

<i>Subject: Take-Home and Assigned Vehicles</i>	<i>Page No. 1</i>
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# THURMONT POLICE DEPARTMENT

<b>GENERAL ORDER</b>	<i>Date Issued: March 6, 2015</i>	<i>Effective Date: March 6, 2015</i>	<i>Order No: Chapter 2.17</i>
<i>Authority: Chief of Police Gregory L. Eyer</i>		<i>Manual Page No:</i>	
<i>Subject: Take- Home and Assigned Vehicles</i>		<i>Replaces Page No:</i>	
<i>Accreditation Standard: Chapter 41</i>	<i>Distribution: ALL</i>	<i>Amends:</i>	<i>Number of Pages: 4</i>
<i>Related Documents:</i>		<i>Rescinds: New Chapter</i>	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

**I. PURPOSE:**

To establish policy, procedures, rules and regulation governing the use of Departmentally owned vehicles assigned to specific personnel. This policy governs the use of these vehicles on and off duty.

**II. POLICY:**

It is the policy of the Department that all take-home and assigned vehicles must be operated at all times in compliance with the requirements of the Department's General Orders.

**III. DEFINITIONS:**

ASSIGNED VEHICLE- A marked or unmarked vehicle assigned to an officer or employee, other than a take-home vehicle.

TAKE-HOME VEHICLE- A departmental vehicle assigned to an officer or employee for the **privilege** of taking the vehicle home, to court, and training.

**IV. ASSIGNMENT OF VEHICLES:**

The Chief of Police, or his designee, will assign departmental vehicles to officers based on their specific assignments and availability of vehicles.

**V. PROCEDURE:**

A. The Thurmont Police Department does not require employees to reside within the corporate limits of the Town. However, the Department will only permit use of assigned take-home vehicles to and from places of residence outside the Town Limits, when the residence is within a twenty-five (25) mile radius of the police headquarters and not out-of state. Use of a take-home vehicle beyond a (25) radius outside of the Town Limits must have prior written approval from the Chief of Police.

B. Take-home vehicles may be issued to all sworn personnel (within budget constraints) to increase visibility, decrease response time to calls for service, and to increase the useful life of the vehicle through personal maintenance and care provided by the sole operator. The vehicles may be used for any official police business; such as: job related court appearances, job related training, and job related meetings. A take-home vehicle may only be used for personal business within in the town limits of Thurmont.

C. Personnel assigned a take-home vehicle will be responsible for strictly adhering to all departmental rules, regulations, and general orders, especially those relating to the Take-Home Program.

1. They will conduct themselves in a professional manner at all times while utilizing the vehicle.
2. Ensure that the assigned vehicle and assigned equipment is maintained properly and serviced in a timely manner and is kept in safe operating condition. The vehicle shall be kept clean inside and outside, including washed and waxed when needed.
3. Be responsible for any person(s) he/she transports. He/she will discharge any non-police passengers at a safe and convenient location prior to responding to any on-going, life-threatening call for service.
4. Monitor the radio; notify communications that they are mobile if they are going to respond off-duty to a crime-in-progress or dangerous incident.
5. He/she will report any participation in a Call for Service while off duty to a supervisor as soon as practical

D. Be appropriately attired at all times when not in uniform in a manner in which he/she can perform effectively any police duty and also project an image that reflects favorably on the Department. Acceptable attire will consist of log pants, a shirt with sleeves and closed toe shoes or sneakers. Personnel will not wear shorts or “cut-offs”. In all cases, the clothing will be neat and clean. Personnel will be responsible for the proper appearance and conduct of all passengers in the vehicle.

E. Be ready for duty at all times, and be suitably armed with the Department-issued handgun or an approved off-duty weapon, and have in their possession at least one (1) pair of handcuffs or flexcuffs, a flashlight, and their badge and Department issued

police credentials.

F. While attired in civilian clothes, exercise due care in responding to, and answering calls for service, so he/she does not endanger him/herself unnecessarily. He/she will display police credentials as soon as practical to all parties involved.

G. Any police action taken while off –duty will be documented via CAD and a written report when required by TPD reporting guidelines.

H. Lock the vehicle whenever unattended.

VI. RESTRICTIONS CONCERNING USE:

A. Off-duty vehicle usage is deemed a privilege and shall be subject to suspension or revocation for abuse thereof. Removal of an employee’s privilege to operate a department vehicle while off-duty should not be construed to constitute a formal disciplinary action since this privilege, like all other privileges, is subject to suspension or revocation when it is in the best interest of the Department.

B. Officers will not operate a department vehicle having consumed or intending to consume alcoholic beverages. The purchasing of alcoholic beverages while utilizing department vehicles is strictly prohibited.

C. Officers will not transport anyone in the vehicle (other than for official police duties) who is intoxicated, under the influence of, or with the odor of any alcoholic beverage or other intoxicant still on their breath or about their person.

D. Officers will not transport unofficially in the vehicle any heavy, excessive loads, or allow any object to protrude from its trunk or windows.

E. Officers will not utilize the vehicle for any purpose that is not approved by the Department.

F. The vehicle will not be utilized to transport any pets or animals.(Exception – K-9 handlers).

G. Officers will not leave any firearm unattended in the vehicle unless secured in a gun case or locked in the trunk. No weapons will be left in the vehicle when the vehicle is being serviced at a garage or other establishment.

H. Officers will not display any bumper stickers, placards, banners, decals, insignia, etc., without the express written approval of the Chief of Police.

I. Officers will not engage in any pursuits whenever there are any non-police passengers in the vehicle.

VII. INSPECTONS:

1. All Take-Home and Assigned Vehicles will be inspected quarterly by a Supervisor.

**DOCUMENT DATES :**

*Amended Date:*

*Review Date:*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written By: Lt. P.A. Droneburg*

*Order Edited and Approved By: Chief Gregory L. Eyer*

*Accreditation Standards Included in this Order*

*CHAPTER*