



Policy 1509

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| TAKE-HOME VEHICLES | |
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By Order of the Police Commissioner

POLICY

1. **Fiscal Responsibility.** It is the policy of the Baltimore Police Department (BPD) to be fiscally responsible in the allocation and utilization of all resources, including Take-Home Vehicles.
2. **Authorized Use of Vehicles.** The BPD may authorize use of Fleet or Non-Fleet Vehicles to designated personnel when it is in the best interest of the BPD and the City of Baltimore. Fleet and Non-Fleet Vehicles are to be treated as the property and or responsibility of the BPD, and members are thereby governed by all policies and procedures related to maintenance and use of BPD property.
3. **24-hour Response.** By the nature of their assignments, designated members may be assigned vehicles on a 24-hour basis to facilitate the member's ability to respond to emergency calls and other law enforcement related functions. These vehicles are provided solely for the benefit of the BPD, and they are to be utilized only for the purpose intended. Authorization for the assignment of Take-Home Vehicles rests solely with the Police Commissioner or, his/her designee.
4. **No Expectation of Privacy.** Members who are assigned Take-Home Vehicles have no expectation of privacy, for federal and state constitutional purposes, including but not limited to, the location of the vehicle or the interior of the vehicle. The BPD retains the right, at its sole discretion, to place equipment on or in the vehicle to monitor its location and/or use, and demand that it be presented for inspection, service/repair, or surrender.

DEFINITIONS

City of Baltimore and Surrounding Counties — A driving distance not more than 60 miles from BPD Headquarters to the member's residence as calculated by Google Maps.

Emergency Vehicle — Any vehicle equipped with emergency lights and sirens, as defined under Maryland Traffic Law §22-218.

Fleet Vehicle — Any vehicle owned by the City of Baltimore and under the direct control of the BPD.

Non-Fleet Vehicle — Any vehicle that is under the direct control of the BPD, but is not owned by the City of Baltimore (e.g., leased vehicles, rented vehicles, vehicles on loan to the BPD from other agencies for official use).

On-Call Member — Any member, while off duty, who is temporarily placed in an on-call status for a defined period of time for the purpose of emergency response and/or call-back for the purpose of law enforcement duties.

Regular Work Location — Where the BPD usually requires the employee to report for work at the beginning of each tour of duty.

Suspension — Any member whose police powers are suspended.

Take-Home Vehicle — Any Fleet or Non-Fleet vehicle authorized for utilization off hours as outlined in this policy.

General Responsibilities

Member

1. Do not operate any Take-Home Vehicle in a manner or under any conditions that are in violation of any applicable State or local laws or departmental regulations.
2. Do not utilize a Fleet or Non-Fleet vehicle as a Take-Home Vehicle without the prior authorization of the Police Commissioner or his/her designee.
3. Utilize Take-Home Vehicles only for those purposes necessary to fulfill the requirements of your official duties and responsibilities.

EXCEPTION: Members while travelling to/from their work assignment may utilize the vehicle for routine matters (e.g., groceries, dry cleaning, etc.) in keeping with the parameters of this policy.

4. Do not use a Take-Home Vehicle for secondary employment, unless it is a City approved employment issued by the Overtime Unit.
5. Must relinquish assigned Take-Home Vehicles when on Suspension.
6. Must inspect their Take-Home Vehicles weekly for cleanliness and needed repairs by completing a Non-Fleet Vehicle Inspection Report, Form 608 (see Appendix B). Deficiencies must be addressed and reported to Fleet Services, using a Form 95, Administrative Report (see Policy 1507, *Non-Fleet Vehicles*).
7. The resolution of impound fees, citations and tickets are the sole responsibility of the member who received the citations or tickets.
 - 7.1. Retain receipt of payment documentation when fines/fees have been paid.
 - 7.2. Failure to resolve the citations or tickets may result in disciplinary actions.
8. Members operating a Take-Home Vehicle off-duty, and their passengers, shall not dress in a manner or exhibit conduct that will bring discredit to the BPD.
 - 8.1. Members are responsible for the appearance and conduct of all passengers in their

Take-Home Vehicle, both sworn and civilian.

- 8.2. Drivers are not relieved from using due care for the safety of others.
9. Members shall not install personal equipment or make modifications to their assigned Take-Home Vehicle.

