

PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 106
	TAKE HOME VEHICLES	ISSUE DATE 07/05/2006
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE 07/06/2006
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 2

I. PURPOSE

The purpose of this policy is to establish procedures for take home vehicles.

II. POLICY

Specified employees who are required to be available for call out may be authorized to take a department vehicle home. Some examples are: Members of the Special Reaction Team, Crime Scene Technicians, Public Information Officer, etc...

Also, employees who have 20 years of service or more with this department and live within the city limits of Pine Bluff may be authorized a take home vehicle with consideration given to past performance and conduct.

Take home vehicles will be authorized on a case-by-case basis by the Chief of Police and if abused, this privilege shall most certainly be revoked. Employees who are allowed this privilege will be required to strictly abide by the guidelines listed in this policy and those set forth by the Chief of Police.

III. DEFINITION

A take home vehicle is a department owned vehicle, automobile or motorcycle, which is authorized by the Chief of Police to be taken home and operated under the conditions allowed in this policy.

IV. PROCEDURES

- A.** All department take home vehicles, marked and unmarked, will be driven in a safe and proper manner with the driver acting in full compliance with all traffic laws and regulations. Law enforcement vehicles are conspicuous symbols of authority on the streets and many observe the actions of law enforcement drivers. This places the responsibility on each driver to set a visible example of driving behavior and habits.

- B.** All take home vehicles have mobile radios, which will be in operation while the vehicle is in use. If in a department authorized take home vehicle and off duty the employee shall respond to calls that involve a perceived or reported life threatening situation or violent crime in progress. If an emergency response is warranted Policy 230 (Police Vehicle: Emergency Operation) will be followed.
- C.** All occupants shall be dressed appropriately. Members shall conduct themselves in a manner that does not damage or have the probable expectation of damaging or bringing the public image, integrity or reputation of the Pine Bluff Police Department into discredit or disrepute as per Department Policy 1103 (Conduct - Unbecoming an Officer).
- D.** There will be an absolute zero tolerance for the consumption of any alcoholic beverage prior to or while driving any department vehicle.

V. GEOGRAPHIC LIMITATIONS

- A.** Employees (Excluding the Command Staff) who are authorized to retain possession of a city owned vehicle after hours are prohibited from use of the vehicle for personal errands or travel not directly related to the employee's duties, except in an emergency.
- B.** Only the employee or authorized city official shall operate the vehicle.