



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Vehicle Assignment and Operations		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on File</i>		
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AUTHORITY/RELATED REFERENCES

COT Administrative Policy 705, Alcohol and Drugs
 COT Administrative Policy 732, Motor Vehicle ... Operations
 COT Administrative Policy 803, Assigned Vehicle Policy
 General Order 33, Jurisdiction, Mutual Aid, and Investigative Task Forces
 General Order 35, Line Inspections
 COT/PBA Agreement, Articles 24 (Residency Requirements) and 31 (Take Home Vehicles)

ACCREDITATION REFERENCES

CALEA Chapter 41
 CFA Chapter 14

KEY WORD INDEX

<p> Assigned/Take Home Vehicles Assignment Procedures Department Facility Parking Maintenance, Towing and Repairs Required Equipment for Patrol Vehicles Traffic Crashes and Traffic Incidents Vehicle Inspections Vehicle Operation Procedures </p>	<p> Procedures III & IV Procedure I & Appendix One Procedure V Procedure VI Procedure VII Procedures IX – XII Procedure VIII Procedure II </p>
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POLICY

The Department is responsible for establishing guidelines for the assignment and operation of Department vehicles, and members shall operate and maintain Department vehicles in compliance with Florida Statutes, City of Tallahassee policies, and Department directives.

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DEFINITIONS

Assigned Vehicle: Any Department vehicle properly designated for use by a member.

Deadlined: The status of a Department vehicle that is out of service.

Department Vehicle: Any motor vehicle owned, leased, or rented by the City of Tallahassee and assigned to the Department.

Marked Patrol Vehicle: Any Department vehicle painted or custom-wrapped in the manner approved by the Chief of Police designed to be easily recognized as a Department vehicle.

Off-duty: When members are not engaged in on-duty employment activity.

On-duty: When members are working their regular duty assignment, or any special assignment compensated by the Department.

Take Home Vehicle Program: A privilege offered to members who meet certain residency requirements, allowing them to park their assigned vehicles at home.

Temporarily Assigned Vehicle: A Department vehicle properly assigned to a member for temporary use while the member's assigned vehicle is deadlined, being serviced or detailed, or otherwise not usable by the member.

Temporary Modified Duty: A short-term work assignment that changes the member's normal job duties, enabling them to engage in work for the Department while recovering from an injury or ailment (previously referred to as light duty).

Traffic Crash: Any unintentional crash involving a motor vehicle in transport (in motion, in readiness for motion, or on a highway), including on public or private property that results in death, injury, or property damage.

Traffic Incident: The Department designation for a traffic crash involving a Department member operating a Department vehicle that meets specific criteria.

Work-related Travel: The act of traveling outside of the four-county area of Leon, Gadsden, Jefferson, and Wakulla Counties for a purpose authorized by the Department (regardless of the length of travel time, expenses incurred, or reimbursement requested).

PROCEDURES

I. DEPARTMENT VEHICLE ASSIGNMENT PROCEDURES

- A. Vehicles shall be assigned in accordance with applicable City of Tallahassee (COT) policy, and in a manner which ensures maximum utilization toward the Department's mission.
- B. In addition to the procedure of subsection A above, vehicle assignment to sworn members shall be done in accordance with Appendix One.
- C. The Administrative Services Bureau (ASB) Commander shall ensure vehicles are assigned to each bureau and the Office of the Chief based upon operational needs.
- D. Bureau Commanders may make further assignments within their bureaus based upon operational needs.
- E. The Watch Commander may make temporary vehicle assignments as necessary based upon operational needs.
- F. The ASB Commander shall maintain a current list of all Department vehicles and their assigned tag numbers.

