



# **DESOTO PARISH POLICE JURY**

**April 06, 2026 at 5:02 PM**

## **Policy and Procedures Committee Meeting**

**Police Jury Meeting Room, 101 Franklin Street, Mansfield, LA 71052**

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### **AGENDA**

Stacey Justice, Chairman, Nick Rains, Jeri Burrell, Richard Fuller and Greg Baker

- A. CALL TO ORDER**
- B. CALL FOR ADDITIONS AND DELETIONS**
- C. GUEST AND PUBLIC COMMENTS**
- D. POLICY AND PROCEDURES ITEMS**
  - 1. Amend Vehicle Usage and Search Policy
- E. ADJOURN**

## 403 Vehicle Usage & Search Policy

The purpose of this policy is to ensure borrowed, leased or rented vehicles are used in accordance with Police Jury policies and all federal, state and local laws, rules and regulations.

This policy applies to all operators of and passengers in the Police Jury vehicles.

### ***RESPONSIBILITY:***

#### ***Police Jury***

It is the responsibility of the Police Jury to:

1. Authorize the temporary use of vehicles by Jurors; and
2. Determine which employees are regularly assigned take home vehicles.

#### ***Department Head***

It is the responsibility of a Department Head to:

1. Authorize the temporary use of vehicles by his employees; and
2. Monitor use of vehicles by his employees.

#### ***Operators***

It is the responsibility of Operators to:

1. Perform preventative maintenance in accordance with the vehicle's owner's manual;
2. Use vehicle for only work-related purposes unless otherwise allowed by this policy;
3. Avoid activities which violate any laws, rules, regulations, or policies;
4. Operate the vehicle safely;
5. Obtain authorization to use the vehicle;
6. Wear a safety belt when occupying the vehicle while moving and when otherwise required by law;
7. Possess a legal, valid driver's license for the vehicle being operated;
8. Avoid occupying a vehicle with an unauthorized person;
9. Prohibit occupancy of the vehicle by any person other than another employee, Police Juror, or individual conducting official business with the Jury except that

immediate family may occupy a vehicle when used for Police Jury business and approved by a Division Manager or Department Head;

10. Assist occupants of the vehicle during times of emergency when it appears safe to do so;
11. Immediately notify the authorizing party within 24 hours of any violation of a law, rule, regulation, policy, or accident;
12. Comply with cellular telephone usage laws and policies;
13. Pay fines assessed for violations of laws, rules, regulations, or policy by the due date;
14. Regularly clean vehicle or report the need to clean to the authorizing party; and
15. Comply with the manufacturer's recommendations for fuel conservation.

### **Passengers**

It is the responsibility of Passengers to:

1. Wear a safety belt when occupying the vehicle while moving and when otherwise required by law; and
2. Obtain authorization from the vehicle operator, to occupy the vehicle and assist the vehicle operator and other passengers during times of emergency when it appears safe to do so.

### **Take Home Vehicle**

The Police Jury has determined that it is in the best interest of its citizens to regularly assign take home vehicles to key employees because efficiency and/or public safety is improved when key employees respond directly to work sites or emergencies from their home or temporary duty station. The list of employees who are assigned take-home vehicles shall be maintained by the Finance Division.

Key employees shall be "first responders" in times of emergency affecting their departments and shall be "on-call" 24/7, readily available, when notified via a communication process and device specified by their supervisor or his designee, and able to respond to the emergency within one (1) hour of said notification. When unable to respond "first responders" shall notify their supervisor or supervisor's designee at least twenty-four (24) hours in advance and said supervisor will assign the responders duties, and vehicle when necessary, to another qualified employee.

Any "first responder" failing to respond to an emergency when "on-call" and properly notified shall be disciplined, up to and including termination.

"First Responder's" pay when responding to an emergency shall be in accordance with the Jury's employment policies and procedures.

When an employee or juror is authorized to operate a "take home" vehicle, said operator is responsible for the commuting cost of the vehicle to/from work as described below. The cost of such operations shall comply with IRS rules and regulations.

When an employee is assigned a take home vehicle it shall be used only for Police Jury business except for commuting to and from work and de minimis personal use.

Commuting is a personal use that must be valued and treated as a taxable fringe benefit for federal income and employment tax purposes. The Police Jury has elected to value the commuting and de minimis use of an employee's take home vehicle at \$3.00 for a DeSoto Parish resident and \$6.00 for non-parish resident.

### **Vehicle Parking**

Parked Police Jury vehicles shall be locked in a reasonably safe location.

Vehicles used for overnight travel or other approved purposes may be parked at the operator's residence or other reasonably safe location when approved by authorizing party. All other vehicles shall be parked at the operator's assigned place of work at the end of the workday.

### **Personal Vehicle**

When an appropriate Police Jury vehicle is not available to an employee or a Police Juror for Police Jury business, the authorizing party may approve the use of the operator's privately owned vehicle (POV) and the operator will be compensated for mileage at the approved state compensation rate.

If a police jury vehicle is available for use and an employee or other authorized individual travels, and such travel is covered by the Police Jury, the individual will be reimbursed for only fuel expenses associated with the vehicle use. The reimbursement amount will be determined by the Parish Treasurer and the Parish Administrator.

This policy applies to all vehicles owned, leased, or rented by the Police Jury, without exception.

The Police Jury reserves the right to conduct searches consistent with federal, state and local law, and to inspect any Police Jury vehicle. Employees and Jurors should have no expectation of privacy when using Police Jury owned vehicles.

The Police Jury assumes no liability for damage, loss or theft by third parties to personal property of employees or jurors located in a Police Jury vehicle.