



SUBJECT PURCHASING NEW VEHICLES	POLICY NO. 904.04	EFFECTIVE DATE 06/06/2016	PAGE 1 of 3
APPROVED BY: <i>Robin Kay Ph.D.</i> Acting Director	SUPERSEDES N/A	ORIGINAL ISSUE DATE 06/06/2016	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines for the purchase of vehicles for the Los Angeles County Department of Mental Health (LACDMH/Department) as specified in the Los Angeles County Board of Supervisors Policy No. 3.020 (Authority 1). The Board policy sets forth standards for the purchase of new vehicles in an effort to optimize efficiency and enhance sustainability of the County’s vehicle fleet.

POLICY

- 2.1 LACDMH will comply with the Board Policy No. 3.020 with regards to purchasing new vehicles.

PROCEDURE

3.1 Replacement Vehicles

- 3.1.1 The LACDMH Administrative Support Bureau (ASB) will work with the Chief Executive Office (CEO), Internal Services Department (ISD), and Central Business Office (CBO) to develop a schedule and appropriate funding for the replacement of existing County-owned vehicles based on vehicle age and mileage.

- 3.1.1.1 Vehicles that are driven less than five thousand (5,000) miles annually will be redeployed unless substantive operational/programmatic justification is provided otherwise.

- 3.1.1.2 Vehicle replacement purchases shall be in line with the Department’s vehicle replacement plan and shall be “in-kind” with the same functionality as the vehicle being replaced.



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3.1.2 If a program/bureau is scheduled to have a vehicle replaced, ASB will notify the program/bureau’s Deputy Director and work with the program/bureau to process the replacement.

3.1.2.1 If the program/bureau would like to purchase a replacement vehicle that is not “in-kind”, the program/bureau shall complete and submit a Vehicle Purchase Exception Form that includes detailed justification as to why a not “in-kind” replacement is being requested.

3.1.3 If a program/bureau is not scheduled to have a vehicle replaced according to the LACDMH Vehicle Replacement Plan but would still like to purchase a replacement vehicle, the program/bureau shall notify ASB Fleet Coordinator.

3.1.3.1 The program/bureau shall complete and submit an Exception Form - Request for Vehicle Purchase(s) (Attachment 1) that includes detailed justification as to why the vehicle needs to be replaced.

3.1.4 ASB will work with the CEO and ISD to determine whether or not this purchase will be approved.

3.2 New Vehicles

3.2.1 If a program/bureau would like to purchase a new vehicle that adds to LACDMH’s vehicle count using non-centralized program funds, that program/bureau must work with its Program Analyst to appropriate funding. Once funding is allocated, the program/bureau shall follow standard purchasing protocol and submit a Special Request (SR) for the purchase of the vehicle to the ASB Procurement Section.

3.2.1.1 The program/bureau shall complete an Exception Form - Request for Vehicle Purchase(s) (Attachment 1) that includes detailed justification as to why an additional vehicle is being requested and attach it to the SR. Examples of justification include, but are not limited to:



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- Special funding specifically allocated for the purchase of vehicle(s).
- Critical program need for vehicle(s) to assist the Department in meeting a County Strategic Plan goal.

3.2.2 ASB will work with the CEO and ISD to determine whether or not this purchase will be approved.

AUTHORITY (HYPERLINKED)

1. [Los Angeles County Board of Supervisors Policy No. 3.020, Clean Fuel – Sustainable Fleet effective June 30, 2015](#)

ATTACHMENT (HYPERLINKED)

1. [Exception Form - Request for Vehicle Purchase\(s\)](#)

RESPONSIBLE PARTY

LACDMH Administrative Support Bureau