

WEST PALM BEACH POLICE DEPARTMENT

I-18 TAKE HOME VEHICLE POLICY

EFFECTIVE: 01/01/2005

CALEA Standards: N/A

CFA Standards: N/A

I. POLICY: It is the policy of the City of West Palm Beach and its Police Department to assign police vehicles to full time sworn police officers who reside within the corporate limits of the City of West Palm Beach for use pursuant to the following guidelines and procedures. The Police Department will also assign police vehicles to full time sworn police officers who are assigned to certain positions within the Department as identified by the Chief of police for use pursuant to the following guidelines and procedure.

II. VEHICLE ASSIGNMENT CATEGORIES:

A. Officers will be assigned either a marked or unmarked vehicle for use according to the responsibilities of the officer's position and the needs of the department.

B. Resident Officer Take Home Vehicle is a police vehicle, either marked or unmarked assigned to an officer for use on-duty and off duty.

1. To be assigned such a vehicle, a full time sworn officer must:

a. Reside within the corporate limits of the City of West Palm Beach.

b. Work in an operational division, section or unit which requires the use of a vehicle for the officer to perform the required duties of his or her position and the required vehicle is specifically the vehicle assigned.

2. Any full time sworn police officer who moves within the incorporated city limits of West Palm Beach is eligible to participate in the take home vehicle program and will be assigned a take home vehicle within six months of the date the officer becomes a resident. Probationary officers are not allowed to participate until they have successfully completed probation and achieved permanent civil service status.

3. When a full time sworn police officer who is assigned a take home vehicle ends their residency in the City of West Palm Beach, such officer must immediately notify the Police Department of the change and turn in the vehicle.

C. While on their four day work rotation, full time sworn officers assigned to patrol will be allowed to drive their assigned marked patrol vehicle to their primary residence at the conclusion of their shift with the following restrictions:

1. The officer must reside within a thirty (30) mile radius of the West Palm Beach Police Department.

2. The marked police vehicle will be considered "restricted use only" and subject to the rules set forth in this policy (Section IV, Item B 1 thru 4).

3. Officers personal vehicles will be parked in their assigned parking space.

4. Officers will ensure their assigned marked patrol vehicle is in their assigned parking space available to use by the opposite shift rotation at the completion of their four day work cycle. (i.e. if the officer becomes ill and/or for what ever reason is unable to work it will be their responsibility to have the vehicle returned)

5. Should an officer fail in their responsibility to return their assigned vehicle prior to the start of the opposite shift rotation the Shift Commander will make arrangements to retrieve said vehicle and return it to the police station. All actions taken and resources used will be documented within an internal memorandum. Documentation will be forwarded through the officers chain of command with copies placed within the officers platoon file and forwarded to the officer in charge of fleet coordination.

6. Pool vehicles or any other temporarily assigned vehicles will not be used as part of this take home program.

7. Failure to return any marked vehicle will result in the loss of this take home privilege.

D. Command Vehicles are assigned to positions of command responsibility critical to the operational efficiency of the Police Department as designated by the Chief of Police. Any member having a command assignment must be able to communicate with the Department at all times and is subject to immediate response when needed.

1. Command Staff may use their assigned vehicles as they would their personal vehicles, due to the demands of their position.

E. Restricted Use Vehicles are assigned to members for official use only. Any member having a restricted use vehicle is subject to call-in while off-duty.

III. VEHICLE ASSIGNMENT REQUIREMENTS:

A. Any full time sworn police officer who has successfully completed probation and achieved permanent civil service status must meet the following requirements to be assigned a vehicle in any of the above categories.

B. The officer must have achieved a satisfactory or above rating and in all of the categories/dimensions on their most recent performance review. A satisfactory or above rating must be maintained through out the officers rating period in order to continue to be eligible for this privilege.

1. An officer must maintain a satisfactory or higher rating in all categories/ dimensions in future performance reviews in order to continue being assigned a vehicle in any of the above categories.

2. Failure to meet this requirement will result in the officer having to relinquish the assigned vehicle until the performance review rating requirement is met.

C. Before being considered for an assigned vehicle in any of the above categories, an officer must not have been suspended for more than three (3) days during the twelve (12) months prior to the assignment of the vehicle.

