

DEPARTMENT: SHERIFF

BY: ROD SINCLAIR PHONE: 966-3615

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ NoXX_)
ENACT A RESOLUTION APPROVING THE SHERIFF'S DEPARTMENT "SCOPE" PROGRAM (VOLUNTEER CITIZENS) AND THE ATTACHED RULES AND REGULATIONS THAT GOVERN THE PROJECT. THIS PROJECT WILL PROVIDE THE COMMUNITY WITH ADDITIONAL "EYES AND EARS" AND ENHANCE THE LAW ENFORCEMENT EFFORT IN MARIPOSA COUNTY. THIS PROGRAM IS IN PLACE IN OTHER SURROUNDING AND HAS BEEN A VERY SUCCESSFUL PROGRAM. THE VOLUNTEER MEMBERS WILL RELIEVE SOME OF THE WORKLOAD FROM THE REGULAR DEPUTIES ALLOWING THEM TO DEVOTE MORE TIME TO PREVENTATIVE PATROL AND UTILIZE THEIR TIME IN A MORE PROACTIVE MODE AS OPPOSED TO RE ACTIVE.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
THE BOARD HAS CONSIDERED AND APPROVED SIMILAR PROGRAMS IN THE PAST.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
DO NOT APPROVE. DO NOT TAKE ADVANTAGE OF TRAINED VOLUNTEER CITIZENS TO HELP THE SHERIFF IN THE OVERALL SUPPRESSION OF CRIME IN THE COMMUNITY

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal Transfers \$ _____
SOURCE () 4/5ths Vote Required
A. Unanticipated Revenue \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 97-749 Ord. No. _____
Vote - Ayes: 3 Noes: _____
Absent: Palmer, Erickson Abstained: _____
MW) Approved () Denied
() Minute Order Attached () no Action

ADMINISTRATIVE OFF.
RECOMMENDATION:
This item on the agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board. County of Mariposa, State of California

By: _____
Deputy

Comment: _____
A.O. Initials: MC / [Signature]

MARIPOSA COUNTY SHERIFF'S DEPARTMENT S.C.O.P.E.

PROJECT DESCRIPTION

The Mariposa County Sheriff's SCOPE program shall be comprised of adult citizens who are familiar with Mariposa County. These trained volunteers shall be utilized to enhance vital crime prevention services and community awareness. SCOPE patrol units shall conduct high visibility patrols, perform extra patrol/vacation house checks, assist the Crime Prevention Unit, conduct business-home security surveys, provide traffic control for collisions and special events, help Motor Pool transport station vehicles for service or repair, and assist with office related functions.

SCOPE members ***shall not*** be allowed to take law enforcement action, carry any weapons nor make arrests. Any suspicious activity observed shall be immediately reported.

The SCOPE program is a Crime Prevention/Assistance program exercising proactive law enforcement principles. All volunteer members have an interest in helping the Mariposa County Sheriff's Office and their community. All members must attend the SCOPE training program before performing any activities.

S.C.O.P.E. RULES AND REGULATIONS

GENERAL:

- 1) There must always be two uniformed SCOPE members in the Sheriff's Unit.
- 2) All members must report 15 minutes ahead of scheduled shift.
- 3) If a volunteer cannot make his/her shift, then it is his/her responsibility to fill the shift by calling on other members from an available roster. If a problem still exists the On Duty Supervisor will assist.
- 4) Volunteers must be neat in appearance and professional with the public and station personnel.
- 5) No form of weapon is to be carried.
- 6) Do not under any circumstances, take any enforcement action.
- 7) Must be willing to fulfill a wide variety of station needs.

