



## ADMINISTRATIVE POLICY AND PROCEDURE

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**Subject:** SECURITY OF COUNTY OWNED VEHICLES

**Policy No.:** A412

Supersedes: February 1, 2016

Review Date: March 24, 2023

Origin Date: January 1, 1982

Revision Date:

### **PURPOSE:**

To state Rancho Los Amigos National Rehabilitation Center's policy related to the security of County-owned vehicles.

### **POLICY:**

Drivers of County vehicles shall adhere to the following:

1. No Rancho vehicles or other self-propelled equipment can be left unattended with the engine running or key left in the lock.
2. Vehicles shall be properly secured with **doors locked and windows rolled up** when not in immediate use.
3. No person will at any time have keys to Rancho vehicles duplicated. Replacement keys will be provided by Facilities Management, Transportation section.
4. Possession of Rancho vehicles or keys to said vehicles outside of working hours must be authorized in writing by the Chief Executive Officer.
5. When vehicles are not in actual use, keys must be returned to a specified control point for safekeeping.
6. Above-mentioned vehicles and equipment with improperly working locks or ignition must be reported to the Transportation section of Facilities Management immediately.

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Revised: 6/03, 2/14, 2/16

Reviewed: 6/03, 4/06, 2/14, 2/16, 3/23

Approved By: