

KENT COUNTY LEVY COURT POLICY (AMENDMENT) P16-01a

SUBMITTED BY: Sheriff Jason Mollohan
COMMITTEE CHAIR: Commissioner Allan F. Angel
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Policy 13 Sheriff's Office

§ 13-1 **Firearm policy.**

[Adopted 9-12-2000 (S-1); amended 3-23-2010 (P10-01) **amended 6-14-16 (P16-01a)**]

The Kent County Levy Court recognizes and respects the value and special integrity of each human life, but understands that the Sheriff of Kent County and Deputy Sheriffs may be required to exercise their lawful authority to use force to protect the public welfare. Therefore, it is the policy of Kent County Levy Court that officers shall receive annual training on the proper use of firearms and use firearms only as is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officers or another.

- A. Purpose. The purpose of this Policy is to provide annual training and proper firearm use guidelines for the Sheriff and Deputy Sheriffs.
- B. Definitions. As used in this section, the following terms shall have the meanings indicated:

APPROVED FIREARM

Any ~~weapon~~ **approved firearm** authorized for purchase and use by the Kent County Levy Court **and Kent County Sheriff** in compliance with this and other policies.

OFFICER(S)

Includes the Sheriff of Kent County and any duly sworn Deputy Sheriff serving in the Office of the Sheriff of Kent County.

OFF-DUTY

That period of time when the officer is not acting in an official capacity or performing official duties.

~~PERSONAL FIREARM~~

~~Any weapon(s) other than that authorized for purchase or use by the Kent County Levy Court.~~

RANGE MASTER- FIREARMS INSTRUCTOR

That individual approved by the Kent County Sheriff and qualified by the State of Delaware to supervise firearms training programs.

- C. Annual firearm training.
 - (1) Officers are required to participate in scheduled firearm training programs.
 - (2) Officers will receive annual training on the Use of Force Policy and related policies and qualify with their authorized firearm(s) ~~consistent~~ with the Delaware Council of Police Training Requirements for a minimum of ~~one-time~~ **twice** a year.

- (3) Proficiency training must be monitored by a certified ~~weapons~~ firearms instructor.
- (4) Training and proficiency must be documented and all documents will be maintained by the Chief Deputy and kept on file in the Sheriff's office.
- (5) Any officer who does not qualify with an ~~authorized~~ approved firearm will be given remedial training in the proper use of that firearm prior to resuming official duties.
- (6) Only those ~~officers~~ demonstrating proficiency in the use of ~~authorized their~~ firearms will be approved permitted to carry such firearms.
- (7) Any ~~officer~~ failing to achieve and maintain proficiency, as defined above, shall ~~promptly return all County-owned firearms and accessories to the Sheriff for proper storage~~ within 24 hours advise the Sheriff and his or her title as Deputy Sheriff shall be immediately suspended.
- (8) Annually [~~during the month of January~~], the Sheriff shall submit written documentation from the Range Master to Levy Court which verifies that each officer has completed annual firearm training as required by this Policy. Failure to complete proficiency training, to qualify with the County-authorized firearm, and/or submit documentation as required shall result in an immediate fifty-percent salary reduction for noncompliant officers until such time as proficiency documentation is submitted.

D. Ammunition and handgrips.

- (1) Only unadulterated ammunition issued by the Sheriff will be carried in any ~~authorized~~ approved firearm(s).
- (2) The use of handgrips, other than those issued with the ~~service weapons~~ firearm, must be approved by the ~~Range Master~~ firearm instructor and the Kent County Sheriff.
- (3) No one, other than the Sheriff-approved armorer, will perform service on a firearm beyond routine maintenance and cleaning.

E. Officers, prior to being issued a ~~weapon(s)~~ an approved firearm, shall receive a copy and be instructed in ~~all these~~ firearm-related policies. The Sheriff shall retain records of the issuance of such policies and the instruction pertinent to those policies with signed proof of each officer's receipt and review of said policies.

F. Warning shots are prohibited.

G. No ~~personally owned~~ unapproved firearms or ammunition shall be carried by any ~~officer~~ Deputy/Officer when on duty.

