



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 14-0819**

**BOC Meeting Date**  
**10/15/2014**

**Requesting Agency**

Facilities and Transportation Services

**Commission Districts Affected**

All Districts

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Facilities and Transportation- Take Home Vehicle Report- Fall 2014

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

In accordance with Fulton County's Code, Sec. 23-3-6, paragraph (d), as stated: A report will be sent semi-annually to the Board of Commissioners that will, by department, show: vehicles that are taken home at night by County employees; type of vehicle; employee's name and residence; and the reasons for authorization to take the vehicle home at night.

**Is this Item Goal Related?** *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

No

**Is this a purchasing item?**

No

**Summary & Background**

*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

The Facilities and Transportation Services Department (FTS) seek approval of this report. In accordance with Policy 400-13, semi-annually, each Department Head will assess the status of the vehicle assignments, utilizing the five categories outlined below. Vehicle assignment for business purposes may be categorized in the following manner:

1. Exclusive Assignment- Restricted
2. Exclusive Assignment- Unrestricted
3. Eight Hour Assignment
4. Pool Assignment
5. Personal Vehicle

For Public Safety (Police, Sheriff, Marshal and Fire): Only those officers who are determined to be necessary for callback on an emergency basis for incident response or investigations will be permitted to take home vehicles out of the County. The vehicle must be equipped as an emergency response vehicle to qualify for this treatment. (Policy 400-13)

On or before March 31st and September 30th of each year, Department Heads will submit justification for requirements for exclusive and eight-hour assignments, to the Director of Facilities & Transportation Services Department (FTS), Transportation Division. These requirements should be submitted in the format identified as "TAB B". FTS will provide a consolidated recommendation to the County Manager for his/her review and presentation to the BOC for the third Wednesday Board Meeting in April and October of each year.

Agency Director Approval		County Manager's Approval
Typed Name and Title Keith Staley, Assistant Director, Fleet Maintenance	Phone 404-612-6519	
Signature	Date 9/22/14	

Revised 03/12/09 (Previous versions are obsolete)

Contract & Compliance Information	(Provide Contractor and Subcontractor details.)

.

Agency Director Approval		County Manager's Approval
Typed Name and Title Keith Staley, Assistant Director, Fleet Maintenance	Phone 404-612-6519	
Signature	Date 9/22/14	

Revised 03/12/09 (Previous versions are obsolete)

**# 14-0819**

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	.			
<b>Total M/FBE Values</b>	.			
<b>Total Prime Value</b>	.			
<b>Fiscal Impact / Funding Source</b>		<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>		
None				
<b>Exhibits Attached</b>		<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>		
Exhibit 1 – Take Home Vehicle Report				
Exhibit 2 - Policy 400-13 - County Vehicle Use and Assignment Criteria				
<b>Source of Additional Information</b>		<i>(Type Name, Title, Agency and Phone)</i>		
Keith Staley, Assistant Director, Fleet Maintenance (404) 612-6519				

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Keith Staley, Assistant Director, Fleet Maintenance	<b>Phone</b> 404-612-6519	
<b>Signature</b>	<b>Date</b> 9/22/14	

Revised 03/12/09 (Previous versions are obsolete)

Continued

**Procurement**

<b>Contract Attached:</b> .	<b>Previous Contracts:</b> .		
<b>Solicitation Number:</b> .	<b>Submitting Agency:</b> .	<b>Staff Contact:</b> .	<b>Contact Phone:</b> .

**Description:.****FINANCIAL SUMMARY**

<b>Total Contract Value:</b>	<b>MBE/FBE Participation:</b>
Original Approved Amount: .	Amount: . %: .
Previous Adjustments: .	Amount: . %: .
This Request: .	Amount: . %: .
TOTAL: .	Amount: . %: .

**Grant Information Summary:**

Amount Requested: .	<input type="checkbox"/> Cash
Match Required: .	<input type="checkbox"/> In-Kind
Start Date: .	<input type="checkbox"/> Approval to Award
End Date: .	<input type="checkbox"/> Apply & Accept
Match Account \$: .	

<b>Funding Line 1:</b> .	<b>Funding Line 2:</b> .	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
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**KEY CONTRACT TERMS**

<b>Start Date:</b> .	<b>End Date:</b> .
<b>Cost Adjustment:</b> .	<b>Renewal/Extension Terms:</b> .

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Pye, April	Date: 9/24/2014
.	County Attorney:	.	Date: .
.	Purchasing/Contract Compliance:	.	Date: .
.	Finance/Budget Analyst/Grants Admin:	.	Date: .
.	Grants Management:	.	Date: .
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014