SCOPE VEHICLE:

- 1) The vehicle will be locked at all times and *no smoking* will be permitted inside.
- 2) Drivers must carry a valid driver's license at all times and must pass the Drivers Awareness Course given by the Mariposa County Sheriff's Office. No unauthorized or non-certified drivers are allowed to drive county vehicles.
- 3) No unauthorized passengers in the county vehicle.
- 4) Members are responsible for making sure their units are fueled and parked at the end of each shift. Refueling policy: KEEP VEHICLE FULL.
- 5) Any traffic accident or immediate repairs to the vehicle must be immediately reported to the shift supervisor.
- 6) Personal vehicles are not to be used for patrol functions.
- 7) Members of SCOPE must operate the vehicles in a safe manner, obeying all traffic laws including time limit parking, red zones, no parking at any time and loading zones.
- 8) Members must read and sign a document that they will adhere to the Mariposa County Policies and Procedures for Operation of County Vehicles.

CONDUCT:

- 1) The Sheriff's Office shall, at its discretion, review your suitability for the S.C.O.P.E. program and may cause your dismissal in the event the Sheriff's Office receives a complaint from a citizen or other members of the Department regarding your conduct.

REQUIREMENTS:

- 1) As a member of SCOPE, it is your responsibility to become thoroughly familiar with the Mariposa County Sheriff's Office Policy and Procedures, both written and verbal.
- 2) You will be required to sign a document stating that you have read and understood the Policy and Procedures Manual of the Mariposa County Sheriff's Office. You will further be required to read and understand Mariposa County Statement on the Drug-Free Workplace and a Volunteer Statement Regarding Worker's Compensation insurance, pursuant to California Labor Code 3352(i). You may further be required to read and abide by other requirements deemed necessary by the Sheriff's Office and/or County.

Volunteer Statement Regarding Workers' Compensation Insurance

The undersigned desires to participate as a volunteer in a program with the Mariposa County Sheriff's Department known as the "_____ Program".

The undersigned has been informed and fully understands that the undersigned is in fact a "volunteer" performing voluntary service for a public agency and that the undersigned does not receive remuneration for the services other than possibly remuneration for meals, transportation, lodging or reimbursement for incidental expenses.

As a result of performing the voluntary services, the undersigned specifically acknowledges and understands that the undersigned is not a "employee" pursuant to California Labor Code Section 3352(i) and as result thereof, the undersigned is not entitled to Workers' Compensation Benefits as a result of any injury suffered while performing services in the above-described program for the Mariposa County Sheriff's Department.

Dated: _____

**ACKNOWLEDGMENT RECEIPT FOR
A PERSONAL COPY OF THE
MARIPOSA COUNTY
STATEMENT ON THE DRUG-FREE WORKPLACE**

This certifies that I have received, read, and understand the Mariposa County Statement on the Drug-Free Workplace and agree to abide by the terms and conditions of the County's Statement as a condition of my volunteer service for the Mariposa County Sheriff's Office.

DATE: _____ **BY:** _____
(Signature)

(Printed Name)

STATEMENT ON THE DRUG-FREE WORKPLACE

To comply with the enactment of Senate Bill 1120, (Chapter 1170, Statutes of 1990), which established the Drug-Free Workplace Act of 1990, Mariposa County accordingly provides this statement of compliance. (Article 2, Section 8355 (a) of the Government Code)

Mariposa County, has adopted this statement in compliance with legislation which addresses issues to avoid the dangers arising from drug and alcohol abuse in the workplace. These dangers include death and injury to the employee, co-workers, or the public resulting from accidents, dereliction of duty, poor judgment and carelessness. Substance abuse also results in lost productivity, reduced efficiency, and increased absenteeism by the substance abuser and interferes with the job performance of employees who do not use illegal or unauthorized substances (G.C. 8355 (b) (1)).

California law also prohibits the unlawful manufacture, dispensation, possession, or illegal use of controlled substance. That prohibition extends to all places and includes the worksite of Mariposa County employees (G.C. 8355 (a)).

Employees convicted of a violation of a criminal drug statute, when the violation occurred at a Mariposa County employees worksite, shall report the conviction to the employee's Department Head (Mariposa County P.P. & P.H. 2.21).

In the event of the unlawful manufacture, distribution, dispensation, possession or illegal use of a controlled substance at a Mariposa County worksite, the Department Head may take disciplinary action pursuant to County Policy (P.P. & P.H. 7.07) and/or require the satisfactory completion of a drug assistance or rehabilitation program.

