

## Use of Vehicles Owned by the \_\_\_\_\_ Department

16.00 The purpose of this order is to establish policy and procedure for the most efficient use of motor vehicles of the \_\_\_\_\_.

### 16.01 ASSIGNMENT

#### A. Individual

1. Vehicles will be assigned in a manner which will insure maximum utilization toward the achievement of the Police Department goals.
2. Vehicles will be assigned to individuals for full time retention and use only on approval of the Police Chief.

(Optional) ONLY OFFICERS LIVING INSIDE THE CORPORATE CITY LIMITS OF THE TOWN/CITY OF WILL BE ALLOWED TO DRIVE THE POLICE VEHICLES HOME. ALL OTHER OFFICERS WILL PARK THE VEHICLES AT THE POLICE DEPARTMENT HEADQUARTERS.

3. Assignment of vehicles to individuals will be considered as a privilege to be enjoyed as long as all rules and regulations are obeyed.
4. Vehicle shall be assigned to each officer individually and shall not be utilized by any other officer unless approved by the Police Chief.

B. Police Department Vehicles must at all times display the issued authorized license tag. Unmarked vehicles will display government tags unless otherwise authorized by the Police Chief.

### 16.02 DRIVER'S RESPONSIBILITIES

- A. No member shall operate a Department vehicle without a valid Tennessee Drivers License issued to said member, and on his person at the time of operation.
- B. All employees and/or passengers occupying the front seat of a Police Department Vehicle will wear a seat belt at all times, whether on or off duty, while the vehicle is in operation.
- C. Drivers will not leave vehicles unattended with keys in the ignition, nor leave the motor idling for extended periods, as it is damaging to engines.

It is also the responsibility of each driver to insure the following methods for reducing fuel consumption are strictly adhered to :

1. Strict observation of the speed limit.
  2. Reduce unnecessary idling of vehicles.
  3. Avoid over-acceleration of starting of vehicles.
  4. Reduce the use of the car whenever possible for other than police business.
- D. Officers using Police Department vehicles will be responsible for the following:
1. Reporting all deficiencies promptly to the Police Chief, via the established chain of command. Deficiencies will be reported on a standardized maintenance form.
  2. Keeping a detailed maintenance log on their assigned vehicle.

### 16.03 ACCIDENTS

#### A. Reporting

1. All accidents involving vehicles must be reported immediately, and a supervisory officer called to the scene.
2. All accidents involving Police Department vehicles will be worked by Tennessee Highway Patrol or the Sheriff's Department. All accidents will be reported as soon as possible to the Chief. This - notification will be the responsibility of the operator of the vehicle.
3. All accident reports must include a statement of the facts from the driver of the vehicle and supervisory officer called to the scene.
4. It will be the responsibility of the driver involved in the accident to submit, through the proper channels to the Police Chief, all reports pertaining to any damage to the vehicle.

#### B. Arrest

1. Personnel involved in accidents with a Department vehicle will not issue a summons or make an arrest of the driver of the vehicle for a traffic violation. This will be the responsibility of the investigating officer.
2. In cases where the driver of the Department vehicle actually

observes the other driver commit a traffic violation, which causes the accident, the driver of the Department vehicle shall appear in court and testify.

3. Make no statements, except to authorized persons.

#### 16.04 VEHICLE TRAFFIC REGULATIONS

- A. Police Department vehicles will be parked in designated areas only.
- B. Operators of vehicles shall use utmost care, be on the lookout for, and yield the right-of-way to pedestrians.
- C. The operator will adhere to all traffic laws and regulations.

#### 16.05 PERSONAL VEHICLE PROGRAM

- A. Goals
  1. Promote the security of the citizens of by greater visibility and presence of vehicles on the streets and highways.
  2. Increase police/community relations through mutual understanding of Police Departments' objectives by increased personal contacts and services performed by the members.
  3. Deter crime by limiting the opportunity of criminals to commit an act by the presence of more vehicles.
  4. Provide quicker response time to certain types of calls and therefore increase the opportunity to apprehend criminals.
  5. Reduce the yearly mileage on each vehicle, therefore increasing vehicle life.
  6. Reduce maintenance cost on each vehicle in the fleet.
  7. Provide quicker response of off-duty personnel when called back to duty because of an emergency.
  8. Provide increased incentive and morale of officers participating in the program.
  9. Maintain vehicles in top condition through preventive maintenance

and personalized assignment.

B. Police

1. Vehicles are assigned to an officer on a regular basis. A vehicle shall mean any automobile of motor driven wheeled conveyance of the \_\_\_\_\_ P.D.
2. The use of the vehicles while off duty shall be considered a privilege and not an automatic fringe benefit or employment right.
3. Unmarked vehicles will be used only for transportation to and from work and official business.
4. Marked vehicles may be driven when an officer is off duty if he is in uniform and WHEN NOT IN UNIFORM, FOR OFFICIAL DEPARTMENT BUSINESS ONLY. (Examples: Maintenance, court appearances, etc.) See 6.06 below.

