

GENERAL ORDER



DISTRICT OF COLUMBIA

Title Motor Vehicle Take-Home Program		
Topic	Series	Number
OPS	301	04
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I. POLICY

The policy of the Metropolitan Police Department (MPD) is to provide a Patrol Motor Vehicle Take-Home Program for selected uniform patrol members and other members as designated by the Chief of Police to increase police presence in the community, to serve as a deterrent to criminal activity through high visibility, and to serve as an incentive for patrol members that reside in the District of Columbia.

II. DEFINITIONS

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

1. Member – Sworn member of the Metropolitan Police Department.
2. Washington Metropolitan Area – Any point within a 25-mile radius extending from the U.S. Capitol Building.

III. REGULATIONS

- A. The Chief of Police or his/her designee shall determine, based on fleet availability, the number of vehicles that will be distributed to each police district for the Motor Vehicle Take Home Program (“Program”).
- B. Members selected for participation in the Program shall be assigned to uniform patrol or as designated by the Chief of Police. Members assigned to duties in the patrol districts that are not eligible for selection include but are not limited to, administrative positions, property clerks, and similarly assigned personnel within a Patrol Service Area (PSA).
- C. Participation by members in the Program shall be terminated after three (3) years in any one (1) police district. Participants shall be required to reapply if they wish to be considered for participation after three (3) years.
- D. Members the rank of Sergeant and below are eligible to participate in the program. Lieutenants shall be ineligible to continue participating in the program unless approved by the Chief of Police.
- E. In order to be eligible for selection and participation in the program, at the time of application a member must:
 - 1. Provide proof of District of Columbia residency (e.g., driver’s license, mortgage statement); dual residency is prohibited.
 - 2. Have at least three (3) years of MPD service and (2) years in Patrol.
 - 3. Have a current performance rating of exceeds expectations or higher.
 - 4. Have 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.
 - 5. Have the expected tardiness privilege in effect.
 - 6. Have no more than one (1) preventable motor vehicle accident within the twelve (12) month-period preceding the date of application.
 - 7. Have no sustained adverse action within the previous three (3) years prior to the date of application.
 - 8. Be Civil Disturbance Unit (CDU) and Field Training Officer (FTO) trained or willing to be trained in both areas.
 - 9. Provide a letter of recommendation from an official regarding their work performance.

- F. Take-home vehicles shall remain assigned to members for three (3) years as long as they maintain DC residency, are assigned to a PSA, and remain in good standing or as otherwise approved by the Chief of Police.
- G. Members who fail to maintain any of the selection criteria outlined in Part III.E above shall be terminated from the program (e.g., member receives sustained adverse action.)
- H. Members participating in the Program are expected to stop for short periods of time to assist citizens with jump-starts and directions without receiving compensation. When members make an off-duty arrest, compensation shall be provided as required by the Fair Labor Standards Act.
- I. Absent authorization from their Watch Commander, members may not operate their take home vehicle outside the District of Columbia.
- J. Members may request approval from their Watch Commander to operate their take home vehicle outside of the District of Columbia for official police business only.

IV. PROCEDURES

- A. Selection Process
 - 1. Take-Home vehicles shall be assigned giving priority consideration to the following members:
 - a. Master Patrol Officers; and
 - b. Field Training Officers.
 - 2. When assigning take-home vehicles, consideration shall be given to:
 - a. Members residing in public housing and/or neighborhoods identified as high crime areas; and
 - b. Members who reside in their patrol districts.
 - 3. District Commanders shall:
 - a. Ensure that program vacancy announcements are read at roll calls, and 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.

