

Take Home Car

706.1 PURPOSE

Under the Vehicle Fleet Plan, employees may be issued a police vehicle for on-duty use to increase the readiness of officers for emergencies and urgent calls, and improve the reliability, maintenance, and longevity of each vehicle to reduce administrative costs. Employees shall operate and maintain vehicles pursuant to guidelines in this policy.

706.2 OPERATION OF VEHICLES WHEN OFF-DUTY

Employees, when off-duty, may, as authorized by the Chief of Police, utilize a police vehicle while traveling to and from work from their residence, or an official job related function (testifying in court for a criminal case in which the officer is a witness, traveling to and from a job-related training, etc.)

Officers shall be prepared and equipped to handle any situation they may encounter while operating a police vehicle. Officers shall monitor the police radio, and, at a minimum, shall be equipped with law enforcement credentials, police badge, an approved firearm, 1 extra magazine of ammunition, handcuffs, and a body worn camera, and shall take appropriate law enforcement action on observed violations.

Should officers observe a violation while traveling outside the City of Louisville, off-duty officers should call for an on-duty police unit from the law enforcement agency with primary jurisdiction where the officer is unless immediate law enforcement action is required. The officer will stand-by and assist until the on-duty officer arrives.

Only police personnel shall operate police vehicles. Officers shall not carry passengers in police vehicles unless engaged in a law enforcement function or unless exigent circumstances exist. Officers shall be responsible for the safety, proper appearance, and conduct of all passengers.

Employees, while off-duty, shall maintain professional conduct and shall not operate a City-owned or leased vehicle under the influence of alcohol to any degree.

706.3 PROCEDURES FOR VEHICLES WHEN NOT IN USE

Officers shall not presume or exercise any special privileges with the patrol vehicle (i.e., parking in a NO PARKING area,) while off-duty.

Officers on extended modified status may have their police vehicles secured at the City Service Center or the Police Department, to be used only in emergency situations, until they return to full-duty status.

706.4 MAINTENANCE RESPONSIBILITY OF VEHICLES

Officers assigned vehicles used for transporting arrestees shall examine the condition and contents of the vehicle at the beginning of each shift to assure that the vehicle is safe, in good operating condition, and equipped with safety equipment as required by policy.

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Officers shall be prohibited from:

- a. Personally performing or allowing anyone other than a City mechanic, or a City authorized mechanic, to perform any mechanical repairs or alterations on the vehicle which extend beyond general maintenance. General maintenance which can be done by the Officer shall include:
 1. Addition of motor oil, wiper fluid, or anti-freeze.
 2. Maintenance of tire pressure.
- b. Altering the body, appearance, markings, or the mechanical, electrical, or radio systems of the vehicle is prohibited. Adding or rearranging accessories or equipment in the vehicle without prior approval from the Chief of Police or his/her designee is prohibited.

Employees shall be responsible for the appearance and up-keep of the interior and exterior of the vehicle and shall have the vehicle washed and cleaned, as necessary, to maintain appearance.

Employees shall be responsible for the immediate notification of Vehicle Maintenance concerning any problems in a vehicle that they are operating.

To insure timely servicing of police vehicles, Vehicle Maintenance shall notify all employees that are assigned to vehicles of their scheduled service date and time. Every effort will be made to keep the scheduled appointment. If a conflict arises, the employee should immediately contact Vehicle Maintenance to reschedule the vehicle. The servicing of all vehicles must be completed regularly in order to maintain the highest level of operation of the entire fleet and the safety of the officers.

Officers should inventory their vehicles at least on a quarterly basis and report any missing or damaged items to their supervisor for repair or replacement.

Officers shall submit a memo to their supervisor to report any missing or damaged equipment.

Employees shall operate the vehicle with reasonable prudence to conserve fuel and maintain operating efficiency.

Employees shall immediately report any damage to their vehicle, or any City vehicle they are driving, to their supervisor.

