



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 213	DATE September 6, 2007
SUBJECT: CORRECTIVE SERVICES VEHICLES / LOG SHEETS	DISTRIBUTION A, B.	
REFERENCE:		

POLICY

It shall be the policy of the Oakland County Sheriff's Office Corrective Services Division that all Sergeants and Deputies using any Corrections Vehicle for any reason shall fill out an "OCSO *Corrective Services Vehicle Inspection and Log*", form AS – 9999.

PROCEDURE

- 1.0 OCSO Corrective Services Vehicle Inspection and Log, form AS-9999
- 1.1 Log Sheet AS – 9999 shall be used to document the vehicles condition and inventory by means of a standardized checklist (Reference General Order No. 18 – February 2004).
- 1.2 Log Sheet AS – 9999 shall be used to document the purpose of use of the vehicle (e.g. prisoner transport, supply delivery, etc.)
- 1.3 For each time a Sergeant / Deputy uses a vehicle, a new AS – 9999 form shall be used with all pertinent information recorded. The only exception shall be when a detail is continual and has many facets. In that case, the entire detail with multiple facets can be documented upon one AS – 9999 form.
- 1.4 At the completion of a specific detail, the AS – 9999 form shall be completed and signed by the Sergeant / Deputies performing the detail. The form shall be forwarded through the chain-of-command to the Captain of the Division. The Captain of the Division shall retain this record for a period of 7 years minimum.

VEHICLES COVERED UNDER THIS POLICY:

0733	05-391	Chevrolet Impala Marked Patrol	Complex Transport
0734	03-376	Chevrolet Impala Marked Patrol	Complex Patrol
4206	05-371	Ford Crown Vic Marked Patrol Slick Top	Court Services Sergeant
4207	14-286	Ford Crown Vic Marked Patrol Slick Top (added 3.13.19)	Court Services Sergeant
4214	02-803	GMC 10 Passenger Secured Savanna Van	Main Jail
4215	06-827	GMC 10 Passenger Secured Savanna Van	Court Services
4216	05-826	GMC 13 Passenger Secured Savanna Van	Court Services
4217	04-808	GMC 13 Passenger Secured Savanna Van	Court Services
4218	06-828	GMC 13 Passenger Secured Savanna Van	Court Services
4219	06-805	GMC 13 Passenger Secured Savanna Van	Court Services
4220	07-820	GMC 13 Passenger Secured Savanna Van	Court Services
4221	01-822	GMC 2 Passenger Stake Truck	Trusty Camp
4222	07-706	GMC 13 Passenger Unsecured Savanna Van	Trusty Camp
4223	07-819	GMC 13 Passenger Secured Savanna Van	Trusty Camp
4224	07-705	GMC 13 Passenger Unsecured Savanna Van	Trusty Camp
4225	01-819	GMC 5 Passenger Crew Cab Pick-Up	Trusty Camp
4226	06-813	GMC 13 Passenger Secured Savanna Van	Frank Greenan Detention Facility
4227	03-821	Chevrolet 2 Passenger Box Truck (Laundry)	Frank Greenan Detention Facility
4228	04-806	GMC 13 Passenger Secured Savanna Van	Court Services
4229	05-802	Freightliner 29 Passenger Bus	Court Services
4230	07-905	GMC 13 Passenger Unsecured Savanna Van	Boot Camp
4231	07-906	GMC 13 Passenger Unsecured Savanna Van	Boot Camp

Clipboards shall be placed in each listed vehicle with a pad of AS – 9999 forms. It shall be the driver's responsibility to replenish the forms when the pads run out.

Michael J. Bouchard
Sheriff

OAKLAND COUNTY SHERIFF'S OFFICE
Corrective Services Division
VEHICLE LOG

(Print) Name & Badge # _____	Time Out _____	Shift _____	Radio # _____	Mileage (start) _____	Date _____
(Print) Name & Badge # _____	Time In _____	_____	Garage # _____	Mileage (end) _____	Service Due _____

Vehicle Inspection Checklist	Checked OK		If No, provide explanation
	Yes	No	
Emergency / Hazard Lights			
Lights			
Radio			
Fire Extinguisher			
First Aid Kit / Flares / Blanket			
Taser			
Belly Chains / Legs Shackles			# of Belly Chains <input type="text"/> # of Shackles <input type="text"/>
Interior			
Exterior			
Steering			
Tires			
Brakes			
Windshield Wipers			
Glass			
Miscellaneous			

VEHICLE INSPECTION / MISCELLANEOUS NOTES

THE INFORMATION BELOW SHALL BE LISTED FOR ALL INMATES BEING TRANSPORTED			
INMATE #	INMATE'S FULL NAME	TRANSPORTED	
		FROM	TO

SUMMARY	WRITTEN REPORTS	# OF TRANSPORTS	# TRANSPORTED	FUEL READING
TOTALS				

SIGNATURES _____

