

GREENFIELD POLICE DEPARTMENT

COMMISSION OPERATIONS	General Order 19-001
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- I. **PURPOSE:** To establish guidelines regarding the use and operation of departmental police vehicles assigned to sworn members of the department.

- II. **POLICY:** All police personnel shall operate departmental vehicles with due regard for the safety of all persons. Department vehicles may be assigned to officers of the department in order to meet the goals and objectives of the department. Vehicle assignment to an officer is at the discretion of the Chief of Police. Vehicles assigned as take home cars are authorized to operate under this policy and all appropriate state laws. In all instances, an officer shall reside (permanent or temporary residence) ~~within the physical boundaries of Hancock County~~ **within a twenty-two (22) mile radius of 116 S State Street Greenfield** to be eligible to take a commission home. The use and operation of all departmental vehicles shall be at the discretion of the Chief of Police or the Deputy Chief. Availability, mobility, and crime prevention are the main objectives of the take home car program. This policy applies to the operation of all Greenfield Police Department vehicles. Probationary officers may be assigned a commission but will not use it as a take home vehicle until completing his/her Field Training (FTO) and academy certification.

- III. **PROCEDURES:**
 - A. Definitions.

For the purposes of this policy and subsequent reports, the following shall apply to distinguish the difference between motor vehicle crashes and damage to police vehicles:

Motor vehicle crash: Any incident involving a departmental vehicle and other object or person wherein either the departmental vehicle or other object or person sustains unintentional damage or injury.

Accidental damage to police vehicles: Any incident occurring on public/private property involving a departmental vehicle or other object or persons wherein either the departmental vehicle or other object or persons sustain accidental damage or injury.

Intentional damage to police vehicles: Any incident occurring on a public thoroughfare or private property involving a departmental vehicle and other object or person where the departmental vehicle sustains intentional damage.

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Chief of Police

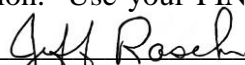
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B. Vehicle operation

1. All personnel operating departmental vehicles shall wear the safety belt properly fastened about the body and ensure passengers are properly seat belted.
2. Officers shall carry an approved handgun any time the vehicle is operated on or off duty. All firearms shall be secured in a safe location when the vehicle is not in operation or any time the vehicle is being repaired or serviced.
3. No officer of the department shall allow, at any time, an unauthorized person to operate a departmental vehicle or allow an unauthorized person to possess the keys of a departmental vehicle.
4. Persons authorized to operate departmental vehicles:
 - a. Greenfield Police Department Sworn Officer
 - b. Greenfield Police Department Reserve Officer
 - c. Civilian employees of the department, City Garage employees or anyone contracted to service the vehicle
 - d. Any other person at the Chief of Police or Deputy Chief's discretion
5. All employees of the department who operate a departmental vehicle shall be deemed to have consented to such alcohol and controlled substance testing as required by state law and these rules and regulations apply whether on duty or off duty.
6. An officer may be assigned a department vehicle after he/she has successfully completed the police academy and successfully completed the F.T.O. Program.
7. No employees of the department shall operate or cause to be operated a departmental vehicle, whether on duty or off duty, while under the influence of an intoxicating beverage. There shall be a **zero tolerance** policy.
8. No employee of the department shall operate or cause to be operated a departmental vehicle, whether on duty or off duty, while under the influence of controlled substances except those that are prescribed by a physician and does not cause impairment.
9. Employees shall consider road, traffic, and weather conditions at all times while operating a departmental vehicle.
10. Officers, whether on duty or off duty, shall exercise good judgment and use caution, regardless of the nature of the run, for the protection of life and property.
11. Officers shall stop and render aid to any person in Hancock County that may need assistance. The following are examples but the policy is not limited to:
 - a. Disabled vehicles
 - b. Person walking along roadway
 - c. Vehicle crashes
 - d. Vehicle lock-outs if an emergency
 - e. Lawful traffic stops.
12. Fuel may be obtained by issued departmental credit card. Credit cards are assigned to a specific vehicle. Use only that card for that commission. Use your PIN number

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when using another commission and card for that commission. Fuel usage will be monitored and any excess or misuse of fuel as deemed by the Chief of Police or Deputy Chief could result in a restricted use of the departmental vehicle.

13. The cleanliness of department vehicles reflects upon professionalism of the individual officer and the department, therefore, dirty vehicles will not be acceptable. Officers shall keep their assigned vehicle clean (weather permitting) and are subject to an inspection by their supervisor.
14. Employees routinely exiting and leaving their vehicle unattended shall lock all doors.
15. Employees shall be responsible for the conduct and appearance of all authorized passengers at all times so as to not reflect discredit upon the department.
16. An officer may exercise De Minimis use of their department vehicle for reasonable and limited personal transportation. De Minimis means so insignificant that it does not give rise to a level of sufficient importance to be dealt with judicially.

