

TUBA CITY JUDICIAL DISTRICT

PROBATION/PAROLE SERVICES AND PEACEMAKING SERVICES TRIBAL VEHICLE USE PROCEDURES

1. **Navajo Nation Vehicle.** One vehicle shall be available on a priority basis for Probation and Parole Services and Peacemaker Liaison official use. If an additional vehicle is necessary, arrangements are to be made with the Court Administrator for temporary use.
2. **Senior Probation/Parole Officer and Peacemaker Liaison Responsibilities.**
 - a. Shall require authorized drivers and staff to read and agree to comply with the provisions of the Navajo Nation Motor Vehicle Operator's Handbook.
 - b. Shall be responsible to plan, coordinate, and agree to a weekly or biweekly schedule for use of the vehicle to serve the mutual benefit of both programs.
 - c. Together they shall designate an Office Technician to be responsible to coordinate official use of the tribal vehicle.
3. **Designated Office Technician Responsibilities.**
 - a. Shall keep the vehicle properly maintained and serviced as required.
 - b. Shall keep the vehicle keys and coordinate official use of the vehicle based on the approved weekly or bi-weekly schedule.
 - c. Shall require each authorized driver of the vehicle to show a current valid operator's permit and driver's license before the vehicle keys, gasoline cards, and mileage log are given to the authorized driver.
 - d. Shall submit a vehicle mileage log to AOC on or before the 20th day of each month.
 - e. Shall report any non-compliance of the Operator's Handbook to the Senior Probation Officer or Peacemaker Liaison.
 - f. Shall provide the Court Administrator with a copy of the current valid operator permit and driver's license of each authorized driver for submittal to the Fiscal Office in the Administrative Office of the Courts.
4. **Authorized Driver Responsibilities.**
 - a. Shall comply with all official use policies of the Navajo Nation Motor Vehicle Operator's Handbook.
 - b. Shall use the vehicle mileage log to record his/her name, date and time of pick-up and return, and exact beginning and ending odometer readings each time the vehicle is driven.

- c. Shall remove all trash and personal items from the vehicle after each use.
- d. Shall return the vehicle to the designated parking place and return the vehicle keys, gasoline cards, and mileage log to the designated Office Technician each time the vehicle is driven.
- e. Shall provide a written report identifying damages, problems or concerns with the operation or condition of the vehicle to the designated Office Technician and shall provide copies of the written report to the Senior Probation Officer and Peacemaker Liaison.

5. Navajo Nation Vehicle Misuse/Abuse Complaints.

- a. The Chief Probation Officer shall investigate complaints against the Senior Probation Officer. Complaints may come from the Motor Vehicle Review Board, Fleet Management, staff or public. Judicial Branch Personnel Rules shall apply if disciplinary action is necessary. Non-conflicting provisions of the SOP may also be applicable.
- b. The Peacemaking Program Coordinator shall investigate complaints against the Peacemaker Liaison. Complaints may come from the Motor Vehicle Review Board, Fleet Management, staff or public. Judicial Branch Personnel Rules shall apply if disciplinary action is necessary.
- c. The Senior Probation/Parole Officer shall investigate complaints against supervised personnel. Complaints may come from the Motor Vehicle Review Board, Fleet Management, staff or public. Judicial Branch Personnel Rules shall apply if disciplinary action is necessary. Non-conflicting provisions of the SOP may also be applicable.
- d. The Peacemaker Liaison shall investigate complaints against supervised personnel. Complaints may come from the Motor Vehicle Review Board, Fleet Management, staff or public. Judicial Branch Personnel Rules shall apply if disciplinary action is necessary.

6. Use of Navajo Nation Vehicle. This vehicle may be used by other judicial district staff when not in use by Probation/Parole Services and/or the Peacemaker Liaison if arrangements are made between the Court Administrator and designated Office Technician.

7. Emergency or Vehicle Breakdown During Work Hours.

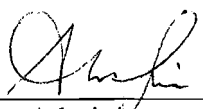
- a. Authorized drivers are to call the nearest Fleet Management Office. Phone numbers for Fleet Management offices may be found in the Operator's Handbook provided in every vehicle by the designated Office Technician. Fleet Management will either send a tow vehicle or provide you with instructions on what to do. Please follow the instructions. Failure to follow instructions or to get clearance from Fleet Management for personal expenses related to vehicle breakdowns may result in out-of-pocket breakdown-related expenses not being reimbursed.
- b. Authorized drivers may also call Ben Manuelito, Fleet Management at 928-871-6662.

8. **Emergency or Vehicle Breakdown During Off-Work Hours.** Authorized drivers are to contact the local police district in the event of an emergency or vehicle breakdown during off-work hours and ask for contact information for Fleet management employees on call. The local police district maintains an up-to-date list.

9. **Emergency or Vehicle Breakdown During Off-Work Hours and Off-Reservation.**

- a. In the Albuquerque area, call the Crownpoint police district at (505) 786-2050/2051 for a list of on-call Fleet Management employees.
- b. In the Flagstaff-Phoenix area, call the Tuba City police district at (928) 283-3111.
- c. In the Durango-Farmington area, call the Shiprock police district at (505) 368-1350/1351.

10. **Acknowledgement.**



Court Administrator

5/24/09
Date



Senior Probation Officer *PPS District Supervisor*

5/26/09
Date



Peacemaker Liaison

5-26-09
Date