

## ELBERT COUNTY GOVERNMENT Policy on Use and Monitoring of County Vehicles

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This policy is meant to supplement, and not to contradict or overrule, the general policies of the Elbert County Employee Handbook regarding the uses of County vehicles. County employees and elected officials should refer to Sections 9 and 14 of the Elbert County Employee Handbook for general policies regarding use of County vehicles and privacy issues.

County employees or elected officials who have been provided with a County vehicle to drive to and from work as part of their compensation package will be taxed in accordance with I.R.S. requirements for the use of the vehicle. The County will report this fringe benefit on W-2 forms in accordance with Publication 15-B, entitled "**Employer's Guide to Fringe Benefits**".

All County vehicles are subject to monitoring and searches, and you do not have a right to privacy regarding your use of a County vehicle, or any property of any kind located in the County vehicle. The County reserves the right to search County vehicles and any property located in such vehicles at any time, without warning or any advance notice, to ensure compliance with our policies, including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. The County also reserves the right to place GPS tracking devices on any county vehicle at any time, without warning or any advance notice, to monitor the use and location of each county vehicle.

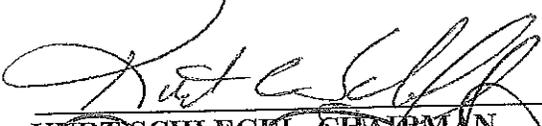
For non-County owned property that is located in a County vehicle, Elbert County must weigh respect for individual privacy against the need for maintaining and protecting the appropriate work environment. If the employee has personal items that he/she would not like subjected to search or inspection, these items should not be brought into Elbert County vehicles.



RESERVATION OF AUTHORITY

The Board of County Commissioners reserves the right to alter, amend, add to or revoke all or part of this procedure at any time.

ADOPTED BY MOTION ON THE 26<sup>TH</sup> DAY OF NOVEMBER, 2014.

  
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KURT SCHLEGEL, CHAIRMAN AYE

  
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ROBERT ROWLAND, VICE- CHAIRMAN AYE

  
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LARRY ROSS, COMMISSIONER AYE

ATTEST: DALLAS SCHROEDER  
COUNTY CLERK

BY:   
\_\_\_\_\_  
DEPUTY CLERK TO THE BOARD

