

JAN. 1, 2012 - JUNE 3, 2013

UNIT	14	-	30,702	MILES
UNIT	20	-	17,467	MILES
UNIT	36	-	33,679	MILES
UNIT	47	-	17,842	MILES
UNIT	48	-	16,898	MILES
UNIT	49	-	43,941	MILES
UNIT	56	-	57,441	MILES
UNIT	60	-	22,489	MILES
UNIT	64	-	16,164	MILES
UNIT	66	-	20,916	MILES
UNIT	301	-	8,055	MILES
UNIT	313	-	22,454	MILES
UNIT	604	-	5,786	MILES
UNIT	801	-	18,880	MILES
UNIT	835	-	19,518	MILES
UNIT	804	-	36,573	MILES

# Carl Szoyka

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**From:** Leonard Purvis  
**Sent:** Monday, June 03, 2013 2:06 PM  
**To:** Carl Szoyka  
**Subject:** FW: Take Home Vehicles

Leonard Purvis  
Chief of Police  
Banning Police Department  
(951) 849-1131  
[lpurvis@ci.banning.ca.us](mailto:lpurvis@ci.banning.ca.us)



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**From:** Mike West  
**Sent:** Wednesday, May 29, 2013 2:08 PM  
**To:** Leonard Purvis  
**Subject:** RE: Take Home Vehicles

MILES JAN 1, 2012 - JUNE 3, 2013

- |    |                   |           |        |
|----|-------------------|-----------|--------|
| 1. | Chief Purvis      | - Unit 49 | 43,941 |
| 2. | Lieutenant Holder | - Unit 56 | 57,441 |
| 3. | Lieutenant West   | - Unit 64 | 16,164 |
| 4. | Sergeant Diaz     | - Unit 47 | 17,842 |
| 5. | Detective Avila   | - Unit 48 | 16,898 |
| 6. | Detective Loera   | - Unit 60 | 22,489 |
| 7. | Detective Bennett | - Unit 36 | 33,679 |
| 8. | Detective Oertel  | - Unit 66 | 20,916 |
| 9. | Liza Kester (IT)  | - Unit 20 | 17,467 |



**Lieutenant Mike West**  
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**From:** Leonard Purvis  
**Sent:** Wednesday, May 29, 2013 12:17 PM  
**To:** Mike West  
**Subject:** Fwd: Take Home Vehicles

Take home vehicles – May 14, 2013

1 – Policy C-1 on Assignment of Vehicles attached

In addition, per the SBPEA MOU

*“The following listed Unit member classifications shall be provided with a City Vehicle for performing City business and travel to and from work:*

- Assistant Director Water/Wastewater*
- City Engineer*
- Development Services Manager (CBO)*
- Fleet Maintenance Manager*
- Public Works Superintendent*
- Streets/Parks Maintenance Manager*
- Electric Operations & Maintenance Manager*
- Public Utilities Superintendent*

*In the event the City vehicle is unavailable, then the employee shall receive a vehicle allowance or mileage, consistent with City policy”*

2 - Current list of employees with take home vehicle and the city where they live

14	Andy Takata	City Manager	Banning	30,702
313	Fred Mason	Electric Utility Director	Riverside	22,454
301	Rick Diaz Sr (MOU)	Electric Operations Manager	Banning	8,055
801	Duane Burk	Public Works Director	Yucaipa	18,880
835	Perry Gerdes (MOU)	Water/Wastewater Superintendent	Yucaipa	19,518
804	Kahono Oei (MOU)	City Engineer	Chino Hills	36,573
604	Carl Szoyka (MOU)	PW Superintendent	Beaumont	5,786
20	Liza Kester	Police Info Systems Technician	San Bernardino	17,467

This list is based on what Payroll is aware of.

3 – Police department assigns vehicles and determines who can take the vehicle home

– need list from Chief

4 – MOUs (IBEW) have provisions for take home vehicle for the employee assigned to be on-call. This employee assigned rotates.

# CITY OF BANNING ADMINISTRATIVE POLICY

**SUBJECT:**

Policy on Assignment and use of Official Vehicles

**POLICY #**

C-1

**REFERENCE:**Minutes, City Council Meeting, October 14, 1976  
Resolution No. 1974-22**EFFECTIVE**

May 10, 1993

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**PURPOSE**

To establish a policy to control the use of official City vehicles by management employees.

**BACKGROUND**

The City Council of the City of Banning has delegated the authority to the City Manager to assign and set policy on the use of official vehicles by designated employees.

**POLICY**

1. Vehicles will be assigned to City personnel for official business or transportation to and from the office in accordance with the following guidelines:
  - A. Vehicles may not be used for this purpose by personnel outside a 30 minute response time.
  - B. No personal use shall be made of vehicles other than direct transportation between office and home, and lunch meal break.
  - C. Assigned vehicles may be used for official meetings or other official business within a 50 mile radius of the City of Banning. Before vehicles may be used outside the 50 mile radius, approval shall be obtained from the City Manager.
  - D. Each employee having custody of a City vehicle shall exercise due caution and prudence in the operation of such vehicle, obeying all State and local laws. Each employee shall minimize the risk of damage to such vehicle by using available off-street parking. City vehicles shall not, under any circumstances, be parked on the street at night.
  - E. Such officer or employee shall be liable to the City for damages and other expenses resulting from and caused by his or her willful misconduct in the use, storage, or operation of such vehicles.
  - F. When a staff person assigned an official vehicle takes either a vacation or a prolonged leave (in excess of two working days), that person will make arrangements to leave the vehicle for the use of the department, or related departments.

# CITY OF BANNING ADMINISTRATIVE POLICY

Policy C-1

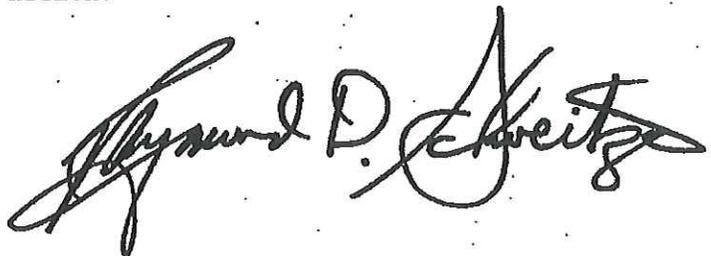
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- G. Exceptions to these guidelines must be approved by the City Manager upon written request from the Department Head.
2. The following positions are assigned City vehicles for use under Paragraph 1 above:
- A. City Manager
  - B. Chief of Police
  - C. Police Lieutenant
  - D. Fire Chief
  - E. Battalion Chief
  - F. Division Chief
  - G. Director of Community Services
  - H. Parks Maintenance Supervisor
  - I. Street Maintenance Supervisor
  - J. Fleet Maintenance Supervisor
  - K. Electric Operation & Maintenance Supervisor
  - L. Water Operations Supervisor

Additional positions may be approved by the City Manager upon written request from a Department Head.

If any of the above positions are receiving a vehicle allowance a City vehicle will not be assigned.

3. Vehicles assigned under this Administrative Policy are to allow personnel to respond to various emergency situations. Abuse of this policy shall be grounds for disciplinary action.



## Duane Burk

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**From:** Leonard Purvis  
**Sent:** Tuesday, May 28, 2013 6:47 PM  
**To:** Duane Burk  
**Subject:** Take Home Vehicles

1. Chief Purvis 49
2. Lieutenant Holder
3. Lieutenant West
4. Sergeant Diaz
5. Detective Avila
6. Detective Loera
7. Detective Bennett
8. Detective Oertel
9. Information Systems - Liza Kester 20

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