



Yuma County Sheriff's Office

SUBJECT: Take Home Vehicles	POLICY NO: 303.1 – 303.5
DISTRIBUTION: Patrol, Detention and Administration	NO. PAGES: 3
EFFECTIVE DATE: January 28, 2020 REVISION DATE: January 28, 2021	
SPECIAL INSTRUCTIONS: None	

303.1 PURPOSE

The purpose of the Policy is to provide guidelines for the use of "Take Home Vehicles" by Sheriff's Office ("Office") employees. This policy pertains to employees who are authorized to take home vehicles in conjunction with their employment. The Sheriff recognizes and encourages the deterrent effect of Office vehicles parked at employees' homes and further recognizes the benefit to public safety when peace officers are able to respond to emergencies from their homes.

303.2 POLICY

It is the policy of this Office to allow authorized employees to drive take home vehicles in conjunction with their employment. The Sheriff has final approval of all matters relating to employees and their use of take home vehicles.

303.3 DEFINITIONS

Take Home Vehicle: A marked or unmarked vehicle registered to the Office and assigned to an office employee.

303.4 PROCEDURE

A. Use of Take Home Vehicle:

1. Employees shall exercise good judgment and safe prudent driving techniques when operating take home vehicles.
2. Employees are authorized to use take home vehicle for Office purposes other than normal assigned duty, including:
 - a. Responding to dispatched calls for service
 - b. Responding to emergencies when at home or away from their assigned duty station; and

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- c. For transportation to and from employee's duty station, including transportation to the duty station during their assigned shift, and transportation to and from approved training.
3. The use of a take home vehicle by an employee does not authorize the accrual of compensation (either regular or overtime) for the purpose of driving to and from their assigned duty station.
4. Employees shall notify Dispatch that they are "in service" at all times they are driving the vehicle, whether or not they are subject to call. This section does not apply to administrative personnel or certain investigatory positions as determined by the Bureau Commander.
5. An Officer driving a take home vehicle while not subject to call, must carry an office approved weapon, badge and handcuffs pursuant to S.O.P. 901.1 – 901.4.14, and will dress in civilian attire which contributes to the professional appearance and demeanor of the Office.

B. Non-approved Use of Take Home Vehicle

1. Employees are not permitted to use a take home vehicle for personal errands to transport non-office personnel. Reasonable exceptions to the policy permit employees to use a take home vehicle for routine stops (such as the bank) en-route to or from their duty station or with approval from the Bureau Commander.
2. Employees are prohibited from transporting non-office personnel in a take home vehicle without the approval of the Bureau Commander and are strictly prohibited from allowing non-office personnel to operate a take home vehicle.

C. Responding to Call for Service or Dispatch Calls

1. If an employee is driving a take home vehicle and is dispatched to a call for service or responding to an observed emergency, the employee will immediately notify Dispatch that they are "In Service".
2. At the time of such notification, the employee will be deemed on duty for purpose of employment-related benefits.

D. Care and Maintenance of Take Home Vehicles

1. Employees who are absent from work five(5) or more days, exclusive of regularly scheduled days off, shall leave the assigned vehicle and its keys at a location designated by their supervisor.
2. Employees are responsible for the safe storage and security of the take-home vehicle assigned to them.
3. Employees shall submit, as soon as possible, a written report to a supervisor regarding loss or damage to a take home vehicle.

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4. If a vehicle assigned to more than one employee, all assigned employees will be responsible for the use and maintenance of the vehicle.
5. Employees assigned a take home vehicle are responsible for maintaining both the exterior and interior of the vehicle.
6. The office is responsible for mechanical maintenance and repair of the vehicle.
7. Employees assigned take home vehicle are responsible for scheduling vehicle maintenance.
8. Vehicle maintenance shall be performed on a scheduled basis. When due for service, the take home vehicle shall be left for servicing at the end of the shift prior to the employees days off. The vehicle will be serviced and available for use at the beginning of the employee's next regularly scheduled shift.

E. Standards, Inspection and Violation

1. Supervisors are responsible for maintaining and enforcing the standards established by this policy.
2. All take home vehicles are subject to inspection at any time by a supervisor, Bureau Commander and/or the Sheriff.
3. Improper use, unsatisfactory maintenance, abuse or neglect of take home vehicle by employees to whom the vehicles are assigned could result in disciplinary action and/or loss of take home vehicle privileges.

F. Privilege of Using a Take Home Vehicle

1. Employees who are permitted to drive take home vehicles recognize that it is a privilege and not a right of employment. As such, time spent by employees operating vehicle for other than duty assignment or other than dispatched response either prior to or subsequent to regular duty assignment is not compensable.

303.5 AMENDMENT

This policy is subject to amendment, revision and/or rescission as required.

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