

OGDEN CITY POLICE

Office of the Chief

Policy No: 24

Subject Car-Per-Officer	Effective Date August 8, 2023
Department Police	January 27, 2023
Division All Police Personnel	Review Date June 25
Authorized Signature 	

NOTE: This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to govern the use of assigned police vehicles while officers are off duty.

II. POLICY

It is the policy of the Ogden Police Department that each full-time, sworn police officer will be assigned a police vehicle. All officers involved in the program will be allowed to use the vehicle off duty subject to the restrictions listed in this policy.

III. PROCEDURE

A. Off-Duty Use of Police Vehicle

1. Off-duty use of the police vehicle within Ogden City limits will be allowed for officers who reside within the corporate limits of Ogden City. For those living outside the Ogden City limits, the vehicle may be used to drive to and from work, required court appearances, doing reasonable business in Ogden City, vehicle maintenance or other authorized business as approved by the Division Commander, Chief of Police or duty lieutenant.

Examples of authorized business:

- a. Attending Weber State University or other classes within Ogden City as long as campus parking regulations are followed.
 - b. Attending police association functions in Ogden City or any other area within Weber County, (as long as Ogden City Fitness for Duty policy is followed.)
 - c. Driving to any approved physical fitness facility that is in Weber County, or one closer to your residence, to maintain fitness for the OPD fitness test as approved by the office of the Chief of Police on an individual basis.
2. Community Service Officers may be permitted an assigned take home vehicle based on availability. Community Service Officers living greater than fifteen (15) miles from the public safety building will not have take home vehicle privileges. The distance will be based on a calculation by the Chief's office using MapQuest or other approved internet mapping program. Community Service Officers will also be limited to operating their assigned take home vehicle to and from work.
3. Officers will only be permitted to drive police vehicles to part-time employment when such use can be shown to be a benefit to Ogden City. When applying to work outside employment, all officers who wish to drive a police vehicle to that employment must submit an outside employment request that explains the benefit to Ogden City for use of the vehicle. Such requests for use must be approved by the Division Commander and the Chief of Police.
4. The police vehicle may not be used to transport persons or property for the benefit of the part-time employer. If, for example, you are working a security job and make an arrest, the arrested person must be transported by on-duty officers.
5. The police vehicle should always be parked in a conspicuous, safe place. This should reduce the probability of vandalism to the vehicle and enhance its crime deterring effect.
6. All officers will be allowed to drive their vehicles a maximum of 18,000 miles per year. Officers who pay to drive beyond the 40-mile limit will be allowed extra mileage as prorated by their payroll deduction. It will be the responsibility of each officer to keep a log of mileage and be prepared to document the legitimate use of the vehicle for any mileage over 18,000 miles per year. The mileage

will be recorded from January 1 to December 31 each year. All supervising sergeants will make quarterly inspections to check the vehicle's mileage, to check for damage, and the general cleanliness of the vehicle. Warnings will be given to those who fail to maintain, clean, or are nearing excessive mileage in their vehicle. Those who exceed their allotted mileage or fail to maintain or clean their vehicle may lose their privileges for off-duty use until the issue is remedied.

7. Direct family members of the officer, limited to spouse and children, may be transported in the police vehicle to Day Care, School, or place of employment under the following limitations:
 - a. All seat restraint laws will be followed.
 - b. Child car seats may be maintained in the trunk of the vehicle, but they will not be visible in the interior of the vehicle unless they are occupied by the child.
 - c. The route is limited to direct travel to/from the residence and Day care, School, or place of employment and while the officer is going to/from work or work related activities.
 - d. The total distance is not to exceed the 55-mile limitation.

B. New Officers

New officers will be assigned a vehicle when they are hired, if one is available. However, they will not be allowed to use this vehicle until they have completed their training at the police academy and the Ogden City Field Training Program. The vehicle will be left at the Francom Public Safety Building parking lot and may be used by the officer at the direction of the officer's FTO for training purposes when accompanied by their FTO.

C. Officers Living More Than 40 Miles from the Francom Public Safety Building

Officers living within 40 miles (one-way) of the Francom Public Safety Building will not be charged a usage fee for their take-home vehicle. Officers living between 40 and 55 miles from the Francom Public Safety Building will be charged a flat usage fee of \$20.00 per pay period through payroll deduction. The distance will be based on a calculation by the Chief's office using Mapquest or other approved internet mapping program. In the event an officer living outside the forty-mile limit should lose the use of their vehicle off-duty, no fee will be charged during that time. If an officer is on vacation for more than ten working days, the officer may request that no fee be charged.

Officers living more than 55 miles from the Francom Public Safety Building will not have take-home vehicle privileges.

D. Appropriate Attire

Appropriate attire while driving the police vehicle will be the OPD uniform or appropriate clothing, firearm included. Any exceptions, such as clothing for specialized training, will be listed on the bulletin announcing that training.

E. Radio Contact

Radio contact with dispatch will be maintained while operating the vehicle. Off-duty officers should monitor their police radios while in their vehicles and in the event of an emergency, should volunteer to assist in handling the call.

1. Officers assisting on emergency calls while off-duty will be compensated in 15 minute increments. If more than an hour is required, it will be considered a call back.
2. Off-duty officers in the area of a felony in progress should identify themselves to dispatch and assist in the call.

F. Gassing and Maintenance of Vehicle

The officer is responsible for the vehicle and all equipment assigned to it.

1. All regular maintenance, i.e., tire replacement or repair, oil changes, chassis lube and major repairs should be scheduled as to not interfere with the officer's primary assignment.
2. Officers should try to keep the gas tank at least half full for emergency purposes. Officers should not report to work with less than half a tank. However, officers may refuel during the slower periods of their shifts if it does not interfere in any way with the officer being dispatched on calls or in handling of any assignments.
3. Any emergency repairs that are needed while on duty should be authorized by the field supervisor.

G. Equipment

All equipment assigned to the vehicle will remain with the vehicle at all times. Extra equipment may be added to the car with the approval of the Division Commander and the Chief of Police.

H. Extended Absences from Duty

If an officer is out of service for longer than five working days and not at their residence, the vehicle will be left at the Francom Public Safety Building parking lot.

I. Officer Misconduct

Failure to maintain the vehicle, misuse, abuse or misconduct while driving may result in the loss of use of the vehicle off duty.

J. Seat Belts

All officers will wear seat belts and shoulder harnesses at all times while operating their police vehicle. All adult citizens who are not a suspect but need to be transported as a result of normal duties, or are a department approved passenger, may be transported in the front seat of the vehicle, but will be required to have their safety belt and shoulder harness properly positioned across the upper torso and mid-section of the body, as the system is meant to be used, and securely fastened at all times that they are in the vehicle. Passengers who are twelve years of age or younger, or are of such small stature as to be a concern to the officer should the air bag deploy, are to be placed in the rear of the vehicle, preferably the right rear, and will be required to have their safety belt and shoulder harness properly fastened at all times that they are in the vehicle. Officers are to ensure that the belts are fastened by checking the buckle themselves. Vehicle safety equipment, to include seatbelts, shall not be overridden manually or by the means of any override device.

K. Division Reassignment

A change of division assignment will require relinquishing the vehicle to the replacement officer.

L. Pool Vehicles

Officers may borrow another unit or use a pool vehicle while their assigned vehicle is out of service. Pool vehicles may be taken home with the approval of the Training Coordinator or Watch Commander.