H. ~~Authorized~~Approved firearms.

- (1) Officers, while on ~~a scheduled tour of~~ duty or during the performance of other official duties, shall be ~~required to be~~ armed with ~~the officially issued weapon(s)~~ an approved firearm and ammunition.
- (2) Officers while on duty required to be armed shall carry their ~~weapon concealed~~ firearm secured in an approved holster and readily retrievable, along with their official identification and badge. Discretion shall be used at all times.
- (3) Officers shall store all approved firearms by fully engaging a gun lock or by securing the approved firearm in a gun safe during off-duty hours. Approved Firearms shall not be stored in vehicles during off-duty hours.

~~I.—Off duty firearms.~~

~~(1) Officers shall not carry their officially issued firearm(s) during off-duty hours.~~

~~(2) If an officer carries his or her officially issued firearm out of state in his or her official capacity, it is the responsibility of the officer to determine if he or she can legally carry the firearm in that state.~~

~~J(4) Officers, while on duty, shall not carry an approved firearm while consuming, or under the influence of, intoxicants.~~

~~(1) An exception will be made for officers who are engaged in the performance of an official assignment which has been authorized by the Sheriff.~~

~~(25) Officers should use good judgment in carrying a firearm while taking medication or prescription drugs. shall notify their supervisor if taking any prescription or non-prescription medication, while on duty, which could in any way affect their judgment and/or their ability to safely use their approved firearm.~~

~~KI. All authorized approved firearms will be checked by the Range Master Firearm Instructor for mechanical soundness and efficiency prior to their certification for use. Final decisions as to the suitability and soundness of an approved-authorized firearm will rest with the Range Master Firearm Instructor, with approval of the Sheriff.~~

~~LJ. Officers must qualify with the Range Master Firearm Instructor, utilizing the following ammunition requirements:~~

~~(1) All ammunition carried will be of a commercial nature, factory fresh (no reloads allowed) and will be unadulterated.~~

~~(2) The following bullet types are prohibited for on- and off-duty carry: full metal jacket, armor piercing, explosive fused or loose shot pellets.~~

~~(3) Firearms qualification ammunition will generate those amounts of energy and recoil that are comparable to the ammunition to be carried.~~

~~(4) All ammunition to be carried shall be approved by the Range Master Kent County Sheriff. If the authorized firearm is carried off-duty, only approved ammunition will be carried in same.~~

~~MK. Notification report.~~

~~(1) It is an officer's Officer's responsibility to immediately report any accidental or intentional discharge of his or her official approved firearm(s), except on the range, or failure to qualify for use to the Sheriff and County Administrator. A full Incident Report shall be submitted by the Officer who has discharged a firearm his or her weapon detailing the incident to the Sheriff, and copies shall be forwarded to the County Attorney and Personnel Director within 24 hours.~~

~~(2) At a minimum, the incident report shall fully explain the circumstances surrounding the incident, including, but not limited to the following:~~

~~(a) The name and address of any injured person or persons at whom deadly force was directed.~~

~~(b) Names and addresses of any witnesses.~~

~~(c) Date and time of occurrence.~~

~~(d) Location of occurrence.~~

- (e) Results of shots fired (extent of wounds, other objects struck, etc.).
 - (f) Other pertinent information concerning the incident written in narrative form to include justification for the use of force, etc.
- (3) In the case of an accidental discharge that does not involve personal injury or property damage, the Sheriff shall complete a full investigation, and a crime report detailing the incident shall be forwarded to the Personnel Director within 48 hours.
 - (4) Incidents wherein a firearm is intentionally discharged in order to dispatch an injured animal for humane reasons need ~~only~~ be documented by ~~notation on the daily activity report~~ completing an Incident Report.

NL. Any violation of this Policy shall be fully investigated, and appropriate action will be taken by the Sheriff to prevent future incidents. In addition, the Kent County Levy Court may, ~~for any reason in its discretion~~, require the immediate return of any and all County-owned firearms and equipment and/or prohibit the use of same for such duration as it ~~determines~~ determines is necessary. The Levy Court may restore the use of any County-owned firearm or equipment upon written request and reasoned justification by the Sheriff.

§ 13-2 Use of force.

[Adopted 9-12-2000 (S-2)]

The Kent County Levy Court recognizes and respects the value and special integrity of each human life, but understands that the Sheriff of Kent County and sworn Deputy Sheriffs may be required to exercise their lawful authority to use force to protect the public welfare. Therefore, it is the policy of Kent County Levy Court that officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officers or another.

