



# Salt Lake Police Association

*International Union of Police Associations, Local 75, AFL-CIO*

**TO:** Salt Lake City Council  
**FROM:** Lee Dobrowolski, President SLPA  
**SUBJECT:** Take Home Vehicles  
**DATE:** June 6, 2006

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The documents attached to my email to Lehua Weaver on 6/5/2006 were at least a beginning attempt to achieve what the Council discussed at the last meeting involving the car program. I calculated the distances to the officers' residences using MapQuest, shortest route, From I-80 and Redwood Road.

After determining the distribution of officers in the distance categories, I placed officers who will be hired in July in various categories based on that distribution. I placed those officers in the categories to calculate what the projected revenue from them would be.

I have been under the impression that the amount required from the Police Department vehicle users was approximately \$370,000. Based on that understanding, I propose the attached fee schedule coupled with the revenue from part-time employers. This raises the required amount of revenue.

The use restriction placed on the cars as per the Council's discussion should not be forgotten. Fleet has suggested that a 10% decrease in off-duty use would save \$150,000. Although that number is an estimate, the restriction of use will most likely result in at least a 10% reduction in off-duty use. If that reduction is realized, no fee increase would be required. The Association however, is under no illusion that the fee structure will not be amended. The Association does request the Council to consider the impact of the use restriction when considering a new fee structure.

The proposed fee structure is based on discussions at the last Council meeting of exploring a flat rate per mile charge. Based on a flat rate, users who live closer to the City will pay less for their privilege of using a take-home vehicle. There is also no charge for City residents as an incentive for those who reside in the City. The Association feels this fee structure, part-time fees, and use restriction will more that achieve the Council's desired financial goals. If the estimates are correct, the previously listed conditions would result in positive revenue of approximately \$230,000. As \$80,000 was the target number of increase, this is more than the Council seems to require.

As one can see by looking at the increasing rate, there is a noticeable *disincentive* the farther an officer resides from the City.

The Council briefly discussed a mileage limit for take-home car use. The discussion began with a limit of 40 miles. The Association would take that one step further and suggest a 35 mile limit. That would be miles driven, not "as the crow flies".

The Association thanks the Council for the ability to contribute to this discussion.

Within	Bi-weekly	Annual	Users	Dist	Revenue	New Hires	Poten Rev
CITY	\$0.00	0	60	15.31%	\$0.00	4	\$0.00
5	\$7.25	\$188.50	1	0.26%	\$188.50	1	\$188.50
10	\$14.50	\$377.00	51	13.01%	\$19,227.00	3	\$1,131.00
15	\$21.75	\$565.50	86	21.94%	\$48,633.00	6	\$3,393.00
20	\$29.00	\$754.00	86	21.94%	\$64,844.00	6	\$4,524.00
25	\$36.25	\$942.50	37	9.44%	\$34,872.50	3	\$2,827.50
30	\$43.50	\$1,131.00	31	7.91%	\$35,061.00	2	\$2,262.00
35	\$50.75	\$1,319.50	35	8.93%	\$46,182.50	2	\$2,639.00
40	\$58.00	\$1,508.00	3	0.77%	\$4,524.00	1	\$1,508.00
45	\$65.25	\$1,696.50	2	0.51%	\$3,393.00	0	\$0.00
			392		\$256,925.50	28	\$18,473.00
			Incumbents	\$256,925.50			
			New Hires	\$18,473.00			
			Part-time	\$100,000.00			
			Revenue				
			Total Revenue	\$375,398.50			

## **D33-00-00.00 POLICE VEHICLES**

### **D33-01-00.00 OPERATION AND USE OF DEPARTMENT VEHICLES**

#### **D33-01-01.00 DRIVING HABITS**

Employees shall operate police vehicles in a careful and prudent manner and shall set a proper example in driving habits.

#### **D33-02-00.00 TAKE HOME CAR PROGRAM**

##### **A. Program Requirements**

##### **1. Vehicle assignment**

All employees assigned a police vehicle under this program will submit an AGREEMENT FOR USE OF POLICE VEHICLE form to the Chief of Police. This form shall act as an agreement between the employee and the Department authorizing the vehicle's use and providing for personal use reimbursement if required. All employees assigned a Department vehicle must complete an updated AGREEMENT FOR USE OF POLICE VEHICLE whenever they have a change of addresses or assigned vehicle.

The authorization may be revoked at any time by the Chief of Police. An injured employee on light duty must forfeit the police vehicle upon request of the Chief of Police. An unmarked vehicle may be provided, if possible.

Employees who are sick, injured or on a leave of absence and not able to return to work for a period of more than one month will turn their police vehicle into the shops. Once the vehicle has been turned into Fleet Management, the monthly charge for take-home privileges will be stopped. The vehicle will be returned to the employee upon their return to work and a new payroll deduction form and AGREEMENT FOR USE OF POLICE VEHICLE form will be completed and submitted.

