

RULES

CHAPTER 4

R4.00 VEHICLE USE

R4.00.001 PURPOSE: To provide rules for on-duty and off-duty, non-emergency LPD vehicle use.

R4.01 FLEET PLAN

R4.01.001 PURPOSE: The LPD assigns vehicles to individual officers for off-duty use in order to:

- A. Increase the number of police units available for call response;
- B. Increase visible police presence within the city;
- C. Improve maintenance through individual responsibility; and
- D. Mobilize fully-equipped off-duty officers directly to points of need in emergencies.

R4.01.002 HOME STORAGE AUTHORIZATION. Officers will request this on the proper form and may not participate until their chain of command approves. Assistant Chiefs have final approval. Officers will submit new requests when changing addresses or vehicles. Supervisors may approve temporary use of spare vehicles when appropriate.

R4.01.003 OFFICERS LIVING OUTSIDE THE CITY will not drive their vehicles home but may drive them off duty in the city.

R4.01.004 DRIVING OUTSIDE THE CITY. Officers may only drive LPD vehicles outside the city for official LPD functions.

R4.01.005 LIMITED DUTY/SICK LEAVE/VACATION. Officers on limited duty or sick leave who cannot perform police functions will not drive LPD vehicles. Supervisors of officers on limited duty or extended sick leave will park the officer's vehicle at the LPD until the officer returns to full duty.

Officers gone from the city 15 or more calendar days will park their vehicles at the LPD or an approved location other than home. Supervisors may authorize other officers to drive these vehicles.

- R4.01.006 VEHICLE ASSIGNMENT.** The Logistics Division Commander manages the fleet car program and will assign vehicles, coordinate repairs and service, and maintain extra keys along with other related functions.
- R4.01.007 SPECIAL PRIVILEGES.** Off-duty officers will not take special parking or operation privileges with these vehicles.
- R4.01.008 UNATTENDED VEHICLES.** Officers will lock these and place portable radios and loose weapons in the trunk. They will disable electric trunk releases and fasten auxiliary locks.
- R4.01.009 CONDUCT AND APPEARANCE.** Off-duty officers using LPD vehicles will follow applicable LPD policies, procedures, and rules. They will dress appropriately to effectively perform police duties without criticism by the public. Cut off shorts, tank tops, swim suits, etc. are inappropriate.
- R4.01.010 RADIO/MDC.** Off-duty officers will monitor the primary channel and will only use the radio or MDC for LPD business.
- R4.01.011 CALL RESPONSE.** Off-duty officers in LPD vehicles will respond to felonies in progress when closer than on-duty units or when necessary to assist on-duty units.
- Off-duty officers in marked vehicles will stop at accidents and assist as needed.
- Off-duty officers will take immediate, necessary action and report it appropriately. They should call on duty units to complete the call.
- R4.01.012 PASSENGERS** who are not City employees are permitted with off-duty officers. Officers are responsible for their passengers and will leave them at a safe location before responding to potentially dangerous calls. If they cannot, officers may not respond.
- R4.01.013 AUTHORIZED OPERATORS.** Officers will only allow LPD or service personnel to operate LPD vehicles.
- R4.01.014 LOADS.** Off-duty officers may only carry items that are not heavy or excessive, and do not protrude from the vehicle.
- R4.01.015 OFF-DUTY EMPLOYMENT.** Officers may drive LPD vehicles to and from off-duty work. They may not use LPD vehicles as part of off duty work other than City overtime.

R4.02 GENERAL VEHICLE RULES

R4.02.001 MAINTENANCE RESPONSIBILITY. Officers will properly maintain their assigned vehicles according to the current maintenance procedure. They will report for duty with a substantially full gas tank.

R4.02.002 REPAIRS or ALTERATIONS. Officers may only make minor repairs such as changing lights, fuses, or flats. They will only use approved vendors according to current procedures for repairs not personally made. They will make alterations or add non-issued items only with an Assistant Chief's approval.

Officers may have only two additional electrical accessories. These must use cigarette lighter plug connections installed by Radio Shop personnel.

R4.02.003 INSPECTION RESPONSIBILITY. All supervisors will at least quarterly inspect vehicles assigned to their subordinates for:

- A. Proper maintenance, including cleanliness;
- B. Unreported damage;
- C. Unauthorized alterations, weapons or equipment; and
- D. Improperly held evidence or property.

R4.02.004 PASSENGERS. On-duty officers will only carry passengers who are LPD employees or persons connected with officers' official duties. Observers must have prior approval from Captains or above.

R4.02.005 PARKING. LPD employees will only park where authorized. Only officers transporting prisoners will park between Municipal Court and the north Police building. They will leave this alley unblocked unless absolutely necessary.

R4.02.006 DRIVING. Officers will drive safely, responsibly, with due regard for the safety of others and to avoid collisions. They will obey all traffic laws notwithstanding Chapter 4 of the General Manual.

R4.02.007 ALCOHOLIC BEVERAGES. Other than evidence, officers will not carry these in City owned or leased vehicles.