

DEPARTMENT GENERAL ORDER 03-03

OFFICE of the CHIEF OF POLICE
RECINDS/AMENDS: NONE

DATE: March 12, 2003

VEHICLE ALLOWANCES

I. PURPOSE.

To provide selected City employees the means of vehicular transportation to enable them to respond to official incidents and/or events which fall outside the scope of normal daily duties or activities.

II. DEFINITIONS.

Allowance - The dedication or grant of a City-owned vehicle to a Police Department employee for their exclusive use (either on a permanent or temporary basis) outside of their regularly scheduled duty shift or routine.

III. VEHICLE ALLOWANCE/ASSIGNMENTS.

Consistent with the approval of the City Manager, department vehicles are provided to the Chief of Police and the Commander of the Investigations and Support Bureau for their exclusive use to enable them to respond to incidents or events twenty-four hours a day, seven days a week. Since this responsibility extends beyond normal business hours, the above command personnel are both permitted to utilize department vehicles to commute to and from work. It should be noted however, that as the Chief of Police has additional commitments and responsibilities as a department head, the chief executive may use his assigned department vehicle in such manner and at such times as he deems necessary. Gasoline and preventative maintenance will be provided by the City Garage.

Department vehicles may also be provided for the temporary use of those employees assigned to retraining classes, conferences, or temporary assignments, as required. The allocation of a vehicle or vehicles in these instances shall require advance approval of the Chief of Police or his designate. Employees who utilize vehicles under these conditions shall be responsible to obtain fuel at the City Garage at the beginning of their period of custody and keep hard copy receipts of subsequent expenses related to the operation of the vehicle.

IV. REPORTING REQUIREMENTS.

In the event, a department employee is involved in an auto accident while driving a department vehicle, they shall report same promptly in accordance with established department and City procedures.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 22.1.1/41.2.1/61.2.1