

GENERAL ORDER



DISTRICT OF COLUMBIA

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Motor Vehicle Take Home Program	
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I. BACKGROUND

The Motor Vehicle Take-Home Program (the Program) is established to serve as an incentive for members to reside in the District of Columbia, increase police presence in the community and serve as a deterrent to criminal activity through high visibility. The Program also promotes the Policing for Prevention initiative by providing an avenue for police interaction with the community through participation in civic activities that strengthens the Department's partnerships with the community.

II. POLICY

The policy of the Metropolitan Police Department is that members who are selected for the Motor Vehicle Take-Home Program shall reside in the District of Columbia and be assigned to a uniform patrol function in a patrol district or the Special Operations Division. Participants shall be provided with a marked Department vehicle, a hand held portable radio and desktop radio charger for both on and off duty use.

III. REGULATIONS

- A. Each patrol district and the Special Operations Division shall have vehicles designated for assignment in the Program. Each year the Committee, based on fleet availability, will determine the number of vehicles that will be distributed across commands. In the districts, attempts shall be made to have a Program vehicle assigned to Patrol Service Areas (PSA), or as directed by the Chief of Police.
- B. Participants shall be assigned to uniform patrol. Participation by members in the Program shall not exceed a total of five years in any one police district or the Special Operations Division, unless, a commanding officer recommends that an officer continue in the program beyond the five-year limit.

- C. Members authorized to utilize "unmarked" MPD vehicles as take-home vehicles shall adhere to and be guided by the provisions of this order.
- D. In addition to the above policy, members shall meet the following criteria at the time of application in order to be eligible for participation in the Program:
 - 1. Have at least three years of service working in the district as a patrol officer;
 - 2. Have a current performance rating of above average;
 - 3. Have a good sick leave record in effect as evidenced by having the Optional Sick Leave privilege in effect and no documented history of sick leave abuse, such as frequent use of sick leave prior to or following days off, holidays and/or major details;
 - 4. Have the expected tardiness privilege in effect;
 - 5. Have no more than one preventable motor vehicle accident within the 12-month-period preceding the date of application and the date of selection for the Program;
 - 6. Have no record of sustained citizen complaints and/or complaints from co-workers within the 24-month period preceding the date of application and the date of selection for the Program;
 - 7. Have attended and successfully completed Civil Disturbance Unit training;
 - 8. Have a written recommendation from their Commanding Officer at time of application, as well as for continued participation in the Program;
 - 9. Failure to maintain these criteria after selection shall provide cause for termination from the Program.

NOTE: Members assigned to duties in the patrol districts that are not eligible for consideration include, but are not limited to, general administrative personnel, CANS clerks, time and attendance clerks, property clerks, warrant clerks, and similar assignments.

- E. A change in a participating member's residential address after initial selection, to include relocation within the District of Columbia, will result in the member's termination from the Program.
- F. Take-home vehicles shall remain with their designated organizational element. Members reassigned or detailed (more than 30 calendar days) to duties outside

of their assigned organizational element, prior to reporting to their new assignment, shall:

1. Have their Take-Home vehicle inspected by their supervisor and complete a PD Form 775-A; and
2. After the inspection, return their Take-Home vehicle to the issuing organizational element commander.

IV. PROCEDURAL GUIDELINES

A. Selection Process

1. Take-Home vehicles shall be assigned to members, as available, giving priority consideration to the following:
 - a. Master Patrol Officers,
 - b. Patrol Officers First Class, and
 - c. All other eligible members.
2. In addition to the above priority schedule, members residing in public housing and/or neighborhoods identified as high crime areas shall also be considered;
3. Take-home vehicle assignments shall, to the extent possible, be balanced geographically according to the member's place of residence;
4. A vacancy announcement shall be published within the affected district and the Special Operations Division when vehicles authorized for the Program become available for assignment;
5. Each District shall post the announcement on bulletin boards located on each floor, in addition to the FYI clipboard located in the roll call room;
6. A list shall be prepared containing the names of eligible applicants listed alphabetically by date of application and the patrol district of residence;
7. After establishing the eligibility list (according to Part IV, Section H, using the criteria Part III, Section C), District Commanders and the Special Operations Division, Commander shall certify each member's compliance with program's eligibility criteria, and forward three recommendations, along with justifications, for approval by the Motor Vehicle Take-Home Program Committee;

