

## **UNIT ORDER #17 - USE OF INTERNAL AFFAIRS BUREAU (IAB) VEHICLES**

### **PURPOSE OF THIS ORDER:**

This Unit Order outlines IAB policy and procedures with respect to the use of Department vehicles.

### **SCOPE:**

This order governs the use of Department vehicles by investigators and supervisory personnel assigned to the IAB. This order provides authorization, with specific limitations, to use the vehicles in order to facilitate the unique nature of our mission so we may provide around the clock response to the administrative needs of the Department. This order addresses some, but not necessarily all, of the issues and responsibilities associated with the privilege of being assigned a take-home vehicle. *IAB members shall only use their assigned take-home vehicles for IAB-related business.*

### **ORDER:**

Only the IAB Captain or an IAB lieutenant is authorized to assign or allow the use of a take-home vehicle. The IAB Fleet Law Enforcement Technician (LET) shall maintain documentation to identify those personnel assigned or authorized to take home a Department vehicle. Take-home vehicles are assigned only to those personnel who have a specific need based on the requirements of their duty assignment, i.e., the employee is subject to a call-out to an incident that requires an immediate response.

Factors that will be taken into consideration prior to authorization include the location where the automobile will be parked and whether the automobile can be secured during off-duty hours. The justification and other factors shall be reviewed at least once a year by the IAB Captain. An IAB Lieutenant may authorize an investigator, who is not assigned a take-home vehicle, to take home a Department vehicle when it is cost effective or will benefit an investigation.

Department vehicles shall not be used during off-duty hours, with the exception of those personnel who are in-transit to or from an assignment, nor shall his/her assigned take-home vehicle be utilized to travel to or from an outside work location. Personnel who have the need to drive a Department vehicle while off-duty shall obtain prior approval from the Unit Commander or their Team Lieutenant. Driving a Department vehicle after consuming an alcoholic beverage is prohibited.

Proper care shall be used to maintain and protect Department vehicles and all Department property or equipment stored within such vehicles. Additional information regarding the Care of County Property can be found in the Manual of Policy and Procedures.

### **VEHICLE MAINTENANCE AND PROTECTION OF DEPARTMENT PROPERTY:**

Responsibility for the maintenance and general appearance of IAB vehicles is that of the assigned driver. The LET will be assigned the duty for coordinating and facilitating vehicle maintenance. This includes maintaining liaison with Communications and Fleet Management Bureau concerning compliance with vehicle maintenance requirements and reporting procedures. Vehicle service orders and the accompanying documents for repairs

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done by Fleet Management or outside vendors must be submitted to the IAB LET who will process and track all service records.

In addition, the investigator is responsible for protecting the Department vehicle and all Department property or equipment stored within such vehicles.

**VEHICLE MILEAGE:**

Mileage for county vehicles must be reported via the Semi-Annual Vehicle Inventory Report, which is submitted to Division on January 10<sup>th</sup> and July 10<sup>th</sup> of each year. IAB Personnel shall provide their required vehicle information, as it pertains to the Semi-Annual Vehicle Inventory Report, to operations in the weeks leading up to the report deadline.

**MEMORANDUM OF UNDERSTANDING FORM:**

Each IAB investigator assigned a Department vehicle must complete the attached Memorandum of Understanding form. Completed forms are to be submitted to the LET.

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