

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	Use of JPD Vehicles	Chapter: 4.012
Date Issued:	July 10, 2007	
Revised:	March 21, 2025	
Reviewed:	March 21, 2025	

I. PURPOSE

This policy provides guidelines for the general use of all City-owned vehicles assigned to the Police Department.

II. POLICY

JPD's policy is that all employees shall operate and maintain City-owned vehicles according to law and the City and Borough's policies.

III. DEFINITIONS

Authorized Emergency Vehicle – Vehicle that meets the liability insurance requirements prescribed by DOT.

Marked Vehicle – A law enforcement vehicle displaying markings as an official police department vehicle with roof-mounted emergency lights, and equipped with a police radio. Sirens will be installed on vehicles when their primary function is related to sworn law enforcement duties.

Personally Assigned Police Vehicle (PAV) – A vehicle for use by one officer that, when not in use, is parked at the assigned officer's primary place of residence or at a strategic location for crime prevention purposes where it is readily available for use. PAVs may also be assigned to more than one officer when assigned to patrol, and their shift assignments do not overlap.

Semi-marked Vehicle – An otherwise unmarked police vehicle equipped with emergency lights, siren, and a police radio. The emergency lights are concealed and not immediately visible until activated.

JUNEAU POLICE DEPARTMENT PROCEDURES



Unmarked Vehicle – A vehicle used for law enforcement or administrative purposes, displaying no markings to identify it as a police vehicle and not equipped with emergency lights and sirens. Unmarked vehicles may be equipped with a police radio as necessary by function.

IV. PROCEDURES

A. Vehicle Equipment

1. Marked vehicles will be equipped with the following:
 - a. Emergency lights
 - b. Sirens (SWORN only)
 - c. Police radio.
 - d. First aid kit
 - e. Flares
 - f. Fire extinguisher
 - g. Collapsible traffic cones
 - h. Throw rope
 - i. CPR kit
 - j. Bloodborne pathogen kit
 - k. Crime scene tape
 - l. Blanket
 - m. Child comfort kit
 - n. N-95 mask
 - o. Rubber gloves
 - p. Body bags (Patrol only)
 - q. Fingerprint kit (Patrol only)
 - r. Restraint hobbles (Patrol only)
 - s. Large canister pepper spray (Patrol only)
 - t. Pepper spray decontamination wipes (Patrol only)
2. Semi-Marked vehicles will be equipped with the following:
 - a. Emergency lights
 - b. Sirens
 - c. Police radio
 - d. Traffic safety vest
 - e. Semi-marked vehicles used primarily for patrol duties will be equipped the same as marked patrol vehicles.
3. Unmarked vehicles
 - a. Police radio (when used for police operations)
 - b. Traffic safety vest

JUNEAU POLICE DEPARTMENT PROCEDURES



2. Employees who are authorized take-home or personally assigned vehicles (PAV) will remove sensitive police equipment not permanently mounted in, or secured in an approved gun lock or storage vault for any of the following:
 - a. the end of a tour of duty;
 - b. the vehicle will not be used for an extended period;
 - c. the vehicle will be left unattended at any maintenance or repair facility or will be accessed by non-department personnel.
3. Sensitive police equipment defined in this section includes firearms, body armor, radios, or any other valuable equipment whether departmentally owned or not, used for police operations. Exceptions may be approved by the Deputy Chief.

B. Take-Home Vehicles

1. Vehicles assigned to the Chief of Police, Deputy Chief of Police, and Commanders are designated take-home vehicles. In addition to being driven to and from work, these vehicles are utilized for 24-hour inspection of police operations.
2. The Deputy Chief may authorize take-home or Personally Assigned Vehicles (PAV) to other Department personnel as operational needs dictate and when vehicles are available. These vehicles are to be used for official business only.

C. Personally Assigned Vehicles (PAV)

1. Personally assigned vehicles are designated to officers of this department to enhance public safety through increased visibility of police vehicles in the community, permit rapid response of off-duty officers to designated emergencies, and enhance the ability of officers who are subject to frequent callback to do so more effectively.
2. Only full-time, sworn, non-probationary officers are eligible for PAV assignment.
3. Officers on light duty, leave of absence, leave without pay, or suspension are not eligible for PAV assignment unless approved by the Deputy Chief of Police.