**Facilities & Transportation Services Department  
Transportation Division**

**Overnight Vehicle Report**



**MOBILE COMMAND CENTER**



**FCPD SOUTH PATROL**

**Dwight A. Ferrell, County Manager**

**Keith Staley, Assistant Director, Fleet Maintenance  
Facilities & Transportation Services Department**

**October 2014**



141 Pryor Street, S.W., Suite G119  
Atlanta, Georgia 30303  
Phone (404) 612-5900  
Fax (404)730-5897

October 2014

## Take Home Vehicle Semi- Annual Report Overview for Fall 2014

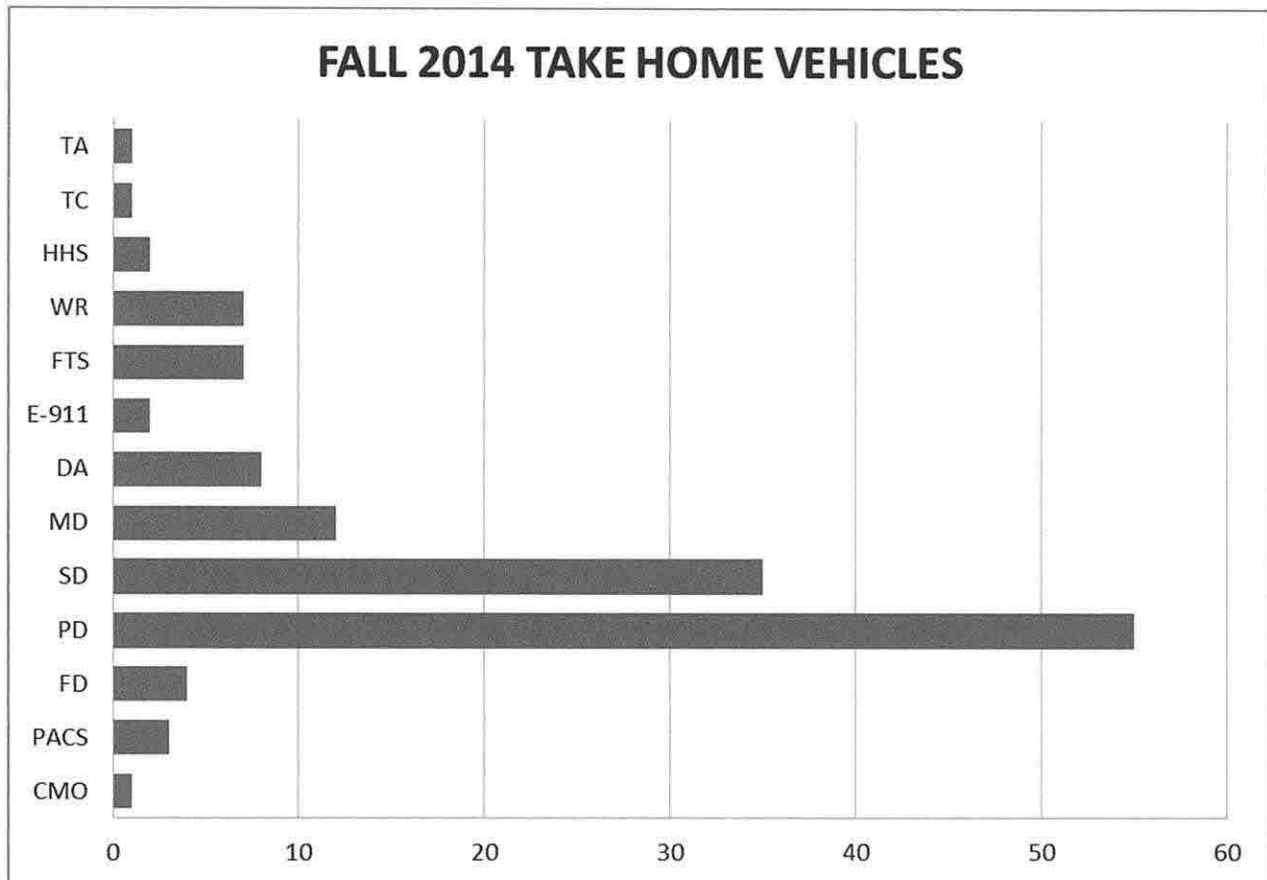
Provided is the spreadsheet listing employees by Department for approval of Take Home Vehicle privileges for the Fall 2014 Semi-Annual Report Period.

The chart below reflects Take-Home Vehicle activity prepared from Tab B's (Fulton County Request For Vehicle Assignment) spreadsheets that were prepared over three (3) consecutive Semi-Annual Report Periods.

Comparatively, the overall number of take home vehicles have continually decreased during the past twelve (12) month Semi-Annual periods. There is a decrease of 1.04% since the last semi-annual report (Spring 2014 vs Fall 2014) and a decrease of 1.07% for the annual report period (Fall 2013 vs Fall 2014).

Continually our goal is to maintain a minimal number of take home vehicles without compromising any agency's level of critical services to the Citizens of Fulton County.

Department	Fall 2013	Spring 2014	Fall 2014
County Manager's Office (CMO)	1	1	1
Planning & Community Services (PACS)	3	3	3
Fire Department (FD)	4	3	4
Police Department (PD)	58	56	55
Sheriff Department (SD)	41	37	35
Marshal Department (MD)	11	15	12
District Attorney (DA)	8	8	8
Emergency Communications (E-911)	2	1	2
Facilities & Transportation Services (FTS)	7	8	7
Water Resources (WR)	7	7	7
Health & Human Services (HHS)	3	3	2
Tax Commissioners (TC)	1	1	1
Tax Assessors (TA)	1	1	1
Totals	147	144	138



COUNTY MANAGER (CMO)	1
PLANNING & COMMUNITY SERVICES (PACS)	3
FIRE DEPARTMENT (FD)	4
POLICE DEPARTMENT (PD)	55
SHERIFF DEPARTMENT (SD)	35
MARSHAL DEPARTMENT (MD)	12
DISTRICT ATTORNEY (DA)	8
EMERGENCY COMMUNICATIONS (E-911)	2
FACILITIES & TRANSPORTATION SERVICES (FTS)	7
WATER RESOURCES (WR)	7
HEALTH & HUMAN SERVICES (HHS)	2
TAX COMMISSIONER (TC)	1
TAX ASSESSORS (TA)	1



## Summary and Conclusion

This Fall 2014 Semi-Annual Take Home Vehicle report consists of 138 County vehicles.

Fulton County authorizes overnight or take-home vehicles on the basis of four criteria:

- PS - Public Safety Officers "who are necessary for callback and emergency response"

Represents 86% or 118 Employees on this Fall 2014 report

- GS - Individuals in Water Resources or Facilities & Transportation Services "who are skilled and needed for callback to respond to County facility emergencies"

Represents 11% or 15 Employees on this Fall 2014 Report

- OE - Employees approved by the Department Head or the County Manager to take a vehicle home and live in Fulton County

Represents 1% or 2 Employees on this Fall 2014 Report

- FE - Employees who live outside of Fulton County, are approved by the Department Head or County Manager to take a vehicle home, and choose to pay the County a commute fee of \$0.10 per mile from the County line to the employee's residence and back via payroll deduction

Represents 2% or 3 Employees on this Fall 2014 Report

All percentages used in this report are based on the ratio of current vehicles over the number of vehicles in each previous period and/or category.

