

	<b>TITLE</b> Department Vehicles		<b>ACCREDITATION</b> CALEA Chapter 41.3.1, 41.3.2, 41.3.3, 70.1.3, 70.4.1, 70.4.2
	<b>PROPONENT UNIT</b> Logistics Division		<b>PRIOR REVISIONS</b> 06/01/09; 04/27/2020; 07/09/2020 09/08/20, 03/29/24, 05/09/24  <b>ATTACHMENT: 5 Forms</b>
<b>NUMBER</b> 41.3	<b>ISSUE DATE</b> 07/01/98	<b>REVISION DATE</b> 10/14/2024	<b>TOTAL PAGES</b> 29

**I. PURPOSE:** This Order establishes regulations for the use of Department-owned vehicles.

**II. POLICY:** The Gainesville Police Department shall regulate the use of Department vehicles to ensure the safety of citizens and Department **members**, and to provide for the care, safety and maintenance of the vehicles. [Members shall also refer to General Order 17.5, Fleet Management, for complementary information regarding fleet issues]

**III. DEFINITIONS:** [CALEA 41.3.1]

**Nondescript Police Vehicles:** Non-descript police vehicles are those intended to blend in with routine vehicle traffic, and which have no visible police markings or equipment (covert cars).

**Unmarked Fleet Vehicle:** Unmarked fleet vehicles have the same or similar body style as marked patrol cars, are a solid color, and are not conspicuously marked. They are equipped with police equipment (siren and lights). This would include Lieutenant and Command Staff cars.

**Marked Fleet Vehicle:** A conspicuously marked police vehicle that has striping, lettering and Department seals. These vehicles may or may not have roof-mounted light bars. They are equipped with police equipment (siren and lights). Muted marking, as on a DUI vehicle, would be considered marked for this policy.

**Emergency Vehicles:** Fleet vehicles (marked or unmarked) or non-descript police vehicles equipped with emergency lights and sirens. Non-sworn members shall not be issued vehicles equipped with emergency equipment (sirens).

**Field Service Technicians (FST) Vehicles:** They have specifically marked cars and have yellow and blue emergency lights. Volunteer vehicles are also conspicuously marked and have flashing lights as well, which are similar to the FST Vehicles.

**Other Department Vehicles:** Department vehicles (administrative and pool vehicles) that do not meet any of the previous definitions.

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### **IV. PROCEDURE**

**A. General Provisions:** The provisions in this section are applicable to all department members (sworn and non-sworn).

**1. Vehicle Operation:** City vehicles shall **only** be operated by city paid employees who possess a valid Florida driver's license.

- i. Exceptions: Non-city employees who are authorized to maintain or repair a city vehicle or its equipment (e.g., radio shop personnel). These personnel occasionally drive city vehicles and are expected to have valid driver's licenses.

Non-City employed Victim Advocates, as per provisions within the MOU with the Alachua County Crisis Center regarding operations of City of Gainesville issued vehicles.

- ii. Safety: Department members shall operate Department vehicles in a safe and skillful manner as set forth within the guidelines of Department policies and Florida State Statutes.
  - a. Department members shall observe all normal safe driving practices, including obedience to all traffic laws, except as authorized by law [Florida State Statutes 316.072 and 316.126] while responding to an emergency call, pursuing a vehicle, or attempting to stop a traffic violator.
  - b. State law will not protect personnel from the consequences of reckless disregard for the safety of others.
- iii. Safety Restraint Requirement: Occupant safety restraints (lap and shoulder belts) shall be used by all operators and passengers of Department vehicles. [CALEA 41.3.3]
  - a. Any employee injured in a vehicle crash who was not wearing safety restraints may have their Worker's Compensation benefits reduced by 25% as allowed by Florida State Statute 440.09(5).
  - b. Exceptions to the safety restraint requirement may occur when transporting prisoners (see GO 71.1).
- iv. Medical Restrictions: Members who have a "Safety Sensitive" medical restriction or who have been prescribed any medication that could impair their ability to drive or make sound decisions are

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prohibited from operating a city vehicle regardless of a personal physician indicating there are no driving restrictions.

Members meeting these conditions must be medically cleared through city employee health.

- v. **Driving Qualification:** Sworn members and FSTs will demonstrate driving proficiency pursuant to an established training program, as designated by the Training and Education Division commander.

Other non-sworn members may also demonstrate driving proficiency at the direction of the Training and Education Division.

Documentation: The Training and Education Division commander shall properly document training and proficiency regarding driving qualification.

- 2. **Vehicle Idling:** It is policy of the City Of Gainesville to improve the efficient use of vehicles fuels in an effort to control operating costs and emissions. Department issued vehicles will not be permitted to idle unnecessarily.

- i. **Department Members shall adhere to the following guidelines:**

- a. Do not leave the vehicle/equipment unattended while idling. The engine will be shut down, the keys removed from the ignition, and the vehicle/equipment locked for security.  
NOTE: Exceptions listed below in section ii.

- b. Vehicle shall not be left idling while refueling.

- c. Employees shall not leave unoccupied vehicles idling in the station parking lots or while away from vehicle on a meal break.

