

# Tom Bean Police Agency

## Administrative Directive

<b>Number: 103.014</b>	<b>Effective Date: 01/21/2019</b>
<b>Subject: Use of Agency Owned Vehicles</b>	<b>Revision Date: 01/01/2021</b>
<b>Affected Personnel: All Personnel</b>	<b>Amends/Supersedes:</b>
<b>Reference:</b>	

### I. Policy

In the interest of safety, to expedite response to calls for service and to protect the City of Tom Bean from possible costly civil claims, the use of agency owned vehicles is restricted.

### II. Definitions

Limited Personal Use – Non-business related use that is brief in frequency and duration, is local, and does not in any way bring discredit or disrepute to the agency.

### III. General Operation

- A. Agency vehicles ~~shall~~ **should generally** be used only when the use is necessary for agency activities.
- B. **Use of agency vehicles is restricted to employees of the agency only. Non-employees such as spouses, children, other relatives, or friends are not authorized to drive agency vehicles at any time for any reason.**
- C. The use of agency vehicles by non-sworn personnel who do not customarily operate agency vehicles is prohibited, unless the Chief of Police grants prior approval.
- D. Agency members and passengers will use appropriate safety equipment when operating or riding in any agency vehicle. Child safety seats are available for on-duty personnel who find it necessary to transport young children.
- E. Agency vehicles shall be secured when parked unattended.
- F. Equipment that is not specifically assigned to an agency vehicle must be removed if the vehicle is to be parked overnight. The only exception will be where it is necessary to leave an article in the vehicle because of the nature of a meeting, other contact or overnight lodging.
- G. When an agency vehicle is left for service where personnel other than those employed by the City of Tom Bean have access to the vehicle interior, all firearms and the MDT must be removed.

- H. Personnel who operate agency vehicles are responsible for ensuring the vehicle has adequate fluid levels and tire pressure to function properly. Personnel assigned to patrol duties, who operate vehicles as part of their routine assignment must check all fluid levels, including engine oil, at the start of their work shift.
- I. Smoking, *and vaping, are is* not permitted in agency vehicles.
- J. No alcoholic beverages are to be consumed or carried in agency vehicles and agency vehicles shall not be driven after the operator has been drinking alcoholic beverages off-duty, unless such action can be directly related to agency business.

#### IV. Passenger Restrictions

- A. Passengers in agency owned vehicles are restricted to the following:
  - 1. Sworn officers of the Tom Bean Police Department,
  - 2. Agency employees required to use or ride in such vehicles in the line of duty and then only as needed to perform those duties,
  - 3. Employees of other agencies transported to perform a specific task,
  - 4. Other City of Tom Bean employees when their transportation is necessary to conduct official business,
  - 5. Persons who are in custody of a Tom Bean Police Officer or who are being transported because of a duty related activity such as a motorist assist,
  - 6. Persons specifically approved for transport by a supervisor, or
  - 7. Civilians or officers from other agencies who have been authorized to ride as observers.

#### V. Take Home Cars

- A. Certain vehicles operated by the agency are used during other than normal business hours for the purpose of conveying personnel or equipment to and from the homes of designated individuals.
- B. These vehicles are not provided for the extensive personal use of their operators, but for the benefit of the agency in case their operators are

required to respond to any situation. Therefore, ~~personal use of these vehicles for other than the briefest of trips is prohibited~~ only limited personal use is authorized. Family members will not be routinely transported in agency vehicles due to insurance restrictions. Exceptions to this policy must be approved by the Chief of Police.

- C. Marked police vehicles will not be driven beyond the limits of ~~counties in the State of Texas immediately contiguous to~~ Grayson County without the approval of the Chief of Police.
- D. Agency vehicles should be used for agency business and response to incidents when the assigned operator is required to respond to the scene of an incident.
- E. Personnel who operate agency vehicles are required to possess a valid operator's license for motor vehicles through a state licensing agency to evidence that they have completed the training required to operate vehicles.
- F. The maintenance of an agency vehicle is the responsibility of the person assigned to the vehicle. Modifications will not be made to the vehicle without ~~supervisory~~ approval of the Chief of Police.
- G. Each person is responsible for maintaining any necessary equipment they might need in the vehicle.
- H. The following personnel may be authorized to take agency vehicles home after their normal hours of work if they reside within Grayson County:
  - 1. Chief of Police;
  - 2. Patrol Sergeant
  - 3. ~~The "on-call" duty officer~~ Other sworn personnel approved by the Chief of Police.

#### ~~VI. General Assignment Vehicles~~

- ~~A. General assignment vehicles are available for personnel when conducting Agency business. These vehicles can also be used as surveillance vehicles if needed.~~
- ~~B. These vehicles are not provided for the extensive personal use of their operators, but for the benefit of the Agency in case their operators are required to respond to any situation. Therefore, only limited personal use of these vehicles is authorized. Family members will not be routinely transported in Agency vehicles due to insurance restrictions. Exceptions to this policy must be approved by the Chief of Police.~~

- ~~C. These vehicles will be used for Agencyal business and response to incidents when the assigned operator is required to respond to the scene of an incident.~~
- ~~D. Personnel who operate these vehicles are required to possess a valid operator's license for motor vehicles through a state licensing agency to evidence that they have completed the training required to operate vehicles.~~
- ~~E. Any employee preparing to use a vehicle should check it for scheduled maintenance needs, damage, cleanliness, malfunction or evidence of misuse. Evidence of misuse, damage, etc. must be immediately reported to the employee's supervisor.~~
- ~~F. Equipment is not normally maintained in these vehicles.~~
- ~~G. Sworn personnel are authorized to operate these vehicles.~~