C. Use of clearly marked take-home vehicle

1. A clearly marked police vehicle is defined as: A vehicle owned or leased by the city government, or agency thereof, being clearly marked through words or insignia making it readily apparent that the vehicle is a police vehicle (special license plates or emergency lights only are not enough).
2. An officer when driving a clearly marked police vehicle as defined above shall:
 - a. Be armed at all times with an approved handgun.
 - b. Be on call and available to respond to emergency situations at all times when requested by a dispatcher or by the on duty supervisor.
 - c. Be on call and available to render aid to anyone that may request his/her assistance whether on duty or off duty.
 - d. Must have the two-way radio on at all times and be able to hear all transmissions.
3. Departmental vehicles shall only be operated within a one hundred (100) mile radius from the intersection of State Road 9 (State Street) and U.S. 40 (Main Street) without going outside Indiana State lines with the exceptions:
 - a. While on official police business
 - b. While attending pre-approved schools
 - c. Scheduled maintenance or repair work
 - d. With prior written approval of the Chief of Police or/and Deputy Chief

D. Use of unmarked take-home vehicle

1. An unmarked law enforcement vehicle is defined as: A vehicle owned or leased by a city government, or an agency thereof, not being clearly marked by words or insignia.
2. An officer when driving an unmarked police vehicle as defined above shall:
 - a. Be armed at all times with an approved handgun (except when it is not possible

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- to do so because of the requirements of undercover work).
- b. Be on call and able to respond to emergency situations at all times when requested by dispatch or the on duty supervisor.
- c. Must have the two-way radio on at all times and be able to hear all transmissions (except when it is not possible to do so because of the requirements of undercover work).
- 3. Departmental vehicles shall only be operated within a one hundred (100) mile radius from the intersection of State Road 9 (State Street) and U.S. 40 (Main Street) without going outside Indiana State lines with the following exceptions:
 - a. While on official police business
 - b. While attending pre-approved schools
 - c. Scheduled maintenance or repair work
 - d. With prior written approval of the Chief of Police or Deputy Chief

E. Care of Departmental Vehicle

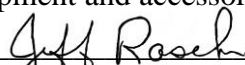
1. Maintenance

- a. Officers shall not operate any vehicle that they believe to be unsafe or with equipment severely in need of repair.
- b. Maintenance and repair items shall be immediately reported to Garage Manager. A Greenfield Police Department supervisor may take a car out of service if deemed necessary.
- c. Officers shall inspect their vehicles before operation to ensure the vehicle is safe for duty. Inspections can include, but are not limited to, the tires, brakes, lights, emergency equipment, and in-car video system. Equipment which is missing, broken, or damaged, shall immediately be reported to the on duty shift commander who shall cause repairs to be made or take it out of service until arrangements can be made with administration.
- d. Officers shall make appointments with the City Garage for routine maintenance (oil change, etc.). The officer should follow the guidelines set by the Garage Manager as to the frequency for the maintenance checks.
- e. If a departmental vehicle breaks down, the vehicle shall only be towed by an approved towing service. The on duty shift commander may make exceptions to this policy based on special circumstances or need.
- f. Damaged vehicles shall be taken to the appropriate body shop(s) for an estimate of damage as soon as possible at the direction of the Chief of Police or Deputy Chief.
- g. Damaged vehicles (not operable) shall be towed to the city garage or appropriate body shop and placed inside when possible. Firearms and other equipment shall be removed and secured at the Department.
- h. The Chief of Police shall approve all vehicle equipment and accessories. The

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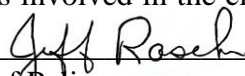
City Garage Supervisor and the Chief of Police or Deputy Chief shall approve any equipment installation or modification of the commission.

