

**Las Cruces Police Department**  
**GENERAL ORDERS**  
**ADMINISTRATIVE VOLUME 1**  
**GO-122 TAKE HOME VEHICLES (Less Critical)**  
**Revised 07/24/2015**

**122 TAKE HOME VEHICLES**

**PURPOSE**

The purpose of take-home vehicles is intended to increase the number and readiness of available personnel for emergencies and the reduction of administrative costs through improved reliability, maintenance, and longevity of each vehicle.

**POLICY**

It is the policy of the Las Cruces Police Department (LCPD) to assign police vehicles to designated personnel for use on duty and to take home.

**APPLICABILITY**

This General Order applies to all employees assigned a take home police vehicle. This General Order supersedes all previous versions.

**REFERENCES**

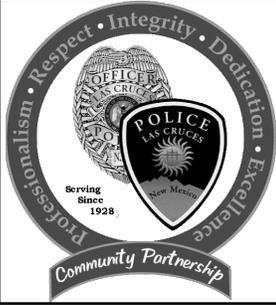
City of Las Cruces Personnel Manual (PM)  
City Manager Policies (CMP)

**DEFINITIONS**

**Take Home Vehicle** – Any city owned vehicle assigned to an employee that the employee is allowed use to commute to and from his/her work assignment.

**122.01 EMPLOYEE VEHICLE PROGRAM**

- A. Employee participation in take home vehicle program shall be voluntary. The right to deny participation is reserved by the Chief of Police or his/her designee.
- B. Any employee may be denied participation in this program regardless of assignment if, in the judgment of the Chief of Police, the employee's duties and responsibilities will not justify the assignment of a vehicle. Patrol officers shall be assigned a patrol vehicle only after satisfactory completion of the Field Training and Evaluation program depending on vehicle availability.
- C. Those employees who volunteer to participate in this program agree to abide by all rules and regulations governing the program. This program will be reviewed



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periodically, and may be modified or terminated at the discretion of the Chief of Police. The Chief should provide reasonable notice if the Take Home Car program is to be terminated.

**122.02 VEHICLE ASSIGNMENTS**

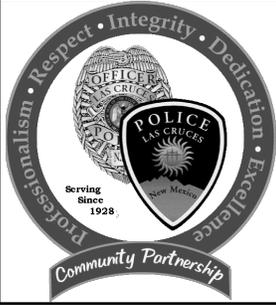
- A. The Chief of Police or his/her designee will assign vehicles to employees on an individual basis. Vehicles will be assigned to those employees who live within ten (10) miles of the City of Las Cruces city limits. Employees who do not meet this requirement and who were employed prior to the inception of this program may be allowed to take their vehicles home at the discretion of the Chief.
- B. Only those persons authorized to operate an assigned vehicle shall be allowed to do so. Authorized employees include:
  - 1. Officers assigned to a take home vehicle.
  - 2. Supervisors
  - 3. Any other employee authorized by the Chief of Police.
- C. Employees not officially assigned to a particular vehicle are not authorized to operate that vehicle unless permission has been granted by a supervisor.

**122.03 NON-EMERGENCY VEHICLE OPERATIONS**

- A. Employees authorized to operate city vehicles must abide by all applicable state and local laws, and regulations; as well as the PM Section 600 Employee Work Rules and Procedures, and any other specific CMP, PM or General Order.
- B. Employees who operate any city or department vehicle shall obtain and maintain a valid driver's license of the appropriate class.

**122.04 PERSONAL USE OF ASSIGNED VEHICLE**

- A. No employee will operate their assigned vehicle for personal use. For the purpose of this order, personal use includes any on or off-duty activity which could constitute neglect of duty, or which otherwise contributes to inattention to duty, and that is personal in nature and not duty related.

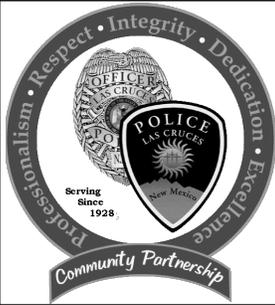


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1. Personal use includes transporting family members or other persons for any reason that is personal in nature and not duty related.
  - a. Exceptions may be granted by the employee's supervisor on a limited basis.

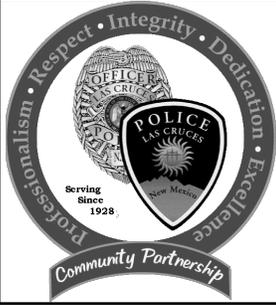
**122.05 PROCEDURES**

- A. All employees shall be responsible for the care and security of vehicles and vehicle equipment assigned to them, including equipment carried in the vehicles. Members who damage a vehicle or the associated equipment will immediately notify a supervisor.
- B. Employees operating a take home vehicle while on or off-duty will be appropriately dressed.
- C. Commissioned employees will be in full uniform when applicable, and have in their possession at a minimum, their badge, commission card, sidearm and cuffs.
  1. Other recommended equipment for commissioned personnel includes but is not limited to the following:
    - b. Bullet Resistant Vest
    - b. Spare ammunition
    - c. Baton
    - d. Pepper spray
    - e. Handheld Radio
    - f. Flashlight
- D. Appropriate dress for employees will include:
  1. Uniform of the day.
  2. Business attire to include suits, sport coats, collared dress shirts, slacks, blouses, dresses, pant suits and appropriate footwear.