- A. Purpose. The purpose of this Policy is to provide guidelines for the Sheriff and Deputy Sheriffs to follow in the use of force, either deadly or nondeadly, to bring an incident under control.
- B. Definitions. As used in this section, the following terms shall have the meanings indicated:

OFF-DUTY

That period of time before or after the normal workday when the officer is not acting in an official capacity or performing official duties.

OFFICER(S)

Includes the Sheriff of Kent County and any duly sworn Deputy Sheriff serving in the office of the Sheriff of Kent County.

REASONABLE BELIEF

The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

SERIOUS PHYSICAL INJURY

That which causes or appears to cause a substantial risk of:

- (1) Death;
- (2) Serious and prolonged disfigurement;

(3) Prolonged impairment of health; or

(4) Prolonged loss or impairment of the function of any bodily organ.

C. Use of force.

- (1) Officers of the eOffice of the Sheriff of Kent County shall use only the force necessary to effect lawful objectives. An eOfficer obtains the right to use force, including deadly force, in certain situations as defined by 11 Del. C. § 4672, § 471 - § 4. All officers shall completely familiarize themselves with this section of the ~~state law~~ Delaware Code.
- (2) Whenever an eOfficer employs deadly force, there should be no question as to what person the deadly force is being directed against or that the officer has a legal right to employ such force. In all cases, the eOfficer should believe the force employed creates no substantial risk of injury to innocent persons. The eOfficer must have a clear line of fire to discharge the firearm.
- (3) The use of deadly force is only justified in the following situations:
 - (a) The eOfficer has a reasonable belief that the person to whom deadly force is being directed is about to inflict death, or serious physical injury, upon the eOfficer.
 - (b) The eOfficer believes the person to whom deadly force is being directed is causing or is about to cause death or serious physical injury to another individual.
 - (c) The eOfficer is assisting another law enforcement officer upon which a person is about to inflict death, or serious physical injury.
- (4) The use of deadly force against a "~~fleeing felon~~ detainee" shall only be used when the eOfficer believes that the person to whom deadly force is being directed is causing or about to cause death or serious physical injury to the eOfficer or another individual.
- (5) If, during the use of deadly force, or less than deadly force, any person(s) is injured, ~~he or she shall be taken to the appropriate medical facility for treatment, if necessary. Officers present shall render any necessary~~ the Officer shall immediately notify the Emergency Communications Center and request emergency medical personnel and shall render and necessary first aid, for which ~~qualified,~~ until they have been trained by Kent County until the arrival of emergency medical personnel.

D. Reports of force or injury.

- (1) All eOfficers shall submit a written ~~R~~Report to the Sheriff within 24 hours of occurrence any time an eOfficer:
 - (a) Discharges a firearm, for other than training purposes;
 - (b) Takes any action that results in, or is alleged to have resulted in, injury or death of another person;
 - (c) Applies force through the use of lethal or less-than-lethal weapons;
 - (d) Applies any force as defined by Sheriff directives; or
 - (e) Takes any person into custody that had a prior injury.
- (2) All reports concerning force or injury shall be forwarded after review by the Sheriff, but no later than two working days, to the County Attorney, and the Personnel Director. ~~for submission to the County's insurance carrier.~~

E. Officers are prohibited from discharging their firearms in the line of duty when in their judgment it appears the following circumstances exist:

- (1) When it appears likely a person other than the suspect will be hit.
- (2) When in a crowded area.
- (3) At a suspect(s) who is holding an innocent person hostage when firing would endanger the hostage or any other innocent person.
- (4) At a motor vehicle and/or the occupants therein, unless as a last resort and only when the operator of the vehicle is directing the vehicle as deadly force against the ~~e~~Officer or other innocent persons and the ~~e~~Officer believes employing deadly force creates no substantial risk of injury to innocent persons.
- (5) When the ~~e~~Officer does not have a clear line of fire.

