



## Greenbelt Police Department – General Order

	Title: <b>Take Home Cars</b>		Order #: <b>404</b>	
	Effective Date: April 22, 2013	Review Date: January 15, 2013		
	Original Issue: October 26, 2005	Previous Review: June 20, 2007		
<input type="radio"/> New <input checked="" type="radio"/> <b>Amends</b> <input type="radio"/> Rescinds				
<b>Note:</b> Order modified to reflect language in Collective Bargaining Agreement				
Approved by: <b>Chief James Craze</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard:			Pages: 3	

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| <p><b>01 Purpose:</b> To establish criteria for general regulations pertaining to take-home vehicles.</p> <p><b>02 Policy:</b> It is the policy of the Greenbelt Police Department to provide take-home vehicles to sworn personnel pursuant to the provisions set forth in the collective bargaining agreement and the terms below. Only officers who are eligible for the take home car program may use the vehicle for off-duty personal use.</p> <p><b>03 Eligibility:</b></p> <p><b>A. Basic Eligibility:</b> An Officer shall be eligible for take home vehicle after successful completion of Field Training.</p> <p><b>B. Officers who reside within the City limits and Officers who reside within 20 air miles of the intersection of Md. Routes 193 and 201 (center point”) shall be provided a take home vehicle. Su</b> Officers shall not have any restrictions on use of t take home vehicle within a 40 mile range of the center point and there shall be no amount deducte from pay of such Officers for use of the take hom vehicle.</p> <p><b>C. Officers who reside within 20 air miles of the cen point but outside of Prince George’s County, and inside the State of Maryland shall be provided a t home vehicle. Such Officers shall not have any restrictions on the use of the take home vehicle within 40 miles of the center point. Such Officer: shall have funds collected from their pay check as determined by the current collective bargaining agreement.</b></p> <p><b>D. Officers who reside within 40 air miles of the cen point and inside the State of Maryland shall be provided a take home vehicle. The use of the tak home vehicle shall be restricted to travel to and fr City employment, except as provided in subsectic this Article. Such Officers shall have funds colle from their pay check as determined by the current collective bargaining agreement.</b></p> | <p><b>E. Officers who do not qualify under any of the above categories on the date of this Agreement but who, as of the date of this Agreement have been provided a take home vehicle shall continue to be provided a take home vehicle. Provided, however, such Officer shall lose the availability of a take home vehicle when :</b></p> <ol style="list-style-type: none"> <li>1. The Officer moves his/her residence further away from the center point than his/her current residence; or,</li> <li>2. The Officer changes duties to a position which does not qualify for a take home vehicle.</li> </ol> <p><b>F. The use restrictions described in this Article do not apply when or at such time as:</b></p> <ol style="list-style-type: none"> <li>1. The Officer has been designated as Active On Call, and the Officer is in fact On Call; and,</li> <li>2. The Officer is traveling to and from police related Secondary Employment, Department Training and work related Court Appearances.</li> </ol> <p><b>04 GENERAL REQUIREMENTS:</b></p> <p><b>A. Officers shall abide by regulations set forth in Chapter 9 of the Code of Personnel and Administrative Regulations (COPAR), Use of City Vehicles.</b></p> <p><b>B. Take-home cruisers may be used for transport to places of employment by off-duty police officer privately employed. However, if the private employer requires the use of a cruiser for security patrolling or other purposes, the approval of the Chief for such use shall be first obtained and the City may require reimbursement for vehicle expenses incurred. This does not include Departmentally approved uniformed secondary employment.</b></p> <p><b>C. When the officer is off-duty and in the vehicle, the officer must be armed with an approved weapon.</b></p> |
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- D.** 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.
- E.** Officers approved to have take home vehicles will remain within 40 miles of the City unless authorized by the Chief of Police or his/her designee.  
  
NOTE: Officers on official police business may leave the State of Maryland (i.e., approved training, conferences, etc.).
- F.** In minor cases encountered off-duty, 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.
- G.** Officers may transport persons other than City 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 of said person
- H.** While on leave in excess of five 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.
- I.** Officers whose police powers have been suspended must deliver the vehicle to their Division Commander.
- J.** Officers are prohibited from purchasing alcoholic beverages at drive-up windows while operating a Departmental vehicle.
- K.** Operation of Departmental vehicles by personnel who have consumed alcoholic beverages is prohibited.

**05 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.

**06 MAINTENANCE AND EQUIPMENT:**

- A.** Officers are responsible for scheduling preventive maintenance and care of the vehicle. 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 and 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 GPD 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 Division Commander.
- F.** The City 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.

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

**07 SMOKING:** Smoking is prohibited in City vehicles.

**08 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.
- 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.