



Sheridan Police Department
Policies and Procedures
19.2
Chapter 19 – Vehicle Operation
Section 2 – Officer Assigned Vehicle Program

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Signature:

The Sheridan Police Department assigns officers take home vehicles due to the benefits the program provides in meeting the mission of the department.

19.2.1 Objectives / Benefits

The Sheridan Police Department maintains the officer assigned vehicle program in order to:

- A. Promote the security of the citizens of Sheridan by creating an atmosphere of omnipresence of police officers resulting from an increased number of police vehicles visible on the streets in our community;
- B. Improve police-community relations by increasing off-duty personal contacts and services performed by police officers;
- C. Deter crime by limiting the opportunity of the criminal to commit the act by creating the appearance of police omnipresence;
- D. Increase traffic safety and decrease the number of traffic violations through increased visibility of marked police vehicles;
- E. Provide quicker response time to all types of calls, thereby increasing the opportunity for apprehension of criminals or the safe resolution of emergencies or disasters;
- F. Provide quicker response of off-duty personnel when recalled to duty because of an emergency;
- G. Reduce the maintenance cost of vehicles;
- H. Increase the value and improve the condition of vehicles in use;
- I. Provide for greater flexibility in the assignment of personnel for special events or programs; and
- J. Reduce down time of police vehicles through maintenance and servicing during officers' off-duty time.

19.2.2 Vehicle Assignment Criteria

- A. Sworn officers of the Sheridan Police Department will be assigned a patrol vehicle for duty assignments. The use of the vehicle is a privilege and is not to be considered a fringe benefit or right. This privilege is subject to revocation based on officer misconduct, misuse, or for any reason the program is deemed not in the department's best interest.
- B. Use of the police vehicle shall be limited to:
 - 1. Normal work assignments;
 - 2. Transportation to and from work;
 - 3. Travel to and from court when the officer's appearance is required as a result of police department employment;
 - 4. Travel to and from training; and

5. Travel to and from department meetings.
- C. To be eligible for a take home vehicle, officers must have satisfactorily completed the Wyoming Law Enforcement Academy and the Sheridan Police Department field training officer program and live within the City of Sheridan. Those officers living outside of the City of Sheridan may make a request to also take their cars home with approval of the Chief of Police.

19.2.3 General Regulations

- A. All officers assigned a police vehicle shall exercise good judgment in utilizing it and shall not drive or use the vehicle so as to cause or reflect discredit on the department.
- B. Officers operating a police vehicle shall be appropriately attired to effectively perform a police function while at the same time presenting a favorable image. Clothing shall be clean and in good condition. All officers operating a take home vehicle shall be armed and equipped with police identification, badge, portable radio, extra magazine and handcuffs or flex cuffs.
- C. The police radio will be kept on whenever the vehicle is in use.
- D. Officers operating a police vehicle while off duty or during training related travel will only address life threatening or legitimate emergent situations, such as traffic crashes. Officers will not address minor traffic violations. Officers will inform the appropriate jurisdiction of their observations.
- E. Officers operating a patrol vehicle under this policy, and within the jurisdiction of the Sheridan Police Department, will take appropriate action in all on-view situations requiring police response including: crimes in progress, vehicular accidents, traffic violations, disabled motorists, and requests for police service made to the officer. If the officer is unable to respond to the situation due being outside of their legal jurisdiction, transporting a prisoner or responding to a higher priority call, the officer shall notify dispatch or the appropriate agency..
- F. In minor cases where the officer is off-duty, the officer may summon an on-duty officer to handle the call. In such cases the officer shall standby, if needed, until the arrival of the on-duty officer and back-up officer if needed. If immediate action is needed, the off-duty officer shall handle the situation. Off-duty officer initiated traffic stops shall be completed by the off-duty officer.
- G. Off-duty officers shall be alert to emergency calls for service when operating the police vehicle. Off-duty officers traveling in the area of an emergency call shall notify dispatch of their location and ability to assist.
- H. Cleaning, fueling of vehicles, or delivery for maintenance should be done during work hours. No compensation will be authorized if done off-duty.
- I. If extended repairs are required, the department will not issue another vehicle for take-home use. The officer will be required to use a car from available vehicles.
- J. Marked vehicles must be parked legally at the curb or in a driveway of the assigned officer's home when off-duty. Vehicles will not be garaged except in severe weather. Under special circumstances, an officer may seek permission to garage an assigned vehicle. The request will be in writing to the chief of police. If equipped, officers will be responsible for plugging in their vehicle's block heater to ensure starting whenever temperatures below zero are predicted.
- K. Officers who do not take their vehicles home shall park their assigned vehicle at the police department. These vehicles shall be parked in the breezeway in the potential for inclement weather, such a hail storm or heavy snow exists.