II. VEHICLE OPERATION PROCEDURES

General Procedures –

- A. Members shall operate a Department vehicle only when:
 - 1. Authorized to do so by a supervisor or other competent authority, or
 - 2. An exigent circumstance or operational need exists for the use of the vehicle.
- B. A member operating a Department vehicle shall:
 - 1. Possess a valid driver license with the appropriate endorsement for the vehicle driven,
 - 2. Wear the vehicle seat belt,
 - 3. Obey applicable traffic statutes, Department and COT policy,
 - 4. Operate the vehicle with due care for life and property,

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5. Report traffic crashes and traffic incidents to appropriate authorities and Department supervisors,
 6. Report vehicle mechanical problems to appropriate personnel, and
 7. Operate the vehicle in accordance with their duty assignment.
- C. Members shall abide by the protocols of General Order 4 (Appearance and Uniform Regulations) when operating a Department vehicle.
- D. Members shall ensure their assigned vehicle displays the authorized COT license plate unless an exception has been granted by the Chief of Police or designee.
- E. Members shall ensure their assigned vehicle is secured when unattended (unless an emergency situation necessitates such action).
- F. Only COT-issued or COT-purchased fuel, oil, lubricants, and additives are permitted for use in a Department vehicle (except those items needed for continued vehicle operation during work-related travel).
- G. Repairs and maintenance of Department vehicles shall be completed by only COT authorized maintenance facilities.
- H. When transporting a non-member in a Department vehicle (e.g., transporting to a medical or detention facility, providing a stranded motorist a ride), the member shall advise the CDA of the following over the police radio:
1. Transport and intended destination,
 2. Gender, race, and whether the person is an adult or a juvenile, and
 3. Starting and ending vehicle odometer reading.

Prohibitions –

- I. Members are not authorized to operate a marked patrol vehicle while on temporary modified duty.
- J. Members shall not smoke or use tobacco products while occupying a Department vehicle.

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- K. Members shall not possess or transport alcoholic beverages, pornography, or illicit drugs in a Department vehicle except for legitimate law enforcement purposes.
- L. Members shall not use a Department vehicle in any manner, to include the transportation of any item in or on the vehicle, when such action would be in violation of statute or ordinance or could bring discredit to the COT, Department or the policing profession.
- M. Members in a Department vehicle shall not play video games or watch television/movies or videos except when sanctioned by the Department for training.
- N. Members are not authorized to alter the body, general design, appearance or markings, mechanical or electrical systems of a Department vehicle without approval of the Chief of Police or designee.
- O. Members shall not leave a disabled Department vehicle unattended on any street or parking area (except approved vehicle maintenance locations) for any extended period of time.
- P. Members shall not leave confidential or sensitive law enforcement related materials in plain view within a Department vehicle.
- Q. Members shall not allow other persons (members or non-members) to operate their assigned vehicle unless:
 - 1. The person is an authorized vehicle maintenance person,
 - 2. Operational necessity requires the action, or
 - 3. Supervisory approval for such an action exists.
- R. Except as permitted in subsection III L below, members shall not transport a non-member in a Department vehicle unless the transport is:
 - 1. A function of a Department-sanctioned activity, or
 - 2. Pre-approved by the member's immediate supervisor for emergency or exigent situations.
- S. Members shall not attach any bumper sticker, window decal, decorative magnet, or front bumper novelty tag to a Department vehicle without authorization from the Chief of Police or designee. The

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only items authorized by the Chief of Police via this written directive are:

1. *Police memorial decals* for deceased members – on the bottom edge of the rear window in a manner neat in appearance and not obstructive of the driver's view.
2. *American flag novelty tag* (devoid of any superimposed design or lettering) – on the front bumper in a location, if any, designed for such use.

III. ASSIGNED/TAKE HOME VEHICLES – ALL MEMBERS

General Protocols –

- A. The Chief of Police, or designee, may authorize assignment of take-home vehicles to sworn and non-sworn members based upon the member's work assignment.
- B. Participation in the Take Home Vehicle Program is a member privilege, not a member right.
- C. Recruit sworn members in the Field Training and Evaluation Program (non-solo status) are not eligible to participate in the Take Home Vehicle Program.
- D. Non-sworn members must reside within the State of Florida, either within Leon County or an adjoining county to participate in the Take Home Vehicle Program.
- E. Full-time sworn members must meet the residency requirements of the current COT/PBA Agreement to participate in the Take Home Vehicle Program.
- F. Participation in the Take Home Vehicle Program may be suspended or terminated by the Chief of Police or designee as progressive discipline due to the member's violation of the procedures contained within this written directive.
- G. Members with an assigned vehicle who are not participating in the Take Home Vehicle Program shall adhere to the following protocols:
 1. The assigned vehicle may be left properly parked at the Department Facility while the member is off-duty.

