



POLICE DEPARTMENT

Chief of Police Ross Allen

P.O. Box 159 • 406 West Main Street

Johnson City, Texas 78636

Office (830) 868-0995 • Fax (830) 868-2095 • E-mail policechief@johnsoncitytx.org

Subject: Take Home Vehicles

Section 26.00 Take Home Vehicles

Policy

It is the policy of the Johnson City Police Department to regulate and maintain a Take Home Vehicle Program in order to:

- Provide additional economic benefits to police officers in order to increase employee recruitment, retention, and morale;
- Potentially reduce maintenance costs of police vehicles through “ownership” of said vehicles by assigned personnel; and
- Potentially provide quicker response times by off-duty personnel when recalled to duty because of an emergency.

Definitions

For the purposes of this Policy, the term “take home vehicle” refers to both marked and unmarked police vehicles.

General Guidelines for Use of Take Home Vehicles

- The Chief of Police, at his/her sole discretion, may assign a take home vehicle to police officers that have received a successful evaluation and exhibit good judgement and professionalism on a routine basis.
- Police officers assigned a take home vehicle will park the vehicle at the address listed in his/her personnel file. Command staff shall be notified when an employee has a permanent change of address. An alternate parking location (i.e. neighboring law enforcement agency) may be used, upon approval from that Agency and the City’s Chief of Police.
- No employee shall use the assigned vehicle to further any personal interests, including off-duty employment, unless authorized by the Chief of Police. If authorized by the Chief of Police, off-duty employment is typically only allowed within Blanco County.
- Under no circumstances shall a police officer leave any firearm in a police vehicle without properly securing the firearm in the trunk or by other authorized means.
- Any police officer on leave due to extended sick leave, on-duty injuries, limited duty, or suspension will not have take home vehicle privileges.

Off-Duty Mileage and Gasoline Consumption

- It shall be the responsibility of each police officer to ensure that off-duty mileage and gasoline consumption is not abused.



POLICE DEPARTMENT

Chief of Police Ross Allen

P.O. Box 159 • 406 West Main Street

Johnson City, Texas 78636

Office (830) 368-0995 • Fax (830) 368-2095 • E-mail policechief@johnsoncitytx.org

- It shall be the responsibility of Command Staff to monitor fuel consumption of subordinates in their command.

Violation of Take-Home Vehicle Policy

Any employee who violates this Policy will be subject to the loss of a take home vehicle and/or other disciplinary action.

Operation of Vehicles

- Any police officer using his/her take home vehicle shall adhere to Departmental policies, procedures, rules, and regulations and the City's Personnel Policies and Procedures Manual, as they pertain to vehicle and equipment operation, maintenance, and care.
- Any police officer using his/her take home vehicle in any unauthorized manner or who permits unauthorized uses of the vehicle will be subject to the loss of a take home vehicle and/or other disciplinary action.

Good Judgement

Police officers operating take home vehicles shall exercise good judgement and due regard in utilizing said vehicles, including avoiding any conduct likely to cause unfavorable comments and/or embarrassment to the Johnson City Police Department.

Authorized Drivers

ONLY Johnson City Police Department employees shall be permitted to operate take home vehicles.

Where Vehicle May Be Operated

Unless otherwise authorized by the Chief of Police, police officers shall not operate or park an assigned take home vehicle outside of a **30-mile radius** of the City of Johnson City, Texas. The 30-mile radius restriction shall not apply to the following:

- Official on-duty business during a call for service or criminal investigation; or
- Official law enforcement training approved by Command Staff.

Passengers

Unless otherwise authorized by the Chief of Police, police officers shall not permit non-police passengers in the take home vehicle when off-duty.



POLICE DEPARTMENT

Chief of Police Ross Allen

P.O. Box 159 • 406 West Main Street

Johnson City, Texas 78636

Office (830) 868-0995 • Fax (830) 868-2095 • E-mail policechief@johnsoncitytx.org

Alcoholic Beverages

- No employee shall operate a take home vehicle in violation of the Texas Penal Code and the Texas Alcoholic Beverage Code which pertains to the use, transportation, and storage of alcoholic beverages.
- No alcoholic beverage may be transported in a take home vehicle by the employee or any person in the vehicle, except when in the performance of official duties.
- No take home vehicle, except when on official business, will be parked within proximity of any establishment that serves alcohol as its main source of income.
- If an employee is involved in an accident or other incident while operating a take home vehicle and it is determined that alcohol was a contributing factor on the employee's part, the employee's use of a take home vehicle will be immediately suspended and the employee will be subject to other disciplinary action.