- ii. **Exceptions:** Due to the operational function of the Gainesville Police Department vehicles and equipment, the following exceptions apply:

- a. In the course of responding to and completing emergency calls for service.
      - b. During any police action taking place real-time in which the employee has to momentarily leave the vehicle but plans to be returning quickly – such as a response to calls.

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- c. Vehicles requiring vehicle powered auxiliary equipment (i.e. emergency lights).
- d. K-9 vehicle with the dog inside;
- e. During a traffic stop;
- f. In inclement weather where leaving a vehicle running is necessary to provide uninterrupted service.
- g. When it is anticipated that the vehicle will be occupied as to not expose persons to extreme heat conditions (i.e. prisoner transport).

### **3. Vehicle Maintenance:**

- i. Daily Inspection: The Department member using the vehicle shall inspect the vehicle each workday during his/her regular duty assignment to ensure that any existing damage has been identified and reported and that the vehicle is ready for service.

Personnel should be alert to faulty or inoperative equipment and special attention should be given when checking brakes, lights, and emergency equipment.

- ii. Preventive Maintenance: Members are required to check engine oil, battery fluid levels, radiator fluid level, transmission fluid, tire pressure and cleanliness of the interior and exterior; and to make corrections, when needed.
  - a. Members assigned vehicles shall routinely perform preventative maintenance and keep the interior of the vehicle clean.
  - b. Members that are assigned vehicles shall adhere to the prescribed maintenance schedule by City Fleet and GPD Fleet.
  - c. Members driving pool vehicles shall perform preventative maintenance at the beginning of each shift and notate it on the required pool vehicle form. Pool vehicles shall be cleaned and refueled after each use.
  - d. City vehicles are scheduled for routine maintenance at short intervals as identified by Fleet Maintenance. Each member is

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responsible for knowing when maintenance is due and for ensuring it is done.

- e.** Ensure tires are inflated to manufacturer recommendations. Manufacturer recommended tire pressure can be found on the driver's side door panel. A Department air machine is located outside the sally port for Department use.
- f.** Members are responsible for removing or safeguarding Department issued equipment, as well as personal weapons (when applicable), prior to leaving the vehicle for repairs or maintenance.

### **iii. Security Inspections:**

- a.** Duty Usage: Inspect under and behind seats to ensure there are no hidden weapons or contraband.
  - 1).** Members shall check before and after each occasion during which they transport a citizen or prisoner.
  - 2).** Members using pool vehicles will additionally check at the beginning and end of each tour of duty.
- b.** General: Departmental vehicles shall be secured (locked) when unattended, absent exigent circumstances.

See GO 17.4 regarding securing Department firearms and other property.

### **iv. Reporting Vehicle Damage or Inoperative / Faulty Equipment:**

- a.** Vehicle Damage: Members shall immediately report any damage discovered or incurred during the use of the vehicle to his/her supervisor. Member will ensure a crash report or damage city property incident report is completed and photos taken of all damage. Member will notify GPD Fleet manager, via email, of the incident and CR number. The vehicle must have a post-incident inspection by City barn personnel before the vehicle is returned to use.
- b.** Inoperative / Faulty Equipment: Shall be reported to Fleet Maintenance. The member shall also advise his/her supervisor if the condition will delay their going in service or their ability to respond to calls for service.

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- 1). When the vehicle is drivable, and there is no safety concern the member shall have repairs made as soon as possible.
  - 2). Members will not use a vehicle if its emergency equipment is non-operational or if there is a mechanical defect or malfunction which may further damage the vehicle or impair its operation.
- v. Negligence / Misuse: If a member's driving habits or failure to properly maintain the vehicle cause or substantially contribute to the malfunctioning or damage of a Department vehicle, the member shall be subject to disciplinary action.

Examples of negligence / misuse shall include, but are not limited to, the following:

- a. Shifting the transmission from higher to lower gears at excessive speed or shifting into reverse before the vehicle has come to a complete stop;
  - b. Excessive over-inflation or under-inflation of tires;
  - c. Running on a flat tire;
  - d. Failing to check fluid levels and lights.
  - e. Purposely driving over known obstacles that could damage the undercarriage, or other part of the vehicle.
- vi. Department Inspections: Member's assigned Department vehicles are subject to formal and informal inspections by supervisory or administrative personnel while the member is on-duty [See: General Order 53.1, 53.2].
- a. Exigent circumstances may indicate that an inspection (for cause) is necessary outside the scheduled workday.
  - b. Members shall not possess property as prohibited by General Order 17.4.
  - c. Because the City, not the employee, maintains ownership of issued City equipment, an employee has no expectation of privacy regarding such property or equipment.

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- d. All uniformed members, including Police Service Technicians, shall be responsible for ensuring their vehicle contains the required equipment listed in section B.7 of this policy.

**4. General Vehicle Usage Regulations:** Applies to **general** operations of Department vehicles for all department members. Specific regulations regarding take-home vehicles are addressed in the next section.