8. The Motor Vehicle Take-Home Program Committee shall have approval authority of all recommendations and the assigning of members to the Motor Vehicle Take-Home Program submitted by the District Commanders and Special Operations Division Commander.
9. Members remaining on the eligibility list after initial selections are made shall be considered for temporary positions in the program that become available through transfers, retirements, and other administrative actions.
10. Temporarily selected members must maintain their eligibility and adhere to all responsibilities that are required of the members formally chosen by the Motor Vehicle Take-Home Committee.
11. Members temporarily assigned as a participant will have accrued time that will be deducted from the aggregate five-year period.
12. The eligibility list expires once a new vacancy announcement is published. Members temporarily assigned to the Program and those remaining on the expired eligibility list shall re-apply when a new announcement is published.

B. Responsibilities of Participating Members

1. Members successfully completing all eligibility criteria and selected to participate in the Program shall attend a mandatory orientation session prior to receiving their assigned take-home vehicle.
2. An orientation session conducted by the District Commander or the Special Operations Division Commander shall recognize members for outstanding accomplishments, as well as brief members on their responsibilities while participating in the Take-Home Program.
3. Members shall be notified of the date, time and location of the orientation session through the Commander of their assigned organizational element.
4. Members receiving temporary assignments shall attend an orientation session before receiving a vehicle.
5. Members shall receive authorization from their element Commanders to be assigned a Take-Home vehicle and after completion of the mandated orientation session.

6. Members shall operate their assigned Take-Home vehicle when off-duty only within the Washington Metropolitan Area defined as any point within a 25-mile radius extending from the U.S. Capitol Building. (CALEA 26.1.1)
7. Members shall comply with the contents of the following directives to the extent that provisions are applicable: (CALEA 26.1.1)
 - a. GO-OPS-301.1 (Vehicle Operation and Maintenance);
 - b. GO-OPS-301.3 (Operation of Emergency Vehicles, Fresh Pursuit and Vehicular Pursuit);
 - c. GO-SPT-302.5 (Radio Communications);
 - d. GO-PER-201.19 (Handling Employee Personnel Records; Collection and Release of Personnel Data; Employee Telephone/Residency Requirements); and
 - e. D.C. Municipal Regulations Title 6A (Police Personnel).
8. Members shall utilize their assigned Take-Home vehicle when on duty, as directed by their element commander.
9. Members shall attend and provide assistance at Advisory Neighborhood Commission Single Member District meetings, police district Citizen Advisory Council meetings and PSA meetings where they reside and any other significant community meetings that have a direct impact upon the neighborhoods in which they are assigned and reside. (CALEA 45.2.1 a-c)
 - a. Members shall obtain the approval of the element watch commander if a meeting is scheduled during on-duty time.
 - b. Members shall record the meetings attended and, when appropriate, the watch commander's name on their PD Form 775 (Daily Vehicle Inspection and Activity Report when on-duty and on the PD Form 776 (Motor Vehicle Take-Home Report) when off-duty.
10. Members shall prepare and complete a PD Form 775 for on-duty use of their assigned Take-Home vehicle. The PD Form 775 shall be submitted to the reviewing official at the conclusion of the tour of duty. (CALEA 82.2.4)

11. Members shall prepare a PD Form 776 each month, in an original and one copy, to report activities for their assigned Take-Home vehicle.
 - a. The PD Form 776 shall be submitted through channels to the organizational element commander no later than the 2nd business day of each month, for the preceding month.
 - b. The report shall include the following information:
 - (1) A description of any police action taken, including moving and parking notice of infractions issued and received, listing the date and jurisdiction of occurrence;
 - (2) A record of gas and oil obtained and mileage;
 - (3) A record of vehicular accidents and/or other damage to the vehicle, not the result of an accident and submit copies of all reports generated regarding such incidents with PD 776;
 - (4) Participation in community, civic, and/or mentoring activities; (CALEA 45.2.1-a)
 - (5) Any special requests for assistance received from citizens; (CALEA 45.2.1-e)
 - (6) Any other activities related to the Program's objectives; and
 - (7) All travel outside of the District of Columbia such as travel date, destination, time of departure and time of return.
12. When operating a Take-Home vehicle off-duty, members shall:
 - a. Monitor City Wide-1 or the appropriate channel for the patrol district in which the vehicle is being operated; (CALEA 26.1.1)
 - b. Respond to citizens' requests for service or emergency calls in the immediate proximity to their location; and
 - c. Notify the Communications Division of incidents requiring an immediate police response and:
 - (1) Take whatever immediate action is required, given the circumstances surrounding the incident;