Passenger Restraint Devices

Police officers and passengers in a take home vehicle must use restraint devices, as required by State Law.

Take Home Vehicle Involved in a Collision

Whenever a police officer is involved in a take home vehicle collision (no matter how minimal the damage), whether on- or off-duty, he/she shall immediately:

- Advise the Blanco County Dispatch Center or nearest 911 communications center;
- Request a Commanding Officer to respond to the scene; and
- Request an Agency of Jurisdiction to make a report.

Documentation of the Collision

In the event that a Commanding Officer cannot respond to the scene, the Commanding Officer shall dispatch another on-duty police officer to the incident site who shall assume the responsibilities of the Commanding Officer.

If the responding police officer decides that the take home vehicle should not be operated until repairs are completed, the responding police officer will plan for transporting the involved police officer to his/her home and the take home vehicle to the appropriate repair facility.

The police officer involved in the collision shall provide a copy of his/her report to the Chief of Police through the Chain of Command as soon as possible.



POLICE DEPARTMENT

Chief of Police Ross Allen

P. O. Box 159 • 406 West Main Street

Johnson City, Texas 78636

Office (830) 868-0995 • Fax (830) 868-2095 • E-mail policechief@johnsoncitytx.org

Post Collision Testing

Drug and alcohol testing shall be conducted on all police officers involved in a vehicle collision while in any vehicle owned by the City of Johnson City if any of the following criteria are met:

- There is an injury to any of the involved parties that requires off-site medical attention;
- There is property damage of One Thousand Dollars (\$1000.00) or more; or
- If the collision involves a City vehicle and a domesticated or wild animal (i.e. whitetail deer or feral pig), it is up to the responding police officer to determine if testing will be done.

Post Collision Training

Any police officer involved in two or more at-fault collisions within a twelve (12) month period will be subject to the loss of his/her take home vehicle and be required to attend an appropriate TCOLE-regulated driving course. Further disciplinary action may also be taken against the officer.

Maintenance and Care of Vehicle

Each police officer assigned a take home vehicle will be fully responsible for the proper care and general maintenance of the vehicle. Employees will be subject to disciplinary action if they:

- Fail to properly maintain their take home vehicle;
- Fail to report any damage or theft; or
- Fail to report any service problems.

Scheduling Maintenance/Repair/ Warranty Work

Police officers will ensure that their take home vehicle is routinely serviced and maintained in accordance with the vehicle manufacturer's recommended service schedule. Transportation of vehicles to and from service facilities shall be performed while on-duty. Police officers shall coordinate with other on-duty staff for transportation to and from the facility.

Break Down of Vehicle (Off-Duty)

In the event that a take home vehicle breaks down or must be placed in a repair facility while the officer is off-duty, an on-duty Supervisor, or designee, shall be contacted to arrange for vehicle transportation to and from the repair facility. The police officer shall utilize personal transportation to and from work while his/her take home vehicle is being repaired.



POLICE DEPARTMENT

Chief of Police Ross Allen

P.O. Box 159 • 406 West Main Street

Johnson City, Texas 78636

Office (830) 868-0995 • Fax (830) 868-2095 • E-mail policechief@johnsoncitytx.org

Vehicle Cleanliness

Employees shall maintain the cleanliness of the interior and exterior of their assigned take home vehicle as needed. Supervisors may require an immediate response to an unkept vehicle.

Inspections

Monthly inspections of take home vehicles will be conducted by Command Staff.

Official Activity

Off-duty police officers encountering any situation requiring police action shall take appropriate action needed to manage the situation. Except in emergency situations, said officers shall request an on-duty police officer to take any report necessary, transport prisoners, or assist citizens. Upon arrival of an on-duty police officer(s), the off-duty officer may clear the scene.

Equipment

It is prohibited to install any equipment on a City of Johnson City vehicle without prior authorization from the Chief of Police. The Chief of Police may establish guidelines for the use and installation of emergency equipment, communication devices, and other equipment.

Policy Review

This policy is reviewed by the Chief of Police on a yearly basis.