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Vehicle Take Home Program	200 - 9		07-01-2019	1 of 3
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to define and implement a procedure to regulate the assignment and utilization of Kinston Police Department vehicles. The purpose of this program is to maintain a visible police presence, thereby deterring crime and enhancing safety, and to minimize the time required to deploy additional police units to crimes in progress or other emergencies.

II. DEFINITIONS

N/A

III. POLICY

- A. All full-time sworn officers, who have successfully completed the department’s FTO program, are eligible to participate in this program. Participation in this program is voluntary and should be considered a privilege and not a term of, or benefit by virtue of, employment.
- B. Officers may not use any police vehicle for personal use including, but not limited to, the transportation of non-city employees, except as outlined in the City of Kinston Administrative Manual.
- C. In order to participate in this program, officers have to live within 30 contiguous air nautical miles of the city limits. City satellite sites, such as the water treatment plant can’t be utilized for measuring purposes.
- D. Officers, who participate in this program, must agree to park the assigned vehicle during normal off-duty hours at an approved location. Reasonable measures shall be taken to ensure that the vehicle is secured and parked in a nonhazardous and highly visible location.
 - 1. Officers shall not leave any issued or seized weapons, of any type, unattended or in the passenger area of the assigned vehicle; weapons must be secured, such as locked in a long-gun rack.
 - 2. The vehicle will be locked when unattended and the keys will be in control of the assigned officer.
 - 3. Officers shall ensure that the vehicle is maintained in such a manner that its appearance supports the professional standards of the organization.
- E. Use of the assigned vehicle is restricted to transportation to the following:
 - 1. Departmental facilities for meetings, training, and administrative duties.
 - 2. Off duty court appearances.

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3. Vehicle maintenance and cleaning.
 4. Staff activities.
 5. Off duty employment, at which a police officer is performing uniform security or protective services as a police officer of the Kinston Police Department, whether compensated by the city, a private person, firm, or corporation, when such service has been approved by the Chief of Police or his designee.
 6. In-service training courses when approved by the Chief of Police or his designee.
 7. Out-of-town training when approved by the Chief of Police or his designee.
- F. Officers on sick leave for four or more days, light duty, or any leave of absence will relinquish the privilege until such absence has ended.
- G. Assigned vehicle may be recalled in order to meet manpower demands in extreme situations.
- H. Vehicle Assignments
- The assignment of personal assigned vehicles, for take home privileges, will be to all members of the Kinston Police Department, who have an individually assigned vehicle and who are eligible to participate in the vehicle take home program.
- I. No two police vehicles are to be driven out-of-town to the same training site for the same program unless more than five individuals are attending the training. Exceptions to this policy must be approved, in advance, by the Chief of Police or his designee.
- J. A personally assigned police vehicle is not to be used for the purposes of actual patrol or security for private employers. The vehicle is to be parked at a suitable location while such approved security or protective service is being carried out. Employees working such services may utilize the vehicle when transporting prisoners to the courthouse.
- K. Personnel operating police vehicles are to be armed with an authorized, police issued firearm and will maintain radio communications with the Lenoir County Communications Center.
- L. When operating a marked police vehicle during off-duty hours, police officers are required to stop and render assistance, apprehend violators of serious crimes and/or summons on-duty police officers in circumstances which logically require police attentions. No off-duty officer operating a police vehicle shall ignore any call for assistance or fail to render reasonable police assistance. When initiating a response to a police situation as an off-duty officer, personnel are to notify Communications and the on-duty shift supervisor via the radio.
- M. Occasionally, police vehicles will be utilized to deter criminal activity by parking the vehicle in a conspicuous business or residential location. Such crime prevention activities will be coordinated by the Patrol Major or designee.

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- N. Personnel, to whom police vehicles are assigned, shall not make any alterations to the exterior appearance of the vehicle or interior configuration of equipment except as authorized by the Chief of Police.
- O. Any officer on modified duty, who is unable to fulfil their normal duties, is not allowed to drive their assigned vehicle.
- P. Officers will be assessed a \$15.00 fee per pay period, but will not exceed \$30.00 per month, for the privilege of using their city vehicle as transportation between their residence and their workplace. Any employee, who decides not to participate, must leave the city vehicle at the station.
- Q. Officers who reside within the city limits of Kinston are exempt from paying a fee to participate in the vehicle take home program.