

**BOULDER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES MANUAL****SUBJECT:** Off-Duty Use of Sheriff's Vehicles**NUMBER:** 515**EFFECTIVE:** June 22, 2023**SUPERSEDES:** October 27, 2021**POLICY:**

It is the policy of the Boulder County Sheriff's Office to designate certain employees, deputies, and command staff as "emergency response positions" in order to ensure the timely response to major crime scenes or in-progress emergency situations after duty hours. In order to facilitate this policy, deputies assigned to these positions are required to take certain county-owned vehicles home as specified in this procedure. In order to qualify for designation as an emergency response position the employee, deputy or member of command staff must live within Boulder County, or if in an adjacent county, within 60 minutes normal driving time of their duty station. Exceptions to this standard may be made upon the review and approval of the division chief, Sheriff or Undersheriff if the location of the residence provides for a timely response or if the need and benefit to the Sheriff's Office outweighs the distance traveled.

DEFINITIONS:

Assigned Vehicle: A marked or unmarked Sheriff's vehicle assigned for the primary use of a particular deputy or employee. The deputy or employee drives the vehicle to and from home due to being called upon to immediately respond outside of normal duty hours.

Emergency Response Position: Personnel subject to call out after normal duty hours. Usually assigned to emergency services, detectives, K-9, SWAT Tactical Team Operators, explosive ordinance disposal, and sheriff's command staff positions.

Emergency Response Vehicle: Any Sheriff's vehicle equipped with emergency lights, sirens, and radio equipment or any Sheriff's vehicle used to assist in the investigation of a crime scene or emergency is considered an emergency response vehicle for the purpose of this policy. May be assigned, semi-assigned or fleet assigned.

Fleet Vehicle: A marked or unmarked Sheriff's vehicle that is not assigned or semi-assigned to specific deputies or employees and is available for use by any deputy or employee for Sheriff's business purposes. Fleet vehicles are not to be driven to and from home on a regular basis without the consent of the division chief, Sheriff or Undersheriff. Sergeants or commanders may authorize a deputy or employee to take a Sheriff's vehicle home on limited occasions, wherein a specific need has been identified.

Marked Vehicle: Any Sheriff's vehicle painted, equipped, and configured in such a manner as to be readily identifiable as a Sheriff's Office vehicle. May be assigned, semi-assigned, or fleet assigned.

BOULDER COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES MANUAL

On-Call Status: Scheduled period of time for which the deputy will be the first to be notified of a response requirement, usually relating to an immediate criminal investigative need such as deputies assigned to detectives. The Sheriff and his executive and command staff are always considered to be in an on-call status.

Semi-Assigned Vehicle: Sheriff's vehicle assigned for the use of two or more deputies/employees. Without the expressed consent of the division chief, Sheriff, or Undersheriff or designee, semi-assigned vehicles are generally not driven to and from home. Sergeants or commanders may authorize a deputy or employee to take a Sheriff's vehicle home on limited occasions, wherein a specific need has been identified.

Unmarked Vehicle: Any Sheriff's vehicle not painted or configured in such a way as to make it readily identifiable as a Sheriff's Office vehicle. May be assigned, semi-assigned, or fleet assigned.

PROCEDURE:

I. Assignment Responsibility

- A. Division commanders or designee(s) are responsible for the management and assignment of all vehicles within their division. The following is considered when making vehicle assignments:
 - 1. Assigned Vehicles: Position and collateral duties of personnel such as supervisory responsibilities, emergency response, and investigative responsibilities and residence within the county or within 60 minutes normal driving time of their duty station Geographic dispersal to facilitate timely call-outs and off-duty response times, and the age, mileage, and condition of vehicle are also considered.
 - 2. Semi-Assigned Vehicles: Shared responsibilities of deputies who use a particular vehicle equipment configuration such as mountain deputies, traffic deputies, K-9 handlers, etc. Shift assignments, days off, and shift overlaps, age, mileage, and condition of vehicle are also considered.

II. Use of Sheriff's Vehicles:

- A. Sheriff's Vehicles are operated in conformance with State law and Sheriff's policy. Only county employees, or with supervisor permission, specific sheriff volunteers, such as reserve deputies, civilian volunteers, and cadets, are authorized to drive Sheriff's vehicles. Only deputies, Emergency Services personnel, animal control officers, and fire crew members are authorized to drive emergency response or marked vehicles unless extraordinary circumstances require an exception to this policy.

BOULDER COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES MANUAL

- B. Deputies, Emergency Services personnel, animal control officers, and fire crew members operating a marked or unmarked department vehicle, on or off-duty, are expected to respond in their official capacity to public safety emergencies, and must be suitably equipped and attired to handle those emergencies (including access to weapon and identification if applicable to their position).
1. Personnel in an assigned vehicle may have family members with them on the way to or from work, (e.g. children to and from school, daycare, wife to work, etc.) with the expectation that they may be called upon to act in their official capacity while operating the vehicle and that the presence of the family member cannot impede the timely response to a call-out.
 2. In order to help balance the personal lives of employees and the needs of the Sheriff's Office, off-duty use of an assigned vehicle by personnel in an on-call status is authorized in the following situations:
 - a. When traveling alone and the distance is within a reasonable response time to a potential call-out and use of the Sheriff's vehicle will reduce anticipated response times (a response time greater than one hour would generally be considered unreasonable), or
 - b. When traveling with non-Sheriff's personnel and the use is within a reasonable distance of employee's home and their presence does not significantly impact a timely response to a call-out.

The Sheriff must approve the use of Sheriff's vehicles outside the State. Travel should be limited to those situations where it is determined that out-of-state vehicle use provides a substantial cost savings or where the situation requires the use of a vehicle because of security concerns. The county risk manager must be notified of the details of the travel for each proposed out-of-state use of a Sheriff's vehicle so that any insurance compliance requirements can be met.

By Order of the Sheriff

Curtis Johnson

Curtis M. Johnson

June 22, 2023

Date

**BOULDER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES MANUAL**

**PAGE INTENTIONALLY
LEFT BLANK**