

MARILYN EDWARDS
County Judge



280 North College, Suite 500
Fayetteville, AR 72701

WASHINGTON COUNTY, ARKANSAS
County Courthouse

October 31, 2014

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PUBLIC WORKS COMMITTEE

Monday, November 3, 2014
5:30 p.m.
5th Floor, Northeast Conference Room
Washington County Courthouse

AGENDA

1. Call to Order.
2. Adoption of Agenda.
3. Discussion on County Vehicles and Expenses. (3.1)
4. Review of an Ordinance Requiring Elected Officials and County Employees to Maintain and Keep Mileage Logs when Driving a County Owned Vehicle. (4.1)
5. Other Business. Any other business to be discussed by the Committee will be brought up at this time.
6. Public Comments.
7. Adjournment.

/ji

Information attached consists of the following:

- A. Email of Information Requested from Departments with Vehicles
- B. Information from Offices Regarding Vehicles
 - Assessor (B-1)
 - Collector (B-2)
 - Coroner (B-3)
 - County Judge
 - Animal Shelter (B-4.1)
 - Buildings and Grounds (B-4.2)
 - DEM/9-1-1 (B-4.3)
 - Environmental Affairs (B-4.4)
 - Grants (B-4.5)
 - Information Systems (B-4.6)
 - Juvenile Court (B-4.7)
 - Juvenile Detention (B-4.8)
 - Planning (B-4.9)
 - Road (B-4.10, B-4.11)
 - County Library (B-5)
 - Sheriff (B-6.1 through B-6.4)
- C. Millage Logs Maintained (C-1)
- D. Statement of Personal Use of County Owned Vehicle Form (D-1)
- E. Information Obtained from AAC (E-1)

Jessica Ims

From: Eva Madison <eva.dave@cox.net>
Sent: Thursday, October 16, 2014 9:36 PM
To: Jessica Ims
Subject: Re: Public Works

- (1) The make, model, and year of every county-owned passenger vehicle (so not heavy equipment, like dump trucks),
- (2) By vehicle, whether the vehicle is assigned to an employee and taken home each day, or is a “pool” vehicle,
- (3) By vehicle for non-pool vehicles, the city and county of residence of each employee who has an assigned vehicle,
- (4) By vehicle for non-pool vehicles, the gender of the employee to whom it is assigned,
- (5) By vehicle for non-pool vehicles, the Department/Elected Official’s “bona fide non compensatory business reason” for the employee's taking it home each day (This is what the IRS rules require.),
- (6) Any mileage log maintained for the vehicle for 2012-2014 (I realize these probably don’t exist for most of the vehicles),
- (7) Any forms or agreements used by the County for employees who have assigned vehicles or any documents that discuss the “rules” associated with use of the vehicles. (These were mentioned at a later meeting, maybe from HR?)

Assessor Vehicles
10/30/14

YEAR	MAKE	MODEL	ASSIGNED TO	CITY/COUNTY	GENDER	
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POOL VEHICLES INCLUDE THE FOLLOWING:

2004	Jeep	Wangle
2006	Chevy	Trailblazer
2005	Chevy	Trailblazer

ASSIGNED VEHICLES INCLUDE THE FOLLOWING:

YEAR	MAKE	MODEL	ASSIGNED TO	CITY/COUNTY	GENDER	REASON STAFF TAKES VEHICLE HOME
2008	Jeep	Commander	Valerie Brewer	Rogers/Benton	Female	Chief deputy assessor, essential salaried personnel. Must be available after hours and during emergencies and inclement weather, certified ad valorem appraiser, performs field appraisals.
2007	Jeep	Commander	William Stephenson	Farmington/Washington	Male	Dept. head, essential salaried personnel. Must be available after hours and during emergencies and inclement weather, certified ad valorem appraiser, performs field appraisals.
2008	Buick	Lucerne	Lea Rochester	Hogeye/Washington	Female	Dept. head, essential salaried personnel. Must be available after hours and during emergencies and inclement weather, certified ad valorem appraiser Maintains outer offices on way to work and going home from work.

Karen Beeks

From: David Ruff
Sent: Friday, October 17, 2014 11:08 AM
To: Karen Beeks
Subject: RE: Public Works

Information requested for Public Works Committee.



- (1) One vehicle, 2005 Ford Free Style, 97,000 odometer reading
- (2) Driven mostly by Elected Official and taken home each day.
- (3) Springdale, Washington County
- (4) M
- (5) Used 3 times weekly to service Springdale Satellite office.
- (6) Mileage log maintained for the vehicle for 2012-2014.
- (7) Collector's vehicle policies are in effect.



WASHINGTON COUNTY

STATE OF ARKANSAS
2769 S. Brink Dr
Fayetteville, Arkansas 72701

Roger W. Morris, D-ABMDI
Coroner
479-444-1730 - Office
479-444-1582 Fax



Coroner's Vehicles

Assigned to	Make and Model	Mileage	City and County	I
Roger Morris (Male)	2012 Ford Expedition	14,100.00	Fayetteville/Washington	Non Pool
Kye Stokenbury (Male)	2012 Chevrolet Tahoe	11,800.00	Elm Springs/Washington	Non Pool
Randall Galloway (Male)	2013 Chevrolet Tahoe	10,389.00	Knob Hill/Washington	Non Pool
Rick Bailey (Male)	2004 GMC Sierra	88,023.00	Fayetteville/Washington	Non Pool
Jennifer Pifer (Female)	2007 Trail Blazer	71,518.00 (Used)	Lincoln/Washington	Non Pool

Just to put it in a nutshell, we cover over 900 square miles with four people in the east, west, and central locations. By having our own cars, we can go straight to the place of death. They want us there as soon as possible, and if we park our cars, it will take 2-3 hours per call which we would have to pay in wages.

Karen Beeks

From: Angela Ledgerwood
Sent: Friday, October 17, 2014 4:21 PM
To: Karen Beeks
Subject: RE: Public Works

The animal shelter has one vehicle.

2003 Chevrolet Suburban

This vehicle is a "pool" vehicle. No one from the Shelter drives this vehicle home. It is used for donation pick-up, supply pick-up, pet of the week and errands to the courthouse.

Angela Ledgerwood
Director
Washington County Animal Shelter
Phone: (479) 695-3450
E-mail: aledgerwood@co.washington.ar.us

Buildings & Grounds Take Home Vehicle Usage Summary

MAKE/MODEL OF VEHICLE	EMPLOYEE NAME/TITLE	CITY & COUNTY OF RESIDENCE	GENDER
2013 DODGE RAM 1500	RON WOOD--FACILITIES DIRECTOR	FAYETTEVILLE, WASHINGTON CO	MALE
2004 FORD F150	JUSTIN HAYES--MASTER ELECTRICIAN	GOSHEN, WASHINGTON CO	MALE
2011 CHEVY SILVERADO	KORY WEATHERS--MAINT. LEAD TECH/TRAINER	ELKINS, WASHINGTON CO	MALE
2001 DODGE RAM 1500	MITCH HUFFAKER--MAINT. LEAD TECH/TRAINER	LINCOLN, WASHINGTON CO	MALE

Above mentioned employees are required to respond to emergency calls from their residence after normal working hours.

WCDEM

Department of Homeland Security Grant Funded Units

Marked Emergency Response Units

2004 GMC 3500 4x4 Pickup- Used to pull trench collapse rescue trailer (13K miles)

2004 Chevrolet Suburban 4x4- Used to pull emergency response equipment trailers (over 100K miles- Previous Assignment was Bomb Team Commander)

2005 GMC Yukon 4x4- Prime Mover (people) for emergency response (will be removing from DEM fleet in March 2015 as grant permits) (over 140K miles)

2011 GMC Yukon 4x4- Prime Mover (people & Equipment) for emergency response (reason- used for on call status 24/7 assigned to John Luther- Fayetteville / Washington County)

WC 911 Operations

Marked Pool Unit

2007 Jeep Commander 4x4- used for 911 field checks and address verifications by 911 staff (over 50K miles)

Karen Beeks

From: Sophia Stephenson
Sent: Monday, October 20, 2014 2:19 PM
To: Karen Beeks
Subject: RE: Public Works

Hi Karen,

Below is the requested information for the Environmental Affairs Department regarding passenger vehicles.

(1) The make, model, and year of every county-owned passenger vehicle (so not heavy equipment, like dump trucks),

2011 TOYOTA SCION XB
2011 CHEVY 4X4 SILVERADO EXT CAB PICKUP
2007 FORD PU
2004 CHEVY IMPALA
2004 GMC PU SIERRA

(2) By vehicle, whether the vehicle is assigned to an employee and taken home each day, or is a "pool" vehicle, All passenger vehicles are available for all employees within our department to use.

(3) By vehicle for non-pool vehicles, the city and county of residence of each employee who has an assigned vehicle,
NA

(4) By vehicle for non-pool vehicles, the gender of the employee to whom it is assigned,
NA

(5) By vehicle for non-pool vehicles, the Department/Elected Official's "bona fide non compensatory business reason" for the employee's taking it home each day (This is what the IRS rules require.),
NA

(6) Any mileage log maintained for the vehicle for 2012-2014 (I realize these probably don't exist for most of the vehicles),
NA

Sophia Stephenson
 Environmental Affairs & Recycling Director
 Washington County
 2615 Brink Drive
 Fayetteville, AR 72701
 479.444.1725
www.co.washington.ar.us

Karen Beeks

From: Renee Biby
Sent: Friday, October 17, 2014 11:00 AM
To: Karen Beeks
Cc: Wayne Blankenship
Subject: Response to Eva Madison's requests for Grants Department

- 1) 2009 Chevrolet Silverado
- 2) Assigned to Wayne Blankenship
- 3) Springdale, Washington County, Arkansas
- 4) Male
- 5) Leave from home to attend meetings in Springdale, Rogers, Bentonville, Harrison, Eureka Springs, Avoca, Lonoke, Little Rock, Hot Springs, Fort Smith
- 6) No Mileage Log Maintained—84,000 miles in 5 years
- 7) N/A

*Renee Biby
Assistant Grant Administrator
280 N. College Ave., Ste. 518
Fayetteville, AR 72701
(479) 444-1700 Telephone
(479) 444-1889 Facsimile*

Vehicles

John C Adams - Male
3906 West Easy St.
Rogers Ar.

2008 Dodge Dakota 4x4 Pickup – Pooled after arrival for work, Method 1
96,000 Miles

Modified for IT personnel to carry tools and test equipment to county sites

Sidney Reynolds – Male
13 Ayr Drive
Bella Vista Ar. 72715

2000 Dodge Dakota 4x4 – Pooled after arrival for work , Method 1
193,000 miles

Alan Roy –Male
11395 S. Wedington Blktp. Rd.
Lincoln Ar. 72744

1996 Toyota Tacoma Pickup 4x4 – Pooled after arrival for work, Method 1
222,000 Miles

Modified to haul computer equipment
Camper Shell – Pull out cargo tray installed in pickup bed.

Have Driven vehicles to and from county on short term duration

Dustin Walker - Male
Andrea Martin - Female

Jessica Ims

From: Norma Frisby
Sent: Friday, October 31, 2014 1:55 PM
To: Jessica Ims
Subject: RE: Public Works

- (1) The make, model, and year of every county-owned passenger vehicle (so not heavy equipment, like dump trucks),- **2013 Chevy Express Van**
- (2) By vehicle, whether the vehicle is assigned to an employee and taken home each day, or is a "pool" vehicle,- **Pool**
- (3) By vehicle for non-pool vehicles, the city and county of residence of each employee who has an assigned vehicle,- **NA**
- (4) By vehicle for non-pool vehicles, the gender of the employee to whom it is assigned,- **NA**
- (5) By vehicle for non-pool vehicles, the Department/Elected Official's "bona fide non compensatory business reason" for the employee's taking it home each day (This is what the IRS rules require.),- **NA**
- (6) Any mileage log maintained for the vehicle for 2012-2014 (I realize these probably don't exist for most of the vehicles),- **We do not keep a mileage log, our van is used for transporting youth to our different Diversion programs throughout the year.**
- (7) Any forms or agreements used by the County for employees who have assigned vehicles or any documents that discuss the "rules" associated with use of the vehicles. (These were mentioned at a later meeting, maybe from HR?)- **NA, our vehicle stays at the office. No one take sit home.**

Karen Beeks

From: Jeane Mack
Sent: Monday, October 20, 2014 1:23 PM
To: Karen Beeks
Subject: RE: Public Works

JDC has 3 vehicles.
Dodge Nitro 2010
Ford Van 1998
Crown Vic 2010

These vehicles are used for transporting juveniles to doctors, counseling, other facilities, out of town meetings/conferences/trainings.
No staff are assigned to take home a vehicle.