1. Upon assignment of a vehicle, an officer who incurs three (3) days of suspension during a 12 month period will relinquish the vehicle for a period of one (1) year.

a. If, during the one (1) year period of not being assigned a vehicle, the officer does not incur any additional suspension time, the officer will be assigned another vehicle.

b. If, during the one (1) year period of not being assigned a vehicle, the officer incurs any additional suspension days, the officer will not be eligible to be considered for an assigned vehicle for five (5) years.

IV. VEHICLE USAGE:

A. Members who are assigned take-home vehicles must comply with the guidelines and/or rules set forth in this policy. When off duty, all traffic laws must be adhered to except when law enforcement action is required or authorized. Non-compliance or violations of the guidelines and/or rules will result in the take-home vehicle assignment being taken from the member for a period of time determined by the Chief of Police. The non-compliance or violation may also result in further disciplinary action depending on the circumstances.

B. The following vehicle off-duty use will apply to officers who take their vehicle home during their duty rotation.

1. No person other than the assigned member or another member of the West Palm Beach Police Department will operate the vehicle.

2. Non-departmental personnel will not be transported in restricted use vehicles.

3. The vehicle must not be used outside the City limits unless the member is conducting authorized police

business or necessary commuting.

4. Members will not use restricted use vehicles to conduct personal business or errands.

C. The following rules apply to those officers who are assigned a take-home police vehicle:

1. Officers may use the vehicle to conduct personal business within City limits.

2. Officers must go in service, off duty car (10-118) when operating the marked vehicle within City limits.

3. Officers will not transport non-departmental personnel in the vehicles.

4. Officers will dress appropriately when using the marked patrol vehicle.

a. Proper attire must be worn. Officers will wear some type of identifying attire, i.e., Department approved tee shirt, hat, or display a badge on person.

b. Officers will not wear short-shorts, tank tops, flip flops, etc.

c. Officers will equip themselves with police identification, police radio, handcuffs, O.C. spray, firearm, and spare magazines.

5. Officers will monitor the police radio at all times while operating a marked vehicle within City limits.

6. While off duty and/or in civilian attire, officers will not take traffic enforcement action unless the violation is extremely hazardous.

7. Any officer on light-duty or suspension is not authorized a take-home vehicle.

8. Any officer on annual leave, earned personal leave, compensatory time, or other earned leave equal to or exceeding one duty week (40 hours) or one duty shift (four on) will not keep possession of the take-home vehicle during such extended leave.

a. Assigned take-home vehicles will be left at the Police Administration complex at the end of the last duty shift preceding the start of leave.

b. The Fleet Coordinator will be notified by the officer in advance of the leave and informed of any known maintenance issues for the assigned vehicle. Repairs and preventive maintenance will be scheduled during the member's absence.

c. Officers on leave who are scheduled to work an extra duty assignment during the leave period may access their assigned vehicle, if available, when a police vehicle is authorized for the assignment. The on-duty Shift Commander will be notified of the use.

d. Officers using less than one week of leave can arrange to leave their assigned vehicle with the Fleet Coordinator for maintenance purposes.

e. All officers participating in the take home car program will make their vehicle available for scheduled maintenance.

9. The vehicle is to be properly maintained and kept clean at all times.

10. No unapproved equipment or accessories will be installed. Comfort items and police equipment over and above the standard issue may be installed upon approval by the Division Commander. Stickers, decals, decorative items, or similar materials not authorized and/or installed by the factory or the Department are not permitted.

D. Officers will not secure Department issued equipment in the passenger compartment of a vehicle or in the trunk area if access can be gained by an interior trunk release mechanism not dependent on a key, the ignition

being on, or another locking mechanism. This includes an officer's personal vehicle and/or take home vehicle.

E. Nothing in this policy will prohibit the Chief of Police or any Bureau or Division Commander from authorizing any member the use of a take-home vehicle for a limited period of time to address any identified need, such as commuting to authorized training or court appearances.

VI. REFERENCES:

- Applicable collective bargaining agreement.
- F.S.S. 316.126- Operation of vehicles and actions of pedestrians on approach of authorized emergency vehicle.

Delsa R. Bush, Chief of Police

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