

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 9: Police Equipment and Vehicles **Order Number:** 955
Topic: TAKE-HOME AND ASSIGNED VEHICLES **Issued by:** Chief of Police
Approved: 11/18/25
Review: Annually in July by Operational Services Commander
Supersedes: G.O. 955 dated 03/26/25

.01 PURPOSE:

To establish policy, procedures, rules and regulations governing the use of departmentally owned vehicles assigned to specific personnel. This order governs the use of these vehicles while on and off duty.

.02 CROSS-REF:

G.O. [250](#), "Departmental Traffic Accidents"
G.O. [311](#), "Motor Vehicle Stops"
G.O. [900](#), "Specialized Vehicles"
G.O. [910](#), "Departmental Vehicle Equipment"
G.O. [960](#), "Police Vehicle Operation"
G.O. [962](#), "Vehicles: Emergency Operation"
G.O. [1662](#), "Work Performance"
Labor Agreements

.03 DISCUSSION:

When feasible, appropriate, and within budget and operational constraints, the Department assigns vehicles to individual personnel to increase visibility, decrease response time to calls for service and call-ins, enhance operational effectiveness, improve availability of equipment, and to increase the useful life of the vehicle through personal maintenance and care provided by a sole operator.

.04 POLICY:

It is the policy of the Department that all take-home and assigned vehicles must be operated at all times in compliance with the requirements of the Department's General Orders. The Chief of Police or their designee must authorize all requests for variances to this order.

.05 DEFINITIONS:

ASSIGNED VEHICLE – A Department vehicle assigned to an employee, other than a take-home vehicle.

COMMISSIONED OFFICER – A sworn police officer in the rank of lieutenant and above, except for the Chief of Police.

FLEET VEHICLE – Any Department vehicle other than an assigned vehicle or a take-home vehicle.

TAKE-HOME VEHICLE - A Department vehicle assigned to an employee who is authorized to drive the vehicle to and from their residence in accordance with this order.

UNIFORMED ASSIGNMENT - The primary function within the agency is uniformed operations.

.10 VEHICLE DESIGNATION:

The Chief of Police, via the chain of command, shall designate each Department vehicle as an assigned vehicle, a fleet vehicle, or a take-home vehicle and shall allocate vehicle resources as needed. The Chief of Police may redesignate and/or reassign vehicles at their discretion.

.20 TAKE-HOME PROGRAM ELIGIBILITY:

1. Take-home vehicles will be provided to officers in the following circumstances when vehicles are available:
 - A. All sworn personnel that reside within 45 miles from the Frederick City Limits will be assigned a take-home vehicle.
 - B. Civilian staff in designated on-call positions that reside within 45 miles of the Frederick City Limits.
2. To be assigned a take-home vehicle, employees must also meet the following criteria:
 - A. Receive the continuing endorsement of the supervisors within their chain of command;
 - B. Be willing to immediately respond to any incidents as required while operating the take-home vehicle in accordance with the procedures of this order; and
 - C. Be willing to abide by all regulations set forth in this order.
3. Selection for take home vehicle assignment will be based upon the above criteria, as well as seniority, specialty training, performance evaluations, operational needs, availability, and any other information that may be pertinent.
4. Any member found to be in violation of the terms of this G.O., the CBA, or any accompanying memo regarding the use of Departmental vehicles may have their eligibility and take-home privileges revoked at the discretion of command. This shall not be considered disciplinary action.

.30 ASSIGNED VEHICLE PROGRAM:

1. The department utilizes an assigned vehicle program in effort to best maintain vehicle conditions, maintain employee familiarization with a vehicle, and for accountability purposes.
2. All sworn members of the department and the Chief of Police will be provided an agency issued assigned vehicle. Civilian members of the department may be assigned vehicles based on need and at the discretion of the Chief of Police.
3. Vehicle issuance will be based upon the following criteria in no specific order: seniority, specialty training, performance evaluations, operational needs, availability, and any other information that may be pertinent.
4. Sworn personnel that reside outside of 45 miles radius from the Frederick City Limits may operate their assigned vehicle up to 45 miles from the Frederick City Limits line but must park and secure the vehicle at a public safety facility (Police, fire, EMS station) or other location as approved by their respective captain. Regardless of location, it is the responsibility of the sworn member to obtain permission from the property owner, manager, or individual with authority to grant such permission.

