

BERLIN POLICE DEPARTMENT
BERLIN, MARYLAND

SUBJECT: Take Home Car Program		NO: 400 E-4
APPROVED/EFFECTIVE DATE: October 9, 2008	AMENDES:	RESCINDS:
DISTRIBUTION A	REFERENCES:	

.10 PURPOSE

The purpose of this directive is to establish guidelines and procedures for the Berlin Police Department "take home" car program.

.20 POLICY

It is the policy of the Berlin Police Department to issue a "take home" (agency) vehicle to all supervisors, specialized units (K-9 unit) and to any other officer when practical.

.30 DISCUSSION

It shall be the policy of the Berlin Police Department to assign police vehicles to officers in an effort to retain quality police officers and in order to provide quicker response time for emergency situations.

.40 DEPARTMENTAL RULES

- a. Only authorized sworn members of the Berlin Police Department will drive the police vehicle.
- b. Members shall be authorized to operate their vehicles off-duty no further than 5 miles of the town of Berlin.
- c. Members living farther than 6 miles may operate their vehicle to and from residence and work, court, training, and other situations deemed to be work related.

- d. When operating a departmental vehicle off-duty the member must be armed with an approved firearm and shall carry their badge.
- e. Off-duty officers operating police vehicles shall ensure that their dress and appearance does not reflect unfavorably on the department or police profession.
- f. Off-duty members are required to stop and render assistance, and are expected to apprehend violators of serious crimes in appropriate circumstances.
- g. Off-duty members are requested to respond to calls or incidents occurring on-view, until relieved by a road officer.

.50 VEHICLE ASSIGNMENT/OPERATION

- a. The use of the departmental vehicle is to be viewed as a privilege and not a fringe benefit or employment right. The privilege is subject to modification or revocation at any time.
- b. Personnel designated by the Chief of Police will be issued an individually assigned police vehicle. The vehicle is to be regarded as an official piece of equipment intended for official police duties.
- c. Under normal circumstances, the officer to whom a vehicle is assigned is responsible for the security and proper care of the vehicle and its contents. Prior to operating a vehicle, the assigned officer is to insure that all equipment is present and in good working order and no damage has been done to the vehicle. Reports concerning damage or missing articles are to be forwarded to the appropriate supervisor in writing.
- d. Each officer is responsible for the maintenance and general care of his or her assigned vehicle. If repairs are needed, the designated supervisor shall be notified so that the proper arrangements

can be made. At no time will repairs or alterations of vehicles be made without the approval of the Chief of Police.

- e. Officers on vacation, sick leave, or other type of leave for period exceeding five days shall leave the vehicle at the Berlin Police Department. Officers on light duty status for an extended period, or those who are restricted or under suspension do not qualify to take home vehicles.