

TOWN OF BLADENSBURG

4229 Edmonston Road

Bladensburg, Maryland

**RESOLUTION : AMENDMENTS TO PERSONNEL MANUAL
REGARDING AUTHORIZATION FOR MAYORAL AND ELECTED OFFICIAL VEHICLE USE**

Introduced by: Marilyn Blount

WHEREAS, pursuant to Section 405 of the Town Charter, the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or other State laws and to operate the Town government; and

WHEREAS, the Bladensburg Town Council adopted Resolution 111-21 on January 11, 2021, which amended the Town's Personnel Manual regarding the use and assignment of Town vehicles; and

WHEREAS, Resolution 111-21 restricted the use of take-home vehicles to Town employees only and prohibited Town vehicles from being driven to or kept at the residence or place of employment of elected officials, including the Mayor; and

WHEREAS, the Mayor must remain accessible and able to support and represent the Town of Bladensburg for both planned and unplanned events and meetings; and

WHEREAS, the Mayor and Town Council have determined that it is in the best interest of the Town to allow for the assignment of dedicated vehicles to the Mayor and other elected officials when deemed operationally necessary and when approved by the Bladensburg Town Council; and

WHEREAS, the Town Council finds that it is in the best interest of the Town and for the good and efficient government thereof that the Town's Personnel Manual shall be revised and amended to provide for vehicle use by elected officials pursuant to a formal approval process and strict operational guidelines.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby amends the Town's Personnel Manual, Section II – Employee Responsibility, Subsection C – Town Vehicles, as follows:

Section II – Employee Responsibility

C. Town Vehicles

(1) TOWN VEHICLES SHALL ONLY BE OPERATED BY TOWN EMPLOYEES, ELECTED OR APPOINTED OFFICIALS, OR PERSONS DESIGNATED BY CONTRACT TO OPERATE SUCH VEHICLES.

(2) THE TOWN MAY MAKE VEHICLES AVAILABLE TO ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES FOR USE FOR A SPECIFIC PUBLIC PURPOSE FOR A SPECIFIED EVENT OR LENGTH OF TIME, AS APPROVED BY THE BLADENSBURG TOWN COUNCIL. TOWN VEHICLES SHALL ONLY BE USED BY

ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES FOR OFFICIAL BUSINESS, OR TO MAINTAIN THE ABILITY TO RESPOND TO TOWN BUSINESS OUTSIDE THE INDIVIDUAL'S NORMAL WORK HOURS. TOWN VEHICLES SHALL NOT BE USED FOR PERSONAL BUSINESS, NOR FOR TRANSPORTATION TO AND FROM WORK EXCEPT AS SET OUT IN THIS SECTION.

(3) THE TOWN MAY MAKE DEDICATED TAKE-HOME VEHICLES AVAILABLE TO THE MAYOR AND OTHER ELECTED OFFICIALS ONLY UPON AFFIRMATIVE APPROVAL BY A MAJORITY VOTE OF THE BLADENSBURG TOWN COUNCIL. ANY SUCH APPROVAL SHALL SPECIFY: (A) THE OFFICIAL OR POSITION AUTHORIZED TO USE THE VEHICLE; (B) THE DURATION OF THE AUTHORIZATION; (C) THE OPERATIONAL JUSTIFICATION FOR THE ASSIGNMENT; AND (D) ANY CONDITIONS OR RESTRICTIONS ON VEHICLE USE.

(4) THE TOWN MAY MAKE VEHICLES AVAILABLE AS TAKE-HOME VEHICLES TO EMPLOYEES ONLY, AS APPROVED BY THE TOWN ADMINISTRATOR, AND TO THE MAYOR AND OTHER ELECTED OFFICIALS AS APPROVED BY TOWN COUNCIL VOTE PURSUANT TO SUBSECTION (3) ABOVE.

(5) Take-home vehicles will be assigned to the Police Chief, Director of Public Works, Director of the Office of Code Enforcement, Sworn Police Officers, and such other positions as determined by the Town Administrator. Take-home vehicles may be assigned to the Mayor and other elected officials only upon affirmative approval by Town Council vote pursuant to this Section. Driving a Town vehicle is a privilege, is not guaranteed, and subject to the Town's Drug Policy (a separate document) that is part of this manual. The Town Administrator or his or her designee will assign all vehicles for classified and exempt staff. Police Officers refer to the Police Department's Vehicle Deployment Program (vehicles are still used for business purposes only).

