

**GENERAL ORDER**

March 2023

Immediately

**II-06**

Distribution: All Employees

**Subject: TAKE-HOME VEHICLE PROGRAM**

Index as:	At Fault Crash	Mileage Boundaries	THV
	Cruisers, Take-home	Positional Vehicles	Unlawful Speed
	Enforcement Outside the City	Seniority List	Vehicles, Department (Take-Home)
	Extended Use Vehicle Fee	Storage of Take-Home Vehicle	
	Marked Police Vehicle	Take-Home Vehicle Program (THV)	

Accreditation Standards: 41.3.3, 53.1.1

Reference:

- G.O. II-02, Motor Vehicle Crash Review Process
- G.O. II-17, Computers, Software and Acceptable Use of Departmental Information Systems
- G.O. II-43, Lethal and Less-Lethal Weapons
- G.O. III-12, Police Vehicle Operation
- G.O. III-29, Family Medical Leave Act (FMLA)
- G.O. III-35, Military Leave and Reintegration
- G.O. IV-01 Rules of Conduct
- City of St. Petersburg Rules and Regulations, Section 5-13
- Section § 627.7491, Florida Statutes

Replaces:

- G.O. II-6, Take-Home Vehicle Program (November 29, 2023)

This Directive establishes procedures for those employees wishing to participate in the Department's Take-Home Vehicle Program. It consists of the following sections:

- I. [Policy](#)
- II. [Purpose](#)
- III. [Definitions](#)
- IV. [Eligibility for a Take-Home Vehicle \(THV\)](#)
- V. [Application for and Assignment of a THV](#)
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**I. POLICY**

- A. The Department maintains a Take-Home Vehicle (THV) Program which allows designated participants to have a Department vehicle assigned to them on a twenty-four (24)-hour basis.
- B. This policy applies to all employees who are assigned a Take Home Vehicle as detailed in this Order.
- C. Employees who are assigned a vehicle and live within the City limits may use the vehicle for limited personal use as described in this Order.

- D. The Chief of Police retains the right to make the final decision on all matters related to the eligibility, assignment, retention, and use of all take-home vehicles.

## II. PURPOSE

The Take-Home Vehicle Program:

- A. Provides enhanced police service to the community by increasing the community's perception of police presence, thus creating greater feelings of safety and security.
- B. Increases the visibility of marked police vehicles to deter crime and suppress traffic violations in neighborhoods and business areas throughout the City.
- C. Provides for a more rapid mobilization of off-duty personnel during emergency or disaster situations.
- D. Decreases the cost of maintenance and increase the usable life of each vehicle by the assignment of this resource to a designated individual.

## III. DEFINITIONS

- A. Marked Police Vehicle – A vehicle owned or leased by the Department, marked, or painted with police insignia and equipped with visual and audible warning devices.
- B. Non-owner Vehicle Insurance – Property and personal injury liability insurance coverage recommended for employees who participate in the Department's Take-Home Vehicle Program.
- C. Take-Home Vehicle (THV) – A motor vehicle owned or otherwise placed into use by the Department and which, by administrative decision, has been made part of the Take-Home Vehicle Program.
- D. Positional Vehicles – Vehicles assigned by task, e.g., K-9, Traffic, Narcotics, etc., rather than by seniority or residence considerations.
- E. Seniority List – As used in this Order, the Department will issue take-home vehicles based on seniority. A seniority list for non-specialized Uniform Services Bureau personnel will be maintained by the Fleet Manager, or designee. The eligible employee's position on the list will be determined by their classification date.

## IV. ELIGIBILITY FOR A TAKE-HOME VEHICLE (THV)

- A. Take-Home vehicles will be assigned according to the established list of the issuing Bureau.
- B. Field Training Officers (FTOs) will be placed at the top of the seniority list, followed in seniority order by those who are not FTOs.
- C. Officers living outside the City limits, but within fifty (50) miles of Police Headquarters, will be considered for assignment of a THV.
  - 1. Mileage will be determined by the use of a web mapping service (i.e. Google Maps).
  - 2. The "shortest distance" provided from the options on the web mapping service will be used.
  - 3. A copy of the digital map documentation outlining step-by-step directions with total mileage will be emailed, along with the completed Take-Home Authorization Request, through the Chain-of-Command. The information provided will be verified by the employee's supervisor.
- D. An employee assigned a THV, or a positional vehicle, must have successfully completed their probationary period.
- E. Eligibility for a THV does not guarantee one will be assigned. Placement on the seniority list and vehicle availability will be considered.