Mariposa County provides drug problem assessment and referral to appropriate counseling and rehabilitation services at the Mental Health clinic. Contact your Personnel Office for further information.

It is the intent of the Mariposa County Board of Supervisors to ensure by execution of this statement of compliance that each employee (P.P. & P.H. 2.22) shall abide by the terms of this drug-free workplace statement (Section 8355 (c)).

A copy of the Statement on Drug-Free Workplace shall be provided to each Mariposa County employee.

(Ref. B/S 91-440 - 09/17/91)

Note: Subsequent to the above statement made per Board of Supervisors' Resolution 91-440, Section 7.07 of the P.P. & P.H. has been superseded by Article 13, Section 13.1.2.5 of the respective employee Memorandums of Understanding. Referenced sections are attached hereto.

**ACKNOWLEDGMENT RECEIPT FOR MARIPOSA COUNTY POLICIES
PROCEDURES FOR THE OPERATION OF COUNTY VEHICLES**

This certifies that I have received, read, and understand the Mariposa County Policies and Procedures for the Operations of County Vehicles and agree to abide by the terms of the County's policies as a condition of my volunteer service for the Mariposa County Sheriff's Office.

DATE: _____

BY: _____

(Signature)

(Printed Name)

Mariposa County Sheriff's Department

MARIPOSA COUNTY

POLICIES AND PROCEDURES

FOR

THE OPERATION OF COUNTY VEHICLES

Part 1. GENERAL INSTRUCTIONS

Part 2. ACCIDENT PREVENTION

Part 3. EQUIPMENT OPERATION

Part 4. HANDLING OF ACCIDENTS

Part 5. SAFETY INSTRUCTIONS TO PERSONNEL

PART ONE

GENERAL INSTRUCTION

The first requirement of an employee is that he exercise extreme care in the operation and handling of all county vehicles or any vehicle employed in county use. All drivers must be completely conversant with the General Safety, Operating and Maintenance instructions contained herein within 15 days after employment, as it must be understood that rules are useless unless applied. Rules contained within this program are applicable to all persons employed by the County of Mariposa that may operate a motor vehicle in the course of county business. Situations not specifically covered by rule should be referred to your Department Head for decision unless circumstances are such that he is not available. Drivers are expected to use their best judgment in such cases and make an immediate report of the matter as quickly thereafter as possible.

STATE AND MUNICIPAL REGULATIONS

Drivers must familiarize themselves with State, Municipal and other regulations which affect the operation of their equipment. They should be particularly familiar with the vehicle code of this State.

DRIVER'S LICENSE

Drivers prior to employment must secure a State Driver's License or valid temporary State permit and must have the license or temporary permits in their possession when on duty.

CONDUCT OF PERSONNEL

Civil, gentlemanly deportment is required of all employees. They must not enter into any altercation, no matter what provocation may be given, but will report the facts to their immediate superior.

PERSONAL OBLIGATIONS

Drivers shall not carry any passengers other than authorized employees or persons. Elected officials, department heads or supervisors shall have the authority to authorize the carrying of passengers other than County employees. Under no circumstances will helpers or other employees on duty be permitted to ride on running boards or in a tractor. Such passengers must be carried in the cab or within the body of the vehicle. This rule is excepted on fire fighting equipment or other equipment where required and adequate facilities are provided. Nothing contained in this rule shall be so construed as to prohibit the carrying of any person or persons in the case of accident, or other emergency.

PART TWO

ACCIDENT PREVENTION

Safety is of first importance in the discharge of duty. In any operation of motor vehicles, proceed carefully. Take no chances. The constant exercise of good judgment and strict compliance with rules and orders will, in most instances, prevent accidents.

Any act of carelessness, indifference or recklessness shall be regarded as evidence of unfitness of the driver.

RECKLESS DRIVING FORBIDDEN

No motor vehicle shall be driven recklessly or so as to endanger life, limb or property.

RIGHT OF WAY

Right of way, even if legally yours, **MUST** be surrendered if necessary to avoid collision.

