Vehicle Use

706.1 PURPOSE AND SCOPE
This policy establishes a system of accountability to ensure City-owned vehicles are used appropriately. For the purposes of this policy, “City-owned” includes any vehicle owned, leased or rented by the City.

706.2 POLICY
The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

706.3 USE OF VEHICLES
City-owned vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business outside their regular work hours.

Members shall not operate a City-owned vehicle at any time when impaired by drugs and/or alcohol.

Any member operating a vehicle equipped with a two-way communications radio, MDT and/or a GPS device shall ensure the devices are on and set to an audible volume whenever the vehicle is in operation.

706.3.1 CRIMINAL INVESTIGATIONS DIVISION VEHICLES
Criminal Investigations Division vehicle use is restricted to investigative personnel during their assigned work hours unless approved by an Criminal Investigations Division supervisor. Criminal Investigations Division members shall record vehicle usage via the sign-out log maintained in the Division. After-hours use of Criminal Investigations Division vehicles by members not assigned to the Criminal Investigations Division shall notify the Watch Commander or his/her designee. If an officer(s) is assigned a Criminal Investigations Division vehicle for their shift assignment, it should be recorded on the appropriate section roster.

706.3.2 AUTHORIZED PASSENGERS
Members operating City-owned vehicles shall not permit persons other than City members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

706.3.3 PARKING
Except when responding to an emergency or other urgent official business requires otherwise, members driving City-owned vehicles should obey all parking regulations at all times.

City-owned vehicles should be parked in their assigned stalls. Members shall not park privately owned vehicles in any stall assigned to a City-owned vehicle or in any other areas of the parking
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lot that are not designated as a parking space unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

706.3.4 INSPECTIONS
The interior of any vehicle that has been used to transport any person other than a member should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting officer shall search all areas of the vehicle that are accessible by the person before and after the person is transported.

706.3.5 PRIVACY
All City-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

706.3.6 UTILITY TASK VEHICLE
The Utility Task Vehicle (UTV) shall only be used for official business. The primary purpose of the UTV is to increase the effective movement of law enforcement officers, citizens, prisoners, and equipment from one point to another when operating at a designated event or assigned operation. The UTV is restricted for use at major events, such as the Rose Bowl, Rose Parade, and any other activity approved by the Chief of Police or his/her designee. Its use may also be authorized for unplanned events that qualify as unusual occurrences or emergency need. UTV's shall not be operated in high speed emergency responses unless authorized code 3.

The UTV shall only be used by personnel who have received official training on the operation, capabilities, and limitations of the vehicle. The UTV is designed to be driven primarily on non-paved surfaces and as such, maneuverability may be impacted when driving on public roadways necessitating the operator to be mindful of speed and roadway conditions. Officers shall not operate a UTV on the freeway. The transportation of prisoners or citizens shall be limited to short-term distances to an authorized emergency vehicle or staging area. Absent exigent circumstances, children necessitating child restraints (CVC 27360) shall not be transported in the UTV. All operators of the UTV shall drive with due regard for the safety of their passengers and the public.

706.4 COLLISION DAMAGE, ABUSE AND MISUSE
(a) When a City-owned or leased vehicle is involved in a traffic collision, the involved employee shall promptly notify their on-duty supervisor or Watch Commander when it is safe and practical to do so. A traffic collision report shall be filed with the agency having jurisdiction.

(b) When a collision involves a department vehicle or when a member of this department is an involved driver in a collision that occurs in this jurisdiction, and the collision results in serious
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injury categorized as S-4 or above, the California Highway Patrol may be summoned to handle the investigation.

(c) The employee involved in the collision shall complete the City's vehicle accident form. If the employee is incapable, the supervisor shall complete the form.

(d) Any damage to a vehicle that was not caused by a traffic collision shall be expediently reported to a supervisor during the shift in which the damage was discovered and documented on the City's Property Damage and Investigation Report.

(e) An administrative investigation will be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

706.5 KEYS AND SECURITY
The loss of any key shall be promptly reported in writing through the member’s chain of command.

706.6 ENFORCEMENT ACTIONS
When driving an assigned vehicle to and from work outside of the jurisdiction of the Pasadena Police Department, an officer should avoid becoming directly involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions Policy and the Law Enforcement Authority Policy).

Officers may render public assistance (e.g., to a stranded motorist) when deemed prudent.

Officers shall, at all times while driving a marked City-owned vehicle, be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.