

1 **COMMISSIONERS' MEETING**

2
3 **February 25, 2026**

4
5 The regular meeting of the York County Commissioners was held on Wednesday, February 25, 2026, at
6 4:30 PM at the York County Government Building in Alfred.

7
8 **COMMISSIONERS PRESENT:**

9
10 Richard R. Dutremble
11 Richard Clark
12 Robert Andrews
13 Justin Chenette
14 Donna Ring

15
16 **COMMISSIONERS ABSENT:**

17 None

18
19 County Manager Greg Zinser, Deputy County Manager Linda Hutchins-Corliss, Sheriff William King,
20 Facilities Director Rick deRochemont, EMA Director Arthur Cleaves (via Zoom), EMA Deputy Director
21 Megan Arsenault (via Zoom), Chief Advancement Officer Rachel Standfield and Regional Training
22 Center Director Rod Hooper were present at the meeting.

23
24 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

25
26 **ITEM**

27
28 **1. PUBLIC COMMENT(S) ON ANY ITEM(S)**

29 None.

30
31
32 **2. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS**

33
34 a. Commissioners' meeting of February 4, 2026

35
36 **MOTION: Commissioner Clark moved to approve the minutes of February 4, 2026, as presented.**

37 **Commissioner Andrews seconded the motion.**

38 **Motion carried 5:0**

39
40
41 **3. TO APPROVE TREASURER'S WARRANTS**

42 a. Warrants to be approved on February 4, 2026, in the amount of \$789,797.17

43
44 **MOTION: Commissioner Clark moved to approve the warrant dated February 4, 2026, in the**
45 **amount of \$789,797.17. Commissioner Andrews seconded the motion.**

46 **Motion carried 5:0**

47
48 b. Warrants to be approved on February 11, 2026, in the amount of \$2,156,202.61

50 **MOTION: Commissioner Clark moved to approve the warrant dated February 11, 2026, in the**
51 **amount of \$2,156,202.61. Commissioner Andrews seconded the motion.**
52 **Motion carried 5:0**

53
54 c. Warrants to be approved on February 18, 2026, in the amount of \$679,140.61

55
56 **MOTION: Commissioner Clark moved to approve the warrant dated February 18, 2026, in the**
57 **amount of \$679,140.61. Commissioner Andrews seconded the motion.**
58 **Motion carried 5:0**

59
60 **4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

61
62 Commissioner Chenette reported that he recently toured the Regional Training Center and thanked
63 Director Roger Hooper for leading the visit. He said he was impressed with the facility, noting its quality,
64 strong collaboration among leadership and staff, and the countywide support behind it. He highlighted the
65 center’s capabilities, emerging strategic partnerships, and its role in positioning York County as a regional
66 leader. He praised the center as a unique asset and expressed enthusiasm for future programming,
67 reiterating how impressed he was with last week’s visit.

68
69 Commissioner Clark noted that earlier in the week, EMA Director Art Cleaves published an op-ed in the
70 *Portland Press Herald* addressing the infrastructure required to deliver electricity, including the costs and
71 the importance of maintaining and improving that system. Commissioner Clark praised the piece as well
72 written and congratulated Director Cleaves on its publication. He encouraged others to read the op-ed if
73 they had not yet seen it.

74
75 Commissioner Dutremble reported that he attended the Biddeford City Council meeting last Tuesday,
76 where the Council considered a resolution in support of LD 2124, *An Act to Support Emergency Shelter*
77 *Funding Using Real Estate Transfer Tax Revenue*. He stated that during public comment, he presented the
78 County’s position of “ought not to pass.” Following public comment, the Council voted on the resolution,
79 which ultimately did not pass.

80
81 **5. NEW BUSINESS**

- 82
83 a. Deputy County Manager/HR Director Linda Hutchins-Corliss to present new hires/transfers:
84 i. To seek hiring approval of Francis Bruno in the position of Reserve Public Safety
85 Instructor II in the YC Regional Training Center office with an effective date of March 9,
86 2026.

87
88 **MOTION: Commissioner Clark moved to approve the hiring of Francis Bruno in the position of**
89 **Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date**
90 **of March 9, 2026. Commissioner Andrews seconded the motion.**
91 **Motion carried 5:0**

- 92
93 ii. To seek hiring approval of Zachary Goeben in the position of Reserve Public Safety
94 Instructor II in the YC Regional Training Center office with an effective date of March 9,
95 2026.