JUNEAU POLICE DEPARTMENT PROCEDURES



4. Officers on extended leave (normally of one week or more) shall leave their PAV at the police department at the end of the shift preceding the start of leave.
5. The assignment of PAVs is at the discretion of the chief of police. Priority consideration may be given to the following:
 - a. Officers who, by reason of their assignment, are subject to frequent callbacks to major crimes or emergencies.
 - b. Officers who require a specific vehicle to perform their required duties.
 - c. When appropriate, consideration for PAVs may be given in order of rank assignments: Sergeant, Officer in Charge, Officer.
6. For Patrol, PAVs will generally be assigned to officers on opposing teams. When an officer begins their workdays, they will be allowed to take the PAV home between shifts during their regularly scheduled shift block, consistent with the rules laid out in this policy. The officer will leave the PAV at JPD at the end of their regularly scheduled shift block.
7. At no time is a patrol officer permitted to take the PAV on their RDOs or keep it for extra duty shifts.
 - a. Exception: Patrol sergeants are authorized full take-home vehicles when availability allows.
8. Only the assigned officer or, under exigent or reasonable circumstances, another sworn officer of the department, may operate a personally assigned vehicle.
9. PAVs will only be used in an off-duty capacity to drive to and from work.
10. Whenever operating a PAV, officers shall carry their badge and identification card, an authorized sidearm, and handcuffs and either wear or have ready access to, soft body armor and marked attire that will allow them to be identified and function as a police officer.
11. Off-duty officers operating PAVs shall routinely monitor assigned police radio channels. Officers must notify the Communications Center whenever responding to a call for service while off duty.

JUNEAU POLICE DEPARTMENT PROCEDURES



12. While off duty and in civilian attire, officers operating PAVs should not take traffic enforcement action unless the violation is hazardous.
 - a. Pending the arrival of other marked units, officers should stop and lend assistance at accident scenes where personal injury is apparent or reasonably likely. In other motor vehicle collisions, officers may engage in traffic control and management at an accident scene.
 - b. Normally, officers should request an on-duty officer to handle vehicular violations by providing information on the nature and location of the offense, the vehicle, and the offender.
13. While off duty in civilian attire, officers operating PAVs shall render assistance when observing or summoned to a violent or other incident that reasonably represents a threat of serious bodily harm or death.
14. Officers are not considered "on the clock" while driving to and from work and shall not be paid for travel time unless they engage in police activity as outlined in this policy.

D. Operation of Department Vehicles

1. Vehicles shall be operated in compliance with all existing traffic laws when in routine operation.
 - a. See Chapter 4.002 Emergency Vehicle Operations for authorized exemptions for emergency vehicles.
2. Only Department employees may operate Department vehicles, except when the vehicles are at authorized repair facilities or under exigent circumstances.
3. Department vehicles will not be operated in any manner that brings embarrassment or discredit to the Department.
4. When operating a Department vehicle, employees will ensure the following;
 - a. Safety restraint devices are used by all occupants.
 - b. Vehicle fluids are maintained at proper levels (i.e., oil, coolant, power steering, brake, and transmission fluids).
 - c. Vehicle systems are functioning correctly, and the vehicle is safe to operate.

JUNEAU POLICE DEPARTMENT PROCEDURES



- d. All required equipment and supplies are present and in proper working condition.
 - e. When equipped, all emergency lights and equipment are working properly.
 - f. No contraband, evidence, or safekeeping property has been left in the vehicle.
 - g. Any new damages have been reported to an immediate supervisor and documented on a Vehicle Maintenance Request form.
5. Vehicles shall be locked during all unattended periods.
6. The use of tobacco, cigarettes, vaping, or e-cigarettes is prohibited in CBJ vehicles.
7. Employees who have consumed alcohol or any other controlled substance will not operate Department vehicles without the approval of the Deputy Chief.
8. Except in emergencies or unless a vehicle has been designed for off-road use, Department vehicles will only be driven on normally traveled portions of the roadway.
9. Vehicles will be kept as clean as reasonably possible.
10. The department retains the right to enter and inspect vehicles at any time without prior notice, with or without cause.

E. Vehicles Used to Transport Prisoners

1. Officers will search the entire vehicle including the trunk, interior, and glovebox for property, weapons, and contraband at the start and the end of each shift.
2. Officers will search the area occupied by any transported person immediately following the transport.

F. Graphics

1. The graphics on patrol vehicles are professionally produced and will not be altered without the approval of the Chief of Police.

JUNEAU POLICE DEPARTMENT PROCEDURES



2. Advertisements, logos, and political messages will not be displayed on any police vehicle.

G. Parking

1. All Department vehicles shall be parked in accordance with applicable state laws and CBJ ordinances.
2. Vehicles parked during emergency situations will be moved and parked legally as soon as it is practicable.
3. All vehicles stopped or parked on the roadway will be sufficiently illuminated for the circumstances. This may include the use of emergency lights, standard hazardous warning lights, spotlight, cones, and/or flares.

H. Crashes Involving Department Vehicles

1. If an employee is involved in a crash while driving a Department vehicle, a supervisor must be notified immediately.
2. The supervisor will cause the crash to be investigated and reported. (See ROM 4.004)

I. Vehicle Maintenance

1. Employees will be required to make their vehicle available to the mechanic if maintenance is needed.
2. Employees will report any damage, mechanical failure, or vehicle malfunction that occurs, immediately to their supervisor and document it on a Vehicle Maintenance Request to notify the mechanic.
 - a. If an employee notices that a vehicle is missing the required equipment, they should replace it as soon as possible.
3. Employees must not drive a vehicle if it is unsafe. A tow truck must be requested.

JUNEAU POLICE DEPARTMENT
PROCEDURES



JPD

Derek Bos

A handwritten signature in black ink, appearing to read "Derek Bos".

Chief of Police