- F. Eligible employees are not required to participate in the program.
- G. The Department strongly recommends that employees participating in the THV Program obtain non-owner vehicle insurance. Failure to do so could result in increased personal liability for the employee.
- H. Employees may be ineligible for an assigned THV if their traffic crash record shows two (2) or more preventable crashes in the previous eighteen (18) months.
- I. Violations of Departmental rules, policies and/or procedures may result in suspension of eligibility for a THV.
- J. Employees who transfer from one Bureau to another will be placed on the appropriate seniority list and assigned a vehicle when one is available.
- K. All policies and procedures applicable to employees who have been officially assigned a THV, are equally applicable to any employee who is temporarily assigned a THV.

#### V. APPLICATION FOR AND ASSIGNMENT OF A THV

- A. Employees seeking to have a THV will complete and sign a Take-Home Authorization Request. Approval is contingent upon vehicle availability and authorization by the Chief of Police, or designee.
- B. Vehicles will be assigned/re-assigned by the affected Bureau Assistant Chief, or designee, considering all operational priorities and needs of the Department.
- C. When an employee who has been assigned a THV is absent from work for fourteen (14) consecutive days or less, the vehicle will not be temporarily reassigned.
- D. When an employee has a change of address, the employee will complete a new Take-Home Authorization Request and select the "Update Address Request" check box.
- E. Storage of Take-Home Vehicle
  - 1. If an employee leaves their residence for seven (7) consecutive days, but no more than fourteen (14) consecutive days and has a garage in which to house the vehicle, the vehicle may remain at the employee's residence.
  - 2. If an employee leaves their residence for seven (7) consecutive days or more, and the employee does not have a garage for storage, then the vehicle must be physically returned to the Department.
  - 3. If an employee leaves their residence for fifteen (15) or more consecutive days, the vehicle must be physically returned to the Department, regardless of whether the employee has a garage for storage of the vehicle.
- F. An employee on disciplinary suspension for any reason will automatically lose their THV privileges during the suspension. The vehicle will be returned to the Department for the duration of the suspension.
- G. Vehicles returned to the Department for fifteen (15) days or more, with approval from the affected Bureau Assistant Chief, may be temporarily assigned to another officer based on the eligibility criteria in this Order.

#### VI. OPERATION AND USE OF A THV

- A. All policies and procedures of the Department remain in effect while a THV is being operated, either on- or off-duty.
- B. THVs will only be operated by Department employees or by authorized maintenance personnel performing required services.
- C. Employees on light-duty status will not operate a THV unless authorized by their respective Bureau Assistant Chief.

D. Employees assigned a THV will exercise good judgment and will not operate or use the vehicle in a manner so as to cause unfavorable comments or bring discredit to the Department.

E. At Fault Crash

1. Employees assigned a THV who are involved in an at-fault crash and whose vehicle is out of service due to needing repairs, will not be assigned an alternate THV.
2. During that time period, the employee will check out/in a fleet vehicle daily for on-duty use.
3. Once repairs are made and the employee's THV is returned to service, the employee will have full use of their assigned THV.

F. Unlawful Speed

Periodic checks of the Automated Vehicle Location (AVL) System will be conducted by the Office of Professional Standards. The system will only be checking vehicles that are not "in service" at the time.