97 **MOTION: Commissioner Clark moved to approve the hiring of Zachary Goeben in the position of**
98 **Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date**
99 **of March 9, 2026. Commissioner Andrews seconded the motion.**
100 **Motion carried 5:0**

101
102 iii. To seek hiring approval of Alexander Morin in the position of Reserve Public Safety
103 Instructor II in the YC Regional Training Center office with an effective date of March 9,
104 2026.

105
106 **MOTION: Commissioner Clark moved to approve the hiring of Alexander Morin in the position of**
107 **Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date**
108 **of March 9, 2026. Commissioner Andrews seconded the motion.**
109 **Motion carried 5:0**

110
111 iv. To seek hiring approval of Bianca O'Brien in the position of Full time Corrections Officer
112 in the Sheriff's office with an effective date of March 16, 2026.

113
114 **MOTION: Commissioner Clark moved to approve the hiring of Bianca O'Brien in the position of**
115 **full time Correctional Officer in the Sheriff's office with an effective date of March 16,**
116 **2026. Commissioner Andrews seconded the motion.**
117 **Motion carried 5:0**

118 v. To seek hiring approval of Krishna Fry in the position of Full time Corrections Officer in
119 the Sheriff's office with an effective date of March 16, 2026.

120
121 **MOTION: Commissioner Clark moved to approve the hiring of Krishna Fry in the position of full**
122 **time Correctional Officer in the Sheriff's office with an effective date of March 16,**
123 **2026. Commissioner Andrews seconded the motion.**
124 **Motion carried 5:0**

125 vi. To seek hiring approval of Colby Salamacha in the position of Full time Corrections
126 Officer in the Sheriff's office with an effective date of March 16, 2026.

127
128 **MOTION: Commissioner Clark moved to approve the hiring of Colby Salamacha in the position of**
129 **full time Correctional Officer in the Sheriff's office with an effective date of March 16,**
130 **2026. Commissioner Andrews seconded the motion.**
131 **Motion carried 5:0**

132 vii. To seek hiring approval of Quentin Acevedo in the position of Full time Corrections
133 Officer in the Sheriff's office with an effective date of March 16, 2026.

134
135 **MOTION: Commissioner Clark moved to approve the hiring of Quentin Acevedo in the position of**
136 **full time Correctional Officer in the Sheriff's office with an effective date of March 16,**
137 **2026. Commissioner Andrews seconded the motion.**
138 **Motion carried 5:0**

139 viii. To seek hiring approval of Kiara Velilla in the position of Full time Corrections Officer in
140 the Sheriff's office with an effective date of March 16, 2026. - **WITHDRAWN**
141

142 Deputy County Manager/HR Director Linda Hutchins-Corliss reported that the next Corrections Academy
143 session will take place in March, and staff are working to ensure all recently approved hires are enrolled
144 in that session. She noted that the following academy will not occur until July, which the County only
145 recently learned.

146
147 Commissioner Ring asked for the total number of individuals scheduled for the March Academy and the
148 current number of vacancies. Director Hutchins-Corliss stated she did not have the exact figures available
149 at the meeting but estimated approximately 30–35 vacancies, noting that a few staff members had recently
150 left. She committed to verifying the data in Munis and sending the updated numbers to the
151 Commissioners by email.

152
153 b. Vehicle Use Policy discussion with possible approval

154
155 County Manager Zinser provided an overview of the Vehicle Use Policy, explaining that it had been
156 developed and revised over several years and recently reprioritized to incorporate additional items. All
157 affected departments reviewed the draft, and their suggested edits were included. A major update was the
158 addition of volunteer drivers, particularly from EMA, who will now be covered by and required to
159 comply with the policy. Other revisions addressed prohibited uses, de minimis personal use with potential
160 IRS implications, and guidance for non-law-enforcement staff who may need to test vehicles. Relevant
161 unions have been notified, and draft contract wording has been prepared.

162
163 Commissioner Ring sought clarification on how the policy distinguishes between fully marked law
164 enforcement vehicles, unmarked law enforcement vehicles, and other County vehicles. She raised
165 concerns about whether non-law-enforcement staff, such as corrections personnel, could drive marked
166 units equipped with lights and sirens, and whether they were authorized to use that equipment. County
167 Manager Zinser noted that only the Sheriff's Office takes vehicles home and acknowledged that the
168 policy must clearly define who is authorized to operate emergency equipment. He explained that sensitive
169 equipment in vehicles, such as weapons, is secured and inaccessible to unauthorized staff.