F. Warning shots are prohibited.

G. Use of force other than deadly.

~~(1) An officer shall only use the force necessary to effect lawful objectives.~~

~~(2)~~ An ~~e~~Officer shall only use the following items of equipment, or any other equipment, ~~to assist in making a lawful arrest in detaining and controlling an individual,~~ when resistance is encountered, to prevent an escape, or for the purpose of protecting themselves or a third party from bodily harm:

(a) Handcuffs:

[1] Officers are issued handcuffs to restrain and secure persons ~~in custody for detainment,~~ not as a defensive weapon.

[2] No one can predict each and every situation that will require the use of handcuffs. The final decision as to the need for the use of handcuffs is most frequently left up to the best judgment and discretion of the ~~arresting or transporting~~ ~~e~~Officer's assessment of the ~~prisoner detainee~~ and situation. ~~Officers will, however, be held responsible if any escape is effected due to the lack of use of handcuffs.~~

[3] Handcuffs ~~shall~~ may be used in the following situations:

~~[a] All felony arrests.~~

~~[b] Persons who are known to have resisted arrest or to have assaulted police officers in the past, regardless of the present charge.~~

~~[ea]~~ Unruly, hostile and extremely argumentative persons, ~~regardless of present charge~~ resisting detention.

~~[eb]~~ Persons whom the ~~arresting~~ ~~e~~Officer has reason to believe will attempt to escape or cause harm to themselves, the Officer or others, ~~regardless of the present charge.~~

~~[ec]~~ Circumstances where State law or regulation requires use. When there is a Court Order or directive from a Judge or Commissioner to detain and take such person(s) into lawful custody.

[4] When using handcuffs, ~~e~~Officers should not:

[a] Handcuff themselves to a suspect.

- [b] Use handcuffs as a "come-along."
- [c] Forget to double-lock and check the handcuffs after they have been applied.
- [d] Tighten the handcuffs in such a fashion they pinch the skin, restrict circulation, or intentionally cause the suspect unreasonable discomfort.

(b) Flashlights:

- [1] Flashlights may be issued by the Sheriff to ~~o~~Officers.
- [2] The primary application of the flashlight is as a source of illumination.
- [3] A flashlight is not a weapon, although there maybe exceptional situations where it may be necessary to use it as a defensive instrument.
- [4] Small flashlights, such as the Mini-Mag light and nonportable search lights powered through the vehicle cigarette lighter, may also be used ~~in addition to the issued flashlight.~~

~~(e)~~[5] The following defensive weapons are strictly prohibited:

- [1] Sap glove;
- [2] Brass knuckles;
- [3] Slapjacks;
- [4] Blackjacks; and
- [5] Stun devices.

~~H. — Notification. In the event of an accidental discharge that causes personal injury, or any intentional firing of a weapon which causes personal injury, the following shall be notified:~~

- ~~(1) — Sheriff.~~
- ~~(2) — County Attorney.~~
- ~~(3) — Director of Personnel.~~
- ~~(4) — Attorney General's office.~~
- ~~(5) — Police jurisdiction of offense.~~

~~I. — Deadly force report. It is an officer's responsibility to immediately report any accidental or intentional discharge of his or her official firearm(s), except on the range, or failure to qualify for use to the Sheriff. A full report shall be submitted by the officer who has discharged his or her weapon detailing the incident to the Sheriff, and copies shall be forwarded to the County Attorney and Personnel Director within 24 hours. At a minimum, the incident report shall fully explain the circumstances surrounding the incident, including, but not limited to the following:~~

- ~~(1) — The name and address of any injured person or persons at whom deadly force was directed.~~
- ~~(2) — Names and address of any witnesses.~~
- ~~(3) — Date and time of occurrence.~~

- ~~(4) Location of occurrence.~~
- ~~(5) Results of shots fired (extent of wounds, other objects struck, etc.).~~
- ~~(6) Other pertinent information concerning the incident written in narrative form to include justification for the use of force, etc.~~

~~J. Special reports.~~

~~(1) Officers shall submit a complete and factual written special report in the following circumstances:~~

- ~~(a) When an officer uses deadly force.~~
- ~~(b) When an officer discharges his or her firearm, whether deliberate or accidental, in accordance with the Firearms Policy, except during target practice.~~
- ~~(c) When an officer is required to strike or use considerable physical force against another person.~~
- ~~(d) When an officer is involved in any incident which results in injury to self or others.~~
- ~~(e) When an officer is involved in any incident which results in damage to state or County property or property of others.~~
- ~~(f) When any officer has direct knowledge of any violation of County policies, state or federal laws, Sheriff's Office rules and regulations or general orders, by any other member of the office.~~

