

# CITY OF JONESBORO POLICE DEPARTMENT

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<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>322.00</i>
<i>Topic</i>	:	<i><b>Take Home Vehicles</b></i>
<i>Effective</i>	:	<i>June 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

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*Reference: CALEA 41.3.1, 41.3.2, 41.3.3*

## **I. Purpose**

As a benefit for sworn officers of the Jonesboro Police Department a take home vehicle program was instituted. The purpose of the program is to extend the life of the patrol fleet, provide a mechanism for rapid deployment of manpower and assets, to increase patrol presence and to provide a deterrent to crime in the areas where our sworn personnel reside.

## **II. Issuance of Department Vehicles**

1. The assignment of a take home vehicle is a privilege, not a right. Assignment of units will be based on availability of vehicles, job assignment, performance and seniority. This privilege may be revoked at any time.
2. The following guidelines apply to all employees to whom a Department vehicle has been assigned:
  - a. The employee shall not drive or operate a Department owned vehicle in such a manner as to reflect discredit on the Department.
  - b. The employee will ensure that appropriate maintenance is performed on the vehicle at the assigned times, and will keep the vehicle clean at all times.
  - c. The employee is at all times responsible for the assigned vehicle and all equipment in it, and is expected to keep the vehicle locked at all times when parked. [\[41.3.2\]](#)
  - d. Employees only are allowed to operate the assigned vehicle; other

persons may only be authorized to operate the vehicle in case of an emergency.

- e. The vehicle will not be altered in any manner without the approval of the Division Commander.
- f. Only department vehicles that are used for special purposes will be authorized to tow anything, and only when proper trailer hitches are in place. The Chief of Police must approve any exceptions.
- g. Assigned vehicles will not be parked at private clubs or similar establishments except when conducting official police business.
- h. Seat belts will be worn by all employees while operating or riding in a Department owned vehicle. [\[41.3.3\]](#)
- i. Any abuse of a vehicle or failing to follow the prescribed guidelines for its use may result in disciplinary action.

### **III. Use of Department Vehicles**

- 1. No vehicle will be operated outside of the city of Jonesboro in an off-duty status unless expressly authorized by a Captain or the Chief of Police.
- 2. Authority to operate the police vehicle outside of the city of Jonesboro is herewith granted to on-duty Officers engaged in any of the following activities:
  - a. Following up on an investigation
  - b. Hot pursuit
  - c. Completing an assignment
  - d. Picking up supplies
  - e. Going to court
  - f. Attending meetings, training, etcetera required by the Department.
  - g. Traveling to and from work if the officer resides no more than 10 linear miles from the city limits of Jonesboro.
- 3. While using the vehicle in an off-duty status, an Officer will carry proper police identification and a police radio, and will be armed with a Department approved firearm for which the Officer is qualified. The Officer will monitor communications on the police radio and be prepared

to respond to a request for service if necessary.

4. While using the vehicle in an off-duty status, an Officer will be dressed in such a manner as to not discredit the Department should the Officer have to perform in a professional capacity.
5. Vehicles will not be used as part of off-duty employment except for approved details that are in a police capacity.
6. Department vehicles may not be operated by officers who are on an extended leave of absence or administrative leave.

#### **IV. Gasoline**

1. The Quartermaster/Fleet Management Office is responsible for administering the gas allocation system for the Jonesboro Police Department.
2. The Quartermaster will check the gas allocation reports monthly for indication that might suggest excessive mileage or fuel consumption.
3. The Quartermaster will issue gas cards to each vehicle and each Police Officer and manage this system for the Department.

#### **V. Equipment**

1. All police units, assigned or pool, used in routine or general patrol service, whether marked or unmarked, shall be equipped with operational emergency lights and siren. [\[41.3.1\]](#)
2. The officer who has an assigned unit is responsible for entire unit, including the equipment and supplies inside. Officers utilizing a pool vehicle should check the unit prior to the beginning of their shift, not only for equipment defects, but also to ensure that the required items are stocked in the unit. [\[41.3.2\]](#)
3. All police units, assigned or pool, will be equipped with the following supplies/equipment: [\[41.3.2\]](#)
  - a. fire extinguisher
  - b. Bio hazard kits with items necessary for protection against the transmission of blood borne pathogens, containing at a minimum:
    1. latex gloves
    2. reccesitation barrier
    3. biohazard seals and bags
    4. decontamination / cleaning agent

c. Reflective vests

4. Other supplies and equipment for specialized job duties may be maintained within the assigned units with the Division or Unit Commanders specifying what equipment and materials are to be maintained by their employees.