

*Maryland-National Capital Park Police  
Prince George's County Division*

**DIVISION DIRECTIVE**

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|--|-------------------------------|--|-------------------------------------|
| TITLE<br><b>TAKE HOME VEHICLE PROGRAM</b>                                |                               |  | PROCEDURE NUMBER<br><b>PG1724.0</b> |
| SECTION<br><b>Uniform and Equipment</b>                                  | DISTRIBUTION<br><b>A</b>      | EFFECTIVE DATE<br><b>07/01/04</b>                                    | REVIEW DATE<br><b>07/01/06</b>      |
| REPLACES<br><b>PG1724.0 "Take Home Vehicle Program", issued 05/01/02</b> |                               |  |                                     |
| RELATED DIRECTIVES<br><b>PG1724.1, 1724.2</b>                            | REFERENCES<br><b>CALEA 41</b> | AUTHORITY<br><b>Commander Larry M. Brownlee, Sr.- Division Chief</b> |                                     |

**I. PURPOSE**

This directive establishes operational and procedural guidelines pertaining to the use of take-home vehicles used by members of the bargaining unit.

**II. POLICY**

All eligible officers participating in the take-home vehicle program under the Maryland-National Capital Park and Planning Commission (hereafter Commission) - Fraternal Order of Police (FOP) Collective Bargaining Agreement may be issued either a marked or unmarked police vehicle for on-duty and off-duty use in the bi-county area. All participating officers will comply with this directive.

**III. GENERAL PROVISIONS**

- A. Officers will not allow any other person to use or operate their assigned vehicles without written permission from the Chief, Park Police Division, or his/her designee.
- B. Any officer assigned a take-home vehicle **may** use that vehicle while commuting to and from work, responding to emergency situations while traveling to and from work, and traveling to and from temporary changes in work assignments. Limited personal use of the vehicles will be permitted as per Division Directive PG1724.1 – "Personal Use of Take Home Vehicle".
- C. When an officer is on leave, disability, light duty or out of the bi-county area for fourteen calendar days or more, the division may require the officer to leave

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his/her vehicle at a specific location or make it available for use by other officers.

- D. The Division may administratively remove an officer from this program when continued use of a vehicle jeopardizes that vehicle because of neglect or abuse or as a result of disciplinary or performance actions. The decision to administratively remove an officer from this program will be made by the Chief, Park Police Division, an Assistant Chief or his/her authorized designee. Appeals will be subject to either the disciplinary or grievance procedure.
- E. Officers who have had their police powers restricted or removed will not be entitled to the use of a take-home vehicle.
- F. Unattended vehicles must be locked and windows rolled up at all times.
- G. Seat belts will be used and worn by all officers and all passengers. Child-Safety restraints will be used in accordance with Transportation Article, Title 22, Section 412.2.
- H. Take-home vehicles may be used in conjunction with secondary employment when said employment is on a Commission site, or for events sponsored or co-sponsored by the Commission, as approved by the Chief, Park Police Division, or the Chief's designee. Vehicles may also be used to transport prisoners in these situations.
  - 1. Use of the vehicle for secondary employment off park property or for events not sponsored or co-sponsored by the Commission, must have prior written approval from the Chief, Park Police Division, or his/her designee.
- I. Officers who are assigned take-home vehicles will be subject to call at all times while not on duty.
- J. Officers who live out of county may park their vehicles at designated drop-off locations that are approved by the Chief, Park Police Division, or his/her designee in accordance with Division Directive 1724.2 - "Cruiser Drop Off Location Program".
- K. Specified officers may use their take-home vehicles out of the bi-county area, in an off-duty capacity, when authorized by the Chief, Park Police Division, or his/her designee.

**IV. RESPONSE TO CALLS**

- A. While off-duty, officers responding to calls for service or dealing with incidents that they find will abide by any agreements entered into with other agencies.
  - 1. For minor incidents, off-duty officers will request an on-duty police unit to

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respond if other than minimal actions are necessary.

2. Authorization for an officer to remain at or handle any incident, for compensation purposes, will be granted by the Operations Duty Officer (ODO), or in his/her absence, the Shift Supervisor. The portal-to-portal portion of the Collective Bargaining Agreement does not apply in this situation.

- B. While using vehicles off-duty, officers will monitor the appropriate division's radio. Officers should be cognizant of their geographic location so as to be on the correct frequency. Officers need not advise the dispatcher when going in or out of service. However, they must advise the dispatcher when responding to a call or taking an action of any kind.

**V. PROHIBITED USES**

- A. The carrying of excessive loads or protruding objects, except in conjunction with official activities, is prohibited.
- B. The use of drive-through service lanes at any business that dispenses alcoholic beverages is prohibited.
- C. No officer will operate any vehicle within four (4) hours after having consumed any alcoholic beverages or after taking any medication that impairs the ability to operate a motor vehicle.
- D. So as not to give the public the impression that the Commission endorses or promotes a particular activity, cause or political candidate, officers are prohibited from using vehicles while engaged in political activities, such as putting up signs, attending rallies, caucuses, promotional events or fund raisers, and so forth. No materials, objects, bumper stickers, decals, insignias, banners, or plaques of any type may be attached to or displayed in vehicles.
- E. Exceptions to this section must be requested in writing by the officer and may only be authorized by the Chief, Park Police Division, or his/her designee.

**VI. MAINTENANCE**

- A. When vehicles are being commercially washed, officers will use only facilities approved by the Commission.
- B. No officer will perform any maintenance or repair work to any vehicle or make any alterations to their vehicle or equipment without prior written approval of the Assistant Chief, Support Operations, or his/her designee.
- C. When leaving a vehicle at any Commission facility or other authorized facility for

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service or repair, all division issued equipment will be removed from the vehicle and properly secured.

- D. If an officer's assigned take-home vehicle is out-of-service for other than routine maintenance, the officer may request the use of a spare vehicle. The assignment of spare vehicles is subject to availability. Temporary use of a spare vehicle in an emergency situation must be approved by a shift supervisor or higher-ranking official.
- E. Officers will keep the interior and exterior of their assigned vehicle clean and orderly, maintaining all equipment and accessories in a neat and orderly fashion and ensure that they operate properly.

**VII. UNIFORMS AND EQUIPMENT**

- A. All officers operating vehicles while off-duty will carry a Division approved handgun and their credentials on their person and have at least one pair of handcuffs or flex-cuffs in their vehicle at all times. Officers should always carry an extra set of Commission vehicle keys on their person. All officers will display their credentials upon request.
- B. Civilian attire worn while operating a vehicle off-duty must project a favorable image for the Commission and not create a safety hazard for the officer in accordance to Division Directive PG1724.1 - "Personal Use of Take Home Vehicle".
- C. The Division will issue baseball caps, jackets or other designated clothing to all officers participating in this program. Officers who are not in uniform will wear this issued clothing whenever they are at an incident scene to identify them as police officers.
- D. All Division portable radios and weapons will be removed from the vehicles and stored at the officer's station or residence whenever the vehicle will be unattended for more than a short period of time or between tours of duty. Other issued equipment will be stored in such a manner that it is not readily accessible.
- E. Officers will ensure that no other person uses or handles any issued equipment or weapons.
- F. Only issued shotguns will be carried in vehicles. These shotguns must be secured in the electric shotgun rack, if the vehicle is so equipped, or locked in the vehicle's trunk.

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