C. General regulations, vehicle operation, and maintenance regulations

1. General regulations
  - a. Officer will not presume any special privileges with a vehicle while off duty.
  - b. Unattended vehicles of off duty officers must be locked at all times, and weapons, portable radios, and other valuables will be removed from the vehicle or locked in the trunk. The above items will be removed from the vehicle if it is left at the garage for repair.
  - c. General orders pertaining to officer on duty will also apply to officers off duty when driving a Police Department vehicle.
  - d. Vehicle will be used outside of \_\_\_\_\_ city limits ONLY on official business.
  - e. Vehicle will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows.
  - f. Officers participating in the program are subject to call outs.
  - g. The Chief of Police may add, delete, or revise vehicle rules/regulations as needed to provide current policy to

cover situations regarding needs of the Department.

2. Vehicle operation regulations

- a. All officers assigned vehicles on a personal basis shall exercise good judgment in utilizing them and shall not drive, use, or park vehicles in such a manner that will cause unfavorable comment or reflect discredit upon the department.
- b. Officer operating vehicles off duty on official business should be appropriately attired to effectively perform a police function while at the same time presenting a favorable public image.
- c. Only authorized personnel are permitted to operate vehicles.
- d. Off duty officers will monitor the frequency of the Police Department while they are traveling at all times and restrict radio communications to Departmental business only.
- e. Officers using vehicles off duty are required to check in or out of service and must advise the dispatcher when they are near an emergency, call for service.
- f. Passenger safety rests solely with the officer operating the vehicle.
- g. If responding to a felony call with non-sworn personnel as passengers the officers will first deposit the passenger at a convenient location and then respond to the call consistent with Department regulations. In all such cases, the officer will notify headquarters that he is responding.
- h. Emergency runs will not be made while the vehicle is occupied by passengers. (this does not apply when other sworn members of the Department or injured or ill persons are riding as passenger while said vehicle operator is making an emergency run to protect life and property)
- i. When responding to a call involving a felony while off duty, officers may be required to handle the call in order to best preserve and/or handle evidence and maintain continuity.
- j. Off duty units are responsible for handling or referring to an

on duty car, all incidents coming to their attention and, if the incident is referred, for the rendering of any aid necessary until on duty units arrive.

3. Maintenance regulations

- a. Before any adjustments or maintenance are made the Police Chief must be contacted.
- b. Receipt for repairs made should be turned in directly to the Police Chief.
- c. Officers assigned vehicles shall be fully responsible for the general maintenance and proper care of the vehicle. They shall refrain from:
  1. Making anything but minor adjustments.
  2. Altering the body, general design, appearance, markings, or mechanical or electrical systems.
  3. Making any repairs or having any repairs made to the vehicle other than at the authorized garage.
  4. Using fuel, oil, lubricant, or other liquid additives in the vehicle other than those authorized by the Department.
  5. Removing, altering, or repositioning equipment supplied within and outside the vehicle.
  6. Adding equipment which is not Department owned or supplied (i.e. extra radio receivers, gun mounts, speakers, antennas, and other add on equipment), unless approved by the Police Chief.
- d. Officers will be responsible for the appearance and cleanliness of vehicles, both interior and exterior. The vehicle will be kept clean at all times.
- e. Officers with take home vehicles:
  1. Will wash and wax vehicles at their own expense during off duty time or may have vehicle washed at the Police Department. All vehicles shall be kept as clean as possible. (inside and outside).

2. Are required to have all maintenance, service or repairs done during off-duty time or on day shift. Work should be scheduled with the garage prior to taking vehicles in for service, if possible.
- f. Officers shall at all times drive vehicles with reasonable prudence in order to maintain them at the highest degree of operating efficiency.
- g. Damage of any type to vehicles caused by negligence of officers will be cause for disciplinary action.
- h. Damage to any vehicle for which the officer is not at fault will be handled by the Department at no expense to the Police Officer.
- l. Willful negligence on the part of officers in the care or operation of vehicles or failure to follow rules and regulations will be cause for taking away vehicle assignment privileges.

#### 16.06 USE OF POLICE VEHICLE IN OFF-DUTY EMPLOYMENT

1. Generally, officers are prohibited from using city owned police vehicles when performing outside employment. This includes commuting to and from an off-duty, outside job.
2. In some circumstances, the Chief of Police may determine that the use of a city owned police vehicle in a police officer=s outside employment would benefit the community and/or enhance the safety of the community.

An example of such an instance would be using the police vehicle to assist in directing traffic around a roadway construction site when the officer has been hired by the construction company or utility company to provide traffic control.

1. Officer must obtain the permission of the Chief of Police *prior* to using the police vehicle in an off-duty, outside employment capacity.
2. Officer must be attired in appropriate police uniform, readily identifiable as an officer of the \_\_\_\_\_ Police Department.
3. As with all other outside employment, officers will be governed by the policies, procedures and rules and regulations of the

\_\_\_\_\_ Police Department.