~~(2) A copy of the special report shall be submitted to the Sheriff, County Attorney and Personnel Director within 24 hours of an incident. The report must be signed by the officer who participated in the incident or who knows of any misconduct or violation.~~

~~(3) At a minimum, the special report shall contain the following information:~~

- ~~(a) Date, time and location of incident.~~
- ~~(b) Name(s) of person(s) involved.~~
- ~~(c) Detailed facts concerning the incident.~~
- ~~(4) The report shall be completed and forwarded prior to the close of the next workday following the incident.~~

~~K. Use of force investigation.~~

- ~~(1) In the event of an accidental discharge that causes personal injury or any intentional firing of a weapon at a suspect, whether or not the suspect is hit, an investigation shall be requested through the police agency with jurisdiction.~~
- ~~(2) Upon discharge of a weapon, the officer involved may be relieved of duties by the Sheriff pending an inquiry. In all cases involving injury or death, upon request of the Sheriff, the officer will be placed on administrative leave of absence with pay pending the completion of the investigation.~~
- ~~(3) Upon intentional discharge of a weapon, an investigation shall be conducted by the police agency with jurisdiction, the Attorney General's office and the Sheriff.~~
- ~~(4) Upon the completion of any investigation, appropriate action will be taken by the Sheriff to prevent future incidents.~~

~~(5) The Kent County Levy Court may, for any reason, require the immediate return of any and all County-owned firearms and equipment and/or prohibit the use of same for such duration as it determines necessary. The Levy Court may restore the use of any County-owned firearm or equipment upon written request and reasoned justification by the Sheriff.~~

§ 13-3 Transporting detainees.
[Adopted 9-10-2002 (S-3)]

This Policy establishes reasonable provisions necessary to protect the lives and promote the safety of Sheriff's office employees, the public and the person in custody while transporting detainees.

A. Prior to transport:

- (1) All detainees shall be thoroughly searched for any weapons, instruments or contraband.
- (2) The search should be conducted by a Sheriff's office Officer employee of the same sex as the detainee if possible, or in the presence of another Sheriff's office employee, bailiff, or law enforcement official.
- (3) The transporting Sheriff's office Officer employee shall advise staff or the Emergency Communications Center at time of departure of the identity of the detainee, destination of transport, and the time and mileage reading before and after transport.
- (4) The transporting Sheriff's office Officer employee shall assist the detainee into the vehicle for transport.

B. Transport guidelines.

- (1) Detainees shall only be transported by a Sheriff's office Officer employee in a County-owned vehicle, unless an alternative method is specifically authorized by the Sheriff. If using a vehicle other than a County-owned vehicle, then a second Sheriff's office Officer employee or officer of the court must assist in the transport of the detainee.
- (2) Leg restraints shall be used when detainees exhibit violent behavior or a Sheriff's office Officer employee believes a detainee has the potential for violent behavior.
- (3) All detainees shall be secured in the vehicle by proper use of a seatbelt as required by County policy, except in situations where circumstances exist that would otherwise present more danger to the Sheriff's office Officer employee or the person being transported.
- (4) Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession or within reach of, the detainee.
- (5) Detainees shall not be left unattended by a Sheriff's office Officer employee during transport.
- (6) In the event of escape, all information shall be immediately reported to the Emergency Communications Center and reports filed with the appropriate agencies. An escaping detainee shall not be chased on foot by a Sheriff's office Officer employee or pursued by a County-owned vehicle.

C. Vehicle inspection. All vehicles regularly used for detainee transport shall be inspected at the beginning of each workday as follows:

- (1) All windows shall be intact, and outer latches in proper working order;
- (2) Rear seat handles and window controls shall be deactivated, where possible;

~~(3) The interior shall be thoroughly searched to ensure that no weapons or contraband have been left or hidden within the vehicle. Special emphasis will be placed on inspecting under the rear seat and floorboard area.~~

(43) Should any problems with the vehicle be discovered or any contraband or property of any kind be located inside the vehicle, the information shall be reported, documented, stored, and ~~the vehicle~~ or promptly repaired when necessary.

