



Helen Police Department

Standard Operating Policies and Procedures

Chapter P-001 Vehicle Assignment	Effective Date:	September 1, 2022	# of Pages:	3
	Revised Date:		Distribution Authorization:	<i>Alonna C. Barrett</i>
	Special Instructions:			

I. PURPOSE

To provide guidelines governing the use of City-owned vehicles assigned to police personnel; to establish rules for utilizing the vehicle while on duty, off duty and traveling to and from work and/or training; to provide criteria for the proper care and maintenance of the vehicles.

II. POLICY

It is the responsibility of each member of the Helen Police Department to ensure the proper care, daily inspection, and maintenance of police vehicles and equipment assigned to them.

III. RULES AND REGULATIONS

A. Eligibility Requirements

Assigned vehicles are available to all sworn officers who have successfully completed the Field Training Program.

B. Assignment

Vehicles will be assigned to officers by the Chief of Police or his/her designee based upon the officer's work assignment and availability of vehicles.

C. Use of Assigned Vehicle

1. Only authorized personnel are permitted to operate the vehicle.

2. Only department-authorized equipment will be used in the vehicle. No additional equipment or modification to existing equipment, such as additional emergency lights and siren or alterations including decals, stickers, pictures, window tinting, etc. are allowed without the approval of the Chief of Police.
3. While driving to and from work or during breaks while at work, individuals may stop to conduct personal business of a limited and necessary nature. Such stops are for the purpose of conducting business that would otherwise cause an undo hardship on the individual if he/she had to first obtain their personal automobile.
4. Officers may utilize vehicles for approved departmental training; however, if more than one officer is attending training at the same location, then officers shall carpool unless otherwise authorized by a supervisor.
5. Officers may utilize vehicles for approved off-duty assignments.
6. Officers must be appropriately attired while operating a vehicle so as to present a positive image on the agency should they be called into service by a supervisor or come upon an on-view incident. Proper attire shall consist of clothing of a neat appearance and will include the proper display of an issued duty weapon and badge.
7. If an officer, while off-duty in a marked vehicle, finds it necessary to become involved in an incident the officer shall assume control of the incident until the arrival of an on-duty officer.

D. Vehicle Take-Home

1. The officer resides within 25-mile radius from the nearest Helen City Limits using the shortest, most economical, and reasonable route. The positions of Chief, Captain, and Investigator are not confined to the 25-mile radius.
2. If the officer resides outside of the 25-mile radius, with the permission of the Chief of Police, the officer may be allowed to drive to a manned police or fire station within the 25-mile radius. The officer must obtain permission from the commander of the location to park the vehicle there and continue in their POV. This will allow the officer to benefit from the take home vehicle.

E. Maintenance

1. Each officer is responsible for the physical appearance and general cleanliness of their assigned vehicle. Washing and waxing the exterior of the vehicle, as well as cleaning the interior, is the responsibility of the officer(s) to whom the vehicle is assigned. Vehicle maintenance will be done during the officer's shift, while on duty.
2. Any damage or accident involving a city vehicle shall be reported immediately to the on-duty patrol supervisor and a report will be completed by the appropriate jurisdiction, if the accident occurs in the city limits the appropriate Municipal Association will be contacted to work the accident, if they are unable to respond GSP will be contacted.
3. Each officer is responsible to ensure that all preventative maintenance is conducted within the proper mileage limitations by an approved repair facility with the approval of the fleet manager. For the officers working night shift, arrangements will be made with the shift supervisor.
4. Department issued equipment, such as portable radios, batons, firearms, and laptop computer, will be removed from the vehicle before leaving them for servicing, unless the officer stays with the vehicle during maintenance.
5. When an assigned vehicle is out of service for any reason, the officer may use an available vehicle for the officer's tour of duty only.

F. Inspections

1. Officers will inspect their vehicles before and after each tour of duty. Any problems with the vehicle will be noted on the CAD and reported to the shift supervisor.
2. Supervisors will conduct monthly inspections of the vehicles to ensure that the vehicles are properly cleaned and maintained.