



Atlanta Police Department – Standard Operating Procedure			
	<b>APD.SOP.3151 – Government Take-Home Vehicles</b> <b>Effective Date: December 31<sup>st</sup>, 2024</b>		
<b>Chief Darin Schierbaum</b>	<b>Signature by: DS</b>	<b>Date Signed: 12/31/2024</b>	<b>Expires: 2026</b>

## SIGNIFICANT CHANGES

APD Staff,

The Policy and Standards Section is dedicated to providing the department, and its employees, with accurate, understandable and transparent policies. In order to publish policies that reflect the most up-to-date standards, the Policy and Standard Section regularly reviews all policies to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

APD.SOP.3151 has been updated as the take-home policy continues to extend throughout the department.

**We encourage you to read the policy below to better understand:**

- Eligibility requirements for a take-home vehicle.
- Care and use of the vehicle.
- Requirements for Sworn Personnel in Marked-Patrol vehicles, to include:
  - Wearing the BWC in buffering mode while operating the vehicle, including when wearing the training uniform. [Section 3.2.2](#)
  - Not operating the vehicle when on light or administrative duty. [Section 4.5.2. \(3\)](#)
  - Prohibiting the modification of vehicles without written approval. [Section 4.3](#)
  - Requiring a report for any enforcement conducted outside of jurisdiction, including traffic stops. [Section 4.4 \(3\)](#)

**Thank you and stay informed!**

**Policy and Standards Section**  
**Planning, Research, and Accreditation Unit**



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### APD.SOP.3151 – Government Take-Home Vehicles

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#### 1. PURPOSE

The Atlanta Police Department Take-Home Vehicle Program is a privilege extended to authorized, designated personnel of the department. The purpose of this policy is to establish rules and procedures to maintain the integrity of Take-Home Vehicle Program.

#### 2. POLICY

The Atlanta Police Department will authorize and assign vehicles to employees for the use of government and business purposes.

#### 3. RESPONSIBILITIES

##### 3.1 SUPERVISORS

Supervisors will ensure that the vehicles assigned to their subordinates are being utilized appropriately and that their employees are following the rules and regulations outlined in this policy.

##### 3.2 EMPLOYEES ASSIGNED A TAKE-HOME VEHICLE:

1. Are responsible for ensuring the care, cleaning, and scheduled maintenance of the vehicle through the City Shop of the Office of Fleet Services.
2. Are required to be in a complete department approved uniform (Sworn Employees assigned a Marked Patrol Vehicle) per SOP.2130 Dress Code when operating a marked patrol vehicle. The employee is required to wear the full duty belt, vest, and with their BWC in buffering mode, including when wearing the training uniform, when operating the vehicle.
3. Will ensure the in-vehicle camera system is functioning properly, and will advise their direct supervisor immediately to advise of the system down, prior to immediately taking the vehicle to EMU (315 Chester Ave).

#### 4. ACTION

##### 4.1 ELIGIBILITY FOR THE PROGRAM

Except for Specialized Units, eligible employees may be authorized to participate in the Take-Home Vehicle Program if they meet the following criteria:

1. Must be a full-time employee and have completed the probationary period in good standing.
2. Have had no Major Motor Vehicle at-fault collisions within 12 months of the date of the accident, prior to receiving the vehicle.
3. Section Commanders, or their designee, must verify through the Office of Professional Standards that a candidate has not been suspended in the previous 6 months.
4. Personnel who the Chief of Police designates are eligible.

##### 4.2 EMPLOYEE REQUIREMENTS WHEN OPERATING A TAKE HOME VEHICLE

- 4.2.1 Employees are required to have a valid Georgia driver's license in their possession while operating a Public Safety or other city-owned vehicle.

- 4.2.2 Employees will follow the rules of the road, with the exception of emergency situations when sworn personnel must drive Code in their marked patrol vehicles. Sworn personnel are required to drive with due regard at all times.
- 4.2.3 Unattended vehicles will be kept locked with keys removed at all times.
- 4.2.4 Both Sworn and Civilian employees will not leave weapons (including personal), sensitive material related to their job or other department issued equipment in their vehicle when parked at their residence.
- 4.2.5 Employees will report any minor maintenance issues to their immediate supervisor and ensure it is corrected by the City of Atlanta maintenance shop.
- 4.2.6 Each employee assigned a take-home vehicle is required to maintain a Fleet Report (APD Form 263 Monthly Vehicle Inventory Report) and turn it in to their administrative unit at the end of each month.

