



**RICHMOND POLICE DEPARTMENT  
GENERAL ORDER**



Subject: TAKE-HOME MARKED VEHICLE PROGRAM *City Residence Required		Chapter 3	Number 9	Pages 6
References: CALEA Standards: N/A		Related Orders: 04-04;		Effective Date: 03/30/20 Revised By: PD-132 Prv. Rev. Date: 12/21/15
Chief of Police: <div style="text-align: center; margin-top: 10px;"><i>William C. Smith</i></div>				

**I. PURPOSE**

The purpose of this directive is to establish the appropriate guidelines and procedures for managing the Department’s Take-Home Marked Vehicle Program.

**II. SUMMARY OF CHANGE**

***This revision removes the Digital Mobile Video Recorder System (DVMR, and updates the management of the Take home vehicle program. The specific changes are noted in bold italicized text throughout the document.***

**III. POLICY**

- A. A Take-Home Marked Vehicle Program offers many benefits to the Department and to the City of Richmond. It reduces the maintenance costs of fleet vehicles, allows for a quicker response to emergencies and deters crime by creating the appearance of an increase in police presence. Each Precinct and the Special Operations Division (SOD) shall have vehicles designated for assignment in the program.
- B. The use *of a Take-Home Marked Unit* is a privilege and not a right that the Department extends to officers who are in good standing in order to maximize their abilities in meeting the goals of the Department. A disregard for departmental policies, procedures or the display of poor driving habits may result in disciplinary action(s) and/or removal from this program.

**IV. ACCOUNTABILITY STATEMENT**

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Responsibility rests with the Division Commander 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.

V. DEFINITIONS

- A. TAKE-HOME MARKED VEHICLE – A vehicle that has been assigned to a sworn officer as a result of his/her acceptance into the Department’s Take-Home Marked Vehicle Program. Officers assigned a vehicle may take the vehicle home and use it as defined in the provisions of this directive.

VI. PROCEDURE

A. Take-Home Marked Vehicle Eligibility Criteria:

1. Any sworn officer who is a resident of the City of Richmond.
2. The employee must be assigned to a uniform patrol function in one of the following units; Patrol Precinct, SOD, or Community and Youth Intervention Services (School Resource Officer).
3. Those classified as “Police Officer 1” must have completed their probationary period.
4. If an Officer, who remains a member in good standing, is unable to perform his/her normal duties due to injury, illness, administrative leave, vacation, or is detailed to an assignment other than patrol (Precincts), SOD, or Community and Youth Intervention Services, etc., for a period of more than thirty (30) days, his/her vehicle shall be temporarily reallocated during that time period. The participating member shall ensure that the vehicle is surrendered to his/her immediate supervisor.
5. Any violation of laws, department policies, rules and regulations may result in removal of a take-home vehicle at any time. This may include:
  - a) Disciplinary action as a result of an accident;
  - b) Below expectations performance evaluation; and/or,
  - c) Disciplinary actions (Incidents of suspension may result in the loss of a vehicle).
6. Only Officers who do not have any pending disciplinary actions awaiting adjudication by the Chief of Police, nor have they had any founded disciplinary actions resulting in their suspension in the preceding year. The preceding year is calculated on a rolling basis based on the date of application for participation in the Department’s Take-Home Marked Vehicle Program.

B. Take-Home Marked Vehicle Application/Selection Process:

1. The sworn employee shall write a letter of request to participate, through channels, to his/her Precinct Commander. Request letters on file need to be renewed on an annual basis.
2. Sworn School Resource Officers may write a letter of request to participate to the Precinct Commander in which their school assignment is located.
3. Sworn members of SOD-Traffic, may write a letter of request to participate to the Captain of SOD. Request letters on file need to be renewed on an annual basis.
4. Based upon vehicle availability and officers satisfactorily meeting the criteria requirements, the Precinct Commanders and Captain of SOD shall recommend, through channels, to the Chief of Police the employee(s) to participate in the Take-Home Marked Vehicle Program. In addition, Precinct Commanders and Captain of SOD shall ensure all policies and actions are followed by officers in the take-home vehicle program to include duty-status situations and parking of vehicles at the residence of the officers.
5. The selected sworn employee(s) shall complete the Take-Home Vehicle Agreement Form (PD-56) at the time that the vehicle is received from *the unit commander, and forward it to the Fleet Manager.*
6. The vehicles will be distributed equally between each Precinct with no more than (4) take-home vehicles allocated to SOD. If there are not enough qualified individuals within these units, uniformed officers from all other Precincts may apply for the privilege of utilizing one of the available vehicles.
7. All individuals must meet all specified qualifications within this General Order.
8. A Sector Sergeant may be “detailed” a Take-Home vehicle by the Division Commander if there are no eligible Officers within that division.

