POLICY/PURPOSE:
It is the policy of the Cedar Rapids Police Department (CRPD) to provide vehicles to members requiring transportation to and from their residence in the performance of their duties. Certain assignments require personnel to be available to respond quickly and efficiently to a scene, while other assignments require personnel to take their City vehicles home per a 28E agreement or contract.

PROCEDURE:
CRPD vehicles are to be used for official business only.

Unless in the official performance of their duties (e.g., Narcotics, Alcohol Control Team) at no time shall an officer operate an assigned or department vehicle when they have consumed any alcoholic beverage. Alcoholic beverages shall not be carried in the vehicle except in the scope of official police business.

Officers operating their assigned vehicle while off duty shall wear proper attire and will carry their official police identification and authorized weapon.

An officer’s direct superior shall be notified and appropriate reports completed if a take-home vehicle:
- Had items stolen from it
- Was damaged
- Was involved in an accident
  - Refer to Traffic Accident Investigations policy for additional information.

An off-duty officer will take any action necessary when observing a situation requiring a police response in order to prevent a crime, bodily injury, property damage, or to provide citizen assistance.
- When such action results in arrest, the officer will be responsible for completing all preliminary reports and attendant paperwork, unless exempted by an on duty commander.
- In other instances, the officer will request an on duty officer to respond and will remain at the situation until such assistance arrives.

Non-department persons, except an officer's immediate family members, shall not be transported in the vehicle while an officer is off-duty unless the transportation is in the line of official police functions or other options are not available and the act is de minimus.

An assigned vehicle shall not be operated outside the city limits, except for commuting to work, otherwise in the line of duty, to attend an official police function, or upon specific approval of the Chief of Police, Deputy Chief of Police, or Division Commander.
POLICY TITLE: Take-Home Vehicles
STANDARD/REF #: 

APPROVED BY: Wayne Jerman, Chief
REVIEWED DATE: 11/21/2017

REQUIRED REVIEWERS: Deputy Chief of Police
REVISED DATE: 11/21/2017

Any time an officer operates their assigned vehicle while not officially on duty, they will notify the Joint Communications Agency (JCA) on the information channel (F3) when they first begin operating and when they arrive at their destination.

- SROs are exempt from this during regular school hours, but will comply if attending functions outside of regular school hours.

Inspections:
Take-home vehicles shall have monthly inspections completed in the same manner as all other CRPD vehicles.
- Refer to the Police Vehicle Equipment and Inspection directive.

The Following Positions Are Approved For The Use Of Take-Home Vehicles:

- Chief of Police
- Deputy Chief of Police
  - Not utilized as a full-time, take-home vehicle.

- Patrol Division Commander
  - Not utilized as a full-time, take-home vehicle.

- Administrative Operations Division Commander:
  - Not utilized as a full-time, take-home vehicle

- On Call CID Supervisor(s)
- On Call Crime Scene Unit (CSU) Detectives/Investigators
- On Call Detectives/Investigators
- Canine Unit Officers
- Special Response Team (SRT)
  - Team Commander
  - Team Leader

- Federal Task Force Officers
- School Resource Officers (SROs):
  - SRO cars utilize take home vehicles during the school year only.
  - During summer vacation, these vehicles will be utilized in the same manner as vehicles which are not taken home, and will remain at the station when not in use.
- Joint Communications Agency (JCA) Manager
  - Not utilized as a full-time, take-home vehicle
POLICY TITLE: Take-Home Vehicles

APPROVED BY: Wayne Jerman, Chief

REVIEWED DATE: 11/21/2017

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- Training:
  On occasion, and only with the approval of the Chief of Police, Deputy Chief or Division Commander, CRPD vehicles may be taken home if an officer will be leaving for an out-of-town meeting directly from the officer’s residence. In most cases, this should only be done if driving to work on the day of an out-of-town meeting to pick up a department vehicle would cause undo back-tracking.

- City Emergencies:
  If an emergency exists affecting the City of Cedar Rapids, the Chief or Deputy Chief of Police may temporarily allow CRPD vehicles that are not already designated as take home vehicles to be utilized as such. This could be for, but not limited to:
  - Provide safer storage of CRPD vehicles away from natural disaster areas.
  - Assist in the ability for officers to commute to work during times of extreme traffic congestion.

LOSS OF PRIVILEGES:
Privileges to operate a take-home vehicle may be terminated by the Chief of Police or designee for violations of this policy and/or as deemed by other disciplinary events.