




Clayton County Police Department PROCEDURES

Subject VEHICLE ASSIGNMENT, USAGE & MAINTENANCE		Procedure # B8
Authorizing Signature 	Effective 04-02-2026	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds Total Pages 9

I. PURPOSE

The purpose of this policy is to establish guidelines for the use and maintenance of vehicles that are assigned to employees of the Clayton County Police Department (CCPD).

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) to provide vehicles to authorized personnel for the purpose of carrying out official duties. Department vehicles will be assigned in accordance with the guidelines set forth in this policy, and all employees with take-home vehicles must adhere to the procedures regarding operation and general regulations outlined herein. Only the Chief of Police, or an authorized designee (hereinafter referred to as the Chief of Police), can authorize the use of an assigned vehicle for any other purpose(s) not stated herein.

All employees operating a County-owned vehicle will abide by guidelines set forth in the *Clayton County Vehicle & Driver Policy* (see Appendix D of this policy), which is maintained by the Clayton County Central Services Department, Risk Management Division.

All vehicles, whether assigned permanently or temporarily, must be maintained in working condition. It is the responsibility of the assigned vehicle operator to ensure all deficiencies with vehicles are noted and repaired. Employees with an assigned County vehicle shall be fully responsible for the general maintenance and proper care of the vehicle. Damage to vehicles, including accidents, will be reported immediately to a supervisor and as soon as possible to the Vehicle Maintenance Officer in accordance with CCPD SOP: *B22: Department Vehicle Accidents & Investigations*.

III. DEFINITIONS

Assigned Vehicle: A County vehicle designated for the use of an individual employee in the normal performance of their duties which includes vehicles that have been assigned on a temporary, permanent or take-home basis.

Department Vehicle: Any motorized vehicle owned, leased, or utilized by the Clayton County Police Department, excluding personal vehicles owned by employees or volunteers.

Employee: Personnel employed by the Clayton County Police Department, sworn or non-sworn.

Vehicle Maintenance Officer: A designated employee that manages fleet maintenance records and coordinates maintenance of all assigned vehicles.

IV. GENERAL REGULATIONS

- A. Employees with assigned vehicles are permitted to operate them while on County-related business, working a County-funded overtime event, attending court, or when approved for off-duty employment. The use of Department vehicles for secondary employment work is prohibited. See also *CCPD SOP: B6: Off-Duty/Secondary Employment*.
- B. Employees, when commuting to and from home, shall utilize the shortest, most direct route while operating an assigned vehicle.
- C. Employees are prohibited from using assigned vehicles for any purpose other than official County-authorized business or authorized commuting to and from work.
- D. Employees are prohibited from having passengers in their assigned vehicle unless it is official County-related business. A citizen ride-along must have the appropriate paperwork approved prior to the ride-along. See also *CCPD SOP: G1: Community Affairs & Crime Prevention* regarding information for a citizen ride-along, and G1, Appendix C for the *Release and Hold Harmless/Police Vehicle Form*.
- E. Tobacco Use Prohibited
 - 1. Any and all forms of tobacco use are prohibited in and during the operation of all Department vehicles. See also *CCPD SOP: Smoking & Tobacco Use*.
 - 2. Per Clayton County Ordinance 70-103(4), smoking is prohibited in all County-owned vehicles.
- F. Employees on light-duty assignment must adhere to *CCPD SOP: C4: Temporary Light-Duty* regarding their assigned vehicle.
- G. Extended Leave

When any of the following circumstances occur, employees must park their assigned vehicles at a Department-approved facility (e.g., headquarters, precinct, Animal Control) or arrange for them to be parked there.

- 1. The employee is on any leave for fifteen (15) or more consecutive work days.
 - 2. If it is known in advance that the employee will be out of work on sick leave for fifteen (15) or more consecutive work days (e.g., surgery, severe illness).
 - 3. The assigned vehicle is, or may be, subject to damage at its current location.
- H. In accordance with departmental policy, uniformed officers operating a marked take-home vehicle will wear, at a minimum, their respective duty uniform/attire and equipment in order to exercise official duties, when needed.

