI [Driver's License Requirements](#)
- XII. [Authorized Use of Private Vehicles for County Business](#)
- XIII. [Private Insurance Coverage](#)
- XIV. [Motor Pool Safety and Vehicles Maintenance](#)
- XV. [Safety Belt Usage](#)
- XVI. [Motor Vehicles and Motorized Equipment](#)
- XVII. [Collision Investigation Involving Employees and/or Vehicles](#)
- XVIII. [Accidents Involving Defective Motorized Equipment](#)
- XIX. [Defensive Driver Training](#)
- XX [Cellular Telephone Usage in County Vehicles](#)
- XXI [Safe Driver Recognition Program](#)

Attachment "A" [Utah County Sheriffs Policies and Procedures Section 681 "Ride- along Policy"](#).

Utah County hereby adopts the following policy for public official and employee use of motor vehicles within the scope of County employment or responsibility.

Utah County assumes no liability for use of motor vehicles outside the scope of County employment or responsibility, or for activities in violation of this policy. Violation of the provisions of this policy may result in employee discipline up to and including termination from employment.

Nothing in this policy is intended or shall be construed to extend or enlarge the obligations, liability, or responsibilities that Utah County currently has to employees, officials, or third parties, by law or contract, if any, in regard to the operation of motor vehicles.

Assignment of County vehicles to Departments shall have the proper authorization from the County Commission.

I. LEASE OF COUNTY-OWNED VEHICLES AND MOTORIZED EQUIPMENT

County departments having county-owned vehicles and/or motorized equipment assigned to them shall lease said vehicles and/or motorized equipment from the County Motor Pool. The Motor Pool will establish, and each department shall adhere to, applicable lease rates and maintenance schedules for all vehicles and motorized equipment.

In the event of a manufacturer's recall applicable to a vehicle that the Motor Pool has leased to a department, the Motor Pool will notify the department of said recall and the procedure necessary to complete the appropriate service or modification.

The determination of when vehicles are to be moved or replaced shall be made by the Motor Pool and the Department where the vehicle has been assigned. Departments shall return the specific vehicle being replaced to the Motor Pool upon receipt of the new vehicle from the Motor Pool.

II. AUTHORIZED VEHICLES AND EQUIPMENT USE:

A. General Provisions. Only vehicles that have been properly authorized by the Utah County commission shall be used in the course of conducting County business

B. Categories. Authorized vehicles may be classified into one of the following categories:

1. Category 1: County Vehicle Assignment: County vehicles will be assigned to departments that require vehicles equipped with specialized motorized equipment (i.e. dump trucks and emergency vehicles).

2. Category 2. Departmental Car Pool Vehicle Assignment: Specific car pool vehicles may be assigned to a department. Departments shall be required to utilize each assigned pool vehicle approximately 12,000 miles per year in the performance of official County business to continue to maintain said pool vehicle. The County Commission shall approve the assignment of all such vehicles.

C. Vehicle Utilization: The County Commission shall review on a semi-annual basis, the utilization of vehicles assigned to departments.

1. Vehicles that are underutilized (less than 12,000.00 miles per year) may be reassigned.

2. Departments where vehicles would be underutilized, mileage reimbursement will be provided for affected employees.

D. Any employee driving a county assigned vehicle, a county pool vehicle, rental car, or a private vehicle in the course of conducting County business shall:

1. Possess a current valid motor vehicle operator's license for the class of vehicle operated. (See Section VIII Driver's License Requirements.)

2. Drive a private or County motor vehicle that is properly registered and insured in the amounts required by State law. (See Sections IX Authorized use of private vehicles for County business and X Private insurance coverage.)

3. Observe and inspect the vehicle for obvious defects and safety hazards. If a hazard is apparent, the vehicle shall not be operated.

4. Operate all vehicles with courtesy, care, and caution, and make the safety of the operator, authorized passengers, pedestrians, and other drivers, of paramount concern in the operation of the vehicle. (See Sections VIII Motor Pool Safety and Vehicle Maintenance, IX Safety belt usage, and X Motor vehicle and motorized equipment.)

