**County Property and Equipment**

**Policy**

All divisions of the office will follow the same guidelines as established by the Kootenai County Coroner’s Office.

**Procedure**

1) Employees shall refrain from directly or indirectly making use of or permitting others to make use of County property for personal use. This will include the use of the County vehicles, cellular phones, fax machines, copy machines, computers and supplies.

2) County equipment and vehicles are for employee use in the performance of their assigned duties. Individual guidelines for the use, security and care of equipment may be established by directive and /or department policy.

3)  All equipment or supplies entrusted or issued to an employee should be cared for properly. All employees will be provided with equipment storage area and /or office space for items that are used during the normal course of their duties.

4) Each employee’s work station will be kept clean and neat at all times. All break areas are to be kept clean.

**Use of County Vehicles**

**Policy**

The Kootenai County Coroner’s Office will have a certain number of County issued vehicles that will be used by staff to respond to calls, respond to facilities to obtain investigative information, evidence and or specimens.

**Procedure**

1) All county vehicles will follow normal traffic laws and will not respond “Code 3” to any type of call.

2) No County vehicle will be used for personal use.

3) The lights that are equipped on vehicles, (ambers) are to be used only to enhance visibility of the vehicle, when riding on the shoulder or in slow traffic i.e. responding to a motor vehicle accident where the traffic is backed up. Ambers will not be used in normal traffic nor left on when an investigator has arrived on scene, unless needed for safety (i.e. blocking traffic, highway fatality etc.).

At the end of every shift, it will be the responsibility of each Medical Death Investigator to keep county vehicles clean, stocked and fueled. The oil should be checked regularly. Any vehicle problems should be reported to the investigative supervisor. The following routine procedures should occur daily:

* Vehicles are to be fueled at the end of each shift.
* Any trash or bio-hazard materials in the vehicle are to be thrown away at the end of each shift.
* All supplies, such as body bags, gloves, body envelopes, etc. will be replenished before the end of each shift.
* Damage to county vehicles shall be reported immediately to the weekly on-call supervisor and a written report shall be placed on the Chief MDI’s desk prior to the end of the shift on which the damage occurred.
* Medicolegal Investigators will wash and vacuum the vehicle assigned to him or her as needed. Car wash coupons are provided.

4) They will be responsible for the vehicles, maintain the appropriate logs during shifts and any requests for repairs will be made to shift supervisors via email. All vehicle maintenance and repair will be completed at the Kootenai County Sheriff’s Fleet Department or approved vendors.

5) Investigative Supervisors will complete the vehicle maintenance and supply checklist weekly.

KOOTENAI COUNTY CORONER

SUPPLEMENTAL AUTO POLICY

When driving County owned vehicles, all Kootenai County policies apply.

All laws and regulations are to be strictly followed.  Additionally, the new GPS integrated Dashboard camera must be in place and be operational.