



***Office Of The Sheriff*
Allegany County
*Maryland***

GENERAL ORDER NO: **2-200.00**

TO: All Patrol and Judicial Personnel

RE: **AGENCY VEHICLES**

PURPOSE: To establish Agency Policy regarding the care, maintenance, and use of Agency Vehicles

EFFECTIVE DATE: 2003

REVISION DATE: 3/1/2016

2-201.00 Assigned Agency Vehicles

Deputies may be assigned an Agency Vehicle which they will retain (except circumstances to follow in this order) while off-duty. The assignment of a take home vehicle is a privilege, not a right, which can be rescinded by the Sheriff or his designee for the good of the Office because of budgetary factors or for violations of Agency Rules and Regulations. The assignment, use, and care/maintenance of Agency Vehicles will be governed by this General Order. The use of Agency Vehicles will be limited to the confines of Allegany County unless it becomes necessary to go outside of the county on Agency business. Use of agency vehicle outside the county will be subject to shift supervisor approval or that of higher authority.

.01 Operations of Agency Vehicles by Out-of-County Personnel

A. Deputies who reside outside a 25 miles radius of the Department's Kelly Rd. location may not be allowed to keep their agencies vehicle at their place of residence.

1. If an employee resides further within the 25 mile radius, then his Agency vehicle must be parked in a secure location within the required area.

a. Secure locations will be approved by the Sheriff or Shift

supervisor.

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B. Deputies approved for vacation or leave extending over 1 week will be required to leave their Agency Vehicle at the Department unless otherwise advised by the Sheriff or Shift Supervisor.

.02 Off Duty use of Agency Vehicle

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A. Deputies will be allowed the use their Agency Vehicle while in an off duty status for the following reasons..

1. Vehicle Maintenance
2. Departmental usage approved by the Sheriff or Shift Supervisor.

2-202.00 Civilians Ride-Along Program

Civilian - any person who is not a sworn law enforcement Deputy of the Sheriff ' s Office.

.01 Civilians who wish to participate in a Ride-Along Program must be approved by the Shift Supervisor or higher authority, prior to any ride-along, except:

- A. High school/college interns who have been accepted and approved by the Sheriff.
- B. Chaplain(s) who have been accepted and approved by the Sheriff.

.02 All civilians must sign a Waiver of Liability prior to the ride-along. The Waiver of Liability will be forwarded to the Shift Supervisor, and kept on file for a minimum of three (3) years. Additionally, any civilian will be subject to a complete criminal history including being fingerprinted and photographed.

.03 If civilian is 17 years of age or younger, the civilian ' s parent or legal guardian must sign a Waiver of Liability. The Waiver of Liability will be forwarded to the Shift Supervisor and kept on file for a minimum of three (3) years.

.04 Civilians will not be allowed to ride in Agency Vehicles except on date (s) and time(s) as approved by proper authority.

- .05 Civilians will remain in the agency vehicle at all times unless instructed by the Deputy.
- .06 Civilians will carry sufficient funds or other means to make phone calls in the event the Deputy has to leave the civilian at a safe location.
- .07 Civilians will ensure there is someone available to pick them up in the event the Deputy has to leave the civilian at a safe location.
- .08 Civilians will not participate in any police action unless instructed to do so by the Deputy.
- .09 In the event the Deputy is assigned a high-risk call for service, the Deputy will:
 - A. Return the civilian to the Sheriff's Office prior to responding to the call; or,
 - B. Leave the civilian at a safe location prior to responding to the call.
- .10 If the civilian is left at a safe location, the duty officer may arrange for another Deputy to transport the civilian to the Sheriff's Office.
- .11 If it is not practical or safe to leave the civilian at a safe location, the civilian will be instructed to remain in the vehicle.
- .12 Any person who is not a police officer and has no official business at a private residence will not be allowed to enter a private residence or enter upon private residential property.
- .13 Police personnel from other agencies, who may be passengers in an Agency Vehicle, may carry a firearm in accord with their agency's policy. Prior approval from the Shift Supervisor is needed.

2-203.00 Maintenance/Care and Repairs of Agency Vehicles

- .01 The responsibility for the maintenance and repair of Agency Vehicles lies with the Deputy assigned to that vehicle. The Deputy assigned to a vehicle is responsible for making sure vehicles are properly maintained and in good operating condition.

All requests for routine maintenance or repair will be submitted to the Shift Supervisor. Any requested maintenance or repairs will be specifically and clearly indicated to the Shift Supervisor. The Deputy will then be given permission to have any needed repairs conducted.

- .02 In the event damage is caused to a vehicle when obvious repair work was needed or because routine checks were not made; i.e., oil, water, tires, etc., the last known operator will be held accountable and appropriate action taken. In the event damage is done because routine maintenance; i.e., oil, change was not requested, the Deputy to whom the vehicle was assigned may be held accountable for the damages or be subjected to other disciplinary action, to include reassignment of vehicle. The Shift Supervisor will be responsible for routine maintenance on vehicles not assigned. It is incumbent upon all operators to make cursory checks of vehicles before operation; i.e., tires, body, oil, lights, to ensure vehicle is functioning properly.
- .03 Under no circumstances will unauthorized alterations, adjustments, repairs, or mechanical equipment be made or added to an agency vehicle without prior review of the Shift Supervisor or Sheriff.
- .04 When it is felt a agency vehicle is in need of service and it cannot be determined if it is feasible to continue to operate the vehicle until the requested service can be completed, the Shift Supervisor will be consulted to make the determination. If the Shift Supervisor is not available and there is a question as to whether the vehicle should be operated, it will be taken out of service with a note inside the vehicle that it should not be driven.
- .05 Agency Vehicles left at the Sheriff's Office after use will have a minimum of one half of a tank of fuel and the crank case oil at the proper level. Vehicles left at the Sheriff's Office after use will be free of litter and reasonably clean (depending upon weather conditions).
- .06 Only a certified mechanic, authorized by Shift Supervisor or Sheriff, will perform maintenance or repairs on vehicles.
- .07 The care, maintenance, and professional use of Agency Vehicles lie with assigned deputies and individual operators. Any damage to Agency Vehicles will be noted to a supervisor immediately.