- i. Incidental Use: Department vehicles shall only be used as necessary to conduct Department business, although a limited amount of incidental use of a Department vehicle during duty hours may be required for those employees who:
  - a. Conduct their daily work in or from a vehicle.
  - b. Are on Department authorized travel.
- ii. Outside Jurisdiction: Members are prohibited from leaving the City jurisdiction in a Department vehicle without approval of a supervisor, except when:
  - a. Responding in an authorized manner to emergency situations;
  - b. Responding to a call for service, when it is faster to drive (using due care) through a portion of the county to get to the location;
  - c. While in route to or from his/her residence, or
  - d. While in route to or from an approved location per bargaining unit contract or the provisions of this Order;
  - e. Taking a meal break outside the city limits at an authorized location.
  - f. Traveling from one location inside the city to another location inside the city and travel in the county is the most direct route.
  - g. Certain specialty units (i.e., Investigations) routinely travel outside the city limits to conduct official business. Such units shall notify their supervisors of any travel outside of Alachua County.

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**5. Take-Home Vehicle Regulations:** Vehicles are provided (when available) to applicable department members.

**i. All Department members (sworn and non-sworn) shall:**

Abide by the procedures set forth in City of Gainesville Administrative Procedure No.7-A and City of Gainesville Policy, City of Gainesville HR Policy G-2 Code of Ethical Standards and City of Gainesville Policies and Procedures 19-Disciplinary Procedures. A copy of the respective fringe benefit policies are available through the City of Gainesville's electronic delivery system. Fringe benefit forms are available on the GPD Intranet under the forms menu. (form #19B).

**a. Non-Sworn** Department Members can be given take-home vehicles at the Chief's discretion. These members are prohibited from using the vehicle as a personal vehicle and may use the vehicle for business purposes only. These members are responsible for the completion of the *Take Home Car Civilian* (form # 390B) before vehicle assignment, (form #19B), must be completed by the end of the pay period (bi-weekly) and submitted to the City Payroll Department unit for reimbursement [Citypr@cityofgainesville.org](mailto:Citypr@cityofgainesville.org).

**b. Non-Sworn** will follow all provisions of Sworn Department Members. While off-duty, if these members encounter a situation requiring department action the member shall stop, render aid, and notify the jurisdictional law enforcement agency;

**c. Non-Sworn** members may park their vehicles at their residence in Alachua County to whom the vehicle is assigned per RMS, or GPD.

**ii. Non-Sworn Residing Outside of Alachua County:**

**a** Upon completing their workday, non-sworn members may park their assigned vehicles at a location remote from GPD, (e.g. a fire station, a law enforcement agency, or location approved by the Chief of Police or designee), which is within Alachua County. The member then may drive their personal vehicle to their residence from that location. In order to park your assigned vehicle at a location other than your home, you must complete the take home car public safety location (form #390A), and submit it to the Chief of Police or designee for approval. This form must be signed by the agency and/or property owner of the location you are parking at and the Chief of Police or designee. Once approved, the Personnel and Logistics Units shall be notified and will keep track of the approved location. There is no bi-monthly stipend to park your vehicle inside of Alachua County.



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### **6. Out of County Take-Home Vehicle Regulations Sworn and Non-Sworn (FST's):**

- a. Department Members must adhere to the provisions in the applicable collective bargaining agreement(s).
- b. **Sworn and Non-Sworn members who reside Outside Alachua County:** Upon completing their workday, sworn and non-sworn members may park their assigned vehicles at a location remote from GPD, (e.g. a fire station, a law enforcement agency, or location approved by the Chief of Police or designee), which is within Alachua County. The member then may drive their personal vehicle to their residence from that location. In order to park your assigned vehicle at a location other than your home, you must complete the take home car public safety location (**form #390A**), and submit it to the Chief of Police or designee for approval. This form must be signed by the agency and/or property owner of the location you are parking at and the Chief of Police or designee. Once approved, the Personnel and Logistics Units shall be notified and will keep track of the approved location. There is no bi-monthly stipend to park your vehicle inside of Alachua County.
- c. **For Sworn and Non-Sworn members who reside out of Alachua County** they are allowed to drive and park their issued vehicles at their residence. The residence distance shall not **exceed 35** miles from Gainesville Police Department Station (545 NW 8<sup>th</sup> Ave, Gainesville, FL 32601). In order to take your assigned vehicle home outside of the county you must complete an *authorization to take vehicle home outside of county* (**form #390**), and submit it to the Chief of Police for approval. Once approved, the Personnel Unit shall be notified and will keep track of the signed form(s) in the respective members personnel file.

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- d.** Upon completing their workday, Sworn and Non-Sworn members may park their assigned vehicles at a location remote from GPD, (e.g. a fire station, a law enforcement agency, or location approved by the Chief of Police or designee), which is **within 35** miles from GPD headquarters. The member then may drive their personal vehicle to their residence from that location. In order to park your assigned vehicle at a location other than your home, you must complete the *take home car public safety location (form #390A)*, and submit it to the Chief of Police or designee for approval. This form must be signed by the agency and/or property owner of the location you are parking at and the Chief of Police or designee. Once approved, the Personnel and Logistics Units shall be notified and will keep track of the approved location.
- e.** The Personnel Unit shall then be responsible for keeping accurate records of all vehicle approved member's forms and their associated addresses to ensure adherence to the above provisions.
- f.** Should a Department Member intend on relocating/moving, the Chief of Police, Personnel, and Logistics Unit must be notified in writing 14 days prior to moving. If the new location is out of County, he/she shall submit a subsequent request to the Chief, abiding by the above procedures. Department members shall also adhere to the change of address procedures detailed in [G.O. 22.8 Administrative and Personnel Matters](#).
- g.** When responding to an emergency within Alachua County (includes call-out), Department Members are prohibited from driving their vehicle in emergency mode (lights and sirens) until they reach Alachua County.
- h. Take-Home Vehicle Regulations:** Vehicles are provided (when available) to allow sworn members to enhance their ability to provide police services. Therefore, vehicles are not considered an entitlement. However, those with assigned take-home vehicles are governed by the applicable bargaining unit requirements as well as those listed in this General Order.