5. Operate vehicles and motorized equipment in accordance with all federal, state, and local traffic laws, rules and regulations and not under impairment from alcohol or other substances.

6. Obey all occupational safety laws and the dictates of common sense and good judgment.

7. Observe all accident reporting procedures. (See Sections XIV Collision investigation involving employees and/or vehicles, XV Accidents involving defective motorized equipment, and XVI Defensive Driver Training.)

8. Not allow an unauthorized person to have the keys to or operate a county-owned or leased vehicle.

9. In cases of emergency be guided by the laws and regulations regarding emergency operation of vehicles .

10. Shall ensure that all occupants of their vehicle properly utilize the supplied occupant restraint and other protective devices in a manner consistent with applicable laws.

If during the course of employment, an employee exhibits a disregard for acceptable safe driving procedures, his/her department head and/or the County Commission may deny that employee further authorization to operate a vehicle while performing Utah County business.

III. USE OF COUNTY VEHICLES BY EMPLOYEES

A. County-owned vehicles and/or motorized equipment shall not be taken home overnight by County employees or officials, except the following:

1. Those employees or officials who have been authorized by the Board of County

Commissioners to have overnight use of vehicles, which may include those County employees who are on-call , to perform emergency job responsibilities at times outside assigned employee work schedules and/or which require a specially equipped vehicle in order to perform the duties as assigned.

2. Any County employee may, on a one-time-only basis when authorized by a department head, take a vehicle home overnight to achieve efficiency in performing assigned duties or travel on the next work day.

3. In the event an employee who is entitled to take a vehicle home is going to be absent from his/her home or place of employment in excess of three working days, the vehicle shall be returned to or left at work during the absence.

IV. AUTHORIZED PASSENGERS IN COUNTY VEHICLES

Operators of County-owned vehicles and motorized equipment shall carry only authorized passengers in or on any such vehicles or motorized equipment. For the purposes of this policy the term "authorized passengers" shall mean:

1. Other County employees on County business.
2. Other persons engaged in or advising on matters related to County services or improvements.
3. Other persons who are being transported as part of a regular, approved County activity.
4. Persons who in an emergency are required by a representative of Utah County to drive or ride in a vehicle in that emergency situation.
5. Classes of passengers specifically approved by the Department head, and authorized in writing by the Utah County Commission.
6. Prisoners in accordance with Section 680.15 of the Utah County Sheriffs Policy and Procedures Manual.
7. Unscheduled non-sheriff department persons who have not obtained prior official approval to be transported in sheriff office vehicles, but who must be transported to accomplish a law enforcement purpose pursuant to Section 680.16 of the Utah County Sheriffs Policy and Procedures Manual.

V. ON-CALL EMPLOYEES

Employees on-call as defined in section G of the Utah County Pay Plan and who are also required as a part of their on-call duties to travel in or remain in the immediate proximity of their county vehicle in order to immediately report for duty or immediately respond to emergencies while on-call, may permit their spouse and children to ride as passengers when on-call. On-call employees shall drop off their spouse and or children in a safe place prior to reporting for duty or responding to an emergency.

VI. UNAUTHORIZED USE OF COUNTY VEHICLES AND MOTORIZED EQUIPMENT

Use of County vehicles and/or motorized equipment for purposes not germane to Utah County

business is prohibited.

1. Except as provided in V., On Call Employees, use of County vehicles and/or motorized equipment to transport family members, other employees or private citizens for personal business or recreation is prohibited.
2. Employees shall not transport injured persons or escort other vehicles transporting injured persons from the scene of an injury to a hospital or permit anyone to use their vehicle to do so. An ambulance shall be called to transport injured persons. An exception may be made to this rule only when an employee at the scene believes it is necessary due to unusual circumstances.
3. Heavy or bulky personal cargo, equipment, tools etc. are not to be transported in County vehicles.
4. Under no circumstance will County vehicles be driven by on or off-duty employees who have, within the previous 6 hours, consumed alcoholic beverages, drugs or prescription medication which may cause driver impairment. Under no circumstance will an alcoholic beverage, opened or unopened, drugs or prescription medication which may cause driver impairment, be kept, consumed or transported in a County vehicle, except in cases where it has been seized as evidence or as allowed under section 630.01 subsection 2 of the Utah County Sheriffs Policy and Procedures Manual.
5. Use of tobacco products in County owned vehicles or motorized equipment is prohibited.
6. County vehicles may not be used in connection with secondary employment.