**Planning Department Vehicle
2009 Dodge Nitro**

- (1) The make, model, and year of every county-owned passenger vehicle (so not heavy equipment, like dump trucks). **Planning Dept. has one vehicle that is shared by everyone in the department. No one takes this vehicle home at night. The vehicle is a 2009 Dodge Nitro.**
- (2) By vehicle, whether the vehicle is assigned to an employee and taken home each day, or is a "pool" vehicle, **It is a pool vehicle for our department, but we loan it to other departments on occasion.**
- (3) By vehicle for non-pool vehicles, the city and county of residence of each employee who has an assigned vehicle, **Not applicable**
- (4) By vehicle for non-pool vehicles, the gender of the employee to whom it is assigned, **Not applicable**
- (5) By vehicle for non-pool vehicles, the Department/Elected Official's "bona fide non compensatory business reason" for the employee's taking it home each day (This is what the IRS rules require.), **Not applicable**
- (6) Any mileage log maintained for the vehicle for 2012-2014 (I realize these probably don't exist for most of the vehicles), **Not applicable**

Juliet Richey
Planning Director

Vehicle #	Type	Year	Make	Model	Operator	City, County	Gender
10-2-1	Pickup Truck	2001	Dodge	Ram 3/4 Ton Quad Cab P/U	Eugene Moore	Prairie Grove, Washington	Male
10-2-2	Pickup Truck	2001	Dodge	Ram 3/4 Ton Quad Cab P/U	Mike Carte	Prairie Grove, Washington	Male
10-2-4	Pickup Truck	2001	Dodge	Ram 1/2 Ton Quad Cab P/U	Spare		
10-2-5	Pickup Truck	1994	Chevrolet	C1500 P/U	Spare		
10-2-6	Pickup Truck	2001	Dodge	Ram Q15 4C 3/4 Ton P/U	Ronnie Holcomb	Evansville, Washington	Male
10-2-7	Pickup Truck	2002	Chevrolet	SKT 4C P/U	Doug Caler	Springdale, Washington	Male
10-2-8	Pickup Truck	2002	Chevrolet	C1500 PU	Mike Bowen	Springdale, Washington	Male
10-2-9	Pickup Truck	1994	Chevrolet	C1500 P/U	Chris Brady	Lincoln, Washington	Male
10-2-10	Pickup Truck	2002	Chevrolet	NTR 1/2 Ton P/U	Travis Reed	Winslow, Washington	Male
10-2-11	Pickup Truck	2003	GMC	1500 Quad Cab Short Box	Lee Lyons	Fayetteville, Washington	Male
10-2-12	Pickup Truck	2003	GMC	1500 Quad Cab Short Box	Clay Stephens	Saint Paul, Madison	Male
10-2-13	Pickup Truck	1976	Jeep	DJ	Spare		
10-2-14	Pickup Truck	2004	Chevrolet	1500 4x4 Pickup	Spare		
10-2-15	Pickup Truck	2004	Chevrolet	1500 4x4 Pickup	Larry Dowdy	Winslow, Washington	Male
10-2-16	Pickup Truck	2004	Chevrolet	1500 4x4 Pickup	Dean Eneks	Lincoln, Washington	Male
10-2-18	Pickup Truck	2004	Chevrolet	1500 4x4 Pickup	Jason Carte	Springdale, Washington	Male
10-2-19	Pickup Truck	2005	Chevrolet	1500 4x4	Charles Silvis	Fayetteville, Washington	Male
10-2-20	Pickup Truck	2005	Chevrolet	1500 4x4 CK15753	Gary Carte	Lincoln, Washington	Male
10-2-21	Pickup Truck	2005	Chevrolet	4x4 1500 CK15903	Stephen Couch	Elkins, Washington	Male
10-2-22	Pickup Truck	2005	Dodge	1500 4x4 Quad Cab	Clint Lankford	Evansville, Washington	Male
10-2-23	Pickup Truck	2006	chevy	silverado	Fred Davis	Springdale, Washington	Male
10-2-24	Pickup Truck	2006	Chevrolet	1500 Quad Cab	Larry Thornburg	Springdale, Washington	Male
10-2-25	Pickup Truck	2006	Chevrolet	1500 Reg. Cab 4x4	Ken Horn	Greenland, Washington	Male
10-2-28	Pickup Truck	2006	Dodge	1500 Ext Cab 4x4	Brian Shumate	Fayetteville, Washington	Male
10-2-29	Pickup Truck	2006	Dodge	1500 Ext. Cab 4x4	Spare		
10-2-31	Pickup Truck	2008	FORD	S-DUTY F-250 EXT CAB	Spare		
10-2-32	Pickup Truck	2007	Dodge	Ram 1500 Quad Cab	Dewayne Keys	Elkins, Washington	Male
10-2-41	Pickup Truck	1989	Chevrolet	P/U	Spare		
10-2-42	Pickup Truck	1996	Dodge	Ram 2500 P/U	Vance Reed	Mountainburg, Crawford	Male
10-2-43	Pickup Truck	1989	Chevrolet	4x4 P/U	Charles Hutchens	Fayetteville, Washington	Male
10-2-44	Pickup Truck	1989	Chevrolet	4x4 P/U	Glenn England	West Fork, Washington	Male
10-2-56	Pickup Truck	1997	Ford	4WH 1/2 Ton P/U	Spare		
10-2-58	Pickup Truck	1997	Ford	4WH 1/2 Ton P/U	Spare		
10-2-59	Pickup Truck	1998	Chevrolet	Cheyenne P/U	Jack McLaughlin	West Fork, Washington	Male
10-2-60	Pickup Truck	1992	Ford	F350 P/U	Spare		
10-2-63	Pickup Truck	1993	Ford	F250 P/U	Spare		

10-2-64	Pickup Truck	1993	Ford	F250 P/U	Spare		
10-2-67	Pickup Truck	1995	Ford	F250 P/U	David Williams	Saint Paul, Madison	Male
10-2-68	Pickup Truck	1990	Ford	F250 P/U	Spare		
10-2-69	Pickup Truck	1995	Ford	F250 P/U	Mike McCoy	Fayetteville, Washington	Male
10-2-75	Pickup Truck	1993	Ford	F250 4X4 P/U	Matt Wier	West Fork, Washington	Male
10-2-76	Pickup Truck	1995	Ford	P/U	Spare		
10-2-77	Pickup Truck	2009	Chevrolet	Silverado	Tommy Hassell	Elkins, Washington	Male
10-2-78	Pickup Truck	2009	Chevrolet	Silverado	Nehemiah Looper	Saint Paul, Madison	Male
10-2-80	Pickup Truck	2010	Dodge	Ram 150	Bill Reed	Farmington, Washington	Male
10-2-81	Pickup Truck	2011	CHEVROLET	SILVERADO 4X4 EXT CAB PU	Henry Wilson	Fayetteville, Washington	Male
10-2-82	Pickup Truck	2011	CHEVROLET	SILVERADO 4X4 EXT CAB PU	Charles Ward	Elkins, Washington	Male
10-2-84	Pickup Truck	2011	CHEVROLET	SILVERADO 4X4 EXT CAB PU	Scott Wilken	Prairie Grove, Washington	Male
10-2-85	Pickup Truck	1994	CHEVROLET	SILVERADO 1500	Spare		
10-2-86	Pickup Truck	1995	GMC	SIERRA 1500	Jedediah Stanton	West Fork, Washington	Male
10-2-99	Pickup Truck	2010	Chevrolet	Silverado	Jeff Crowder	Lincoln, Washington	Male
10-2-87	Pickup Truck	2014	DODGE	RAM	Brad Robbins	Farmington, Washington	Male
10-2-88	Pickup Truck	2014	FORD	F250	Marvin Caler	Fayetteville, Washington	Male
10-2-89	Pickup Truck	2014	FORD	F250	Hayden Wagnon	Lincoln, Washington	Male
10-2-90	Pickup Truck	2014	FORD	F250	Jimmy Frazier	West Fork, Washington	Male
10-2-91	Pickup Truck	2014	FORD	F250	Danny Bonham	Elkins, Washington	Male
10-2-101	SUV	2011	Chevy	Tahoe	Judge	Fayetteville, Washington	Female
10-2-102	Suburban	2012	Chevrolet	SUV	Spare		
10.2.111	SUV	2010	Nissan	Armada	Dan Short	Elm Springs, Washington	Male
10-2-143	Pickup Truck	2013	DODGE	RAM PICKUP 1500	Shawn Shrum	Prairie Grove, Washington	Male
10-2-145	Pickup Truck	1996	Dodge	2500 P/U	Spare		
10-2-162	Pickup Truck	2013	DODGE RAM	1500 ST 4X4 DS6L98	Randy Frazier	Prairie Grove, Washington	Male
10-2-163	Pickup Truck	2013	DODGE RAM	1500 ST 4X4 DS6L98	Rusty Smith	West Fork, Washington	Male
10-2-170	Pickup Truck	2013	DODGE RAM	1500ST 4X4 DS6L98	Donnie Coleman	Springdale, Washington	Male
10.3.36	Pickup	2001	DODGE RAM	Tire Truck	Spare		
10.3.37	Pickup	2001	DODGE RAM	Mechanic Truck	Michael Hillian	Fayetteville, Washington	
10-3-41	Pickup	2001	DODGE RAM	Mechanic Truck	Spare		
10-3-44	Pickup	2001	DODGE RAM	Mechanic Truck	Micheal Donahoe	Lincoln, Washington	
10-3-97	Pickup	1997	Chevrolet	cc31403 Chassis Cab (welder)	Spare		
10-3-98	Pickup	1998	Chevrolet	3500HD (tire truck)	Spare		
10-3-130	Pickup	2003	Ford	F350 (welder)	Spare		
10-3-131	Pickup	2001	DODGE RAM	RAM 350	Ben Hignight	Summers, Washington	Male



Marilyn Edwards
County Judge

280 North College, Suite 210
Fayetteville, AR. 72701

WASHINGTON COUNTY, ARKANSAS ROAD DEPARTMENT

COUNTY ROAD DEPARTMENT WORK POLICIES

1. No alcoholic beverages are allowed on or in county property.
2. No gambling allowed on or in county property.
3. Alcohol or drug consumption while on county time will constitute grounds for immediate dismissal.
4. Use of alcoholic or other drugs to extent that it affects your work performance or the performance of co-workers will be grounds for dismissal.
5. No firearms allowed on or in county property.
6. Insubordination to supervisors will not be tolerated and will result in a written reprimand, termination warning and/or immediate dismissal.
7. Horseplay or actions that disrupt work or create situations that may be harmful to co-workers will not be tolerated.
8. As public employees, we are expected to treat the public with respect and courtesy, and to use language that cannot be construed as offensive.
9. Stealing county property or property from another employee will result in immediate dismissal and any legal action deemed necessary.
10. If you don't understand what is expected of you on the job, your orders, rules, pay scale, insurance, or other items that might affect your work performance ask your supervisor for clarification. If this is not sufficient, ask the road superintendent for clarification. Do not harbor grudges or hard feelings over something you simply don't understand.
11. When your job performance is not satisfactory, you violate departmental policies, your attendance is not satisfactory, or your supervisor feels your attitude is detrimental to the program, you may be warned and a written warn-

ing notice will be filed in your personnel file. A second warning will ordinarily be used for termination notification. This first warning may or may not be used, depending on the nature of the problem. If any of the previously mentioned policy violations occur that warrant dismissal, no warning will be given.

12. Observe safety rules at all times.
13. Accidents, whether requiring medical attention at the time or not, shall be reported immediately to your supervisor or the main office. Accidents involving property damage or injury should be reported immediately. Employees needing medical attention for accidents shall use the physician appointed by the county.
14. Sick leave is to be used only for bona fide illness. If you are ill and miss work, you must call your supervisor before 7:30 a.m. or the beginning of the day, if different. If unable to reach your supervisor it will be the employee's responsibility to notify the secretary or the superintendent. One warning will be given on this infraction. Unless there is a good reason, wives, husbands, and children calling for you WILL NOT BE ACCEPTED as notification.
15. Equipment operators are responsible for obtaining and renewing Commercial Drivers License.
16. No employee may use any county equipment before or after normal work hours without permission from the superintendent. No county equipment may be used on private property, for private gain, for personal use, or personal favor.
17. No employee may use equipment not assigned to him without the consent of his supervisor.
18. No overtime shall be worked without supervisors' authorization.
19. Employees working at the shop may receive personal phone calls from 9:30 to 9:45 a.m., 11:30 to 12:00 NOON, and from 2:00 to 2:15 p.m.

Phone messages may be left with the secretary to be left on employee's time card at end of work day.

Emergency calls, if the secretary is notified as such, will be treated as emergencies and every attempt will be made to notify the affected employee.

20. Employees are responsible for keeping daily reports as required. That is, proper gravel pits, county road numbers, project numbers, fuel, time spent on project, set-up, grid-rolling, daily equipment reports, moving, and any other information required.
21. All personnel assigned to a crew are responsible for safety signs being placed and maintained and properly handled to avoid undue damage to sign.

22. All personnel shall be responsible for potential public hazards. Hazards should be taken care of or supervisors notified. Hazards may be tree in road, bridges out, road washed out, or any other hazard to the public.
23. Employees shall be responsible for obeying all state laws and MSHA regulations. Examples are seat belts, hard hats where required, safety goggles for welding and grinding, back-up alarms at the crusher, and proper use of cutting torches and gases.
24. Where equipment must be on private property during construction for disposal of trash, topsoil, trees, the proper easements or agreements must be signed by both the individual property owner and the county supervisor. Haul roads will be handled by the supervisors as needed. Channel changes and drainage ditches will be only by supervisors approval.
25. County roads shall be the only roads graded without approval of supervisor. Numbered residential drives shall be graded only with supervisors or superintendent's approval. No employee shall grade private roads, driveways, chicken house roads, hog house roads, or farm roads.