On a case-by-case basis, a Department Head may authorize temporary overnight take-home privileges for one of his/her employees. In those instances, the employee must have been attending an authorized meeting as an official representative and it is not in the best interest of cost and safety to return the vehicle to its normal location. In such instances, the Department Head must document, for file, the temporary overnight privilege to indicate the justification for the action.

The Facilities and Transportation Services Department and the County Manager's Office will continue to evaluate and seek opportunities to reduce the take-home vehicles where warranted using benchmarking of similar size municipalities as a basis for future reductions, when deemed necessary.

Authorization Codes

PS - Public Safety Officers "who are necessary for callback on an emergency basis for incident response or investigations".

FE - Employees who choose to pay the County a commute fee of \$0.25 per mile from the County line to the employee's residence and back via payroll deduction.

GS - Individuals who are "skilled and needed for callback to respond to County facility emergencies".

OE - Employees approved by Department Head or County Manager to take a vehicle home and live in Fulton County.

Sheet Total	Agency Name	Last Name	First Name and Initial	Job Title	Authorization Type	One Way Mileage	Resident County	Unrestricted	Model Year	Model	Vehicle Inventory Number	Tag Number	Expr1	New Assignment	Total this Dept
1	County Manager	Ferrell	Dwight A.	County Manager	PS	6	Fulton	TRUE	2014	Escape	504092	PIQ1704			1
2	Fire Department	Few	Larry	Fire Chief	PS	7.5	Fulton	TRUE	2007	Crown Vic	377698	ACP4576			1
3	Fire Department	Butler	Jack	Deputy Fire Chief(Safety)	PS	20	Cobb		2001	Crown Vic	263290	GV08268			2
4	Fire Department	Stubbs	C.W.	Deputy Fire Chief(Oper)	PS	54	Gwinnett		2000	Crown Vic	263260	GV8238	TRUE		3
5	Fire Department	Salamanca	Martin	Lieutenant	PS	25	Clayton	TRUE	2001	Crown Vic	263262	GV08251			4
6	Police	Jackson	T.	Detective	PS	20.0	Dekalb		2010	Impala	378045	BFM0165			1
7	Police	Lemke	R.W.	Lieutenant-SWAT	PS	37	Fulton	TRUE	2013	Suburban	503435	PHB4784			2
8	Police	Rittberg	J.S.	Police Detective II	PS	23	Cobb		2010	Impala	368473	BLC0063			3
9	Police	Lester	K.L.	Detective - PIO	PS	25	Coweta	TRUE	2005	Crown Vic	368447	AAR5105			4
10	Police	Johnson	T.	Captain	PS	11	Douglas	TRUE	2011	Crown Vic	500134	BFM0348			5
11	Police	Schierle	K.W.	Sergeant-SWAT	PS	20	Cobb	TRUE	2013	Tahoe	504778	GV7862D			6
12	Police	McHugh	M.	Detective-SWAT	PS	34	Coweta	TRUE	2013	Crown Vic	504784	GV7858D			7
13	Police	Hicks	B.E.	Sergeant-SWAT	PS	19	Fayette	TRUE	2004	Crown Vic	364812	ADR0418			8
14	Police	Martin	Frank	Lieutenant	PS	9.0	Cobb	TRUE	2005	Crown Vic	368448	AAW0079			9
15	Police	Hayes	Ty	Captain-SWAT	PS	21	Douglas	TRUE	2005	Crown Vic	383693	GV14848			10
16	Police	McBride	S.A.	Lt--Govt Ctr Security	PS	9	Dekalb	TRUE	2005	Suburban	368471	ABR5178			11
17	Police	McCain	R.	Lieutenant-CID	PS	14.0	Clayton		2005	Crown Vic	378048	ADR0905			12
18	Police	Weathers	H.	Forensic Supv.	PS	30	Gwinnett		2011	Caravan	501099	GV3419B			13
19	Police	Peace	R.	Detective	PS	20	Cobb		2006	Taurus	377570	ADR0999			14
20	Police	Cook	C.M.	Detective-SWAT	PS	24	Coweta	TRUE	2013	Tahoe	504781	GV7856D			15
21	Police	Champion	L.	Pilot	PS	25	Clayton	TRUE	2010	Suburban	450703	BFM0224			16
22	Police	Doyle	D.	SWAT-US Marshall's	PS	29	Gwinnett	TRUE	2010	Tahoe	378075	BLC0025			17
23	Police	Griggs	B.	SWAT	PS	8	Fulton	TRUE	2013	Tahoe	504782	GV7857D			18
24	Police	Killings	W.D.	Police Major	PS	20	Fayette	TRUE	2010	Expedition	336148	BLC0015			19
25	Police	Stiles	G.	Police Assistant Chief	PS	29	Gwinnett	TRUE	2013	Tahoe	503421	PHB4776			20
26	Police	Turner	C.T.	Major	PS	25	Newton	TRUE	2011	Expedition	500604	BRK2229			21
27	Police	Casal	B.A	Captain	PS	27	Gwinnett	TRUE	2013	Suburban	503434	PHB4664			22
28	Police	Nable	R.A.	Lieutenant-SWAT	PS	25	Forsyth	TRUE	2010	Tahoe	504780	GV7837D			23
29	Police	Howard	T.	Detective	PS	37	Coweta		2010	Impala	347689	BFM0001			24
30	Police	Jones	C.A.	Chief of Police	PS	30	Henry	TRUE	2013	Suburban	503422	BFM0025			25
31	Police	Wallace	C.R.	Detective-SWAT	PS	20	Fulton	TRUE	2010	Tahoe	504783	GV7863D			26
32	Police	Kitt	B.	Detective	PS	38	Cherokee		2006	Taurus	364814	ADR0447			27
33	Police	Dean	M.G.	Captain	PS	10	Fulton	TRUE	2008	Crown Vic	364910	AZD7579			28



