

	ROSENBERG POLICE DEPARTMENT	
	General Order 7.17 Vehicle Take-Home Policy	
	Effective Date: 4-01-2014	Replaces: G.O. 401
	Approved:  Chief of Police	
	Reference: N/A	

I. POLICY

The City of Rosenberg recognizes the need and desire to maximize police manpower and equipment. The Rosenberg Police Department believes that assigning vehicles to individual officers will increase the life of the vehicles while reducing maintenance costs and providing for exceptional accountability for upkeep, appearance and maintenance of said vehicle. Officers assigned a take-home vehicles can respond more efficiently when recalled during their off-duty hours. Additionally, the presence of marked police vehicles in residential areas throughout the City will increase police visibility, acting as a deterrent to criminal conduct.

II. PURPOSE

To these ends, the purpose of this policy is to establish guidelines for the assignment and operation of individual officer-assigned police take-home vehicles.

III. DEFINITIONS

- A. *Take-Home Vehicle*: a marked or unmarked police vehicle assigned to one employee who meets all of the eligibility requirements contained herein.
- B. *Assigned Vehicle*: a marked or unmarked police vehicle assigned to one employee who does not meet all of the eligibility requirements outlined in this policy.
- C. *Place of Residence*: location the police vehicle and officer will be when off-duty.
- D. *Designated Residence Area*: area within which it is allowed to take-home the individually-assigned police vehicle, limited to Fort Bend County.
- E. *Extra-duty Employment*: Non-Rosenberg Police Department employment related to public safety during off-duty hours and pre-approved by Department administration according to existing policy.

IV. GENERAL

- A. A take-home vehicle implementation plan will be developed by the City Manager and Police Chief accounting for multiple variables such as operational necessity, budgetary/resource constraints, rank/seniority, and residence location to assign vehicles.
- B. Vehicles will be assigned to personnel with the understanding that the assignment of said vehicles may be changes at any time at the discretion of the Police Chief and/or City Manager.
- C. Except as otherwise noted, the City of Rosenberg's Employee Guidelines (specifically, the Use of City Property section) and Rosenberg Department policies apply.

V. ELIGIBILITY REQUIREMENTS

- A. Officers assigned marked vehicles must live within City of Rosenberg or City of Rosenberg Extra Territorial Jurisdiction in order to take a vehicle home.
- B. Officers assigned unmarked vehicles must live within City of Rosenberg of the City of Rosenberg Extra Territorial Jurisdiction in order to take a vehicle home unless the Police Chief grants an exception based on the needs of the Department. If an exception is authorized by the Police Chief, the officer must live within Fort Bend County.'
- C. Officers must not be in their probationary employment period or on any type of disciplinary probation.
- D. Officers living outside the designated residence area are not eligible to take their vehicles home. They should park and secure their assigned vehicle in designated parking at the Police Department.
- E. Officers will acknowledge that they have received and read this policy and that they are bound by the requirements contained herein by signing the attached "Rosenberg Police Department Assigned Police Vehicle Take-Home Policy Acknowledgment Sheet" attached hereto.
- F. Officers who violate the guidelines of this policy shall forfeit their privilege to participate in the program.

VI. VEHICLE USE

- A. Personal Stops: Officers may make personal stops or errands during travel to and from a work location or police headquarters, providing that the personal stop is short in duration and does not reasonably deter from the officer's normal travel

route to his/her residence. Once the officer has arrived home, further use of the vehicle for personal errands is prohibited.

- B. Contraband Transport: Officers are prohibited from using a police vehicle for the purpose of purchasing alcohol. No officer shall operate the vehicle after consuming alcoholic beverages, and no alcohol or other contraband shall be transported in the vehicle unless within the scope of the officer's duties.
- C. Extra-Duty Employment: A take-home or assigned vehicle may be driven to and from approved extra-duty jobs as long as the officer is appropriately dressed according to accepted departmental practices, and as long as that employment is within the Corporate Limits of the City of Rosenberg.
- D. On-Duty Assignments: A take-home or assigned vehicle may be driven to court appearances, school and departmental training. If two or more officers are going to the same location outside the City of Rosenberg, they should utilize the minimum number of vehicles possible.
- E. Civilian Transport: Except within the scope of their duties, officers are not allowed to transport civilians (including family members) in take-home vehicles or assigned cars.
- F. Vehicle Security: The vehicle, when parked and unattended, should be locked. No weapons will be left in the car when parked during off-duty hours or when left for maintenance.
- G. Extended Absences: When an officer is going to be away from their residence or absent from work for more than 96 hours, the assigned unit should be parked at the Police Department.
- H. Police Radio: The police radio should be on and monitored at all times when the unit is operated. Radio communications should be restricted to departmental business only.
- I. Vehicle Damage/Theft: Any damage to or theft from the vehicle shall be immediately reported according to departmental policy.

VII. OFF DUTY REQUIREMENTS

- A. Officers, while operating the vehicle off-duty, should be appropriately dressed according to departmental practices, have their badge and ID with them, and shall be armed with a department-authorized firearm.
- B. An off-duty officer, while operating their department vehicle shall:
 - 1. Respond to all felony in progress calls;
 - 2. Respond to all officer needs assistance calls;
 - 3. Apprehend and arrest any suspected DWI which comes to the office's attention;

4. Apprehend and arrest any suspects committing a felony or crime of violence in the officer's presence;
 5. Stop and assist any citizens who flag down the officer;
 6. Assist any stranded motorist the officer comes upon; and
 7. Conduct traffic direction where needed until on-duty units arrive
- C. An off-duty officer complying with the above requirements shall notify the dispatcher of their involvement

VIII. MAINTENANCE

- A. Any officer to whom a vehicle is assigned shall be fully responsible for the maintenance of the vehicle in a timely manner.
- B. All maintenance, except emergency repair, shall be done during off-duty time.
- C. Officers shall be responsible for the interior and exterior appearance and cleanliness of the vehicle.
- D. No alterations to the vehicle's appearance, mechanical, or electrical systems shall be allowed.
- E. Officers who negligently damage or fail to properly maintain any vehicle assigned hereunder will be held liable for the cost of repairs and will forfeit their privilege to participate in the program.

IX. VEHICLE INSPECTIONS

- A. Supervisors shall be required to conduct periodic inspections of the vehicles assigned to personnel under their command.
- B. Supervisors shall have the responsibility and authority to recommend that an officer be removed from this program for failure to properly use and care for their assigned vehicle.

Rosenberg Police Department
Assigned Police Vehicle Take-Home Policy

ACKNOWLEDGEMENT SHEET

I, _____, hereby acknowledge that I have read and understand the Rosenberg Police Department Assigned Police Vehicle Take-Home Policy. Specifically, I acknowledge that I understand that violations of this policy may result in disciplinary action.

Signature

Date