DRIVING WHILE ILL OR FATIGUED

No motor vehicle shall be driven by any driver while his ability or alertness is so impaired through fatigue, illness or any other cause as to make it unsafe for him to drive or to continue to drive a motor vehicle, nor shall he be required or knowingly be permitted to drive in such condition.

USE OF ALCOHOLIC BEVERAGES

No driver shall go on duty while under the influence of, nor drink while on duty, any alcoholic beverage or liquor, whatever its alcoholic content.

USE OF NARCOTICS

No person who is addicted to the use, or under the influence, of narcotic drugs or amphetamine or any derivative thereof shall operate any motor vehicle.

USE OF DANGEROUS DRUGS

No person shall operate any motor vehicle while knowingly under the influence of any dangerous drug, to a degree which renders him incapable of safely driving a vehicle.

"CLEAR COURSE" BEFORE STARTING

No motor vehicle shall be set in motion until due caution has been taken as to ascertain that the course is clear.

Before proceeding through restricted clearance, underpass or bridge, a driver shall first make sure equipment and cargo will pass through without damage.

Drivers shall make certain before backing that it is safe to do so and if necessary, shall get out the equipment to satisfy themselves as to the safety of the contemplated move. In cases where it is necessary to back into heavy traffic or into areas of restricted clearance, drivers should obtain assistance if possible.

Nothing contained in the foregoing backing rule relieves the driver of full responsibility in the event of an accident.

SPECIAL STOPS REQUIRED

The driver of any vehicle upon approaching any entrance of a highway or intersection, or railroad grade crossing posted with a stop sign except as otherwise permitted in this paragraph, shall stop:

- (a) At a limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection or, if not, then before entering the highway or intersection.
- (b) At any point within an intersection as required by a stop sign erected therein.
- (c) Before entering a highway railroad grade crossing.

PRECAUTIONS AT RAILROAD GRADE CROSSINGS

Whenever any person driving a vehicle upon a highway approaches a railway grade crossing and a visible and electric or mechanical signal device gives warning of the approach of a railway train or car, the driver of the vehicle shall stop within 50 feet but not less than 10 feet from the nearest track of the railway but need not remain standing if he can proceed in safety.

The driver of the vehicle shall likewise stop and remain standing and not traverse such a grade crossing when human flagman gives or continues to give signal of the approach or passage of a railway train or car.

The provisions of this paragraph shall apply to the operation of the following vehicles:

1. Any motor truck transporting employees in addition to those riding in the cab.
2. Any bus transporting employees.
3. Any bus transporting minors on any outing organized on a group basis.
4. Any vehicle carrying explosive substances as a cargo or part of a cargo.
5. Any tank vehicle whether loaded or empty.
6. Any vehicle transporting more than 120 gallons of flammable liquids or liquefied petroleum gas in containers having a capacity of more than 20 gallons as a cargo or major portion of a cargo.

Before traversing a grade crossing of a railway or electric railway, the driver of any vehicle described above, shall stop such vehicle not less than 10 nor more than 50 feet from the nearest rail of the track and while so stopped shall listen, and look in both directions along the track, for any approaching train or interurban car, or other vehicle using such rails. The vehicle shall remain standing while any train is moving toward the crossing and is close enough to constitute an immediate hazard. Unless a train or locomotive is approaching, the driver of a motor vehicle need not stop at any industrial or spur track unless it is determined by the Public Utilities Commission that a stop should be made. In this case, distinctive signs shall be made at any crossing where an officer is on duty and directs traffic to proceed nor where a stop and go sign is in operation and indicates that traffic may proceed.

The driver of any vehicle upon meeting or overtaking from either direction any school bus equipped with signs as required in the vehicle code which has stopped for the purpose of receiving or discharging any school children and displays a flashing red light visible from front and rear shall bring such vehicle to a stop immediately before passing the school bus and shall not proceed past the school bus until the red flashing signal ceases operation. The driver of a vehicle upon a highway with separate roadways need not stop upon meeting or passing a school bus which is upon the other roadway. The driver of a vehicle need not stop upon meeting or passing a school bus when the school bus is stopped at an intersection or place where traffic is controlled by a traffic officer or official traffic control signal.

