

# THE RALEIGH POLICE DEPARTMENT

**1108-09**

## PERSONAL POLICE VEHICLE PROGRAM

### PURPOSE

The purpose of this directive is to establish the criteria for the assignment of take home vehicles and to specify officer responsibilities for the use of vehicles in the Personal Police Vehicle Program.

### VALUES REFLECTED

This directive reflects our values of *Service, Fairness and Integrity*. We will be inventive in applying the use of all of our resources to improve our response to public safety emergencies and to enhance our effectiveness by establishing the community contact necessary for problem-oriented policing

### UNITS AFFECTED

All Divisions/All Personnel

### REFERENCES/FORMS

DOI 1106-5 "Operation of Police Vehicles"  
DOI 1109-2 "Radio Communications, Response to Calls"

May be Released to Public

Effective Date: 09-12-22  
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Chief of Police

Supersedes: 10-06-14  
Approved By: M. Adams-David  
City Manager

## GENERAL POLICIES

It is the policy of the Raleigh Police Department to provide take home vehicles to sworn personnel who meet the criteria for participation in the program. Permanently assigned units are intended to promote high visibility, deter crime by vigilant patrol, allow quick response, reduce vehicle maintenance costs, increase morale and enhance community relations through more public contact.

Participation in the PPV Program should be considered a responsibility. Use of this vehicle is a privilege, not a right for officers. The officer must meet and maintain eligibility requirements and abide by all guidelines for continued use of the vehicle. The privilege of participation in the program may be revoked at any time for disciplinary reasons.

## ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE PPV PROGRAM

Issuance of a vehicle is contingent on the availability of a vehicle. Officers in specialized units and the command staff may be assigned personal vehicles at the discretion of the Chief of Police or the Chief's designee. To be eligible for participation in the PPV program, officers must meet the following criteria:

### Officers Residing Within Raleigh City Limits

- The officer must have rendered two (2) years of unbroken service to the Department.
- Obtained the classification of First Class Officer or above.
- The officer must reside within the Raleigh city limits.
- The officer must have a safe and approved area for parking the vehicle at their residence.

### Senior Officer Program

- Vehicles will be issued to Field Operations District Patrol Officers at the classification of Senior Officer whose primary job function is to answer calls for service. The issuance of cars will be based on seniority and availability of vehicles. Seniority will be determined by the most recent hire date. Vehicles will be issued at the discretion and approval of the Chief of Police or designee.
- The officer must have a safe and approved area for parking the vehicle at their residence.
- Officers residing within Wake County will park their assigned vehicle at their residence.
- Officers residing outside of Wake County will park their assigned vehicle at an approved location inside Wake County. The location will be approved by the Chief of Police or designee.

Participation in the PPV program is voluntary. Any officer eligible for an assigned vehicle in the PPV Program may decline to accept the vehicle.

## LIMITATIONS AND RESPONSIBILITIES

All policies governing the use of police vehicles shall apply to the use of assigned vehicles in the PPV Program.

### Approved Uses

Officers may not use any police vehicle for personal use, including but not limited to, the transportation of non-city employees, except as specified by DOI 1106-05. Use of the assigned vehicle is restricted to transportation to the following:

- Departmental facilities for meetings, duty, administrative work, etc.
- Off-duty court appearances
- Vehicle maintenance and cleaning at city facilities
- Staff activities
- Out-of-town training courses upon approval of the Chief of Police

Assigned vehicles will not be driven outside the county limits without prior approval of the Watch Commander except when in hot pursuit of a violator.

### Maintenance and Care Of Assigned Vehicles

Officers who participate in the PPV Program are responsible for the care, cleanliness, and maintenance of the assigned vehicle.

Officers will comply with notification from the Police Service Center and/or Vehicle Fleet Services (City Garage) if the vehicle is required for service. Failure to comply with such notification will be subject to disciplinary action, including removal as a participant of the PPV Program.

No repair work will be conducted on an assigned vehicle except by city personnel or outside vendors at the direction of the appropriate city personnel. Officers will not allow anyone to repair, alter, or change the mechanical function or physical appearance of an assigned vehicle. No equipment is to be added to the assigned vehicle without prior approval by the Administrative Services Division Commander, or designee.

### Vehicle Reassignment

Officers who are on sick leave for ten or more days, light duty, or any leave of absence will be required to relinquish the assigned vehicle until such absence from duty is ended.

The Watch Commander may recall assigned vehicles in order to meet staffing demands in exigent circumstances.

## OFF-DUTY LIMITATIONS AND RESPONSIBILITIES

Officers who participate in the PPV Program must agree to park their assigned vehicle during normal off-duty hours at their residence or approved location. Reasonable measures shall be taken to ensure that the vehicle is secured and parked in a non-hazardous, highly visible location.

When operating assigned vehicles while off-duty, officers will comply, in all cases, with the following general rules:

- Off-duty officers must be attired in the uniform appropriate to their current job assignment and in a position to take police action if necessary.
- Off-duty officers must be properly armed and equipped to take enforcement action if necessary.
- Off-duty officers must monitor the police radio at all times.
- Off-duty officers are prohibited from transporting alcoholic beverages in an assigned vehicle.
- Off-duty officers are prohibited from driving an assigned vehicle after the consumption of any alcoholic beverage or impairing drug.

### Response to Calls

Whenever off-duty officers in assigned vehicles become aware of a call for service to which their immediate response may prevent loss of life or serious injury or would assist in securing the scene of a serious crime in progress, officers will respond to the call after notifying the Emergency Communications Center and an on-duty supervisor of their proximity to the call. The following limitations and responsibilities will apply:

- Off-duty officers, in an assigned vehicle, whose response to a call for service has been cancelled by the Watch Commander will not respond to the scene.
- Off-duty officers in an assigned vehicle who encounter a traffic collision, stranded motorist, traffic violations and/or any other incident requiring a police response will notify the Emergency Communications Center and the Watch Commander. Officers will render whatever assistance is required until an on-duty officer arrives on the scene.
- Officers who respond to any call for service must submit the appropriate overtime in ERP for their involvement in the incident. The comments for the overtime will include the name of the Watch Commander notified and the incident and/or case report number.

Off-duty officers using the police radio will follow all normal police procedures. (DOI 1109-02 "Radio Communications, Response to Calls.")

Nothing in this policy shall relieve an off-duty officer from compliance with all appropriate directives contained in the Departmental Operating Instructions and relevant City policies when operating an assigned vehicle or responding to any call for service whether dispatched or initiated by the officer.

If an assigned vehicle becomes disabled at the residence of an officer prior to the beginning of the officer's tour of duty, the officer will immediately notify the appropriate supervisor of the disablement. Vehicle disablement does not excuse an officer from tardiness unless prior notification to a supervisor has been made.

#### Securing Weapons and MCTs When Off-Duty

Officers shall not leave any weapon of any type unattended in the passenger area of the assigned vehicle.

Officers shall store the shotgun in the locked gun rack of the vehicle unless the vehicle is equipped with a specialized weapon vault. When off-duty, Officers assigned a rifle must remove the rifle from the rack and store them at their assigned District Station unless the vehicle is equipped with a specialized weapon vault.

MCTs are required to be stored in the vehicle's trunk.