September 30, 2014

Authorization Codes

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Sheet Total	Agency Name	Last Name	First Name and Initial	Job Title	Authorization Type	One Way Mileage	Resident County	Unrestricted	Model Year	Model	Vehicle Inventory Number	Tag Number	Expr1	New Assignment	Total this Dept
34	Police	Bryant	T.	Detective	PS	11	Fulton	TRUE	2006	Crown Vic	378052	ACR5472			29
35	Police	Parker	M.	Detective -PIO	PS	34	Carrol	TRUE	2006	Crown Vic	378050	ADE5469			30
36	Police	Shelton	G.	Detective-SWAT	PS	30	Coweta	TRUE	2005	Tahoe	378064	ACP4464			31
37	Police	Spivey	W.	Sergeant-SWAT	PS	29	Coweta	TRUE	2013	Tahoe	504779	GV7836D			32
38	Police	Yates	W.	Captain	PS	38	Forsyth	TRUE	2013	Tahoe	503436	PIA9306			33
39	Police	Stephens	K. D.	Detective-HIDTA	PS	35	Fulton	TRUE	2010	Tahoe	451474	BFM0327			34
40	Police	Smith	M.W.	Detective	PS	23.0	Cobb		2010	Crown Vic	500132	BPQ7462			35
41	Police	Nesmith	R.	SWAT	PS	25	Clayton		2011	Crown Vic	500126	GV6477A			36
42	Police	Guin	M.	SWAT Officer	PS	24	Cobb		2013	Tahoe	504785	GV7859D			37
43	Police	Ware	A.	Detective	PS	16	Douglas		2005	Crown Vic	378055	AAP6302			38
44	Police	Smith	P.	Detective	PS	20	Douglas		2006	Taurus	377569	ADR0981			39
45	Police	Hamilton	R.	Detective	PS	12	Cobb		2004	Taurus	377575	AAP6306			40
46	Police	Triplett	P.	Detective	PS	33	Dekalb		2006	Crown Vic	378054	AAP6370			41
47	Police	King	D.	Detective	PS	29	Douglas		2008	Crown Vic	364909	GV12136			42
48	Police	Woods	L.	Detective	PS	26	Clayton		2003	Crown Vic	321111	BCW0405			43
49	Police	Magee	J.	Forensic Tech	PS	32	Dekalb	TRUE	2005	Taurus	364826	ADY5445		TRUE	44
50	Police	Byars	W.	Detective	PS	20.0	Cobb	TRUE	2010	Impala	368475	BLC0076		TRUE	45
51	Police	Halbert	D.E.	Captain	PS	15	Fulton		2010	Crown Vic	383687	GV14857			46
52	Police	Griffin	T.E.	Lieutenant	PS	13	Fulton	TRUE	2008	Crown Vic	364913	BCW0407			47
53	Police	Cotton-Tukes	H.	Police Captain	PS	12	Fulton	TRUE	2008	Crown Vic	364904	BCW0305		TRUE	48
54	Police	Flournory	C.A.	Police Officer II	PS	15	Fulton		2005	Tahoe	378058	GV17003			49
55	Police	Rosser	E.	Lieutenant	PS	15	Fulton		2005	Crown Vic	368427	GV18467			50
56	Police	Edwards	C.P.	Lieutenant	PS	11	Fulton		2006	Crown Vic	378047	AAP6309			51
57	Police	Thomas	S.	Captain	PS	8	Fulton	TRUE	2011	Crown Vic	500133	BFM0460		TRUE	52
58	Police	Jones	J.	Detective	PS	10	Fulton		2006	Tahoe	347675	BFM0224			53
59	Police	Orgertice	W.	SWAT-Detective II	PS	20.0	Fulton	TRUE	2013	Tahoe	504777	GV7861D			54
60	Police	Henry	W.	Hostage Negotiator	PS	15	Fulton		2008	Crown Vic	364912	BCW7297			55
61	Sheriff	Adcock	David	Resv. Div. Commander	PS	5	Fulton		2008	Crown Vic	330390	GV09712			1
62	Sheriff	Adger	Mark C.	Colonel- Jail Administration	PS	18	Fulton		2013	Charger	330526	GV3179D			2
63	Sheriff	Andresen	Peter	Lt Colonel/LEO Div.Com	PS	25	Clayton		2013	Charger	330550	GV3162D			3
64	Sheriff	Beasley	Kirt	Major	PS	30	DeKalb		2009	Impala	330464	GV14303			4
65	Sheriff	Brown	Frankie	OPS Investigator/Sgt.	PS	14	Fulton		2008	Impala	330456	GV12344			5
66	Sheriff	Blake	Noel	Fleet / Warehouse Dep.	PS	30	Douglas		2008	Impala	330449	GV12196			6