**6. Parking Regulations:** To properly keep track of Department vehicles, the following shall apply to all members who are assigned vehicles:

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- i. Non-Take-Home Vehicles: Members who are assigned department vehicles that are not take-home vehicles shall, upon completing their work assignment, park their assigned vehicles at GPD, in those parking areas designated for Department vehicles.
- ii. Department Parking Lots:
  - a. GPD Main Headquarters Lot: During regular business hours, from 0800-1700 hours, sworn members whose regular assignment (e.g. CID, Patrol) is at GPD headquarters (545 NW 8<sup>th</sup> Ave.) shall park their assigned vehicles in this parking lot.
  - b. GPD Admin Lot: Civilian employees may park their personal cars in this parking lot. Sworn members whose regular assignment is at the GPD Admin building shall park their assigned vehicles only in this lot during business hours (0800-1700hrs). On duty sworn members utilizing the physical training building shall be allowed to park in the Admin lot while using it.
  - c. GPD South Lot: Civilian personnel shall park their personal vehicles in this lot if needed. The lot shall also be reserved for Patrol Pool Vehicles and Community Service vehicles.
  - d. GPD West Lot: This lot shall be available for visitors only in the first parking area entrance of NW 6<sup>th</sup> ST. FST pool cars and non-take home vehicles shall be left in this lot when an employee is not working.
  - e. Sworn and civilian members that are assigned a vehicle and DO NOT have take-home privileges SHALL NOT park their assigned vehicles while off duty in the GPD Headquarters Lot or GPD Admin Lot. Members that have assigned vehicles SHALL NOT park personally owned vehicles while on duty in the GPD Main lot or GPD Admin lot.
  - f. Reserved Spaces: Only designated persons shall park authorized vehicles in these areas/spaces.
  - g. Wash Rack: Department members shall not park in the Department wash rack unless they are in the process of cleaning a vehicle. The wash rack shall only be used for Department vehicles.

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- iii. Incident Scene: Members shall legally park Department vehicles, except when otherwise necessary while answering calls for service.

### **iv. Downtown Area:**

- g. Public Spaces: Personnel conducting official Department business downtown shall utilize public parking spaces (not private property).

Department members conducting official Department business downtown may park in City Lot 10 and marked "Law Enforcement" Parking spaces in front of the Northern District of Florida United States District Court, 401 SE 1st Ave.

Department members in an unmarked vehicle shall hang their GPD issued parking pass and print a copy of their subpoena. The subpoena should be placed in the windshield so that it can be viewed externally.

- h. Metered Spaces: Personnel are prohibited from parking in metered spaces in the downtown area unless the meter is paid.

- 1). Pursuant to City Ordinance 26.476, members in government vehicles on official business are required to pay the initial meter fee, but are not required to pay subsequent fees (do not have to feed the meter).

Members driving government vehicles that are cited for a violation may file an affidavit for dismissal of the charge pursuant to City Ordinance 26.76.

- 2). Personnel responding to calls for service in the downtown area are exempt.

- v. Department Members Receiving Parking Citations: Members who receive parking tickets while on official City business (attending

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court or while conducting other City business) may submit an Affidavit of explanation to the Department's Legal Office for review.

- i. Members who submit an explanation shall do so within 72 hours of the ticket being issued, using either the official form (available in the parking office) or via Inter Office Communication.
- j. Members shall submit the completed explanation to the Parking Office, where the form/Inter Office Communication will be stamped.
- k. Parking office personnel will forward all Explanations to the Legal Office for review and action.

The Legal Advisor will either accept the explanation or provide the member with a reply, to include appropriate options.

vi. Transporting Family Members: Department Members are prohibited from transporting non-Departmental person and personnel not on City business in their vehicles.

**Exception:** Sworn members shall refer to the provisions set forth in Section "B" Sworn Provisions.

vii. General Provisions- Prohibited and Permitted Usage:

- I. Prohibited Establishments / Events: Members are prohibited from using their vehicles:
  - 1). As transportation to any establishment the primary business of which, is to serve or sell alcoholic beverages, display nude or partially nude entertainers, or which otherwise support / provide similar activities.

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- 2). As transportation to any event whose primary function is to inform, advocate or raise funds regarding an issue or candidate on a ballot, except as authorized by the Chief of Police for City Manager sanctioned matters (i.e. informational meetings on annexations).

**m.** Work-Related Functions: Department vehicles may be used for Department-related functions, such as court appearances, training, and extra-duty assignments.