Take-Home Vehicle Assignment

1. Sworn & Civilian members, residing in the City of Baltimore and Surrounding Counties, with 24-hour, 7 days a week emergency response obligations essential to the efficient and effective performance of the BPD's business throughout the City of Baltimore, may request assignment of a Take-Home Vehicle via submission of a completed Request for Take-Home Vehicle, Form 609.
2. Sworn BPD members holding the rank of Captain and above, residing in the City of Baltimore and Surrounding Counties shall be assigned a Take-Home Vehicle.
3. Civilian members holding the position of Director and above, residing in the City of Baltimore and Surrounding Counties shall be assigned a Take-Home Vehicle if the nature of their assignment requires 24-hour availability for response to emergency situations and other essential law enforcement of community related functions (e.g., Media Relations Section).
4. Executive Command Staff members holding the rank of Chief or above shall be assigned a Take-Home Vehicle.
5. Task Force members (HIDTA, DEA, FBI, etc.) assigned a rental/leased/seized vehicle for individual use may utilize that vehicle as a Take-Home Vehicle in keeping with restrictions/requirements of this policy and any applicable vehicle usage policy established by that specific outside agency.
6. Temporary/Emergency Assignment – To meet temporary/emergency operational needs, Deputy Police Commissioners, or their designees, may approve and assign a vehicle of that command to a member as a Take-Home Vehicle (up to 30 days) based on operational necessity if the below requirements are met:
 - 6.1. The nature of their assignment requires 24-hour availability for response to emergency situations and other essential law enforcement or community related functions,
 - 6.2. The Take-Home Vehicle is restricted to official use and not used for personal business.
 - 6.3. A completed Request for Take-Home Vehicle Form, 609 signed by the Deputy Commissioner, or his/her designee is scanned/emailed to: Fleet@BaltimorePolice.org within two business days of the assignment's start.
 - 6.4. If the temporary/emergency need for the Take-home vehicle exceeds 30 days, a completed Request for Take-Home Vehicle Form, 609 must be submitted to Asset Management for approval.
7. The Police Commissioner can authorize one member of each patrol district to utilize a Take-

Home Car, in accordance with the other restrictions set forth in this policy, provided that:

- 7.1. The member resides within the City limits,
- 7.2. The vehicle assigned is a marked patrol vehicle,
- 7.3. The vehicle does not leave City limits when the member is off duty, and
- 7.4. The Take-Home Vehicle is restricted to official use and not used for personal business.

On-Call Member

1. BPD members whose assignment includes weekends, holidays, after-hours, on-call citywide emergency or investigative response requirements during their designated on-call cycle (e.g., the Office of Professional Responsibility (OPR) Duty Detective).
2. Members only have Take-Home Vehicle privileges during their designated on-call cycle.

Special Equipment Vehicles

1. BPD members whose assignments require vehicles with special contents/equipment may be provided a Take-Home Vehicle when the vehicle or the equipment contained in the vehicle is more appropriately stored at a place other than the member's unit of assignment.
2. Factors to be considered include the security of the vehicle and its contents/equipment, the need to perform work outside the employee's normally scheduled work day, the need to respond to after-hours incidents, and the general efficiency and effectiveness of the services provided (e.g., K-9 Unit).

Occasional Off-Site Parking

1. Chiefs and above may authorize the short-term use of a BPD vehicle by a member when the member is scheduled to conduct BPD business away from the member's regular work assignment (e.g., travel to/from a distant training site, facilitating the service of a search warrant, etc).
2. Off-site parking must be approved by a Chief or designee in writing, specifying:
 - 2.1. Involved employee
 - 2.2. Vehicle
 - 2.3. Location
 - 2.4. Time period
 - 2.5. Business purpose
3. The written authorization shall be maintained in the unit's administrative file. Chiefs or designees shall determine whether a Take-Home Vehicle is to be parked at the employee's residence or

another facility based on the following:

- 3.1. Whether the vehicle will be secure if left unattended at the member's residence;
- 3.2. Safety of the vehicle's equipment and/or contents;
- 3.3. Any other factor which might help the Chief or designee evaluate whether the vehicle will be more secure if left unattended at the member's residence or another City facility.

Long -Term Absence

Unless specifically exempted by their Chief or designee, members absent or scheduled to be absent for a period greater than two weeks shall return the Take-Home Vehicle to the unit of assignment to be made available to other employees.

Requesting a Take-Home Vehicle

Complete a Request for Take-Home Vehicle Form, 609 (see Appendix A) and an Administrative Report Form 95, detailing the reason you are requesting a Take-Home Vehicle, and submit both to your supervisor.

Supervisory Responsibilities

Immediate Supervisor

1. Approve/Disapprove requests for Take-Home Vehicles.
2. Conduct monthly inspections of subordinates' Take-Home Vehicle to ensure the vehicle is well maintained.
3. Ensure copies of the Non-Fleet Vehicle Inspection Report, Form 608, are kept at the parent command.