C. General Management of the Take-Home Marked Vehicle Program:

1. The *Precinct/SOD Commanders* will be responsible for the overall management of this program *within their units*. He/she shall maintain a current listing of all program vehicles by shop number, participating employee and his/her address. He/she shall also forward to the appropriate Deputy Chief of Police bi-annually a listing of preventable accidents by operators of take-home vehicles.
2. Supervisors of participating employees shall recommend to his/her commanding officer the removal of a member from participation in the Take Home Marked Vehicle Program based on documented negative work performance.

3. The use of a marked vehicle by an unassigned officer is prohibited as transportation to their off-duty assignments.
4. The OIC of the Property and Evidence Unit, or designee shall, in accordance with City Administrative Regulation 6.2, forward the name and telephone number(s) of the individuals(s) authorized to grant motor pool vehicle use to the Fleet Management Motor Pool Office. In accordance with City Administrative Regulation 6.2, the OIC of Property and Evidence, or designee shall also, ensure a copy of this Take Home Vehicle Policy, approved by the Chief Administrative Officer (CAO), be filed with the Fleet Management Motor Pool Office of the Department of Public Works.
5. If any repairs on a vehicle require that the vehicle be kept for any duration of time, the Department will not issue another vehicle to the participant. If an officer has a special circumstance, a Precinct Commander may authorize the officer to take a Precinct pool unit.
6. Travel outside of the City of Richmond not related to an on-duty situation is prohibited unless approved by the participating officer's operational Major. A record of all such approvals shall be maintained by the operational Major.
7. All over night stays or parking of the take-home vehicles outside of the City of Richmond's corporate limits must be approved by the participating officer's operational Major.
8. Officers shall always have their Department-issued handgun available and will carry police credentials and, upon request, display their credentials. In addition, it is recommended that officers have their ballistic vests immediately available in the vehicle.
9. Officers shall not wear swimsuits, jeans with holes, tank-tops and/or t-shirts with inappropriate graphics while operating a marked take-home vehicle. For additional information, see General Order 4-4, Grooming and Personal Appearance. Exception: Employees may operate a take-home vehicle while dressed in "workout" attire, provided they are responding to and from a "workout" session.
10. If an employee is a current participant of the program and is re-assigned between Precincts, he/she shall relinquish his/her take-home vehicle. Marked take-home vehicles are assigned to particular Precincts and shall remain with that designated Precinct.
11. The *Captain* of the Office of Professional Responsibility (OPR) or designee shall bi-annually forward to the appropriate Deputy Chief of Police for a listing of disciplinary history to include all forms of disciplinary action for each employee assigned a take-home vehicle.
12. The Human Resources Division Chief or designee shall notify the OIC of Property and Evidence of any employee out for more than 30 or more days, as soon as possible.

13. The appropriate Deputy Chief of Police shall bi-annually review preventable accident, disciplinary histories and long-term leave of those employees assigned take-home vehicles and forward any recommendations to the Chief of Police.
14. The Chief of Police shall allocate/approve take-home vehicle assignments upon the recommendation of the operational Majors and the OIC of Property and Evidence. The Chief has the authority to make discretionary exemptions to the allocation of vehicle assignments in this program in the best interest of the department. The Chief also has the authority to rescind authorization/approval at any time due to a change in the department's priorities or policies, a change in the employee's residence or for any other reason deemed appropriate.

D. General Procedures for Participating in the Take-Home Marked Vehicle Program:

1. Participating officers shall not drive or park their assigned vehicle in violation of any posted regulation, unless, in performance of their duty and/or permitted by either law or departmental policy.
2. Officers shall be responsible for the proper care and general maintenance of assigned vehicle. Officers shall not add accessories or equipment or alter the body or general design of the vehicle.
3. Officers shall not use the vehicle in any capacity or visit any location that may reflect negatively on the Department or result in public criticism.
4. Officers shall, when operating a vehicle, respond to incidents that come to their attention through any of the following means: on view, through a second party or radio transmission occurring within proximity of their location, which involves an emergency call for service. However, at no time will officers jeopardize other passengers to do so.
5. In the event an officer is unable to respond to an incident, because doing so may jeopardize the safety of civilian passengers, the officer is still required to take measures to assist such as getting a detailed description or making a radio transmission, etc.
6. Officers must inform DEC using their code numbers of off-duty police related actions.
7. Officers shall be prohibited from operating their assigned take-home vehicles when their police powers have been withdrawn or restricted.
8. Supervisors shall monitor the employee(s) activities and immediately investigate any known or observed indiscretions, and recommend that appropriate action(s) be taken to the proper authorities.
9. Officers shall ensure the cleanliness and appearance of the vehicle and that the vehicle is properly inspected and maintained.

VII. FORMS

PD-56, Take-Home Vehicle Agreement Form