**n.** Special Circumstances: Vehicles shall only be used for non-police related functions when extenuating circumstances exist which have been reviewed and approved by the Chief of Police (or designee) or when specified by bargaining unit contract.

**o.** Restricted Duty: See General Order 22.11.

**viii.** Loss of Privileges: Loss of take-home vehicle privileges shall be at the discretion of the Chief of Police/ Designee.

**p.** Loss: Circumstances considered in the decision to remove a member from the take-home vehicle plan may include, but are not limited to, the following:

- 1). Discipline: Vehicle-related disciplinary actions resulting in the member's suspension for one week or longer;
- 2). Suspension: Suspension (by Department of Highway Safety and Motor Vehicles) of the Department member's driver's license and/or commission of other criminal traffic offenses;

### **3. Department needs.**

**q.** Punitive Action Standards: The Department retains the right to treat each incident on an individual basis without creating a binding precedent for any subsequent cases.

**r.** Vehicle Reassignment: When applicable, the vehicle will be reassigned to another member using established assignment criteria [See General Order 17.5 Re: Fleet Management].

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ix. Operating Vehicles While Under Chemical Influences: Members shall not operate a city vehicle if they have consumed, are under the influence, or exhibit any discernable signs of alcohol consumption, or are taking prescription or other medicines or substances which can, or are likely to, impair their judgment, motor or mental reactions, states of alertness, etc. (see also relevant sections of General Order 26.1 Rules of Conduct).

x. Transportation of Alcoholic Beverages/ Cannabis or Hemp Products/ Contraband: Department members shall not transport any alcoholic beverage (including 'non-alcoholic' beer and wine), medical cannabis or hemp products (i.e. CBD oils), or any item of contraband in a Gainesville Police Department vehicle while on or off-duty, except:

s. Alcoholic beverages/ contraband items that have been seized as evidence of a crime, and/or

t. Alcoholic beverages / contraband items to be placed into property (i.e., prisoner property, found property).

**7. Towing:** When a City-owned or City-leased vehicle requires towing, the operating member shall notify his/her supervisor to ensure that the appropriate disposition occurs.

i. City-Owned Vehicles:

a. During Fleet Maintenance Operating Hours: City-owned vehicles that become disabled or immobile may be removed by the City Fleet Management wrecker.

b. After Hours: City-owned vehicles that become disabled or immobile shall be removed by the contractual towing service.

ii. City-Leased Vehicles: The leasing company shall tow leased vehicles.

If the leasing company cannot tow the vehicle, contact the City Fleet Management wrecker or the contractual wrecker, if the Fleet Maintenance Division is closed. If the vehicle is a long term lease the contractual wrecker shall be utilized locally.

**8. Use of Privately-Owned Vehicles to Conduct City Business:** Sworn members shall restrict the use of private vehicles to conduct City business to extreme emergencies or where time is critical and no other City transportation is available. Non-sworn members shall use their privately owned-vehicle in accordance with City policies.

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- i. Employees may only use private vehicles for City business with the approval of a supervisor.
- ii. Employees are warned that the City will not be responsible for damages occurring during the unauthorized use of a private vehicle.
- iii. When use of a private vehicle is authorized, it must be covered, at least, with the minimum personal automobile insurance consistent with Florida State Statutes.

### **B. Sworn Department Member Provisions:**

#### **1. Vehicle Markings:**

- i. Routine/General Patrol Service: Vehicles used for routine patrol service will normally be marked on the exterior with reflectorized striping and a Department badge decal along/on both sides of the vehicle, and the word 'POLICE' and the vehicle number in reflectorized lettering on the sides and rear of the vehicle.
  - a. Vehicles marked will be equipped with emergency lights and siren.

Patrol vehicles will normally be equipped with emergency lights mounted on the roof.
  - b. Vehicles assigned to members of the rank of lieutenant and above in the Operations Bureau will not have exterior markings.

These vehicles will be equipped with emergency lights and siren.
- ii. Other: Special purpose vehicles and vehicles not used for general patrol services shall be equipped / marked at the discretion of the Chief of Police/designee.

#### **2. Driving Qualification:** Sworn members will demonstrate driving proficiency pursuant to an established training program, as designated by the Chief of Police or designee.

Documentation: TED shall properly document training and proficiency regarding driving qualification.

#### **3. Emergency Vehicles:**



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- i. Safety: Members driving an authorized emergency vehicle shall drive with due regard for the safety of all persons and may only deviate from traffic regulations in the official performance of their duties as set forth in Florida State Statute 316.072.
  - a. Response to Calls for Service: Members shall respond to calls for service in compliance with all posted and applicable traffic laws. Members may safely and cautiously disregard traffic control devices pursuant to Florida State Statute 316.072(5) when conditions of the statutory exception exist.
  - b. Response to Emergency Calls:
    - 1). Only sworn personnel shall respond to calls in an emergency manner.
    - 2). An emergency response shall only be used when responding to reported in-progress or other emergency calls for service.
    - 3). Members driving Department vehicles not equipped with emergency signal devices shall not respond to a call in an emergency manner.
    - 4). When responding to actual or suspected emergencies, members shall:
      - i). Proceed at a reasonable speed giving due consideration to existing road, weather and traffic conditions,
      - ii). Use extreme caution when changing directions, lanes or course, and / or when proceeding through intersections and traffic control devices.
    - 5). Sworn members in emergency vehicles dispatched or responding to a crash **may** utilize their emergency lights (including headlights / wig-wags) and siren when there is a report of personal injury, or when Emergency Medical Services or another Department member on-scene requests such response.
    - 6). Members responding in a non-emergency mode may use emergency lights and sirens to safely proceed

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through congested traffic upon arriving in the area of the crash.

