

Georgia Department of Public Safety

Policy Manual

SUBJECT VEHICLE ASSIGNMENT	POLICY NUMBER 6.03
DISTRIBUTION ALL EMPLOYEES	REVISED DATE 11/21/2023
	POLICY REVIEWED 11/21/2023

6.03.1 Purpose

To establish a policy for assignment of vehicles to members of the Department of Public Safety (DPS).

6.03.2 Policy

DPS seeks to provide vehicles to authorized DPS members for the business of DPS, pursuant to certain authorizations, conditions, and exceptions.

6.03.3 General Assignments

- A. "Assignment" shall indicate that a specific member, office, unit, or section has exclusive control over a DPS vehicle for a member or members' operational use with authorization to routinely drive the vehicle during On-Duty Status. The Fleet Manager, as authorized by policy, shall officially assign a DPS vehicle when either of such conditions exists and it is not practical to share the use of the vehicle.
- B. "Patrol Vehicles" shall mean the motor vehicles and motorcycles owned, outfitted, available, and intended for use by DPS for its statutory mission, and as individually assigned by DPS to sworn members for On-Duty Status in enforcing traffic laws and performing other authorized law enforcement actions.
- C. "On-Duty Status" shall mean the time required for undertaking a designated DPS job description or authorized assignment for compensation by or through DPS. For a civilian member, this means during DPS business or authorized hours while on a DPS property, authorized location, or during operation of a vehicle for an authorized DPS business purpose. For a sworn member, this means the authorized time and travel related to an authorized duty roster, special operation, detail, order, assignment, law enforcement response, emergency, or in compliance with Policy #5.03 – Outside Employment.

6.03.4 Individual Assignments

- A. All DPS vehicles will be assigned in accordance with the guidelines set forth in this policy and Office of Planning and Budget/Department of Administrative Services/Department of Audits and Accounts Policy for Motor Vehicle Assignment and Reporting.

- B. The DPS Commissioner shall determine DPS vehicle assignments, reassignments, swaps, or changes through the fleet manager as deemed appropriate.
 - 1. All vehicles turned in for surplus or reassignment shall be accompanied by a vehicle fuel card.
 - 2. All vehicles must be turned in to the DPS garage at HQ.
 - 3. Assigning a DPS vehicle to a member on a permanent basis requires cost efficiency for DPS, rather than for the member.
 - a. If, after one year of having a vehicle assigned, a member fails to drive the vehicle at least 14,000 miles on behalf of DPS, and subsequently fails to drive it a minimum of 3,500 miles on behalf of DPS the next quarter, the member shall not be entitled to assignment of a DPS vehicle on a permanent basis.
 - b. When a DPS member is in possession of an assigned vehicle and is off duty for more than five consecutive days, the vehicle shall be parked at the nearest patrol post or at the assigned duty station of that member, unless prior approval is obtained from the Troop/Region Commander or Division Director. If a DPS member is on any type of leave for thirty or more consecutive workdays, the assigned vehicle shall be parked at the garage for possible reassignment.
 - 4. No DPS vehicle will be reassigned without prior approval through the chain of command and the fleet manager.
 - 5. Requests from sworn members for a specific vehicle (make/model) are prohibited.
 - 6. Requests for a different class of vehicle (for example, a SUV due to the member's size) must be made in writing to the appropriate Division Director through the chain of command. If approved, the written request will be forwarded to the Fleet Manager. The Fleet Manager will consider the request in accordance with defined criteria, procedure, and vehicle availability.
 - 7. The Post Commander/Unit Supervisor shall have the privilege to request a vehicle without a protective cage. All other marked patrol units shall have a protective cage unless approved by the Deputy Commissioner.

6.03.5 Unit Assigned Vehicles

- A. All DPS vehicles that may be utilized by more than one member shall be assigned to an organizational unit as opposed to an individual.
- B. Such vehicles shall be utilized for business purposes only. Personal use (e.g., using the vehicle to drive to a non-work-related event or appointment or to run errands) is prohibited.
- C. Supervisors of organizational units to whom departmental vehicles are permanently assigned are responsible for ensuring compliance with garage and manufacturer recommended maintenance/service standards as outlined in the owner's manual and the Vehicle Maintenance Exhibit #6.03-1.

