

## FREDERICK POLICE DEPARTMENT GENERAL ORDER

**Section 9:** Police Equipment and Vehicles **Order Number:** 955  
**Topic:** TAKE-HOME AND ASSIGNED VEHICLES **Issued by:** Chief of Police  
**Approved:** 08/01/14  
**Review:** Annually in July by Operational Services Commander  
**Supersedes:** G.O. 955 dated 12/01/11

### **.01 PURPOSE:**

To establish policy, procedures, rules and regulations governing the use of departmentally owned vehicles assigned to specific personnel. This order governs the use of these vehicles while on and off duty.

### **.02 CROSS-REF:**

G.O. [250](#), "Departmental Traffic Accidents"  
G.O. [311](#), "Motor Vehicle Stops"  
G.O. [900](#), "Specialized Vehicles"  
G.O. [910](#), "Departmental Vehicle Equipment"  
G.O. [960](#), "Vehicles: Non-Emergency Operation"  
G.O. [962](#), "Vehicles: Emergency Operation"  
G.O. 1662, "Work Performance"  
Labor Agreements  
CALEA 22.2.7; 26.1.1; 41.2.2; 81.2.4

### **.03 DISCUSSION:**

When feasible, appropriate, and within budget and operational constraints, the Department assigns vehicles to individual personnel to increase visibility, decrease response time to calls for service and call-ins, enhance operational effectiveness, improve availability of equipment, and to increase the useful life of the vehicle through personal maintenance and care provided by a sole operator.

### **.04 POLICY:**

It is the policy of the Department that all take-home and assigned vehicles must be operated at all times in compliance with the requirements of the Department's General Orders. The Chief of Police or his designee must authorize all requests for variances to this order.

### **.05 DEFINITIONS:**

**ASSIGNED VEHICLE** – A Department vehicle assigned to an individual officer or employee, other than a take-home vehicle.

**COMMISSIONED OFFICER** – A sworn police officer in the rank of lieutenant and above, except for the Chief of Police.

**FLEET VEHICLE** – Any Department vehicle other than an assigned vehicle or a take-home vehicle.

**TAKE-HOME VEHICLE** - A Department vehicle assigned to an individual officer in a uniformed assignment who resides within the City of Frederick.

**UNIFORMED ASSIGNMENT** - Any officer who receives only the Department's standard uniform maintenance and cleaning allowance and does not receive an additional clothing allowance.

**.07 VEHICLE DESIGNATION:**

The Chief of Police, via the chain of command, shall designate each Department vehicle as an assigned vehicle, a fleet vehicle, or a take-home vehicle and shall allocate each vehicle to an element of the Department. The Chief of Police may redesignate and/or reassign vehicles at his discretion. As much as appropriate, marked vehicles will be designated for allocation to officers who reside within the City or close to the City and unmarked vehicles will be designated for allocation to personnel who reside outside of the City.

**.10 TAKE-HOME PROGRAM ELIGIBILITY:**

1. To be assigned a take-home vehicle, sworn officers must:
  - A. Be assigned in a uniformed assignment and reside within the Frederick City limits;
  - B. Receive the continuing endorsement of the supervisors within his chain of command;
  - C. Be willing to immediately respond to any incidents as required while operating the take-home vehicle in accordance with the procedures of this order; and
  - D. Be willing to abide by all regulations set forth in this order.
2. Selection will be based upon the above criteria, as well as seniority, specialty training, performance evaluations, operational needs, availability and any other information that may be pertinent.

**.15 ASSIGNED VEHICLE ELIGIBILITY:**

1. To be assigned an assigned vehicle, employees must:
  - A. Be in an assignment or specialty which includes "on call" responsibilities as indicated in the Department's "R" drive on-call schedule or reside within the Frederick City limits.
  - B. Receive the continuing endorsement of the supervisors within his chain of command;
  - C. Be willing to immediately respond to any incidents as required while operating the assigned vehicle in accordance with the procedures of this order;
  - D. Be willing to abide by all regulations set forth in this order; and
  - E. Live within the established 25 mile radius.
2. Selection will be based upon the above criteria, as well as seniority, specialty training, performance evaluations, operational needs, availability and any other information that may be pertinent.

