

FLAGLER COUNTY SHERIFF'S OFFICE

Sheriff James L. Manfre

Departmental Standards Directive



TITLE:	ASSIGNMENT OF AGENCY VEHICLES
NUMBER:	41.3
EFFECTIVE:	01/13/2009
RESCINDS/AMENDS:	41.3, 04/01/07
STANDARDS:	

Discussion

This policy sets forth the guidelines for the assignment of Agency vehicles, use of Ready room vehicles, and operator responsibilities.

Assignment of Vehicles

1. All Deputies assigned vehicles shall exercise good judgment in utilizing them and shall not drive, operate or park vehicle in such a manner as to cause unfavorable comments or reflect discredit upon the Agency.
2. Agency vehicles are assigned by Division Directors to individual member's based on the criteria of their job descriptions and will be available to deputies who are:
 - a. Full time and have completed their field training officer program and their initial program probation period.
 - b. Reside in Flagler County or live within 10 air miles of the Flagler County Line.
 - c. Have the ability to park the vehicle in a safe environment.
 - d. Are eligible for call out or emergency duty.
 - e. Any exceptions shall be approved by the Chief Deputy.
3. The Sheriff or Chief Deputy reserves the right to deny or withdraw participation in this program from assigned vehicle operators who violate the provisions of this directive or other directives dealing with Agency vehicles. Assignment of a vehicle will be considered a benefit (for full time sworn law enforcement officers) and may be regulated by the Sheriff. Negligence on the part of a deputy or civilian in the care, maintenance and/or operation of their assigned vehicle, violation of any rule or regulation governing the use of said vehicle or violations of other Flagler County Sheriff's Office policies may result in removal of the Deputy or civilian member from this program as deemed necessary by the Sheriff or the Chief Deputy. The Deputy

or civilian member may receive disciplinary action as recommended, and be made to pay for damage to the vehicle.

Operator Responsibilities

4. The operator must maintain the issued vehicle.
 - Leased vehicles shall comply with the maintenance agreement
 - Marked units shall be serviced every 5,000 miles - (5,000, 10,000, 15,000, etc.)
 - Unmarked units shall be serviced every 5,000 miles - (5,000, 10,000, 15,000, etc.)
5. Any needed repairs shall be reported to Fleet Maintenance, via Chain of Command. Examples are tires, rusting, scratches, dents, major engine repair, etc. Once approval is received, only approved repair facilities are to be utilized.
 - The operators shall follow-up on repairs and ensure corrective action is taken.
6. The assigned operator shall keep the vehicle in a presentable condition.
 - Washed and as clean as weather and conditions permit
 - Interior vacuumed and cleaned
7. The assigned operator shall check the unit before daily use, to include but not limited to:
 - Fluid levels
 - Tire pressure
 - Belts / hoses
 - Exhaust
 - Light bulbs
 - Emergency equipment
 - Other possible mechanical problems
 - Exterior/Interior condition

Damage to Vehicles

8. Any time an Agency Vehicle is damaged, whether or not through a traffic crash; it shall be documented on an incident report and reported to the Division Director via the chain of command, and other appropriate actions taken as directed by policy.

Use of Vehicles

9. Deputies may use their assigned Agency vehicle to drop off and pick up dependant children at school or day care facilities when en route to or from their assigned shift.
10. The Sheriff allows personnel who have been assigned an Agency vehicle, who live within the boundaries of Flagler County, the use of that vehicle while **off duty** with the following provisions:

- Communications will be notified of off duty status, locations, and responses to calls.
- Vehicles are to be parked at the residence of the member.
- Vehicles are to be kept locked whenever they are parked and unoccupied.
- Vehicles shall not be used in private employment of non-law enforcement related jobs.
- Vehicles shall **not** be utilized for carrying heavy or excessive loads, nor shall any item be carried which protrudes from the trunk or windows, or is attached to the exterior of the vehicle.

11. Vehicles **will not** be taken out of county without permission. All members taking a Flagler County Sheriff's Office vehicle out of Flagler County must obtain permission from their Supervisor. Divisions which have approved routine out-of-county trips, such as Corrections (Transportation), need only to advise Flagler County Sheriff's Office Communications section via radio. (See Collective Bargaining Agreement.)