If a private drive is washing the county road, the private drive may be graded and ditched or repaired if it will benefit the county. Grading should be ok'd by a supervisor and property owner.

26. **County pick-ups are to be used for county business only.**
27. Truck drivers will check oil, water, fuel, lights, tires and lug nuts each day or more frequently if necessary. Battery cables and battery fluid will be kept clean and full. Drivers shall be safe and courteous. Loads shall be checked, including tailgates, to prevent loose material from falling and damaging vehicles. Dump trucks shall not be used for personal use.
28. **ALL EMPLOYEES:** In order to clarify any confusion concerning attendance in show or icy conditions, the following policy will be in effect:
 1. Since we do have a snow program, all employees are expected to be at work, on time or as needed in snow or ice situations.
 2. If you feel that you cannot, make arrangements such as chains or studded tires, to be at work on these days, make arrangements with the superintendent so he will know not to depend on you in situations and can make plans accordingly. These days can then be scheduled as vacation instead of no pay days.

3. Employees should plan on leaving for work early enough to arrive on time on the days they know conditions will show travel.

29. **UNIFORM POLICY:** The Washington County Road Department policy will be to furnish eleven sets of uniforms for any full-time road department employee. Any additional uniforms or jacket charges will be the individual employee's responsibility. **ALL UNIFORMS MUST BE RETURNED UPON TERMINATION OF EMPLOYMENT THERE WILL BE A CHARGE FOR UNIFORMS NOT RETURNED,** Also, any charges for lost or abused uniforms will be the employees responsibility. Uniforms are not to be worn in inappropriate places such as casinos, or liquor stores, ETC..

30. **WASHINGTON COUNTY'S POLICY FOR CHANGING OIL AND FLUIDS** on any equipment in the field is for the service person to change the material and collect all used material and used filters for transporting to shop for proper disposal and recycling.

No road department personnel should drain any fluids from machinery without a method to safely collect the material. If any employee becomes aware of a spill, it is their responsibility to notify their supervisor as soon as possible and to always make every effort to contain the spill until it can be cleaned up properly.

31. **WASTE MATERIAL POLICY:** All material used by the Road Department employees should be handled in a safe, responsible matter. No material should be applied, stored, or disposed of in a manner that might affect the safety of any individual, the public, or the environment. Some examples for special attention are fuels, oils, asphalt, cleaning chemicals, and herbicides. Policies on these and other items will be given to those employees affected by the material they might be involved with.

All materials in the shop and yard will be the Shop Supervisors responsibility for storage, safety, and proper disposal.

All materials on road projects will be the responsibility of the supervisor in charge.

The applications with distributor trucks will be the responsibility of the operators.

FUELS & OILS: No fuels or oils should be discarded by dumping. The service truck is equipped to pump all waste into safe containers for proper disposal. The material safety data sheets are available in the office for information on handling. Storage will be in approved containers **ONLY**.

ASPHALT: Liquid asphalt will be stored in our asphalt tanks with dikes to prevent accidental discharge. Care should be used to prevent even small spills. No liquid asphalt will be applied to a road in a manner that would produce

run-off. Special note should be taken of weather conditions that might dramatically increase run-off risks. Safety Data Sheets are on file in the office for handling and accidental spills.

CHEMICALS: All chemicals should be handled according to their intended use and as labeled. Care will be exercised in purchasing of biodegradable chemicals and all hazardous chemicals will be labeled, a material safety sheet will be on file in the office for safe handling and use, and an area for disposal of hazardous, or questionable, chemicals. If you do not know, ask your supervisor.

HERBICIDES: No herbicides will be used by any employee except those certified by the Arkansas State Plant Board. These employees will use all proper techniques in handling and use of herbicides and use every caution to prevent spraying and herbicide into a stream. Storage will be in the parts room with a locked container and available only to certified personnel. Herbicides will be disposed of, if necessary, according to all applicable State and Federal laws.

BATTERIES: Waste batteries will be stored in a locked waste area for pickup and disposal by a licensed company.

WASTE OILS: Will be stored in containers in waste area and labeled. This material will be picked up for disposal by a licensed disposal company.

USED FILTERS: Service personnel will pick-up equipment filters, transport in sealed containers and store and disposal by licensed company.

TIRES: Waste Road Department tires will be stored by tire shop personnel for disposal at recycling plant.

32. **TIRE SHOP EMPLOYEES & SHOP SUPERVISOR:** The Road Department policy for air impact tool usage will be that ALL lug nuts will be checked with a 4-way lug wrench after installation with an air impact gun to insure safety. Further, the large 1" impact guns are to be used on large vehicles. All smaller vehicles using small lug nuts and studs, the small air guns will be used or hand tightened with a 4-way lug wrench. Tire with split rims should be inflated in safety cages when possible. If not possible, extreme caution should be used.
33. **SERVICE TRUCKS:** will not be driven home. Any exception must have prior approval by Supervisor.

I HAVE READ AND UNDERSTAND THE WASHINGTON COUNTY ROAD DEPARTMENT WORK POLICIES AND AGREE TO ABIDE BY THEM.

WASHINGTON COUNTY ROAD DEPARTMENT

EMPLOYEE

BY _____

DATE

DATE

Karen Beeks

From: Glenda Audrain <glendaa@wcls.lib.ar.us>
Sent: Friday, October 17, 2014 11:00 AM
To: Karen Beeks
Subject: FW: Public Works

Hi Karen,

Here are the responses for the library:

- (1) The make, model, and year of every county-owned passenger vehicle (so not heavy equipment, like dump trucks),
 - A. 2008 Chevy Uplander Cargo Van
 - B. 2013 Dodge Ram C/V Minivan

2. A. 2008 Chevy Uplander reserved for Children's Librarian use—Not for personal use. (multiple daily programs out in the county)
 - B. 2103 Dodge Ram C/V minivan reserved for use by Library Courier—Not for personal use. (daily courier route between libraries)Either vehicle may be used by the director if not in use by Children's Librarian or Courier—again, not for personal use.

3. Vehicle is assigned to the position, not to an individual.

4. Not applicable.

5. No one is allowed to take a vehicle home, ever.

6. No mileage log has been kept for the vehicles other than for the fuel purchases and oil changes.

7. Not that I know of and probably not applicable.

Glenda

Glenda Audrain
Director
Washington County Library System
1080 West Clydesdale Drive
Fayetteville, AR 72701
479-442-6253
fax 479-442-6812
glendaa@wcls.lib.ar.us

Year, Make, Model	Pool / Take Home	Nearest City of Residence	County of Residence	Gender	Justification
2009 Dodge Ram	Take Home	Greenland	Washington	M	IRS 26 CFR 1.274-5
2009 GMC Sierra	Take Home	Fayetteville	Washington	M	IRS 26 CFR 1.274-5
2010 Chevy Tahoe	Take Home	Durham	Washington	M	IRS 26 CFR 1.274-5
2011 Mazda Sedan	Take Home	Prairie Grove	Washington	F	IRS 26 CFR 1.274-5
2012 Nissan Altima	Take Home	Tuttle	Washington	M	IRS 26 CFR 1.274-5
2010 Ford Fusion	Take Home	Greenland	Washington	M	IRS 26 CFR 1.274-5
2012 GMC Yukon	Take Home	West Fork	Washington	M	IRS 26 CFR 1.274-5
2011 Chevrolet Truck	Take Home	West Fork	Washington	M	IRS 26 CFR 1.274-5
2013 Chevrolet Equinox	Take Home	Lincoln	Washington	M	IRS 26 CFR 1.274-5
2014 Chevrolet Impala	Take Home	Prairie Grove	Washington	M	IRS 26 CFR 1.274-5
2011 Chevrolet Tahoe	Take Home	Prairie Grove	Washington	M	IRS 26 CFR 1.274-5
2013 Nissan Altima	Take Home	Prairie Grove	Washington	M	IRS 26 CFR 1.274-5
2012 Toyota Camry	Take Home	Sulphur City	Washington	M	IRS 26 CFR 1.274-5
2004 Chevrolet Tahoe	Take Home	Fayetteville	Washington	M	IRS 26 CFR 1.274-5
2008 Toyota 4 Runner	Take Home	Springdale	Washington	M	IRS 26 CFR 1.274-5
2007 Chevrolet Tahoe	Take Home	Prairie Grove	Washington	M	IRS 26 CFR 1.274-5
2009 GMC Yukon	Take Home	Strickler	Washington	M	IRS 26 CFR 1.274-5
2009 Chevrolet Silverado	Take Home	Nob Hill	Washington	M	IRS 26 CFR 1.274-5
2011 Chevrolet Equinox	Take Home	Lowell	Benton	F	IRS 26 CFR 1.274-5
2011 Chevrolet Truck	Take Home	West Fork	Washington	M	IRS 26 CFR 1.274-5
2010 Chevy Tahoe	Take Home	Durham	Washington	M	IRS 26 CFR 1.274-5
2011 Chevrolet Tahoe	Take Home	Prairie Grove	Washington	M	IRS 26 CFR 1.274-5
2014 Chevrolet Impala	Take Home	Prairie Grove	Washington	M	IRS 26 CFR 1.274-5

2013 Nissan Altima	Pool
2002 Ford F-350	Pool
2004 Ford F-350	Pool
2007 Ford Taurus	Pool
2009 Ford Crown Victoria	Pool
2004 GMC Sierra	Pool
2008 Dodge Durango	Pool
2008 Chevy Trailblazer	Pool
2009 Ford Crown Victoria	Pool

19.0 Intoxicants, Prescription, Non-Prescription Drugs

The consumption of alcoholic beverages and/or the use of non-prescription drugs are prohibited by employees of this agency, when consumption and/or use could affect the performance or judgment of the individual.

19.1 No employee shall report for duty if they have consumed alcoholic beverages within the previous eight (8) hours or while under the influence of any alcoholic beverage or performance-altering medication unless the employee first gives the information to a supervisor and is then ordered to report.

19.2 When on duty, in uniform, or driving a marked unit, no employee shall consume or possess alcoholic beverages, except while engaging in the specific performance of a duty assignment.

19.3 No employee shall bring any personal alcoholic beverages or performance-altering medication, into the department while on duty, transport alcoholic beverages or performance-altering medication in a departmental vehicle unless it is evidence, property of a suspect or prisoner, or found property unless directed by a physician.

19.4 Any employee who is under the care of a physician or dentist and taking prescribed medication shall:

- Obtain a statement from the physician or dentist that the medication will not affect the employee's judgment ability to perform their duties. The employee shall remain on sick leave until released to duty by the physician or dentist.

- It shall be the responsibility of the employee to ask the physician or dentist if the medication will affect the employee's performance and if so, to present a letter to the Sheriff, or designee.

19.5 Any employee determined to be at-fault in a crash involving a county vehicle or any employee involved in an injury crash, whether or not they are at fault, shall immediately submit to a drug and alcohol test.

- These tests may be done at the Detention Center.

- If there is no nurse on duty for the drug test, the employee shall submit a sample to be tested later.

22.0 Marked Police Vehicle: Occupants

The purpose of this policy is to reduce the possibility of liability resulting from the death or injury of an unauthorized person in a departmental vehicle.

22.1 Employees operating marked police vehicles shall not permit civilian passengers who are young enough or small enough to require a child restraint seat to ride in a marked vehicle, whether on or off duty, except when specifically authorized by the Sheriff or his designee or within the scope of his/her duties.

22.2 Civilians may not ride along with a deputy while on-duty unless authorized by the Sheriff, or his or her designee. (A.C.A. 12-6-402 Act 1183 of 2013)

22.3 Employees who violate this policy will assume the responsibility and personal liability for their actions and results of their actions.

31.0 Property: Agency

Employees of this agency shall be responsible for the proper care of agency property assigned to them for use. Refer to your standard operating procedures or directive for proper forms.

31.1 A report will be made immediately to the employee's shift supervisor of the loss of or damage to or unserviceable condition of agency property.

31.2 Any employee who damages or destroys agency property by a deliberate act or by negligence may be required to pay all cost of repair or replacement in addition to any disciplinary action resulting from the violation of this section.

31.3 The Sheriff or designee will be responsible for the strict enforcement of this section

41.0 Use of Tobacco

Many people are allergic to tobacco smoke, some find it offensive, and others may have a respiratory illness, which could be aggravated by cigarette, cigar, or pipe smoke. Many people find the sight and odor of smokeless tobacco offensive and unprofessional.

41.1 No Employee shall smoke or use smokeless tobacco while making personal contacts with citizens in homes, offices, places of business, public places, or on the public streets.

41.2 Employees are prohibited from smoking or using smokeless tobacco while working traffic, while investigating accidents, while investigating any on-the-scene criminal investigations, or while in contact with the public.

41.3 Employees are prohibited from smoking or using smokeless tobacco in county-owned buildings and vehicles.

E46.0 Pursuits

Foot

E46.1 Deputies should use the same care when engaging in foot-pursuits as they would with vehicle pursuits

E46.2 Initiating the foot pursuit

- Officer and bystander safety is the primary concern
- Things to consider before engaging in a foot pursuit
 - Does the risk of injuries outweigh the risk of letting the offender escape?
 - Does the offender have a partner? Is that partner secure?
 - Are you physically capable of catching the offender?
 - Will the foot pursuit contaminate the area making a K-9 ineffective?
 - Will evidence be left at the scene if you chase the offender?
 - Do you have probable cause to detain the offender?