(54) After the detainee has been delivered to the appropriate destination, the vehicle shall be searched ~~again~~ and any ~~found~~ discovered contraband reported, documented to the appropriate Agency and stored.

D. Handcuffing for transport.

(1) Deputies shall handcuff (double-locked) all detainees with their hands behind their back with palms facing forward.

(2) Deputies may only handcuff detainees with hands in front, or utilize other appropriate restraining devices if the detainee:

(a) Is in an obvious state of pregnancy;

(b) Has a limiting physical handicap; or

(c) Has injuries that could be aggravated by standard handcuffing procedures.

(3) Detainees shall not be handcuffed to any part of the vehicle during transport.

(4) Additional restraint devices, as approved by the Sheriff, may be used to secure a detainee who violently resists or who manifests mental disorders such that he or she poses a threat to himself or herself, the transporting Sheriff's office Officer employee(s) or the public.

E. Any violation of this Policy shall be fully investigated and appropriate action will be taken by the Sheriff to prevent future incidents. In addition, the Kent County Levy Court may, by formal motion and for any reason, prohibit the use of a County-owned vehicle(s) by any or all Sheriff's office Officer employee(s). The Levy Court may in its discretion, by formal motion, restore the use of a County-owned vehicle(s) upon written request and reasoned justification by the Sheriff.

§ 13-4 Use of Sheriff's office vehicles.

[1][Adopted 9-10-2002 (S-4)]

This Policy establishes guidelines for the proper use, care and maintenance of all vehicles assigned to the Kent County Sheriff's office.

A. Vehicle operation. County-owned vehicles assigned to the Sheriff's office shall be used for official business only. ~~Such vehicles may be used for commuting purposes and incidental uses (i.e., pharmacy, dry cleaners, etc. on way and for commuting purposes to and or from work).~~

(1) Vehicles shall be operated by Sheriff's office employees only, except as necessary by service personnel performing maintenance or other work on the vehicle.

(2) Vehicles shall be operated in accordance with all state traffic laws, County ordinances and policies, and related procedures established by the Sheriff. Vehicle pursuit is strictly forbidden. Seat belts and shoulder straps shall be worn by all operators and passengers. Detainees shall be strapped into the back seat with seat belts whenever possible, and proper child restraint shall be used when applicable.

~~(3) Vehicles may not be used for any law enforcement procedure.~~

(43) Unattended vehicles shall be locked at all times.

(54) Whenever a Sheriff's office employee is fully relieved of duties (e.g., on vacation out of town or on leave for an extended period of time), the assigned vehicle shall be made available for use by other Sheriff's office employees and/or stored at the designated parking area.

B. Vehicle maintenance. ~~Sheriff's office employees shall search assigned vehicles at the beginning and end of each workday for weapons, evidence, contraband, or any property left by detainees or others.~~ The vehicle operator shall examine the vehicle each workday for damage, and report any observed damage to the Sheriff and the Personnel Office. Operators shall be responsible for routinely checking all fluid levels, belts, hoses and tires for damage or evidence of severe wear; scheduling routine maintenance, unless done by a centralized fleet management system; ~~regularly cleaning and washing the vehicle;~~ and scheduling emergency or major repairs of the vehicle, following approval by the Sheriff.

C. Vehicle accidents.

(1) Whenever a County-owned vehicle is in an accident, it shall be reported immediately to the Sheriff and to the Personnel Office and a police report submitted when applicable.

(2) Except as provided in Subsection **D** of this Policy, after two preventable accidents within a twelve-month period, as determined by the Sheriff or County Safety Officer, the responsible Sheriff's office employee shall lose commuting privileges for a period of at least one month. A third preventable accident within a twelve-month period shall result in loss of commuting privileges for three months. A fourth preventable accident shall result in loss of use of any County-owned vehicle for a period of one year.

D. Any violation of this Policy or any other vehicle-related policy shall be fully investigated and appropriate action taken by the Sheriff to prevent future incidents. In addition, the Kent County Levy Court may, in its discretion, by ~~official action~~ formal Motion, ~~and~~ at any time for any reason, prohibit the use of a County-owned vehicle by a Sheriff's office employee. The Levy Court, ~~by official action~~, may, by formal Motion, restore the use of a County-owned vehicle upon written request and reasoned justification by the Sheriff.