Sworn employees operating an unmarked take-home vehicle will wear, at a minimum, professional attire approved for their duty assignment, and shall have in their possession a valid Georgia driver's license, their badge, Department-issued identification, authorized and/or approved firearm, and a Department portable radio, in order to exercise official duties, when needed.

Officers and other employees assigned to special details or other unique assignments may be exempted with approval of the Chief of Police.

- I. If an off-duty officer operating an assigned vehicle must intervene in an incident, they shall maintain control until an on-duty officer arrives. This does not exempt the off-duty officer from completing all appropriate reports to ensure investigative continuity.

- J. Off-duty officers in assigned vehicles outside the jurisdictional boundaries of Clayton County should avoid enforcement action except in those circumstances where a potential threat to life exists (e.g., crimes against persons, DUIs). Officers may render public assistance to a stranded motorist when deemed prudent. Officers shall ensure that Department radio communication capabilities are maintained to the extent feasible.

Other traffic violations, misdemeanors, and property-type crimes that are not considered urgent or life threatening should not require emergency intervention. If an officer witnesses an offense outside the jurisdictional boundaries of Clayton County, they may notify the E911/ Communications Center or the appropriate local agency to initiate necessary enforcement.

K. Parking Regulations at Clayton County Police Department Headquarters

All employees shall adhere to the following procedures:

1. Main Parking Lot: Parking along any curb within the main parking lot is strictly prohibited. Parking is only permitted within marked parking spaces.
2. Rear Loading Dock Area: Parking at the rear loading dock within the area marked "No Parking" is strictly prohibited. Generally, this area is for deliveries and service vehicles only. Parking is only permitted in this area when use of the loading dock is necessary to load or unload vehicles during official work-related business.

Employees accessing the Evidence & Property Unit will park in the area adjacent to the Aviation Hangar designated for "Evidence & Property Drop Off Only".

3. Rear HVAC Equipment/Generator (surrounded by chain link fence): Parking along the south fence (facing the Aviation Hangar) of the HVAC Equipment/Generator is strictly prohibited. Access to the HVAC Equipment/Generator must be available at all times.
4. Police Headquarters & Aviation Hangar Area: Parking in the area between Headquarters and the Aviation Hangar is restricted to only those employees authorized by the Chief of Police.

L. Care & Maintenance

1. If an employee has an assigned vehicle, it is the employee's responsibility to ensure that they adhere to the maintenance sticker posted in the vehicle. If a cancellation occurs, for any reason, the employee must reschedule to ensure the vehicle's maintenance is up to date. It is the responsibility of each Shift/Unit Commander to ensure the fleet vehicles are being serviced when scheduled. Periodic maintenance (PM) shall be accomplished as scheduled.
2. Employees with assigned vehicles are responsible for taking their vehicles to any predetermined location for repair, maintenance, or other service when they are directed to do so by the Vehicle Maintenance Officer.
3. Employees with an assigned vehicle are fully responsible for the general maintenance and proper care of such vehicle.
4. It will be the responsibility of the employee who is assigned a vehicle, other than a daily fleet vehicle, to contact the County Fleet Maintenance Department (County Shop) to ensure the vehicle is current with maintenance.
5. Tire pressure and vehicle fluid levels should be checked when the employee fuels the vehicle. When applicable, the employee shall add any necessary fluids and/or air.
6. If a tire goes flat during the operation of any vehicle, the employee should stop the vehicle as soon as it is safe to do so. The employee shall change the tire, if possible, or plan to have it changed without delay. Vehicles shall not be operated on a flat tire.

