



SYKESVILLE POLICE DEPARTMENT

Off-Duty Vehicle Use

General Order 2-3

Effective: 03/23/17

Authorized By: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide policy on the off-duty use of patrol vehicles.

II. POLICY

The Sykesville Police Department has a Modified Take-Home Car program, which all officers are expected to abide by, as described below.

III. DEFINITIONS

- A. Off-Duty is defined as any time other than the officer's regular tour of duty or assignment for which they are receiving compensation from Sykesville Police Department.
- B. On-Duty is defined as the officer's regular tour of duty or assignment, i.e., court, training, etc.

IV. PROCEDURES

- A. The Sykesville Police Department Modified Take-Home Car Program is a benefit to the community and the agency which provides:
 - 1. An extra margin of safety for on duty personnel
 - 2. Greater visibility for the community
 - 3. Improved response to emergency calls
 - 4. A savings in vehicle maintenance and longevity
- B. Off-duty vehicle usage is deemed a privilege and shall be subject to suspension or revocation for abuse thereof. Removal of an employee's privilege to operate a Town vehicle while off-duty should not be construed to constitute a formal disciplinary action since this privilege, like all other privileges, is subject to suspension or revocation when it is in the best interest of the Police Department.
- C. Off-duty usage is limited to commuting to and from work or other assignment.
 - 1. Out-of-county or out-of-state travel will only be allowed upon approval of Chief of Police.

2. An employee who qualifies for the Modified Take-Home Car program should live within a 30 air-mile radius of the Sykesville Police Department.

D. Supervisors

When possible, a patrol vehicle will be assigned to supervisors so that they are able to respond to emergency situations in town. In the absence of the Chief of Police, Supervisors are often placed "on-call" in order to quickly respond to emergency situations on behalf of the Chief of Police, and as such, are required to have a patrol vehicle.

E. Officers operating town vehicles off-duty shall:

1. Monitor and maintain radio communications with MSP Dispatch. This will include notifying Dispatch when the vehicle is in-service or out-of-service.
2. Be appropriately attired to effectively perform a police function while at the same time presenting a favorable image. Personnel will also be responsible for the proper appearance and conduct of all passengers.
3. Be armed with the agency-issued weapon or other authorized weapon, handcuffs, and appropriate identification.

F. Police Department vehicles shall not be used

1. By off-duty officers or passengers having consumed or intending to consume alcoholic beverages. The purchasing of alcoholic beverages while utilizing Town vehicles is strictly prohibited.
2. For transporting passengers who are not immediate family members except in emergency situations.
3. For carrying heavy or excessive loads.
4. For transporting pets.

- G. If immediate police action is necessary, the off-duty officer will take necessary action and notify Dispatch. Follow-through may entail being placed on a "on duty" status. In routine cases encountered while off duty, the officer may call for a regular patrol car to handle the situation. The requesting officer shall stand by and assist until the unit arrives.

V. CANCELLATIONS

This General Order cancels and replaces the following policies:

General Order 41.2.16, entitled Off Duty Vehicle Use by Sworn Personnel, dated December 11, 2001.