170
171 Sheriff King added that corrections staff do operate marked transport units with light bars and may, in
172 limited situations, such as encountering a crash scene, be permitted to activate emergency lights, though
173 not sirens or "Code 3" responses. He agreed to verify current authorization. County Manager Zinser
174 emphasized that if non-sworn personnel drive marked vehicles, emergency lights must be covered or
175 marked "Out of Service" to prevent misrepresentation.

176
177 Commissioner Chenette confirmed his understanding that non-law-enforcement employees must not use
178 emergency equipment when operating marked units, and County Manager Zinser affirmed this. Sheriff
179 King clarified that the metaphorical "bags" referenced in discussion are actually magnetic out-of-service
180 signs, which will continue to be used. County Manager Zinser emphasized that there had been no written
181 requirement for such markings previously, but the new policy formalizes the practice.

182
183 Commissioner Chenette asked whether the Sheriff's Office would be required to follow the County's
184 policy. County Manager Zinser explained that while the Commissioners set County policy, the Sheriff, as
185 an independently elected official, maintains separate SOPs for sworn personnel. Both sides are working to
186 ensure their policies align, and no conflicts are anticipated. Sheriff King stated he had not yet completed a
187 detailed review but believed the two policies are generally consistent.

188
189 Discussion then turned to enforcement. Commissioner Chenette suggested adding language noting that
190 violations may be referred to law enforcement if criminal behavior is suspected. County Manager Zinser

191 explained that potential criminal matters are always referred through law enforcement channels and
192 agreed such language could be added.

193
194 Commissioner Clark recommended including explicit requirements that employees driving County
195 vehicles must obey all traffic laws, including speed limits, and refrain from using electronic devices while
196 driving. County Manager Zinser agreed and committed to adding these provisions.

197
198 County Manager Zinser concluded by outlining next steps:

- 199 • Add restrictions on electronic device use
- 200 • Add adherence to all applicable laws
- 201 • Add reference to potential criminal referral
- 202 • Correct lettering inconsistencies
- 203 • Return with the updated draft at the next meeting

204
205 He also noted the policy will be included in onboarding, communicated to all staff, and distributed to
206 unions for impact bargaining, particularly regarding initial enforcement and disciplinary expectations.

- 207
- 208 c. Review and Approval of new Training Support Specialist job description - **POSTPONED**

209
210 **6. OLD BUSINESS**

- 211
- 212 a. Seek Commissioners approval on Findings of Fact for abatement 02/04/2026

213
214 **MOTION: Commissioner Clark moved to approve and sign the Findings of Fact related to the**
215 **abatement hearing held on February 4, 2026. Commissioner Andrews seconded the motion.**
216 **Motion carried 5:0**

217
218 **7. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT**
219 **TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF REAL PROPERTY OR**
220 **ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR**
221 **NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION**
222 **WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
223 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**

- 224
- 225 a. Executive session pursuant to 1 M.R.S.A. §405 (6) (A), personnel issues.

226 **Motion: Commissioner Clark moved to enter executive session pursuant to 1 M.R.S.A. § 405 (6)**
227 **(A) personnel issues. Commissioner Andrews seconded the motion.**
228 **Motion carried 5:0.**

229
230 **Motion: Commissioner Clark moved to come out of executive session and noted no action was**
231 **taken. Commissioner Andrews seconded the motion.**

232 **Motion carried 5:0**

233
234 **8. PUBLIC COMMENT(S) ON ANY ITEM(S) (heard prior to Item 7 – Executive Session)**

235 Susan Wiswell, Kittery, asked about item 5.c. Review and Approval of new Training Support Specialist
236 job description. Chair Dutremble stated that item is postponed.

237
238 **9. ADJOURN**
239
240 **Motion: Commissioner Clark moved to adjourn. Commissioner Andrews seconded the motion.**
241 **Motion carried 5:0**
242
243 Meeting adjourned at 5:56pm.
244
245 Respectfully Submitted,
246
247 Patricia Murray
248 Executive Assistant to the County Manager
249

DRAFT

Promotion of Corporal Hamilton to Sergeant



TO: County Manager Greg Zinser

FR: William L. King Jr.
Sheriff

RE: Recommendation of Corporal Kenneth Hamilton for Promotion
to Sergeant

DATE: February 27, 2026

Copy: Major Lori Marks

As you are aware, the Sheriff's Office has been conducting a promotional process for a Sergeant's vacancy at the jail. That process is now complete, in accordance with the CBA, and it is my recommendation to the County Commissioners to promote Corporal Kenneth Hamilton to the permanent position of Sergeant, effective Sunday, March 8, 2026.