7. If a warning indicator or maintenance required message is displayed on the vehicle odometer, the employee operating the assigned vehicle will be responsible for taking the vehicle to County Fleet Maintenance (County Shop). If it is a fleet vehicle, the employee will notify their supervisor so arrangements may be made for the required maintenance.
8. It is the responsibility of the employee who is operating any Department vehicle to keep the interior and exterior clean.
9. A *Clayton County Fleet Maintenance Department Vehicle Repair Request Form* will be used for requesting maintenance on all Department vehicles. The form will be completed and left on the vehicle's dashboard so it is visible through the windshield whenever County Fleet Maintenance (County Shop) is closed. During normal business hours, all maintenance requests shall be completed inside the County Shop's Office.
10. Any radio equipment repairs will be done at the County Department of Information Technology (DoIT or Radio Shop). The officer's immediate supervisor will be contacted to obtain permission for radio repairs before the officer leaves their assigned area. It is not necessary to notify the County Shop prior to going to the Radio Shop.
11. If a vehicle is towed, a detailed note or completed *Clayton County Fleet Maintenance Department Vehicle Repair Request Form* will be left on the dashboard, visible through the windshield for County Shop personnel. Either document will clearly state the problem or issue with the vehicle. An email shall also be forwarded to the Vehicle Maintenance Officer containing the vehicle information, requested repair, and correct mileage. The vehicle will be parked along the north fenced area inside the perimeter of the County Shop. Vehicles needing repair will not be left outside the fenced perimeter.

M. Spare Vehicles & Keys

1. Officers may use spare fleet vehicles at an approved part-time job that potentially involves the use of law enforcement powers when the job is approved by a supervisor. Officers who require a spare fleet vehicle will notify a concerned, on-duty supervisor for authorization. The spare fleet vehicle should be from the precinct where the job is located, if possible. Officers will utilize, complete, and sign the appropriate *CCPD Vehicle Sign-In/Out Log Sheet* at the precinct or other location, when obtaining a spare fleet vehicle.

Spare fleet vehicles are for use only during the concerned employee's part-time job assignment hours. They will not be taken to any employee's residence, unless specifically authorized by a concerned, on-duty supervisor. The officer will ensure that the spare fleet vehicle is refueled and cleaned before returning it back to the precinct.

2. For lock outs, spare keys may be obtained for Department vehicles. Spare keys are maintained at headquarters in a lock box, but must be signed out using the *CCPD Spare Key Sign-Out Log Sheet* (see Appendix C of this policy) before access is granted. The spare key for the lock box is maintained in the Central Watch Office. It is the responsibility of the GCIC Terminal Operator to maintain the spare key and ensure that any employee needing a spare key documents all of the required information on this form. The Vehicle Maintenance Officer has immediate access to the *CCPD's Spare Key Sign-Out Log Sheet* and is able to view each spare key entry on the form. The Vehicle Maintenance Officer will forward the original *CCPD Spare Key Sign-Out Log Sheet* to the Logistics & Operations Unit's Administrative Assistant for central filing in the Chief's File Room.
3. If an employee loses the key(s) to their Department vehicle, notification must be made immediately to the concerned Shift/Unit Commander. The employee will then notify the

Vehicle Maintenance Officer via County email of the lost key(s). The employee will send the information regarding the lost key via County email to Police.Vehicles@claytoncountyga.gov.

In the event that the employee loses the fuel key belonging to their Department vehicle, they must fill out the *Clayton County Transportation & Development Fuel Key & Vehicle Key Replacement Policy Form* (see Appendix B of this policy). Once the form has been completed, the employee will send it via County email to Police.Vehicles@claytoncountyga.gov.

The employee will be notified when the form has been approved and is ready to be picked up.

N. Vehicle Equipment

Only items necessary for the performance of an employee's duties will be maintained in the vehicle. Vehicles assigned to the Department and operated by sworn employees will have the following equipment.

