

	POLICY & PROCEDURE	SERIES # 1504	PAGE 1 OF 6
	SUBJECT		EFFECTIVE DATE
	TAKE HOME CAR PROGRAM		10/21/14
OVERSIGHT Support Services			
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #1504 dated 01/28/10 and Gen. Orders #02-166 and #12-222.		

I. PURPOSE:

The purpose of this policy and procedure is to establish guidelines for the conduct and administration of the Take Home Car Program.

II. POLICY:

The overall goal of the Take Home Car Program is to provide better police services to the community. To meet this end, the objectives are:

- A. Increase visibility and availability of units throughout the City.
- B. Decrease average vehicle costs through increased vehicle life and decreased maintenance/repair expenses.
- C. Increase operational readiness within the Hampton Police Division.

The assignment of a vehicle under this program is considered to be a management prerogative. Vehicles may be assigned to the program or returned to general fleet usage by the organization as provided under guidelines set forth.

This policy does not apply to police vehicles which with the authorization of the Chief of Police, may be taken home to fulfill other Division objectives.

III. PROCEDURES:

A. ADMINISTRATION:

The Office of the Chief of Police has designated the Support Services Branch Commander's Office responsible for assignment of all vehicles under this program. The office will closely monitor the officers' activities who are assigned vehicles under this program. Also, the Support Services Branch Commander, or his designee will investigate any indiscretions which occur and report such to the Chief of Police for appropriate action. If disciplinary action is required; all actions shall be in accordance with Division Policy.

APPROVED:
CHIEF OF POLICE



The Support Services Branch will also monitor maintenance performed on the vehicles assigned and will coordinate maintenance with the fleet manager at the City Garage.

B. ELIGIBILITY:

1. Officers must have a good employment record to include a positive attitude, acceptable conduct, and a professional appearance.
2. Officers must reside within the City of Hampton except as authorized by the Chief of Police.
3. Officers must have completed 3 years or more as a sworn officer for the Hampton Police Division.
4. Accident Review Board records reflecting a history of preventable accidents caused by negligence and disregard for established policies and procedures will be a basis for ineligibility.
5. Ineligibility based on traffic accident records shall be determined by the Eligibility Board (see P&P 1004, Accident and Eligibility Review Boards).
6. Eligibility for the Take Home Car Program does not of itself insure assignment of a vehicle nor require that an officer accept such a vehicle if offered.
7. Non-compliance with eligibility requirements will terminate participation in the program. Officers are reminded that having a Take Home Car is a privilege and not a right; and as such can be withdrawn for non-compliance with Division directives, poor attitude, appearance and conduct; as well as non-compliance with eligibility requirements.

C. OVERTIME:

1. Off-duty officers who become involved in a police activity will indicate their on-duty status to Communications as an Alpha Unit. At the conclusion of the event and when practical the officer will record the time with his/her supervisor for compensation pursuant to the Federal Fair Labor Standards Act.
2. This provision will not be construed to deny full overtime compensation to personnel assigned vehicles who are requested to work overtime or become involved in an incident in an on-duty status that carries over beyond normal working hours.

D. VEHICLE OPERATION:

1. Communications procedures will follow Division Policy and Procedure except as modified:
 - a. When using the Communications network, off-duty officers will be designated by “A” (alpha) followed by their assigned CAD number.
 - b. Shift supervisors and Communications personnel may periodically request locations of off-duty officers available as circumstances dictate.
2. All Rules and Regulations, Policies and Procedures of the Hampton Police Division will apply to off-duty officers while operating an assigned vehicle, the same as if he/she were on duty.
3. Division operated vehicles shall be driven by police officers to whom the vehicles have been assigned. Any other temporary operation must have authority from the Commander of the Support Services Branch, their designee, or the Chief of Police. Officers shall not permit non-police personnel to accompany them, except in accordance with Division Policy. This does not preclude operation of vehicles assigned to Field Training Officers by recruit personnel in on-the-job training under the supervision of the Field Training Instructor.
4. Division personnel are not to be provided transportation, except in accordance with Division policy.
5. Officers shall drive Division vehicles with reasonable prudence to conserve the usefulness and maintain them at the highest operating efficiency.
6. Officers and passengers shall use the seat belts provided while driving or riding in Division vehicles.
7. Any damage or accident involving an assigned unit will be reported immediately to the Communications Section and the on-duty shift supervisor in accordance with Division policy.
8. Officers to whom marked vehicles have been issued are prohibited from stopping at restaurants or drive-in restaurants, if two (2) marked Division units are already present at that location (see P&P 607 “Meal Breaks...”), unless responding to an emergency situation or dispatched to that location.