VII. OFF-DUTY COUNTY VEHICLE USE

Off-duty is defined as: those times not covered by regularly scheduled shifts or other specifically assigned duties.

A supervisor must approve in advance all off duty use of a county vehicle.

1. Employees shall use county vehicles only for office-related activities.
2. Supervisors shall approve only such off-duty office-related uses as court appearances, training sessions, follow-up work, and other office-related activities.
3. Whenever law enforcement certified Personnel are in their county vehicles while off-duty they shall report to dispatch that they are "10-11".
 - a. Personnel in a "10-11" status shall accept service calls when assigned by Central Dispatch and shall be armed to handle law enforcement details.
 - b. Dispatch shall attempt to use all on-duty Personnel first and only "10-11" Personnel when absolutely necessary.
 - c. Off-duty Personnel not willing to respond to calls for service, shall not use a county vehicle after normal working hours.
 - d. Off-duty Personnel operating county vehicles shall be appropriately dressed and groomed.
4. Law Enforcement Personnel, other than those deputies defined in UCA 53-13-103 of the Utah Code, can only be assigned a vehicle with a Captain's approval.

5. Employees traveling to and from an approved office related out of county training session or seminar may permit a spouse or children to travel as passengers in county vehicles.

VIII. PERSONAL USE OF MOTOR VEHICLES ON COUNTY-AUTHORIZED BUSINESS TRIPS

A. Utah County will not be liable for injuries or damages arising from activities outside the scope of employment, including but not limited to personal use of rented vehicles by officials or employees during a County-authorized business trip.

B. Employees and officials conducting personal business during a County-authorized business trip are encouraged to use licensed public carriers.

C. During a County-authorized business trip, employees or officials will not use a private or rented motor vehicle unless said motor vehicle has been insured in at least the minimum amounts required by state law.

IX. RIDE-ALONG PROGRAM (See attached RIDE- ALONG section 681.00-681.07 of the Utah County Sheriffs Policy and Procedures Manuel)

X. REQUIREMENTS TO OPERATE COUNTY VEHICLES AND MOTORIZED EQUIPMENT

A. The following criteria shall be necessary to obtain/maintain the privilege of operating a County vehicle:

1. A current Utah drivers license with the correct class for the vehicle.
2. Be the age of 18 or older.
3. A license that is not under suspension or revocation.
4. Not be mentally or physically unable to drive safely.
5. Not have a habitual problem with alcohol or drugs.
6. Not be a habitual violator of traffic laws.
7. Not have been convicted of driving while under the influence of alcohol or drugs or of reckless driving within the previous 3 years.
8. Not have been cited for 3 or more moving violations within the previous 3 years.

XI. DRIVER'S LICENSE REQUIREMENTS

A. Any employee whose work requires that he/she drive a vehicle in the performance of assigned duties must hold a valid Utah State Driver's License, including appropriate endorsements and class requirements.

B. All prospective employees who are assigned work requiring the operation of a vehicle shall be required to submit to a State of Utah, Department of Motor Vehicles driving records check after receiving a conditional offer of employment. Such checks shall be coordinated by the Utah County Personnel Department as part of a pre-employment background investigation.

C. The department of an employee utilizing a County vehicle shall maintain a current copy of the employee's driver's license and verify its validity on a semi-annual basis. Any employee who does not hold a valid driver's license shall not be allowed to operate a vehicle in the performance of County duties. Employees without a valid license may, with the approval of the Personnel Department, be:

- 1) Assigned duties within the same job classification that do not require the driving or operating of vehicles;
- 2) Temporarily reassigned, or demoted, to a job classification for which the employee qualifies (An employee temporarily demoted shall not be compensated at a level exceeding the new classification's salary range); or
- 3) Authorized leave without pay.