OTHER USERS OF HIGHWAY NOT TO BE ENDANGERED

No motor vehicle, except in case of emergency, shall be stopped, its speed suddenly decreased, nor its course or direction changed, unless the driver thereof shall have exercised due caution to ascertain that such acts can be performed without endangering other users of the highway.

VEHICLE MUST BE IN PROPER POSITION FOR MAKING TURNS

Upon all highways any right turn shall be made from a position which is as close as practicable to the extreme right side of the traveled portion of the highway. Upon two-way highways any left turn shall be made from a position which is as close as practicable to the center of the traveled portion of the highway.

Upon one-way highways and upon highways on which the opposing streams of traffic are separated by a diving strip or zone, any left turn shall be made from a position which is as close as practicable to the extreme left side of the traveled portion of such highways. In all cases turns shall be made with due caution, having due regard to the length of the motor vehicle and any load thereon, the width of the roadway and other traffic. Before making any turn the motor vehicle shall be driven into the proper lane well in advance of the intersection.

SPECIAL CARE IN OVERTAKING OR PASSING

No motor vehicle shall be driven past a vehicle or vehicles proceeding in the same direction, unless there is ample space ahead to do so without endangering any other users of the highway; if necessary, an audible signal of intention to pass shall be sounded. After passing, the motor vehicle shall not be returned to the right side of the roadway until safely clear of the overtaken vehicle or vehicles.

OVERTAKING MUST NOT BE PREVENTED BY SPEEDING UP

The speed of a motor vehicle shall not be increased to prevent being overtaken by another vehicle attempting to pass.

PRECAUTIONS WHEN VEHICLE IS LEFT UNATTENDED

No motor vehicle shall be left unattended regardless of whether it appears to be on a grade or incline until after: (1) the parking or hand brake has been securely set and (2) the vehicle has been placed in the lowest possible gear, reverse if headed down hill, low if headed up hill, or in the case of automatic transmissions, in the PARK position, or its wheels securely blocked and (3) all other reasonable precautions have been taken to prevent its movements while unattended.

VEHICLE WHEN STOPPED MUST NOT INTERFERE WITH OTHER TRAFFIC

No motor vehicle shall be stopped, parked or left standing, whether unattended or attended upon a traveled portion of any highway outside of a business or residence district, when it is practicable to stop, park, or leave the motor vehicle off the traveled portion of such highway. When conditions make it impracticable to move the motor vehicle from the traveled portion of the highway, every effort shall be made to leave all possible width of the highway opposite such standing motor vehicle for the passage of other vehicles, and care taken to provide a clear view of such stopped motor vehicle as far as possible to the front and rear.

EXTREME CAUTION REQUIRED UNDER HAZARDOUS CONDITIONS

Extreme caution in the operation of motor vehicles shall be exercised under hazardous conditions; such as snow, ice, sleet, fog, mist rain, dust, smoke or any other condition which adversely affects visibility or traction, and speed shall be reduced accordingly.

FLOODS: In case of extraordinary rains or high waters, vehicles shall be stopped in a protected and elevated location if possible. Before proceeding, driver must ascertain that roadway, including bridges and trestles, are safe.

OPERATION DURING FOG: Drivers encountering fog should reduce speed so that vehicle can be stopped within the space of highway visible ahead of the vehicle. In case of severe fog where visibility is such that continued operation is hazardous, driver shall pull vehicle off highway until fog has lifted. In such cases, lights shall be lighted and flares, fuses or electric lanterns placed in manner prescribed.

LIGHT OR FLAG ON END OR PROJECTING LOAD

During the time when lights are required to be displayed, there shall be attached to the rearmost extremity of any load which projects four feet or more beyond the rear of the body of the motor vehicle, or to any tailboard or tailgate so projecting or to the rearmost extremity of any load carried on a pole trailer, two red lights securely fastened thereto, which shall be plainly visible for a distance of at least 500 feet to the sides and rear under normal atmospheric conditions. At all other times a 16" square red-cloth flag shall be so displayed.