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2. The assigned vehicle may be left properly parked at another COT property within Leon County if pre-approved by the member's Bureau Commander (via the chain of command).
3. When the assigned vehicle is parked at a location other than the Department Facility, the member shall ensure the following items, if applicable, are removed from the vehicle:
 - a. All firearms, less-lethal firearms, and other weapons,
 - b. Mobile data computer,
 - c. Handheld ticket writer, and
 - d. Handheld speed measuring devices.

Off-duty Protocols –

- H. Members with an assigned vehicle may operate the vehicle when off-duty while traveling to and from an approved Department or COT-related event such as:
 1. Normal day of work or overtime assignment,
 2. Judicial process appearance,
 3. Meeting,
 4. Training session,
 5. Special event (e.g., football game assignments),
 6. Secondary employment,
 7. Vehicle maintenance and cleaning,
 8. Work-related travel, and
 9. Other COT- or Department-related purposes with supervisory approval.
- I. Members shall not accrue overtime for travel time to and from any approved event as listed in subsection H above, except:
 1. When the member is summoned to a location as a result of being in an on-call status, or

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2. When the member is on approved work-related travel, and the amount of travel time to be compensated is pre-designated by their supervisor.
- J. Members traveling to or from an approved event listed in subsection H above may stop for personal business at a destination along their route if:
1. The stop is brief, and
 2. The purpose of the stop does not bring discredit to the COT, Department, or the policing profession.
- K. Members may use their assigned vehicle to attend college classes or work out at an exercise facility when off duty, as long as the class or workout time is contiguous (within 30 minutes) with an approved use listed in subsection H above.
- L. In addition to the vehicle allowances of subsections J and K above, members assigned an unmarked vehicle may use the vehicle to transport *non-employee resident or custodial family members*, if:
1. The transportation is contiguous (within 30 minutes) with an approved use listed in subsection H above, and
 2. The member adheres to the provisions of FS 316.613 (Child Restraint Requirements).
- M. Any member operating an assigned vehicle while off-duty shall possess their Department identification card and any equipment deemed necessary by their supervisor based upon their work assignment.
- N. Any sworn supervisor may stop and question an off-duty member operating a Department vehicle when the supervisor reasonably believes the vehicle is being operated contrary to Department policy.

IV. ASSIGNED/TAKE HOME VEHICLES – SWORN MEMBERS

In addition to the assigned/take home vehicle protocols set forth in section III above, sworn members are responsible for adhering the following:

Equipment to Carry –

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- A. Sworn members operating an assigned vehicle off-duty shall possess the equipment deemed necessary by their supervisor based upon their work assignment and, at a minimum, the following items:
1. Approved duty or back-up handgun in an approved holster,
 2. At least one (1) magazine or speed loader with approved ammunition for the duty or back-up handgun,
 3. Department approved badge,
 4. Operational portable police radio,
 5. Handcuffs,
 6. Issued ballistic vest,
 7. Operational flashlight,
 8. Riot helmet, and
 9. Personal Protective Equipment (PPE), including gas mask.
- B. Members of the Special Response Team (SRT) and the Tactical Apprehension and Control (TAC) Team shall carry their team-related equipment in their assigned vehicle as directed by their team leader.

Off-duty Protocols –

- C. Off-duty sworn members operating an assigned vehicle shall monitor the police radio on the channel/talk group for the area in which they are traveling.
- D. Off-duty sworn members operating an assigned vehicle within the city limits of Tallahassee shall stop and render necessary aid, take appropriate police action and summon additional assistance if needed when observing a traffic crash, roadway hazard, or the commission of a crime.
- E. Off-duty sworn members operating an assigned vehicle outside the city limits of Tallahassee shall adhere to the protocols set forth in General Order 33 (Jurisdiction, Mutual Aid, & Investigative Task Force Agreements).
- F. The protocols of subsections D and E above are not applicable to Special Investigations Section (SIS) members unless:

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1. Not doing so could result in injury or death to any person, or
 2. The member's presence is required to address an in-progress felony.
- G. In incidents where an SIS member does not stop and render aid in a relatively minor situation, the member shall make appropriate notification to the CDA unless the incident is already being addressed by law enforcement personnel.
- H. If an off-duty sworn member becomes involved in police activity while driving an assigned vehicle and the activity cannot be quickly resolved, the involved officer should direct the CDA to notify the appropriate field supervisor of the situation.
- I. Once notified of a situation as described in subsection H above, the field supervisor is responsible for:
1. Determining if the off-duty member will complete the police activity or be relieved by an on-duty officer, and
 2. If the off-duty member is to be relieved, ensure the relief is provided, or
 3. If the off-duty member is to complete the police activity, provide overtime approval.

V. DEPARTMENT FACILITY PARKING

Unless responding to an emergency situation at or near the Department Facility, members shall not park a Department vehicle in any area which:

- A. Blocks entrances or exits to designated parking areas,
- B. Is near the fuel pumps or other designated "no-parking" areas,
- C. Is reserved for disabled motorist parking,
- D. Is reserved for visitor parking,
- E. Blocks the entrance to the preventative maintenance garage unless the vehicle is scheduled for such service, or
- F. Blocks any TAC Team vehicle unless permission has been given by the TAC Commander or designee.

VI. MAINTENANCE, TOWING AND REPAIRS

A. General Maintenance

Assigned Vehicles –

1. Members are responsible for the general maintenance and proper care of their assigned vehicle.
2. Members shall keep their assigned vehicle reasonably clean and orderly.
3. Members shall inspect their assigned vehicle on a regular basis to ensure it is in proper working order and free from damage.
 - a. If any defect or damage is discovered, the member shall report it to their immediate supervisor in a timely manner.
 - b. For mechanical problems, the member shall follow the procedures detailed in subsection D below.
 - c. For vehicle damage of unknown origin, but not believed to be the result of a hit and run traffic crash, the member shall complete an interoffice memorandum detailing the damage and submit the memorandum to their immediate supervisor.
 - d. For vehicle damage of known origin, but not the result of a traffic crash, the member shall complete an interoffice memorandum detailing the damage and submit the memorandum to their immediate supervisor.
 - e. Once notified of vehicle damage, the supervisor shall visually inspect the vehicle and update their chain of command as warranted.

Temporarily Assigned Vehicles –

4. Members using temporarily assigned vehicles shall, prior to driving the vehicle, inspect the vehicle for any damage and ensure it is in proper working order.
5. When a member needs to request a repair on a temporarily assigned vehicle, they shall follow the procedure detailed in subsection D below.

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6. Members are responsible for leaving a temporarily assigned vehicle properly fueled and reasonably clean/orderly after use.

B. Preventative Maintenance

1. Members shall ensure their assigned vehicle has preventative maintenance service at regularly scheduled intervals.
2. Members shall appropriately respond to notices from supervisors, support staff, or garage personnel concerning preventative maintenance appointments for their assigned vehicle.
3. Members who receive proper notice and know of a reason they cannot report at the appointment time shall, in advance, coordinate with garage staff to reschedule a preventative maintenance appointment.

C. Towing of Department Vehicles

1. Members shall notify a supervisor whenever a Department vehicle must be towed.
2. Members shall ensure only the authorized towing agent for the COT tows a Department vehicle.

D. Request for Vehicle Repairs

1. Members shall complete a Vehicle Inspection/Repair Work Order Form (PD 137) when their assigned vehicle is not functioning properly and needs repair.
2. The PD 137 is located on the TPD-Net Forms File.
3. The member completing the PD 137 shall ensure the vehicle malfunction is described on the form and:
 - a. It is sent via e-mail to "TPD Garage Repair WorkOrders" (tpdworkorders@talgov.com), and
 - b. A copy is placed face up on the vehicle dashboard.
4. The member is responsible for delivering the original PD 137 to the Duty Office work order board.
5. In addition to the directions above, if the vehicle is being deadlined, the member is responsible for the following:

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- a. Indicating on the PD 137 the vehicle is being deadlined,
- b. Completing a deadline sticker (obtained from the Duty Office),
- c. Obtaining a supervisor's signature on the deadline sticker, and
- c. Placing the sticker in a visible location on the driver's side windshield of the vehicle.