E46.3 Pursuing deputies should notify dispatch of the pursuit immediately

- Give direction of travel, number of suspects on foot, suspect description(s)

E46.4 All radio traffic not pertaining to the foot pursuit should be conducted on an alternate channel

Vehicle

E46.5 This department will narrowly regulate Vehicle Pursuits

- Deputies should not initiate or join pursuits through urban areas, dense vehicle or pedestrian traffic, school zones, etc. unless they have reason to believe the offender has committed, or is likely to commit a violent crime

- The pursuing deputy will use reasonable judgment in the pursuit of suspects
- Deputies must remain conscious of the great danger vehicular pursuits present to the public, the deputies involved and to the suspect

E46.6 Initiating the Pursuit

- The immediate danger to the deputy, public, and suspect created by the pursuit must be less than the immediate or potential danger to all should the suspect remain at large
- Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit when ALL the following criteria are met:

- The suspect exhibits the intention to avoid arrest by using a vehicle to flee apprehension for an alleged felony or misdemeanor that would normally require a full custody arrest AND
- The suspect operating the vehicle refuses to stop at the direction of the deputy; and the suspect, if allowed to flee, would present a danger to human life or danger of causing serious injury

- The pursuing deputy should consider the following factors in determining whether to initiate a pursuit
 - The performance capabilities of the pursuit vehicle
 - All Sheriff's Office cars and SUVs that are "pursuit rated" by the manufacturer, are in good mechanical condition, clearly marked with official decals, and properly equipped with blue lights and siren are authorized to be used as pursuit vehicles
 - Sheriff's Office pickups, vans, busses, or any vehicle designed to carry cargo, regardless of markings, or emergency equipment should NOT be used as pursuit vehicles
 - However, an Enforcement Supervisor who has been properly apprised of the situation may grant conditional permission to use one of these vehicles on a case-by-case basis
 - Sheriff's Office unmarked cars and SUVs should be evaluated individually for use in pursuits
 - An Enforcement Supervisor who has been properly apprised of the situation may grant conditional permission to use one of these vehicles on a case-by-case basis

- Any vehicle that is in poor mechanical condition should never be used as a pursuit vehicle
- See "Lake Patrol" section for the procedure for boat pursuits
- The condition of the road surface upon which the pursuit is being conducted
- The amount of vehicular and pedestrian traffic in the area
- Weather conditions

E46.7 The pursuing deputy will be driving an authorized emergency vehicle, sounding the siren and using the flashing blue lights

- The pursuing deputy should be able to see the violator
- Once pursuit is initiated the pursuing deputy will immediately activate full emergency equipment and notify the dispatch center that a pursuit is in progress

1. Give the reason for the pursuit
2. Give the location of the pursuit
3. Give the direction of travel
4. Give a description of the fleeing vehicle
5. Give the total number of occupants of the vehicle and any descriptions noticed
6. Give routine updates of location, traffic conditions, speed, suspect actions (e.g. threw something out window, reaching into floor, driving into oncoming traffic, collision with object/vehicle or near collision, etc)
7. Give the speed of the pursuit

E46.8 The number of emergency vehicles involved in a pursuit:

- Should be limited to two (2).
- The second pursuit vehicle should activate all emergency equipment

- The second pursuit unit should notify Dispatch to assure no additional units will attempt to join the pursuit
 - Back-up units should attempt to set roadblocks with tire deflators in strategic areas ahead of the pursuit
 - See “Tire Deflators” section.
- The deputy initiating the pursuit will be responsible for the progress of the pursuit, controlling pursuit tactics and terminating the pursuit, unless relieved by a supervisor
 - If the initiating deputy or unit is unable to continue the pursuit, the second deputy or unit may assume the duties and should become the primary unit
- Other deputies involved in the pursuit will not attempt to pass the primary unit unless requested to do so by the primary deputy
- Bumping or ramming maneuvers against any other vehicle may be considered “deadly force” and are only allowed in situations where deadly force is applicable
 - Push-bar equipped vehicles may strike a vehicle with the push bar at slow speeds (around 10 mph) when no other traffic is present if necessary to end the pursuit
 - This is not a “Pit Maneuver”
- When the pursued vehicle is lost or the suspect abandons the vehicle and flees on foot, the primary deputy will broadcast the necessary information to assist in a search for the suspect or to return to normal operations
 - If the primary deputy or unit becomes involved in a foot pursuit, the secondary deputy or unit, or the supervisor should be responsible for coordinating further activity
- Deputies involved in vehicle pursuits must continually question whether the seriousness of the violation reasonably warrants continuation of the pursuit
 - Pursuits will be cancelled when it is clear that danger exists to the deputy, or the public and exceeds the need to apprehend the violator

E46.9 A supervisor should respond to the pursuit termination point and assume responsibility for law enforcement action at the scene

- The supervisor should be responsible for completing a Pursuit After-Action Report (below) and submitting it to an Enforcement Lieutenant by the end of the shift
- The lieutenants should critique each pursuit action regarding adherence to department policy

E46.10 Supervisors have the authority to cancel a pursuit at any time

- All deputies will comply with a cancellation of pursuit order

E46.11 Deputies are not to become involved in another agency’s pursuit unless or until

- The reasonable suspicion and need for the pursuit is clear and justified
- The pursuit leaves the originating agency’s jurisdiction
- The deputy is assigned to the pursuit by a supervisor at the request of the originating agency
- No more than 2 units may be actively involved in the pursuit

E46.12 WCSO will not take over another agency’s pursuit unless we develop PC and the pursuit is justified

E49.0 Response: Emergency (See also: Pursuits)

E49.1 Code 1- No blue lights, no siren

- Deputy should obey all posted traffic signals
 - Deputies may briefly exceed the posted speed limit ONLY for the purpose of closing the gap between themselves and a violator
- Deputies may use non-flashing “cruise” lights (dim, blue, corner lights) to identify themselves at night or to make themselves more visible
 - Code 1 rules apply when using “cruise” lights

E49.2 Code 2 – Blue lights, no siren

- Used for traffic stops or identification only (e.g. setting of perimeters)
- Deputies may briefly exceed the posted speed limit ONLY for the purpose of closing the gap between themselves and a violator
- For the purpose of this S.O.P., activated blue lights while the car is parked is not considered a Code 2 Response
- Code 2 response does not legally classify the responding unit as an “emergency vehicle”

E49.3 Code 3 – Lights and siren

- Legally classifies the unit as an “Emergency Vehicle”.
 - Preferred response type for *in-progress* Calls-for-Service which have a high probability of injury or death to one or more parties involved including:
 - Murder
 - Rape/other forcible sexual offenses
 - Barricaded suspect/hostage situation
 - Battery/Assault/Domestic
 - Extremely reckless driving
 - Kidnapping
 - Home Invasion
 - Robbery
 - Other violent crimes
- Code 3 must be used during all pursuits
 - Deputies are expected to use reasonable judgment
 - Avoid using cellular phones except in a “hands-free” mode
 - Use major roads when possible (don’t take shortcuts through areas that are inappropriate for high speeds)
 - Make sure that all other vehicles yield before proceeding through intersections, whether you have the right-of-way or not
- Deputies are not authorized to respond Code 3...
 - To preserve a crime scene
 - To assist another officer who does not have an emergency
 - To protect property
 - To appease a complainant
 - To any Call-for-Service with no threat of further injury or death to a human
 - Through a school zone or campus, residential district, past a loading/unloading school bus, outside of traffic ways (sidewalks, footpaths, etc.)
 - Speed is limited by environment (traffic, weather, car condition, etc.); however, the deputy is expected to use reasonable judgment and not endanger the public or himself/herself
 - Supervisors are expected to upgrade or downgrade deputies’ responses as necessary

E66.0 Vehicles: Marked or unmarked vehicles

Privately owned vehicles (POVs) will never be used as emergency vehicles. Deputies will not affix equipment or decals to their POVs that identify them as Washington County Sheriff's Office vehicles.

E66.1 Parking

- The term "your vehicle" refers to the WSCO-owned vehicle assigned to you
- Vehicles equipped with automatic transmissions should be placed in "Park" when left unattended
- Vehicles with manual transmission should be left in a low forward or reverse gear when parked
- Deputies should not leave a key in the ignition of their vehicle while it is unattended

E66.1.2 Locations

- Off-duty (Overnight, weekends, vacations, etc.)
 - WSCO-owned vehicles should not be parked on state, county, or city rights-of-way
 - The preferable place to park your vehicle is at your residence. This may be in a
 - Driveway
 - Garage / carport
 - Other parking area
 - Do not violate local parking ordinances
 - You may leave your vehicle
 - in the protected lot at the Sheriff's Office
 - at a private residence other than your own
 - at a local Police Department with prior approval from your supervisor and the property owner or Department administrator
 - Do not leave your vehicle parked at a substation
- On-duty (Enforcement actions)
 - Park your vehicle in a position that will best ensure human safety
 - Do not obstruct traffic unless necessary
 - Do not park in a place that covers evidence or in a manner that will hinder an investigation, if possible
- On-duty (non-enforcement actions)
 - Use common courtesy on private or public parking areas
 - Do not park on lawns unless directed to do so
 - Do not "double park"
 - Do not block entries or exits if possible
 - Obey all local parking laws and ordinances
 - If you must park in metered parking during the posted hours, pay the minimum fee required
 - Deputies may be held responsible for fines they incur

E66.2 Maintenance

- Vehicle maintenance should be recorded in the proper venue (SIMS) within 48 hours of the time the service is completed

- Receipts and a print-out from the SIMS transaction should be turned in to the Property Department within that 48-hour period
- Unless noted below, supervisor authorization is required before most repairs and some maintenance is performed
- Deputies will be held accountable for regular maintenance of their assigned vehicles
- Deputies should NOT work on their vehicles unless authorized to do so
- This does not include simple repairs such as
- Bulb / fuse replacement or
- Windshield wiper replacement, etc.
- Fluid replacement, etc.
- Supervisor pre-authorization not required
- Lube/oil changes will be done by an approved vendor using only oil that has been approved by the vehicle manufacturer
- Ford Crown Victorias should be serviced every 5,000 to 5,500 miles
- Vehicles with an information center, (e.g. Chevrolet Tahoe) should be serviced whenever the vehicle's information center shows that 5%-10% of the oil life is left
- Supervisor authorization not required
- Transmission service should be done according to the vehicle manufacturer's recommendations (e.g. fluid change every 30,000 miles, filter change every 150,000 miles for 2011 Crown Victoria Interceptor)
- Supervisor authorization required for fluid changes if they cost over \$100
- Supervisor authorization IS REQUIRED for transmission filter changes
- Tune-ups should be done according to the vehicle manufacturer's recommendations
- Tires should be rotated no less than every 10,000 to 11,000 miles (or at each service interval for vehicles with an information center)
- Free rotations may be done at certain vendors, by inmate labor, or by the deputy
- Tires will be replaced when wear becomes excessive
 - When one or more wear indicators are level with the tread
 - When damage is not repairable
- Routine tire replacement should be requested by using the prescribed "Vehicle Repair" form
- The Property Department, your lieutenant, or higher authority, must verify that tires have excessive wear or damage before replacement will be authorized
- Warranty recall repairs should be scheduled within 30 days of notification
- A grace period will be granted if the dealership cannot schedule repairs within 30 days
- Deputies will notify their supervisor and the Property Department if the dealership causes a delay
- Repairs covered by warranty
- Vehicles covered under warranty must have warranty-covered issues repaired by an authorized warranty repair center
- Warranty work does not need a supervisor's approval unless other costs will be involved
- Non-Scheduled Maintenance
- Examples:
 - Air Conditioner service
 - Wheel alignment
 - Shock / strut replacement

- Emergency equipment (sirens, light bar) service
- Bulb / fuse replacement
- Windshield wiper refill replacement
- Decal repair
- Ball / Universal joint replacement
- Steering component replacement
- Fluid leaks
- Deputies should notify their supervisor as soon as they discover the problem
- Check with the Property Department for preferred vendors
- Deputies should schedule maintenance as soon as it is authorized
- Many factors will be considered before repairs are authorized
 - Extent of damage
 - Age / mileage of vehicle
 - Funds available

E66.3 Damage

- Deputies should notify their supervisor as soon as they discover damage to their vehicles
 - Notify supervisors in person, by text, email, or phone ASAP
 - Submit crash form and/or memo prior to the start of the next business day

E66.4 Cleanliness

- A clean vehicle shows that you have pride in yourself and the Sheriff's Office
- It is understood that we work in rural areas, with some unpaved roads, and in all weather and that your assigned car is your office
 - Rule of thumb: Come to work clean
 - Deputies should keep their vehicles reasonably clean
 - Engine Compartment ▪ Should be kept reasonably free of dust, dirt, and mud
 - May be cleaned with low pressure water, soap, or other cleaners
 - Do not use high pressure to wash the engine
 - Do not allow excessive corrosion to build up on batteries
 - Interiors ▪ Windows should be kept clean
 - Dash, door panels, door jambs, and rear deck should be free from dust and trash
 - Seats and floors should be kept clean
 - Exteriors ▪ No excessive mud, dust, bird droppings, or road grime
 - Windows should be kept clear of mud, dirt, ice, and frost
- Deputies should not postpone answering priority calls-for-service for the purpose of washing their vehicles

