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Effective Date: June 1990/July 1997	Revision Date: November 2011
Amends/Supercedes: July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	21.1, 21.4

Section 900.10 Take Home Vehicles

Policy

It is the policy of the Shively Police Department to regulate and maintain the TAKE HOME VEHICLE PROGRAM, in order to:

- Promote the security of the citizens of Shively by creating an atmosphere of the ever presence of police officers resulting from an increased number of police vehicles on the streets of the city.
- Improve police-community relations by increasing off-duty personal contacts and services performed by police officers.
- Deter crime by limiting the opportunity of the criminal to commit the act by creating the appearance of police always present in the area.
- Provide quicker response time to all types of calls, thereby increasing the opportunity for apprehension of criminals.
- Reduce the maintenance costs of police vehicles.
- Provide quicker response of off-duty personnel when recalled to duty because of an emergency.
- Increase incentive and improve morale of those officers assigned take-home vehicles.

Definitions

For the purpose of this article the term "take-home vehicle" refers to both MARKED and UNMARKED POLICE VEHICLES.

General Guidelines for use of City take-home fleet

- No employee will use the assigned vehicle to further any personal interests relative to any off-duty employment or enterprise, unless the Chief of Police grants specific written permission.
- Under no circumstances will an officer leave any firearm in a police vehicle without properly securing it in the trunk or by other means.
- Any officer on leave due to extended sick leave, injured-on-duty, limited duty, or suspension will not have take-home vehicle privileges. The Chief of Police may approve some cases of limited duty use.

Off-Duty Mileage and Gasoline Consumption

- It shall be the responsibility of each individual officer to ensure that off-duty mileage and gasoline consumption is not abused.
- It shall be the responsibility of the commanding officers to monitor fuel consumption of subordinates in their command.

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Violation of take-home Fleet Polices

Any employee who violates these rules and regulations regarding the take-home fleet vehicles and equipment will be subject to the loss of the vehicle and/or disciplinary action.

Operation of Vehicles

- Any officer using his/her take-home vehicle will adhere to departmental policies, procedure, rules, and regulations as they pertain to vehicle and equipment operation, maintenance and care.
- Any officer using his/her take-home vehicle in an unauthorized manner or whom permits unauthorized uses of the vehicle may be subject to loss of vehicle and/or other disciplinary action.

Good Judgement

Officers operating take-home vehicles will exercise good judgement in utilizing them, avoiding any conduct likely to cause unfavorable comments and/or embarrassment to the Shively Police Department.

Authorized Drivers

ONLY police employees will operate vehicles.

Where Vehicle May Be Operated

Officers will not operate an assigned vehicle outside the confines of Jefferson County, Kentucky. Trips outside of Jefferson County, with the exceptions of those outlined below, require prior written permission from the Chief of Police:

- Officially on-duty business to an adjoining Kentucky or Indiana county when permission has been obtained from the shift commander;
- When in hot pursuit of a suspect and/or vehicle.

Passengers

Officers may have non-police passengers in the vehicle when off-duty.

B) Officers will not permit any non-police passengers to accompany them while on their tour of duty with the following exceptions:

- Persons who have obtained permission from the Chief of Police or his designee and have completed a liability waiver;
- Officers will take whatever steps necessary to ensure the full and complete safety of any passengers.

Alcoholic Beverages

No employee will operate a take-home vehicle in violation of provisions of the KENTUCKY REVISED STATUES which pertain to the use, transportation and storage of alcoholic beverages.

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- No alcoholic beverage or liquor may be transported in the take-home vehicle by the employee or any person in the vehicle, except when in the performance of official duties.
- No take-home vehicle, except when on official business, will be parked within proximity of any establishment, which serves alcoholic beverages as its main source of income.
 - If an employee is involved in an accident or other incident while operating a take-home vehicle and it is determined that alcohol was a contributing factor on his/her part, the employee will be subject to the loss of the use of the police vehicle and other disciplinary measures.

Emergency Runs (Off-Duty)

Runs that require lights and sirens should be avoided when transporting civilian passengers off duty.

Passenger Restraint Devices

Officers and any passengers in the vehicle must use restraint devices as required by state law.

Radio Monitoring

Officers operating a take-home vehicle while off duty will monitor the police radio and will respond, as needed, to any incident of an emergency nature, within close proximity, as broadcast by the radio dispatcher.