1. Vehicles, except for motorcycles, will have a trunk-mounted fire extinguisher and first aid kit. First aid supplies can be obtained through the Vehicle Maintenance Officer. Fire extinguishers that are discharged can be exchanged at County Fleet Maintenance (County Shop). Supervisors may request the first aid kit replacements from the Vehicle Maintenance Officer.
2. Marked patrol vehicles will generally have roof-mounted blue/red lights. In addition, marked patrol vehicles will be equipped with a public address system, siren, mobile radio and spotlight.
3. At the discretion of the concerned Division Commander, unmarked police vehicles assigned to sworn officers will be equipped with interior-mounted emergency lights and/or siren and mobile radio.
4. Optional items may be requested such as traffic cones, road flares, hazardous material bags, and evidence collection materials. If the officer/supervisor has a need for optional equipment (e.g., traffic cones, traffic detour signs needed for a safety checkpoint), the officer/supervisor will notify their chain of command so that they may requisition the items.
5. In-Car Cameras (ICCs) may be installed in some Department vehicles. All video/audio equipment will be maintained by the Department of Information Technology (DoIT/Radio Shop). The exception to this is equipment that is under warranty/contract to be repaired elsewhere.

Officers shall inspect the equipment at the beginning of each shift. Any malfunctions will be reported to the supervisor conducting vehicle inspections. If a malfunction occurs during the shift, the officer will contact their immediate supervisor and advise them of the situation.

O. Vehicle Modifications Regulations & Restrictions

1. Regarding assigned vehicles, employees shall refrain from:
 - a. Making anything but minor adjustments without proper authorization;
 - b. Altering the body, general design, appearance, markings, mechanical systems, or electrical systems;
 - c. Making any repairs or having any repairs made to the vehicle other than at an authorized vehicle maintenance facility; and
 - d. Using fuel, oil, lubricant, or other liquid additives other than those issued at authorized motor pool fuel depots.

2. Vehicle Modifications

- a. No bumper stickers, decals, magnets, novelty plates, or other accessories shall be affixed to either the interior or exterior of the vehicle without prior authorization from the Chief of Police.
- b. Loose or unsecured items are not allowed in Department vehicles, as they can become projectiles during a vehicle accident.
- c. Before adding window tint to any Department vehicle, a request Memorandum must be completed and forwarded to the Chief of Police for prior authorization. The window tint shall not exceed the legal tint limit (as defined in OCGA § 40-8-73.1) unless otherwise approved by the Chief of Police.

The assigned vehicle operator will pay for all necessary parts, materials, components, and labor related to the installation. Officers are not guaranteed to keep the assigned vehicle after paying for the window tint.

- d. If modifications are needed, a request in the form of *Inter-Office Memorandum* shall be forwarded through the chain of command to the Logistics & Operations Unit Commander.

P. Inspections

1. Inspections of Vehicles Assigned to the Uniform Patrol Division and Other Uniformed Units

Every vehicle in operation will be inspected by its assigned operator prior to operation. This includes the use of spare vehicles. The inspection(s) will be directly supervised and documented. Inspections shall include, but is not limited to, the following:

- a. Interior and exterior check for damage;
- b. Interior check for garbage and cleaning of vehicle;
- c. Interior check for lost and/or misplaced evidence, weapons and/or contraband;
- d. Inspection of all regular and emergency lights;
- e. Operational check of all equipment (e.g., in-car camera, microphone, all standard lights, emergency lights and siren, mobile radio);
- f. Check of internal fluids; and
- g. Tire pressure check.

2. Inspection of Vehicles *Not* Assigned to the Uniform Patrol Division or Other Uniformed Units

- a. Vehicles not assigned to the Uniform Patrol Division or other uniformed units will be inspected monthly. The inspection will be directly supervised and documented by a Shift/Unit Commander, or other designated supervisor.
- b. Inspections shall include all applicable checks and examinations as required for Uniform Patrol Division vehicles.
- c. A detailed *Incident Report* of all damage shall be completed to include photos. A copy of the *Incident Report* will be forwarded to the Vehicle Maintenance Officer by the reporting officer's direct Supervisor.

