

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject
**Off Duty Use of Government-Owned
or Leased Motor Vehicles**

| Topic | Series | Number |
|------------|------------|-----------|
| OPS | 301 | 05 |

Effective Date
December 15, 2006

Replaces
**General Order 301.5 (Off duty Use of
Government-Owned or Leased Motor
Vehicles), Effective Date May 18, 1994**

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I. BACKGROUND

Mayor's Order 94-38 (Vehicle Utilization Policy) requires the Metropolitan Police Department to submit a vehicle utilization plan that outlines policy for use of a take home government-owned or leased vehicle. One objective of the order is to make government vehicles available for use by employees who are subject to recall 24-hours a day, seven (7) days a week for the purposes of emergency contact and response. This ensures these employees have immediate access to government vehicles while off duty, if recalled to duty for an emergency.

II. POLICY

The policy of the Metropolitan Police Department (MPD) is to authorize use of government-owned or leased vehicles to designated personnel when it is in the best interest of the Department and the District of Columbia. Government-owned or leased vehicles are the property and/or responsibility of the Department, therefore members shall be governed by all policies and procedures related to maintenance and utilization of District government property.

III. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Washington Metropolitan Area – Within (25) air miles of the United States Capitol building.
2. Extended Use – To exceed (20) calendar days in any one year.
3. Occasional Use – Not to exceed (20) calendar days in any one year.

IV. REGULATIONS

- A. The authorization for off duty use of government-owned or leased vehicles on an **extended** basis shall be obtained in advance, and in writing, from the Chief of Police or his designee.
- B. Authorization for off duty use on an **occasional** basis, not to exceed 20 calendar days in any one year, shall be obtained in advance from the member's respective Senior Executive Director, or Assistant Chief.
- C. Only authorized members, D.C. government employees, or persons directly associated with D.C. government business, shall travel in government-owned or leased vehicles. Such use shall be for official government business only. Exceptions may include emergency situations in which members may need to transport a citizen in need, while in a government-owned or leased vehicle.
- D. The Chief of Police or his designee shall authorize all trips outside the Washington Metropolitan area in government-owned or leased vehicles. Members operating government-owned or leased vehicles in jurisdictions outside D.C. shall abide by that jurisdiction's traffic laws. (CALEA 41.3.3)
- E. Officials shall not approve any request for members who reside outside of the Washington Metropolitan Area (25 air miles of the U.S. Capitol building). Only the Chief of Police may grant an exception.
- F. The authorization and use of motor vehicles assigned under the "Motor Vehicle Take Home Program" shall be governed by GO-OPS-301.04 (Motor Vehicle Take Home Program).
- G. Members authorized to use government-owned or leased vehicles, shall:
 - 1. Be accountable for the proper use/protection of these vehicles if keeping at their residences overnight, to include storage in a garage, if practicable;
 - 2. Store these vehicles at their respective elements if on leave in excess of seven (7) days in order to make it available for use by other members of their command;
 - 3. Maintain, operate, and be held accountable for these vehicles in accordance with General Order 301.1 (Vehicle Operation and Maintenance) where applicable; (CALEA 26.1.1)
 - 4. Store Department equipment in their homes or in the trunk (excluding any firearms or weapons) of the vehicle;

NOTE: Departmental equipment should never be visible to the public when being stored in a vehicle.

5. Own and maintain a privately owned and registered motor vehicle or have access to an alternate mode of transportation for non-governmental purposes;
 6. Be responsible for all moving and parking Notice of Infractions received in any jurisdictions, while operating vehicles;
 7. Not install personal equipment or make modifications to the vehicle, unless approved by the Senior Executive Director, Corporate Support Group; and
 8. Immediately lose the privilege for the use of a government-owned or leased vehicle when in a limited duty or non contact status.
- H. The provisions in this General Order also apply to all vehicles loaned to MPD, but owned or leased by non-District agencies/entities (e.g., vehicles loaned from the FBI, ATF, etc.). No such vehicle shall be operated by any member without an authorized Memorandum of Understanding in effect between the MPD and the loaning agency/entity.

V. PROCEDURAL GUIDELINES

- A. Application for Extended Use
1. PD Form 895 (Authorization for the Use of a Government-Owned or Leased Vehicle) shall be submitted, through the chain of command, to the Office of the Chief of Police by those who wish to request **extended** use of government-owned or leased vehicles.
 2. Members authorized **extended** use are required to reapply annually for authorization, and submit an annual report to the Chief of Police by January 5th, which details the date, time, purpose, and location for each off duty use of the vehicle on official business.
- B. Application for Occasional Use
1. PD Form 895s shall be submitted, through the chain of command, to the member's respective Senior Executive Director, or Assistant Chief, by those who wish to request **occasional** use of government-owned or leased vehicles.
 2. Members authorized for **occasional** use must submit a PD Form 230 (Off duty Use of Government-Owned Motor Vehicles) within 24 hours after each use of the vehicle, to include when the vehicle is used to travel between their residence and workplace.
- C. Authorizing officials shall forward PD Forms 895 and 230 accordingly:

1. Original – Director/General Support Services
 2. Copy 1 – Chief of Police
 3. Copy 2 – Organizational Element
- D. General Support Services Division shall maintain a file of all PD Forms 895 and 230, and submit a report to the Chief of Police by January 10 of each year that lists all members authorized for **extended** and **occasional** use.
- E. General Support Services Division shall keep a record of all approved modifications for government-owned or leased/loaned vehicles.
- F. Officials shall conduct a weekly vehicle inspection of all government-owned or leased vehicles on the PD Form 775-A (Weekly Vehicle Inspection Checklist).
- G. The Chief of Police shall approve all requests for modifications to all non-MPD vehicles (e.g., leased vehicles, vehicles loaned by other agencies, etc.).
- H. Members shall not install personal equipment or make modifications to their assigned government-owned or leased vehicle, except under the following conditions: (CALEA 26.1.1)
1. Members shall submit a memo, through the chain of command to the AC/SED, describing the requested modifications and a justification for the changes.
 2. If approved, the memo shall be forwarded to the SED, Corporate Support Group for review and appropriate action.
 3. The Director, General Support Services Division shall ensure that modifications/additions are completed if approved.
- I. Failure to comply with the provisions in this General Order shall result in discontinuation of the member's authorization for off duty use of a government-owned or leased vehicle and possible disciplinary action.
- J. Members who wish to discontinue their use of a government-owned or leased vehicle under the provisions in this General Order shall submit a memorandum to the Chief of Police, through their chain of command, requesting that the authorization be discontinued.

VI. CROSS REFERENCES

- A. General Order 301.1 (Vehicle Operation and Maintenance)
- B. GO-OPS-301.04 (Motor Vehicle Take Home Program)

VII. ATTACHMENTS

- 1. Attachment A: Revised PD Form 230 Record of Occasional Use of a Government-Owned or Leased Vehicle
- 2. Attachment B: Revised PD Form 895 Authorization for the Use of a Government-Owned or Leased Vehicle

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

CHR:SOA:DAH:DEP:uw

METROPOLITAN POLICE DEPARTMENT

Record of Occasional Use of a Government-Owned or Leased Vehicle

TO: General Support Services

SUBJECT: Off Duty Use of Government-Owned or Leased Motor Vehicles

Pursuant to GO-OPS-301.05 (Off Duty Use of Government-Owned or Leased Motor Vehicles), the following report is submitted to document official use of a Government-owned or leased motor vehicle while off duty.

NOTE: A separate PD Form shall be prepared each time the vehicle is used.

| | | | | |
|---|------------------------|-----------------------------------|------------|---------------|
| Shop Number | Radio Call Number | Unit to Which Vehicle is Assigned | | |
| Time and Date Out | Time and Date In | Mileage Out | Mileage In | Total Mileage |
| Purpose of Use: | | | | |
| <p style="text-align: center; font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">SAMPLE</p> | | | | |
| Domicile Address | | | | |
| _____ | | | | |
| _____ | _____ | _____ | _____ | _____ |
| (Date) | (Signature of Officer) | | (Unit) | |
| _____ | _____ | _____ | _____ | _____ |
| (Date) | (Authorizing Official) | | (Unit) | |

DISTRIBUTION: Forward original through channels within 24 hours of each use.

Original - General Support Services

Copy 1 - Chief of Police

Copy 2 - Element

SAMPLE

**METROPOLITAN POLICE DEPARTMENT
 AUTHORIZATION FOR THE USE OF A GOVERNMENT OWNED-LEASED VEHICLE
 DESIGNATED TAKE HOME USE**

Authorization is hereby requested for the utilization of a government vehicle for Designated Take Home Use. Designated take home assignments will be made only to employees who are on 24-hour call during off-duty hours, or the occasional off-duty use not to exceed 20 calendar days in one year. Assigned vehicles are to be used for commuting and governmental purposes only. Overnight availability of the vehicle is in the best interest of the Metropolitan Police Department and the District of Columbia.

| |
|--|
| NAME: _____ |
| DIST/DIV/OFFICE: _____ |
| EMPLOYEE TITLE/GRADE: _____ |
| WORK ADDRESS: _____ |
| WORK NUMBER: _____ |
| HOME ADDRESS: _____ _____ |
| HOME NUMBER: _____ |
| CELLULAR NUMBER: _____ |
| NUMBER OF CALL BACKS WITHIN THE LAST TWELVE MONTHS: _____ |
| MEMBER' FUNCTION IN THE UNIT: _____ |
| MEMBER'S JUSTIFICATION: _____ |

| | | | | |
|--|-------|-------|-----------|------|
| DRIVER'S PERMIT NUM./CLASS: _____ STATE: _____ EXP. DATE: _____ | | | | |
| I, _____ certify that I have received and read a copy of GO-OPS-301.05 and agree to abide by its terms and conditions. | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="text-align: center; border: none;">Signature</td> <td style="text-align: center; border: none;">Date</td> </tr> </table> | _____ | _____ | Signature | Date |
| _____ | _____ | | | |
| Signature | Date | | | |

| | |
|----------------------------|-------|
| Chain of Command Approval: | |
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Signature | Date |