No accommodation for a suspended or revoked driver's license shall exceed six (6) months. If the suspension or revocation of an employee's driver's license exceeds six (6) months, the employee may be permanently reassigned to a vacant position not requiring a valid driver's license, demoted into a vacant position for which he/she qualifies, or terminated from County employment. A. Any employee performing work which requires the operation of a vehicle shall notify his/her immediate supervisor immediately when his/her license is expired, suspended or revoked. If an employee fails to report such an instance, and/or continues to operate a vehicle in the performance of duties, he/she is subject to disciplinary action up to and including termination from County employment.

D. Any employee performing work which requires the operation of a vehicle shall notify his/her immediate supervisor immediately when his/her license is expired, suspended or revoked. If an employee fails to report such an instance, and/or continues to operate a vehicle in the performance of duties, he/she is subject to disciplinary action up to and including termination from County employment.

E. Commercial Driver's License (C.D.L.) - Employees operating a commercial vehicle must comply with all of the requirements of the Commercial Motor Vehicle Safety Act of 1986.

1. Employees operating a commercial vehicle shall:

- a. Notify their immediate supervisor within 10 days of a conviction for any traffic violation except parking citations.
- b. Notify their immediate supervisor and the appropriate law enforcement agency immediately whenever the C.D.L. driver is involved in an accident.
- c. Notify the State Driver's License Division within 10 days if they are convicted in any other state of any traffic violation except parking citations.

d.. Notify their immediate supervisor immediately if their license is suspended, revoked, or canceled, or if they are disqualified from driving.

e. Not drive without a valid Commercial Driver's License.

When it is necessary for employees to renew their C.D.L., the County shall reimburse the cost for the written test, the cost for the skills test, and the total amount paid by the employee to obtain all endorsements required by the County. Employees shall pay the fees to obtain all endorsements not required by the County. The County shall also pay the employee's share, after insurance payment, of the required physical examination. At the discretion of the County Commission, the County may bear the cost of initially licensing employees that are promoted or otherwise placed into positions requiring a C.D.L.

XII. AUTHORIZED USE OF PRIVATE VEHICLES FOR COUNTY BUSINESS

A. County employees, with the prior permission of their department head, may use their private vehicle to conduct official County business. Department heads shall only approve use of private vehicles for County business when it is in the best interest of the County to do so.

B. County employees who drive a private vehicle in the normal course of their duties may receive payment for mileage driven. Payment for mileage shall only be made for authorized County business and shall not be paid to cover commuting mileage between an employee's residence and his/her customary work site. Payment for commuting mileage may be paid, however, if an employee is required to respond to a work area at times when an employee has already completed his/her regularly scheduled work day/week and is required to return to work in a private vehicle.

C. Employees shall be reimbursed mileage at a rate not to exceed the IRS standard mileage rate when mileage is incurred in the conduct of authorized County business and use of a County-owned vehicle is not a viable option. Mileage reimbursement is intended to include payment for gas, vehicle depreciation, and private insurance premiums.

XIII. PRIVATE INSURANCE COVERAGE

Employees operating private vehicles in the performance of County duties shall have at least the minimum auto insurance for private vehicles, required by Utah State law. If the vehicle is being used for public safety purposes where higher limits of liability coverage may be required, the County will compensate the employee for any additional costs of public safety liability coverage.

In the event a County employee is involved in an accident while driving his/her own vehicle, the employee's personal insurance shall provide the primary coverage.

XIV. MOTOR POOL SAFETY AND VEHICLE MAINTENANCE

A. It is the County's policy to do everything reasonable to prevent injury to County employees and damage to property and to protect County employees and the public from the results of accidents and improper procedures.

1. Employees assigned a County vehicle shall be primarily responsible for the condition of their assigned vehicle, including compliance with the scheduled maintenance, reporting of needed

repairs, and maintaining its cleanliness.