Officers on administrative leave shall turn their assigned vehicle into their Division Commander. The vehicle will be returned to the employee upon their return to work and a new payroll deduction form and AGREEMENT FOR USE OF POLICE VEHICLE form will be completed and submitted.

- a. Generally, assigned vehicles will stay with the originally issued employee.
- b. Exceptions are:

1. Transfer from a uniform to plainclothes division or vice versa. In this case, officers coming into the respective division will be assigned any available vehicle as their take-home vehicle.
2. Review of traffic accidents or other damage that totally destroys a vehicle will be based on a review of the case or facts of the incident by the Chief of Police. Based on the findings of that review, either a new or fleet vehicle will be issued to the employee.
3. Loaner vehicles, both marked and unmarked, are maintained and coordinated via the Fleet Management shop.

2. Residency Requirements

- a. Assignment of take-home police vehicles shall be determined by the location of the employee's residence. The take home car program is governed by Salt Lake City Police Department policy and procedure and Salt Lake City ordinance.
- b. Employees must reside within \_\_\_\_ miles of the 200 South (I-80) Redwood Road. Distance will be determined by actual driving distance.

3. Forfeiture of Participation

Any employee who chooses to change the location of their residence to anywhere outside the established limit will forfeit participation in the Take Home Car program.

4. Exceptions

Employees hired prior to July 31, 2006, who maintain their current residence will not be subject to the \_\_\_\_ mile restriction.

5. Vehicle Use Restrictions

Off-duty use will be reasonable and incidental to domestic usage. Off-duty use of the vehicles within the established boundaries of Salt Lake City shall be unrestricted, except as provided in subparagraphs B and C of this policy.

Off-duty use of vehicles outside of Salt Lake City must be incidental to travel to-and-from Salt Lake City.

B. Rules and Regulations

1. Each employee shall be responsible for the care and security of an assigned police vehicle.
2. Division/Unit Commanders shall make periodic inspections of vehicles assigned to their division personnel, which will include off-duty use and activity, to ensure that employees are complying with the intent of this policy.
3. Officers shall carry the following equipment with them in the vehicle at all times:
  - a. An authorized gun
  - b. Police Radio
  - c. Proper identification, includes Department pictured ID card
  - d. A flashlight
  - e. Ticket books
  - f. Necessary report forms
  - g. Flares
4. Civilian employees will carry the following equipment with them in the vehicle at all times.
  - a. Proper identification, includes Department pictured ID card
  - b. A flashlight
  - c. Flares
5. Window decals, ornaments hanging from the windshield mirror, bumper stickers or other signs, pictures or ornaments visible to the public and attached to a police vehicle are prohibited.
6. When off-duty, employees may dress appropriate for their activities. When in contact with the public, dress should be suitable to represent the Department.
7. When using the vehicle off-duty, employees must keep the police radio on and, if necessary, be available to respond to emergency calls. If in the vicinity, the officer should respond to in-progress crimes or other major calls. The officer shall notify the dispatcher of the response and should continue to assist until relieved or until the problem is concluded.

Passengers should not be in police vehicles while responding to emergencies or dangerous calls. They should be left in a safe place prior to arrival at the scene.

8. If an off-duty employee responds to a dispatched call or performs other police-related services as discussed in paragraph 7 above, the employee will be compensated pursuant to the overtime policy consistent with the Fair Labor Standards Act.
9. Except when responding to an emergency call, employees shall park police vehicles legally and will be responsible for any citation received.
10. Unattended vehicles will be locked at all times.
11. City-owned vehicles will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunks or windows.
12. Under no circumstances will police vehicles be operated by employees who have a measurable amount of alcohol in their system.
13. Officers shall secure all weapons while the vehicle is unattended. All weapons will be removed from the vehicle while it is being serviced.
14. Employees may use the vehicle to drive to-and-from secondary employment within Salt Lake City limits.
15. All Department employees shall ensure all passengers the use of the seat belts installed by the vehicle manufacturer in a properly adjusted and securely fastened manner when operating or riding in any Department vehicle.

The driver of the vehicle is responsible for ensuring compliance with State Law (41-6-182 U.C.A.), by all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size or weight, for which such restraints are prescribed by law. Ref. 41-6-148.20 U.C.A.

The above applies any time the Department vehicle is being operated either on or off duty.

No employee shall allow any person to modify, remove, deactivate or otherwise tamper with the vehicle seat belts except for vehicle maintenance and repair, or without the express written authorization of the Chief of Police.

Any person(s) in custody and being transported in a Department vehicle, is required to be secured in the vehicle by the use of the seat belt that is provided by the vehicle manufacturer.

Officers arriving at a call or making a traffic stop, may remove the seat belt for a quick vehicle exit, just prior to stopping. Caution should be exercised to ensure that during a traffic stop the violator is indeed stopping before the seat belt is removed.

16. Only Department employees may operate City-owned vehicles.
17. Police vehicles exceeding 20,000 miles [b2]annually will be reviewed by Police Administration to determine if mileage accumulation is in compliance with this policy.

