



Policy Revision Request

Requestor Name Assistant Chief Lee Rogers Emp # 4697

This revision applies to Existing Policy 10-31-24

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ no change

Brief reason for the revision:

Current APD policy regarding take-home and on-call vehicles is limited and does not provide guidance on expectations and limitations on their use.

Document the changes or additions to the policy below. Please include the specific policy number. **Red strikethroughs** are used for deletions and **blue underlined** for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

804 Department Vehicles

804.1 PURPOSE AND SCOPE (unchanged from current version)

804.1.1 DEFINITIONS

- (a) Take-Home vehicle – A vehicle that may be used to commute to and from work, including responding to or from meetings, court, and recall situations.
- (b) On-Call vehicle– A vehicle that may be used for general transportation needs. On-call status is granted to officers who must respond directly to a point of recall without first responding back to their residence to pick up the police vehicle. This status applies when officers are eligible for on-call compensation (including Lieutenants and Commanders who are on call but exempt from on call compensation).
- (c) Pool vehicle– A vehicle assigned to a unit to be used as needed by members of the unit while at work to support the functions of the unit.

804.2.1 CHECK OUT AND RETURN OF DEPARTMENT VEHICLES (unchanged from current version)

804.2.2 ASSIGNMENT AND USE OF DEPARTMENT TAKE-HOME AND ON-CALL VEHICLES

Take-home and on-call vehicles are used to maintain the effectiveness and efficiency of the Department by allowing personnel to rapidly respond to situations involving the health, safety, or welfare of the community. Take-home vehicle assignments may be on a permanent or on-call basis. Based on their duty requirements and call back status, employees at the rank of Commander and above are exempt from the travel and use limitations of this policy.

- (a) ~~Take home~~ vehicle assignments will be determined by the Chief or designee. The Department will maintain a list of assignments authorized to have ~~permanent and~~ on-call and take home take-home vehicles.
- (b) Employees will not be allowed to utilize a take home vehicle if their residence is more than 25 miles from the city limits of Austin (unless approved by the Chief or designee). Employees whose residence is beyond this 25-mile radius may, as an alternative, park the vehicle at a secure facility within 25 miles of the city limits and use their personal transportation to travel the remaining distance.
- (c) ~~Take home~~ vehicles should be ~~safely~~ secured when not in use ~~and parked in secure areas when left overnight.~~
- (d) Employees who have been assigned a ~~take home~~ vehicle will complete the APD SharePpoint Take-Home Authorization Form-:
<https://cityofaustin.sharepoint.com/sites/APDFleet/Lists/Take%20Home%20Car/2025%20Take%20Home%20List.aspxat>
~~http://sharepoint.ausps.org/sites/apd/SUPOPS/Lists/Take%20Home%20Car/AllItems.aspx~~ before the employee utilizes the ~~take home~~ vehicle and then complete an updated form in December of each subsequent year.
- (e) Each person in the employees Chain of Command up to the Commander is required to approve the take-home vehicle form on SharePpoint.
 1. Employees will submit the form to their immediate supervisor for chain-of-command review and assessment.
 2. The chain-of-command will forward the form to Fleet Management upon completion of the review.

804.2.3 OFF-DUTY USE OF ON-CALL VEHICLES

- (a) Officers identified as on-call and eligible for on-call compensation (including Lieutenants and Commanders who are on call but exempt from on call compensation), may use their vehicles for their general transportation needs while in on-call status to ensure they are available to respond directly from their current location without first returning to their residence.
- (b) Vehicles shall remain within a two-county radius of Travis County.

804.2.4 OFF-DUTY USE OF TAKE-HOME VEHICLES WHEN NOT ON CALL

- (a) During off-duty hours, use of take-home vehicles is limited to travel to and from work.
- (b) Employees may transport passengers in the vehicle to and from destinations such as school or a daycare facility, as they travel to and from work.
- (c) Employees may make stops at businesses, as needed, as they travel to and from work.

804.2.5 PROVISIONS APPLICABLE TO BOTH ON-CALL AND TAKE-HOME VEHICLES

- (a) Vehicles will only be operated by Department employees.
- (b) Employees will ensure ~~P~~passengers will adhere to all applicable ~~traffic~~ laws while being transported.
- (c) Employees will exercise good judgment. Vehicles shall be operated in a manner that follows law and policy.
- (d) Employees shall not use the vehicle in a manner nor patronize any business that may bring discredit upon the department. ~~Employees should be mindful of the type of business patronized and the duration of the visit.~~
 - 1. ~~a.~~—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.
 - 2. ~~b.~~—Items purchased must fit within the confines of the vehicle or trunk.
- (e) ~~5.~~Non work related ~~H~~hazardous or flammable material will not be transported in the vehicle.
- (f) ~~6.~~Vehicles will not be used for any commercial or business purpose.
- (g) ~~D.~~Vehicles designated as "pool" vehicles will not be used as take-home vehicles.

804.2.~~3~~6 DEPARTMENT VEHICLE USE FOR OUT-OF-CITY ASSIGNMENTS (renumbered)

804.2.~~4~~7 AUTOMATED FUEL SUPPORT PROGRAM (renumbered)

Reviewed by Policy Vetting Committee on 11-24-24 Reviewed by City Legal

Reviewed by Policy Review Committee on 1-2-25 Reviewed by OPO

Reviewed by Executive Staff on 03/05/2025

Pillar Policy – Additional Training Assigned to Sworn Civilian Both

Approved Not Approved Approved with Notations/Revisions

Comments: _____


Chief's Signature

3.17.25
Date