

	HARRISONBURG POLICE DEPARTMENT General Orders	Policy Number: 608
	Chapter: Equipment/Technology	Total Pages: 3
	Section: Take Home Vehicle Program for the Patrol Division-Marked Vehicles	Issue Date: 09/22/2022
	Issued By: Kelley Warner, Chief of Police	Effective Date: 05/20/2024
	Replaces: All General Orders Previously Issued Relative to Subject	
VALEAC Standards:		

A. POLICY AND PURPOSE

The purpose of this policy is to explain the Harrisonburg Police Department's take home vehicle assignment, responsibilities of officers in the Take Home Vehicle Pilot Program, requirements for entering the program, and the order in which individual officers will be assigned vehicles.

The Harrisonburg Police Department Pilot Take Home Vehicle Program is designed to benefit the community, department, and individual officers. Every effort will be made to administer this program in an efficient and effective manner. However, the Chief of Police or designee may waive some provisions of this general order in the event of an articulable need. Take home vehicles will be assigned based on availability. Assignments will be made by the fleet manager under the direction of the designated Administration Division supervisor. Any officer utilizing a take home vehicle that is permanently taken out of service will have priority to receive another take home vehicle. Officers assigned take home vehicles have no expectation of privacy, for federal or state constitutional purposes.

B. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

C. PROCEDURES

a. ELIGIBILITY REQUIREMENTS

Officers must meet the following requirements to be eligible for a take home vehicle:

- a. The officer must successfully complete the Department's Field Training Program and be approved for solo police work by the Chief of Police.
- b. The officer must reside within (20) miles as the crow flies from the city limits of Harrisonburg, Virginia. This determination will be made by the Administration Bureau Commander. Officers participating in the take home vehicle program must reside within the commonwealth (no take home vehicle will be garaged beyond state line). Any change of residence must be immediately reported to the Administration Bureau so that accurate records can be maintained.

b. INSPECTION TIMETABLES

- a. Line Inspections for Patrol "Take Home" Vehicles will be conducted monthly.

c. VEHICLE ASSIGNMENT

When deciding the order in which officers are assigned a vehicle for take home use, following policies will be applied:

- a. Officers will be ranked in order of seniority and required to complete (214- Vehicle Assignment and Take- Printable)
- b. If a vehicle is offered to an officer and the officer does not wish to have a take home vehicle, the officer will go to the bottom of the waiting list regardless of the officer's seniority, placement on the list or location of residence.

d. OFFICER RESPONSIBILITIES

- a. Officers assigned a take home vehicle are required to follow City of Harrisonburg Policy for take home vehicles and read and sign the City Owned Vehicle Policy Acknowledgement
- b. Once an officer is assigned a take home vehicle, it is that officer's responsibility to keep the vehicle maintained and clean. Officers may forfeit the privilege of being assigned a take home vehicle if the vehicle is misused, not properly maintained, and cleaned, if there is a disciplinary action taken against the officer, or other reasons determined by the Chief of Police or his/her designee.
- c. Officers will return the vehicle to the Harrisonburg Public Safety Building if out on Family Medical Leave Act (FMLA) or other extended leave, as determined by the designated Administrative Division supervisor. It will be returned to the officer once release to full duty.
- d. While operating the vehicle to and from work, employees shall wear one of the approved departmental uniforms, carry and have accessible their duty firearms and badge of authority and be prepared to perform any function they would be expected to perform while on-duty
- e. While operating the patrol vehicle, other persons, such as family members, may be transported provided all occupants wear a safety belt or are properly secured in a child restraint system. See Policy Vehicle Use and Maintenance/Equipment/Safety Belts
- f. All other rules and regulations apply when officers are operating a take home vehicle. See Policy Vehicle Use and Maintenance/Assigned/Take Home

D. PERIODIC REVIEW OF PILOT PROGRAM

A review of the Pilot Take Home Vehicle Program for the Patrol Division will be conducted in July and January. The Operations Bureau Commander and Patrol Division Commanders, with input from patrol sergeants, will evaluate and make modifications to the program as needed.