

**Purpose**

To establish guidelines and procedures for Sheriff's Office vehicles.

**Policy**

It is the policy of the Cecil County Sheriff's Office to establish guidelines for the operation, care, maintenance and equipment for all Sheriff's Office vehicles to include collisions.

A. General Equipment

Deputies will:

1. Operate their vehicle with due care, obeying all motor vehicle laws and Agency policies.
2. Operate their vehicle with the headlights on during inclement weather (Rain, Fog, Snow, etc.).
3. Lock their vehicle when they are away from it.
4. Not leave the engine running or the keys in the vehicle when the vehicle is parked, unless the vehicle is under their immediate control- within Eyesight. Exception: K-9 Units.

B. Vehicle Equipment

1. Deputies are responsible for equipment and maintenance on the agency vehicle issued to them.
2. Deputies will inspect their vehicle at the beginning of their tour of duty to ensure that all vehicle's equipment is accounted for and in operable condition.
3. When a deputy discovers a problem with his/her vehicle, they shall immediately contact his/her supervisor to schedule maintenance.
4. Vehicles will be checked for damage on a daily basis. Interior and exterior damage shall be immediately documented in an incident report and brought to the attention of a supervisor. Supervisor shall report the damage to their Lieutenant.
5. Equipment installed will only be adjusted/repaired by agency approved vendor.
6. No equipment will be installed in a vehicle without approval of the Director of Law Enforcement or his designee.

## C: Maintenance &amp; Service

1. If a safety hazard is discovered during inspection or while in use, deputies shall complete a memo and forward it immediately to their supervisor who will determine if the vehicle should be removed from service.
2. Deputies will ensure that their vehicles are serviced, when required.
3. Deputies will remove agency equipment and personal belongings from the vehicle prior to the vehicle being serviced or repaired.
4. **All firearms** will be removed before leaving the vehicle for service or repairs.

## D. Take Home Vehicle – Off Duty Use

1. Deputies may only use their assigned vehicle for “off-duty” personal use within Cecil County.
2. Deputies may use their assigned vehicle to and from work only, using the most direct route, if the employee’s primary residence is within 10 miles of the borders of Cecil, Harford or Kent Counties. This privilege includes residences in the states of Pennsylvania and Delaware. **This approval does not include “Off Duty Use” or any other form of personal use outside of Cecil County.**
3. If due to unusual circumstances, an assigned vehicle is needed for personal travel in other areas and/or out of State, a written request must be submitted through the Chain of Command to the Sheriff. In an emergency situation, a deputy may request verbal authorization; however, it must be followed up with a written request.
4. Deputies while off duty and operating a CCSO vehicle, will be appropriately attired and have the proper equipment available to effectively perform a police function if necessary. While operating an agency vehicle off-duty, deputies will present a neat, clean and professional appearance in appropriate attire.
5. Communications must be advised via radio of members off duty status, 10-8 OD and Communications will be notified when any official action is taken by off duty deputies.
6. Off duty use is a privilege and shall not conflict with the number of vehicles necessary to maintain patrol responsibility.
7. Off duty travel will only be permitted for members of the deputy’s immediate family and CCSO personnel.
8. Deputies who operate CCSO motor vehicles are prohibited from making emergency runs while motor vehicles are occupied by non-official passengers, including prisoners.

9. Passengers must first be deposited at some convenient location before emergency runs are initiated.
10. When deputies are off duty and are either the operator or a passenger in a CCSO vehicle, they shall carry their approved firearm, badge and CCSO identification. While they are in the vehicle, the firearm shall be carried on their person.
11. Deputies will be responsible for the appearance and conduct of all passengers.
12. The vehicle will not be used for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows.
13. CCSO vehicles may be used for commuting to and from approved secondary employment, but will not be used in conjunction with any secondary employment activity and must be parked in a secure and safe location.
14. Off duty vehicle use is deemed a privilege and shall be subject to suspension or revocation.

#### E. Return of Vehicle to the Sheriff's Office

1. Any deputy assigned to restricted or light duty shall relinquish the Take Home vehicle for the period of restricted duty.
2. Deputies will ensure that their immediate supervisor has access to their assigned vehicle during times they may be on extended leave.
3. Deputies on extended leave of 14 or more days will be required to return their assigned vehicle to the Cecil County Sheriff's Office.

#### F. Agency Vehicle Collision

1. Deputies involved in a motor vehicle collision involving an agency vehicle shall immediately notify the Duty Officer.
2. The Duty Officer shall notify the Division Lieutenant.
3. The Duty Officer shall assign a supervisor to conduct an administrative investigation and notify the police agency having jurisdiction in the area of occurrence to conduct an investigation and complete a collision report.
4. The Duty Officer may, in the event of a serious personal injury or fatal accident, request an Advanced Collision Investigator.
5. The deputy involved shall complete a detailed report explaining the circumstances of the accident.
6. The Duty Officer shall ensure that all appropriate paperwork required by Risk Management is completed in a timely manner.
7. Duty Officer shall have the involved deputy report for Drug/Alcohol testing.