

ADMINISTRATIVE PROCEDURES



Procedure Number: 49-9

Effective Date: 09/01/2011

Revision Date: _____

C. Deeb

County Administrator

SUBJECT: WINDOW TINTING ON COUNTY EQUIPMENT

DEPARTMENT RESPONSIBLE: Fleet Services

1. **PURPOSE**

The purpose of this procedure is to establish the guidelines for the use of tint on all County vehicles and equipment windows.

2. **PROCEDURE**

- 2.1 Before any windows may be tinted, the equipment operator must work with their Department Transportation Coordinator to obtain written approval from their department's Director.
- 2.2 Once approval has been granted, the Department Transportation Coordinator must forward this written approval to the Fleet Manager.
- 2.3 The equipment operator may then contact Fleet Services to schedule an appointment for the service. It can be expected to take ½ - 1 working day to complete.
 - 2.3.1 Fleet Services is the only department authorized to install and remove window tint on County equipment. All County-owned equipment is subject to this procedure including cars, trucks, heavy trucks, and off road equipment.
 - 2.3.2 Fleet Services will remove tinting that does not comply with this procedure or is deemed unsafe if blistered or bubbled. Departments will be billed for the cost of removing such tint.
 - 2.3.3 Fleet Services and Finance and Risk Management are the only departments authorized to approve exemptions to this procedure.

3. **TINTING STANDARD**

- 3.1 All County equipment front side wing vents and windows must have a light transmission of 35% plus or minus 3%.

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- 3.2 All County equipment back side and rear windows must have a light transmission of no less than 20% plus or minus 3%.
 - 3.3 Light Transmission is the ratio of the amount of total light, expressed in percentages, that is allowed to pass through the material including the glazing to the amount of total light falling on the material and the glazing.
 - 3.4 Departments may request tint with a higher light transmission.

4. EXEMPTIONS

- 4.1 Vehicles used to transport animals, the deceased, and witnesses may be exempt from the tinting standard in this procedure. Some other vehicles used by the Sheriff's Department may also be exempt. Departments seeking exceptions must file written request with Fleet Service and Finance and Risk Management.
- 4.2 The vehicles in this section must be equipped with outside mirrors that are on both left-hand and right-hand sides of the vehicle. These mirrors must be located in a manner to reflect to the driver a view of the highway through each mirror for a distance of at least 200 feet to the rear of the vehicle.
- 4.3 Under no circumstance shall any window have a light transmission less than 5%.
- 4.4 A person required for medical reasons to be shielded from the direct rays of the sun and is assigned a County vehicle or is a habitual driver or passenger of a County vehicle, should contact Human Resources if an Americans with Disabilities Act accommodation is required.

5. VIOLATION OF THIS PROCEDURE

- 5.1. Department-owned vehicles found to be in violation of this procedure shall be charged for the cost of the removal of the window tint. The equipment's windows will then be tinted in accordance with this procedure at the Department's expense.
- 5.2 For any violation of this procedure, an Appointing Authority may impose discipline, up to and including dismissal from the County pursuant to Pima County Merit System Rules and Personnel Policies.