6.03.6 Utilization

- A. Authorization for driving patrol vehicles home at the end of assigned shifts.
 - 1. Sworn members who have been assigned a marked Patrol Vehicle under the one-member, one vehicle program are authorized to take the Patrol Vehicle home at the end of his or her shift, when such authorization is in the best interest of DPS.
 - 2. This policy presumes that it is in the best interest of DPS for sworn members to drive their Patrol Vehicles home, unless authorization is otherwise rescinded, revoked, or suspended. Such authorization is for the benefit of DPS and shall not be construed to be a benefit of employment for the member.
 - 3. A Post Commander/Unit Supervisor, Troop/Region Commander, or other authorized supervisor, at their discretion, may rescind, revoke, or suspend the authorization.
 - 4. Rescission, revocation, or suspension of authorization to take a Patrol Vehicle home is not subject to a formal review, appeal, or grievance.
 - 5. To ensure uniform application of this policy, the Post Commander/Unit Supervisor, Troop/Region Commander, or other supervisor shall prepare a memorandum explaining any rescission, revocation, or suspension and forward it to the appropriate adjutant, through the chain of command.
- B. As part of their On-Duty Status, sworn members shall engage in patrol activities while operating Patrol Vehicles. Therefore, miles expended operating the Patrol Vehicle shall be reported as patrol miles when carried on respective activity documents.
- C. All members shall operate DPS vehicles in a careful and prudent manner and will obey all laws and all DPS directives pertaining to such operation.
- D. A member with notice of a suspension or revocation of a driver's license of any member who is assigned a DPS vehicle or has right or access to a unit vehicle or pool vehicle shall immediately report such information to the member's supervisor.
- E. Members may use cell phone earpieces during their On-Duty Status and in operation of a DPS vehicle. Sworn members may utilize their cellphones for a law enforcement purpose. No sworn member, cadet or security officer shall wear an earpiece outside of his/her patrol vehicle.
- F. Use of a DPS vehicle shall be monitored by the member's immediate supervisor to ensure that its use is restricted to the authorized activity for which it is required, in compliance with Georgia law.

6.03.7 Marking and Equipping Vehicles

Proper marking and equipping of DPS vehicles to conform with intended, operational use and state law shall be the responsibility of the fleet manager before issuance of the vehicle and of the member's immediate supervisor after issuance of the vehicle. Refer to Policy #7.06 - Expenses.

6.03.8 Alteration of Vehicles

Members are prohibited from altering the appearance and/or equipment of any DPS vehicle without authority from the Commissioner or his designee.

6.03.9 Vehicle Care and Maintenance

- A. Members shall use fluids (fuel, oil, etc.) and parts supplied or approved by the manufacturer or DPS fleet services in the operation of DPS vehicles. Refer to Policy #7.12 - Department Fuel, Oil and Vehicle Supplies.
- B. Security
 - 1. DPS vehicles shall be locked when unattended.
 - 2. In the event weapons or equipment are lost, stolen, or removed from a DPS vehicle due to the negligence of a member, as determined through an authorized DPS investigation or review, that member shall be held accountable both disciplinarily and financially.

6.03.10 Motor Pool Vehicle Utilization

- A. Motor pool vehicles shall be issued by the fleet manager on an as needed basis.
- B. Motor pool procedures have been established in accordance with OPB/DOAS/Department of Audits and Accounts Policy. These procedures ensure appropriate use of DPS vehicles, and compliance with these procedures is required of all members.
- C. A member issued a marked Patrol Vehicle from the motor pool shall ensure that any camera equipment associated with the vehicle is operational, including but not limited to the following:
 - 1. The member shall sign into the 4RE configuration under his or her name and confirm that the device is connected to the cloud storage.
 - 2. The member shall confirm that the Patrol Vehicle's assigned flash drive is in the recording device as a backup for the cloud storage.
 - 3. The recordings created during regular patrol shall be uploaded to the cloud storage before returning the pool vehicle to Fleet Services.

6.03.11 Assignment Limitations

- A. When operating a DPS vehicle, members shall be governed by the following limitations:
 - 1. Vehicles shall not be used for personal purposes to include but not limited to the following:
 - a. Shopping;
 - b. Vacations;

- c. To visit or enter establishments where the principal business is the sale of alcoholic beverages, unless in the performance of assigned duties;
 - d. To visit or enter adult entertainment establishments, unless in the performance of assigned duties; or
 - e. To visit or enter houses of prostitution, gambling, or establishments wherein the laws of the United States, state or local jurisdiction are violated, unless in the performance of assigned duties.
2. Members shall not operate DPS vehicles after consuming any alcoholic beverages. Members shall not operate DPS vehicles after using any drugs that could impair a member's ability to operate a vehicle.
 3. DPS vehicles shall only be used in the exercise of DPS-related business as set forth in policy and Georgia law.
 4. Unless prior approval is obtained through the chain of command, members shall not allow any person to ride in a DPS vehicle unless such person is also a DPS member and in an On-Duty Status. The provisions of this paragraph shall not apply if:
 - a. The person is being transported as part of the member's official duties (e.g., transporting stranded motorists, returning mechanics to their place of business, etc.), or
 - b. The person being transported is also employed by the State of Georgia, or a political subdivision thereof, and is also engaged in their official duties.
- B. It is the responsibility of the member to comply with this policy, where applicable. It shall be the direct responsibility of the supervisors to ensure compliance on the part of their respective members.