# 14-0819



September 30, 2014

Authorization Codes

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Sheet Total	Agency Name	Last Name	First Name and Initial	Job Title	Authorization Type	One Way Mileage	Resident County	Unrestricted	Model Year	Model	Vehicle Inventory Number	Tag Number	Exprt	New Assignment	Total this Dept
67	Sheriff	Butts	Jimmy	Colonel	PS	6	Fulton		2008	Crown Vic	330462	GV83688			7
68	Sheriff	Carter	Jimmy	Chief Deputy	PS	10	Cobb		2013	Charger	330537	PIQ7310			8
69	Sheriff	Cheney	Karsten	SWAT	PS	15	Clayton		2013	Tahoe	330516	GV2590D			9
70	Sheriff	Butler	Damien	OPS Investigator / Sgt.	PS	15	Dekalb		2008	Impala	330448	GV12199		TRUE	10
71	Sheriff	Cost	Cuevas	Deputy Sheriff	PS	13	Dekalb		2008	Crown Vic	330394	GV83685			11
72	Sheriff	Early	Kirby	Fugitive Investigator	PS	22	Coweta		2011	Avalanche	330510	BQL5077			12
73	Sheriff	Farrar	John	SWAT	PS	37	Douglas		2006	Magnum	330514	BWT8852			13
74	Sheriff	Gardner	Adam	K9/EOD Handler	PS	23	Dekalb		2009	Crown Vic	330475	GV14545			14
75	Sheriff	Graham	Leighton	Lt Colonel	PS	20	Douglas		2013	Tahoe	330463	GV14304			15
76	Sheriff	Heard	Charlene	Major LEO	PS	30	Coweta		2008	Crown Vic	330438	GV11866			16
77	Sheriff	Ashmore	Chandi	Major/Administration	PS	26	Fulton		2009	Crown Vic	330460	BWL5188		TRUE	17
78	Sheriff	Henry	Corey	Narcotics K-9	PS	10	Fulton		2013	Charger	330558	GV3180D			18
79	Sheriff	Jackson	Theodore "Ted"	Sheriff	PS	10	Fulton		2013	Charger	330546	PQV8926			19
80	Sheriff	Jarvis	Eardley	Ops Captain	PS	19	Clayton		2008	Impala	330454	BRS5158			20
81	Sheriff	Jennings	Wardell	Fugitive Investigator	PS	15	Clayton		2011	Avalanche	330511	BFM0493			21
82	Sheriff	Jackson	Enrique	Law Enforcement	PS	15	Dekalb		2013	Charger	330557	GV3160D			22
83	Sheriff	Johnson	Vernon	Fugitive Investigator	PS	25	Douglas		2010	F150 Pickup	330506	BIJ9030			23
84	Sheriff	Lee	Thaddeus	Lt. Colonel	PS	12	Fulton		2008	Crown Vic	330465	GV12240			24
85	Sheriff	Le'Mon	Keith	Bomb Technician	PS	13	Fulton		2008	Tahoe	330431	GV17256			25
86	Sheriff	McKee	Maria	Major	PS	23	Clayton		2009	Crown Vic	330461	GV4103B			26
87	Sheriff	Mills	Patrick	OPS Investigator Sgt.	PS	40	Henry		2008	Impala	330445	GV12201			27
88	Sheriff	Robinson	Eddie	Deputy Sheriff	PS	10	Fulton		2008	Impala	330452	BFM0126			28
89	Sheriff	Singleton	Derrick	SWAT Commander	PS	16	Fulton		2008	Crown Vic	370450	GV4104B			29
90	Sheriff	Solomon	Neal	Fugitive Investigator	PS	19	Cobb		2008	Impala	330455	BCW7251			30
91	Sheriff	Taylor	Charles	SWAT/Training	PS	15	Fulton		2003	Crown Vic	330753	GV4140B			31
92	Sheriff	Turner	Reginald	LT Colonel	PS	12	Cobb		2013	Charger	330536	GV3153D			32
93	Sheriff	Shropshire	Kenneth	Fleet / Warehouse Cmdr.	PS	15	Fulton		2005	Crown Vic	330395	GV83964			33
94	Sheriff	Underwood	Jacqueline	K9/EOD Handler	PS	36	Fulton		2008	Crown Vic	330507	GV5819B			34
95	Sheriff	Wingfield	Rueben	Major Jail	PS	20	Dekalb		2009	Crown Vic	330463	GV14304			35
96	Marshal Dept	Johnson	Antonio	Marshal	PS	15	DeKalb	TRUE	2013	Tahoe	503502	ABG5061			1
97	Marshal Dept	Powell	Felicia	Deputy Chief	PS	32	Fayette		2009	Crown Vic	248229	PHB4679			2
98	Marshal Dept	Hinton	Ophee	Lieutenant	PS	21	Henry		2013	Impala	503509	GV1846D			3
99	Marshal Dept	Johnston	Paul	Lieutenant	PS	38	Gwinnett		2013	Impala	503512	GV2586D			4