Corporal Hamilton is a 18-year veteran of the Sheriff's Office and has held leadership positions at the jail for several years, including assuming the acting sergeant role for several months.

I will attend the Commissioner's Meeting on March 4th to answer any questions the commissioners may have.

Thank you in advance for placing this request on the agenda.

Memo to County Manager recommending Deputy Travis Jones to the rank of Sergeant



TO: County Manager Greg Zinser

FR: William L. King Jr.
Sheriff

RE: Recommendation of Deputy Travis Jones for Promotion to
Sergeant.

DATE: February 27, 2026

There were three candidates in the Patrol Division eligible for promotion to the rank of sergeant. After conducting all the requisite steps, according to the collective bargaining agreement, it is my recommendation that Deputy Travis Jones be promoted to Sergeant effective Sunday, March 8, 2026.

Deputy Jones is a 25-year veteran and has held leadership positions at the sheriff's office such as OIC, FTO and last year was an acting sergeant.

I plan to attend the Commissioner's Meeting on March 4th to answer any questions they may have.

Thank you in advance for placing this request on the agenda.

YORK COUNTY VEHICLE USE POLICY (Updated Draft 2.26.26)

PURPOSE

The purpose of this policy is to establish clear, consistent requirements governing the authorization and use of County-owned or County-leased vehicles. This policy is intended to:

- Ensure vehicles are used solely for official County business;
- Promote public safety and accountability;
- Maintain compliance with applicable State and Federal laws, including Internal Revenue Service (IRS) regulations;
- Clarify permissible, prohibited, and limited personal (de minimis) use; and
- Reduce liability and insurance risk to the County.

A. AUTHORIZED USE OF COUNTY VEHICLES

County vehicles shall be used only for **official County business**, defined as:

1. Performance of law enforcement, corrections, emergency management, or public safety duties.
2. Administrative, managerial, and operational responsibilities directly related to County functions.
3. Officially sponsored County activities, including meetings, trainings, conferences, inspections, and employee recognition events.
4. Authorized liaison, intergovernmental, and public functions conducted on behalf of the County.
5. Essential personal activity directly related to official County business requiring overnight travel to locations other than an employee's residence.
6. Limited personal activity consistent with the **De Minimis Use** provisions of this policy.
7. Use necessary to ensure prompt response for employees designated as "on-call" or required to maintain immediate response capability.

Notwithstanding other provisions of this policy, sworn law enforcement personnel assigned a County vehicle may use such vehicle in accordance with approved Sheriff's Office policies and procedures governing patrol readiness, response capability, and assigned vehicle use, provided such use remains consistent with County insurance requirements, applicable collective bargaining agreements, and federal tax regulations.

The comfort or convenience of an employee alone shall **not** constitute sufficient justification for use of a County vehicle.

DRAFT 2-4-26 updated 2/6/26 for volunteer operators. Updated 2/26/26 to incorporate Commissioners feedback.

B. HOME-TO-WORK USE

1. Public Safety Personnel

- Patrol Deputies and other designated public safety personnel may use a County vehicle for travel between home and work when such use is required to accomplish County missions, ensure readiness, or provide bona fide 24-hour emergency response capability.
- Assigned take-home vehicles for sworn law enforcement personnel are recognized as an operational necessity to ensure emergency response readiness, patrol coverage, and public safety. Such use shall be governed by the Sheriff's Office Agency Vehicle Use SOP and shall be considered authorized County use when performed in accordance with that SOP.

2. All Other Employees

- Administrative and non-public-safety employees are not authorized to use County vehicles for routine commuting between home and work.
- Limited home-to-work use may be authorized when the employee is required to use the vehicle at the beginning or end of the workday for a specific County assignment.

All home-to-work use must comply with IRS taxable fringe benefit rules.