**c.** Responding to Calls in an Emergency Mode: When a vehicle is being operated in an emergency manner, the Department member:

- 1).** Shall use the emergency lights and siren. The emergency lights may be used without the siren while approaching the area of an in-progress crime, as long as the driver uses extreme caution;
- 2).** Shall use headlights to increase visibility, regardless of the time of day;
- 3).** Shall not use four way flashers (hazard lights) while the vehicle is in motion (because they interfere with turn signals and brake light functioning).
- 4).** Should, since different people hear different tones, utilize a range of siren sounds, including the airhorn as applicable.

The regular vehicle horn should not be used, as it is indistinguishable from other vehicles, and drivers will ignore it.

### **4. Use of Auxiliary Equipment:**

**i.** Emergency Lights: Includes overhead, grill, deck, visor, and otherwise placed red/blue lights and strobes.

**a.** As identified in various General Orders of the Department Manual, emergency lights are used:

- 1).** To alert citizens that the officer is responding to an emergency;
- 2).** That a traffic stop is being conducted;
- 3).** That the officer is on a call that involves a roadway hazard, and
- 4).** In other, emergency or hazardous situations.

**b.** Emergency lights may also be used for special details (e.g., when police vehicles are in funeral processions, conducting

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authorized escorts, blocking intersections on perimeters of scenes, etc.).

**c.** Emergency lights shall NOT be used inappropriately.

**ii.** Sirens: Sirens provide the audible alert to complement the visual alert of emergency lights when a police vehicle is responding to an emergency. Sirens may also be utilized, to a lesser extent, when it is necessary to get someone's attention, and other methods are ineffective.

Since abrupt, loud sounds may startle drivers, members shall remain cognizant of safety issues when considering the use of sirens as audible alerts.

**iii.** Hazard Lights: Hazard lights may be used when the vehicle is stopped or parked.

**iv.** Spotlights: Members assigned or using a vehicle equipped with a permanently mounted spotlight may use the spotlight for supplemental lighting when appropriate based on the circumstances, such as; traffic stops, suspect contact, checking buildings, crime scenes, and suspicious incidents.

**a.** The spotlight may also be used to assist in locating addresses, missing persons, etc.

**b.** The spotlight shall not be used as emergency lighting. Not only does it distract from the use of primary [overhead, grill] emergency lighting, but also creates a significant traffic hazard.

**v.** Public Address System: Vehicles are equipped with public address systems so that members may instruct/order persons to proceed in a prescribed manner during an emergency or other situation. The public address system may be used only for official purposes, such as:

**a.** During traffic or high risk stops to give instructions to the drivers and passengers;

**b.** During an emergency, to alert citizens that evacuation is recommended;

**c.** Other similar situations.

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**5. Vehicle Safety Barriers:** Vehicles which routinely are used for the transporting of detainees shall be required to have a barrier separating the back seat area from the front driver side area. [CALEA 70.4.1]

i. Any installed vehicle barriers by City Fleet will be required to allow for communication between a detainee and the vehicle driver.

ii. Only one prisoner/detainee shall be transported in a vehicle, which does not have a protective/safety barrier. [CALEA 70.1.3]

a. One member transporting: The prisoner/detainee shall occupy the right front seat, properly restrained, with all vehicle safety devices fastened.

b. Two members transporting: The prisoner/detainee shall occupy the front passenger seat and a second Department member shall occupy the rear seat behind prisoner/detainee.

**6. Rear Door Modifications:** Vehicles which routinely are used for the transporting of detainees shall be required to have a child safety locks activated and rear power windows deactivated. [CALEA 70.4.2]

**7. Required Equipment:** Members shall ensure that equipment stored in their vehicles is in operational order, and that any needed replacements are obtained through the Property Section and/or their supervisors. [CALEA 41.3.2]

i. All Vehicles: Uniform members, including Police Service Technicians, shall be responsible for ensuring that the following items are in the marked emergency police vehicles they operate (items restocked directly through the Property Section). Each vehicle is assigned the following equipment:

a. First-Aid kit,

b. Fire extinguisher,

ii. Individual Equipment:

a. On-Duty: While driving a marked vehicle on duty, members shall be fully equipped (see GO 41.6 'Authorized Duty Equipment' for additional requirements).

Members assigned a pool vehicle shall ensure that issued equipment, such as soft body armor (if not worn) and

# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

protective equipment, is among the equipment carried on duty.