E66.5 Personal Equipment

- Deputies may use certain personal equipment in their vehicles to aid efficiency as long as it does not interfere with the operation of the vehicle. This equipment includes but is not limited to
 - Briefcases / duffle bags
 - Clipboards, organizers
 - Aftermarket armrests, seat cushions, floor mats, map lights, etc.
 - Floor jack, lug wrench, tool kit, jumper cables

- The Enforcement Captain must approve all personal equipment that attaches to the vehicle, prior to installation
 - This equipment includes but is not limited to:
 - Emergency lights (includes lights with accessory plugs)
 - Convenience accessories (e.g. Car stereo equipment, keyless entry)
 - CB radios
 - Vanity Plates / bumper stickers / decals
 - No bumper sticker or decal will be attached to an Enforcement vehicle without prior approval from the Enforcement Captain
 - Vanity plates that may be displayed on marked units:
 - Showing the WCSO star and/or
 - Deputy's badge number
 - Special assignment plates, e.g. DWI or seatbelt enforcement
 - No other vanity plate may be displayed on marked vehicles

E66.6 Inclement weather

- To reduce the likelihood of damage to patrol units, deputies will be temporarily assigned spare units equipped with studded tires or 4-wheel-drive units during ice, snow, or floods
- Temporary units will be assigned for one shift only
- During inclement weather, deputies may drive to and from the office in their assigned unit or privately owned vehicle
- If weather conditions prohibit a deputy from driving to work, he/she should call his/her supervisor
- The supervisor will decide if the deputy should wait for another unit to pick them up from their house or if they should use a comp or vacation day

(k) Exceptions for qualified nonpersonal use vehicles—

(1) In general. The substantiation requirements of section 274(d) and this section do not apply to any qualified nonpersonal use vehicle (as defined in paragraph (k)(2) of this section).

(2) Qualified nonpersonal use vehicle—

(i) In general. For purposes of section 274(d) and this section, the term *qualified nonpersonal use vehicle* means any vehicle which, by reason of its nature (that is, design), is not likely to be used more than a de minimis amount for personal purposes.

(ii) List of vehicles. Vehicles which are qualified nonpersonal use vehicles include the following:

- (A)** Clearly marked police, fire, and public safety officer vehicles (as defined and to the extent provided in paragraph (k)(3) of this section).
- (B)** Ambulances used as such or hearses used as such.
- (C)** Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
- (D)** Bucket trucks (cherry pickers).
- (E)** Cement mixers.
- (F)** Combines.
- (G)** Cranes and derricks.
- (H)** Delivery trucks with seating only for the driver, or only for the driver plus a folding jump seat.
- (I)** Dump trucks (including garbage trucks).
- (J)** Flatbed trucks.
- (K)** Forklifts.
- (L)** Passenger buses used as such with a capacity of at least 20 passengers.
- (M)** Qualified moving vans (as defined in paragraph (k)(4) of this section).
- (N)** Qualified specialized utility repair trucks (as defined in paragraph (k)(5) of this section).
- (O)** Refrigerated trucks.
- (P)** School buses (as defined in section 4221(d)(7)(c)).
- (Q)** Tractors and other special purpose farm vehicles.
- (R)** Unmarked vehicles used by law enforcement officers (as defined in paragraph (k)(6) of this section) if the use is officially authorized.
- (S)** Such other vehicles as the Commissioner may designate.

(3) Clearly marked police, fire, or public safety officer vehicles. A police, fire, or public safety officer vehicle is a vehicle, owned or leased by a governmental unit, or any agency or instrumentality thereof, that is required to be used for commuting by a police officer, fire fighter, or public safety officer (as defined in section 402(l)(4)(C) of this chapter) who, when not on a regular shift, is on call at all times, provided that any personal use (other than commuting) of the vehicle outside the limit of the police officer's arrest powers or the fire fighter's or public safety officer's obligation to respond to an emergency is prohibited by such governmental unit. A police, fire, or public safety officer vehicle is clearly marked if, through painted insignia or words, it is readily apparent that the vehicle is a police, fire, or public safety officer vehicle. A marking on a license plate is not a clear marking for purposes of this paragraph (k).

(4) Qualified moving van. The term *qualified moving van* means any truck or van used by a professional moving company in the trade or business of moving household or business goods if—

- (i)** No personal use of the van is allowed other than for travel to and from a move site (or for de minimis personal use, such as a stop for lunch on the way between two move sites);
- (ii)** Personal use for travel to and from a move site is an irregular practice (that is, not more than five times a month on average); and
- (iii)** Personal use is limited to situations in which it is more convenient to the employer, because of the location of the employee's residence in relation to the location of the move site, for the van not to be returned to the employer's business location.

(5) Qualified specialized utility repair truck. The term *qualified specialized utility repair truck* means any truck (not including a van or pickup truck) specifically designed and used to carry heavy tools, testing equipment, or parts if—

(i) The shelves, racks, or other permanent interior construction which has been installed to carry and store such heavy items is such that it is unlikely that the truck will be used more than a de minimis amount for personal purposes; and

(ii) The employer requires the employee to drive the truck home in order to be able to respond in emergency situations for purposes of restoring or maintaining electricity, gas, telephone, water, sewer, or steam utility services.

(6) Unmarked law enforcement vehicles—

(i) **In general.** The substantiation requirements of section 274(d) and this section do not apply to officially authorized uses of an unmarked vehicle by a "law enforcement officer". To qualify for this exception, any personal use must be authorized by the Federal, State, county, or local governmental agency or department that owns or leases the vehicle and employs the officer, and must be incident to law-enforcement functions, such as being able to report directly from home to a stakeout or surveillance site, or to an emergency situation. **Use of an unmarked vehicle for vacation or recreation trips cannot qualify as an authorized use.**

(ii) **Law enforcement officer.** The term *law enforcement officer* means an individual who is employed on a full-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work). The term "law enforcement officer" may include an arson investigator if the investigator otherwise meets the requirements of this paragraph (k)(6)(ii), but does not include Internal Revenue Service special agents.

STATEMENT OF QUALIFIED NONPERSONAL USE OF COUNTY OWNED VEHICLE

EMPLOYEE IDENTIFICATION

B-6.4

Name _____ Emp No _____
SS No _____ DL No _____

VEHICLE IDENTIFICATION

Make CHEVROLET Model TAHOE
Vin No 1GNEK13T91R164878 Year 2001
Date vehicle was made available 1-1-2005

RECEIVED
DEC 30 2004
WASHINGTON CO.
SHERIFF'S OFFICE

If you had use of more than one vehicle this year, please complete separate forms on each.

- Are you employed as a full-time law enforcement officer by the Washington County Sheriff's Office? Yes
- Are you responsible for preventing or investigating crime involving injury to persons or property including catching or detaining persons for such crimes? Yes
- Are you allowed by law to carry firearms, to execute search warrants, and to make arrests other than merely a citizen's arrest? Yes
- Do you regularly carry a firearm (except when it is not possible to do so because of the requirement of undercover work)? Yes
- Do you have use of a vehicle that is plainly marked with painted insignia or words identifying it as a police vehicle? Yes No
- Do you have use of an unmarked law enforcement vehicle? Yes No
- Are you prohibited by departmental policy from any personal use of the vehicle outside of your arrest power? Yes
- Is your personal use of the vehicle authorized by the Washington County Sheriff's Office? No
- Is your use of the vehicle necessary to help enforce the law by reporting directly to a stakeout site or to an emergency? Yes
- Are you prohibited from using the vehicle for recreational or vacation trips? Yes

EMPLOYEE'S STATEMENT OF VERIFICATION

I verify that the information given above is true and accurate to the best of my knowledge and I submit this information to my employer to be used for reporting employee use of an employer furnished vehicle to the Internal Revenue and the Social Security Administration.

Employee's Signature _____ Date 12-21-05

ELECTED OFFICIAL OR DEPARTMENT HEAD'S STATEMENT

I confirm that the information given by this employee is true to the best of my knowledge and further state that I have no knowledge of any additional information that should be reported to Washington County for use in computing the valuation of the personal use of a county owned vehicle.

Official's Signature _____ Date _____

Karen Beeks

From: Cheryl Bolinger
Sent: Friday, October 17, 2014 10:30 AM
To: Karen Beeks
Subject: Mileage Logs for 2012-2013



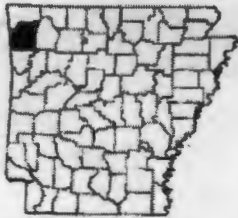
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Karen,

The county currently only has two vehicles that require mileage logs according to the IRS policy regarding Taxable Fringe Benefits. I've attached the mileage logs for 2012 and 2013 but will not have 2014 until after the end of year.

This is response to JP Eva Madison's request.

Thanks,
Cheryl



Washington County Arkansas

Tax Collector

David A. Ruff

280 N College - Suite 202

Fayetteville AR 72701

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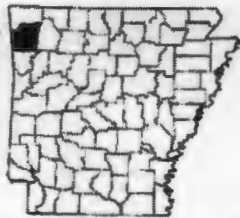
Real Estate and Personal Property Tax

2005 FORD FREESTYLE SE VAN

MILEAGE LOG

VIN 1FMZK01155GA56163 6 CYL. 3.0 FUEL INJECTED

2012	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES	
12-3	Beginning mileage			73363	0	
12-4	SP	✓	✓	73410	73430	20
1-5	Cash Audit	✓	✓	73447	73502	55
1-6	SP	✓	✓	73516	73536	20
1-9	SP	✓	✓	73562	73582	20
1-11	SP	✓	✓	73624	73644	20
1-13	SP & Lincoln	✓	✓	73702	73760	58
1-17	SP	✓	✓	73765	73785	20
1-18	SP	✓	✓	73796	73816	20
1-27	SP + Lincoln	✓	✓	74028	74085	57
1-30	SP	✓	✓	74087	74107	20
2-1	SP	✓	✓	74175	74195	20
2-3	SP	✓	✓	74210	74230	20
2-7	SP	✓	✓	74280	74300	20
2-10	SP	✓	✓	74359	74379	20
2-13	SP	✓	✓	74397	74417	20
2-15	SP	✓	✓	74490	74490	20
2-17	SP	✓	✓	74510	74530	20
2-17	Walmart Supplies	✓	✓	74530	74536	6
2-21	SP	✓	✓	74553	74573	20
2-23	SP	✓	✓	74610	74630	20
2-27	SP	✓	✓	74679	74699	20
2-29	SP	✓	✓	74744	74764	20
2-5		✓	✓	74810	74830	20
3-7		✓	✓	74900	74920	20
3-9		✓	✓	74976	74996	20
3-12		✓	✓	75010	75030	20



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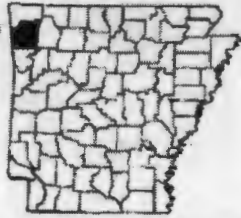
2005 FORD FREESTYLE SE VAN

MILEAGE LOG

VIN 1FMZKO1155GA56163 6 CYL. 3.0 FUEL INJECTED

2012	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES	
3-14	SP	✓	✓	75063	75083	20
3-16	SP	✓	✓	75125	75145	20
3-19	SP	✓	✓	75160	75180	20
3-21	SP	✓	✓	75226	75246	20
3-23	SP	✓	✓	75304	75324	20
3-23	Lincoln	✓	✓	75324	75364	40
3-26	SP	✓	✓	75364	75384	20
3-28	SP	✓	✓	75400	75420	20
3-29	SP	✓	✓	75478	75498	20
3-2	SP	✓	✓	75520	75540	20
4-4	SP	✓	✓	75592	75612	20
4-6	SP	✓	✓	75630	75650	20
4-9	SP	✓	✓	75674	75694	20
4-11	Conway Acc memo	✓	✓	75710	76132	422
4-16	SP	✓	✓	76147	76167	20
4-18	SP	✓	✓	76212	76232	20
4-23	SP	✓	✓	76298	76318	20
4-25	Cash Audit Spg - Lincoln	✓	✓	76373	76428	55
4-27	SP	✓	✓	76472	76492	20
4-30	SP	✓	✓	76506	76526	20
5-3	SP	✓	✓	76570	76590	20
5-5	SP	✓	✓	76610	76630	20
5-7	SP	✓	✓	76660	76680	20
5-9	SP	✓	✓	76705	76725	20
5-11	SP	✓	✓	76761	76781	20
5-14	SP	✓	✓	76845	76815	20
5-16	SP	✓	✓	76858	76878	20

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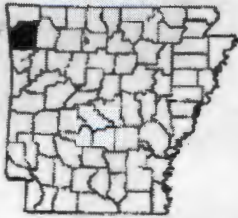
2005 FORD FREESTYLE SE VAN

