

# Georgia Department of Public Safety Policy Manual

<b>SUBJECT</b> <b>VEHICLE ASSIGNMENT</b>	<b>POLICY NUMBER</b> <b>6.03</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>3/18/2010</b>

### 6.03.1 Purpose

The purpose of this policy is to establish guidelines for assignment of vehicles to departmental personnel.

### 6.03.2 Policy

It is the policy of the Georgia Department of Public Safety to provide vehicles to authorized department personnel for the purpose of carrying out official duties.

### 6.03.3 General Assignments

- A. Members will be provided vehicles, within state policy, to the extent needed in order to conduct Departmental business.
- B. The term "assignment" shall indicate that a specific employee, office, unit or section has exclusive control over a vehicle during the workday, or is the only employee, office, etc. who routinely drives the vehicle. The Fleet Manager, as authorized by policy, shall officially assign a vehicle when either of such conditions exists and it is not practical to share the use of the vehicle.
- C. Any employee receiving a vehicle must complete an DOAS-MV1 Form at the time the vehicle is picked up from the garage. Sworn members shall fill in "Employee", "Vehicle Information", and "Authorization" portions of the form only. Non-sworn members must complete the form in its entirety. This procedure shall apply to all vehicle transfers and reassignments. The fleet manager will maintain this form.
- D. All Departmental vehicles that may be utilized by more than one individual shall be assigned to an organizational unit as opposed to an individual.

### 6.03.4 Individual Assignments

- A. 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 Colonel shall determine 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. A vehicle report shall be completed and entered into the Fleet Anywhere System at the Post on the day the vehicle is turned in.
2. All vehicles must be turned in to the garage at the headquarters facility.
3. Assigning a departmental vehicle to an employee on a permanent basis shall be justified by the fact that it is cost efficient to the department.
  - a. If, after one year of having a vehicle assigned, an employee fails to drive at least 14,000 departmental miles, and subsequently fails to drive a minimum of 3,500 departmental miles the next quarter, the employee shall not be entitled to have a vehicle on a permanently assigned basis.
  - b. When a departmental employee has in their possession 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 the employee, unless prior approval is obtained from the Troop/Region Commander or Division Director. If a departmental employee 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 departmental vehicle will be reassigned without prior approval through the chain of command and the fleet manager.
5. 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 Lt. Colonel.

### **6.03.5 Utilization**

- A. Driving patrol vehicles home at the end of assigned shifts.
  1. Sworn members who have been assigned a marked vehicle under the one-man, one-car program are authorized to take the assigned vehicle home at the end of their shift, when such authorization is in the best interest of the department. By this policy, it is presumed that it is in the best interest of the Department for a sworn member to take his vehicle home. Such authorization shall not be construed to be a benefit of employment.
  2. A Post Commander, Troop/Region Commander, or other authorized supervisor, at their discretion, may rescind or suspend the authorization.
  3. Since the authorization to take the vehicle home is for the benefit of the department, and is not considered a benefit for the employee, there shall be no formal review, appeal or grievance based on such revocation, rescission, or suspension.
  4. In order to insure uniform application of this policy, the Post Commander, Troop/Region Commander, or other supervisor shall prepare a memorandum explaining the revocation, rescission, or suspension and forward it to the appropriate adjutant, through the chain of command.
- B. Remaining in compliance with guidelines set forth in the one-person, one-car program, uniform members shall engage in patrol activities while operating

departmental vehicles. Therefore, miles expended operating the vehicle shall be reported as patrol miles when carried on respective activity documents.

- C. Civilians with permanently assigned vehicles should reflect the utilization of the assigned vehicle in accordance with their assigned activity on the monthly vehicle report.
- D. Utilization of all other vehicles within the Department shall be monitored by the immediate supervisor of the employee, office, etc. to which the vehicle is assigned. Use of any departmental vehicle should be restricted to the authorized activity for which it is required, in compliance with Ga. Code 35-2-56.

1. Ga. Code 35-2-56 states:

- a. Except as otherwise provided, no department motor vehicle shall be used by any member of the Uniform Division except in discharge of official duties. Any other equipment shall be used only with the express written approval of the Commissioner. The Commissioner shall adopt rules and regulations governing the use of equipment subject to approval of the Board of Public Safety.
- b. Members of the Uniform Division may use a department motor vehicle while working an approved off-duty job, provided that:
  - 1) The off-duty employment is of a general nature that is the subject of a contract between the off-duty employer and the Department of Public Safety and is service in which the use of the department motor vehicle is a benefit to the department or is in furtherance of the department's mission;
  - 2) The off-duty employer agrees to pay and does pay to the department an amount determined by the commissioner to be sufficient to reimburse the department for the use of the vehicle and to pay the off-duty employee sufficient compensation. Pursuant to such contract, the department shall pay the employee of the department the compensation earned on off-duty employment whenever such employee performs such service in a department motor vehicle;
  - 3) The commissioner has specifically approved, in writing, the individual use of the vehicle by the employee, and
  - 4) At no time will an off-duty employee be allowed use of a department motor vehicle at any political function of any kind.