- b. Off-Duty / Special Details: Sworn members who are off duty, or on a non-uniform special detail (e.g. court) shall, when operating a marked vehicle, carry, at a minimum, their police radios, Department-issued / approved firearms (the weapons with which they qualified), issued jackets (windbreakers) for identification purposes, and their police badges.
- iii. Shotguns and Rifles: Members who carry a shotgun/rifle may only store it in the vehicle interior if the vehicle is equipped with a shotgun/rifle mount. Members shall store a shotgun/rifle in the trunk if there is no interior shotgun/rifle mount.
- iv. StopSticks: Members trained in the use of and to who viable StopSticks are issued shall have them available in their vehicles.
- v. Other Special Equipment: Any member whose commander has issued specialized equipment to them with the intent that the member keeps it available in his/her vehicle shall ensure that the equipment is stored in the vehicle.

### **8. Off Duty Enforcement Action:**

- a. Off-duty personnel operating a marked Department vehicle shall have the same responsibility to the Department and the citizens of Gainesville as if they were on-duty. This includes Police Service Technicians.
  - 1). Equipment: Members with marked vehicles shall be properly equipped as defined by General Order 41.6.
  - 2). Identification: All members shall carry their police ID. When taking action, members not in uniform should don an issued lightweight jacket or outer uniform jacket for their immediate identification as a police officer.

# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

**b.** Off-duty personnel driving an unmarked police vehicle who witness an incident shall, based on the severity of the incident and the member's capability, take whatever action is appropriate, to include:

- 1).** Advising Communications,
- 2).** Requesting on-duty personnel,
- 3).** If possible, advising the citizens in need of assistance that on-duty personnel will be in route as soon as possible.

**c.** Sworn members covered under the current Fraternal Order of Police or Police Benevolent Association contracts who are required to take off-duty police action shall be compensated at the appropriate rate of pay and only for the actual time worked. Call-out pay will not apply.

**i.** Non-Duty Vehicle Use:

**d.** Command Staff (MAPS Employees) have full use of their vehicles within Alachua County. Passenger Restrictions are still in effect.

**e.** Other Sworn Members: Lieutenants covered under the current Police Benevolent Association contract and members covered under the current Fraternal Order of Police contract.

- 1).** Police vehicles may be used locally by members attending accredited schools (educational classes), picking up uniforms from the dry cleaners, or engaging in physical fitness activity.
- 2).** The Police Benevolent Association contract provides for use of the vehicle while dropping off uniforms as well.
- 3).** Transporting Family Members: Members are prohibited from transporting non-Departmental personnel and personnel not on City business in their vehicles.

Specific Exception: Members covered by the Fraternal Order of Police contract and the Police

# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

Benevolent Association contract may transport family members to and from schools and daycare during off-duty hours after they have met all bargaining unit contractual requirements. Command Staff will follow the same rules as set forth in the PBA contract regarding transporting family members.

- i). Eligible members must submit the proper information and proof of insurance to the Chief of Police, who will review and forward the information to the Fiscal Office for verification annually.
  - ii). The Personnel Division will, once the information is verified, require that the requesting member sign an 'Authorization to Transport Family Members in a City Vehicle (form #303)', prior to transporting family members.
- ii. Attire: Members shall wear proper attire when operating department vehicles. Proper attire is either full duty uniform or civilian clothes which project a presentable public appearance, and which permits them to take police action, if necessary.
- iii. Marked Vehicles Outside Their Jurisdiction: When encountering situations requiring police action, members in marked vehicles outside their jurisdiction:
  - a) shall stop, render aid, and notify the jurisdictional law enforcement agency;
  - b) Have the power of all citizens when it comes to response to, and arrests in, felony situations
- iv. Non-Descript Police or Personal Vehicles: Members who are not in marked vehicles may take off-duty police action; however, they shall consider the severity of the hazard or offense and whether they are sufficiently equipped and identifiable as police officers when deciding to take action.

# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

Members shall not take traffic enforcement action unless their vehicles have installed emergency equipment (emergency lights and sirens) and the member is in a police uniform or is readily identifiable as a police officer (issued lightweight jacket, or off-duty badge).

\_\_\_\_\_  
**By Order of**

\_\_\_\_\_  
**Nelson Moya**  
**Chief of Police**



# CITY OF GAINESVILLE

## 19B CASH AND NON-CASH FRINGE BENEFIT

(IRS MILEAGE VALUE SHOWN BELOW EFFECTIVE JANUARY 2022)

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Pay Period End Date: \_\_\_\_\_

### TAKE HOME VEHICLES

#### SECTION ONE

Line 1 One way mileage to/from home and work \_\_\_\_\_  
Line 2 Round-trip mileage to/from home and work \_\_\_\_\_  
Line 3 2022 IRS Mileage Rate \$ 0.67  
Line 4 Total Round Trip Fringe Benefit \$ \_\_\_\_\_  
(Line 2 multiplied by Line 3)

If Line 4 is more than \$3.00 stop here and complete SECTION TWO

If Line 4 is less than \$3.00 complete Lines 5 and 6)

Line 5 Number of Days Commuting in Vehicle \_\_\_\_\_  
Line 6 Total Non-Cash Fringe Benefit \$ \_\_\_\_\_  
(Multiply Line 4 times Line 5)

#### SECTION TWO

Complete this section only if Line 4 above is more than \$3.00

Line 1 Maximum IRS Round-Trip Rate \$ 3.00  
Line 2 Number of Days Commuting in Vehicle \_\_\_\_\_  
Line 3 Total Non-Cash Fringe Benefit \$ \_\_\_\_\_  
(Multiply Line 1 times Line 2)

### OTHER CASH AND NON-CASH FRINGE BENEFITS

(uniforms, merchandise, gift cards, etc.)

