

La Plata Police Department – General Order

	Title: Take Home Cars		Order #: 404	
	Effective Date: November 15, 2014	Review Date:		
	Original Issue:			
<input type="radio"/> New <input type="radio"/> Amends <input checked="" type="radio"/> Rescinds		Rescinds Chief's Memorandum Dated September 7, 2000/Use of Vehicles		
Approved by: Chief Carl Schinner			CALEA 5 th Edition	
CALEA Standard:			Pages: 2	

- 01 Purpose:** To establish criteria for general regulations pertaining to take-home vehicles.
- 02 Policy:** It is the policy of the La Plata Police Department to provide take-home vehicles to sworn personnel pursuant to the provisions set forth in the terms below. Only officers who are eligible for the take home car program may use the vehicle for off-duty personal use.
- 03 Eligibility:** An Officer shall be eligible for a take home vehicle after successful completion of Field Training.
- 04 Off-Duty Use:** A take home vehicle may be used off-duty for the following:
 - A.** Attend Town events, parades, crime watch meetings, training, special assignments and other official functions approved by the officer's Commander or the Chief of Police.
 - B.** While working approved secondary employment within the Town.
 - C.** While conducting personal business (shopping, patronizing other businesses, etc.) within the Town.
 - D.** Within a five mile radius of the Town immediately before or after the officers regular tour-of-duty or other Town/Department business.
 - E.** Within a five mile radius of the officer's residences (the address on file with the police department).
- 05 GENERAL REQUIREMENTS:**
 - A.** When the officer is off-duty and in the vehicle, the officer must be armed with an approved weapon.
 - B.** When operating the vehicle off-duty, the police radio must be kept on. Officers are expected to aid disabled motorists and to provide back up to on-duty personnel in need of assistance.
 - C.** Officers on official police business may leave the State of Maryland (i.e., training, conferences, etc.) with approval from the officer's Commander or Chief of Police.
 - D.** In minor cases encountered off-duty within the Town, the officer may call for a beat officer to handle the matter. If immediate action is necessary, the off-duty officer will handle the situation.
 - E.** Officers may transport persons other than Town employees in vehicles assigned as take home vehicles. These people may include friends, family members, and other persons that the officer might normally transport in his/her personally owned vehicle. The officer shall be responsible for the conduct and safe transport.
 - F.** While on leave in excess of seven days, whether sick leave, annual leave out of town or administrative leave other than for training purposes, officers must arrange for delivery of the vehicle to their Division Commander. If an officer is so ill they cannot bring his/her car to the station, arrangements will be made to have the vehicle picked up.
 - G.** Officers whose police powers have been suspended must deliver the vehicle to their Division Commander.
 - H.** Officers are prohibited from purchasing alcoholic beverages while operating a Departmental vehicle.

- I. Operation of Departmental vehicles by personnel who have consumed alcoholic beverages is prohibited.

EXCEPTION: The Chief of Police may approve an outside contractor to install electrical equipment in police vehicles.

06 LIGHT-DUTY ASSIGNMENTS:

Officers on light-duty are not eligible to participate in the Take Home Car Program. The Program was initiated to create a greater police presence. If an employee cannot function as an officer due to injury, the effectiveness of the program is negated. Secondly, placing an officer in a cruiser may imply in a legal sense that the officer is capable of taking action which could further injure the officer.

- 08 SMOKING:** Smoking is prohibited in Town vehicles.

09 ADMINISTRATIVE SANCTIONS:

- A. Administrative removal from the take-home car program is authorized in circumstances wherein an officer is deemed to have been neglectful or abusive in the use of his/her assigned vehicle.

07 MAINTENANCE AND EQUIPMENT:

- A. Officers are responsible for scheduling preventive maintenance and care of the vehicle with Public Works. All maintenance and service will be performed while off-duty, when practical. On-duty repairs may be performed with the approval of the Squad/Unit Supervisor. Issued weapons such as shotguns and nightsticks, etc. will be removed from the vehicle when it is left for service.
- B. Officers shall keep their cars clean, when feasible, they shall report any damage to their assigned vehicle promptly.
- C. Officers shall replenish supplies used during the normal course of their duties promptly.
- D. Officers shall report any equipment that is lost or missing in a timely fashion and request a replacement item via LPPD Form #221, Support Services Division Work Request Form.
- E. Non-original equipment shall not be installed in, or attached to, any vehicle unless authorized by the Chief of Police or a Division Commander.
- F. The Town mechanic must oversee the installation of any electrical equipment authorized by the Chief of Police or Division Commander beyond what was originally installed as standard Departmentally approved equipment.

- B. The take-home car program is a benefit and a responsibility. Its use is to be considered a privilege and not a right. As such, officers who violate this policy may be subject to removal from the program, as well as other disciplinary actions.