### **6.03.6 Marking and Equipping Vehicles**

Proper marking and equipping of departmental vehicles to conform with vehicle use and state law shall be the responsibility of the fleet manager before issuance and the immediate supervisor after issuance. Refer to the Expenses Policy #7.06.

### **6.03.7 Alteration of Vehicles**

Employees are prohibited from altering the appearance and/or equipment to any vehicle without authority from the Commissioner or his designee.

### **6.03.8 Vehicle Care and Maintenance**

- A. Individuals and supervisors of organizational units to whom departmental vehicles are permanently assigned are responsible for insuring compliance with garage and manufacturer recommended maintenance/service standards as outlined in the owner's manual and the Vehicle Maintenance Exhibit #6.03-1.
- B. Members shall use fluids (fuel, oil, etc.) and parts supplied or approved by the manufacturer or garage in the operation of departmental vehicles. Refer to the Department Fuel, Oil and Vehicle Supplies Policy #7.12.
- C. Security
  - 1. Departmental vehicles shall be locked when unattended.
  - 2. In the event weapons or equipment are lost, stolen, or removed from the vehicle through determined negligence, the responsible member will be held accountable both disciplinarily and financially.

### **6.03.9 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 Departmental vehicles, and compliance with these procedures is required of all employees.

### **6.03.10 Assignment Limitations**

- A. When operating a departmental 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 enter establishments where the principal business is the sale of alcoholic beverages, unless in the performance of assigned duties;
    - d. To enter adult entertainment establishments, unless in the performance of assigned duties, or
    - e. To enter houses of prostitution, gambling or establishments wherein the laws of the United States, the state or local jurisdiction are violated, unless in the performance of assigned duties
  - 2. Members will not operate official vehicles after consuming alcoholic beverages, except in the performance of assigned duty, and in those instances, never to the extent that the member's ability to operate a vehicle is impaired.

3. Departmental vehicles shall only be used in the exercise of Department related business as defined in policy and Georgia statute, as indicated in Section 6.03.5(D)(1), above.
  4. Unless prior approval is obtained through the chain of command, members shall not allow any person to ride in Department vehicle unless such person is also a member of the Department and is on-duty. 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 employee 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 employees.

### **6.03.11 Operating a Departmental Vehicle**

#### **A. General**

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

#### **B. Electronic Stability Program (ESP)**

1. On all 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 should 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**

1. If a DPS enforcement 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 in order to disallow front passenger airbag deployment. This would help prevent installed DPS equipment from becoming a hazard to front seat passengers if a front end collision occurred.

#### **D. Sworn Members**

1. Employees shall wear the designated uniform for their assignment when operating a marked patrol vehicle.
2. Post Commanders shall be exempted from this requirement while conducting Post operations.

### **6.03.12 Vehicle Complement**

- A. The following items shall be located in the glove box of each marked GSP patrol vehicle:
  1. One box of .45 GAP caliber ammunition;
  2. Ten shotgun shells;
  3. Fuel credit card, and
  4. Insurance card.
- B. The following basic items shall be located in the trunk of each marked patrol vehicle:
  1. First Aid kit;
  2. Spray bottle, with water, for treatment of persons sprayed with O.C. Spray;
  3. Fire extinguisher;
  4. Jumper cable;
  5. Ax;
  6. Blanket;
  7. Crowbar;
  8. 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
- 9. Fusees, or department issued equivalent;
  - 10. Reflective Traffic Safety Vest;
  - 11. Tire Deflating Devices (e.g. Stop Sticks), and
- C. Specialty Units shall follow the guidelines outlined in their standard operating procedure manuals in regards to the items that should be located in their assigned vehicles.
  - D. Troop/Unit Commanders/Post Commanders shall be responsible during routine inspections to insure personnel have all appropriate duty equipment available and in proper condition.
  - E. The following items shall be located in the glove box of each marked MCCD patrol vehicle:
    - 1. One box of .45 GAP caliber ammo;
    - 2. Ten shotgun shells;
    - 3. Fuel credit card, and
    - 4. Insurance card.
  - F. The following items shall be located in the trunk of each marked MCCD patrol vehicle:
    - 1. Portable Scales (4 ea);
    - 2. 100 ft. measuring tape;
    - 3. Height stick;
    - 4. Creeper;
    - 5. Chock Blocks;
    - 6. Brake Measuring Tool;
    - 7. Chamber Mate;
    - 8. Tire Tread Depth Gauge;
    - 9. Tire Pressure Gauge;
    - 10. Brake Shoe Gauge;
    - 11. Six inch Folding Carpenter Ruler;
    - 12. First Aid Kit;

13. CPR Kit;
  14. Jumper Cables, and
  15. Fire Extinguisher.
  16. Tire Deflating Devices (HOV Units only)
- G. Region Commanders shall be responsible during routine inspections to insure personnel have all appropriate duty equipment available and in proper condition.