C. PROHIBITED USE

The use of County vehicles is strictly prohibited under the following circumstances:

1. Solely for personal commuting or convenience, except as expressly authorized in Section B.
2. While under the influence of alcohol, controlled substances, impairing medication, or any combination thereof.
3. While the driver or any passenger is using tobacco or nicotine products in a County vehicle.
4. While conducting personal business or activities not permitted under the De Minimis Use provisions of this policy.
5. While transporting individuals not engaged in official County business or not otherwise being transported in the County's interest.
 - **Non-law-enforcement passengers shall never be transported during emergency or Code-3 operations.**
6. For any purpose that violates federal, state, or local law, regulation, or County policy.
7. For outside employment, political activity, or other non-County purposes.
8. By individuals not authorized to operate County vehicles.

DRAFT 2-4-26 updated 2/6/26 for volunteer operators. Updated 2/26/26 to incorporate Commissioners feedback.

9. While an employee is on workers' compensation leave, Family and Medical Leave Act (FMLA) leave, or any approved leave of absence, unless explicitly authorized in writing by the Department Head.
-

D. DE MINIMIS USE AND DEVIATION FROM ROUTE

An employee assigned a County vehicle may deviate **no more than five (5) miles** from the direct route of authorized travel for a limited time to conduct essential personal business.

- Such use must be infrequent, minimal in value, and administratively impracticable to track.
- De minimis use must not interfere with County operations, create safety risks, or violate any other provision of this policy.
- De minimis fringe benefits are excludable from taxable wages in accordance with IRS regulations.

This section applies to all County employees **except** sworn law enforcement personnel assigned a take-home or patrol vehicle, whose off-duty and incidental personal use is governed by Sheriff's Office policy and applicable IRS rules for qualified non-personal-use vehicles.

Repeated or excessive personal use shall void de minimis status and may result in disciplinary action and/or taxable income reporting.

E. OPERATION AND SAFETY RULES

1. County vehicles shall be operated in a safe, lawful, and courteous manner at all times, including following applicable speed limit postings.
 2. Consistent with State law operators are prohibited from holding any phone or electronic device while operating a vehicle
 3. Seat belts shall be worn by all occupants.
 4. Drivers are responsible for ensuring the vehicle is secured when unattended.
 5. Any accident, damage, theft, or mechanical issue involving a County vehicle must be reported immediately to the Department Head and in accordance with County accident reporting procedures.
 6. For sworn law enforcement vehicles, additional operational and safety requirements may be imposed by Sheriff's Office policy, including pursuit, emergency response, passenger transport, and equipment use protocols.
-

F. AUTHORIZED DRIVERS

DRAFT 2-4-26 updated 2/6/26 for volunteer operators. Updated 2/26/26 to incorporate Commissioners feedback.

1. Only County employees or specifically authorized agents may operate County vehicles.
2. Operators must possess a valid driver's license appropriate for the vehicle being driven.
3. Departments may impose additional training or certification requirements.
4. Mechanics, vendors, or maintenance personnel may operate marked law enforcement vehicles solely for transport, testing, or repair purposes, subject to Section G of this policy.

F-1. VOLUNTEER DRIVERS AND SPECIALTY TEAM VEHICLE USE

Authorized Volunteer Use

County vehicles may be operated by **authorized volunteers** serving on County-recognized specialty teams or programs (including, but not limited to, Emergency Management Agency (EMA) teams, search and rescue, disaster response, and similar functions), **only when such operation is directly related to bona fide County business or emergency response activities.**

Volunteer operation of County vehicles is a privilege, not a right, and is permitted solely at the discretion of the County and the applicable Department Head or designee.

Eligibility and Screening Requirements

Prior to operating any County vehicle, a volunteer driver must:

1. **Submit and receive approval of a County volunteer application;**
2. **Successfully complete a Maine State Criminal Background Check;**
3. **Undergo an initial Bureau of Motor Vehicles (BMV) Driver Record Check, with subsequent checks conducted at least every three (3) years;**
4. **Maintain a valid driver's license** appropriate for the class of vehicle being operated;
and
5. Meet any additional eligibility requirements imposed by the County's insurer or risk management program.

Failure to meet or maintain these requirements shall immediately suspend authorization to operate County vehicles.

Training and Certification Requirements

Volunteers authorized to operate County emergency vehicles shall:

1. **Successfully complete an Emergency Vehicle Operations Course (EVOC),** including any required written and practical examinations; and
2. **Maintain EVOC certification,** with renewal required **at least every three (3) years).**

DRAFT 2-4-26 updated 2/6/26 for volunteer operators. Updated 2/26/26 to incorporate Commissioners feedback.