- (2) Request, when appropriate, that an on-duty unit respond; (CALEA 81.2.5-a)
 - (3) Give their badge number and four digits off duty take-home cruiser numbers to the Communications Division dispatcher.
- d. Advise the Communication's Division dispatcher when leaving the District of Columbia of the time of departure and return.
 - e. Submit immediately any police reports taken to the affected districts duty station-desk sergeant or the desk sergeant in their assigned district, who will be responsible for forwarding a copy of the report to the appropriate district. (CALEA 82.2.4)

NOTE: Under this Program, members are expected to stop for short periods of time to assist citizens with jump-starts, directions, etc., without receiving compensation. When members make an off-duty arrest, compensation will be provided as required by the Fair Labor Standards Act. (CALEA 22.1.1 e-f / 61.4.1-a)

- 13. Members may transport civilian passengers when operating a Take-Home vehicle off-duty.
 - a. Members shall exercise good judgment at all times and not engage in any inherently dangerous activity when accompanied by a civilian passenger. (CALEA 41.2.1)
 - b. Members responding to emergency situations shall not engage in fresh or hot pursuit when a civilian passenger is present in their vehicle. (CALEA 41.2.2-a)
- 14. Members operating a Take-Home vehicle off-duty shall comply with the applicable provisions of D.C. Municipal Regulations Title 18 (Vehicles and Traffic). (E.g., speed limits, parking regulations, seat belts, shoulder harnesses, child restraint seats, etc.) (CALEA 26.1.1)
- 15. Members shall remove the hand-held portable radio whenever leaving their assigned take-home vehicle. (CALEA 81.2.3)
- 16. Members shall request a police crane, through the radio dispatcher, Communications Division, when a Take-Home vehicle becomes disabled. (CALEA 81.2.5-a)

17. Members may use their assigned Take-Home vehicle to travel to and from department-approved outside employment. However, members shall not park their assigned Take-Home vehicle at any commercial, public, or private location for compensation. (CALEA 22.3.3)
18. Members are responsible for responding to, and adjudicating the payment of all traffic infraction notices received in all jurisdictions, while operating Take-home vehicles, on and off duty. In addition, members shall forward to the element commander a copy of such notices, payment receipts and/or court dispositions within 24-hours of receipt or knowledge of such notices whichever occurs first.

C. Restrictions

1. Members assigned to motorcycle patrol shall be removed from that assignment upon selection for the Program and turn-in any assigned uniforms and or equipment related to those assignments. (CALEA 17.5.1)
2. Members are prohibited from operating their assigned Take-Home vehicle when their police powers are revoked and shall IMMEDIATELY surrender their vehicle to the revoking official. It shall be the sole responsibility of the revoking official to ensure that the vehicle is returned to the organizational element commander. (CALEA 26.1.4-c)
3. Absent exigent circumstances, members shall not permit any other person to operate their assigned Take-Home vehicle while off-duty (e.g., spouse, children, friends, etc.) but, an assigned patrol partner is permitted to operate the vehicle while on-duty. (CALEA 26.1.1)
4. Master patrol officers shall permit non-certified recruit officers to operate a Take-Home vehicle while on-duty. The non-certified officers shall be accompanied by the assigned member whenever operating the vehicle.
5. Members shall be in possession of their badge, identification folder, service pistol, as well as Department issued less-than lethal weapons (OC spray and ASP) whenever operating a take-home vehicle. (CALEA 26.1.1)
 - a. Members operating a Take-Home vehicle in Maryland and Virginia shall comply with the laws of those states regarding carrying firearms. (CALEA 26.1.1)
 - b. Members carrying firearms off-duty in a manner not in compliance with the laws of the neighboring states may be subject to arrest and/or disciplinary action. (CALEA 26.1.1)