PART THREE

EQUIPMENT OPERATION

It is acknowledged that drivers in our service are experienced and capable operators; however, there are certain operational procedures which the county's experience indicates should be done in a specific manner. In all of these cases the reasons for doing so may not be self evident to the individual or may be considerably different to what a new employee is accustomed to doing. If so, the application of the data outlined in this section will eliminate errors, prevent accidents and increase your unit's life and efficiency.

EQUIPMENT TO BE IN GOOD WORKING ORDER

No motor vehicle, county owned or privately owned and used in county business, shall be driven for county business unless the driver thereof shall have satisfied himself and his department head that the vehicle is in good working order and the following items have been thoroughly checked: using our operator equipment report.

A complete check of each vehicle is to be conducted by the driver each day. The Crew Foreman shall inspect all vehicles used by his department once a month and submit an Equipment Inspector's Report to the office on each vehicle. The Crew Foreman should inspect equipment approximately two weeks after the Safety Inspector has inspected the equipment.

IDLING COLD MOTORS

Drivers must idle cold motors for not less than 3 minutes before starting on their runs. Idling speed must be adjusted so that motor is operating at a fast idle. Motors must not be raced under any circumstances. Excessive use of the choke must be avoided. Under no circumstances may drivers leave the vehicle unattended with the motor running.

MOTOR SPEED

Internal combustion engines are designed to operate most efficiently and without damage at a minimum and maximum speed in revolutions per minute. When a motor is operated in a gear which turns the motor over below the minimum speed, it is being "lugged" and damage to bearings will result. When a motor is being operated at a speed over the maximum for which it was designed, it is being "oversped" and this practice likewise seriously damages the motor.

Lugging principally occurs on hills or in starting and is due to improper gear selection. Overspeeding can occur on down grades or on the level if the governor is not working properly. A simple method of ascertaining if you are lugging your motor is to note if the unit can pick up speed regardless of gear at full throttle. If it cannot, reduce gear ratio to a point where you have reserve power.

BRAKES

Test brakes immediately upon leaving and before attaining a speed of 10 miles per hour. If any defect is discovered in a brake test which impairs safe operation, immediately repairs should be made.

Drivers operating trucks or tractors equipped with air brakes shall not move equipment until motor has run sufficient time to allow compressor to build up pressure registering from 90 to 120 lbs. on dash gauge. Air tanks on units equipped with Air Brake Systems shall be bled regularly to prevent accumulation of water in tank.

Drivers will see to it that this is done at least once every 1000 mile service period.

Equipment operating in exceptionally cold weather shall have tanks blown daily.

Constant check is to be kept on air pressure gauge. Brakes will not release until 40 lbs. of pressure is built up. Normal working pressure should not be permitted to drop below 70 lbs. If a check of the gauge reveals pressure is dropped, driver shall stop and make an immediate check of air lines and compressor belt.

Vacuum and air hoses must be handled with care and not allowed to come in contact with dirt or dust when uncoupling or coupling, as the suction will pull foreign matter into the line and valves.

PART FOUR

HANDLING OF ACCIDENTS

All personnel must be familiar with the following instructions on the handling of accident reports:

DUTIES OF DRIVER IN CASE OF ACCIDENT

All accidents, no matter how minor, must be reported. Failure to report all accidents immediately will be considered ground for disciplinary action.

Drivers involved in accidents must not, under any circumstances, make admissions as to the negligence or liability.

Refer all claimants to your Department Head.

Sign no statements and do not discuss the accident with parties not officially connected with the county of Mariposa or the Highway Patrol.

The driver if any motor vehicle involved in an accident resulting in death, personal injury, or property damage, shall forthwith stop at the scene of the accident and remain there until he shall have (a) rendered all possible assistance to injured persons; and (b) give to other party involved, his name and address, the name and address of his employer, and his vehicle registration number. He shall take all reasonable precautions to prevent any further accidents at the scene.

As soon as possible after the accident, the driver shall report all details of the accident to his employer on the Field Report form contained in the vehicle.

