

## City of Johns Creek Police Department

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| <i>Subject:</i> Assigned Police Vehicle and Take-home Car Program |                              | <i>Number:</i> 01-16 |
| <i>Reference:</i> Fleet Management, Maintenance and Inspection    |                              | <i>Amends:</i>       |
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| 09/16   |                              |                      |
| 05/18   |                              |                      |
| 07/21   |                              |                      |
| 10/22   |                              |                      |

**PURPOSE:**

Establish uniform guidelines, restrictions and eligibility criteria for the use of assigned vehicles for the Johns Creek Police Department’s take home vehicle program.

**POLICY: (01-16)**

This policy establishes the Department’s Assigned Vehicle and Take Home Vehicle programs. These programs are approved and authorized by the City of Johns Creek and the Chief of Police.

The Johns Creek Police Department and the City of Johns Creek has recognized the benefits of individually assigned cars for police personnel. The long-term asset value of the equipment is extended significantly because the cars are assigned to one operator, the mileage is extended, and the vehicle maintenance and care is improved. Vehicle assignments and replacements shall be in accordance with the fleet management policies of the department. Rank, privilege, duty assignment or seniority shall not govern assignment of the vehicles.

The take home vehicle program shall be considered a privilege extended by the city to authorized, designated, full time, regular, sworn police personnel and designated personnel approved by the Chief of Police. It shall not be considered an earned benefit, right or entitlement for any employee. While facilitating a personal transportation need, the program is designed to facilitate deployment of departmental staff in the event of disaster or other crises wherein response and deployment of personnel is essential to the safety and welfare of the City and the public.

To ensure the integrity of the program, strict procedures and prohibitions contained in this and other policies of the department shall govern it. Employees shall familiarize themselves with this and other pertinent policies and guidelines regarding the program. Any of these privileges may, at the discretion of the Chief of Police, be suspended or revoked in part or whole at anytime for violation of any provision or departmental policy associated with vehicle care, maintenance or operation. Suspension or loss of these privileges shall not be subject to appeal or grievance.

## **PROCEDURES:**

### **Vehicle take-home Program (01-16-01)**

The City of Johns Creek Police Department's take home car program is a privilege extended to authorized, designated and/or certified personnel of the department. Before the employee is authorized or eligible to participate in the Vehicle take-home program, he/she must meet one or more of the criteria listed below that includes, but is not limited to:

- A. The officer is in good standing with the department; and
- B. The officer resides within the city limits of Johns Creek; or
- C. The officer resides within thirty-five (35) driving miles from Johns Creek city limits. All authorized, designated personnel who live outside the City of Johns Creek shall confine use of the City's vehicle to the shortest, most direct route to and from their home, the city or other authorized duty assignment. The distance and criteria is designated by the Chief of Police; or
- D. Those personnel as authorized by the Chief of Police.

### **Assignment of Vehicles (01-16-02)**

- A. Employees are permitted to use assigned vehicles for personal errands (such as stops at grocery stores, cleaner's etc.) **only** while travelling directly to and from police headquarters or other authorized assignment or location, and shall not detour from his/her normal route of travel to conduct personal business or run personal errands. Once an employee has arrived home, any such use of the vehicle is prohibited and unauthorized.
- B. Use of City vehicles outside the City of Johns Creek shall be confined strictly to official police business unless otherwise herein provided for or specifically approved by the Chief of Police or his/her designee.

### **General Regulations (01-16-03)**

- A. All authorized, designated personnel participating in the Vehicle take-home program shall have in their possession a valid Georgia driver's license at all times while operating a police or other City vehicle. Sworn personnel shall also have in their possession their

- badge, department issued police identification, authorized and approved firearm and portable radio. Employees shall be appropriately attired in order to maintain a favorable public, professional image.
- B. Seat belts must be used as required by City and departmental policy and state law.
  - C. When the vehicle is parked at the employee's residence all weapons, radios and other high risk items shall be stored in a locking trunk or truck vault. Computers which are not in a locking docking station shall be removed from the vehicle and securely stored in the trunk, truck vault or the employee's residence. Other law enforcement materials should be removed from plain view and shall be securely stored. It is the employee's responsibility to safeguard assigned equipment.
  - D. Employees whose residence falls outside of the 35 mile radius may park their assigned vehicle at an approved government facility. The employee shall obtain a letter of authorization from the government facility and submit the letter to the Fleet Manager, to be kept on file. The security measures addressed above apply to vehicles stored at approved government facilities as well.
  - E. When off-duty or while outside of the City of Johns Creek, officers shall not take enforcement action unless absolutely necessary to protect the life of another (i.e.: crimes against persons or obviously intoxicated drivers). Other traffic violations, misdemeanors and property type crimes are not considered urgent or life threatening and do not require emergency intervention. If an offense is witnessed by the officer while outside the city limits of Johns Creek, the officer may contact our department's communications dispatcher and have the proper jurisdiction contacted for enforcement action if necessary.
  - F. Employees on or off duty, who intend to consume or possess, or who have consumed any amount of alcoholic beverage **shall never** drive any City owned vehicles.
  - G. No off-duty marked police vehicle shall be parked on the lot of any alcoholic beverage establishment or in such proximity it may be reasonably inferred the officer is patronizing the establishment.
  - H. The vehicle shall not be utilized for carrying heavy or excessive loads and shall not have objects protruding from the trunk or windows. Exception to this will be official equipment or evidence.

#### **Maintenance (01-16-04)**

- A. Employees participating in the vehicle take-home program are responsible for ensuring all routine upkeep is performed on the vehicle. This includes ensuring the vehicle is kept clean, all equipment is operating properly, and scheduled maintenance is performed regularly. Employees assigned to work outside of normal business hours may request in writing to the Fleet Manager to arrange for maintenance.
- B. Additional regulations and procedures concerning maintenance and upkeep of the vehicle can be referenced in Policy 01-07.