MILEAGE LOG

VIN 1FMZK01155GA56163 6 CYL. 3.0 FUEL INJECTED

2012	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES	
5/11	Cash Audit - Spg - Lincoln	✓	✓	76927	76981	54
5/18	SP	✓	✓	76981	77001	20
5/21	SP	✓	✓	77017	77037	20
5/23	SP	✓	✓	77080	77100	20
5/24	Lincoln	✓	✓	77131	77170	39
5/25	SP	✓	✓	77170	77190	20
5/29	SP	✓	✓	77210	77230	20
5/31	SP	✓	✓	77260	77280	20
6/1-12	Lincoln & SP	✓	✓	77317	77390	73
6/4	SP	✓	✓	77400	77420	20
6-6	SP	✓	✓	77460	77480	20
6-7	SP	✓	✓	77530	77550	20
6-11	SP	✓	✓	77557	77577	20
6-13	SP	✓	✓	77653	77673	20
6-14	Harrison ACA Meeting	✓	✓	77673	77820	147
6-18	SP	✓	✓	77820	77840	20
6-25	SP	✓	✓	77988	78008	20
6-25	SP	✓	✓	78008	78028	20
6-26	SP	✓	✓	78071	78091	20
6-27	Lincoln & SP	✓	✓	78105	78155	50
6-29	Lincoln & SP	✓	✓	78200	78250	50
7-2	SP	✓	✓	78258	78270	20
7-5	SP	✓	✓	78312	78332	20
7-6	SP	✓	✓	78345	78365	20
7-9	SP	✓	✓	78365	78385	20
7-11				78410	78430	20
7-13				78510	78530	20

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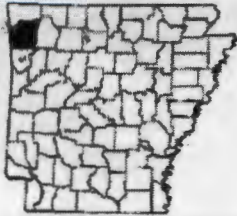
2005 FORD FREESTYLE SE VAN

MILEAGE LOG

VIN 1FMZK01155GA56163 6 CYL. 3.0 FUEL INJECTED

2012	COUNTY TRAVEL	TO	FROM	ODOMETER	ODOMETER	MILES
7-16	SP	✓	✓	78518	78538	20
7-19	Walmart	L	✓	78638	78644	7
7-20	SP	✓	✓	78660	78680	20
7-22	SP	L	✓	78694	78714	20
7-25	SP	L	✓	78734	78754	20
7-27	SP	✓	✓	78826	78846	20
7-31	SP	L	L	78846	78866	20
8-1	SP	✓	✓	78896	78916	20
8-3	SP	✓	✓	78970	78990	20
8-6	SP	✓	✓	78990	79010	20
8-7.10	AAC Meeting	L	L	79110	79178	68
8-13	SP	✓	✓	79178	79198	20
8-15	SP	L	L	79250	79270	20
8-17	SP	L	L	79282	79302	20
8-17	Walmart	✓	✓	79310	79323	13
8-20	SP	L	✓	79330	79350	20
8-22	SP	✓	L	79390	79410	20
8-24	SP	✓	✓	79451	79471	20
8-27	SP	✓	L	79458	79478	20
8-29	SP	✓	✓	79505	79525	20
9-4	SP	✓	✓	79575	79595	20
9-6	LN	L	✓	79630	79670	40
9-7	SP	L	✓	79670	79690	20
9-10	SP	✓	✓	79696	79716	20
9-12	SP			79750	79770	20
9-14	SP			79823	79843	20
9-17	SP			79850	79870	20

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Real Estate and Personal Property Tax

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MILEAGE LOG

VIN 1FMZK01155GA56163 6 CYL. 3.0 FUEL INJECTED

2012	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES	
9-19	SP	L	L	79880	79900	20
9-21	SP	L	L	79952	79972	20
9-24	SP	L	L	79972	79992	20
9-26	SP	L	L	80022	80042	20
9-27	SP	L	L	80070	80090	20
9-29	SP	L	L	80992	81012	20
10-1	SP	L	L	80127	80147	20
10-1	Lincoln	L	L	80147	80187	40
10-1	Springdale	L	L	80187	80207	20
10-3	SP	L	L	80230	80250	20
10-4	SP	L	L	80250	80270	20
10-5	SP	L	L	80280	80300	20
10-8	SP	L	L	80310	80330	20
10-9	SP	L	L	80362	80382	20
10-9	SP	L	L	80382	80402	20
10-10	SP	L	L	80402	80422	20
10-10	Lincoln	L	L	80429	80469	40
10-11	SP	L	L	80480	80500	20
10-12	SP	L	L	80500	80520	20
10-12	Lincoln	L	L	80530	80570	40
10-15	SP	L	L	80570	80590	20
10-16	SP	L	L	80612	80632	20
10-17	SP	L	L	80640	80660	20
10-19	SP	L	L	80670	80690	20
10-22	SP	L	L	80690	80710	20
10-24	SP	L	L	80760	80780	20
10-26	SP	L	L	80791	80811	20

600



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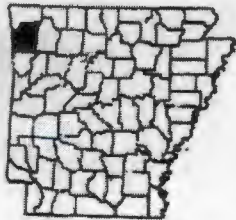
2005 FORD FREESTYLE SE VAN

MILEAGE LOG

VIN 1FMZKO1155GA56163 6 CYL. 3.0 FUEL INJECTED

2012	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES	
10-24	SP	L	L	80842	80860	20
10-31	SP	L	L	80904	80924	20
11-2	SP	L	L	80970	80990	20
11-2	SP	L	L	80990	81010	20
11-5	SP	L	L	81010	81030	20
11-8	SP	L	L	81080	81000	20
11-9	SP	L	L	81120	81140	20
11-13	SP	L	L	81160	81180	20
11-14	Lincoln	L	L	81180	81220	40
11-15	SP	L	L	81249	81269	20
11-16	SP	L	L	81298	81318	20
11-19	SP	L	L	81321	81341	20
11-26	SP	L	L	81420	81440	20
11-28	SP	L	L	81480	81500	20
11-29	Little Rock AAC - ACC Meeting	L	L	81535	81956	421
12-3	SP	L	L	81956	81976	20
12-5	SP	L	L	82020	82040	20
12-7	SP	L	L	82096	82116	20
12-10	SP	L	L	82133	82153	20
12-12	SP	L	L	82200	82220	20
12-14	SP	L	L	82264	82284	20
12-17	SP	L	L	82286	82306	20
12-24	SP	L	L	82460	82480	20
12-26	Lincoln & SP	L	L	82506	82566	60
12-31	SP	L	L	82564	82584	20
				Year End	82600	

961



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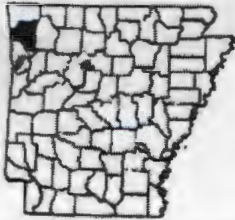
2005 FORD FREESTYLE SE VAN

MILEAGE LOG

VIN 1FMZK01155GA56163 6 CYL. 3.0 FUEL INJECTED

2013	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES
1-2	Beginning Mileage			82600	—
1-4	Springdale Office	✓	✓	82665	82685 20
1-7	SP	✓	✓	82706	82726 20
1-9	SP	✓	✓	82770	82790 20
1-11	SP	✓	✓	82853	82873 20
1-14	SP	✓	✓	82870	82890 20
1-23	Cash Audit Linc. + Spg.	✓	✓	83069	83124 55
1-22	SP	✓	✓	82900	82920 20
1-25	SP	✓	✓	83140	83160 20
1-28	SP	✓	✓	83174	83194 20
1-30	SP	✓	✓	83239	83259 20
2-4	Springdale Office	✓	✓	83280	83300 20
2-6	SP	✓	✓	83402	83422 20
2-8	SP	✓	✓	83476	83496 20
2-11	SP	✓	✓	83500	83520 20
2-19	SP	✓	✓	83672	83692 20
2-20	SP	✓	✓	83701	83721 20
2-22	SP	✓	✓	83757	83777 20
2-25	SP	✓	✓	83779	83799 20
2-27	CASH Audit Spg. + Lincoln	✓	✓	83877.00	83932 55
2-28	Walmart - Supplies	✓	✓	83946	83953 7
3-1	SP	✓	✓	83969	83989 20
3-4	SP	✓	✓	84003	84023 20
3-6	SP	✓	✓	84045	84065 20
3-8	SP	✓	✓	84144	84164 20
3-11	SP	✓	✓	84172	84192 20
3-13	Springdale Office			84191	84211 20

577 ✓



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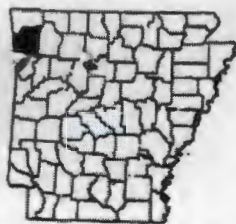
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Real Estate and Personal Property Tax

2005 FORD FREESTYLE SE VAN MILEAGE LOG

VIN 1FMZKO1155GA56163 6 CYL 3.0 FUEL INJECTED

2013	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES	
3-15	Springdale office	L	✓	84300	84320	20 ✓
3-20	Cash Audit Line + Spg Dale	✓	✓	84350	84410	54 ✓
3-22	SP	L	L	84476	84496	20 ✓
3-25	SP	✓	✓	84560	84580	20 ✓
3-27	SP	L	L	84620	84640	20 ✓
4-1	SP	L	L	84670	84690	20 ✓
4-3	SP	L	L	84737	84757	20 ✓
4-5	SP	L	L	84814	84834	20 ✓
4-8	SP	L	L	84820	84840	20 ✓
4-10	SP	L	L	84886	84906	20 ✓
4-11	Little Rock AAC meeting	L	L	84935	85228	393 ✓
4-15	SP	L	L	85360	85380	20 ✓
4-17	Cash Audit Line + Spg Dale	✓	✓	85424	85478	54 ✓
4-18	SP	L	L	85480	85500	20 ✓
4-22	✓/✓	L	L	85540	85560	20 ✓
4-24	SP	L	L	85600	85620	20 ✓
4-26	SP	L	L	85670	85690	20 ✓
4-29	SP	L	L	85710	85730	20 ✓
5-1	SP	L	L	85756	85776	20 ✓
5-3	SP	L	L	85811	85831	20 ✓
5-6	SP	L	L	85831	85851	20 ✓
5-7	Lincoln office	L	✓	85880	85920	40 ✓
5-8	SP	L	L	85920	85940	20 ✓
5-10	SP	L	L	85980	859800	20 ✓
5-13	SP	L	L	86021	86041	20 ✓
5-15	SP	L	L	86084	86104	20 ✓
5-17	Springdale office	L	L	86114	86134	20 ✓



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Real Estate and Personal Property Tax

2005 FORD FREESTYLE SE VAN

MILEAGE LOG

VIN 1FMZK01155GA56163 6 CYL. 3.0 FUEL INJECTED

2013	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES	
5-20	SP	✓	✓	86180	86200	20 ✓
5-22	CASH Check - Lincoln + SP	✓	✓	86224	86278	54 ✓
5-24	SP	✓	✓	86323	86343	20 ✓
5-24	SP	✓	✓	86357	86375	18 ✓
5-28	SP	✓	✓	86378	86398	20 ✓
6-3	SP	✓	✓	86502	86522	20 ✓
6-5	SP	✓	✓	86566	86586	20 ✓
6-6	Land Sale	✓	✓	86600	86620	22 ✓
6-7	SP	✓	✓	86636	86656	20 ✓
6-10	SP	✓	✓	86657	86677	20 ✓
6-12	SP	✓	✓	86700	86720	20 ✓
6-14	SP	✓	✓	86803	86823	20 ✓
6-17	SP	✓	✓	86835	86855	20 ✓
6-19	SP	✓	✓	86888	86908	20 ✓
6-19	Cash Checks - Lincoln + Spald	✓	✓	86908	86962	54 ✓
6-21	SP	✓	✓	87007	87027	20 ✓
6-24	SP	✓	✓	87042	87062	20 ✓
6-26	SP	✓	✓	87110	87130	20 ✓
6-28	SP	✓	✓	87173	87193	20 ✓
7-1	SP	✓	✓	87194	87214	20 ✓
7-3	SP	✓	✓	87229	87249	20 ✓
7-5	SP	✓	✓	87255	87275	20 ✓
7-8	SP	✓	✓	87286	87306	20 ✓
7-10	SP	✓	✓	87337	87357	20 ✓
7-12	SP	✓	✓	87385	87405	20 ✓
7-15	SP	✓	✓	87415	87435	20 ✓
7-17	Springdale office	✓	✓	87456	87476	20 ✓

608 ✓



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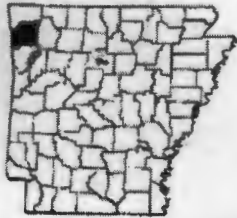
2005 FORD FREESTYLE SE VAN