Departments may impose additional training, orientation, or certification requirements based on vehicle type, operational role, or insurer guidance.

Scope and Limitations of Volunteer Vehicle Use

Volunteer drivers:

- May operate County vehicles **only while acting within the scope of assigned duties or authorized activities**;
 - Shall not use County vehicles for personal, commuting, or convenience purposes;
 - Shall comply with all operational, safety, and reporting requirements of this policy;
 - Shall comply with all department-specific SOPs governing vehicle use, emergency response, and communications; and
 - Shall immediately report any accident, damage, mechanical issue, or incident involving a County vehicle in accordance with County procedures.
-

Emergency Vehicle Operation

Only volunteers who have met all eligibility, screening, and training requirements **and** who are specifically authorized by the applicable Department Head or designee may operate County emergency vehicles under emergency conditions.

Use of emergency lights, sirens, or other warning equipment by volunteers shall be strictly limited to circumstances authorized by policy, training, and law.

Insurance and Liability

Volunteer operation of County vehicles is subject to the terms and conditions of the County's insurance coverage. Unauthorized use or operation outside the scope of assigned duties may result in:

- Loss of driving privileges;
 - Removal from volunteer service; and/or
 - Personal liability for damages, losses, or injuries.
-

Tax Treatment

DRAFT 2-4-26 updated 2/6/26 for volunteer operators. Updated 2/26/26 to incorporate Commissioners feedback.

Authorized volunteer use of County vehicles for bona fide County business or emergency response does **not** constitute personal use and does not create a taxable fringe benefit.

G. LAW ENFORCEMENT VEHICLES OUT OF SERVICE FOR MAINTENANCE OR REPAIR

1. Out-of-Service Designation

- Any marked law enforcement vehicle that is removed from active service for maintenance, repair, inspection, or testing shall be clearly designated as **out of service**.

2. Operation by Non-Law Enforcement Personnel

- When operated by mechanics, vendors, or other non-law enforcement personnel, marked law enforcement vehicles:
 - Shall not be used to respond to calls for service;
 - Shall not be operated in a manner that suggests law enforcement authority;
 - Shall not engage emergency lights, sirens, radios, or other signaling equipment, except as required for safety testing.

3. Avoidance of Public Confusion

- Reasonable steps shall be taken to avoid creating a false impression that the vehicle is available for law enforcement response. Such steps may include, but are not limited to:
 - Temporary covering or disabling of emergency lighting where practicable;
 - Use of clearly visible “OUT OF SERVICE,” “MAINTENANCE,” or similar signage;
 - Restricting vehicle use to direct travel associated with maintenance or testing.

4. Law Enforcement Authority

- Operation of a marked vehicle by non-law enforcement personnel does not confer law enforcement authority and shall not be represented as such.

5. Return to Service

- A law enforcement vehicle shall not be returned to active service until maintenance or repair is complete and the vehicle has been approved for service by authorized personnel.

Sheriff’s Office personnel and contractors shall comply with this section in addition to any applicable Sheriff’s Office maintenance and vehicle accountability policies.

H. TAX IMPLICATIONS

DRAFT 2-4-26 updated 2/6/26 for volunteer operators. Updated 2/26/26 to incorporate Commissioners feedback.

Certain uses of County vehicles may constitute a taxable fringe benefit under Internal Revenue Service regulations.

Sworn law enforcement vehicles that qualify as **non-personal-use vehicles** under IRS regulations are generally exempt from taxable reporting when used in accordance with law enforcement policies and operational requirements.

Employees remain responsible for compliance with applicable reporting requirements. The County Finance Department shall determine taxable treatment when applicable.

I. INSURANCE AND LIABILITY

1. County vehicle use is subject to the terms and conditions of the County's insurance coverage.
2. Unauthorized use may result in personal liability for damages, losses, or injuries.
3. Departments shall ensure compliance with insurer requirements regarding vehicle operation and passenger limitations.

J. ENFORCEMENT

Violations of this policy may result in disciplinary action up to and including loss of vehicle privileges, disciplinary measures, and/or termination of employment, consistent with applicable collective bargaining agreements, personnel policies and could result in a criminal referral to appropriate authorities.

In the event of a conflict between this policy, a Sheriff's Office policy, and a collective bargaining agreement, the collective bargaining agreement shall govern, followed by applicable Sheriff's Office policy for sworn law enforcement operations, provided such policy does not conflict with County insurance requirements or applicable law.