.40 FLEET VEHICLES:

1. The department maintains a shared fleet pool of vehicles for daily use. Keys can be obtained through the KEYper system. The vehicles allocated to this pool are provided at the discretion of the Commander of the Technology & Services Division and are based on departmental needs.
2. Command personnel may allocate fleet vehicles assigned to their command for use as appropriate and necessary. When feasible, fleet vehicles may be allocated for on-duty use by an individual officer or group of officers. Fleet vehicles will be used for on-duty purposes only and will only be taken home with command approval. When operating fleet vehicles, personnel will comply with all applicable aspects of this order.

.50 SPARE VEHICLES:

1. The department maintains a spare vehicle pool for both uniformed assignments and specialty assignments. These vehicles are designated for use when an agency member's assigned vehicle is unavailable due to repair or maintenance. The vehicles allocated to this pool are provided at the discretion of the Commander of the Technology & Services Division and are based on departmental needs.
2. All spare vehicles will be checked out and checked back in by scanning the QR code at the top left corner of the windshield. Any driver checking out and using a spare vehicle will complete a Vehicle Usage Check Sheet (Form OSB-009) prior to use of the vehicle or as soon as possible. This form will be completed in its entirety noting all damage to the vehicle and any maintenance or mechanical concerns.

.60 TAKE-HOME AND ASSIGNED VEHICLE USAGE:

1. Take-home and assigned vehicles may be used by on-duty personnel for police business without regard to jurisdictional limits.
2. Personnel who reside within 45 miles from the Frederick City limits may operate their take-home vehicle to and from their residence and duty assignments, including training, call-ins, and court appearances, as well as approved extra duty employment.
3. Personnel, other than commissioned officers and K9 handlers, who reside outside the city using an assigned vehicle while on-call, will only operate their assigned vehicle within 45 miles radius from the Frederick City Limits. The Chief of Police maintains discretionary authority to make exceptions to this radius.
4. Commissioned officers and K9 handlers, who reside outside of the Frederick City limits, may operate their assigned vehicle to and from their residence and duty assignments including training, call-ins and court appearances, as well as approved extra duty employment.
5. Off-duty personnel may operate their take-home or assigned vehicle on personal business within the Frederick City limits. However, personnel who reside outside of the city limits may not drive their assigned vehicle to the City solely to attend to personal business, unless they are in an on-call status.
6. Take-home and assigned vehicles may be operated by off-duty personnel on personal business outside of Frederick City jurisdictional limits only when the operator is currently in an on-call status that would *require* them to respond in when paged and within 45 miles from the Frederick City Limits. Vehicles may be operated only during those times and within 45 miles from the Frederick City Limits at which the operator will be available for immediate, timely activation if called to duty.

7. Vehicles may be driven outside of 45 miles from the Frederick City Limits with prior approval of the Chief of Police or their designee.
8. Command personnel will allocate vehicles based upon the operational needs of their command. Commanders may issue SOPs to provide additional direction and regulation concerning vehicles within their command. Any requests for changes of an assigned vehicle must be made through the Fleet Coordinator and/or the Commander of the Technology & Services Division.

.70 REGULATIONS IN GENERAL:

All employees will be responsible for strictly adhering to all departmental rules, regulations, and general orders concerning operation of a take-home or assigned vehicle. Employees will:

1. Conduct themselves in a professional manner at all times while utilizing the vehicle.
2. Ensure that the vehicle and all assigned vehicle equipment is maintained properly and serviced in a timely manner per the Fleet Coordinator's directives. The vehicle will be kept clean and waxed at a minimum every six (6) months. Preventative maintenance including oil changes will be scheduled as required by the vehicle driver in coordination with the Fleet Manager and DPW shop. All requests for repairs or reports of damage will be reported immediately, via the chain of command, to the Fleet Manager through HelpDesk.
3. Be responsible for any person(s) they transport. Family members and other acquaintances may be transported while off-duty provided all requirements of all applicable General Orders are complied. Sworn personnel will take steps to ensure the safety of any non-police passengers prior to responding to any on-going, life-threatening call for service.
4. Be attired at those times when they are not in uniform in a manner in which they can perform effectively any required duty and also project an image that reflects favorably on the department. The minimum acceptable attire will consist of long pants or "Bermuda-type" shorts, a shirt with sleeves, and closed toe shoes or sneakers. In all cases, the clothing worn will be clean and neat. Exceptions, as appropriate, may be made for officers assigned to covert positions who are operating unmarked vehicles.
5. Lock the vehicle whenever unattended. Removable equipment will be secured in the locked trunk or placed out of public view whenever the vehicle is left unattended while off duty.
6. Check on the vehicle or arrange to have the vehicle checked by another member of the Department, at least once every seven calendar days when it is parked at any location other than a department facility.

