



## *San Diego Community College District Police Department Policy and Procedures*

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### 1.14 OFF-DUTY USE OF DEPARTMENT TAKE-HOME VEHICLES

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EFF. 10/01/19

#### **I. PURPOSE**

This Department procedure provides direction regarding the off-duty use of Department take-home vehicles. Procedures regarding on-duty use are outlined in Department Procedure 1.11, Operations of Police Department Vehicles, and Department Procedure 1.12, Emergency Vehicle Operations.

#### **II. SCOPE**

This procedure applies to all members of the Department.

#### **III. BACKGROUND**

The use of take-home vehicles is an essential component of the Department's call-back program. The Department authorizes call-back programs to ensure police resources are available in the event of an emergency or critical investigation. To facilitate faster response to call-backs, Department personnel may be allowed to take Department vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a police station to retrieve a vehicle and/or needed equipment.

#### **IV. DEFINITION**

Take-Home Vehicle - Department vehicle authorized for commuting between work and home and/or off-duty use by a Department member. Department vehicles secured at a location other than a member's assigned work location for the purpose of shortening a Department member's commute are also considered take-home vehicles.

#### **V. CRITERIA FOR ASSIGNED VEHICLES**

A. The Department authorizes four types of take-home vehicle use. They are categorized as:

1. Administrative Call-back - a Department member's assignment requires inspection

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responsibilities, callback, and/or attendance at police-related activities outside normal work hours;

2. Emergency Call-back - a Department member's assignment requires immediate response during off-duty hours to handle an emergency police action;
3. Investigative Call-back - a Department member's assignment requires timely response during off-duty hours to handle a police investigation.

B. Use of a Department take-home vehicle that falls within one of the preceding categories must receive prior approval from the Chief of Police.

## **VI. PROCEDURES**

A. The intent of the Department's take-home vehicle procedure is to provide guidelines on the use of take-home vehicles.

B. Department members who are authorized a take-home vehicle shall generally respond to and be on-scene within one (1) hour of receiving a call-back notification.

C. Department members authorized to take home vehicles must adhere to the following guidelines:

1. Department members may use the vehicle to:

- a. Commute between their residence and workplace;
- b. Conduct legitimate Department-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and call-backs to duty; and,
- c. Conduct personal business while on call and off duty. However, Department members must be prepared to respond directly to an incident when requested.

2. Department members may not use take-home vehicles for travel outside San Diego County unless specifically authorized by the Chief of Police.

3. Department members should refrain from operating a Department vehicle after having consumed alcoholic beverages. Department members are prohibited from driving Department vehicles any time their driving ability has been impaired through the ingestion of prescription or nonprescription drugs or alcoholic beverages.

4. Department members shall not relinquish control of, nor allow any person to operate Department vehicles, if that person is not an employee of the District.
- D. All traffic collisions involving Police Department employees while operating District vehicles will be investigated by an on-duty supervisor. This includes collisions that occur within other cities or jurisdictions within or outside the county. In such cases, these reports will be used for administrative review purposes only. The investigative report prepared by the agency having jurisdiction will suffice as the “official” report for DMV purposes. If the member is suspected of having driven while under the influence, implied consent chemical testing shall be conducted incidental to an arrest. If the involved member is suspected of having consumed alcohol, the member shall submit to a Preliminary Alcohol Screening (PAS) Test and any other blood and/or breath testing procedures deemed necessary. Whenever possible, a Department member, who is at least one rank above the member involved in the collision, should be present during the testing procedures.
- E. Department take-home vehicles are to be left at a police facility during vacations or other periods of leave in excess of seven calendar days.