**.18 TAKE-HOME AND ASSIGNED VEHICLE USAGE:**

1. Take-home and assigned vehicles may be used by on-duty personnel for police business without regard to jurisdictional limits.
2. Personnel who reside within the Frederick City limits may operate their take-home or assigned vehicle to and from their residence and duty assignments, including training, call-ins, and court appearances, as well as approved extra duty employment.

3. Personnel, other than commissioned officers and K9 handlers, who reside outside the city using an assigned vehicle while on-call, will only operate their assigned vehicle within a 25 mile radius from the center of the city as indicated on the attached map.
4. Commissioned officers and K9 handlers, who reside outside of the Frederick City limits, may operate their assigned vehicle to and from their residence and duty assignments including training, call-ins and court appearances, as well as approved extra duty employment.
5. Off-duty personnel may operate their take-home or assigned vehicle on personal business within the Frederick City limits. However, personnel who reside outside of the City limits may not drive their assigned vehicle to the City solely to attend to personal business, unless they are "on call" at the time as indicated in the Department's R drive on-call schedule.
6. Take-home and assigned vehicles may be operated by off-duty personnel on personal business outside of Frederick City jurisdictional limits only when the operator is currently "on-call" as indicated in the Department's "R" drive on-call schedule and within the 25 mile radius from the center of the city. Vehicles may be operated only during those times and within the 25 miles radius from the center of the city at which the operator will be available for immediate, timely activation if called to duty.
7. Vehicles may be driven outside of the 25 mile radius when on approved official business.
8. Command personnel will allocate vehicles based upon the operational needs of their command. Commanders may issue SOPs to provide additional direction and regulation concerning vehicles within their command.

**.20 REGULATIONS IN GENERAL:**

Officers and employees will be responsible for strictly adhering to all departmental rules, regulations, and general orders concerning operation of a take-home or assigned vehicle. They will:

1. Conduct themselves in a professional manner at all times while utilizing the vehicle.
2. Ensure that the vehicle and assigned equipment is maintained properly and serviced in a timely manner per the Fleet Manager's directives. The vehicle will be waxed at a minimum every six (6) months. Oil changes will be scheduled as required by the Fleet Manager. All requests for repairs or reports of damage will be reported, via the chain of command, to the Fleet Manager.
3. Be responsible for any person(s) he transports. Family members and other acquaintances may be transported while off-duty provided all requirements of all applicable General Orders are complied with. Sworn personnel will take steps to ensure the safety of any non-police passengers prior to responding to any on-going, life-threatening call for service.
4. Be attired at those times when he is not in uniform in a manner in which he can perform effectively any required duty and also project an image that reflects favorably on the Department. Minimum acceptable attire will consist of long pants or "Bermuda-type" shorts, a shirt with sleeves, and closed toe shoes or sneakers. In all cases, the clothing worn will be clean and neat. Exceptions, as appropriate, may be made for officers assigned to covert positions who are operating unmarked vehicles.

5. Lock the vehicle whenever unattended. Removable equipment will be secured in the locked trunk or placed out of public view whenever the vehicle is left unattended while off duty.
6. Check on the vehicle, or arrange to have the vehicle checked by another member of the Department, at least once every four calendar days when it is parked at any location other than a Department facility. Immediate action will be taken to correct any situation discovered when checking on the vehicle.

**.25 REGULATIONS CONCERNING SWORN PERSONNEL:**

Sworn personnel operating an assigned or take home vehicle will:

1. Monitor the police radio and respond to any crime-in-progress or emergency incident they become aware of and in which they may be reasonably able to render assistance. He will notify Communications of the response, will report to the on-scene supervisor, and will be relieved as soon as practicable. If, and only if, required by the on-duty supervisor to revert to on-duty status and continue to assist with the incident, he will receive compensation per departmental procedures.
2. Initiate appropriate action to resolve other situations not mandated above which he encounters (e.g., property damage collisions; disabled vehicles; alarms; etc.) by notifying Communications and assisting until relieved by on-duty officers when necessary. If, and only if, required by the on-duty supervisor to revert to on-duty status and continue to assist with the incident, he will receive compensation per departmental procedures.
3. Be ready for duty at all times, suitably armed with the Department-issued handgun or an approved off-duty weapon, and have in his possession at least one (1) pair of handcuffs or flexcuffs, a flashlight, his issued ballistic vest, his badge and Department-issued police credentials.
4. While attired in civilian clothes, exercise due care in responding to, and answering, calls for service so he does not endanger himself unnecessarily. He will display his police credentials as soon as practical to all parties involved.
5. Document any police action taken off duty via CAD.
6. Ascertain and comply with any applicable firearm regulations or requirements when operating the vehicle in another jurisdiction.

**.30 RESTRICTIONS CONCERNING USE:**

Personnel operating an assigned or take home vehicle will **NOT**:

1. Operate the vehicle, while intoxicated by or under the influence of alcohol, with a blood or breath alcohol content of .02% or greater, or with the odor of any alcoholic beverage or other intoxicant still on his breath or about his person; or purchase or transport any alcoholic beverages in the vehicle. Alcoholic beverages may be transported when required for official purposes.
2. Operate the vehicle to or from a location where the member consumes an alcoholic beverage.
3. Transport anyone in the vehicle (other than for official police duties) who is intoxicated, under the influence of, or with the odor of any alcoholic beverage or other intoxicant still on his breath or about his person.

4. Transport unofficially in the vehicle any heavy, excessive loads, or allow any object to protrude from its trunk or windows.
5. Alter any part of the vehicle without the prior written permission of the Chief of Police or his designee.
6. Utilize the vehicle for any purpose that is not approved by the Department.
7. Initiate a traffic stop, while off-duty and in plain clothes, unless there are articulable, exigent circumstances or when failure to do so would bring discredit to the Department. (Refer to G.O. [311](#) entitled "Motor Vehicle Stops", especially section .23.) Civilian personnel will never initiate traffic stops.
8. Leave any firearm unattended in the vehicle unless secured in the locked trunk of the vehicle. If the vehicle will be unattended other than for a short period of time, all firearms will be removed from the vehicle entirely. For example, when the vehicle is parked overnight at the officer's residence, all firearms will be removed from the vehicle.
9. Display any bumper stickers, placards, banners, decals, insignia, etc. without the express written approval of the Chief of Police.
10. Engage in any pursuits whenever there are any non-police passengers in the vehicle. Civilian personnel will never engage in a pursuit.
11. Transport any animal in the vehicle, except for Department canines transported in assigned canine vehicles.

**.40 FLEET VEHICLES:**

Command personnel will allocate fleet vehicles assigned to their command for use as appropriate and necessary. When feasible, fleet vehicles may be allocated for on-duty use by an individual officer or group of officers. Except when used as a temporary replacement for a take-home or assigned vehicle, fleet vehicles will be used for on-duty purposes only. When operating fleet vehicles, personnel will comply with all applicable aspects of this order.

**.50 COMMAND DISCRETION:**

1. Command personnel have the discretion to alter the restrictions pertaining to the use of take-home or assigned vehicles when it is in the best interests of the Department. For example, Command may allow another qualified individual to operate a take-home that would normally be parked while the assigned officer is on vacation or in a light duty status. Exceptions may be made on a one-time basis with the specific authorization of the operator's division or bureau commander. On-going exceptions must be approved in writing by the assigned employee's chain of command, including the Chief of Police. The approved document will be placed in the employee's personnel file.
2. At their discretion, division and bureau commanders may remove an officer or employee from participation in the take-home or assigned vehicle programs for performance reasons, operational necessities, or other cause.

**.55 INSPECTION:**

Operators of take-home and assigned vehicles will inspect them as required by G.O. 960 and as necessary for safe operation. Supervisors of personnel who are allocated a take-home or assigned vehicle will inspect the vehicle on a monthly basis and will document the inspection in writing.

# 25 Mile Buffer from City of Frederick



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Note: This map is presented solely for the purpose of illustrating  
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