

## **Pinal County Policy and Procedure**

**10.4**

Subject: Vehicle & Equipment Marking Policy

Date: March 1, 2011

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**PURPOSE:** To establish a standard for vehicle marking in accordance with Arizona Revised Statutes.

**SCOPE:** The marking standard included in this policy applies to all Pinal County vehicles and equipment except for those assigned to the Sheriff's department or to vehicles that are part of a negotiated executive employment agreement.

**PROCEDURE:**

**MARKING STANDARD:** All County cars, light trucks, heavy trucks and off road equipment will have the following markings:

- a) The terms "Pinal County" and "For Official Use Only" will be placed on two side doors or rear of vehicle using lettering no more than 2 inches in height.
- b) The County logo will be placed on two side doors.
- c) The name of the department may be placed below the County seal using lettering no more than 2 inches in height.
- d) The equipment number shall be on the right and left front fender (or where best visible depending on vehicle make/model), and also on the back of the vehicle on the right side.

**RESPONSIBILITY:**

**FLEET SERVICES:** Fleet Services shall be responsible to ensure that all vehicles are properly marked. Given the variety of off road equipment, Fleet Services reserves the right to make modifications to the marking standard and the types of markings in specific cases when it is determined to be necessary.

Individual departments are to ensure the markings remain legible. In the event the markings become illegible the department director is to contact Fleet Services and schedule an appointment to have the problem corrected. Employees shall not tamper with the markings. Employees caught vandalizing the markings shall be subject to disciplinary action up to and including termination.

No other markings are allowed on the vehicles without first getting permission from the respective department director and the Fleet Services Director or designee. Individuals who mark their vehicles without permission will be charged back for the cost of the removal of said markings.

**COUNTY MANAGER:** Vehicles that are unmarked and/or serve in an undercover capacity shall be reviewed annually by the County Manager. Additionally, and on behalf of the Board of Supervisors, the Manager shall be permitted to modify and approve the list of vehicles the County is requesting renewal tags and non-governmental plates for from the Arizona Department of Transportation on an annual basis or as required by state statute.