Q. Fueling of Police Vehicles

1. Department vehicles have an assigned fuel key that shall be used anytime a vehicle is fueled at one of the County fuel depot locations. A fuel key is required to obtain fuel. Instructions are printed on the computer panel that controls fuel distribution. Vehicles are to be fueled utilizing the fuel key assigned to that vehicle. The only exception to this rule is when a

malfunction occurs, or a fuel key has been lost, and authorization to use another vehicle's fuel key or equipment is granted by the concerned Shift/Unit Commander. If this occurs, the Vehicle Maintenance Officer will be notified via email of the situation.

2. Employees will fuel fleet vehicles before the end of each tour of duty; exceptions are only authorized at the discretion of a concerned supervisor.
3. Employees will fuel other assigned vehicles adequately pertaining to the specific role of the employee and use of the assigned vehicle (e.g., on-call employees will maintain a full tank of fuel).

R. General Operation of Department Vehicles

Due to the nature of police work and the required response to emergency situations, unusual wear and tear will naturally occur to components of police vehicles that do not occur to privately-owned vehicles. In order to minimize the wear and tear, the following guidelines shall be followed:

1. Under normal circumstances, quick starts and stops should be avoided.
2. When practical, turn off the engine, rather than idling for long periods to minimize unnecessary engine wear. The vehicle shall not be left idling while at functions such as, training, court, ceremonies, or sit-down restaurants.
3. In some situations, it is permissible to leave a vehicle running; these may include, but are not limited to, the following:
 - a. While using emergency equipment at an accident scene, during a traffic stop, or to direct traffic;
 - b. Leaving a detainee in a vehicle during extreme hot or cold weather;
 - c. Leaving a police dog inside a canine vehicle;
 - d. Utilizing vehicle video/audio recording equipment during an investigation; and
 - e. For any other purpose deemed necessary by a supervisor.
4. If the engine must be idling for a specific purpose, if applicable, the hood should be raised slightly to avoid overheating.
5. During periods of snow and ice, chains may be installed on police vehicles to aid traction. Vehicles equipped with chains should not be operated over thirty (30) miles per hour (MPH).
 - a. If a chain breaks during a tour of duty, the vehicle should be stopped as soon as possible and the chain removed, if possible. A broken chain will slap against the fender well, causing damage to the vehicle.
 - b. In the event a chain cannot be removed on the road, a supervisor should be notified immediately of the situation and appropriate action taken.
6. When a Department vehicle is parked and running, and the officer is not in the immediate area, the vehicle must be secured. If no other officer is available to stand by, and circumstances permit, the key will be removed and all doors locked.
7. Officers shall at all times drive the vehicle with reasonable prudence to maintain the highest degree of operational efficiency. An officer may stop any police vehicle operated contrary to Department policy. The Shift/Unit Commander will be notified and shall, in turn, notify the concerned Division Commander. If corrective action cannot be taken immediately, a supervisor will, depending on the circumstances, require the employee to drive the vehicle or arrange for its transport to headquarters or a sector precinct. The vehicle shall be parked

there until necessary action is taken by the Division Commander, Deputy Chief, Assistant Chief, or Chief of Police.

8. Employees who are willfully negligent or fail to follow vehicle regulations may have their vehicle privileges revoked, in addition to any other appropriate disciplinary action.

S. Use of Toll Facilities

In performing its law enforcement duties, the Department may utilize one (1) or more toll facilities operated by the Georgia State Road and Tollway Authority (SRTA).

1. SRTA allows authorized CCPD law enforcement officers in official Department vehicles to be exempt from toll payment on a Toll Facility, when such officers are on official law enforcement business, commuting in accordance with departmental policy, and complying with any posted occupancy requirement for toll road use, as long as the vehicle has an assigned Peach Pass.
2. Each Peach Pass issued is assigned to a specific vehicle; therefore, the Department shall ensure that each Peach Pass provided is properly affixed to the Department vehicle to which SRTA assigned that Peach Pass. Only Department vehicles equipped with an assigned Peach Pass shall be exempt from tolls.
3. Distribution of the SRTA Peach Passes to authorized personnel will be coordinated and administered by the Logistics & Operations Unit/Vehicle Maintenance Officer.
4. Any personnel violating these provisions will be responsible for all toll fees and penalties incurred and may be subject to disciplinary action.

V. VEHICLE ASSIGNMENTS

A. Fleet Vehicle Assignment

Employees may have vehicles assigned to them, on a temporary or permanent basis. The purpose of this program is to give the community a greater sense of police presence.

1. Employees may be assigned vehicles for short-term or daily use, as needed (e.g., patrol assignments), at the discretion of the responsible Shift/Unit Commander. Employees may be assigned vehicles on a long-term or permanent basis, at the discretion of the responsible Precinct Captain, Division Commander, or authorized designee.
2. Employees are prohibited from changing vehicle assignments, on a short-term or daily basis unless approved by a supervisor. If approved, the vehicle assignment change shall be documented on the Shift/Unit Master Daily Roster.
3. If a long-term or permanent vehicle assignment is changed, the responsible Precinct Captain, Division Commander, or authorized designee will immediately notify the Vehicle Maintenance Officer in writing, using the *Assigned Vehicle Memo*. Emailing the memo is acceptable.

B. Take-Home Vehicle Program

1. The Department's take-home vehicle program is a privilege extended to authorized, designated, and/or certified personnel of the Department. Before sworn employees are authorized or eligible to participate in the program, they must meet the following minimum eligibility criteria to receive and maintain an assigned vehicle:
 - a. Successful completion of the Field Training Program after hire;
 - b. Be in good standing with the Department, having received no more than a total of three (3) days suspension during a twenty-four (24) month span; and

- c. Residing within Clayton County or within thirty (30) driving miles of the Clayton County boundary line.
2. If approved by the Chief of Police, employees must complete the *Memorandum of Understanding/Assigned Take-Home Vehicle Form* (see Appendix A of this policy).
3. With approval from the Chief of Police, take-home vehicles will be assigned at the discretion of the concerned Division Commander. Assignments may be based on vehicle availability, Department needs, and priority duty assignments.
4. Reasons for the withdrawal, suspension, or revocation of take-home vehicle privileges include, but are not limited to:
 - a. Needs of the Department (e.g., vehicle availability);
 - b. Intentional abuse of the privilege;
 - c. Assignment to light duty;
 - d. Assigned to administrative duty due to internal action (e.g., being the subject of an internal investigation);
 - e. A chargeable motor vehicle accident in a Department vehicle where gross negligence is a factor;
 - f. Multiple preventable or at-fault motor vehicle accidents within a twenty-four (24) month period;
 - g. Receiving a *Uniform Traffic Citation (UTC)* for a traffic offense while operating a Department vehicle;
 - h. Committing an act that violates public trust;
 - i. Unauthorized modifications that cause extensive damage to a Department vehicle;
 - j. Substandard care and maintenance of a Department vehicle; or
 - k. At any time at the discretion of the Chief of Police.

VI. SPECIAL PURPOSE POLICE VEHICLES

- A. Special purpose vehicles will only be operated by trained employees.
- B. The Department performs specialized functions requiring transportation that goes beyond traditional patrol cars. These functions include, but are not limited to, traffic enforcement, detainee transportation, special operations response, and critical incident response.
- C. No officer shall operate any special purpose vehicle or the equipment thereon unless they have been trained in its operation. This includes, but is not limited to: motorcycles, all-terrain vehicles, mobile command, Special Weapons and Tactics (SWAT) vehicles, Explosive Ordnance Disposal (EOD) vehicles, Canine (K-9) Units, Crime Scene Investigation (CSI) vehicles, and Underwater Search & Recovery Team (USRT or DIVE Team) vehicles. No special purpose vehicle will be operated without the proper class of operator's license.
- D. It will be the responsibility of the Commander, or authorized designee, of each specialized unit to ensure each vehicle receives the required and periodic maintenance (PM).

VII. CANCELLATION

This policy amends and supersedes the following standard operating procedure: *B8: Vehicle Assignment, Usage and Maintenance*, dated March 2, 2023.