MILEAGE LOG

VIN 1FMZK01155GA56163 6 CYL. 3.0 FUEL INJECTED

2013	COUNTY TRAVEL	TO	FROM	ODOMETER	MILES	
7-18	Springdale office	L	L	87490	87530	40
7-19	SP	L	L	87530	87570	40
7-22	SP	L	L	87575	87595	20
7-25	Walmart Supply	L	L	87679	87686	7
7-26	SP	L	L	87715	87735	20
7-29	SP	L	L	87735	87755	20
7-30	Cash Audit Spgs + Lincoln	L	L	87771	87826	55
8-5	SP	L	L	87850	87870	20
8-7	SP	L	L	87986	87996	20
8-13	Cash Audit Spgs + Lincoln	L	L	88091	88144	53
8-14	SP	L	L	88160	88180	20
8-16	SP	L	L	88200	88222	20
8-19	SP	L	L	88255	88275	20
8-20	Hot Springs Collectors Meeting	L	L	88300	88700	400
8-25	SP	L	L	88790	88810	20
8-27	SP	L	L	88825	88845	20
9-3	SP	L	L	88920	88940	20
9-5	SP	L	L	88979	88999	20
9-9	SP	L	L	89030	89050	20
9-11	SP	L	L	89106	89126	20
9-16	SP	L	L	89150	89170	20
9-18	SP	L	L	89200	89220	20
9-20	SP	L	L	89278	89298	20
10-1	SP	L	L	89466	89486	20
10-3	SP	L	L	89510	89530	20
10-7	SP	L	L	89594	89614	20
10-8	Springdale office	L	L	89616	89636	20

1015 ✓



Washington County Arkansas

Tax Collector

David A. Ruff

280 N College - Suite 202
 Fayetteville AR 72701
 756-444-1526

Real Estate and Personal Property Tax

2005 FORD FREESTYLE SE VAN MILEAGE LOG

VIN 1FMZKO1155GA56163 6 CYL. 3.0 FUEL INJECTED

2013	COUNTY TRAVEL	TO	FROM	ODOMETER	ODOMETER	MILES
10-9	Springdale office	✓	✓	89656	89676	20 ✓
10-16	SP	✓	✓	89676	89696	20 ✓
10-11	SP	✓	✓	89696	89716	20 ✓
10-11	Lincoln	✓	✓	89716	89756	40 ✓
10-14	SP	✓	✓	89770	89790	20 ✓
10-15	SP TAX DAY	✓	✓	89806	89826	20 ✓
10-17	SP	✓	✓	89826	89846	20 ✓
10-21	SP	✓	✓	89945	89965	20 ✓
10-23	SP	✓	✓	89982	90002	20 ✓
10-23	SP - Lincoln - Courthouse	✓	✓	90002	90057	55 ✓
10-25	SP	✓	✓	90057	90077	20 ✓
10-28	SP	✓	✓	90112	90132	20 ✓
10-30	SP	✓	✓	90155	90175	20 ✓
11-1	SP	✓	✓	90200	90220	20 ✓
11-4	SP	✓	✓	90268	90288	20 ✓
11/18	Walmart - Kitchen Supplies	✓	✓	90407	90414	7 ✓
11/21	SP - Lincoln - Courthouse	✓	✓	90465	90520	55 ✓
11/22	SP	✓	✓	90520	90540	20 ✓
11/25	SP	✓	✓	90545	90565	20 ✓
12-2	SP	✓	✓	90663	90683	20 ✓
12-18	SP - Lincoln - Courthouse	✓	✓	90918	90972	55 ✓
12-30	Springdale office	✓	✓	91000	91020	20 ✓
12-31	2013 end				91120	—
	County - Owned Ve Rate .24					(50) ✓
	3753 x .24 = 900.72					

Total — 3753 ✓

DATE	PURPOSE	DESTINATION	BY BILLBOARD
05/02/12	Rotary	Shreveport	0
1/11/2012	Road Department	Road Dept	0
1/12/2012	Rotary	Shreveport	0
1/12/2012	Roads	Shreveport	47
1/13/2012	Ground Breakings for Asia Agency 2th Area	AGS 81 Westside Center	52
1/13/2012	Funeral for Judge Hurton's Mother	Lumberton	14
1/14/2012	Diana Gougeon Worthen Senate Announcement	JTL Center - 610 E. Emma, Shreveport	20
1/16/2012	Annual Concerns Advisory Board	C&C Services	0
1/18/2012	Rotary	Mermaids	0
1/18/2012	Girl Scout	Jeffery Estessary	0
1/24/2012	Local Emergency Planning Committee (LEPC)	EDC	1
1/24/2012	Road Department	Road Dept	0
1/25/2012	Clinton House Board of Directors	Clinton House	2
1/25/2012	Business Forecast	JD Heston Convention Center	47
1/26/2012	Roads	Misc	20
1/26/2012	Rotary	Mermaids	0
1/27/2012	W&A Board Meeting	Western Station, Henslow	100
1/30/2012	WNA	WNA Office	10
2/02/2012	Rotary	Mermaids	0
2/03/2012	Roads	Misc	00
2/03/2012	Vehicle Cleaning	Road Dept	0
2/03/2012	Rotary	Mermaids	0
2/03/2012	Lawmaking Fayetteville	City Council Chamber	1
2/10/2012	Road Department	Road Dept	0
2/10/2012	WYP Friends Committee	Har-Ber Meadows Subdivision #12	20
2/14/2012	Emergency Notification	Benton County OC	301
3/16-17/2012	CLIA Meeting	North Little Rock/Pulaski County - Wyndham Hawthorne Hotel	0
3/23/2012	Road Department	Road Dept	0
3/21/2012	Road Department	Road Dept	0
3/23/2012	Rotary	Mermaids	0
3/24/2012	Sherrif's Breakfast	WAGO South Campus	5
3/24/2012	Water Project Groundbreaking	Misc	00
3/28/2012	WDS/WASP Area Meeting	Captain County O&M Building	100
3/1/2012	Rotary	Mermaids	0
3/1/2012	Male Watcher 7th Wdy & WC 61	Misc	0
3/3/2012	Roads	Roads Community Center, Sorrisdale 205	20
3/3/2012	Daren and Diamond Gate	Charisse Casse, Susan Sarinas	03
3/8/2012	Rotary	Mermaids	0
3/8/2012	Roads	Misc	15
3/15/2012	Rotary	Mermaids	0
3/15/2012	Saturday Jubilee	Fayetteville Square	1
3/21/2012	Road Department	Road Dept	0
3/22/2012	Rotary	Mermaids	0
3/28/2012	WNA	WNA Office	10
3/27/2012	Road Department Meeting	Road Dept	0
3/28/2012	WNA/EDC Annual Board of Directors Meeting	Quinn Conference Center 303 N. Main St. Harrison AR	05
3/29/2012	Rotary	Mermaids	0
3/29/2012	Roads	Misc	33
3/31/2012	Roads Kick-Off Cocktail	Roads Community Center, Sorrisdale 205	20
4/2/2012	Chattanooga	Edmondson Office	0
4/3/2012	Police	C&C Services	0
4/4/2012	Press Conference CofA/Ed	EDC	0.5
4/5/2012	Press Conference CofA/Ed	EDC	0.8
4/5/2012	Rotary	Mermaids	0
4/5/2012	Road Department	Road Dept	0
4/6/2012	Roads	Misc	100
4/11/2012	Bookstore Open House	1644 Wilson Rd, Fayetteville	10
4/11/2012	Highway Construction Lunch	Embassy Suites - Pineville B	5A
4/12/2012	Rotary	Mermaids	0
4/16/2012	Annual Concerns Advisory Board	C&C Services	0
4/17/2012	Road Department	Road Dept	0
4/18/2012	Rotary	Mermaids	0
4/24/2012	LEPC	EDC	0.5
4/26/2012	Road Department	Road Dept	0
4/26/2012	Deal of Land to City	Fayetteville City Hall, Rm 218 (City Council Chamber) 113 W. Moulton Street	1
4/28/2012	Rotary	Mermaids	0
4/30/2012	CofA/Ed with Meyers	EDC	1.5
5/3/2012	Prayer	Mermaid	0
5/3/2012	City of Prayer	WAC - Walton Arts Center	1
5/4/2012	Jackie Young's Retirement	Road Dept	0
5/10/2012	Rotary	Mermaid	0
5/14/2012	Road Department	Road Dept	0
5/16/2012	CofA/Ed with Meyers	EDC	0
5/16/2012	Roads	Misc	00
5/17/2012	Rotary	Mermaid	0
5/21/2012	Sun/Gert Celebration Day	Sherrif's East Annex	0
5/22-25/2012	AR Road Development Conference	Eureka Springs, Best Western Inn of the Ozarks	100
5/24/2012	Rotary	Mermaid	0
5/29/2012	Road Department	Road Dept	0
5/31/2012	Rotary	Mermaid	0
6/4/2012	Road Department	Road Dept	0
6/4/2012	Public Works	JDC/Normal Shelter	0
6/4/2012	CLIA Area Meeting	Eastern Springs/Carroll County, Best Western Inn of the Ozarks	100
6/11/2012	Reception & Dinner honoring the Arkansas Highway Commission	University House, 1022 W. Made Street, Fayetteville	0
6/14/2012	Sherrif's Emergence	Fayetteville Chamber	1
6/14/2012	Road Department	Road Dept	0
6/14/2012	Rotary	Mermaids	0
6/15/2012	Roads	Misc	127
6/18/2012	Annual Concerns Advisory Board	C&C Services	0
6/24/2012	Rotary	Mermaids	0
6/25/2012	Ark. Health Planners Association Awards Ceremony	Catho Hotel, 4127 W. Woodson, Fayetteville	0
6/27/2012	JDC Ribbon Cutting	JDC	0
6/28/2012	Rotary	Mermaids	0
7/13/2012	Rotary	Mermaids	0
7/13/2012	Roads	Misc	00

43,180 Auto

43,120 Auto 2870

18,845 Total

7/19/2012	Road Department	Road Dept	0
7/19/2012	Rotary	Mermaids	0
7/25/2012	Clinton House Board of Directors	Clinton House	2
8/2/2012	Rotary	Mermaids	0
8/8/2012	AAC	WNA Holiday Inv. Convention Center	10
8/9/2012	AAC	WNA Holiday Inv. Convention Center	10
8/16/2012	Road Department	Road Dept	0
8/23/2012	Peace at Home Collaborative Meeting	Peace at Home Shelter, Fay Lane, Sorrisdale	0
8/24/2012	Roads	Misc	190
7/30/2012	Road Department	Road Dept	0
8/30/2012	Rotary	Mermaids	0
8/30/2012	AGB/Washington Co - Road Dist Phone Demo	Washington County South Campus	0
9/10/2012	Club Open Cook-Off	Washington County Fairgrounds 2516 N. McConnel Rd Fayetteville AR	0
9/6/2012	Meyers & Annet Central Tour of Animal Shelter	Animal Shelter	0
9/6/2012	Rotary	Mermaids	0
9/7/2012	Animal Shelter Tour for Mrs. Howick	Animal Shelter	0
9/13/2012	Rotary	Mermaids	0
9/20/2012	Rotary	Mermaids	0
9/24/2012	Roads	Misc	110
9/26/2012	Washington County Regional Ambulance Authority	Carling EMS, 645 S School Ave, Fayetteville, AR	2
9/25/2012	Road Department	Road Dept	0
9/25/2012	Water Project & Animal Shelter	Misc - S. Animal Shelter	70
9/27/2012	Rotary	Mermaids	0
10/1/2012	Water Project Groundbreaking - Turning on First Water Meter	Bus Drivers Home - 16307 S. Whitehouse Rd Wrentham AR	70
10/2/2012	Project Right Choice Presentation	Jet Peak	50
10/9/2012	Roads	Misc	120
10/11/2012	Rotary	Mermaids	0
10/12/2012	Road Department	Road Dept	0
10/18/2012	Rotary	Mermaids	0
10/18/2012	Road Department	Road Dept	0
10/22/2012	SAR/RA Grant Award Ceremony	Historical Courthouse	0
10/24/2012	Fayetteville Chamber Transportation Committee	Fayetteville Chamber of Commerce	1
10/28/2012	Rotary	Mermaids	0
10/30/2012	Roads	Misc	132
11/1/2012	Rotary	Mermaids	0
11/2/2012	Roads	Misc	160

11/22/2012 Annual Shelter Meeting
 11/21/2012 Cakes-Hats Grand Opening
 11/7/2012 Annual Shelter Meeting
 11/6/2012 Rotary
 11/6/2012 Business Meeting
 11/13/2012 Road Department
 11/15/2012 Meeting with Mary Ann Sewers
 11/20/2012 Senior Democrats
 12/5/2012 Clinton House Board of Directors
 12/6/2012 Road Department
 12/6/2012 Rotary
 12/6/2012 Roads
 12/12/2012 KANNA Story at Annual Shelter
 12/13/2012 Christmas Open House
 12/13/2012 Roads
 12/14/2012 Sheriff Coker's Luncheon
 12/18/2012 Road Department
 12/18/2012 Lions Club
 12/19/2012 Archie Walters Road Meeting

Annual Shelter
 Harri's 1851 N Carter Effort
 Annual Shelter
 Mammoth
 Little Rock
 Road Dept
 Bear Rock
 Western Station, Serravallo
 Clinton House
 Road Dept
 Mammoth
 Mac
 Annual Shelter
 Extension Office
 Mac
 Sheriff's East Annex
 Road Dept
 Clason, 1255 S Birch Dr. Fayetteville, AR 72701
 3307 Archie Walters Rd. Ferrisport, AR

0
 32
 0
 0
 307
 6
 15
 21
 2
 0
 0
 89
 0
 9
 67
 0
 0
 0
 24
 1608.5 Tahoe Business Miles
 2670.5 Jeep Business Miles
 6174
 1877 Tahoe 2132
 5102

