

Laurel Police Department – General Order  
Chapter III, Section 600, Order 602 – Take Home Car Program  
July 1, 2014

**3 / 602.05 POLICY**

It is the policy of the Laurel Police Department to maintain a take home car program and provide vehicles, based on availability, to eligible sworn personnel.

**3 / 602.10 PURPOSE**

The Department feels that the increased police presence created by these vehicles will act as a deterrent to crime and add to the safety of on duty officers and citizens in the greater Laurel area.

**3 / 602.15 DEFINITIONS**

None

**3 / 602.20 PROCEDURES**

**A. ELIGIBILITY**

1. Sworn personnel will be eligible for assignment of a take home vehicle upon meeting the following requirements:
  - a. Officers hired on or after July 1, 2010, must successfully complete their Field Training Program before becoming eligible to participate in the program.
  - b. Officers hired on or after July 1, 2010, must live within 25 air miles from 811 Fifth Street, Laurel, Maryland 20707 as determined by a City of Laurel developed GIS based application, to participate in the program unless specific authorization is granted by the City Administrator's Office.
    - 1) Requests for such authorization must be submitted in writing to the City Administrator via the Office of the Chief of Police.
  - c. Officers hired on or before June 30, 2010, must live within 30 travel miles, as determined by MapQuest™, from 811 Fifth Street, Laurel, Maryland 20707 to participate in the program unless specific authorization is granted by the City Administrator's Office.
    - 1) Requests for such authorization must be submitted in writing to the City Administrator via the Office of the Chief of Police.
  - d. Any officer changing their address of residence shall be restricted to a 25 air mile limit.

**B. ISSUANCE AND REPLACEMENT OF VEHICLES**

1. Vehicles will be issued based on availability and eligibility of the employee.
2. Take-home vehicles available for assignment will be issued to employees meeting the aforementioned eligibility requirements by rank first and seniority second.

**C. GENERAL REQUIREMENTS**

1. Officers utilizing police vehicles off duty will adhere to departmental regulations regarding conduct and care of equipment as well as applicable motor vehicle laws.

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2. Officers will not utilize department vehicles outside of the established 30 travel mile limit for those hired on or before June 30, 2010, and 25 air miles for those hired on or after July 1, 2010.
3. Officers shall not wear extreme styles of clothing apparel while operating a department vehicle when off duty.
  - a. For example, tight fitting clothing, tank top shirts, halter tops, very short pants, sandals, swimwear or extremely slovenly or unkempt clothing are unacceptable.
4. While operating police vehicles off-duty, officers will:
  - a. Be suitably armed with a department issued or authorized handgun.
  - b. Keep the police radio turned on and at an audible volume, and remain cognizant of the actions taking place around them in order to provide assistance if necessary.
  - c. Be expected to handle minor calls within the City of Laurel such as disabled motorists whenever possible. An on-duty officer may be requested to respond to any call that cannot be handled in a timely manner.
  - d. Take immediate action in emergency situations, keeping in mind the safety of passengers in the vehicle.
  - e. Remain within the State of Maryland and the established travel mile radius limits for take home vehicles unless prior approval to operate outside the limit has been granted by a Division Commander.
5. Officers assigned take home vehicles will not:
  - a. Store firearms or portable radios in the vehicle.
  - b. Operate vehicles after consuming alcoholic beverages
  - c. Purchase alcoholic beverages from a drive up window of any liquor store.
  - d. Permit unauthorized persons to operate the vehicle or police radio.
  - e. Make or permit unauthorized repairs or alterations to the vehicle's engine, exhaust system, electrical system or emergency equipment.
  - f. Attach any signs, advertisements or bumper stickers to the vehicle unless authorized by the Bureau of Operations Commander.
6. When on any form of leave for four consecutive days or more, an employee assigned a take home vehicle will park the vehicle at the police station and leave the keys in the Communications lock box.
  - a. The vehicle must be left at the station no later than the end of the first day of approved leave. Any officer on suspension will park his/her vehicle at the station for the duration of that suspension.
7. When an officer is on injured leave or placed on restricted duty status, he/she is required to park his/her assigned take home vehicle in the station lot and leave the keys in the Communications lock box.
  - a. The vehicle will be parked within 24 hours after the change in work status.
  - b. No officer is permitted to use any department vehicle while on injured leave or restricted duty status unless approved by the Bureau of Operations Commander.

D. SCHEDULING OF MAINTENANCE

1. Employees are responsible for the proper care, cleaning (to include waxing) and maintenance of any department vehicle assigned to them.

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- a. When repairs are required the department vehicle officer will be notified who will schedule the maintenance to be performed and notify the employee requesting the repairs.
- b. When a vehicle is left for service the employee should remove any equipment that may be needed to perform their duties.
- c. Under no circumstances will any firearms be left in a vehicle being serviced.
- d. Any additions or alterations to a vehicle's emergency equipment must be authorized by a Division Commander and inspected by city automotive maintenance personnel
- e. When a vehicle is out for service the employee may use a station vehicle to perform their duties but will not utilize the vehicle as a take home vehicle.

**E. ADMINISTRATIVE SANCTIONS**

1. Participation in the take home car program is a privilege, and not a right or benefit. Notwithstanding any earlier eligibility criteria in this general order or other city provision, an employee may be administratively removed from the program, temporarily or permanently at the sole discretion and managerial prerogative of the Chief of Police. Because the take home car program is a privilege and not a benefit or right this action is not grievable.
  - a. In this instance, a pool vehicle will be supplied to the affected employee for their on-duty hours only.
  - b. A pool vehicle may not be used for secondary employment if an employee has been administratively removed from the take home car program.
2. For clarity purposes, it should be noted pool vehicles may be used for overtime or secondary employment by employees who have not been administratively removed from this program or otherwise notified by the Bureau of Operations Commander.
3. For employees removed from this program and in an "on-call" status, they are authorized to take their assigned pool vehicle home and back only. No other use is authorized to include side trips of convenience.

**3 / 602.25 GOVERNING LEGISLATION AND REFERENCES**

None

**3 / 602.30 ANNEX**

None