Use of Department Vehicles Off-Duty

709.1 PURPOSE AND SCOPE

(a) The purpose of this policy is to establish guidelines for the use of City owned vehicles by Department personnel while off duty and/or for personal use.

(b) A City owned vehicle is any vehicle purchased by, acquired by or otherwise maintained by the City of Pasadena or any cooperative agency.

(c) The use of a City owned vehicle by Department personnel, while off duty and/or for personal use, should be considered a privilege, not a benefit, by each employee who is assigned a vehicle.

709.2 PERMITTED USE

(a) Employees assigned City owned vehicles, or employees who are allowed to operate City owned vehicles, may when authorized by their division commander under the guidelines of this policy:

   1. Use that vehicle to commute to and form their primary residence and workplace.

   2. Conduct any legitimate Police Department related business which occurs outside normal working hours, including but not limited to:
      (a) Attendance at special meetings and Department sponsored or supported functions
      (b) On-call return-to-work
      (c) Court appearances

   3. Conduct limited personal business within the immediate vicinity of the City of Pasadena or in transit to and from the place of work to a personal residence.

(b) All employees authorized to use a City owned vehicle are to monitor the police radio, when available, and whenever they are in such vehicle, they are to take appropriate action (refer to Policy 386):

   (a) On any matter which may come to their attention through the police radio or other means of communication.

   (b) On any police related matter, which may come to their attention through their personal observation.
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(c) Employees authorized to use a City owned vehicle are prohibited from using that vehicle at any time when their driving ability has been impaired through the ingestion of drugs, medicines or alcoholic beverages or other physical impairment.

(d) City owned vehicles are to be left at the appropriate Police Department parking facility during vacations or other periods of leave or extended absence. Personnel assigned to Command Staff may have this restriction waived with authorization from the Chief of Police.

(e) No assigned city vehicle (including motorcycles) will be taken home by any of the aforementioned personnel if he or she lives more than ninety minutes from the City of Pasadena unless authorized by the Chief of Police.

(f) Only the assigned city employee may operate the city vehicle.

(g) The Department Fleet Manager will maintain a list of personnel authorized to use a City owned vehicle as prescribed by this policy.

(h) The Deputy Chief or his/her designee will conduct an annual audit to assess off-duty vehicle assignments and usage.

709.3 PERSONNEL ASSIGNED CITY VEHICLES

(a) The Command Staff is authorized to take a vehicle home and use assigned city vehicles as deemed appropriate by the Chief of Police.

(b) Lieutenants are authorized a take home vehicle for commuting to and from work and/or for attending department authorized events. Additionally, Lieutenants assigned to sections with a high call out frequency, with approval from their assigned Division Commander, are authorized to operate their department vehicles for local usage, as needed, to maintain on-call availability. When determining on-call availability, employees should consider a maximum response time of ninety minutes to the police station. Each Division Commander will notify the Chief of Police of the personnel approved for local usage. Vehicles assigned to all other lieutenants shall not be operated for local usage.

(c) The on-call Sergeant and/or Supervisor assigned to the Detective Section, with approval from the Division Commander, are authorized to take an assigned city vehicle home as part of their on-call responsibility. These vehicles may be operated for local usage as needed to maintain their on-call availability. When determining on-call availability, employees should consider a maximum response time of ninety minutes to the police station.

(d) The on-call Corporals assigned to the Detective Section, with approval from the Division Commander, are authorized to take an assigned city vehicle home as part of their on-call responsibility. These vehicles may be operated for local usage as needed to maintain their on-call availability. When determining on-call availability, employees should consider a maximum response time of ninety minutes to the police station.
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(e) All personnel assigned to the Traffic Section, who have been certified at an EVOC motorcycle school, may take a city motorcycle home. These vehicles may not be operated for local usage outside of the City of Pasadena.

(f) This policy does not pertain to individuals assigned to regional task forces who are assigned vehicles. These vehicles shall be governed by policies, procedures and Memorandums of Understanding established by those agencies and agreed to by the Department for such assigned employees. However, employees assigned to such task forces will not be allowed to use vehicles for personal use.

(g) Division Commanders or their designee will be advised when response times exceed ninety minutes.

709.4 AUTHORIZATION FOR OFF-DUTY USE

(a) The Chief of Police is the final authority on the use of a City owned vehicle for off duty and personal use on a continuous basis.

(b) Division Commanders are responsible for determining which personnel in their respective Divisions will be authorized to use a City owned vehicle.

(c) The Section Administrator may, at his or her discretion, occasionally authorize an employee to take a city vehicle home when circumstances or conditions exist that make it prudent, practical or in the best interest of the City to do so. This may include late meetings, special details, ongoing investigations or special events.

709.5 RESPONSIBILITY

(a) When authorized to use a vehicle while off-duty, the employee is responsible for the care of the vehicle.

(b) Any damage or other misuse of the vehicle will be reported to a supervisor immediately.

(c) All appropriate documentation will be submitted upon the employee's return to work unless otherwise directed by the supervisor.

709.6 REFERENCE

See PPD Policy Manual section 386.