WHAT TO DO IN CASE OF PUBLIC LIABILITY OR PROPERTY DAMAGE ACCIDENTS

If you are involved in an accident in which there is death, injury or property damage, you are required by law to stop immediately and:

1. Give to the other party your name and address, the county's name and the license number of the vehicle you are driving.
2. Show the other party your license if requested.
3. Render any injured person reasonable assistance including conveyance of an injured person by ambulance to a doctor or hospital if apparent need of treatment.
4. Do not attempt to move the injured person unless absolutely necessary until ambulance crew or doctor arrives and examines injured party.

If the other vehicle involved is unattended you must stop immediately and:

1. Then and there locate or notify the owner.
2. Leave in a conspicuous place a written notice giving your name and address and a statement of the circumstances and in California, send a similar notice to the city police or county sheriff or California Highway Patrol Office.

In addition to the foregoing you must:

1. In California, report to the Department of Motor Vehicles, or any branch thereof, all accidents resulting in injuries or death within 24 hrs. after such accident. The report is to be submitted on the Division of Motor Vehicles Accident Report Form. If inside incorporated city limits, make report to local law enforcement body immediately.

**REPORTING ACCIDENTS
PUBLIC LIABILITY, PROPERTY DAMAGE, FIRE, THEFT**

All accidents of whatever nature or extent, are to be reported by you to your Department Head on the insurance carrier's accident report form as soon as possible after the occurrence. For your convenience in taking down data at the scene of the accident, a field report form is furnished. A copy of this form is to be kept in each vehicle and is to be filled out in detail immediately. Accident report forms are to be filled out completely and in detail and signed by the driver. Give name of driver and owner and license number of the other car, names of all passenger's and state damage even if slight. If no damage, write in the word "none". Numbers of all equipment involved is to be shown on card.

GET THE NAMES OF WITNESSES IF POSSIBLE.

Estimate in dollars the extent of the damage.

If accidents result in injury or death or damage is great, advise your Department Head or office by telephone.

COMMUNICATIONS REGARDING ACCIDENTS

If you receive or are served papers as the result of an accident, send them immediately to your Department Head. Make a note of the time, place and date of receipt of the service and furnish him with any documents served on you.

EDUCATION PROGRAM

- a. Upon adoption of this program, general safety meetings shall be held in all departments so that safety program may be fully explained.
- b. General safety meetings should also be held at various times to discuss accident trends and methods of relief. Also to explain various charts and analytical data which will be made available. These charts may be posted on bulletin boards.

EQUIPMENT MAINTENANCE

- a. Drivers must report to their Department Head or Supervisor any mechanical troubles or failure at once either upon leaving or checking in on our operators equipment report. Verbal reports will not be accepted.
- b. Drivers must also first taking our equipment carefully inspect conditions of same, note any damage which is apparent, and if found damaged or defective in any way, note on report form and give to Department Head or Supervisor in charge.
- c. Department heads or Supervisors shall immediately report any mechanical troubles or failures to the Vehicle Maintenance Supervisor who will arrange for replacement of alternate vehicle.

PART FIVE

SAFETY INSTRUCTIONS TO PERSONNEL

1. Prior to commencing the day shift, every operator of a piece of equipment will check his equipment and fill out and sign equipment operators report.
2. If in the opinion of the operator, something needs attention to avoid possible damage to the machine or danger to the operator, the equipment shall not be used until such defect is corrected and the repairs noted on Equipment Operators Report.
3. If the operator is in doubt as to possible existence of a defect, that would affect the safety of either the operator or the equipment, such equipment shall not be used until said machine is cleared by a shop mechanic or Crew Foreman. The Foreman or mechanic will fill out and sign an Operators Equipment Report noting his findings and repairs if required.
4. County Road Department personnel traveling to a job site and observing a potential hazard to the traveling public will stop and make every effort to make the hazard safe. In the event the hazard cannot be removed, the employee will clearly mark the hazard so as to be apparent to the traveling public and report immediately to the office or some employee who can remove the hazard.