.80 REGULATIONS CONCERNING SWORN PERSONNEL:

Sworn personnel operating an assigned or take-home vehicle will:

1. Monitor the police radio and respond to any crime-in-progress or emergency incident they become aware of and in which they may be reasonably able to render assistance. Personnel will notify communications of their response and will report to the on-scene supervisor. If, and only if, required by the on-duty supervisor to revert to on-duty status and continue to assist with the incident, the employee will receive compensation per departmental procedures.

2. Initiate appropriate action to resolve other situations not mandated above which personnel encounters (e.g., property damage collisions; disabled vehicles; alarms; etc.) by notifying communications and assisting until relieved by on-duty officers when necessary. If, and only if, required by the on-duty supervisor to revert to on-duty status and continue to assist with the incident, the employee will receive compensation per departmental procedures.
3. Be ready for duty at all times, suitably armed with their department-issued handgun or an approved off-duty weapon, and have in their possession at least one (1) pair of handcuffs or flexcuffs, a flashlight, ballistic vest, badge and department-issued police credentials.
4. While attired in civilian clothes, exercise due care in responding to, and answering, calls for service so they do not endanger themselves unnecessarily. Employees will display their police credentials as soon as practical to all parties involved.
5. Make record of the interaction by initiating a call for service in CAD and documenting any required reports in RMS.
6. Ascertain and comply with any applicable firearm regulations or requirements when operating the vehicle in another jurisdiction.

.90 RESTRICTIONS CONCERNING USE:

Personnel operating an assigned or take-home vehicle will **NOT**:

1. Operate the vehicle, while intoxicated by or under the influence of alcohol, with a blood or breath alcohol content of .02% or greater, or with the odor of any alcoholic beverage or other intoxicant still on their breath or about their person. Employees will not purchase or transport any alcoholic beverages in the vehicle. Alcoholic beverages may be transported when required for official purposes.
2. Operate the vehicle to or from a location where the member has consumed an alcoholic beverage.
3. Transport anyone in the vehicle (other than for official police duties) who is intoxicated, under the influence of, or with the odor of any alcoholic beverage or other intoxicant still on their breath or about their person.
4. Transport unofficially in the vehicle any heavy, excessive loads, or allow any object to protrude from its trunk or windows.
5. Alter any part of the vehicle without the prior written permission of the Chief of Police or their designee.
6. Utilize the vehicle for any purpose that is not approved by the Department.
7. Initiate a traffic stop, while off-duty and in plain clothes, unless there are articulable, exigent circumstances or when failure to do so would bring discredit to the Department. (Refer to [G.O. 311 "Motor Vehicle Stops"](#), especially section .23.) Civilian personnel will never initiate traffic stops.
8. Leave any firearm unattended in the vehicle unless reasonable secured out of sight and the vehicle is secured from access. If the vehicle will be unattended other than for a short period of time, all firearms will be removed from the vehicle entirely. For example, when

the vehicle is parked overnight at the officer's residence, all firearms will be removed from the vehicle.

9. Display any bumper stickers, placards, banners, decals, insignia, etc. without the express written approval of the Chief of Police.
10. Engage in any pursuits whenever there are any non-police passengers in the vehicle. Civilian personnel will never engage in a pursuit.
11. Transport any animal in the vehicle, except for Department canines transported in assigned canine vehicles.

.100 COMMAND DISCRETION:

1. Command personnel have the discretion to alter the restrictions pertaining to the use of take-home or assigned vehicles when it is in the best interests of the Department. For example, Command may allow another qualified individual to operate a take-home that would normally be parked while the assigned officer is on vacation or in a light duty status. Exceptions may be made on a one-time basis with the specific authorization of the operator's division or bureau commander. On-going exceptions must be approved in writing by the assigned employee's chain of command, including the Chief of Police. The approved document will be placed in the employee's personnel file.
2. At their discretion, division and bureau commanders may remove an officer or employee from participation in the take-home or assigned vehicle programs for performance reasons, operational necessities, or other cause.

.105 INSPECTION:

Operators of take-home and assigned vehicles will inspect them as required by [G.O. 960, "Police Vehicle Operation,"](#) and as necessary for safe operation. Supervisors of personnel who are allocated a take-home or assigned vehicle will inspect the vehicle on a monthly basis for equipment maintenance and cleanliness. This inspection will be documented in writing.