# 14-0819



September 30, 2014

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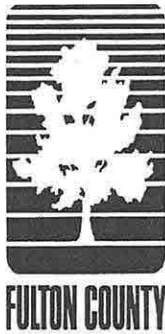
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Sheet Total	Agency Name	Last Name	First Name and Initial	Job Title	Authorization Type	One Way Mileage	Resident County	Unrestricted	Model Year	Model	Vehicle Inventory Number	Tag Number	Expr1	New Assignment	Total this Dept
100	Marshal Dept	Mulcare	Nick	Major	PS	17	Cobb		2006	Crown Vic	420118	GV0772D			5
101	Marshal Dept	Little	Mark	Captain	PS	34	Gwinnett		2013	Charger	504089	GV2594D			6
102	Marshal Dept	Orange	Dierdre	Lieutenant	PS	10	Fulton		2007	Charger	383177	AZD7657			7
103	Marshal Dept	Morton	Kenneth	Major	PS	27	Henry		2009	Crown Vic	248226	BWL5049			8
104	Marshal Dept	Busby	Bryan	Captain	PS	15	Fulton		2006	Crown Vic	364504	GV2361C			9
105	Marshal Dept	Middlebrooks	Rodney	Captain	PS	55	Spalding		2010	Crown Vic	500121	GV9856A			10
106	Marshal Dept	Burgess	Ronald	Captain	PS	18	Dekalb		2006	Crown Vic	364505	AAV0534			11
107	Marshal Dept	Buck	Klaus	Lieutenant	PS	35	Forsyth		2006	Crown Vic	248229	GV14537			12
	Marshal Dept	Davis	Dustin	Lieutenant	PS	32	Coweta		2013	Charger	504090	BWL5049		Cancel	
	Marshal Dept	Pryor	Craig	Lieutenant	PS	28	Clayton		2013	Impala	503508	GV1848D		Cancel	
	Marshal Dept	Little	James	Deputy	PS	16	Dekalb		2010	Explorer	451471	BQL4912		Cancel	
108	District Attorney	Howard	Paul L.	District Attorney	PS	18	Fulton	TRUE	2013	Expedition	504052	PIQ7467			1
109	District Attorney	Nwokocha	Cynthia	Chief of Investigations	PS	24	Fulton		2013	Explorer	503482	ABD0451			2
110	District Attorney	English	Marshall	Dir. Fugitive Investigations	PS	40	Coweta		2010	Focus	480050	BRK2111			3
111	District Attorney	Thomas	Gregory	Senior Investigator	PS	16	Fulton		2014	Impala	504535	PSD9129			4
112	District Attorney	Wise	Terence	Director of Investigations	PS	25	Henry		2012	Fusion	480054	BTM7384			5
113	District Attorney	Scully	Donald W	Investigator	PS	9	Fulton		2003	Taurus	248298	GV11949			6
114	District Attorney	Green	Capers	Investigator	PS	26.5	Clayton		2014	Impala	504537	PJC1517		TRUE	7
115	District Attorney	Booker-Parks	Garielle	Investigator	PS	22	Clayton		2013	Fusion	503414	PIA9317		TRUE	8
116	FTS	Barrett	Douglas	Airport Manager	GS	20	Douglas		2014	Explorer	560028	GV9128D			1
117	FTS	Brown	W. Scot	Airfield Technical Supv	GS	26	Fayette		2013	F-150	560027	GV2614D			2
118	FTS	Valenzuela	Antonio	Asst Director,Transp.	GS	25	Cobb		2005	Taurus	54A980	GV18104			3
119	FTS	Hollis	Joe	Heavy Eqmt Operator	GS	10	Clayton		2013	Silverado	520663	GV1820D			4
120	FTS	Manabat	Rizaldy	Traffic Signal Engineer	GS	15	Fulton		1998	F-150	54A351	GV21738			5
121	FTS	Budram	Wyvern	Area Construction Manager	GS	16	DeKalb		2012	Explorer	54B252	GV2027C			6
122	FTS	Staley	Keith	Asst Director, Fleet Maint.	GS	15	Fulton		2005	Taurus	110005	GV14453			7
123	PACS	Phillips	Tony M.	Asst Director	OE	10	Fulton		2010	F-150 XL	303463	GV14801			1
124	PACS	Jones	Calvin	Parks Manager	FE	20	Coweta		2003	C2500	640020	GV21372		TRUE	2
125	PACS	Beck	Randy	Director	FE	17	DeKalb		2011	Fusion	501104	GV3964B			3
126	Emer Comm-E-911	Barasoian	Joseph	Director	PS	26	Fulton		2005	Taurus	900002	GV15913		TRUE	1
127	Emer Comm-E-911	Bailey	Treachous	Interim Assistant Director	PS	35	Clayton		2010	Fusion	270939	GV14833			2
128	Health & Human Svcs	Harris, MD	Patrice A.	Director, Health & Human	PS	14	Dekalb	TRUE	2008	Escape	800048	GV81181			1
129	Health & Human Svcs	Carter	Richie	Building Maintenance Supv	GS	17	Clayton		2002	Explorer	800005	GV21422			2

# 14-0819







## POLICY AND PROCEDURE

SUBJECT: County Vehicle Use and Assignment Criteria

DATE: April 19, 2000\*

NUMBER: 400-13

**Statement of Policy:**

The purpose of this policy is to provide guidance and procedures for the effective and efficient use of County and personal vehicles in the delivery of services to citizens of Fulton County.

This policy is consistent with Fulton County's Code, Sec. 23-3-6, para (d), as stated...

A report will be sent semi-annually to the Board of Commissioners that will, by department, show: vehicles that are taken home at night by County employees; type of vehicle; employee's name and residence; and the reasons for authorization to take the vehicle home at night.

Exceptions and requested additions to the semi-annual report to this policy must be made in writing and approved by the County Manager who will include them in the semi-annual report to the Board of Commissioners (BOC).

Additions/deletions to the Overnight Vehicle List must be approved by the County Manager who will include them on the next semi-annual report to the BOC.

**Applicability:**

All County employees who are assigned and operate County vehicles or who are reimbursed for the personal use of their private automobile shall comply with this policy.

**General Policy Guidelines provide the following:**

Allow take-home privileges based on the preservation of Public Safety and Health. Department Heads shall emphasize assignment of take home vehicles to satisfy response requirements to employees who live in Fulton County.

For Public Safety (Police, Sheriff, Marshal, Fire): only those officers who are determined to be necessary for callback on an emergency basis for incident response or investigations will be permitted to take home vehicles out of the County. The vehicle must be equipped as an emergency response vehicle to qualify for this treatment. The Chief of Police, Fire Chief, Sheriff, and Marshal would make the determination of those who qualify under this condition and report to the County Manager on a quarterly basis.

## Policy and Procedure, continued

#400-13

For Public Facilities (Public Works, General Services): only those individuals who are determined to be skilled and needed for callback to respond to County facility emergencies (such as water or sewer line breaks, plumbing, electrical, heating or air conditioning outages, etc.) will be permitted to take home vehicles out of the County. The vehicle must be equipped with the tools necessary for the appropriate response to qualify for this treatment. The Director of Public Works and the Director of General Services will make the determination of those who qualify under this condition and report to the County Manager on a quarterly basis.