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Taxable Value: \$ \_\_\_\_\_

## Gainesville Police Department

### Request and Authorization to Transport Family Members in a City Vehicle

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

In accordance with General Order 41.3 "Department Vehicles" and the terms of the applicable bargaining unit agreement designated below, I request to transport my dependent children/family member(s) to and from daycare or school in my assigned City take-home car.

(Check One)

\_\_\_\_\_ **FOP Bargaining Unit Agreement**, Section 19.7, applies to members of an employee's immediate family, defined in Section 12.2(D) as spouse, certified or registered domestic partner, dependent children, mother or father living in the same domicile or dependent children not living in the same domicile.

\_\_\_\_\_ **PBA Bargaining Unit Agreement**, Section 18.7, applies to employee's dependent children.  
(Command Staff follows rules set forth in the PBA contract)

Name of Family Member	Relation	Address of Day Care or School
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **AFFIDAVIT**

I hereby attest that I am a sworn law enforcement officer, and that I have read and complied with the conditions for transporting my dependent children/family member(s):

1. I will transport only the authorized persons named above.
2. I will notify the Department at least 15 days in advance of any changes to the above list.
3. I have provided proof of liability insurance (**attached hereto**) on my assigned vehicle in amounts no less than \$100,000 per individual and \$300,000 per occurrence, naming the City of Gainesville as an additional insured. I will maintain those limits, as well as Personal Injury Protection coverage as required by FSS, as long as I participate in this take-home car program.
4. I will provide the City of Gainesville at least 30 days' notice (**in writing**) before the required insurance is reduced or cancelled.
5. I will abide by all the rules and regulations governing the operation and use of a Gainesville Police Department vehicle.

X \_\_\_\_\_  
Signature of Affiant / Law Enforcement Officer Date

APPROVED: \_\_\_\_\_  
Chief of Police or Designee Date

*Instructions: Employee sign original, attach proof of insurance & forward to the Office of the Chief. Once approved or denied- forward to Logistics Staff Assistant.*

Gainesville Police Department  
Authorization to take City Vehicle  
Out of County

I, \_\_\_\_\_, submit that my home address of :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

is within thirty-five miles of GPD Headquarters, *as verified by the MapQuest and/or Google Maps attachment.*

I acknowledge that by taking my City Vehicle to my home that \$60.00 will be deducted from my pay check bi-weekly as stated in the Fraternal Order of Police Bargaining Agreement 19.7.A.

Under the terms of this agreement, I attest that I am a Sworn Law Enforcement Officer and that I understand and will comply with the following conditions:

- a) I will abide by all the rules and regulations governing the operation and use of a Gainesville Police Department vehicle.
- b) I affirm that the address being submitted is my primary residence.
- c) I acknowledge that if my address changes I have to re-submit this request.
- d) If I no longer wish to participate a formal request will be made through the Personnel Services Division.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Chief of Police/Designee

\_\_\_\_\_  
Date



Sir or Madam,

My name is \_\_\_\_\_, I am an employee of the Gainesville Police Department.

I am requesting permission to park my department issued vehicle in the parking lot located at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You can verify my employment by calling our Personnel Office at 352-393-7595. If at any point you do not wish to continue to allow me to use the parking lot. You can call this same number and advise them of such.

The city agrees to be solely responsible for theft or damage from vandalism to its city vehicles while parked on \_\_\_\_\_ agency's property, and waives any claim of liability against \_\_\_\_\_ agency due to said damage. \_\_\_\_\_ agency will be liable only for damage caused by the \_\_\_\_\_ agency's, or its employees, negligence to the City vehicle while parked on its premises.

\_\_\_\_\_  
Department Head, designee (name/printed) & Date

\_\_\_\_\_  
Department Head, designee (signature) & Date

-----  
Chief of Police or Designee (Signature) & Date

***How can I  
empower you?***

CITYOFGAINESVILLE.ORG

## Gainesville Police Department Take-Home Vehicle (Civilian Employees)

I, \_\_\_\_\_ submit that my home address is within Alachua County and is listed below:

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I acknowledge that by taking my City Vehicle home that I am receiving a *non-cash fringe benefit* and will complete the City of Gainesville 19B form every pay period. I am responsible for emailing the completed form to: [citypr@cityofgainesville.org](mailto:citypr@cityofgainesville.org)

I understand and will comply with the following conditions:

- a) I will abide by all the city policies and General Orders governing the operation and use of a Gainesville Police Department vehicle.
- b) I affirm that the address being submitted is my primary residence.
- c) I acknowledge that if my address changes I have to resubmit this request.
- d) If I no longer wish to participate, a formal request will be made to personnel via my supervisor.

OR,

- e) At this time, I am not electing to take my City Vehicle home. \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Chief of Police/Designee

\_\_\_\_\_  
Date