

1415.00 – Vehicle Replacement
Stakeholder Review: 07/22/24-08/21/24

Refer:

- Multnomah County Administrative Procedure FLT-1: Permanent/Temporary Vehicle Assignment/Vehicle Utilization Guideline
- Multnomah County Fleet Services Vehicle Purchase Request Form

Definitions:

- A “lemon” – Any vehicle with reoccurring mechanical problems resulting in the vehicle downtime exceeding 10% in the last year and/or the repair costs to value exceed 100%.

Policy:

1. The Logistics Manager shall annually establish purchasing and budget controls for vehicle replacement recommendations.

Procedure:

1. Vehicle Replacement:
 - 1.1. Vehicle replacement parameters include meeting the on-going needs of the agency, fleet standardization, maintenance costs, eliminating unnecessary down time, operational costs as equipment ages, and lifespan costs in relation to resale value.
 - 1.2. A Capital Reserve Fund for vehicle replacement is established by Fleet Services that accumulates funds generated by the purchase of fleet vehicles in accordance with the Standard Replacement Schedule:

Standard Replacement Schedule			
Vehicle/Unit Type	Age/Years	Miles/Hours	Repair Cost/Value
Take Home Vehicle	8	120,000	80%
Civil Vehicles	8	120,000	80%
Patrol Vehicles	8	120,000	80%
P/U & Vans	10	120,000	80%
Member Unit and Pool Vehicles	8	120,000	80%
Specialty Vehicles	12-14	120,000/12,000	80%
Truck(s) > 33K GVW	10-12	120,000/12,000	80%
AIC Transport Chassis	10	350,000	80%
Full Size Buses	10	1,000,000	80%
Transport Vans	6	100,000	50%
Work Crew Trucks	8	100,000	50%

- 1.2.1. Vehicles that do not meet the above criteria will be removed from the fleet for replacement unless the Logistics Manager grants approval based on the affected unit's documented extenuating circumstances.
 - 1.2.2. A replacement schedule will be prepared by the Logistics Unit, projecting the mileage and months-in-service for six (6) months. The standard will be that at a minimum the vehicle under review meets two of the rating factors. A list of vehicles meeting the above standards, shall be made by the Logistics Manager, and forwarded to the respective Division Chief or designee.
 - 1.2.3. The Logistics Manager, Fiscal representative and respective Division Chiefs purchasing vehicles, shall annually review the vehicles assigned to the division before August 1st to determine if replacement is necessary and sufficient funding is available. This review will identify those vehicles technically out of date and/or reliable to be kept in service beyond standard replacement/mileage schedule.
 - 1.2.4. In addition to the standard replacement schedule, a vehicle may also be replaced though the capital reserve fund if the Logistics Manager and the respective Chief conclude that:
 - 1.2.4.1. The vehicle is a safety hazard and there is no reasonable correction to the safety issue; the vehicle is totaled by accident, and the County's insurance carrier provides at least 50% of the value of the vehicle in insurance coverage; and/or
 - 1.2.4.2. If the vehicle is a "lemon", and the manufacturer is not responsible for correction of the defects, and the Logistics/Fleet Manager determines it would be more efficient to replace the vehicle.
 - 1.2.5. Auctioning vehicles that have met the Standard Replacement Schedule is an option that can reduce the total cost of procuring a replacement vehicle. If a Division Chief has made the determination that a vehicle shall go to auction, the Logistics Unit Manager will coordinate with the County Fleet Manager. In some instances, vehicles going to auction will require stripping of equipment that will be repurposed within MCSO. When an MCSO vehicle is sold at auction, the proceeds are deposited back into the division's replacement funds by the Finance Specialist Senior, Department of County Assets. The Sheriff has the authority to re-route replacement funds and/or proceeds from auctions to meet agency priorities.
- 1.3. New Fleet Additions:
 - 1.3.1. Requests for additional vehicles occur during the annual budgetary process or during grant processing. The acquisition of additional vehicles will require a formal request process by completing the

Multnomah County Fleet Services Vehicle Purchase Request Form. Ideally this is completed during annual budget preparation when vehicle needs are identified.

1.3.2. Requests for additional vehicles that occur outside of the annual budgetary process will be routed through the chain of command of the respective department. The Logistics Unit will initiate the requisition process with the County Fleet Manager only after receiving approval from the respective Division Chief or assigned designee.

1.3.3. Under no circumstances should a department representative coordinate directly with the County Fleet for procurement of new assets.

1.4. Roll-Down Schedule:

1.4.1. Vehicles rotated between units/divisions shall use the mileage standards as a guideline. In addition, any equipment modification shall be cost effective. It is intended that large sedans used as patrol vehicles be rotated to other members or units when a vehicle of that size is necessary. Once the vehicle has exceeded both its mileage and age standards, the vehicle may be rolled down, rather than purchasing a new large sedan for other than patrol use.

2. Under-Utilized Vehicles:

2.1. Each year, on or before December 15, the Sheriff's Office Logistics/Fleet Manager shall provide a list of all vehicles driven less than 6,000 miles per year to the respective Division Chiefs to determine if reasonable alternatives exist to remove or reassign the underutilized vehicle. Exceptions to this policy include specialty vehicles (i.e.: SWAT, CERT, and Command Post Truck).

History:

- Originating Policy/Procedure:
- Next Review Date:
- Review By: Sheriff's Office

Please leave feedback here: <https://forms.office.com/q/qkas625uEC>