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TO: M. Elizabeth Genievich, Deputy County Manager
FROM: George W. Devanney, County Manager
DATED: June 30, 2010
RE: 24/7 - Updated

This memo is written to clarify Section C, 139-12, Assignment of Non-Motor Pool Vehicles, which provides for assignments of vehicles. After an extensive review of the County Code it has been determined nothing has ever been issued which clarifies those individuals or positions which have the responsibility 24/7 for vehicle. This memo serves to clarify this subsection in the hopes of avoiding future confusion.

The Union County Administrative Code states: "Assignments may also be made by the County Manager based upon review and approval by the County Manager of a written statement of justification. Such statement shall set forth in detail the regular requirement of vehicle usage outside of normal working hours and on weekends."

Certain personnel require "24/7" access and usage of a vehicles for purposes of ensuring health and safety, vital public services, buildings and grounds and emergent conditions are properly maintained and addressed. More recently, homeland security needs have put additional burdens on Administrative personnel who also require 24 hour ability to respond and have access to the county radio system. ("Admin Ops")

People who fall within these categories include, but are not limited to those responsible for all our properties, buildings and facilities which operate 24 hours a day. These are the people who are expected to report if and when it is deemed necessary. The services they provide are those which the

