

**PORTLAND POLICE BUREAU
DETECTIVE DIVISION
STANDARD OPERATING PROCEDURES**

S.O.P #7
June 19, 2018
Revised: December 5, 2018
Review: December 5, 2020

I. SUBJECT

Detective Division take home vehicles

II. PURPOSE

To give direction regarding Detective Division take home vehicles.

III. PROCEDURE

Detective Division Personnel shall refer to Portland Police Directive 1245.00 – Vehicles, off Duty Use by Authorized Members, for further guidance.

The Detective Division prohibits the personal use of city owned vehicles. Personal, recreational, or vacation use is prohibited. However, a minimal amount of personal use of the vehicle incident to work, or as a result of being subject to call-back, is allowable. Limited exceptions are granted only as outlined in this policy.

Authorized members may use a city owned vehicle to drive to and from work and for other police-related activities. Members who are subject to call back must remain within a 35 mile radius from their reporting unit. Members will not use a city owned vehicle for recreation or vacation trips. Members subject to call back who travel outside the 35 mile radius shall notify their direct supervisor and will not do so in a city vehicle without permission from their direct supervisor.

Authorized members, attending functions where intoxicants are served, will not consume intoxicants to the extent that their driving capability is impaired.

A member who is off duty and subject to call back shall notify his/her supervisor if he/she has consumed any alcohol prior to his/her call back. The supervisor will evaluate the member and determine if he/she is fit for duty.

A city vehicle will not be loaned to, or driven by, family members or friends. The vehicle may only be driven by another city employee with the permission of the authorized member.

Vehicles assigned to authorized members are a part of the Bureau fleet. These vehicles are to be made available to members within his/her division of assignment when there is a shortage of vehicles and the authorized member is not using the vehicle.

Authorized members will assist each other by loaning available vehicles for emergencies, or when the lack of an available vehicle would result in a loss of members-hours and/or poor service to the public. Members borrowing an assigned vehicle will notify the assigned member prior to using the vehicle.

An authorized member will park and leave his/her city vehicle at its designated parking facility under the following conditions:

1. When the member will not be working for five or more workdays.
2. When the member will not be working for two or more workdays, and;
 - A. The unit has a limited number of vehicles.
 - B. The vehicle is customarily used by other members during the workday.

Members should be aware that they are subject to IRS reporting requirements for their personal use of any city owned vehicle.

It is the responsibility of the member operating the assigned vehicle to ensure the vehicle is properly maintained and kept in good working order. If a vehicle needs maintenance, the member driving the vehicle will make an appointment with City Fleet as soon as feasible to get the vehicle the service required.

It is the responsibility of the member operating the assigned vehicle to ensure the vehicle is clean and sanitary. Tickets to clean the exterior and interior of assigned detective division vehicles are available through the divisions ASII.

Unit Supervisors will coordinate mileage and service checks with City Fleet on a quarterly basis. This information is available electronically through City Fleet's monitoring database. Unit Supervisors are required to notify the Detective Division Commander through channels if unexplained or excessive miles are discovered relative to the unit norm or if the vehicle is not getting turned in for appropriate service.

Members are responsible for notifying their Unit Supervisor if circumstances exist that will likely result in excessive mileage. The Unit Supervisor will determine a resolution that will mitigate the impact on the service life of the vehicle and ensure that vehicle use remains within the limits of this SOP.

Unit Supervisors will inspect the vehicles assigned to their unit bi-annually in conjunction with annual inspections and the first month of the fiscal year. Upon completion of

inspections, sergeants will submit a memorandum through channels to the Detective Division Commander which captures the following:

- A. Equipment inventory
- B. Cleanliness
- C. Damage
- D. Maintenance

If concerns arise during or outside the inspection process where suspected misuse of Detective Division vehicles has occurred, the supervisor will investigate further, and if appropriate, will discuss any potential issues with the member, document the discussion in a memorandum to the Detective Division Commander and also make an entry into EIS.

Exceptions to these requirements will be made at the discretion of the Commander or their designee.



RICHARD DELAND
Acting Commander
Detective Division

Police Bureau

Sworn to protect. Dedicated to serve.



