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|  | ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120 |  |
| Effective Date: 08/05/02 | STANDARD OPERATING PROCEDURE | Revised Date: 01/18/13 |
| Chief of Police:  | Take Home Vehicles, 41.6 | |
| Cross Reference: | Policy Sections: 41.6.1 General Provisions 41.6.2 Officer Responsibilities | |

PURPOSE

The purpose of this policy is to establish guidelines for the use of take home, city owned vehicles.

POLICY STATEMENT

It is the policy of the Elgin Police Department to allow officers of the department in specialized assignments to take home city owned vehicles to increase community presence, deter crime, and increase the life expectancy of vehicles.

PROCEDURES

41.6.1 GENERAL PROVISIONS

- A. The assignment of a take home vehicle is for the operational needs of the department and will generally be assigned to officers in a specialized assignment, who live within the city of Elgin. Exceptions may be made for police service dog handlers at the discretion of the chief of police.
- B. Officers will not be compensated for the time involved in the servicing of a vehicle, unless an exception is made by a supervisor. Repairs should be scheduled during the officer's normal duty hours, whenever possible.
- C. Department take home vehicles shall not be driven outside the city of Elgin, unless on official business or upon supervisory authorization.
- D. The take home vehicle is the property of the Elgin Police Department and will be subject to inspection, entry and removal as deemed necessary by the chief of police or designee.

41.6.2 OFFICER RESPONSIBILITIES

- A. Officers shall operate vehicles in a safe, lawful, and professional manner in concurrence with state law and department directives.
- B. Only authorized sworn personnel are to operate department assigned vehicles.
- C. Any traffic crashes, damage, or theft involving a department assigned vehicle shall be reported immediately to a supervisor along, with applicable reports.
- D. Officers are responsible for the protection and care of assigned vehicles and equipment.
- E. Officers shall return their vehicle to their supervisor when on extended leave, disability, or suspension.
- F. Department assigned vehicles shall be locked and legally parked at the officer's home.
- G. When off duty, officers shall remove weapons, radios, cellular phones, and other removable valuables.

- H. Officers shall not transport alcoholic beverages in assigned vehicles. An exception may be granted during the performance of the officer's official duties.
- I. Officers shall not operate assigned vehicles within eight hours of consuming an alcoholic beverage.
- J. While off duty, officers may transport family members within the city of Elgin.
- K. When driving an assigned marked vehicle, officers shall carry their identification, communication device, traffic vest and are encouraged to carry their firearm and ballistic vest.
- L. Officers shall wear appropriate attire while operating department assigned vehicles, both on and off duty. Cut off shorts, tank tops, ripped, worn, and soiled clothing are inappropriate attire.
- M. While off duty, officers driving assigned vehicles are expected to assist citizens with disabled vehicles, traffic crashes, and other on view incidents or crimes until on duty personnel can respond. However, officers must consider the safety of themselves and passengers when responding off duty to hazardous calls.