

# Bowie City Police Department - General Orders



TITLE: TAKE HOME CAR PROGRAM	NUMBER: 304
EFFECTIVE DATE: July 6, 2015	REVIEW DATE:
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input checked="" type="checkbox"/> RESCINDS	DATE: 6/13/11

AUTHORITY <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS	TOTAL PAGES 2
---	--------------------------	------------------

## I. PURPOSE

The Bowie Police Department has a Take Home Vehicle Program. Under this program, each sworn employee will be assigned a vehicle for use while on-duty and to commute to and from home. Vehicles will be assigned as available by seniority. An employee who is assigned a vehicle under this program is responsible for the care, service and maintenance of that vehicle and all associated equipment as required by the policies of this agency.

To qualify for the program, the Officer must have successfully completed entry-level training, maintain Certification from MPCTC, satisfactorily completed the Field Training Program and reside in the State of Maryland within a twenty (20) air mile radius of the City of Bowie. Assignment of a take home vehicle is a privilege and not a guaranteed employment benefit.

## II. POLICY

**A.** “On Duty” is defined as any work shift, approved police related secondary employment within the City of Bowie, court appearances, training or City related business.

**B.** Officers may use their issued police vehicles for personal errands that occur while directly traveling to or from duty. Officers that live inside the City may use their vehicles at any time within the City limits while adhering to policy.

**C.** Immediate family members may ride in the police vehicle when it is necessary to facilitate an action that occurs while traveling directly to or from duty (i.e., dropping a spouse at the Metro, or picking up a child from school). Immediate family members may also ride in the police vehicle when they are attending a City function with the Officer. High speed or high-risk activities are prohibited when family members are traveling in this capacity. Requests for exceptions to this policy may be made to the Officer’s immediate supervisor and will be determined on a case by case basis. Family members are not permitted to drive the police vehicle.

**D.** If the vehicle is equipped with a prisoner transport safety screen, no object will be attached to the safety screen within the vehicle which will interfere with the driver’s view from the vehicle, particularly those which may prohibit safe backing of the vehicle.

**E.** Operation of vehicles at any time when the employee operator has consumed or has in his/her blood any amount of an alcoholic beverage is prohibited.

**F.** Officers are prohibited from possessing alcoholic beverages while operating a City police vehicle unless related to official duties.

**G.** Vehicles shall not be used to carry excessive loads or protruding objects, unless transporting found or recovered property within the scope of police duties.

**H.** The police radio will be monitored and kept on the frequency for the area in which the vehicle is being operated at all times.

**I.** Sworn employees shall attend to matters of an immediate nature which may require enforcement action and come to their attention during the off-duty operation of a City police vehicle. For incidents not requiring immediate emergency action, an on-duty local area Officer may be requested.

**J.** All employees who are assigned a Department vehicle for their use during off-duty hours will complete a Commander's Log report for any off-duty police service they perform.

**K.** When the officer is off-duty and in the City police vehicle, the officer must be armed with an approved weapon.

**L.** No sworn employee may operate a City police vehicle when the employee is not fit or capable of performing his/her duties or is assigned to a non-duty of limited duty status. That employee shall make arrangements with their Commander to have the vehicle picked up or delivered to Police Headquarters.

**M.** Smoking is prohibited in City vehicles.

**N.** Members that reside outside of the State of Maryland or further than the allowed twenty (20) air miles radius from the City of Bowie shall park their assigned cruiser at the station or at an approved Public Safety Facility. Members shall complete and submit The Take Home Vehicle / Public Safety Facility Form and submit through their chain of Command to the Operations Services Division for approval. This form shall be submitted yearly.

## **II. ADMINISTRATIVE SANCTIONS**

**A.** Violation of any part of this policy may subject the employees to disciplinary action.

**B.** Any complaints about an Officer's behavior i.e. speeding, reckless driving or driving in an H O V lane alone while operating a city police vehicle will be investigated and if found in violation, shall have their take home car privileges suspended for a period to be determined by the Chief of Police.

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

**D.** The take-home vehicle 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.

### **III. CANCELATIONS**

This General Order cancels and replaces:

General Order 3/637 Take Home Car Program