1. Any vehicle traveling at a speed of 80 MPH or more will be documented in the automated report.
2. If a speed of 80 MPH or more is detected six (6) or more times in a series by the AVL system, indicating a sustained period of time, personnel operating their assigned vehicle in such a manner will be subject to the following:
  - a) Vehicles traveling 80-89 MPH – Driver will receive:
    - 1) A documented verbal warning for the first incident
    - 2) A Memorandum of Counseling for the second incident within eighteen (18) months, and
    - 3) An Employee Notice and loss of their take home vehicle for one (1) year for any subsequent incident within eighteen (18) months.
  - b) Vehicles traveling 90 MPH or more – Driver will receive:
    - 1) A Memorandum of Counseling for the first incident within eighteen (18) months, and
    - 2) An Employee Notice and loss of their take home vehicle for one (1) year for any subsequent incident within eighteen (18) months.
3. The Chief of Police will review any documented speed of over 100 MPH and the incident may be referred to the Office of Professional Standards for investigation and review by a Command Review Board to determine corrective action.
4. If the investigative review determines the operator of the vehicle had a legitimate law enforcement purpose for driving at such a speed, the above sanctions will not apply.

G. THVs will be inspected by a supervisor quarterly. They will be checked for cleanliness, to ensure equipment is in working order, and that scheduled maintenance has been performed at proper intervals.

H. Officers assigned a vehicle under the THV Program will have the computer properly installed in the vehicle, powered on, and logged into Mobile Public Safety (MPS) any time the vehicle is used for official or personal use as permitted by Department policy.

I. Bureau Commanders will see that vehicle operation and use by employees participating in the THV Program are monitored to ensure compliance with applicable directives.

1. Supervisors having a reasonable belief that a THV is being operated by an employee in violation of Department regulations, on- or off-duty, will initiate an investigation.
2. If formal discipline results from any related investigation, the employee may lose their eligibility to participate in the program.

## VII. OFF-DUTY USE OF A THV

### A. Law Enforcement/Police Activity

1. Off-duty officers, operating a marked police vehicle within City limits, will stop at roadway incidents which require police attention, such as accidents or stranded motorists.  
Officers should be cognizant of the resulting negative public image of the Department if officers fail to stop and assist citizens in need.
2. Officers in civilian attire, operating a marked police vehicle, will not enforce minor traffic infractions or conduct traffic stops, unless the subject vehicle creates an immediate danger to persons or property.
3. Off-duty officers, operating a THV within City limits, will intervene in emergency or criminal situations where public safety is endangered, and no on-duty units are available or in close proximity.  
The officer will preserve evidence and maintain continuity until relieved by an on-duty officer.
4. An off-duty officer operating a THV within the City limits, who is required to perform a police function, will provide the Emergency Communications Center with the appropriate information.  
When contacting the Emergency Communications Center, the off-duty officer will utilize the designation "O.D." (off-duty) before their payroll number or permanent assignment number.
5. Enforcement Services Outside the City Limits
  - a. Sworn personnel traveling to/from work but are outside the City of St. Petersburg are to utilize the Emergency 9-1-1 System (dial 911) to request immediate emergency services.
  - b. The Emergency Communications Center does not have GPS or electronic mapping to pinpoint officer locations outside of the City.
  - c. Utilizing the 9-1-1 System identifies the officer's location and dispatch of localized services in the timeliest manner.
  - d. Once the officer's location is established with 9-1-1, the officer may contact the Emergency Communication Center via radio to advise of the situation, and to assist in relaying information to the responding agencies or other resources, as may be necessary.
6. Off-duty employees, required to perform a police function while operating a THV, will be compensated according to existing procedures.

### B. Off-Duty Use of the Take-Home Vehicle

1. During off-duty hours, use of the THV is limited to travel to and from work and:
  - a. Off-duty assignments,
  - b. While attending court or depositions,
  - c. While attending approved training,
  - d. Attendance at official City functions (award ceremonies, funerals, etc.),
  - e. Those activities defined in this Order regarding sworn employees residing in the City, and
  - f. Other functions specifically authorized by the Chief of Police.
2. If the vehicle has an installed police radio, it will be kept on at all times and set on the frequency of the District where the vehicle is being operated.  
If the vehicle is not equipped with a radio, the employee will carry and monitor a portable radio.
3. Off-duty employees operating a THV will, in all cases, wear either the uniform of the day or attire appropriate for a State Attorney investigation (dress shirt and slacks).
  - a. If not in uniform, the Department-issued police jacket, issued or authorized sidearm, and badge/photo ID will be carried in the THV and readily available for use.
  - b. In the event a police action is taken, the officer will wear their official police jacket so as to be readily identified as a St. Petersburg police officer.
4. Employees using a THV are not entitled to claim time spent traveling to and from work as "on-duty time," unless they must perform a police function.