2. It shall also be the responsibility of each department head to ensure that all County vehicles used by his/her department are properly and safely maintained through the Utah County Motor Pool.

3. It shall be the responsibility of each driver to ensure that his/her County vehicle is properly parked and locked while the vehicle is not in use.

XV. SAFETY BELT USAGE

A. All County owned or leased vehicles and motorized equipment designated to permit or require the installation of safety restraints shall be so equipped.

B. Safety belts and/or safety harnesses shall be properly fastened at all times when the vehicle is in motion. All occupants of vehicles owned by Utah County shall fasten their safety belts and/or safety harnesses upon entering their vehicles and shall keep them fastened as long as the vehicle is in motion.

C. Likewise, drivers and occupants of privately-owned vehicles being operated while on County business shall abide by the above-stated policy.

D. The driver shall be responsible for the safety restraint of themselves and all passengers.

E. If a County employee is observed by his/her supervisor and/or other County employees to be not wearing his/her seat belt while operating a County vehicle or his/her private vehicle while doing County business, the employee may be subject to progressive disciplinary action for each occurrence.

XVI. MOTOR VEHICLES AND MOTORIZED EQUIPMENT

A. An easily accessible fire extinguisher of 5:BC rating or higher shall be provided on all County motorized equipment.

B. Before operating a County-owned vehicle, the employee shall determine that the vehicle has in operable condition, at least the following:

1. Two headlights,
2. Two tail lights,
3. Brake lights,
4. Seatbelts/safety harness, properly installed,
5. Seats, firmly secured, for the number of persons carried,
6. Service or parking and emergency brake systems,
7. On heavy motorized equipment and trucks, audible warning devices at the operator's station, such as low air or oil pressure buzzers,

8. Audible reverse alarms on heavy motorized equipment and large trucks, if such a device was originally installed by the manufacturer,

9. Warning lights and "Slow Moving Vehicle" signs as needed.

10. Proper fluid levels and air pressure.

C. County employees shall be prohibited from operating any heavy motorized equipment having an obstructed rear view, unless:

1. The vehicle/unit has an audible reverse alarm, if such a device was originally installed by the manufacturer.

2. The vehicle/unit is backed up only when a trained observer says it is safe to do so, or

3. The operator has made a full inspection around the motorized equipment before each backing procedure.

D. Parking brakes shall be required to be set whenever a vehicle or mobile motorized equipment is parked. County employees shall make sure that units which are parked on inclines have wheels turned away from the highway or street traffic, turned to the curb, as well as having parking brakes set. Also, if a vehicle is parked for an extended period of time, it is recommended that the wheels be secured with chocks or other some other blocking device. Also, all blades, buckets, etc. shall be lowered to the lowest position (to the ground if possible).

E. County employees shall inspect all machinery and motorized equipment prior to each use, and at intervals during use to make sure it is in safe operating condition.

F. County employees shall park, and lock, any vehicles or motorized equipment, left unattended at night adjacent to highways or construction areas, in locations which are identified by lights, reflectors and/or barricades.

No employee shall disengage or otherwise modify or tamper with a safety device, except when undertaking authorized repairs.

XVII. COLLISION INVESTIGATION INVOLVING EMPLOYEES AND/OR VEHICLES

If while operating a County-owned vehicle or a privately owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, he or she shall:

1. Request that all parties and properties concerned remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has released them.

2. All accidents involving County vehicles or persons on duty and actively engaged in County business shall be reported immediately by the driver of the County vehicle to his/her department head and to the appropriate law enforcement agency.

3. Employee responsibility is to refrain from making statements regarding the accident to anyone

other than the investigating law enforcement representative, appropriate County officials, and representatives of his or her own insurance company if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be confined to factual observations.

4. A copy of all police reports and any statements attached thereto shall be forwarded to the Civil Division of the Utah County Attorney's Office three days after completion of the investigation. The County Attorney's Office will report such accidents to the County Accident Review Board
5. A copy of the accident report form must be returned to the Utah County Motor Pool within three working days.

