


AURORA POLICE DEPARTMENT

DIRECTIVES MANUAL

04.11	Title: TAKE-HOME AND ON-CALL VEHICLES	
	Approved By: Christopher Juul, Acting Chief of Police	
	Effective: 01/10/2012	Revised: 04/25/2022
	Associated Policy:	
	References:	
Review:		Duty Honor Integrity
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4.11 TAKE-HOME AND ON-CALL VEHICLES

City-owned vehicles assigned as take-home or on-call vehicles are not provided for the personal use of their operators but are provided for the benefit of the department in case their operators are required to respond to a duty-related situation. Take-home and on-call vehicles are not intended to take the place of the member's personal transportation and are assigned for official business purposes only. Under no circumstances will a member operate a city vehicle when they have consumed any amount of alcohol or may be impaired to the slightest degree by any drug. Take-home and on-call vehicles will not be used for recreational activity or for personal use other than allowed in this directive or specifically approved by a captain or higher-ranked member.

4.11.1 Definitions

A take-home vehicle is any city-owned or leased vehicle permanently assigned to an individual based on his/her assignment, for limited use after normal duty hours. This designation must be approved by the Chief of Police.

An on-call vehicle is any city-owned or leased vehicle temporarily assigned to an individual for the purpose of rapid response after normal duty hours, to an incident in which that individual is expected to respond because of his/her on-call status. This designation must be approved by the Chief of Police.

4.11.2 Take-Home Vehicles

City-owned, take-home vehicle use is limited to transportation to and from a police facility, responding to a call after duty hours, or attending department-sanctioned training or meetings.

Take-home vehicles generally are for members who may or may not normally be on call but have the need to periodically respond to a police facility or a scene because of the nature of their permanent assignment. Take-home vehicles may also be vehicles that are best stored at a member's residence, where they can be sheltered and cared for (e.g., motorcycles, special use vehicles, and special event vehicles).

Members on light-duty status may retain the use of their assigned take-home city vehicle, but the vehicle may be used only for travel to and from their duty assignment.

Family members will not be routinely transported in department vehicles except for the purpose of dropping the family member off or picking him/her up while on the way to or from a duty assignment.

City vehicles will not be used for off-duty employment, additional employment, or for transportation to and from off-duty or additional employment, except as approved by a captain or higher-ranked member.

4.11.3 On-Call Vehicles

On-call vehicles being used by on-call members, who are expected to respond quickly and without delay to crime scenes or emergency situations, may be used for transportation during off-duty hours to locations and events within the seven-county area, to facilitate the typically required response time of less than one hour. This requirement means that the member driving a vehicle for on-call purposes must intend to drive directly from the location where the on-call vehicle is to the scene of the callout.

On-call vehicles are provided for the benefit of the department to expedite a response to a duty-related situation. They are not provided for the personal use of their operators.

An on-call member who by necessity must leave his/her personal vehicle at a city lot to take an equipped on-call police vehicle may use that vehicle when no other vehicle is available or practical with the intent of providing quick response to call-out situations. Members may on occasion need to transport family members in the on-call vehicle but should always have a plan in place to take care of their family's transportation needs in the event they are called to respond directly to work.

On-call vehicles may be used for secondary police employment, within the City of Aurora, if that use facilitates an expedited response to a callout.

4.11.4 Exception

Employees whose use of a department vehicle is explicitly covered by a personnel services contract with the city are governed by the terms of that contract.