Phone: 503-823-0000 Non-Emergency: 503-823-3333 1111 S.W. 2nd Avenue, Portland, OR 97204

More Contact Info (<http://www.portlandoregon.gov/police/article/492458>)

1245.00 Vehicles, Off-Duty Use by Authorized Members

1245.00 VEHICLES, OFF-DUTY USE BY AUTHORIZED MEMBERS

Refer:

City Code 5.6.110

City of Portland Administrative Rule 4.13

City of Portland Administrative Procedures Manual, No. 1425

City Fleet Administrative Rules

DIR 316.00 Alcohol Use

DIR 630.10 Driving Responses

DIR 640.50 Traffic Crash Investigations

Internal Revenue Service Code and Regulations

POLICY (1245.00)

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PROCEDURE (1245.00)

Directive Specific Definitions

Authorized member: A member who is authorized by the Chief of Police to drive a city owned vehicle in accordance with the criteria established in this directive.

Immediate response: Members with the responsibility to respond to an emergency occurrence, when needed, based on his/her assignment.

Off duty: The status of a member when he/she is free from specified assigned duties and not on a pay status.

Police related activities: Any functions attended by a member in an official capacity or as a part of normal duties.

Qualified non-personal use vehicle:

a. A marked city vehicle that Bureau policy requires to be used for commuting. No other personal use of a marked vehicle is authorized.

b. An unmarked city vehicle that Bureau policy authorizes personal use for so long as it is pursuant to law enforcement functions. Using an unmarked vehicle for vacation or recreation trips is not authorized.

Vehicle rental: A monthly vehicle rental fee paid to the City Treasurer by those members authorized by the Chief of Police to drive a city vehicle to and from work, and for other limited activities.

Authorized Members (1245.00)

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Authorized members, attending functions where intoxicants are served, will not consume intoxicants to the extent that their driving capability is impaired.

A member who is off duty and subject to call back shall notify his/her supervisor if he/she has consumed any alcohol prior to his/her call back. The supervisor will evaluate the member and determine if he/she is fit for duty.

A city vehicle will not be loaned to, or driven by, family members or friends. The vehicle may only be driven by another city employee with the permission of the authorized member.

Vehicles assigned to authorized members are a part of the Bureau fleet. These vehicles are to be made available to members within his/her division of assignment when there is a shortage of vehicles and the authorized member is not using the vehicle.

Authorized members will assist each other by loaning available vehicles for emergencies, or when the lack of an available vehicle would result in a loss of members-hours and/or poor service to the public.

An authorized member will park and leave his/her city vehicle at its designated parking facility under the following conditions:

- a. When the member will not be working for five or more workdays.
- b. When the member will not be working for two or more workdays, and;
 1. The unit has a limited number of vehicles.
 2. The vehicle is customarily used by other members during the workday.

Members should be aware that they are subject to IRS reporting requirements for their personal use of any city owned vehicle.

Non-Authorized Members (1245.00)

Non-authorized members will not use a city vehicle to drive to and from work, or for personal business. However, RU managers may authorize a non-authorized member to use a city vehicle for a limited period when:

- a. Police or family related emergencies exist which require an immediate response.
- b. Police-related activities occur before or after normal working hours.
- c. Used for out of town trips on police business.
- d. The member is the acting branch, division, precinct or unit manager during the absence of the assigned commanding manager.

Exceptions (1245.00)

Authorized members driving an unmarked city vehicle whose assignment requires the member to immediately respond to an incident on a 24 hour per day, seven days per week basis may use the vehicle for personal use so long as it is pursuant to a law enforcement function.

Examples may include:

- a. Authorized members who command a branch, precinct, division or unit.
- b. Authorized members with immediate or emergency call responsibility on a 24-hour-per-day, seven-days-per-week basis and approved by the Branch chief.
- c. The Public Information Officer.

Authorized members granted this exception will be required to monitor either a mobile police radio, a pack set or carry a paging system when using the vehicle.

Members assigned to the Motorcycle Detail of the Traffic Division may ride their assigned motorcycles directly to and from work, and will not be charged a monthly vehicle rental fee.