12. Agency members who reside outside of Flagler County and have been assigned an Agency vehicle may not operate said Agency vehicle for any personnel business or off duty use. The Agency vehicle may only be used for transportation to and from Flagler County and for official Agency business. When the Agency vehicle is not in use the following conditions will be observed at all times:

- Communications will be notified of status and location.
- Vehicles are to be parked at the residence of the member or at a location approved by the Operations Division Director.
- Vehicles are to be kept locked whenever they are parked and unoccupied.

13. Assigned vehicles will **not** be utilized by off-duty deputies or civilian members who have consumed, are consuming, or intend to consume alcoholic beverages. Deputies operating marked vehicles are prohibited from patronizing package stores or any establishment which may result in public criticism.

14. Alcoholic beverages may **not** be placed in a Sheriff's Office vehicle unless confiscated in the line of duty.

15. Flagler County Sheriff's Office vehicles shall never be used to go to and from, or parked at establishments or activities that may bring discredit upon the Flagler County Sheriff's Office while **off duty** and **not** responding to a call for service.

16. See Flagler County Sheriff's Office Policy 41.4, Vehicle Equipment, for information on the markings of Agency vehicles, types of equipment and placement of personal equipment.

Civilian Use of Agency Vehicles

17. All civilian members will use Agency vehicles when attending conferences, training, or conducting any Agency business in lieu of using their personal vehicles for these purposes.

18. Civilian members will need to make contact with Fleet Maintenance at least three (3) days prior to needing the vehicle. You will also be required to contact Finance to arrange to have an Agency gas card available to you for your travel.

Apparel and Personal Appearance

19. While operating a Flagler County Sheriff's Office vehicle, members are to be dressed in attire appropriate to their position when on duty.
20. While operating an Agency vehicle off duty, neat casual attire may be worn and consistent with a positive and professional image. Prohibited attire includes, but is **not** limited to, clothing that is tight or torn; items that display offensive, obscene or improper logos; visible body piercing or piercing which could be visible, other than ears; hair dyes in unnatural colors; designs or cuts shaved into the hair. In addition, proper footwear will also be worn; "flip-flop" type footwear is prohibited. The member's presentable appearance will still be expected in terms of personal hygiene.
21. Deputies who are driving their vehicles off duty must always carry their badge, identification card, firearms, portable radios, handcuffs, body armor and always be prepared to respond to a call in an appropriate manner, if required.
22. Off duty Deputies are responsible for handling or referring all incidents coming to their attention and rendering all necessary aid until on duty units arrive. If an incident can be or should be handled by the off duty Deputy, the on duty supervisor will make that determination.
23. When responding to calls for service while off duty, deputies may be required to handle the call in order to best preserve evidence and to maintain continuity. It shall be the policy to relieve an off duty deputy with an on duty deputy as soon as reasonably possible.

Ready Room Vehicles

24. The Ready room fleet is to provide a ready pool of patrol vehicles for use by reserve deputies, members whose assigned vehicles are out of service, or for other official needs.
25. Ready room vehicles will be kept at Operations or other areas designated by the Sheriff.
26. These vehicles are equipped as provided in Flagler County Sheriff's Office Policy 41.4, Vehicle Equipment, and governed by Flagler County Sheriff's Office Policy 41.5, Agency Vehicle Operations Policy.

Authority

27. Ready room vehicles will only be used with the knowledge and permission of the member's Supervisor.
28. Under normal circumstances, ready room vehicles will be returned at the end of each shift/assignment.
29. The Supervisor may make an exception and allow a ready room vehicle to be retained for longer than a tour of duty.

30. Members may only utilize ready room vehicles for official purposes that are qualified and trained in the driving of marked patrol vehicles.

Vehicle Checkout

31. Ready room vehicles are checked out through the check out log.

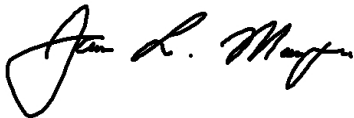
32. After the tour of duty or other authorized use, the member who checked out the vehicle will check it back in.

- The member will ensure that any repairs or problems will be reported to Fleet Maintenance.
- The member will ensure that prior to checking in the vehicle, the exterior will be washed and the interior vacuumed.

Vehicle Maintenance

33. Fleet Maintenance will ensure routine maintenance and needed repairs are accomplished.

Approved:



James L. Manfre
Sheriff, Flagler County