VII. REQUIRED EQUIPMENT FOR MARKED PATROL VEHICLES

- A. All marked patrol vehicles shall, at a minimum, be equipped with the following:
 1. Shotgun/rifle rack,
 2. Emergency light bar,
 3. Siren/PA system,
 4. Charged fire extinguisher,
 5. Biohazard/medical trauma bag (properly stocked as described in General Order 11 [Communicable Disease Control]),
 6. Five traffic cones, and
 7. Spotlight or take-down lights.
- B. Members are responsible for having an operational flashlight readily available whenever operating a marked patrol vehicle.
- C. Whenever a member uses the fire extinguisher from their assigned vehicle, the member shall contact Department garage staff as soon as practical to obtain a replacement.
- D. Members shall replace articles used from the first aid kit/medical bag by contacting a member of Supply Management as soon as practical.

VIII. VEHICLE INSPECTIONS

- A. Supervisors are responsible for ensuring members' assigned vehicles are inspected in compliance with General Order 35 (Line Inspections).

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- B. Supervisors shall ensure vehicle and equipment deficiencies brought to their attention are remedied as soon as practical by contacting:
 - 1. Department garage staff for vehicle deficiencies,
 - 2. Supply Management staff for member-issued equipment deficiencies, and
 - 3. COT Technology and Innovation staff for Mobile Data Computer system deficiencies.
- C. If a supervisor discovers indications of vehicle abuse by the assigned member, the supervisor shall:
 - 1. Talk with the member about the discovery, as warranted,
 - 2. Advise their chain of command,
 - 3. Document the information in a numbered memorandum,
 - 4. Advise the ASB Commander or designee, and
 - 5. Conduct follow-up actions as warranted.

IX. TRAFFIC INCIDENTS

When a member is involved in a traffic crash and **all** of the following criteria are present, the crash shall be documented as a traffic incident:

- A. Only City of Tallahassee (COT) property or vehicles are involved,
- B. Less than \$500 estimated total property damage,
- C. No disabling damage to any vehicle,
- D. No reported injuries,
- E. Only Department members occupied the vehicle(s),
- F. No involved vehicle was engaged in a pursuit or an emergency response, and
- G. No suspected criminal activity by any operator at the time of the event.

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X. TRAFFIC CRASH/INCIDENT – MEMBER RESPONSIBILITIES

- A. Unless incapacitated or otherwise unable to do so, a member involved in a traffic crash while operating or occupying a Department vehicle shall:
1. Within their scope of training, render medical assistance to others as needed,
 2. Call for emergency medical assistance if needed, and
 3. Notify the appropriate law enforcement authority:
 - a. If the crash occurs within the city limits of Tallahassee, the Department is the appropriate law enforcement authority.
 - b. If the crash occurs within the unincorporated area of Leon County or surrounding counties, the local law enforcement agency (police or sheriff) or the Florida Highway Patrol is the appropriate law enforcement authority.
 - c. If the crash occurs elsewhere, the appropriate law enforcement authority shall be whatever agency has jurisdiction and is summoned to the crash scene.
- B. Members shall notify their supervisor as soon as practical if their Department vehicle is involved in any of the following:
1. Traffic crash,
 2. Traffic incident, or
 3. Any physical contact with another vehicle or person and no damage or injury is noted.
- C. In instances when the involved member's supervisor is unavailable for notification as outlined in subsection B above, the member shall notify the Watch Commander.
- D. Members involved in a traffic crash while operating or occupying a Department vehicle shall make no statement regarding the crash to anyone except the investigating officer, Department supervisors, COT Risk Manager or designee, COT Attorney or designee, and appropriate judicial personnel.

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- E. Members involved in a traffic crash while operating or occupying a Department vehicle shall not issue a summons or arrest the driver of the other vehicle for a violation of a traffic offense, unless the violator is attempting to flee, or an arrest is necessary to protect life or property.
- F. Members involved in a traffic crash in a Department vehicle shall, upon being properly noticed, summoned, or subpoenaed, attend court or quasi-judicial hearings regarding the crash.

