

AURORA POLICE DEPARTMENT

DIRECTIVE MANUAL

4.11 TAKE-HOME AND ON-CALL VEHICLES

Approved By:	Todd Chamberlain, Chief of Police
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Associated Policy:	N/A
References:	N/A
Review Authority:	Professional Standards and Training Division Chief and APD Legal Advisor(s)

4.11.01 PURPOSE

This directive clarifies the permitted use of city-owned vehicles by specified department members and outlines the exceptions.

4.11.02 SCOPE

This special order applies to all members of the Police Department.

4.11.03 DEFINITIONS

Executive Assigned Vehicles: An assigned vehicle is any city-owned or leased vehicle assigned to appointed members of the police department's executive leadership.

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

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

4.11.04 POLICY

The Department shall maintain a vehicle assignment program to support operational readiness, executive availability, and emergency response capability. Vehicles may be assigned to members based on duty requirements, on-call status, or executive responsibilities. All department vehicles are the property of the City of Aurora and shall be operated in a safe, lawful, and professional manner that upholds public trust and reflects positively on the Department. City-owned vehicles will not be driven by a member who is impaired by alcohol or drugs in violation of Colorado Model Traffic Code Section 42.

4.11.05 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.

4.11.06 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 a 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.

As stated in the City of Aurora's Business Policy Memorandum 4-02, Sec. IV. Procedures:

"City vehicles shall not be used for personal business. Exceptions to this policy may only be authorized by the employee's supervisor in writing or according to a formal employment agreement."

4.11.07 EXECUTIVE ASSIGNED CITY-OWNED VEHICLES

Members of the Police Department's appointed executive leadership are permitted to utilize their assigned city-owned vehicles for routine daily tasks, including personal activities. This privilege is provided with the expectation that they respond promptly should a work-related circumstance arise that requires the member's response.

Executive team members may exercise this privilege with the understanding that, as a common APD practice, executives respond to work-related matters regardless of being on call.

Non-city employees are permitted to be transported in a city-owned vehicle, with the understanding that should a circumstance arise where the member must respond in a timely manner, the response will not be significantly delayed by an out-of-the-way drop-off or accommodation.

4.11.08 EXCEPTIONS

Members 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.