9. At no time will an officer use a Division vehicle either in an on-duty or off-duty status for the purchase, transport and/or consumption of alcoholic beverages except in the course of duty.
10. Off-duty assigned vehicle officers will not be expected to be strict traffic enforcers; however, an indifference to flagrant traffic law violations can not be exhibited and enforcement action should be taken as deemed necessary when such violations are witnessed.
11. Officers will not use assigned vehicles on a part-time job as a part of that employment. The vehicle may, however, be driven to and from the part-time job within the City.
12. Officers who drive assigned vehicles while off-duty will not presume any special privileges; for instance, parking in no-parking or restricted zones, driving above the posted speed limit, etc. Officers will use good judgement at all times and not drive the vehicles in such a manner that will cause unfavorable comments or reflect discredit on the City or the Police Division.
13. Vehicles will not be taken outside of the City of Hampton except on authorized City business.

E. MAINTENANCE:

1. Officers will be responsible for the cleanliness of assigned automobiles.
2. Routine maintenance must be taken care of while on-duty. This will require that all preventive maintenance be scheduled while the officer is off on-duty. This includes fueling, servicing, minor repairs and washing and/or cleaning the vehicle. The officer assigned to a unit will not be allowed to perform maintenance on his/her unit.

In those cases where it is not feasible to schedule maintenance on the officer's on-duty time, the officer will leave his assigned vehicle at the City Garage for the required maintenance. When the vehicle maintenance requires only an oil change, the officer will coordinate with his supervisor to have the vehicle transported and the oil change completed. The vehicle maintenance sheet shall be completed by the supervisor or his designee and forwarded to Special Projects.

3. No alterations or additions to the unit may be done unless by permission of the Chief of Police or his designee.

4. Officers on vacation or sick leave which extends more than three days will be required to leave the keys where readily available to insure scheduled maintenance can be accomplished, and the vehicle is available if needed. The officer will arrange for his/her immediate supervisor to have access to the vehicle and keys.
5. Each Shift Commander will conduct an inspection of units assigned, record the results on the Monthly Vehicle Inspection Report. Copies of inspection sheets indicating problems or discrepancies (i.e., decals peeling, paint fading, etc.) shall be forwarded to Special Projects for follow-up.
6. All personnel participating in the program will be responsible for the maintenance, condition and security of their assigned vehicles and equipment.

F. AVAILABILITY:

1. An officer must be capable of responding to calls in case of an emergency.
2. When operating a take home vehicle, Officers shall be dressed so that they can function effectively as a police officer. All pants must have a belt with belt loops to retain the off-duty holster. Prohibited are swimsuits, tee shirts and/or hats with profanity, indecent language or gestures, or names of alcoholic beverages. Additionally, bluejeans with holes or similar attire will not be permitted. Shorts, if worn, will be similar in design to those issued by the Division. The officers' attire will **always** project the professional image of the Division.
3. An officer must have his/her badge, Police Division Identification and authorized weapon in his/her possession at all times while operating any police vehicle. Exceptions may be granted by supervisors for authorized law enforcement purposes.

G. ASSIGNMENT:

1. Vehicles in the Take Home Car Program will be issued dependent on availability and operational requirements. After operational requirements are satisfied, (i.e., individual shift vehicle needs) vehicles will be assigned according to seniority to eligible personnel desiring to participate. Once assigned, Take Home vehicles will not be reassigned, except for reasons of non-compliance with program guidelines, misconduct, or operational requirements within the Division.

2. Support Services shall conduct an annual review of all vehicles taken out of the City of Hampton. This review will evaluate the continued operational need of each request. This review will be forwarded to the Chief of Police for final determination.