

JOHN E. SETTLE, JR.

ATTORNEY AT LAW (A PROFESSIONAL CORPORATION)

**TELEFAX
FOR IMMEDIATE DELIVERY**

Jed
RRR

17 June 2013

TO:

MARSHALL CADDOWEN

TELEFAX NO:

673-6811

FROM:

[Signature]

RE:

RRR

TAKE HOME VEHICLES

- ✓ 1. How many vehicles are owned by the Marshall's office at the time of your response and how many were owned by the Marshall's office when you took office
- 2. How many employees of the Marshall's office, including you, have vehicles that they can take home? Please provide the names of these persons and the year, make and model of the vehicle that they can take home
Also indicate for each employee if they live in the Shreveport City limits, the Ward that your office has jurisdiction in, and/or Caddo Parish outside of the Ward
- 3. How many of employees of the Marshall's office, including you, are POST certified--please provide names of each
- 4. Please provide copies of all office policies on personal use of vehicles owned by the Marshall's office as well as policies regarding take home vehicles
- 5. Please provide documentation as to the income imputed to each employee, including you, for personal use of vehicles owned by the Marshall's office for vehicle fuel, maintenance and insurance paid by the Marshall's office for the vehicles utilized for personal use

[Signature]

1915 Citizens Bank Drive • Bossier City, Louisiana 71111 • John@SettleLawFirm.com
Phone: 318-742-5513 • Fax: 318-742-7170



CHARLIE CALDWELL, JR.
SHREVEPORT CITY MARSHAL

June 17, 2013

Answer to Question 1: All vehicles are purchased from the Marshal's Discretionary Account and all vehicles are titled in the City of Shreveport, as of 2013 I have 32 vehicles, I took office in May 2008 and we had 32 vehicles.

Answer to Question 2: 27 employees have cars they take home, see next page for other info.

Answer to Question 3: See next page

Answer to Question 4: See copies provided

Answer to Question 5: All vehicles are registered to the City of Shreveport and are covered under the City of Shreveport Fleet Policy (N1-A2-RL-0000019-00) a copy is provided. No income is imputed for employee's personal use for income, fuel or insurance; all employees work at the discretion of the Marshal and are on duty 24 hours a day.

CITY MARSHAL CAR LIST

CAR LIST 2013 JUNE, 2013	IN CITY OR OUT	YEAR	POST CERTIFIED	RANK	CAR TYPE
LANCE	OUT	2007	YES	DEPUTY	CHARGER
CHARLIE	IN	2007	YES	MARSHAL	SUBURBAN
CONNIE	IN	2000	YES	C.F.O.	CROWN VIC
JARED	OUT	2007	YES	DEPUTY	CHARGER
D.A.R.E.		2011		D.A.R.E.	CAMARO
SCOT	IN	2011	YES	DEPUTY	TAHOE
POOL		1997		POOL	CROWN VIC
CARI	OUT	2007	YES	DEPUTY	CHARGER
STEVE	OUT	2011	YES	SUPERVISOR	TAHOE
MARY	IN	2003	YES	DEPUTY	EXPEDITION
VAN		2005		TRANSPORT	ECONOLINE
IVY	OUT	2005	YES	DEPUTY	DURANGO
PATRICIA	IN	2005	NO	DEPUTY	DURANGO
TORONYA	IN	2006	NO	DEPUTY	DURANGO
LEESA	IN	2006	NO	DEPUTY	DURANGO
BILL P.	IN	2006	YES	DEPUTY	DURANGO
JOHN	IN	2007	YES	CHIEF	EXPEDITION
SAMMY	IN	2008	YES	DEPUTY	DURANGO
PAULA	IN	2008	NO	DEPUTY	DURANGO
POOL		2008		DEPUTY	EXPEDITION
POOL		2008		POOL	EXPEDITION
CHASEN	OUT	2009	YES	DEPUTY	DURANGO
THERESA	OUT	2009	YES	DEPUTY	DURANGO
BILL W.	OUT	2009	NO	DEPUTY	TRUCK
DERREK	OUT	2011	YES	DEPUTY	TAHOE
JAMES	OUT	2011	YES	ASST. CHIEF	TAHOE
CARL	OUT	2012	YES	DEPUTY	SUBURBAN
DANNY	OUT	2012	YES	DEPUTY	TAHOE
ADOLPHUS	IN	2012	YES	DEPUTY	TAHOE
ANDY	OUT	2013	YES	DEPUTY	TAHOE
KIRBY	OUT	2013	YES	DEPUTY	TAHOE
WILLIE	IN	2013	YES	DEPUTY	TAHOE

Section: 7.0

Subject: City Marshal Vehicle Care & Control Procedures

POLICY:

The purpose of this section is to assure the proper care, custody and control of department/city owned vehicles.

