

ORDINANCE NO. 4541

**ORDINANCE AMENDING SECTION 3.12.030 OF THE MENDOCINO COUNTY CODE
AMENDING THE LIMITATIONS ON AND TRACKING OF THE USE OF COUNTY VEHICLES**

The Board of Supervisors of the County of Mendocino, State of California, ordains as follows:

Section 1: Section 3.12.030 of the Mendocino County Code is hereby amended to read as follows:

Sec. 3.12.030. - Limitations on Use of County Vehicles.

- (A) County vehicles shall be operated in accordance with established State and local laws and the established policies of the Board of Supervisors, in a safe and courteous manner.
- (B) Use of County vehicles for any purpose other than County business is prohibited.
- (C) Use of a County vehicle to transport employee family members or any other person not connected with County business is prohibited, except that (1) members of the employee's family, professional colleagues, or members of the community accompanying the driver can accompany the employee on officially authorized trips, at no expense to the County, and (2) such persons may accompany the employee only with the prior written authorization of the employee's department head.
- (D) County vehicles may not be used outside an employee's regular working hours or officially assigned duties except as permitted under Section 3.12.050 of this Chapter.
- (E) County vehicles may not be used to travel to and from an employee's home except as permitted in Section 3.12.060 of this Chapter.
- (F) County vehicles may not be used for transportation to home, restaurants, or stores, except to attend a business meeting or conduct official business, unless the destination is en route while on duty. Incidental use during out-of-town meetings or conferences is allowed within reason.
- (G) With the exception of individuals who are employed in the District Attorney and Sheriff's Offices, no individual shall be authorized to operate a County vehicle or a privately owned vehicle on County business without prior approval from the Chief Executive Officer at the signed request of the employee's department head. Employees of the District Attorney and Sheriff offices shall be authorized to operate a County vehicle upon the approval of the Sheriff or District Attorney.
- (H) It is the responsibility of each department head to maintain a current and accurate list of authorized County drivers (hereinafter "drivers") with the Chief Executive Office.

- (I) It shall be the responsibility of each department to immediately inform the Chief Executive Office of any change in the status of a driver's license that may adversely affect the driver's driving privilege.
- (J) During the first week in January of each year, all departments are required to provide the Chief Executive Officer with an annual updated and accurate list of drivers.
 - 1. This list shall include such information deemed necessary and proper by the Chief Executive Officer, including but not limited to the following:
 - a. The name of the driver;
 - b. The driver's California driver's license number; and
 - c. The driver's office or primary work location, and telephone number.
 - 2. Consistent with subsection (G) above and California Penal Code Sections 832.7 and 832.8, subsection (J)1.b. above shall not apply to drivers occupying peace officer positions in the Sheriff's Office or District Attorney's Office.
- (K) Failure to provide the annual updated list may result in denial or delay in approval or authorization for use of County vehicles by the Chief Executive Officer.
 - 1. The annual list of drivers is only valid for the calendar year submitted and must be re-approved by the Chief Executive Officer annually.
 - 2. Updated lists must be submitted by January 7th of each year. The County Auditor will deny mileage reimbursement of any claims filed by an unauthorized driver or a driver whose driving privileges have been suspended.
 - 3. If the department head fails to respond and file the required annual updated list by January 7th, the Chief Executive Officer shall send a notice granting an additional seven (7) calendar days to respond.
 - 4. Failure to file or respond with the updated list by January 31st shall result in denial of driving privileges, or such other course of action as is deemed necessary by the Chief Executive Officer.
- (L) New requests for authorization may be submitted by department heads and approved during the year by the Chief Executive Officer. All requests shall be in accordance with the requirements set forth in Section 3.12.030(J).

- (M) It is the responsibility of the department head to ensure that written verification of insurance for use of privately owned vehicles on County business is current and on file in the department in advance of such use.
- (N) The Facilities and Fleet Division of the Chief Executive Office shall establish a procedure or system for the tracking and reporting of the daily use of County vehicles.
 1. This procedure or system may track information including, but not limited to, the vehicle identification number, date, miles driven or hours used, and destination(s).
 2. Separate tracking procedures or systems for the Sheriff, District Attorney, Public Defender, Probation Department, shall be established by those departments and offices. Vehicles for these offices and departments shall be exempt from any County-wide vehicle tracking and reporting system.
 3. County vehicle statistical information shall be compiled by the Facilities and Fleet Division of the Chief Executive Office for the purpose of periodically evaluating the cost-effectiveness, distribution, and overall size of the County vehicle fleet.

PASSED AND ADOPTED by the Board of Supervisors of the County of Mendocino, State of California, on this 17th day of December, 2024, by the following roll call vote:

AYES: Supervisors McGourty, Mulheren, Haschak, and Williams
 NOES: None
 ABSENT: None

WHEREUPON, the Chair declared the Ordinance passed and adopted and **SO ORDERED**.

ATTEST: DARCIE ANTLE
 Clerk of the Board


 MAUREEN MULHEREN, Chair
 Mendocino County Board of Supervisors


 Deputy

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

APPROVED AS TO FORM:
 CHARLOTTE E. SCOTT
 County Counsel

BY: DARCIE ANTLE
 Clerk of the Board




 Deputy