All other employees who qualify for a take home vehicle under BOC Policy #400-13, but who live outside of Fulton County, may choose one of the following options:

1. Parking the vehicle at the closest County facility to home for drop-off and pick-up;
2. Using a personal vehicle for call-backs and charging mileage (a combination of 1 & 2 would be permissible); or
3. Paying the County a commute fee of \$.10 per mile from the County line to the employee's residence and back via payroll deduction.

Provide transportation when available, or make reimbursement of costs incurred, to employees traveling on official business for the County.

Assign County vehicles full time during the working day to specific employees based on a justified need and not because of position.

Provide County vehicles, as available, to other employees having less than full time needs.

Encourage use of public transportation system when business is near Metropolitan Atlanta Rapid Transit Authority line.

Encourage use of the County-wide motor pool (reference Policy & Procedure #400-3)

Authorize reimbursement at the current County-approved rate-per-mile for the use of privately owned vehicles only when it is deemed necessary and in the County's best interest.

Expect employees to travel to and from work at their own expense.

On a case-by-case basis, a Department Head may authorize temporary overnight take-home privileges for one of his/her employees. In those instances, the employee must have been attending an authorized meeting as an official representative and it is not in the best interest of cost and safety to return the vehicle to its normal location. In such instances, the Department Head must document, for file, the temporary overnight privilege to indicate the justification for the action.



## Policy and Procedure, continued

#400-13

The Atlanta Metropolitan area is defined as the 20 county area as established by the United States Census Bureau. These counties are as follows:

Barrow	Forsyth
Bartow	Fulton
Carroll	Gwinnett
Cherokee	Henry
Clayton	Newton
Cobb	Paulding
Coweta	Pickens
DeKalb	Rockdale
Douglas	Spalding
Fayette	Walton

For day-to-day business, authorization to take a vehicle outside of this area, i.e., Macon, Columbus, etc., must be approved in writing by the County Manager or his/her designee.

**Procedures:**

**I. Vehicle Assignment**

Vehicle assignment for business purposes may be categorized in the following manner:

- Exclusive Assignment - Restricted
- Exclusive Assignment - Unrestricted
- Eight-Hour Assignment
- Pool Assignment
- Personal Vehicle

All assignments, including use of personal vehicle, are subject to the monetary limitations imposed by the Fulton County Board of Commissioners as part of the annual budget process.

**A. EXCLUSIVE ASSIGNMENT - RESTRICTED**

**Exclusive Assignment - Restricted** is defined as the authorized use of a County vehicle by a designated County employee/position for the purposes of efficiently and effectively performing County business and encompasses commuting to and from home and "de minimus" personal use. Examples of "de minimus" personal use include lunch and/or a personal errand on the way between a County work location/activity and the employee's home.

B. EXCLUSIVE ASSIGNMENT - UNRESTRICTED

**Exclusive Assignment - Unrestricted** is defined as the assigned, unrestricted use of a County vehicle on a 24-hour basis within the Metropolitan Atlanta area. Exclusive assignment is limited to specific positions within the County, i.e., the Fulton County Fire, Marshal's, Police and Sheriff's Departments, whose response time to urgent and immediate needs of law enforcement duties and responsibilities are essential. The specific positions for unrestricted, exclusive assignment will be determined by the County Manager.

Unrestricted use of Public Safety (emergency medical services, fire and law enforcement) vehicles by specifically authorized personnel is allowed. Such unrestricted use must encompass an urgent and immediate need to respond to Public Safety duties and responsibilities where response time is essential. All such assignments must be justified/recommended by the appropriate Public Safety Department Directors and approved by the County Manager.

C. EIGHT-HOUR ASSIGNMENT

**Eight-Hour Assignment** is defined as the assigned use of a County vehicle by a designated employee/position for the efficient and effective performance of County business during the respective employee's assigned work period which may in fact be more than eight hours depending on job assignment as approved by the Department Head. Such assignment allows for use of the County vehicle for all authorized uses with the exception of commuting between normal work site and personal residence.

An eight-hour assignment of a County vehicle may be approved when:

1. A vehicle is needed and used extensively each working day.
2. The nature of one's work may cause unusual depreciation and wear on a personal vehicle.

D. POOL ASSIGNMENT

**Department Pool Assignment** is defined as the assigned use of a County vehicle by employees of a specific department for the efficient and effective performance of County business on an as needed basis.

County vehicles not assigned to a specific employee/position are designated as Department Pool Assignment vehicles. These vehicles are to be utilized by County personnel as directed by the owning Department Head or his/her designee.

## Policy and Procedure, continued

#400-13

Department Pool Assignment vehicles should normally be used to handle a department's short-term (approximately eight hours) transportation requirements; however, they may be used on a temporary basis for periods greater than a day when approved by the Department Head, to accomplish essential County business. The Department Head shall document for file the justification for this approved action.

E. PERSONAL VEHICLE

Personal Vehicle use is allowed in the performance of County business when a County vehicle is not otherwise appropriate or available. Reimbursement shall be accomplished on an allowance or mileage basis as outlined later in this policy.

Approved officials or employees who use their personal vehicles for County business may be reimbursed on a per mileage basis. Mileage for transit between home and work and between work and lunch does not qualify for reimbursement.

An employee or official who is required regularly to use and consistently uses his private vehicle in carrying out his/her day-to-day assignments may, on recommendation of the Department Head, be compensated for the use of his private vehicle at the approved rate per mile.

Persons in this category of assignment who consistently travel more than 500 miles per month in the conduct of County business may be considered for another type of vehicle assignment.

The "Mileage Reimbursement Request" (or "Travel Expense Statement"), Tab A, shall be signed by the employee requesting the reimbursement and verified by the employee's Department Head. Reimbursement shall be filed with the Finance Department. The Finance Director may employ any reasonable means of checking the validity of mileage reimbursement requests. Any inaccurate record keeping shall subject the requesting employee to disciplinary action under PR 1800-2.

In general, the County assumes no liability for property and/or personal injury damages for employees operating a personal vehicle while conducting official County business.