Commanding Officer

1. Approve/Disapprove requests for Take-Home Vehicles.
2. Ensure approved requests are routed through the chain of command to the Director, Asset Management.
3. Maintain a list of positions/personnel under your immediate command for which the Director, Asset Management has authorized Take-Home Vehicles.

Asset Management

1. Approve/Disapprove requests for Take-Home Vehicles.
2. Assign Take-Home Vehicles based on approval of the request, and the availability of vehicles.

Fleet Management

1. Receive Take-Home Vehicle Request Forms, record and maintain vehicle assignments.
2. Maintain a spare key for all Fleet vehicles utilized as Take-Home Vehicles.
3. Inspect all Take-Home Vehicles a minimum of every 6 months, and maintain inspection records.

APPENDICES

- A. Request for Take-Home Vehicle, Form 609
- B. Non-Fleet Vehicle Inspection Sheet, Form 608

ASSOCIATED POLICIES

Policy 908, *Departmental Vehicle Crashes*
Policy 1507, *Non-Fleet Vehicles*

RESCISSION

Remove and destroy/recycle Policy 1509, *Take-Home Vehicles* dated 1 July 2016.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Request for Take-Home Vehicle, Form 609 (page 1)



BALTIMORE POLICE DEPARTMENT
REQUEST FOR TAKE-HOME VEHICLE

Form 609

I respectfully request Take-Home Vehicle privileges. I certify that the below information is accurate concerning the location of my residence and the distance to be traveled. Attached is a Form 95 with my justification. I have read, understand, and shall follow BPD Policy 1509, *Take-Home Vehicles*.

Date:

Requestor's Printed Name:

Seq. #:

Assignment:

Complete Address:

Geographic Location:

Requestor's Signature:

The information contained on this request has been verified. I approve/disapprove this request:

Supervisor's Signature:

Seq #:

Decision:

- Approve
- Disapprove

Commander's Signature:

Seq #:

Decision:

- Approve
- Disapprove

APPENDIX A

Request for Take-Home Vehicle, Form 609 (page 2)

Chief's Signature:

Seq #:

Decision:

- Approve
- Disapprove

Asset Management Director's Signature:

Seq #:

Decision:

- Approve
- Disapprove

Deputy Commissioner's Signature:

Seq #:

Decision

- Approve
- Disapprove

ASSET MANAGEMENT ONLY

Date:

Vehicle:

Tag #:

Comments:

APPENDIX B

Non-Fleet Vehicle Inspection Report, Form 608



POLICE DEPARTMENT
Baltimore, Maryland

NON-FLEET VEHICLE INSPECTION REPORT

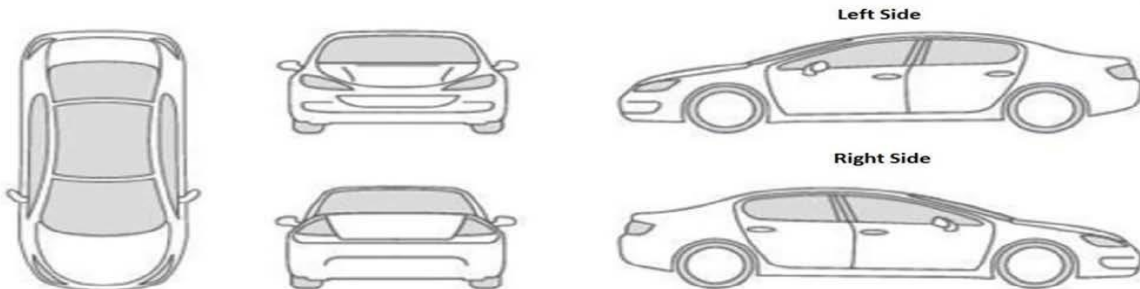
Form 608

Date:

Commanding Officer: Assignment:
 Operator's Name: Assignment:
 Vehicle Make: Tag #: Mileage:

Site Key

X = Cracked Glass — = Scrapes / = Torn Metal 0 = Dents



Note: By checking the check box, you are indicating that the levels and/or equipment are acceptable.

| | | | |
|----------------------------|--------------------|----------------------|--|
| Exterior Cleanliness | Head Lights | Tires | |
| Battery | Tail Lights | Spare Tire/Jack | |
| Oil Level | Turn Signals | Heater | |
| Radiator Level | Brake Lights | Air Conditioning | |
| Gas Level | Emergency Flashers | Parking Brake | |
| Transmission Fluid Level | Hub Caps | Wipers | |
| Power Steering Fluid Level | Exhaust System | Interior Cleanliness | |
| Brake Fluid Level | | | |

Operator's Signature: Seq. #:
 Supervisor's Signature: Seq. #: