



Colorado Springs Police Department General Order

906 Take-Home Vehicles

Section 900 – Vehicles Procedures

Effective Date: 3/17/2026

Revision Rescinded: 2/16/2025

.01 Purpose

This policy establishes the requirements of the Colorado Springs Police Department's take-home vehicle program.

.02 Cross-Reference

[GO 400 Employee Conduct \(Sworn and Civilian\)](#)

[GO 900 Vehicles: Normal Operation](#)

[GO 902 Vehicles: Emergency Operation](#)

[GO 1740 Fleet Maintenance Support](#)

.03 Discussion

Certain positions and assignments require personnel to be available and able to respond to a variety of situations outside normal business hours, primarily after-hours events and incidents requiring on-call response. To ensure a timely response, these employees may be issued a take-home vehicle solely to support official functions of the Department.

.04 Policy

Department personnel with a take-home vehicle will strictly adhere to all usage requirements, policies, training, and applicable laws. In addition to disciplinary action, failure to adhere to this directive may result in revocation of their take-home vehicle privileges.

.05 Definitions

Department Employees: For this directive, department employees include sworn and civilian employees of the department, and personnel from other law enforcement agencies (e.g., sheriff's departments, other government agencies' personnel, etc.) who are performing CSPD business and

who are authorized by a department supervisor to have a take-home vehicle (e.g., Metro Division detectives from EPSO).

Limited Duty (work related) and Light Duty (not work related): Employees placed on limited or light duty as the result of an injury or illness will work in an assignment that adheres to the restrictions designated by their treating medical care provider if such a position is available. The employee will not be on-call or on standby and will not use a take-home vehicle.

Take-Home Vehicle: A vehicle owned and maintained by the city where an authorized department employee has been given permission to drive to/from work for the purpose of meeting an operational need.

.10 Take-Home Vehicle Boundaries & Assignments

Geographic Boundaries & Restrictions for Take-Home Vehicles

Take-home vehicles may only be driven to/from an employee's residence if they reside within these geographic boundaries:

- Northern Boundary: El Paso County line.
- Western Boundary: El Paso County line, and areas in Teller County including the boundary limits on the maps attached to this policy.
- Southern Boundary: El Paso County line.
- Eastern Boundary: Peyton Highway from the north to the south El Paso County line.

Maps clearly identifying these boundaries are attached to this policy. There are no exceptions to these restrictions.

If a department employee resides outside the map boundaries but qualifies for a take-home vehicle, they may elect to satellite park their take-home vehicle in the secure parking area of the CSPD substation nearest their home and use a personally-owned vehicle for the remainder of the travel.

Employees who elect to have a take-home vehicle or satellite park a take-home vehicle will not be compensated for the time to drive the department vehicle to or from their worksite or pick up the department vehicle. Compensable time does not begin until an employee arrives at their assigned worksite and begins work activity.

Authorized Positions for Take-Home Vehicles

Consistent with the need to immediately respond to threats to life or to address situations requiring command leadership, specialized personnel, and/or specialized equipment, the following positions are authorized as a full-time take-home vehicle:

[REDACTED]

Tactical Operations Section Requirements

Positions in or directly supporting the Tactical Operations Section (e.g., TEU, Canine, SRT, Bearcat drivers, etc.) require a take-home vehicle for operational readiness purposes. To be eligible for any position in or directly supporting the Tactical Operations Section, sworn employees must reside within the take-home vehicle boundaries listed in this policy. This requirement does not apply to sworn personnel assigned to the Tactical Operations Section prior to 02/01/2025.

Unauthorized Positions for Take-Home Vehicles

Department personnel not listed above are not authorized to have a take-home vehicle. Volunteers are not authorized to have a take-home vehicle.

Taxable Income Information

A take-home vehicle may have an income tax impact on personal taxable income. To avoid this situation, employees must only use take-home vehicles for official Department purposes.

.20 Supervisor Authorization

Commanders will maintain an up-to-date list of all division personnel authorized take-home vehicles.

All employees with a take-home vehicle will submit a Take-Home Vehicle Approval Form (see policy attachment) for authorization. The form must be completed and signed by the employee's supervisor and division commander. A new approval form must be submitted and approved every January of each year. New approval forms must also be completed when a member is first approved for a take-home vehicle, and when a member's assigned take-home vehicle changes.

The master list and individual completed approval forms will be forwarded to and maintained by the Logistics Support Manager.

Division commanders will ensure the Logistics Support Manager receives all approval forms and any notice of change, addition, or deletion to the list of authorized employees.

Take-home vehicle approval is valid for one calendar year and will be renewed annually in January.

.22 Requirements for Use

Vehicle Security

When not in use, employees will park their take-home vehicle in a secure garage, structure, or parking lot if available. If this is not available, they will ensure all weapons, ballistic armor, helmets, uniforms, and other removable police equipment are either secure in a locked safe within the vehicle or moved into their residence or other secure location until the vehicle is used again.

Department Employee

Department employees must meet all legal, city, and department qualifications to operate a city-owned vehicle. In addition to this, Department requirements to operate a city-owned vehicle include:

- Being aged 17 or older (the city's minimum age requirement for vehicle insurance purposes).
- Possessing a current and valid Colorado driver's license.
- Being qualified to operate the vehicle (e.g., licensing requirements, training, etc.).

Supervisor

Supervisors will ensure the department member requesting authorization for a take-home vehicle meets all legal and policy requirements.

.24 Specialized Training and Certifications

Employees may be required to complete specialized training or obtain specific certifications to operate certain types of take-home vehicles. This may include but is not limited to:

- Commercial Motor Vehicle Law (CMVL)
- Commercial Driver's License (CDL)
- Hazardous Materials Certification (HAZMAT)
- Air brakes

Personnel who must complete specialized training or obtain specific certifications to operate a specialized vehicle will do so prior to operating such a vehicle.

.30 Vehicle Usage

Take-home vehicles will only be used for official department business unless specifically authorized by a supervisor or command staff officer. Take-home vehicles may be used by department employees for meal breaks while they are on duty away from their usual work location.

Take-home vehicles will only be used to transport passengers who are city employees, arrestees, or individuals engaged in official business with the department, unless authorized by the Chief of Police due to special circumstances.

Non-City personnel may only operate a city-owned vehicle:

- In an emergency.
- In connection with repairs or service.
- As authorized by the Logistics Support manager.

.40 Vehicle Care

Department employees will ensure their take-home vehicle is clean and properly maintained. This includes ensuring any planned or unplanned maintenance is reported to and conducted by the department's Fleet mechanics.

.42 Loss or Damage to Vehicles

Loss or damage to take-home vehicles due to negligence on the part of the operator may be the operator's responsibility, depending on the circumstances of the damage.

.44 Additional Vehicle Keys

Section managers will maintain, or have available, a second set of keys for each vehicle assigned to their section.

.50 Operator Responsibilities

Those authorized to operate a take-home vehicle will adhere to the following requirements:

Change in Drivers' License Status

Any employee whose license is expired, canceled, suspended, revoked or otherwise invalidated will immediately notify their supervisor. The supervisor will immediately notify their division commander, via the chain of command, and revoke the operator's take-home vehicle until the license issue is resolved.

Parking

All take-home vehicles will be parked at their approved residential or satellite location during off-duty hours.

Use of Tobacco Products

The use of tobacco products is prohibited in all take-home vehicles, including any emergency and non-emergency department vehicles.

Unattended Vehicles

As a rule, take-home vehicles will always be secured with the engine off. If a department employee must run a vehicle to operate emergency equipment when issuing a summons, investigating traffic accidents, or operating emergency lights for safety reasons, they may leave department vehicles running and unattended. Unattended vehicles must always be locked and, if available, placed into 'secure lock' status.

The city and department are not responsible for personal items left in a department vehicle, either through loss or damage.

Vehicle Equipment Modifications

No department member will allow the vehicle to be altered in any way. This includes adding, removing, modifying, or otherwise changing a take-home vehicle for the purpose of changing the vehicle's appearance or performance.

Vehicle Registration/Insurance

Department employees who operate a take-home vehicle are responsible for ensuring the vehicle's current insurance and registration are in the vehicle. If the insurance and registration are not in the vehicle, the operator will contact the Quartermaster/Supply Supervisor for the documents.

Vehicle Repairs

Vehicle repairs and equipment installation/removal will only be completed by those authorized by the City or Police Fleet Personnel (e.g., city fleet mechanics, city IT shop, city fleet body shop, approved vendors and dealers, etc.).

.62 Use of Vehicles Outside of Colorado

The city maintains insurance on department vehicles; however, the insurance coverage terminates at the state line. Use of a vehicle outside of the state must be authorized by the employee's supervisor who will, in turn, notify the Logistics Support Manager. This notification must occur at least two weeks prior to the intended trip to allow time to obtain proper insurance.

When an operator must take a department vehicle outside of state lines but receives less than two weeks' departure notice, the Logistics Support Manager/Quartermaster Supervisor must be contacted upon receiving notification.

The Logistics Support Manager is responsible for obtaining appropriate insurance coverage.

Attachments

[Take Home Vehicle Boundaries](#)

[Take-Home Vehicle Approval Form](#)