C. Maintenance Requirements

Employees are responsible for the appearance and cleanliness of their vehicles, both interior and exterior. Employees assigned take-home vehicles will wash, vacuum, and clean their vehicles on duty.

Employees are also fully responsible for the general maintenance and proper care of their vehicles and will:

1. Use fuel, lubricants or additives in the vehicle that are provided by the City or approved by the Department.
2. Only use the City shops or other facility authorized by the Department for repairs.
3. It is the employee's duty to maintain an inflated spare tire and necessary tire changing tools in their vehicle. Employees are responsible to change any flat tires on their assigned vehicle.
4. Obtain express written permission from the Support Services Division Commander for the addition or deletion of auxiliary equipment to police vehicles. Auxiliary equipment may include, but is not limited to, scanners, stereos, etc.
  - a. Any such equipment must be purchased, installed and maintained at the employee's personal expense. The employee as per the agreement must retain any standard equipment removed from the vehicle.
  - b. When the vehicle is no longer assigned to the employee, it must be restored to a condition acceptable to Fleet Management. The City shops will then complete the final disposition portion of the agreement form. The form will be returned to the Support Services Division Commander.



**D33-03-00.00 FLEET/ LOANER VEHICLES – EMPLOYEES NOT TAKING PART IN THE TAKE HOME CAR PROGRAM AND TEMPORARY USE VEHICLES**

A. FLEET VEHICLES

For those employees who do not participate in the Take-Home Car program, a vehicle will be assigned to their division for them to check out at the beginning of each shift.

B. LOANER VEHICLES

A number of vehicles designated as loaner vehicles are available for temporary use. The vehicles can be checked out via the Fleet Management shops.

Before returning a loaner vehicle it will be fueled and cleaned. The vehicle will be returned to the Fleet Management shop's parking lot and the keys returned to the Fleet Management shop the same day the employee regains the use of their assigned vehicle.

Officers who do not participate in the take home car program may obtain a loaner vehicle, if available, for secondary employment assignments. All employees using fleet or loaner vehicles are responsible for completing work orders for cars needing repairs.

**D33-04-00.00 VEHICLE REPAIRS OR MAINTENANCE**

It is the responsibility of the employee assigned a Police Department vehicle to keep the vehicle in good repair. The following procedures outline the approved methods of turning a vehicle into the shops for repairs.

A. Non-emergency and Non-safety Repairs

Contact the Fleet Management Shops, 535-6924 and make an appointment to leave the vehicle.

If possible obtain a loaner vehicle from the shops.

B. Emergency Repairs

When repairs are of an emergency nature, take the vehicle to the shops or if needed, have the vehicle towed to the shops. No appointment is needed.

If possible obtain a loaner vehicle from the shops.

C. Interior Detailing of Vehicles

The detailing service is for biohazards and soil that cannot be removed through the course of normal maintenance.

Employees requiring their vehicle's interior to be detailed can turn their vehicle into Fleet Management's shop, who will make the necessary arrangements. Fleet personnel needs to be notified if the cleaning relates to a BIOHAZARD problem and the specific type of biohazard involved. Fleet Maintenance has a contract with an auto dealer who is certified in handling such instances.

### **D33-05-00.00 REPORTING DAMAGE TO VEHICLES**

As soon as practical, the employee will notify an on duty supervisor.

The employee must complete a G.O. report of the incident that resulted in the damage. The employee must also complete a Damaged City Equipment Form. A memo detailing the incident and copies of the report and Damaged City Equipment Form are sent through the chain of command to the employee's Division/Unit Commander, who forwards them to the Internal Affairs Unit for appropriate dissemination.

It is the responsibility of the Management Services Division to maintain the Police Vehicle Accident File (Also see D90-04-00.00).

The Damaged Police Vehicle File contains reports of damage to police vehicles resulting from any means other than reported police car accidents. This file is maintained by the Planning and Research Unit.

Requests for vehicle repairs may be made by submitting a completed Request For Repairs form and leaving it with the vehicle at Fleet Management Shop Office. Repair personnel will notify the employee when the repairs have been completed.

### **D33-06-00.00 REFUELING OF POLICE VEHICLES**

#### **A. Fueling Facilities**

The primary fuel facility for police vehicles is the Fleet Shops located at 326 West 900 South. Alternative facilities are located at the Water Department (1530 South West Temple), Water Reclamation (1850 North Redwood Road), and Parks and Recreation (1965 West 500 South). Alternative facilities shall be used only when the primary facility is closed due to malfunction or shutdown.

Refueling should be done on duty.

### **D33-07-00.00 VEHICLE MAINTENANCE SCHEDULE**

Each police vehicle must have a lube and oil change every 4,000 miles as prescribed by Fleet Management. Employees will take their vehicles to the facility specified by Fleet Management for lube and oil change service. No appointment is necessary.

Fleet Management will notify employees when A&C, P&M and state inspections are overdue.