- b. Ensure that a list is prepared containing the names of eligible applicants listed alphabetically by date of application including the patrol district of residence.
- c. Establish a Motor Vehicle Take-Home Selection Committee (“Committee”) consisting of no less than three (3) members to include:
 - (1) One (1) Lieutenant or above who shall serve as the chairperson;
 - (2) A representative of the collective bargaining unit for officers and sergeants;
 - (3) One (1) MPO or one (1) sergeant member of the Patrol Motor Vehicle Take-Home Program;
 - (4) The Take Home Vehicle Coordinator; and
 - (5) The Vehicle Maintenance Officer (VMO).
4. The Committee shall review the list of eligible members and forward recommendations to the District Commander for approval.
5. The Chief of Police shall have final approval authority via the PD Form 895 (Authorization for the Use of a Government Owned- Leased Vehicle Designated Take Home Use) regarding all recommendations and the assignment of members to the Patrol Motor Vehicle Take-Home Program.
6. Members remaining on the eligibility list after initial selections are made shall be considered for temporary details in the Program that become available through transfers, retirements, and other administrative actions.
7. Temporarily selected members must maintain their eligibility and adhere to all responsibilities that are required of the members formally chosen by the Committee.
8. Members temporarily assigned as a participant for more than one (1) year shall have their accrued time deducted from the aggregate (3) three-year eligibility period.
9. Eligibility lists shall expire when a new vacancy announcement is published. Members temporarily assigned to the Program and those remaining on the expired eligibility list shall reapply for consideration when a new announcement is published.

B. Responsibilities of Participating Members

1. Members who meet all eligibility criteria and are selected to participate in the Program shall attend a mandatory orientation session prior to having a take-home vehicle assigned.
2. Members shall be notified of the date, time and location of the orientation session through the Commander or designee of their assigned district.
3. Members receiving temporary assignments shall attend an orientation session before receiving a vehicle from the take-home coordinator.
4. Members shall receive authorization from their District Commanders to be assigned a take-home vehicle after completion of the mandated orientation session.
5. Members participating in the Program shall comply with all MPD policies and procedures including, but not limited to:
 - a. GO-OPS-301.1 (Vehicle Operation and Maintenance);
 - b. GO-OPS-301.3 (Vehicular Pursuits);
 - c. GO-SPT-302.5 (Radio Communications);
 - d. GO-PER-201.19 (Employee Personnel Records);
 - e. D.C. Municipal Regulations Title 6A (Police Personnel); and
 - f. D.C. Official Code § 50-204 (Restrictions on the Use of Official Vehicles)
6. Members shall utilize their assigned take-home vehicle when on duty, unless otherwise directed by an official.
7. Members shall prepare and complete a PD Form 775 (Daily Vehicle Inspection and Activity Report) 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.
8. Members shall prepare a PD Form 776 (Vehicle Take Home Monthly Report) each month, in an original and one (1) copy, to report activities for their assigned take-home vehicle.

- a. The PD Form 776 shall be submitted through the chain of command to the district commander no later than the 5th 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 notices of infraction issued listing the date;
 - (2) Moving and parking notices of infractions received, listing the date and jurisdiction of occurrence;
 - (3) A record of gas, oil, and mileage used;
 - (4) A record of vehicular crashes or other damage to the vehicle with copies of all reports generated regarding such incidents;
 - (5) Participation in community, civic, and/or mentoring activities;
 - (6) Special requests for assistance received from citizens;
 - (7) Other activities related to the Program's objectives; and
 - (8) A record of all travel outside of the District of Columbia including, but not limited to, travel date, destination, time of departure, authorizing Watch Commander, and time of return.
9. When operating a take-home vehicle off-duty, members shall:
- a. Monitor the appropriate channel for the patrol district in which the vehicle is being operated.
 - b. Respond to citizens' requests for service or emergency calls in the immediate proximity to their location.
 - c. Notify the Office of Unified Communications (OUC) 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; and
 - (3) Give their CAD number and four-digit off duty take-home cruiser number to the OUC dispatcher.
- d. Advise the OUC dispatcher when leaving the District of Columbia of the time of departure and return after approved by the Watch Commander.

NOTE: Members may only leave the District of Columbia for official police business with the approval of their Watch Commander.