XI. TRAFFIC CRASH/INCIDENT – FOLLOW-UP ACTIVITIES

- A. A sergeant or designated supervisor shall investigate all traffic crashes involving Department vehicles within the city limits of Tallahassee, except for those crashes listed in subsection B below.
- B. The Traffic Homicide Unit (THU) shall investigate all traffic crashes involving Department vehicles within the city limits of Tallahassee when the crash meets one or more of the following criteria:
 - 1. There is a death or serious bodily injury to any person involved in the crash,
 - 2. The crash occurred during an emergency response or vehicle pursuit by a member,
 - 3. There will likely be criminal charges brought against any driver,
 - 4. There is a conflict of who is at fault, or a conflict involving the cause of the crash, or
 - 5. Whenever a sworn supervisor believes traffic homicide investigation skills are required.
- C. The Watch Commander is responsible for implementing the post-crash alcohol/drug testing protocols set forth in COT Administrative Policy 705 (Alcohol and Drugs).
- D. The report and routing protocols listed below are applicable for a *traffic crash* involving a Department vehicle.
 - 1. The investigating member shall complete a DHSMV Traffic Crash Report (Long Form).
 - 2. The investigating member shall complete a “BlueTeam” Vehicle Accident Summary (VAS) that includes the following:

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- a. The name of the member operating or who parked the Department vehicle,
 - b. The Department vehicle information (e.g., make, model, year, and vehicle number),
 - c. A crash classification (i.e., preventable, or non-preventable),
 - d. The agency case number for the DHSMV Traffic Crash Report, and
 - e. A brief narrative explaining the circumstances of the traffic crash.
3. The investigating member shall, as soon as practical, route the VAS to the THU Sergeant for review and classification.
 4. The involved member's supervisor shall, as soon as practical, complete the *COT Accident/Incident Field Reporting Form (SA-731)* and route it to Employee Resources.
 5. If the involved member (or another occupant member of the Department vehicle) is injured, the member's supervisor shall complete the *First Report of Injury or Illness* form (DSF-F2-DWC-1), and route it to Employee Resources within 12 hours of the crash.
 6. If the crash is investigated by an agency other than the Department, the supervisor notified of the crash shall complete and route the VAS as outlined above.
 7. If a member is injured in a traffic crash investigated by an agency other than the Department, the supervisor notified of the crash shall complete and route the First Report of Injury or Illness Form as outlined above.
- E. The following report and routing protocols are applicable for a *traffic incident* involving a Department vehicle:
1. The investigating member shall complete a "BlueTeam" VAS that includes the following:
 - a. The name of the member operating or who parked the Department vehicle,
 - b. The Department vehicle information (e.g., make, model, year, and vehicle number),

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- c. A crash classification (i.e., preventable-but-reasonable, preventable-and-unreasonable, or non-preventable),
 - d. The incident number for the traffic incident, and
 - e. A brief narrative explaining the circumstances of the traffic incident.
2. The investigating member shall, as soon as practical, route the VAS to the THU Sergeant for review and classification.
 3. The involved member's supervisor shall, as soon as practical, complete the COT Accident/Incident Field Reporting Form (SA-731) and route it to Employee Resources.
 4. If the traffic incident is investigated as a traffic crash by another law enforcement agency, the supervisor notified of the incident shall complete and route the VAS as outlined above.

XII. TRAFFIC CRASH/INCIDENT – FINAL DISPOSITION

- A. Once in possession of all traffic crash/incident documents forwarded by the investigating member, the THU Sergeant shall:
 1. Review the circumstances surrounding the traffic crash/incident,
 2. Classify the traffic crash/incident as preventable-but-reasonable, preventable-and-unreasonable, or non-preventable, and indicate such classification on the VAS, and
 3. Forward the VAS to the involved member's chain of command as described below:
 - a. The member's immediate supervisor (if not the primary investigator),
 - b. The member's lieutenant (if the primary investigator is also the involved member's sergeant),
 - c. The member's Bureau Commander (if the involved member is a lieutenant or civilian member), or
 - d. The member's immediate supervisor (if the involved member is a major or higher rank).