5. Employees using a THV for transportation to a deposition or court will not receive any witness travel expense reimbursement, but they may collect the witness appearance fee if they are off duty.
6. Unattended, off-duty THVs must be locked at all times and parked so as to be readily available in the event of an emergency. Equipment not affixed to the vehicle and firearms will be removed and stored in accordance with G.O. II-43, Lethal and Less-Lethal Weapons.

C. Personal Use of a Take-Home Vehicle by Sworn Employees Residing in the City of St. Petersburg

1. Personal use of a THV is strictly limited to those activities defined in this Order.
2. Employees who live within the City limits may use their assigned THV while off-duty; however, personal use activities are limited and include the following restrictions:
  - a. Employees may patronize businesses located within the City limits. Consideration should be given to the type of businesses patronized and the duration of the visit.
  - b. Employees will not discredit nor embarrass the Department.
  - c. If a purchase is made while enroute to work, consideration will be given as to the type of item since the item will be in the vehicle while the employee is working.  
Items purchased must fit within the confines of the vehicle or trunk.
  - d. Hazardous or flammable material will not be transported in any THV.
  - e. Employees may use the THV to visit relatives and/or friends who reside in the City.
  - f. The THV will not be used for any commercial or business purpose.
3. Employees operating a vehicle while off-duty will adhere to all Department rules and regulations, City ordinances, and State laws related to the operation of a motor vehicle.
4. Off-duty employees, traveling to and from work, may transport immediate family members in their THV to destinations located within the City limits, such as a school or a daycare facility.

Seat belts and/or proper adult/child restraint devices must be used for all passengers while the vehicle is being operated.

5. Family members may be transported to and from official City functions or other functions specifically authorized by the Chief of Police.
6. Passengers will adhere to all applicable traffic laws while being transported in a City vehicle.
7. Employees may use their THV to attend educational classes being held within City limits.
8. Transportation of immediate family members to City or Department events is permitted.

D. Extended Usage Vehicle Fee and Mileage Boundaries

1. Employees hired before October 1, 2016, who have been provided with a Take-Home Vehicle, will be charged an extended usage vehicle fee, if they live fifty (50) miles or more from Police Headquarters, or move their place of residence to another location which is a farther distance from Police Headquarters and according to the rate structure below:
  - a. Employees who live or move within forty (40) driving miles from the St. Petersburg Police Headquarters will not be charged an extended usage vehicle fee. If an employee subsequently moves more than forty (40) driving miles from the St. Petersburg Police Headquarters, they will be charged an extended usage vehicle fee of one-hundred-fifty dollars (\$150) monthly via two (2) monthly seventy-five dollars (\$75) payroll deductions.
  - b. Employees who currently reside between forty (40) and fifty (50) driving miles from Police Headquarters, who then move farther from the St. Petersburg Police Headquarters, will be charged an extended usage vehicle fee of one-hundred-fifty dollars (\$150) monthly via two (2) monthly seventy-five dollars (\$75) payroll deductions.