PROCEDURE:

- Visual inspection of the tires and wheels to determine under inflation.
- Visual inspection of inflated spare tire.
- Visual inspection of service tires to determine any cuts, break, or treadles areas at any point which can be viewed easily.
- Visual inspection of remainder of vehicle for any damage, apparent malfunctions or missing equipment.
- Inspection by operation for any unusual vibrations or sounds from the engine, power train, running gear, or other moving parts and for any unusual instrument reading or warning signal.
- Deputy shall report any malfunctions (mechanical/electrical), damage and or missing equipment to supervisor immediately.

RESPONSIBILITIES OF DEPUTIES ISSUED CITY VEHICLES

- Any deputy driving a departmental vehicle shall be licensed in this state.
- Have their driver's license in immediate possession at all times and comply with any restrictions required by such license.
- Deputies may not operate departmental vehicles while under the influence of alcohol or after having consumed even a small amount of alcohol within such a period of time that there may be the smell of alcohol on their breath.
- Deputies shall take reasonable care to avoid damaging, misusing, or destroying a departmental vehicle.
- Speed limits and other traffic laws will be observed, unless an emergency response is indicated.
- **Speed limits and other traffic laws will be observed when transporting prisoners.**
- The deputy driver will ensure that the vehicle inspection sticker is current.
- The deputy driver will have his/her vehicle serviced (oil check, oil and filter changed, etc.) for proper care and maintenance at proper intervals.

- If damage to the vehicle results from the deputy's gross negligence, he/she may be subject to disciplinary procedures.
- Gasoline will normally be obtained for departmental vehicles at the city garage twenty-four hours a day.
- Gasoline cards are assigned to vehicles. If a card is lost or misplaced, the driver should notify supervision immediately.
- Non-employees, while occupying the front seat of an official vehicle, will be required to wear safety restraints. The deputy shall be responsible for ensuring the compliance with seat belt restraints.
- Persons under arrest will be properly fastened in a safety restraint when transported in a Marshal vehicle. This is in addition to official procedures concerning the restraint of prisoners.

All vehicles are subject to random visual inspections. Each deputy should keep his/her vehicle maintained on the inside as well as the outside at all times. Failure to comply could result in the following:

- A. Verbal Reprimand**
- B. Written Reprimand**
- C. The deputy will lose his/her city vehicle for a period of time imposed by the Marshal. During this time the deputy will drive his/her personal vehicle to and from work for the duration of the suspension. His/her city vehicle will only be used between the hours of 8 a.m. and 5 p.m. in order to perform their daily duties as it pertains to the Marshal's office.**

LOUISIANA AUTO INSURANCE IDENTIFICATION CARD

COMMERCIAL PERSONAL

COMPANY NAIC NUMBER 19720
COMPANY AFFORDING COVERAGE (NAME & ADDRESS)
American Alternative Insurance Corp
P.O. Box 5241
Princeton, NJ

An insurer authorized to transact business in Louisiana has issued the Motor Vehicle Policy identified here on. The coverage provided by this policy meets the minimum liability insurance limits prescribed by law.

POLICY NUMBER N1-A2-RL-0000019-00
EFFECTIVE DATE 3/17/2013
EXPIRATION DATE 3/17/2014

YEAR MAKE/MODEL FLEET
VEHICLE IDENTIFICATION NUMBER
-----FLEET-----

NAME OF INSURED City of Shreveport
Office of Risk Management
505 Travis Street Suite 620
Shreveport, LA 71101

THIS CARD MUST BE CARRIED IN THE VEHICLE AT ALL TIMES
AS EVIDENCE OF INSURANCE

SEE IMPORTANT NOTICE ON REVERSE SIDE

Put in
GLOVE BOX

IMPORTANT NOTICE

La. R.S. 32:863.1 requires that an operator of a motor vehicle produce upon demand by a law enforcement officer documentation of motor vehicle security which is required to be maintained within the vehicle at all times.

Failure to comply may result in fines, revocation of registration privileges, and block against the renewal or issuance of a drivers license.

INSURANCE AGENT (NAME, ADDRESS & TELEPHONE NUMBER)
AJGRMS - SE
PO Box 532143
Atlanta, GA 30353

EXCLUDED DRIVERS