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- B. The member's chain of command receiving the VAS from the THU Sergeant shall adhere to the following:
1. If the traffic crash/incident is classified as non-preventable or preventable-but-reasonable, and the member's chain of command concurs with the classification, forward the VAS to the Internal Affairs Unit for tracking purposes with no further action.
 2. If the traffic crash/incident is classified as preventable-and-unreasonable, and the member's chain of command concurs with the classification:
 - a. Follow the guidelines set forth in General Order 20 (Corrective Action Procedures), and
 - b. Forward the VAS to the Internal Affairs Unit for tracking purposes.
 3. If the member's chain of command does not concur with the classification of the traffic crash/incident by the THU Sergeant, the appropriate member within the chain of command shall:
 - a. Document the justification for a different classification on the VAS,
 - b. Forward the reclassification justification to the Bureau Commander for recommendations and further direction,
 - c. Ensure the matter is concluded in accordance with applicable COT and Department policies, and
 - d. Forward the final classification to the Internal Affairs Unit for tracking purposes.

History: issued 05/18/1986, revised 01/14/1999, 10/29/2001, 06/04/2011, 08/09/2013, 09/14/2018, and 05/28/2020.

GENERAL ORDER 66 – VEHICLE ASSIGNMENT AND OPERATIONS
Appendix One

DEPARTMENT VEHICLE ASSIGNMENT PROCEDURES

I. GENERAL INFORMATION

- A. The following procedures are applicable to sworn member vehicle assignments in each Bureau and the Office of the Chief.
- B. Vehicle assignment procedures are established and codified to:
 - 1. Ensure an orderly, efficient, and objective process of assigning Department vehicles to members,
 - 2. Provide members with information to limit misperceptions of vehicle replacement and assignment processes,
 - 3. Transition all marked patrol vehicles to a sport utility vehicle (SUV) fleet, and
 - 4. Minimize cascading vehicle assignments.
- C. Except as noted elsewhere in this Appendix or as otherwise directed by the ASB Commander (or designee) or higher authority:
 - 1. Marked patrol vehicles (regardless of Bureau assignment) remain with the member when they transfer to another work assignment where the assigned vehicle is a marked patrol vehicle, and
 - 2. Unmarked assigned vehicles remain with the work assignment.
- D. Exceptions to subsection C above include assigned vehicles with special interior modifications because of their utilization (e.g., K-9 Unit vehicles, vehicles assigned to members of the TAC Team).

II. MARKED PATROL VEHICLES

- A. Subsection C below establishes criteria, *in descending order of priority*, for vehicle assignment.
- B. Any deviation from the established criteria/priorities requires approval of the ASB Commander or higher authority.
- C. Vehicle assignment (replacement) criteria/priorities:

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1. Field Training Officers –

- a. The first priority is for each FTO and FTO Sergeant to be issued an SUV (white or black).
- b. Once each FTO is issued an SUV, each FTO Sergeant will be issued an SUV.
- c. The assigned SUV will remain with the FTO/FTO Sergeant while they are in the Field Training and Evaluation Program (FTEP).
- d. Upon transferring out of the FTEP, the SUV will remain in the FTEP unless:
 - 1) The replacement FTO already has an assigned SUV, or
 - 2) The transition to the SUV fleet is complete.
- e. Any newly selected FTO without an SUV will be a top priority for SUV assignment.

2. Seniority –

- a. Time employed as a full-time sworn officer with the Department is utilized in determining the next priority in vehicle assignment.
- b. For officers transferring back to the Patrol Operations Bureau from a lateral assignment, an attempt will be made to issue the latest model vehicle available.
- c. For officers separating from and then returning to Department employment, the prior time of employment does not count in determining seniority.
- d. When a vehicle has been assigned to an officer utilizing seniority as a criteria/priority, the vehicle will remain with the officer (barring the vehicle being unrepairable due to a non-preventable traffic crash or mechanical issue) until the vehicle has at least 80,000 miles on the odometer. After reaching 80,000 miles the officer's seniority is again considered a criteria/priority.