Ending Mileage
Total Driven

2012 TOTAL BUSINESS MILES
TOTAL PERSONAL MILES

4148
6174

DATE	PURPOSE	DESTINATION	RT MILEAGE
1/10/2013	Rotary	Mermaids	6
1/11/2013	Road Department	Road Dept	6
1/15/2013	Senior Democrats	Western Sizzlin, Springdale	21
1/17/2013	Rotary	Mermaids	6
1/22/2013	LEPC	EOC	1
1/24/2013	Rotary	Mermaids	6
1/25/2013	Roads	Misc	64
1/29/2013	Roads	Misc	37
1/31/2013	Rotary	Mermaids	6
1/31/2013	ASHD Public Hearing on Middle Fork Bridge	Harris Baptist Church	16.4
2/7/2013	Rotary	Mermaids	6
2/8/2013	Business Forecast	JQ Hammons Convention Center	47
2/9/2013	Rodeo Gala	Cherokee Casino, Siloam Springs	63
2/10-12/13	CJA Meeting	North Little Rock/Pulaski County - Wyndham Riverfront Hotel	391
2/14/2013	Rotary	Mermaids	6
2/15/2013	Roads	Misc	102
2/19/2013	Senior Democrats	Western Sizzlin, Springdale	21
2/21/2013	Rotary	Mermaids	6
2/25/2013	IT Meeting	South Campus	6
2/27/2013	Grant Award Ceremony	State Capitol, Little Rock	361
2/28/2013	Rotary	Mermaids	6
2/28/2013	Retirement	South Campus	6
3/2/2013	4-H Banquet	Extension Service	8
3/4/2013	Meeting	Butterfield Trail - Fay	9.8
3/5/2013	NWA Free Health	1100 N. Woolsey Avenue, Fay	2.2
3/6/2013	Legislature	Little Rock	391
3/7/2013	Road Department	Road Dept	6
3/7/2013	Rotary	Mermaids	6
3/8/2013	Luncheon Honoring Dr. Becky Paneiz	Shewmaker Center, NWACC, Bentonville	29
3/13/2013	Oklahoma Water Quality Meeting	NWA Council, Johnson	14.2
3/14/2013	Rotary	Mermaids	6
3/18/2013	Legislature	Little Rock	391
3/19/2013	Senior Democrats	Western Sizzlin, Springdale	21
3/21/2013	Soil & Conservation Luncheon	Extension Service	9
3/22/2013	Roads	Misc	57
3/25/2013	Road Department	Road Dept	6
3/27/2013	Meeting with Tim Hooper, SHD	Cattfish Hole, Fayetteville	6
3/28/2013	Rotary	Mermaids	6
3/29/2013	Chiefs Breakfast	South Campus	6
4/2/2013	Clinton House Board of Directors	Clinton House	2
4/3/2013	Redford-Hamilton Meeting	Fay, Country Club	6.6
4/4/2013	Road Department	Road Dept	6
4/4/2013	Rotary	Mermaids	6
4/10/2013	Hometown Health Meeting	Extension Service	9
4/11/2013	Leadership Arkansas	UA - Pauline Whitaker	9
4/11/2013	Rotary	Mermaids	6
4/16/2013	Meeting	Hindsville	45.5
4/17/2013	Roads	Misc	25
4/18/2013	Rotary	Mermaids	6
4/23/2013	LEPC	EOC	1
4/23/2013	Fire Association Meeting	South Campus	6
4/25/2013	Rotary	Mermaids	6
5/2/2013	Road Department	Road Dept	6
5/2/2013	Rotary	Mermaids	6
5/6/2013	RC&D	Harrison	158
5/8/2013	Road Department	Road Dept	6
5/9/2013	Rotary	Mermaids	6
5/10/2013	Roads	Misc	62
5/18/2013	Rotary	Mermaids	6
5/17/2013	Proclamation	Ozark Electric	6
5/17/2013	Road Department	Road Dept	6
5/20/2013	Road Department	Road Dept	6
5/20/2013	Roads	Misc	37
5/21/2013	Gene Pharr	Extension Service	9
5/21/2013	Senior Democrats	Western Sizzlin, Springdale	21
5/30/2013	Rotary	Mermaids	6
5/8/2013	Rotary	Mermaids	6
6/9/2013	Liberty Bank VIP	Joyce Boulevard-Fay	9.8
6/10/2013	Liberty Bank Grand Opening	Joyce Boulevard-Fay	9.8
6/13/2013	Rotary	Mermaids	6
6/14/2013	Marion Chapter NSDAR Flag Day Celebration	Mermaids	6
6/17/2013	Roads	Misc	66
6/18/2013	Road Department	Road Dept	6
6/18/2013	Senior Democrats	Western Sizzlin, Springdale	21
6/20/2013	Rotary	Mermaids	6
6/25/2013	ACS Meeting	South Campus	6
6/26-28/13	CJA Meeting	North Little Rock/Pulaski County - Wyndham Riverfront Hotel	391
7/2/2013	CNG Meeting	Critton Tull Office, 601 N. 47th Street, Rogers	45.2
7/11/2013	Rotary	Mermaids	6
7/11/2013	Ark. State Pipe Trade	600 E. Van Asche Drive, Fay	12
7/12/2013	Seafood Jubilee	Elks Lodge	10
7/16/2013	Senior Democrats	Western Sizzlin, Springdale	21
7/18/2013	Meet with John Dear	Road Dept	6
7/23/2013	LEPC	EOC	1
7/24/2013	Roads	Misc	120
7/25/2013	Rotary	Mermaids	6
7/28/2013	Funeral	Luginbuehls PG	14
7/30/2013	Roads	Misc	28

8/1/2013 Rotary	Mermaids	8
8/5/2013 Roads	Misc	57
8/8/2013 Rotary	Mermaids	8
8/12/2013 Meeting	Hindsville	45.6
8/28/2013 Road Department	Road Dept	6
8/28/2013 Legacy Bank	Joyce Boulevard-Fay	9.8
8/29/2013 Rotary	Mermaids	6
8/30/2013 Roads	Misc	32
8/31/2013 Dulch Oven Cookoff	Fairgrounds	9
9/5/2013 Rotary	Mermaids	6
9/5/2013 Roads	Misc	43
9/10/2013 Dedication of Founders Hall	McIroy Ave, Fay	2.8
9/10/2013 Arkansas AHS Assembly	Prairie Grove High School	25.2
9/11/2013 Water Celebration	Bennie Stout, 17588 S. Black Oak Road, Winstow	67
9/12/2013 Rotary	Mermaids	6
9/17/2013 Senior Democrats	Western Sizzlin, Springdale	21
9/18/2013 Meeting	Harrison	198
9/19/2013 AT&T # can Well	Town Center	1
9/20/2013 Road Department	Road Dept	6
9/20/2013 Gay Harp	Mermaids	6
9/23/2013 NWA Rotary	Holiday Inn Convention Center	19.8
9/24/2013 Hazardous Mitigation	EOC	1
9/25-27/13 CJA Meeting	North Little Rock/Pulaski County - Wyndham Riverfront Hotel	391
9/30/2013 Road Department	Road Dept	6
9/30/2013 Mary Miller - Sonsors	Painers	7.2
9/30/2013 Beaver Watershed Alliance	West Fork Community	22
10/3/2013 Proclamation	Agri Park	10
10/4/2013 Fayetteville Chamber	Chamber Office	2
10/4/2013 Presentation	Fayetteville HS Football	3
10/5/2013 Apple Festival	Lincoln	40
10/8/2013 Waterplan Update Meeting	UA - Pauline Whitator	8
10/9/2013 Frank Dilmars	Prairie Grove	25.2
10/10/2013 Sheriff Awards	South Campus	6
10/10/2013 Rotary	Mermaids	6
10/15/2013 Senior Democrats	Western Sizzlin, Springdale	21
10/17/2013 Rotary	Mermaids	6
10/18/2013 Meeting	Mermaids	6
10/21/2013 Road Department	Road Dept	6
10/21/2013 Funeral - Wood	Round Mountain Community Church	28
10/22/2013 Roads	Misc	40
10/22/2013 LEPC	EOC	1
10/24/2013 Rotary	Mermaids	6
10/25/2013 Roads	Misc	78
11/4/2013 Rotary	Mermaids	6
11/15/2013 Beaver Watershed Alliance	501 N. Main Street, Springdale	18.2
11/18/2013 Road Department	Road Dept	6
11/18/2013 NWA Rotary	Holiday Inn Convention Center	19.8
11/19/2013 Economic Development Expansion	2191 Ford Avenue, Springdale	19
11/20/2013 Roads	Misc	75
11/21/2013 Rotary	Mermaids	6
11/26/2013 Fayetteville Chamber	FHS Bulldog Activities and Recreation Center	3
12/2/2013 Beaver Watershed Alliance	Wilson	13
12/3/2013 Road Department	Road Dept	6
12/3/2013 Salvation Army	Joyce Boulevard-Fay	9.8
12/4/2013 Roads	Misc	110
12/11/2013 Funeral - Sprouse	Seco	17
12/17/2013 Senior Democrats	Western Sizzlin, Springdale	21

5063

2013 TOTAL BUSINESS MILES
TOTAL PERSONAL MILES

5063.0
822.0
5,915.0

STATEMENT OF PERSONAL USE OF COUNTY OWNED VEHICLE

EMPLOYEE IDENTIFICATION

Name: _____ Emp No: _____
SS No: _____ DL No: _____

VEHICLE IDENTIFICATION

Make _____ Model: _____
Vin No: _____ Year: _____
Date vehicle was made available: _____

If you have had personal use of more than one vehicle this year, please complete separate forms on each.

MILEAGE INFORMATION

Odometer reading as of first day of this year's use: _____

Total miles driven: _____ Total personal miles driven: _____

Was the vehicle used for commuting? _____ What is the distance, one way, from your home to your work site? _____

Was the vehicle available for use in off duty hours? _____

Do you have adequate records or sufficient written evidence to support the business use claimed for the vehicle _____ (The accountant suggests that you attach a copy to this form).

EMPLOYEE'S STATEMENT OF VERIFICATION

I verify that the information given above is a true and accurate statement to the best of my knowledge and I submit this information to my employer to be used for calculation of the value of personal use of an employer furnished vehicle for the purposes of reporting said value to the Internal Revenue Service and the Social Security Administration.

Employee's Signature

Date

DEPARTMENT HEAD OR ELECTED OFFICIAL'S STATEMENT

I confirm that this information is true to the best of my knowledge and further state that I have no knowledge of any additional information that should be reported to Washington County for use in computing the valuation of the personal use of this county owned vehicle.

Official's Signature

Date

The Association of Arkansas Counties sent out an e-mail to see which counties use a pool system with their vehicles.
Please see their responses below.

County	Pooled Vehicles	Explanation
ARKANSAS	NO	
BENTON	YES	Arkansas County currently has (2) vehicles in the pool. A check list is kept inside each vehicle which tracks the date used; the beginning and end odometer reading; total miles driven; the name of the driver and department; and whether the vehicle was fueled and cleaned upon return. There is also a maintenance need check list.
CLEBURNE	NO	
CRAWFORD	NO	
MADISON	YES	Madison County currently has (1) pool vehicle that is used by several different elected officials and employees for official use. It is working well, but a larger county might need several vehicles in the pool to prevent scheduling conflicts.
PERRY	NO	

ORDINANCE NO. 2014-__

**BE IT ORDAINED BY THE QUORUM COURT
OF THE COUNTY OF WASHINGTON,
STATE OF ARKANSAS, AN ORDINANCE
TO BE ENTITLED:**

**AN ORDINANCE REQUIRING ELECTED
OFFICIALS AND COUNTY EMPLOYEES TO
MAINTAIN AND KEEP MILEAGE LOGS WHEN
DRIVING A COUNTY OWNED VEHICLE**

WHEREAS, certain elected officials and employees are provided county vehicles; and,

WHEREAS, accurate records of the use of said vehicles is necessary to monitor the efficient use of county vehicles

**NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM
COURT OF WASHINGTON COUNTY, ARKANSAS:**

ARTICLE 1. All County Elected Officials and all County Employees who drive a county owned vehicle shall maintain and keep a daily log of mileage incurred reflecting how many miles were driven for personal purposes and how many miles were driven for county purposes; commuting from home to work shall be considered use for personal purposes.

ARTICLE 2. These logs shall be turned into the Comptroller no less than quarterly, and shall be open to public inspection at any time.

ARTICLE 3. Any person covered by this Ordinance who fails to comply with such shall be subject to prosecution and the imposition of a fine in the amount of \$100 for the first offense and \$250 for each offense thereafter.

ARTICLE 4. All personal usage shall be taxed in accordance with the rules and regulations of the Internal Revenue Service.

ARTICLE 5. This ordinance shall also be considered an amendment to the employee handbook and made a part of such.

ARTICLE 6. The following described vehicles are exempt from the provisions of this ordinance:

- a. Clearly marked police, fire, or public safety officer vehicles
- b. Unmarked vehicles used by law enforcement officers if the use is officially authorized
- c. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds

MARILYN EDWARDS, County Judge

DATE

BECKY LEWALLEN, County Clerk:

Sponsor: _____

Date of Passage: _____

Votes For: _____ Votes Against: _____

Abstention: _____ Absent: _____