

## Ordinance No. Chapter 39-2013-1

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### An Ordinance establishing Policies And Procedures For Use Of Vehicles owned by The Village of Folsom.

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Whereas, the Mayor and Board of Alderman deem it necessary to adopt policies and procedures for the use of vehicles owned by the Village of Folsom in order to promote efficiency, effectiveness equity and responsibility and accountability.

Be it ordained by the Mayor and Board of Aldermen that the following policies and procedures are adopted and that any and all previous provisions of Ordinances inconsistent herewith are repealed.

The provisions of this Ordinance shall apply to every vehicle owned by the Village of Folsom including, but not limited to passenger type vehicles and pick-up trucks.

Vehicles will be allocated to the departments by the Board of Aldermen.

In addition to the use of vehicles owned by the Village of Folsom in their official capacity by the employee, vehicles may be assigned to employees, with authorization by the department head, including the Police Chief and Director of The Department of Maintenance, to drive the vehicle to his or her residence and return to his or her duty station on a regular basis according to the

following criteria:

1. The vehicle is used to perform a critical function that contributes to the overall operations of the Village of Folsom, including maintaining the peace and protecting the safety of the residents and visitors and/or maintenance of the infrastructure; and
2. The vehicle is used to respond to critical need on a 24-hour, seven day a week basis.

The odometer reading for each vehicle shall be reported at the end of each reporting period, beginning on the last day of December 2012 and on the last day of each month thereafter. The report shall be provided to the Town Clerk and shall include the license number and vin number of the vehicle. The initial report for each newly acquired vehicle shall be provided on the last day of the month in which the vehicle was purchased. Subsequent reports will be provided on the last day of each month thereafter.

The vehicles owned by the Village of Folsom are to be used for official use only; however, vehicles may be used for meal and break stops or incidental private use such as a minor detour to make a private purchase.

Department heads shall be responsible for general supervision of the use of the Village of Folsom vehicles and providing for their maintenance.

Employees who are assigned Village vehicles may not carry passengers other than co-employees or persons assisting in the performance of their official duties, or a family member in the case of a family emergency.

All Village owned vehicles will be clearly marked, identifying the vehicle

as a Village of Folsom vehicle. This section shall not apply to vehicles which the Police Chief designates as being used for under-cover purposes:

Purchases of fuel for Village owned vehicles shall be paid for by fuel card. Fuel cards will be provided to the Police Chief and any police officer he designates who is assigned a vehicle. The Director of the Department of Maintenance and the Town Clerk will also be provided a card. A card which is lost shall be reported immediately.

Personal items may not be charged at any time for any reason. Cash withdrawals are not permitted. Receipts for each purchase must be obtained and provided to the Town Clerk within three working days. The Town Clerk shall receive the fuel card statements and reconcile the receipts with the statement.

In the event a fuel card is lost, the Town Clerk may allow the card holder to check out the card in the possession of the Town Clerk until a new card is obtained.

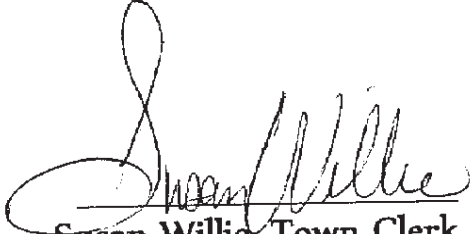
When possible, all purchases of fuel shall be made within the City Limits of the Village of Folsom.

This Ordinance having been read and having been considered in the same manner, the vote was:

Yeas 2  
Nays 0  
Absent 1  
Abstained

Certificate

I, **Susan Willie**, certify that the above foregoing is a true and correct extract of the minutes of the regularly scheduled session of the Village of Folsom, held at the Village Town Hall, in the Village of Folsom, LA on this 14 day, January, 2013.

  
**Susan Willie, Town Clerk**

Adopted this 14 day of January, 2013.

  
Phillip Bickham, Mayor

  
Jill Mathies, Alderwoman

  
Donald Burris, Alderman

  
Lance Willie, Alderman