
Take Home Vehicles

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Fri, Oct 9, 2026 at 11:22 AM

To: Madeline Parker <countyjudge@burnetcountytexas.org>, Madeline Parker <mjparker@burnetcountytexas.org>, Calvin Boyd <cboyd@burnetsheriff.com>, Eddie Arredondo <earredondo@burnetcountytexas.org>

Attached is the Sheriff's Office Standard Operating Procedure (SOP) to be provided to the court after the expected passing of agenda item #11. We are providing an SOP rather than a policy. Our policy refers to this specific SOP. We have a very lengthy "Vehicle Operations" policy that covers the complete operation of Sheriff's Office vehicles. We regularly draft specific SOPs rather than add additional sections to policy. We recommend replacing the word "Policy" with "Standard Operating Procedure" or "SOP" in section VII. 2. A. and B. in the proposed Burnet County Budget Policy.

Additionally, we believe the Sheriff has the sole authority to create policy for the SO that does not need to be presented "for acceptance by the Commissioners Court".

A. The Burnet County Sheriff and the Burnet County Constables with Deputies shall provide a Fleet Policy or SOP to the Commissioners Court by October 1st of each year. This policy or SOP must include, at a minimum:

1. The maximum miles outside of the County authorized for take-home vehicles; and
2. Procedures for reimbursement to the County for use of County vehicles for off duty secondary employment law enforcement work.

B. The Burnet County Constables with Deputies may adopt the Burnet County Sheriff's Office Fleet SOP for Take Home Vehicles or may submit their own Fleet Policy.

For your review and consideration.

Thanks,

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Alan Trevino
Chief Deputy

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