- c. Members shall not frequent ABC establishments, strip clubs, or be seen going through any drive-thru liquor stores.
6. Members operating a Take-Home vehicle off-duty and any passengers shall not dress in a manner or exhibit conduct that will bring discredit to the department or the District of Columbia. (CALEA 26.1.1)
 - a. The wearing of revealing attire such as bathing suits, flip-flops, halter-tops, or clothing with derogatory, obscene, and/or offensive language or designs are prohibited.
 - b. Members are responsible for the appearance and conduct of all passengers in their Take-Home vehicle, both sworn and civilian.
7. Members shall not use their Take-Home vehicle to transport pets, carry excessive loads, or carry protruding objects, unless transporting found or recovered property while on-duty. (CALEA 26.1.1)
8. Members shall not install personal equipment or make modifications to their assigned Take-Home vehicle, except under the following conditions: (CALEA 26.1.1)
 - a. Written approval is obtained from the Director, Fleet Management Division, in advance of all equipment installations and/or modifications (e.g. electronic items, radios, cellular telephones, speakers, etc.).
 - b. The member assumes responsibility for the cost of any personal equipment, to include installation and/or modifications.
 - c. Equipment shall be specifically designed for the make and model of the vehicle.
 - d. Vehicles shall not be disfigured in any way by adding radio speakers to augment factory installed speaker systems.
 - e. The member is responsible for having the vehicle inspected by the Radio Maintenance Branch, Communications Division, following completion of electronic equipment installations/modifications.
 - f. All personal equipment installed in a Take-Home vehicle becomes a permanent fixture of the vehicle.

9. Members shall turn in their assigned Take-Home vehicle to the organizational element commander IMMEDIATELY upon resignation, termination or retiring from the Metropolitan Police Department. (CALEA 26.1.1)

D. Removal from the Program

1. Whenever a cruiser has to be surrendered, the receiving official or vehicle maintenance officer should conduct an inventory and inspection of the vehicle and prepare a PD 775A.
2. Members selected for participation in the Program may be suspended and/or removed from the Program for the following:
 - a. Failure to comply with any provision of this order or any other general or special order or directive, which governs members in the performance of their duties and responsibilities, whether sustained or not;
 - b. Failure to maintain the Program eligibility criteria established in Part III, Section C of this order;
 - c. Negligence in the care, maintenance, and/or operation of their assigned Take-Home vehicle; or
 - d. Failure to comply with Program requirements as determined by the element commander, and as approved by the respective Assistant Chief.
3. Members cited, charged and/or convicted for Driving While Under the Influence or Driving While Intoxicated in any jurisdiction while operating a Take-Home or personal vehicle shall constitute cause for removal from the Take-Home Motor Vehicle Program. The vehicle shall be surrendered to the element's Commanding Officer immediately.

E. Motor Vehicle Take-Home Committee

1. The membership of the Motor Vehicle Take-Home Committee shall consist of:
 - a. Executive Assistant Chief of Police, Operational Services, Chairperson;
 - b. Assistant Chief of Regional Operations Command-East;

- c. Assistant Chief of Regional Operations Command-North;
 - d. Assistant Chief of Regional Operations Command-Central;
 - e. Assistant Chief, Special Services Command;
 - f. A member of the collective bargaining unit for officers and sergeants.
2. The Chairperson, Motor Vehicle Take-Home Committee shall be responsible for program over-sight, to include:
 - a. Policy development and implementation;
 - b. Program compliance monitoring;
 - c. Approval of selected members for program;
 - d. Making final determinations on critical issues impacting program operations;
 - e. Hearing appeals on matters of dispute;
 - f. Convening committee meetings quarterly, or when deemed necessary; and
 - g. Preparing and submitting reports to the Chief of Police, or designated representative when required.