(6) WHENEVER A TOWN VEHICLE IS ASSIGNED TO THE MAYOR OR OTHER ELECTED OFFICIALS PURSUANT TO TOWN COUNCIL APPROVAL, SUCH ASSIGNMENT SHALL BE DOCUMENTED IN THE COUNCIL MEETING MINUTES AND A WRITTEN AUTHORIZATION SHALL BE PROVIDED TO THE OFFICIAL AND MAINTAINED BY THE TOWN ADMINISTRATOR.

(7) THE COST OF PUBLIC TRANSPORTATION AND RIDE-SHARE USE, INCLUDING BUS, TAXI, RIDE-SHARE, PUBLIC TRANSIT AND OTHER SIMILAR TRANSPORTATION, AUTHORIZED BY A DEPARTMENT HEAD OR THE TOWN ADMINISTRATOR, IN THE OFFICIAL CONDUCT OF TOWN BUSINESS, MAY BE REIMBURSED.

(8) THE USE OF TOWN VEHICLES SHOULD BE DOCUMENTED NOTING THE NAME OF THE EMPLOYEE OR ELECTED OR APPOINTED OFFICIAL, DATE AND TIME OF THE VEHICLE USE, STARTING MILEAGE, LOCATION DRIVEN TO, ENDING MILEAGE, TIME AND DATE THE VEHICLE IS RETURNED, IN THE FORM THAT IS MONITORED BY THE TOWN ADMINISTRATOR OR DESIGNEE.

(9) ANY PERSON AUTHORIZED TO DRIVE ON OFFICIAL TOWN BUSINESS MUST POSSESS A VALID MOTOR VEHICLE DRIVER'S LICENSE FOR THE CLASS OF VEHICLE THEY WILL BE OPERATING.

(10) THE ASSIGNMENT OF DEPARTMENTAL VEHICLES AND VEHICLES AUTHORIZED FOR ELECTED OFFICIALS WILL TAKE PLACE DURING THE REGULAR TOWN BUDGET PROCESS, JUST AS OTHER ASSETS ARE ASSIGNED TO TOWN DEPARTMENTS OR OFFICES, AND SHALL BE SUBJECT TO TOWN COUNCIL VOTE AND APPROVAL.

(11) THE TEMPORARY OR SHORT TERM SIGNING OUT OF VEHICLES MAY BE AUTHORIZED DURING AND/OR OUTSIDE NORMAL WORK HOURS BY THE TOWN ADMINISTRATOR OR DESIGNEE IF DETERMINED TO BE AN EMERGENCY SITUATION AND A MORE ADVANTAGEOUS ALTERNATIVE AS DESCRIBED IN SUBSECTIONS 2-7, IS NOT AVAILABLE. AN EMERGENCY USE WOULD INCLUDE POLICE OPERATIONS, SNOWSTORMS, NATURAL DISASTER, FLOODING, OR PUBLIC SAFETY-RELATED EVENTS AND INSPECTIONS ON A WEEKEND.

(12) REPORTING ACCIDENTS. WHENEVER A MUNICIPAL VEHICLE IS INVOLVED IN AN ACCIDENT, OR DAMAGED, THE EMPLOYEE OR OFFICIAL OPERATING THE VEHICLE IS REQUIRED TO IMMEDIATELY NOTIFY HIS OR HER IMMEDIATE SUPERVISOR AND/OR THE TOWN ADMINISTRATOR. THE POLICE IN THE JURISDICTION IN WHICH THE ACCIDENT OCCURS MUST BE NOTIFIED IMMEDIATELY. AN ACCIDENT OR INCIDENT REPORT MUST BE FILED WITH THE TOWN POLICE.

(13) Violations of this policy may result in disciplinary actions, payment of any fees and associated with accidents, the payment of the Town's insurance deductible, revocation of vehicle use privileges, or loss of the Council-approved vehicle assignment. Drivers are required to have a valid driver's license (including a CDL License when required) with them and responsible for payment or disposition of any and all tickets, fees, fines and violations of applicable law.

AND BE IT FURTHER ENACTED AND ORDAINED that upon passage, this Resolution shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for that purpose. In addition, this Resolution shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Article II, Section 209 of the Charter of Town of Bladensburg, Maryland, and will be effective immediately upon adoption.

ATTEST:

By Order of the Mayor and Town Council

Brian Wood, Acting Town Clerk

Takisha James, Mayor

Adopted: _____
Effective: _____