

DALTON POLICE DEPARTMENT

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<i>Subject</i> Vehicle Assignment			
<i>Reference</i>		<i>Revised</i> September 22, 2020 27, 2022	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> September 2022 2024	<i>No. Pages</i> 4	

I. Policy

It is the policy of the Dalton Police Department to establish criteria for the assignment, proper use, and maintenance of assigned vehicles.

II. Program Goals

The assignment of Department vehicles to individual Officers is designed to achieve several goals. They are as follows:

- A. To increase visibility of police presence in neighborhoods and on streets and roadways while driving to and from work assignments.
- B. To deter crime by limiting the opportunity for criminals to commit a crime by having marked patrol vehicles present in area neighborhoods.
- C. To decrease response times for the call-out of Officers to emergency situations.
- D. To reduce the yearly mileage of each vehicle; therefore, increasing the life expectancy of each vehicle.
- E. To provide an additional incentive for Officers to come to work for this Department and to stay competitive with other agencies and employers.
- F. To increase accountability for vehicle usage and maintenance.
- G. To encourage Officers to live closer to the City of Dalton.

III. Rules and Regulations

- A. All rules and regulations pertaining to on-duty Officers shall apply to off-duty Officers while driving a Department vehicle.
- B. All employees shall have in their possession a valid driver's license while operating a Department vehicle.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

- C. While driving a Department vehicle, Officers shall be properly attired in order to perform law enforcement functions and present a good public image. Cut-off jeans, tank tops, etc. are not permitted. Officers shall have a Department-approved handgun, badge, and Department identification with them at all times while operating a Department vehicle.
- D. Officers shall stop and render assistance at any situation requiring a law enforcement presence while operating a marked patrol vehicle. Radios shall be monitored at all times when operating the vehicle.
- E. Employees are strictly forbidden from operating a City-owned vehicle while consuming or under the influence of alcohol, drugs, or any medication, which may impair driving ability.
- F. While off-duty, the Officer shall park his / her assigned vehicle at the Police Services Center, other authorized City property, or at the Officer's residence, including private dwellings and multi-family apartment complexes.
- G. While parked when the Officer is off-duty, the vehicle shall remain locked with the keys removed and all firearms and less-lethal weapons removed ~~or secured in the locked trunk, if so equipped~~. While the vehicle is being serviced or repaired, all weapons shall be removed from the vehicle.
- H. When the Officer is off-duty or on vacation for more than five (5) days, the vehicle shall be parked at the Police Services Center for use on an as-needed basis.
- I. Department vehicles shall not be parked at lounges or bars or be used for the purpose of purchasing alcoholic beverages, unless performing an official law enforcement function.
- J. Non-sworn personnel and members of the general public are not allowed to ride in Department vehicles except for approved Departmental business. Any exceptions to this must be approved by the Chief of Police or his / her designee.
- K. The personal use of Department vehicles is prohibited unless the use is incident to law enforcement functions and is approved by the Chief of Police or his / her designee.
- L. Any disciplinary action could cause the removal of this privilege.

IV. **General Provisions**

- A. Vehicle assignments shall be contingent upon the number of vehicles authorized by the Mayor and City Council and the needs of the Department, as determined by the Chief of Police.
- B. Sworn members must live within a specified distance, as determined by the Chief of Police, from the Police Services Center in order to drive an assigned vehicle home.

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- C. Trainees may be assigned a vehicle while assigned to the FTO Program. Trainees are not allowed to take assigned vehicles home until successful completion of the FTO Program and approval of the Patrol Division Commander.
- D. Officers are required to maintain all equipment and supplies assigned to the vehicle and report any problem to their immediate Supervisor.
- E. Officers shall be responsible for monitoring fluid levels and other maintenance items between regularly scheduled maintenance. When an Officer's assigned vehicle is being repaired, he / she shall not drive another Department vehicle home, unless permission is granted by the Officer's Division Commander.
- F. Officers are responsible for keeping their vehicles clean and ensuring no modifications are made to the vehicle without prior approval from their Division Commander.

V. **Vehicle Inspection**

- A. Officers shall conduct a daily inspection of their assigned vehicles. This shall include the interior, exterior, tires, emergency lights, siren, and computer. These inspections shall include under the back seat ~~and trunk~~ and the rear storage compartment of the vehicle and shall be accomplished prior to the tour of duty. Any new body, paint, and equipment damage shall be immediately reported to the Officer's Supervisor.
- B. Supervisors shall be required to conduct documented quarterly inspections of their subordinate personnel's assigned vehicles. Random inspections of the vehicles may also be conducted, when necessary.

VI. **Loss of Privilege of Assigned Vehicle**

- A. The loss of an assigned vehicle shall be at the discretion of the Chief of Police or his / her designee. The following are some examples of circumstances that could result in the loss of an assigned vehicle:
 - 1. One or more at-fault motor vehicle crash
 - 2. Disciplinary action taken by the Department for policy violations
 - 3. Suspension of an Officer's driver's license by the Department of Driver Services
 - 4. Failure to properly maintain the vehicle
 - 5. Driving record
 - 6. Needs of the Department
 - 7. An Officer's performance falls below satisfactory levels

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- B. The Department reserves the right to treat each incident on a case-by-case basis without creating a binding precedent for other cases, which may arise in the future. Multiple or repeated violations may involve more severe time limits on loss of privileges.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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