#### **4.3 MODIFICATIONS TO THE VEHICLE**

Unless written approval is provided by the Fleet Manager, employees assigned a government take-home vehicle are prohibited from:

- 1. Modifying the vehicle in any way. This includes, but not limited to:
  - a. Modifications to the Engine.
  - b. Modifications to Body.
  - c. Exhaust System.
  - d. Window Tinting.
  - e. Vehicle decaling.
  - f. Adding/altering/removing Emergency equipment (lights/prisoner cage/MDT mount/rifle rack/etc.)
- 2. Adhering any stickers, decals, or any other adhesive items to the exterior or interior of the vehicle.
- 3. Changing the appearance of the vehicle from its original packaging at the time of issuance.
- 4. Operating the vehicle with unauthorized passengers.

#### **4.4 USE OF MARKED PATROL VEHICLES OFF-DUTY**

- 1. Sworn Personnel driving a marked patrol vehicle off-duty will wear their approved department uniform (see APD.SOP.2130 "Dress Code/Uniforms") including their Body Worn Camera (in buffering mode), full duty belt and vest while operating the vehicle.
- 2. Sworn Personnel operating a marked patrol vehicle off-duty will ensure that the in-vehicle recording system, if installed, is operational and in buffering mode.
- 3. Sworn Personnel are permitted to enforce State Laws outside of jurisdiction if circumstances require immediate intervention. A report will be required for any enforcement conducted outside of jurisdiction, including traffic.



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4. Employees operating a take-home vehicle (other than motorcycles) will wear a seat belt as well as each passenger in vehicle while it is in operation.
5. When off-duty, and operating their take-home vehicle, an officer will use the word “Unit” followed by their four-digit ID number ending in an “X” (example: “Unit 0123X”) to identify themselves on the police radio.
6. Responding to Calls inside City limits:
  - a. Officers will follow all departmental procedures in the commission of these duties.
  - b. When responding to calls, driving to and from extra jobs, or driving to and from their regular assigned tours of duty, officers will advise the appropriate Zone’s dispatcher of any stops, arrests, or other police action.
  - c. Officers will log all stops or arrests on their “Daily Activity Report.” If physical arrests are made, officers will request the presence of a supervisor from the zone in which the stop was made.
7. Vehicles awarded by the Atlanta Police Foundation’s housing program and operated by Atlanta Police Department personnel will adhere to all policies, procedures, regulations, and restrictions as outlined in this policy.

#### 4.5 REVOKING AND PAUSING MARKED PATROL VEHICLE PRIVILEGES

- 4.5.1 Assignment of vehicles under the vehicle take-home program is a privilege and may be rescinded by the Chief of Police, Division Commander, or their designee, at their discretion.
- 4.5.2 If the following instances occur, the employee assigned to a marked patrol vehicle will return the vehicle (with all sets of keys) to their supervisor. The supervisor will then make notification to the AOS/Fleet Manager:
  1. If the Sworn Personnel fails to qualify at the range. The vehicle is unable to be driven by the assigned employee until they complete the range qualifications successfully, at which point the vehicle and keys will be given back.
  2. If the Sworn employee fails to meet all POST requirements and lapses on POST certification.
  3. If the employee is injured and on light/administrative duty, the marked patrol vehicle will be kept at their designated precinct under the care of the Zone Commander, until the employee is able to return to full duty.
  4. If the Sworn Personnel is on extended vacation, traveling outside of the country, on leave (FMLA, Military, etc.) for longer than 10 days, and is unable to secure the marked patrol vehicle in a garage inaccessible to the public, it will be stored at their designated assignment under the care of their supervisor.
  5. If the Sworn Personnel has three (3) at-fault traffic violations (speeding in school zones, passing school buses unlawfully, at-fault traffic accidents, etc.) in their patrol vehicle during their OPS reckoning period per APD.SOP.2020 Disciplinary Process.
  6. If the employee is placed on administrative leave or suspension.
  7. At the discretion of the Division Commander.

- 4.5.3 Assigned Marked Patrol Vehicles stored at the precinct under the care of the Zone Commanders, are not to be used as a spare vehicle by any Watch, specialized unit or Personnel.

## 5. DEFINITIONS

Fleet Manager – Supervisor over the City of Atlanta Fleet Management Unit.

Major Motor Vehicle Collisions – Total damaging estimate for the city vehicle the employee was operating is greater than \$10,000 and less than \$20,000.

## 6. CANCELLATIONS

APD.SOP.3151 Use of Marked Take-home Vehicles, effective August 13, 2020.

## 7. REFERENCES

Form APD 607 Daily Activity Report  
APD.SOP.2130 Dress Code  
APD.SOP.3133 Body Worn Cameras  
APD.SOP.2020 Disciplinary Process  
APD SOP.3150 Vehicle Management  
City Code Section 2-1715 (f) "Private use of municipally-owned vehicles"