

4-3 TAKE HOME VEHICLES



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 4-3

Subject: TAKE HOME VEHICLES

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022

I. CONCEPT AND ISSUES

A. PURPOSE

The purpose of this order is to establish policy for take home vehicles.

B. BACKGROUND

The majority of Homicide sworn personnel require the assignment of a take home county vehicle as their duties frequently require them to respond to scenes from their homes.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Unit Commander.

F. CONCLUSION

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The intent of this policy is to establish procedures for care and use of take home vehicles.

II. POLICY

The use of take-home County vehicles by investigators and supervisory personnel assigned to Homicide Bureau has been authorized with specific limitations in order to facilitate the unique nature of our mission. The use of a take-home vehicle brings with it various responsibilities. This order will address some, but not necessarily all, of the issues and responsibilities associated with this privilege.

Authorization

The Homicide Bureau shall maintain appropriate documentation which identifies personnel who are assigned County vehicles and are subsequently authorized to take those vehicles home. This documentation shall include the location where the County vehicle will be parked during off-duty hours. Such documentation shall be reviewed at least once annually by the respective Area Commander.

All personnel are not pre-authorized a take-home vehicle. When an occasion arises when driving a vehicle home would be cost effective, such as to deter the expenditure of overtime, or to benefit an investigation, permission shall be obtained from a lieutenant. The approval and the name of the lieutenant giving approval shall be noted in the investigator's notebook or "Red Book" for historical reference.

County vehicles shall not be utilized during off-duty hours, with the exception of those personnel who are in-transit to or from an assignment. Proper care shall also be utilized to maintain and protect County vehicles and County property stored within such vehicles. Additional information regarding the care of County property can be found within the Manual of Policy and Procedures.

Homicide Bureau personnel who have a need to drive a County vehicle while off-duty shall obtain prior approval from a supervisor of at least the rank of lieutenant.

There may be extremely limited situations wherein personnel may be specifically authorized to consume alcoholic beverage in order to maintain the covert nature of an investigation; however, at no time shall personnel drive a County vehicle or a mileage permittee vehicle while under the influence of an alcoholic beverage.

This order does not preclude Team Lieutenants from establishing more restrictive guidelines in regards to the use, care and maintenance of County vehicles.