- e. Immediately submit any police reports taken via RMS to a sergeant on duty.

NOTE: Members participating in the Program are expected to stop for short periods of time to assist citizens with jump-starts, and directions, without receiving compensation. When members make an off-duty arrest, compensation will be provided as required by the Fair Labor Standards Act.

10. Members are permitted to transport civilian passengers when operating a take-home vehicle off-duty and they shall follow all applicable laws for transporting persons (e.g., child restraint seats, seat belts.)
- a. Members shall exercise good judgment at all times and not engage in any inherently dangerous activity when accompanied by a civilian passenger.
 - b. Members responding to emergency situations shall not engage in fresh or hot pursuit when a civilian passenger is present in their vehicle.
11. Members operating a take-home vehicle off-duty shall comply with D.C. Official Code § 50-204 (Restrictions on the Use of Official Vehicles), the applicable provisions of D.C. Municipal Regulations Title 18 (Vehicles and Traffic) (e.g., speed limits, parking regulations, seat belts, shoulder harnesses, and child restraint seats.)
12. Members shall remove their hand-held portable radio and all other portable police equipment whenever leaving their assigned take-home vehicle in accordance with MPD policy and procedures.
13. Members shall request a police crane, through the OUC, when a take-home vehicle becomes disabled.

14. Members may use their assigned take-home vehicle to travel to and from MPD-approved outside employment.
 - a. Members shall document their use of their assigned take-home vehicle for outside employment on the PD 776 (Vehicle Take Home Monthly Report).
 - b. Members shall not park their assigned take-home vehicle at any commercial, public, or private location for compensation.
15. 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. Members shall forward to their commanding official a copy of such notices, payment receipts and/or court dispositions within twenty-four (24) hours of receipt or knowledge of such notices whichever occurs first.
16. Members shall store their vehicles at their assigned districts when they will be outside the Washington Metropolitan Area for five (5) or more calendar days.

C. Restrictions

1. Members are prohibited from operating their assigned take-home vehicle and shall immediately surrender their vehicle to their commander/revoking official when on limited duty status, on sick leave, when their police powers are revoked, or upon termination, resignation or retirement. The revoking official shall ensure that the vehicle is returned to the district commander.
2. 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.)

NOTE: An assigned patrol partner is permitted to operate the vehicle while on-duty.
3. 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.
4. Members shall be in possession of their badge, identification folder, service pistol, and MPD-issued less-than lethal weapons (e.g., OC spray and ASP) whenever operating a take-home vehicle.

- a. Members with authorization to operate a take-home vehicle in Maryland or Virginia shall comply with the laws of those states regarding carrying firearms.
 - 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.
5. Members shall not frequent ABC establishments or strip clubs unless on official police business and shall not operate their take-home vehicle through any drive-through liquor stores.
6. Members operating a take-home vehicle off-duty and their passengers shall not dress in a manner or exhibit conduct that will bring discredit to the MPD or the District of Columbia.
 - 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 is 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.
8. Members shall not install personal equipment or make modifications to their assigned take-home vehicle, except when the following conditions are met:
 - a. Written approval is obtained from the Director, Fleet Services Branch, in advance of the equipment installation and/or modification (e.g. electronic items, radios, cellular telephones, speakers, window tinting, and future add-ons);
 - b. The member assumes responsibility for the cost of the personal equipment, to include installation and/or modifications;
 - c. The equipment is specifically designed for the make and model of the vehicle;
 - d. The vehicle is not disfigured in any way (e.g., by adding radio speakers to augment factory installed speaker systems);

- e. The member is responsible for having the vehicle inspected by the Radio Shop Section, OUC, following completion of electronic equipment installations/modifications; and
- f. All personal equipment installed in a take-home vehicle becomes a permanent fixture of the vehicle.