F. Reporting vehicle crashes or damage

1. In the event of a property damage crash involving a departmental vehicle, no matter how minor the damage, the officer shall notify the police agency having jurisdiction of the crash location. A crash report shall be made and pictures taken of the crash. A damage to city property case report will be completed by the officer involved. Any in-car video will be downloaded, and any witness statements will be taken. If the crash is under \$1,000.00, then there is no need for an alcohol and/or drug test. However, if the crash is over \$1,000.00, an alcohol and or drug test shall be administered (for minor crashes a PBT will be sufficient but every attempt should be made for a certified test within three (3) hours of the crash). The Chief of Police, Deputy Chief, Captain, on duty Shift Commander, and the Hancock County Emergency Operations dispatch should be notified as soon as practical.
2. In the event of a personal injury or fatal crash involving a departmental vehicle, no matter how minor the damage, the officer shall notify the police agency having jurisdiction over the crash location. A crash report shall be made and pictures taken of the crash. A damage to city property case report will be completed by the officer involved if he/she is capable (on-duty Supervisor will complete the report if the officer is not capable). Any in-car video will be downloaded, and any witness statements will be taken. A certified alcohol and or drug test shall be administered. The Chief of Police, Deputy Chief, Captain, the officer's Lieutenant, the on duty Shift Commander, the department Crash Investigator, and the Hancock County Emergency Operations dispatch should be notified.
3. In the event of intentional damage or vandalism involving a departmental vehicle, no matter how minor the damage, the officer shall notify the police agency having jurisdiction over the damage location. A case report shall be made and pictures taken of the damage. The Chief of Police, Deputy Chief, the on duty Shift Commander, and the Hancock County Emergency Operations dispatch should be notified as soon as practical.
4. For all reports of departmental vehicles being involved in crashes within the Greenfield city limits, the Hancock County Emergency Operations dispatch should handle the call as they would with any other crash that occurs within Greenfield Police Department's jurisdiction with respect to dispatching officers to the scene, dispatching fire/rescue units, notifying wreckers, and notifying the Greenfield Street Department or Indiana State Highway Department if needed.
 - a. If the crash is a minor personal injury or property damage and the crash happens within the city limits of Greenfield, the crash should be investigated by the on-duty Supervisor unless the supervisor is involved in the crash then

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the crash should be investigated by another officer of the same rank or above.

G. Effect of Leave on Departmental Vehicles

1. Officers assigned a departmental take home vehicle and are on limited duty, in an inactive duty status due to medical leave, injured on duty leave, or disciplinary leave, may be required to park and secure their vehicle at the police department at the Chief of Police or Deputy Chief's discretion.
2. Officers assigned a departmental vehicle, who tender their resignation or are terminated from employment with the department, shall be required to park the vehicle at the police department upon completion of the officer's last active duty day, or as otherwise directed by the Chief of Police or Deputy Chief.

H. "Pool" Car Use

1. Officers who use "Pool" or shared vehicles are responsible for the following prior to the end of their tour of duty.
2. Vehicle shall be filled with gas.
3. Officers shall clean all ashtrays, remove all litter and trash, and make sure the vehicle is clean and ready for the next officer.
4. Officers shall search the vehicle for possible contraband or illegal items that may have been missed when transporting. Officer locating such items shall handle such an incident by immediately notifying their Shift Commander.
5. Officers shall replace all consumed supplies (i.e. flares, first aid, fire extinguisher, oil or other fluids, and other items) that, if not replaced, would hamper the next officer coming on duty.
6. Exterior cleaning (if car wash is needed).
7. Weapons and other equipment maintained and secured.
8. Personal items should be removed after the end of duty shift.
9. Officers shall sign out and sign in the keys.

I. Riders in assigned department vehicles

1. When an officer is "off duty", the officer may transport individuals that he or she deems suitable. The officer must use discretion and not allow any defamatory, obscene (as defined by federal and Indiana law) or any unlawful behavior of his or her rider while in the vehicle.
2. While an Officer is on duty, a rider is permitted under the following circumstances. A rider is defined as a person who is riding along with an officer as a way of experiencing the duties of a police officer. The only exception is an ILEA certified police officer can be a rider. He/She does not need to sign a waiver form but does need approval from the O.I.C.:

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- a. Riders will be kept to a minimum, meaning the rider will not be the same all of the time and officer will not have a rider for every shift.
- b. The rider shall not be a distraction nor keep the officer completing his/her assigned duties and shall not interfere in any case the officer is assigned to.
- c. Riders will not be of opposite sex (even if the rider is an ILEA certified police officer) unless specifically requested in writing as to the purpose of the ride along.
- d. All riders must fill out and sign a waiver form prior to riding with an officer.
- e. All waiver forms must be signed off by the rider (if under the age of 18 then the waiver form shall be signed off by the juveniles guardian), Officer, O.I.C. and then the Chief of Police or Deputy Chief in this order. All signed waiver forms will be kept on file in the Deputy Chief's office. A waiver form will need to be completed each and every time an officer has a rider even if the rider has signed one for a previous ride along.
- f. The officer must approve the rider. No rider will be assigned to an officer that does not want a rider with him/her. The only exception will be when a reserve officer is wanting to ride or if the officer is an F.T.O can a rider be assigned to the officer.
- g. All rider requests are on a case by case situation.

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