- c. Employees who currently reside more than fifty (50) driving miles from the St. Petersburg Police Headquarters will be charged an extended usage vehicle fee of one-hundred-fifty dollars (\$150) monthly via two (2) monthly seventy-five dollars (\$75) payroll deductions.
  - d. Employees who move more than fifty (50) driving miles from the St. Petersburg Police Headquarters will not be eligible to participate in the Take-Home Vehicle Program.
  - e. Employees currently living more than fifty (50) driving miles, and subsequently move farther will not be eligible to continue to participate in the Take-Home Vehicle Program.
2. Those employees who are hired on or after October 1, 2016, who have been provided with a Take-Home Vehicle will be charged an extended usage vehicle fee according to the rate structure below:
    - a. Employees who live within Pinellas County will not be charged an extended usage vehicle fee.
    - b. Employees, who live outside of Pinellas County, but within fifty (50) driving miles of the St. Petersburg Police Headquarters, will be charged an extended usage vehicle fee of one hundred fifty dollars (\$150) monthly via two (2) monthly \$75 payroll deductions.
    - c. Employees who live farther than fifty (50) driving miles from the St. Petersburg Police Headquarters will not be eligible to participate in the Take-Home Vehicle Program.
  3. An employee may request to have the extended usage fee suspended or discontinued if they:
    - a. Move within the City limits
    - b. No longer qualify for participation in the THV program
    - c. Elect to discontinue participation in the THV program
    - d. Are on FLMA or military leave and required to physically return the THV to the Department in accordance with the Storage of Take-Home Vehicle section of this Directive.
  4. The notification to suspend or discontinue the extended usage fee will be made to the Fiscal Services Division (FSD) via PD.Payroll@st.pete.org.
    - a. Notification will be made prior to the end of the first affected pay period.
    - b. Advance notification will be made whenever possible.
    - c. Payments will not be reimbursed if the employee fails to make notification.
    - d. If the employee is incapacitated, the employee's Supervisor will notify the FSD.
    - e. Upon return to the Department and prior to a vehicle being re-issued, the employee must complete and submit a new Take-Home Authorization Request. The FSD will reinstate the extended usage fee, if applicable.
  5. The reinstatement of the extended usage fee will be effective as of the vehicle re-issue date.

## VIII. MAINTENANCE OF THE THV

### A. Employees assigned a THV are responsible for:

1. The interior and exterior condition and cleanliness of the vehicle and all equipment within the vehicle.
2. The proper care of the assigned marked, unmarked, or leased vehicle, including the scheduling for routine maintenance and required service activities.
  - a. Employees will not leave material relative to their assignment or other issued equipment in the vehicle while it is left for service or repair.
  - b. Tire pressure for the vehicle will be maintained at the maximum recommended by the tire manufacturer. Tire pressure will be checked periodically by the assigned operator.
  - c. All fluid levels will be checked by the assigned operator during normal refueling procedures. Assistance may be requested from Fleet Maintenance if necessary. Fluid levels will be filled only at authorized locations.
  - d. Vehicles taken out of service for an extended period may be replaced based on availability and the needs of the Department. Employees seeking to have a replacement vehicle while their THV is out of service will complete a new Take-Home Authorization Request and select the "Replacement Request" check box.

B. Employees who have a THV will refrain from:

1. Altering the body, general design, appearance, or markings of the vehicle.
2. Using fuel, oil, lubricant, windshield washer fluid or other liquid additives other than those which are authorized by the Department/City.
3. Affixing any unauthorized stickers or decals to any portion of the vehicle or the installation of any unauthorized front license tags or tag frames.
4. Adding/removing mechanical or electrical accessories or altering existing equipment without the permission of the Assistant Chief of the Bureau is prohibited.
5. Employees will refrain from performing any maintenance or repair work.
  - a. Employees may perform minor temporary repairs necessary to get the vehicle safely to the designated location for repair.
  - b. Any questions regarding the time, place and necessity of temporary repairs will be directed to a Supervisor.
  - c. All maintenance and repair, other than that which may be immediately necessary to move the vehicle to the designated repair location, will be performed by authorized personnel only.

IX. POSITIONAL TAKE-HOME VEHICLES

A. Positional Vehicles are assigned based on job duties and responsibilities.

The Chief of Police will determine which assignments are assigned a Positional Vehicle.

- B. When an employee assigned a Positional Vehicle leaves that assignment, they will be placed on the appropriate THV seniority list for assignment of another vehicle, if eligible, when one becomes available.
- C. Positional Vehicles deemed “undercover” will be used in a proper manner consistent with the covert assignment, regardless of residency.
- D. Positional Vehicles assigned to civilian employees, regardless of residency, will be used for business purposes only.

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Anthony Holloway  
Chief of Police