XVIII. ACCIDENTS INVOLVING DEFECTIVE MOTORIZED EQUIPMENT

When an accident occurs where defective motorized equipment is a possibility, the following action shall be taken:

1. Attend to any injuries of employees or others.
2. Turn motorized equipment in question over to the employee's supervisor, who shall consult with the Utah County Attorney's Office.
3. The employee's supervisor, in consultation with an authorized representative of the Motor Pool, shall write a detailed report, within one day, if possible, to include all circumstances surrounding the incident and all manufacturing information available concerning the motorized equipment in question. This report shall be submitted to the Utah County Attorney's Office. The County Attorney's Office will report such accidents to the County Accident Review Board.

XIX. DEFENSIVE DRIVER TRAINING

A. Within six (6) months of beginning employment with Utah County, each employee that is required to operate a vehicle in performing assigned duties shall satisfactorily complete a defensive driver training course arranged by or administered by Utah County. Any exceptions or extensions of time to comply shall be granted only with the written approval of the employee's department head and the County Personnel Department.

B. County employees and volunteers who drive while on County business shall be required to complete a defensive driver training course, approved or conducted by the County's insurer, every five (5) years.

XX CELLULAR TELEPHONE USAGE IN COUNTY VEHICLES

Cellular Telephones shall be used in County vehicles only when said cellular telephones have been adapted for "hands free" use. Cellular telephones shall be used in County vehicles that have not been adapted for "hands free" use only while said vehicle is not in motion.

XXI SAFE DRIVER RECOGNITION PROGRAM

Every Utah County department that has employees who drive Utah County vehicles on a regular basis will have a "Safe Driver Recognition Program." Each department will annually recognize drivers who, in the opinion of the employee's supervisor, abide by all safety provisions of the

Utah County Government Motorized Equipment and Vehicle Policy, and are accident and citation free for the calendar year in question. Awards may be given to recognize such drivers at the discretion of each department head.

ATTACHMENT "A"

681.00 RIDE-ALONG PROGRAM POLICY:

Only certain qualified persons listed in section 681.01 and 681.02 shall be allowed to familiarize themselves with law enforcement activities and operations by riding as a Ride-along in any county vehicle being used on duty. Those persons considered qualified to participate shall be referred to as Ride-a-longs through out this section.

It is the intent of this section 681.00 *et. seq.* to comply fully with the Utah County Government Motorized Equipment and Vehicle Policy. If this Ride-a-long Program conflicts with the Utah County Government Motorized Equipment and Vehicle Policy, the Utah County Government Motorized Equipment and Vehicle Policy shall govern. Passengers authorized to ride or be transported in County or department vehicles by this Ride-along Program are classes of passengers specifically approved by the Sheriff, and authorized in writing by the Utah County Commission as provided for in section IV(5) of the Utah County Government Motorized Equipment and Vehicle Policy.

681.01 PRIOR ARRANGEMENTS TO RIDE REQUIRED PROCEDURE:

- 1.No person shall be allowed to participate as a Ride-along without the prior approval of the Sheriff or his designee.
- 2.All participants shall comply with and meet at least one of the criteria set forth in Section 681.02.

681.02 QUALIFIED PERSONS FOR RIDE-ALONG

All Ride-along's must read and follow section 681.03, "RIDE-ALONG RULES" prior to riding in county vehicles.

Only the following persons shall be permitted to ride with on duty Personnel:

1. Law enforcement certified, off duty, peace officers in good standing from other law enforcement agencies.
2. No more than once a quarter, employees or quasi-employees of Utah County, (quasi-employees include volunteers and members of community groups affiliated with the Utah County Sheriff's Office).
3. A current student participating in an approved intern or job shadowing program.
4. No more than once a quarter, immediate adult family members of office Personnel.
5. A one time Ride-along may be permitted for the media or other individuals with approval of the Sheriff.