F. Crash Review Board

The Crash Review Board shall:

1. Review all accident investigations involving Take-Home vehicles submitted by district or division commanding officers.
2. The Crash Review Board shall prepare a final report, documenting its findings and recommendations and forward the report through channels to the command that reported and investigated the crash. (See GO-SPT 401.02 (Crash Review Boards)).

G. Watch Commanders

The organizational element watch commander may authorize an on-duty member participating in the Program to attend an Advisory Neighborhood Commission meeting, Citizens Advisory Council meeting, or any other community meeting having direct impact upon the neighborhood in which the member patrols and resides, provided the member's absence does not interfere with police operations. (CALEA 45.1.2 / 45.2.1-a)

H. District/division commanding officers shall be responsible for:

1. Preparing and forwarding Motor Vehicle Take-Home Program vacancy announcements within their respective elements to Human Services for publishing.
2. Ensuring that Program vacancy announcements are read at roll calls, published and posted in a timely manner on a secure bulletin board or case, where it is accessible to every member of the organizational element.
3. Publishing an eligibility list of qualified applicants that is sorted by district of residence, and alphabetically, therein.
4. Forwarding through their respective Assistant Chief to the Chairperson of the Motor Vehicle Take-Home Program Committee for review and approval by the Committee, the name of members selected for assignment to the program.
5. Determining an organizational element policy for on-duty utilization of Take-Home vehicles.
6. Forwarding recommendations, accompanied by the investigative package, for any terminations or suspensions from the Program to the Regional Operations Commander for approval.
7. Ensure that all accident investigations involving Take-Home are submitted to the Crash Review Board and take no action prior to receiving recommendations from the Crash Review Board as specified in GO-SPT 401.02 (Crash Review Boards).
8. Establishing an "Off-Duty PD Form 775" file and a file for PD Form 776 as a part of the element's Organizational Vehicle File, the file for the off-duty PD Form 775 and for the PD Form 776 shall contain a folder for each Take-Home vehicle and arranged in numerical order by unit call number and filed by month in chronological order.

9. Making temporary assignments of a Take-Home vehicle when:
 - a. The vehicle's assigned member is on extended sick leave, administrative leave, annual leave, leave without pay or on a non-qualifying detail for a period in excess of 30 days; or
 - b. A vehicle becomes available due to the assigned member's resignation, retirement, transfer to a non-qualifying position, or removal, until a permanent selection can be made in accordance with Part IV, Procedural Guidelines, Section A of this Order.
10. Maintaining a separate set of keys for each Take-Home vehicle assigned to the district.

NOTE: Temporary assignments shall only be made to applicants currently on the Program eligibility list who meet the eligibility criteria contained in Part III, Section C of this order.

11. Designating parking spaces at the organizational element where Take-Home vehicles may be secured when the assigned member is leaving the Washington Metropolitan Area for three or more days, or when their police powers are revoked, or when the member is suspended, terminated or resigns.
 12. Ensuring that members participating in the Program comply with this order and other applicable directives concerning members' duties and responsibilities.
- I. The Director, Fleet Management Division, shall responsible for:
 1. Assigning Program vehicles to district commanders for disbursement;
 2. Providing storage for Take-Home vehicles when the assigned members district cannot provide storage due to space limitations;
 3. Providing a temporary marked loaner vehicle, when available, in the event a member's assigned Take-Home vehicle is temporarily disabled;
 4. Implementing written guidelines for use when reviewing a member's request to make personal equipment installations or modifications to a Take-Home vehicle; and
 5. Ensuring that the vehicle history files are current, to include accurate documentation of personal equipment installations and modifications.

V. CROSS REFERENCE

- A. GO-SPT-401.02, Crash Review Board
- B. GO-OPS-301.01, Vehicle Operation and Maintenance
- C. GO-OPS-301.3, Operation of Emergency Vehicles, Fresh Pursuit and Vehicular Pursuit
- D. GO-SPT-302.5, Radio Communications
- E. GO-PER-201.19, Handling Employee Personnel Records; Collection and Release of Personnel Data; Employee Telephone/Residency Requirements
- F. D.C. Municipal Regulations Title 6A (Police Personnel)

// SIGNED //
Charles H. Ramsey
Chief of Police

CHR:NMJ:MAR:wds