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3. Collared Polo-style shirts, jeans in good condition or other pants, and appropriate footwear.
  4. Jogging style suit or sweat gear in good condition.
  5. Tasteful colored t-shirts.
- E. Inappropriate dress for employees will include:
1. Swim Wear
  2. Sandal type footwear
  3. Tank Tops
  4. White t-shirts and t-shirts with suggestive or otherwise inappropriate language or insignias
  5. Bare Torso
  6. Cut Offs, athletic shorts, or shorts of any kind.
  7. Bare feet
- F. Employees will not operate any vehicle while under the influence of any alcoholic beverage or illicit drug. Employees who are on prescription medication are directed to follow the recommendations set forth by their physician and CMP 8.1 Substance Abuse Prevention/Detection Policy.
- G. Employees who are on light duty status will not operate any city vehicle unless approved by the Chief of Police or his/her designee.
- H. Employees will not park city vehicles in any reserved parking spaces, marked handicapped spaces, marked fire lanes, or in any unlawful area. Exceptions may be made in cases of emergencies.
- I. Employees will ensure the security of their take home vehicle by locking all doors and rolling up all windows whenever the vehicle is left unattended. When the vehicle is parked for the evening at the employee's residence, the keys will not be left in the ignition.



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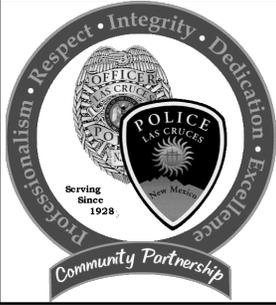
- J. Employees having been suspended for one or more days will turn in their assigned vehicle prior to serving their suspension.
- K. Pool cars may be utilized as a take home vehicle by employees with supervisory approval, when his/her assigned vehicle is being repaired. When a pool car is returned to the line, it will be returned clean, refueled, and inspected by the employee's supervisor. Any employees utilizing a pool car who notices any deficiencies with the vehicle shall promptly ensure that the deficiencies are corrected.
- L. Any employee not using his or her assigned take home vehicle for an extended period of time may be directed to park the vehicle at the police department parking lot.
- M. No smoking is allowed in any city vehicle.
- N. All employees shall operate their assigned vehicles with reasonable prudence so as to conserve fuel and maintain operability.

**122.06 MAINTENANCE AND CARE OF VEHICLES**

Employees assigned a take home vehicle will maintain their vehicle properly to be prepared for official use at all times. Employees will be held fully responsible for the maintenance and care of their assigned vehicles, failure to maintain an assigned unit could lead to suspension of this privilege (this could include notices from fleet maintenance and/or the LCPD Fleet Manager for items needing immediate attention).

Employees are prohibited from:

- A. Personally performing or allowing anyone other than an authorized city mechanic to perform repairs or alterations to the vehicle they are assigned to or operating. General maintenance and care will be permitted to include:
  - 1. Headlight or windshield wiper replacement
  - 2. Addition of motor oil or other fluids
  - 3. Maintenance of tire pressure and changing flat tires
- B. Altering the body appearance, markings, or the mechanical, electrical, or official radio systems of any vehicle is prohibited without permission of the Chief of Police.



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- C. The Chief of Police may authorize after market stereos to be placed in take home vehicles. The department will not assume any financial responsibility for approved installation of this equipment.
- D. Employees shall be responsible for the appearance and up-keep of their assigned vehicle's exterior and interior.
- E. Employees shall be responsible for notifying city maintenance personnel of any problems in need of correction and when periodic vehicle maintenance is due.
- F. Any repairs and maintenance, to include car washes, should be scheduled during off duty time except for emergency repairs, unless approved by their supervisor.
- G. Any damage shall be reported to the employee's supervisor as soon as practical after it is noticed by the employee.

**122.07 OFF-DUTY LAW ENFORCEMENT ACTION**

- A. Employees shall monitor their radio at all times while operating their take home vehicle. If off-duty, the officer will be required to notify MVRDA when they are in-service, enroute to court, special assignments, enroute to qualifications, etc., and when they have completed any assignment. The term "Lincoln" shall be used before the officer's call-sign when communicating on the radio to denote off-duty status.
- B. If an employee is off-duty and operating a departmental vehicle, and learns of another employee in need of emergency assistance, the off-duty employee will assist as appropriate and notify MVRDA and a supervisor. The supervisor on duty will evaluate the situation and approve any overtime for the off-duty employee if appropriate.
- C. Off-duty employees not in uniform will not initiate traffic stops, but if the violation is of a serious nature, the officer shall call for an on-duty officer to initiate the stop and take any enforcement action.

**122.08 SUPERVISOR RESPONSIBILITIES**

Any supervisor may stop any department vehicle if they believe that the vehicle is being operated in violation of any law, the PM, CMP, or General Orders.

Supervisors are responsible for the inspection of department vehicles in accordance with these General Orders.