Take-home Vehicle Involved in Collisions

Whenever an officer is involved in a collision off-duty, no matter how slight the damage, he/she will immediately:

- Advise the radio dispatcher
- Request a commanding officer on duty to respond to the scene
- Request agency of jurisdiction to make a report.

Document the Incident

In the event that an on duty commanding officer cannot respond to the scene, the commanding officer should dispatch another on duty officer who will assume the responsibilities of the commanding officer.

If the commanding officer decides that the vehicle should not be operated until repairs are made, the commanding officer will make arrangements for transporting the officer and his/her passengers to the officer's home.

The officer involved in the collision shall provide a copy of the report to the Chief of Police through the chain of command as soon as possible.

Post Collision Testing

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Drug and alcohol testing will be conducted following an employee's involvement in an accident while in any vehicle owned by the City of Shively if any of the following criteria are met.

- There is injury to any of the involved parties that requires off-site medical attention.
- There is property or vehicle damage of One Thousand dollars (\$1000.00) or more.

If there is reasonable suspicion that an employee is operating a city owned vehicle while impaired by or under the influence of alcoholic beverages or narcotics, Officers of the City of Shively shall adhere to Kentucky Revised Statute 189A.010 and a commanding officer shall be notified immediately.

Post Collision Training

Any officer involved in two chargeable collisions within a twelve (12) month period will attend an appropriate driving course at the Department of Criminal Justice Training.

Any officer involved in more than two (2) chargeable Motor Vehicle Traffic accidents while operating a take-home vehicle off-duty, within a twelve (12) month period will be subject to the loss of his/her assigned vehicle and/or face disciplinary action.

Maintenance and Care of Vehicles

Each officer assigned a take-home vehicle will be fully responsible for the proper care and general maintenance of the vehicle. Employees will be subject to disciplinary action if they:

- Fail to properly maintain their take-home vehicle.
- Fail to report any damage or theft.
- Fail to report any service problem.

Scheduling Maintenance/ Repair/ Warranty Work

Officers will be responsible for taking their vehicles to have routine service work performed as required for preventive maintenance. It is preferred that scheduled maintenance be conducted while the officer is off duty.

- Officers may coordinate repairs and warranty work through the Vehicle Coordinator, if available.

Break Down of Vehicle (Off-Duty)

In the event that a vehicle breaks down or must be placed in the shop while the officer is off-duty, and the officer needs transportation for passengers or self, an on-duty commanding officer will be contacted and necessary transportation arrangements will be made.

Refueling

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Officers should attempt to refuel their vehicle whenever possible, prior to reporting for duty. If the vehicle needs refueling while on duty, the employee should always contact dispatch by radio so that the status of the resource be documented.

Vehicle Cleanliness

Employee shall maintain the cleanliness of the interior and exterior of their vehicles as needed. Any supervisor may require an immediate response to an unkept vehicle.

Inspections

Take-home vehicles will be inspected from time to time, by a commanding officer.

Personal Appearance of Employees and Passengers

Employees:

- When wearing the uniform, officer will conform to the department's RULES and STANDARDS OF CONDUCTS, as applicable.
- When in civilian attire, officers will dress in clothing that is acceptable to meet and deal with the public. The main body trunk will be clothed at all times while in the take-home vehicle. Officers will conform to the department's RULES and STANDARDS OF CONDUCT, concerning the following:
 - Personal grooming
 - Prohibited against wearing civilian clothing with any distinguishable part of the uniform.

Passenger Requirements

Passengers will dress in attire that is acceptable to meet and/ or be seen by the public.

- Young children age twelve and under must be properly restrained in rear passenger area.
- Employees are responsible for the personal appearance and conduct of any passenger in the police vehicle.

Official Activity

Off-duty officers coming across any situation requiring police action will take appropriate action needed to handle the incident. Officers should request an on-duty unit to take any report necessary, transport prisoners, or assist citizens, except in emergency situations, where immediate police action is required. Upon arrival of on-duty units, the off-duty employee may clear the scene.

- If an officer takes a report while off-duty, he/she should take the report to Police Headquarters or pass the report over to an on-duty unit for timely processing.

Emergency Equipment

It is prohibited to install any equipment on a City of Shively Vehicle without authorization from the Chief's Office. The Chief of Police may establish guidelines for the use and installation of emergency equipment, communication devices and other equipment.

Yearly Review

This policy is reviewed by the Chief of Police on a yearly basis.