6.03.12 Operating a DPS Vehicle

A. General

1. Any members operating a DPS vehicle shall do so in a safe, courteous manner, consistent with all applicable training, policies, procedures, and statutes.
2. All occupants of DPS vehicles shall properly utilize seat belt and shoulder harness equipment. Arrestees shall be governed by Policy #11.07 - Custodial Transports.
3. Traffic crashes involving DPS vehicles shall be investigated as outlined in Policy #17.03 - Traffic Crash Investigations.

B. Electronic Stability Program (ESP)

1. On all DPS vehicles equipped with ESP, it shall not be turned off except for the following reasons:
 - a. The "Partial Off" mode may be used for driving in deep snow, sand or gravel. (See owner's manual for proper operation)

- b. The "Full Off" mode may be used for off-highway or off-road use only and should not be used while operating the vehicle on any public roadways.

C. Front Passenger Airbag

If a DPS Patrol Vehicle is equipped with an authorized, front passenger airbag deactivation switch whether factory installed or aftermarket, the switch shall always remain in the off position to restrict front passenger airbag deployment from striking installed DPS equipment and thereby causing harm to front seat passengers.

D. Sworn Members

1. Sworn members shall wear the designated uniform for his or her assignment when operating a Patrol Vehicle.
2. Post Commanders shall be exempted from this requirement while conducting Post operations.
3. All sworn members are directed to read and comply with O.C.G.A. § 40-6-6.
4. Discretion and judgment shall be used to determine the appropriateness of patrol speeds.
5. When engaged in routine, non-emergency patrolling, the speed should not exceed the posted speed limit.
6. Sworn members are reminded that their actions are highly visible to the public and they shall be held accountable for inappropriate conduct.

E. Discipline Arising from Speed Complaints

1. Consistent with Policy #8.02 – Complaints, speeding complaints shall be investigated by the member's Troop/Region Command or Division Director. The findings and any appropriate discipline shall be documented in the employment file by the respective Sworn Work Unit Commander or Division Director.
2. Depending on the facts, circumstances, and severity of an offense, the Limited Appointing Authority has the discretion to initiate any level of discipline up to and including termination.

6.03.13 Vehicle Complement

- A. The following items shall be in the front passenger compartment of each DPS vehicle in use:
 1. Fuel credit card (in glove box), and
 2. Insurance card (in glove box).
- B. For each Patrol Vehicle with a rifle mount, an immediate response bag containing extra magazines, ammunition, first aid supplies, and flashlight shall be in the front passenger compartment.

- C. For each Patrol Vehicle without a rifle mount (excluding motorcycles), an immediate response bag containing extra magazines, ammunition, first aid supplies, and flashlight shall be in the trunk or the front passenger compartment.

- D. The following basic items shall be in the trunk of each marked patrol vehicle (excluding motorcycles):
 - 1. First Aid kit;
 - 2. Spray bottle, with water, for treatment of persons sprayed with O.C. Spray;
 - 3. Fire extinguisher;
 - 4. Jumper cables;
 - 5. Ax;
 - 6. Blanket;
 - 7. Crowbar;
 - 8. Automated External Defibrillator (AED);
 - 9. Naloxone kit;
 - 10. Fuses, or Department-issued equivalent;
 - 11. Reflective Safety Vest;
 - 12. Tire deflating devices (e.g., Stop Sticks); and
 - 13. Crash Investigation Kit:
 - a. Hammer;
 - b. Concrete Nails;
 - c. Fender Washers;
 - d. 300 ft, Fiberglass Measuring Tape;
 - e. 100 ft. Fiberglass Measuring Tape;
 - f. 10-12 ft. Steel Tape Measure;
 - g. 3-4 ft. Builder's Level or 3-4 ft. Smart Level (Electronic);
 - h. Lumber Crayons (yellow);
 - i. Upside Down Marking Paint (Various Colors);
 - j. Pin Flags (Various Colors), and
 - k. Crime Scene Tape.

- E. DPS Specialty Units shall follow their internal guidelines concerning items that should be located in their assigned vehicles.
- F. Troop/Region/Post/Unit Commanders shall be responsible during routine inspections to ensure sworn members have all appropriate duty equipment available and in proper condition.
- G. In addition to the above, the following items shall be located in the trunk of each marked MCCD patrol vehicle:
 - 1. 100 ft. measuring tape;
 - 2. Height stick;
 - 3. Creeper;
 - 4. Chock Blocks;
 - 5. Brake Measuring Tool;
 - 6. Chamber Mate;
 - 7. Tire Tread Depth Gauge;
 - 8. Tire Pressure Gauge;
 - 9. Brake Shoe Gauge; and
 - 10. Six inch Folding Carpenter Ruler.