681.03 RIDE-ALONG RULES

1. A U.C.S.O AD FORM 010 , “Utah County Sheriff Ride-along Hold Harmless Agreement”, shall be completed and signed by a prospective Ride-along and witnessed by a deputy. The Utah County Sheriff Ride-along Hold Harmless Agreement must be submitted to the division commander, approved, and filed with the Sheriff prior to the Ride-along riding in a county vehicle.
2. **It shall be the responsibility of the division commander and host Personnel to determine that a completed “Utah County Sheriff Ride-along Hold Harmless Agreement” is properly completed, signed, witnessed, approved and submitted to the County Sheriff, prior to allowing the Ride-along to enter the assigned department vehicle for the Ride-along .**
3. The host Personnel’s immediate supervisor’s permission shall also be obtained prior to the Ride-along entering the assigned department vehicle. When other Utah County Sheriff’s Office Personnel are riding as Ride-along’s, their immediate supervisor must approve the Ride-along request before the Ride-along begins.
4. Host Personnel of the Ride-along shall prohibit Ride-along participation in deputy contacts with the public unless the Ride-along is acting within the scope of the Ride-along’s duties as employees or quasi-employees of Utah County. In all cases Host Personnel shall take the utmost care to ensure the Ride-along’s safety.
5. At no time shall a non-law enforcement certified officer be allowed to carry a weapon or participate in the arrest of another person.
6. A Ride-along experience can be terminated at any time by host Personnel or a supervisor without cause.
7. A student shall, in addition to the hold harmless agreement, supply a Certificate of Insurance from the sponsoring school naming Utah County as an additional insured prior to being allowed to Ride-along .
8. Ride-along’s acting within the scope of their duties as employees or quasi employees of Utah County and on duty law enforcement certified personnel from another jurisdiction are exempted from the provisions of this section.
9. Ride-along’s shall also comply with the requirements of sections 681.04, and 07.

681.04 DRESS AND APPEARANCE

Ride-along’s shall be reasonably clean and neat in appearance and attire. If a question arises as to whether a Ride-along's attire meets reasonable standards, the division commander shall make the decision as to whether or not a Ride-along shall be permitted to ride.

681.05 ARREST-TRANSPORTATION-BOOKING

Ride-along’s may accompany Personnel during the transportation and booking process only if in the opinion of the deputy it would not constitute hazard.

1. When the Ride-along is allowed to remain during transporting in a one-deputy car, the prisoner shall ride in the front passenger seat and the Ride-along shall ride in the rear seat directly behind the prisoner.

- a. In a two - deputy car, without a protective screen, the Ride-along shall ride in the front seat and the second deputy in the rear directly behind the driver with the prisoner occupying the

seat directly behind the Ride-along.

681.06 DANGEROUS SITUATIONS

If in the judgement of the host Personnel the Ride along is entering a dangerous situation, the host deputy may, at his discretion, leave the Ride-along in a safe place. In some cases it may be advisable to keep the Ride-along with the vehicle, as the Ride-along's safety can be better ensured with the deputies.

When possible, the Ride-along should be permitted to observe as much activity as possible and should not be restricted to the confines of the vehicle unless the deputy feels there will be some danger or that the Ride-along may interfere with the investigation or arrest. The Ride-along's safety is always a primary concern.

681.07 HOST DEPUTY

The host deputy shall instruct the Ride-along on the following requirements while he/she is riding in the county or department vehicle. These shall include:

1. The Ride-along shall not become involved in any investigation by handling evidence, by entering into a discussion with the victim or suspect, or by the handling of Sheriff's equipment.
2. The Ride-along shall follow all directions of the deputy.
3. The Ride-along may indicate at any time that he desires to be returned to the office and to cease further participation in the Ride-along program; that request will be complied with as soon as possible.
4. The host deputy shall respond to calls in as safe a manner as possible and while en route shall brief the Ride-along on what is expected upon arrival, i.e., where to stand at the scene of the call and during the deputy's handling of the call, and any other information required to ensure the safety of all concerned.
5. Certified law enforcement officers are not required to receive the same briefing as other Ride-along's; however, they shall be told not to interfere unless requested to assist the deputy.