- .08 Employees in Agency Vehicles where mechanical failures occur, while in transit, will adhere to the following:
 - A. The Shift Supervisor will be contacted.
 - B. If the vehicle is not driveable, the nearest reliable towing service, or services specified in other directives, will be notified for towing vehicle to the Sheriff's Office or vehicle repair station.
- .09 Prior to leaving a vehicle at the Allegany County Sheriff's Office for servicing/repair, it will be the responsibility of the operator to make an inspection of the vehicle to ensure that no weapons are left in the vehicle while being serviced. Weapons may be placed in the armory for safe keeping while vehicle is being serviced.
- .10 After major damage to a vehicle has been repaired, the Shift Supervisor will determine when the vehicle is placed back into service.

2-204.00 Vehicle Damage Responsibility

- .01 Any motor vehicle accident involving a agency vehicle in which there is personal injury or death to any party involved will be reported to the Shift Supervisor immediately. The Shift Supervisor, in turn, will make proper notification to higher authority.
- .02 Damage to any agency vehicle will be reported upon occurrence, if known, to an on-duty supervisor and a report submitted by the operator before the end of shift. In the event the Deputy is driving the vehicle in an off-duty status, the damage will be reported to the on-duty shift supervisor upon occurrence or discovery, and a report submitted within 24 hours.
- .03 Any damage to a agency vehicle stemming from an incident classified as a motor vehicle accident, as defined in the Automated Crash Reporting System (ACRS) along with a detailed report of the incident. All reports will be completed and forwarded to the Shift Supervisor immediately. If Allegany County Sheriff's Office personnel incur injury as a result of the accident, a Workmen's Compensation Form will be completed. All

documentation will be completed and forwarded via shift supervisor to the Sheriff prior to the end of shift. Any incident involving an agency vehicle, with or without an ACRS Report along with a detailed report. In addition, an ACRS Report will be completed any time a Sheriff's Office vehicle unintentionally comes into contact with another vehicle, person, or property, regardless of whether damage or injury is visible or claimed at the time of the incident.

- .04 Damage to an agency motor vehicle not classified as a motor vehicle accident will be documented in the incident report by the assigned personnel. Reports will be submitted to the Shift Supervisor within 24 hours.
- .05 Any damage to Agency Vehicles resulting from criminal activity will be documented on a Criminal Incident Report (CIR) to be submitted to the Shift Supervisor prior to the end of the shift..

2-205.00 Vehicle Inspections

- .01 Shift Supervisors will be responsible for inspecting subordinates' vehicles at any given time.
Any damage not previously reported will be brought to the attention of the Shift Supervisor immediately.
- .02 At least once per year, the Sheriff will conduct an inspection of agency personnel and equipment.

2-206.00 Misuse of Agency Assigned Equipment

- .01 All members of the office will be held accountable for the proper use and care of agency equipment. Cases of neglect, alteration, destruction or other abuses of equipment will not be condoned, and shall be reported to a supervisor by an employee with such knowledge who shall act accordingly in rectifying the abuse and administering disciplinary action, if appropriate.
- .02 Agency Vehicles will not be used to display any materials not of a law enforcement nature; i.e., campaign stickers/other sorts of bumper stickers.

2-207.00 Obedience of Traffic Regulations

.01 Employees operating Agency Vehicles will conform to all laws regulating traffic and set an example of good driving to the public, and to fellow employees. Motor vehicle operations on roadways will be governed by the State of Maryland Transportation Article.

2-208.00 Additional Guidelines

.01 All occupants of Agency Vehicles will utilize seat belts and shoulder harnesses while vehicle is in operation.

.02 Only agency employees will be allowed to use agency equipment including radios in vehicles, except in emergencies.

.03 At no time will more than two (2) marked vehicles be parked at any establishment except on official business. Supervisors' vehicles are excluded if stopped at the same establishment for supervisory reasons.

.04 Speedometer accuracy of patrol/judicial vehicles will be maintained in accordance with the following procedures:

- A. Every 90 days, vehicle speedometers will be tested for accuracy by a qualified agency Radar Operator using a calibrated agency radar unit.
- B. Operator of vehicle being tested will run the vehicle through the radar beam at indicated speedometer MPH of 30, 50 and 70 MPH.
- C. The radar/speedometer comparison will be documented.
- D. Discrepancies between indicated speedometer MPH and radar speed exceeding 5 MPH will be reported to the Shift Supervisor for correction.
- E. Newly acquired vehicles will not be placed into service until speedometer accuracy has been verified by procedures in A through D above.

.06 Without exception, when refueling all Agency Vehicles, the operator is to remain at the vehicle until completion of refueling. If it becomes necessary to leave the area of the vehicle prior to completion of refueling, the pump will be stopped and the vehicle gas cap replaced. The engine's oil level will be checked each time fuel is obtained and the operator will assure a satisfactory operating level.

By Order Of:

Craig A Robertson, Sheriff