3. Non-Preventable Traffic Crashes –

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- a. The next priority for issuance (replacement) is for an officer whose assigned vehicle is totaled (i.e., damaged so badly it will not be repaired) in a *non-preventable* traffic crash.
- b. The involved officer will be assigned one of the newest vehicles available for assignment at the time of issuance.
- c. If the totaled vehicle is an SUV and the involved officer is assigned a sedan, they may be offered an opportunity to exchange the vehicle for an SUV if one becomes available within 12 months of the traffic crash.

4. High Mileage and Mechanical Issues –

- a. Assigned vehicles recommended for replacement due to high mileage or mechanical issues have the next priority for replacement.
- b. All assigned vehicles within one year of their end of life cycle will be evaluated and replacement prioritized accordingly.
- c. These vehicles may be reassigned as pool vehicles based upon their mechanical condition and needs of the Department.

5. Officer Stature –

- a. When an officer's stature unduly compromises their ability to enter and exit their assigned vehicle safely and efficiently, or to fit safely within the vehicle, an alternative vehicle assignment may be made. This is the fourth priority.
- b. The ASB Commander, in consultation with the Department's Fleet Manager, and the officer's Bureau Commander, will evaluate such situations on a case by case basis.

6. New Officers –

Vehicle assignment for newly hired officers (solo status) is the sixth priority, and the officers will be assigned whatever vehicle is available.

- D. When the transition to the SUV fleet is complete, priority #5 (stature) will be eliminated from the criteria unless a particular vehicle model offers a unique accommodation.

III. UNMARKED ASSIGNED VEHICLES

- A. Subsection C below establishes criteria, *in descending order of priority*, for vehicle assignment.
- B. Any deviation from the established criteria/priorities requires approval of the ASB Commander or higher authority.
- C. Vehicle assignment (replacement) criteria/priorities:

1. Seniority in Bureau Assignment –

- a. The first priority in vehicle assignment is the time of assignment in the bureau.
- b. The following procedures are applicable in determining time of bureau assignment:
 - 1) Transfer among squads/units and remaining in a single squad/unit within the bureau are viewed the same.
 - 2) When transferring from a bureau with an unmarked vehicle assignment to another bureau with an unmarked vehicle assignment, the time of assignment in the previous bureau does not count toward time of assignment in the newly assigned bureau.
 - 3) Any prior assignment to a bureau does not count toward time of assignment in the event the officer is later reassigned to the same bureau.
 - 4) When a vehicle has been assigned to an officer utilizing seniority as a criteria/priority, the vehicle will remain with the officer (barring the vehicle being unrepairable due to a non-preventable traffic crash or mechanical issue) until the vehicle has at least 80,000 miles on the odometer. After reaching 80,000 miles the officer's seniority is again considered a criteria/priority.

2. Non-Preventable Traffic Crashes –

- a. The first priority for issuance (replacement) is for an officer whose assigned vehicle is totaled (i.e., damaged so badly it will not be repaired) in a *non-preventable* traffic crash.

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- b. The involved officer will be assigned one of the newest vehicles available for assignment at the time of issuance.
- c. If the totaled vehicle is an SUV and the involved officer is assigned a sedan, they may be offered an opportunity to exchange the vehicle for an SUV if one becomes available within 12 months of the traffic crash.

3. High Mileage and Mechanical Issues –

- a. Assigned vehicles recommended for replacement due to high mileage or mechanical issues have the next priority for replacement.
- b. All assigned vehicles within one year of their end of life cycle will be evaluated and replacement prioritized accordingly.
- c. These vehicles may be reassigned as pool vehicles based upon their mechanical condition and needs of the Department.

4. Officer Stature –

- a. When an officer's stature unduly compromises their ability to enter and exit their assigned vehicle safely and efficiently, or to fit safely within the vehicle, an alternative vehicle assignment may be made. This is the third priority.
- b. The ASB Commander, in consultation with the Department's Fleet Manager and the officer's Bureau Commander, will evaluate such situations on a case by case basis.

5. New Unit Assignment –

Vehicle assignment for officers newly assigned to a work unit with unmarked vehicles (e.g., Criminal Investigations Bureau) is the fifth priority, and the officers will be assigned whatever vehicle is available.