F. MASS TRANSIT

High priority should be given to the use of public transportation systems. Employees using mass transportation for official business can turn in a receipt for reimbursement.

## II. Taxation

Personal use of a County vehicle will subject the employee to the Internal Revenue Service (IRS) tax liability guidelines. Positions that meet the Public Safety requirements of the IRS code are exempt.

**III. Approval Process**

Semi-annually, each Department Head will assess the status of the vehicle assignments, utilizing the five categories outlined in paragraph I.

On or before March 31st and September 30th of each year, Department Heads will submit justification for requirements for exclusive and eight-hour assignments, to the Director of General Services Department (GSD), Supply, Maintenance & Transportation Division. These requirements should be submitted in the format identified at "TAB B". GSD will provide a consolidated recommendation to the County Manager for his/her review and presentation to the BOC for the third Wednesday Board Meeting in April and October of each year.

In the case of mileage and vehicle allowance, reviews will be conducted annually in conjunction with the September report.

**IV. DRIVER RESPONSIBILITIES**

All drivers who operate vehicles owned by, titled to or otherwise controlled by the County, are responsible for the proper care, use, safety and security of County property, and must possess a valid State driver's license.

**ADDENDUMS**

- i. TAB A. Fulton County Mileage form
- ii. TAB B. Fulton County Request For Vehicle Assignment form

**Departmental Sponsor:** General Services

**Policy Review Date:** January 2002

**References:** Minutes of the Board of Commissioners, April 19, 1995  
Minutes of the Board of Commissioners, March 4, 1998  
Minutes of the Board of Commissioners, April 19, 2000\*

**Departments Affected:** All Departments and Offices of Appointed or Elected Officials

\* reprinted and distributed 05-29-01 (includes amendments requested by the Board of Commissioners during their April 19, 2000 meeting)



**BOARD OF COMMISSIONERS  
FULTON COUNTY  
GEORGIA**

**AUTOMOBILE MILEAGE REPORT**

**FOR EMPLOYEE:**

I certify to the best of my knowledge and belief that the total County Miles reported on the reverse side of this report were necessary in the performance of my duties as an employee of Fulton County; and that I have claimed no allowance for travel between home and office; nor for any other miles accumulated in the personal use of my car;

The penalty for willful misrepresentation of actual county miles reported for reimbursement could result in loss of mileage expense reimbursement.

**Employee's Signature:** \_\_\_\_\_

**FOR DEPARTMENT HEAD:**

I certify that the mileage reported on the reverse side of this report for the employee named above has been verified and found to be true and correct to the best of my knowledge and belief and that the employee is entitled to mileage expense as provided by the Rules and Regulations of the Board of Commissioners.

**Department Head's Signature:** \_\_\_\_\_

# FULTON COUNTY REQUEST FOR VEHICLE ASSIGNMENT

(Submit an original and two copies)

- ( ) Application for initial Authorization  
 ( ) Application for Semi-Annual Re-Certification: ( ) October 20\_\_\_\_, or ( ) April 20\_\_\_\_ (yr.)  
 ( ) Emergency/Temporary Use from \_\_\_\_\_ to \_\_\_\_\_  
 ( ) Cancel Overnight Use Authorization  
 ( ) Unrestricted Use

<b>Job (Title)</b>		<b>Working Title (Function)</b>	
<b>Employee Name</b>	<b>Department</b>	<b>Division</b>	<b>Branch/Section</b>
<b>Position Number</b>	<b>Social Security No.</b>	<b>County Vehicle No.</b>	<b>Make, Model, Type Vehicle</b>
		<b>County Tag No.</b>	
<b>Residence (City &amp; County):</b>		<b>Work Location:</b>	<b>One Way Mileage (Residence to Work):</b> _____
<b>REGULAR OVERNIGHT USE JUSTIFICATION</b>			
<b>Total Miles Driven Previous 6 Mos.</b> _____		<b>Present Odometer Reading</b> _____	<b>Number of Documented Miles Driven Previous 6 Mos.</b> _____
<b>Check if applicable → ( ) Police Dept. Community Presence Program</b>			
<b>EMERGENCY/TEMPORARY USE JUSTIFICATION</b>			
<b>Reviewing Supervisor:</b>		<b>Date Reviewed:</b>	
<b>Reviewing Department Head:</b>		<b>Date Reviewed:</b>	
<b>__Approved __Not Approved by County Manager/for CM Office:</b>		<b>Date:</b>	

Please check the appropriate code below:

- \_\_\_ PS – Public Safety Officers "Who are necessary for callback on an emergency basis for incident response or investigations"  
 \_\_\_ GS – Individuals in Public Works or General Services who are "skilled and needed for callback to respond to County facility emergencies"  
 \_\_\_ OE – Employees approved by their Department Head or the County Manager to take a vehicle home and live in Fulton County  
 \_\_\_ FE – Employees who live outside of Fulton County, are approved by their Department Head or the County Manager to take a vehicle home, and choose to pay the County a commute fee of \$0.10 per mile from the County line to the employee's residence and back via payroll deduction (Distance from County Line to Residence = \_\_\_\_\_)

Instructions: For regular overnight use each employee must normally list all thirty (30) documented callbacks for each 6-month period. There may be other circumstances that outweigh the rigid application of the criteria. This completed form is submitted to the General Services Department for approval by the County Manager. It is required for all employees driving County vehicles home overnight on a regularly assigned basis and on an emergency/temporary basis. Failure to provide complete information as requested on this form will be considered an inadequate justification.

Approved Callbacks are defined as the employee returning to work after duty hours for non-routine work essential to the public well being or the employee attending an authorized meeting as an official representative of the County at the direction of the appropriate department head. Emergency or temporary overnight driving assignments include those assignments necessary to provide for vacation replacements, employee termination, employee reassignments, or other such overnight driving of an emergency or temporary nature only.