D. Removal from the Program

1. 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;
 - b. Failure to maintain the Program eligibility criteria established in Part III.E 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, respective bureau heads, and the Chief of Police.
2. 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 Program. The vehicle shall be surrendered to the Commanding Official immediately for reassignment.
3. Whenever a cruiser has to be surrendered, the receiving official or vehicle maintenance officer shall conduct an inventory and inspection of the vehicle and prepare a PD Form 775 (Weekly Vehicle Inspection Checklist).

E. Special Operations Division

1. The Commanding Official or designee, Special Operations Division (SOD), shall designate MPD vehicles assigned to SOD as either take-home vehicles or on-call vehicles based upon personnel and operational needs.
2. SOD members shall meet and maintain all eligibility criteria in Part III.E of this order with the exception of Part III.E.1, 2, and 8.

3. SOD members shall be selected for take-home and on-call vehicles by the Commanding Official, SOD, with concurrence from the Assistant Chief, Homeland Security Bureau and the Chief of Police.
4. SOD members operating either a take home or an on-call vehicle shall adhere to the rules and regulations of this order with the exception of those limitations enumerated in Part III.D, I, and J.

F. Crash Review Board

The Crash Review Board shall:

1. Review all crash investigations involving take-home vehicles.
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 Board).

G. Watch Commander Responsibilities

Watch commanders may authorize a member participating in the Program to attend an Advisory Neighborhood Commission meeting, Citizens Advisory Council meeting, or other community meeting having direct impact upon the neighborhood in which the member patrols or resides while the member is on duty, provided the member's absence does not interfere with police operations.

H. District Commander Responsibilities

District Commanders shall:

1. Prepare and publish Patrol Motor Vehicle Take-Home Program vacancy announcements within their respective elements.
2. Ensure that Program vacancy announcements are read at roll calls, and 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. Ensure that an eligibility list of qualified applicants is published as described in this order.
4. Forward to the Chief of Police, for review and approval all names of members selected for assignment to the Program.

5. Suspend members from the take-home vehicle program in accordance with this order.
6. Forward recommendations, accompanied by the investigative package, if applicable, for any terminations from the Program to the Chief of Police for approval.
7. Ensure that all accident investigations involving take-home vehicles 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 Board).
8. Ensure their VMO establishes files for the PD Form 775 (Weekly Vehicle Inspection) and the PD Form 776 (Vehicle Take Home Monthly Report) filed by date, and forwards all PD 776s to PSSSB monthly.
9. Make temporary assignments of a take-home vehicle when:
 - a. The vehicle's assigned member is on limited duty, extended sick leave, administrative leave, annual leave, leave without pay or on a non-qualifying detail for a period in excess of thirty (30) calendar 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.
10. Make temporary assignments to applicants currently on the Program eligibility list who meet the eligibility criteria contained in Part III.E of this order.
11. Maintain a separate set of keys for each take-home vehicle assigned to the district.
12. Ensure parking spaces at the district where take-home vehicles may be secured when the assigned member is leaving the Washington Metropolitan Area for five (5) or more calendar days, or when their police powers are revoked, or when the member is suspended, terminated or resigns.
13. Ensure that members participating in the Program comply with this order and other applicable directives concerning members' duties and responsibilities.

- I. The Director, Fleet Services Branch, shall:
 1. Assign Program vehicles to District Commanders for disbursement as directed by the Chief of Police.
 2. Implement written guidelines for use when reviewing a member's request to make personal equipment installations or modifications to a take-home vehicle.
 3. Ensure that the vehicle history files are current, to include accurate documentation of personal equipment installations and modifications.

V. CROSS REFERENCES

- A. GO-PER-201.19 (Employee Personnel Records)
- B. GO-OPS-301.01 (Vehicle Operation and Maintenance)
- C. GO-OPS-301.03 (Vehicular Pursuits)
- D. GO-SPT-302.05 (Radio Communications)
- E. GO-SPT-401.02 (Crash Review Board)
- F. D.C. Municipal Regulations Title 6A (Police Personnel)
- G. D.C. Official Code § 50-204 (Restrictions on the Use of Official Vehicles)



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