

11.1 Use of County Vehicles

11.1.1 Vehicle Use Generally

The use or assignment of an Office vehicle to an employee is solely at the discretion of the Sheriff. This privilege may be revoked by the Sheriff at any time. Only deputies and other authorized members of this Office will operate Office vehicles. Employees will not take Office vehicles out of Anne Arundel County while on duty unless authorized by a superior.

Individuals operating or occupying an Office vehicle will wear appropriate clothing and utilize vehicle safety restraint devices.

The Sheriff's Office will not be responsible for the theft or damage of any personal items left in any Office vehicle. Any employee who operates a County vehicle in a negligent manner, or causes damage to any vehicle or other property, may be subject to disciplinary action or be required to pay for repairs.

11.1.2 Personal Patrol Vehicles (PPV)

Some assignments within the Office necessitate that an employee be issued a vehicle. An Office vehicle that is issued specifically for the use of one individual, and where the vehicle has emergency equipment installed in it, is commonly referred to as a Personal Patrol Vehicle. An employee may drive their PPV to and from their residence when the employee:

- Resides in Anne Arundel County;
- Resides out-of-county but within 25 miles of the county line, and is assigned to a unit requiring regular on-call or call-out duties; or
- Resides out-of-county and has been specifically authorized by the Sheriff.

An employee residing outside of Anne Arundel County who does not meet any of the above criteria is not to drive their PPV out-of-county except as necessitated by official duties. Employee's falling in this category will park their PPV, when off-duty, at a designated location within Anne Arundel County. With the exception of parking a PPV at a location specifically allotted for Sheriff's Office vehicles, an employee must secure written approval from the site manager or administrator (e.g., if one wants to leave their PPV in the vicinity of the Bay Bridge Toll Plaza, the Maryland Transportation Authority Police *Detachment Commander* would be an appropriate approving authority). The letter of approval should then be prefaced with an inter-office cover memorandum directed to the Chief Deputy, via chain-of-command. Final approval to park at a site is at the sole discretion of the Chief Deputy, and once granted can be revoked at any time.

An employee who is permitted to drive their PPV out-of-county may only use the vehicle for transport to and from work. Deputies who reside in Anne Arundel County and who are assigned a PPV are permitted to use these vehicles off-duty for travel throughout Anne Arundel County. This privilege is contingent on an inherent obligation to take enforcement action in certain circumstances just as they would if they were regularly on duty. Only an employee, his/her significant other, and members of their family/household are permitted to ride in a PPV. When operating a PPV, deputies must carry the minimum equipment as specified in *Section 11.1.5* below. A deputy operating a PPV off-duty shall dress in such a manner that he/she can function effectively as a law enforcement officer should the need arise, and in a manner consistent with positive public image.

Employees who are on any type of *leave* for five (5) or more days will make arrangements to have their assigned PPV available for other Office use during the absence.

11.1.3 Vehicle Maintenance

Employees who encounter any mechanical problems with their Office assigned vehicle will make arrangements with the Anne Arundel County Central Garage to effect repairs. Employees will not make any repairs or modifications, nor tamper with any Office vehicles. County vehicles used by the Sheriff's Office are considered Office property and shall be maintained and treated accordingly. Vehicles are to be kept clean, and the gas tank filled when it reaches one-half ($\frac{1}{2}$) its capacity. Vehicle gas cards, Office purchased removable flashing lights, first aid kits, and fire extinguishers are assigned to vehicles, not employees (i.e., if an employee's PPV is reassigned, this equipment stays with the vehicle).

Flat tires will be changed by the employee operating the vehicle. Employees will not drive on a flat tire other than to get the vehicle off the roadway to a less hazardous location.

Preventive maintenance (PM) service and other vehicle work is handled by the Anne Arundel County Central Garage. The Sheriff's Office *Fleet Coordinator* will notify employees of the need for periodic preventive maintenance or other vehicle work. A notice will be generated 3000 miles from the vehicle's last PM and will continue to be published every 500 miles thereafter until service is conducted. Should a second notice be generated, the employee's bureau commander will also be notified by the Fleet Coordinator, and the Chief Deputy on any additional PM notifications. Employees receiving a PM notice are responsible for arranging a service date and time with the Central Garage.

11.1.4 Vehicle Accidents

An employee operating an Office vehicle that becomes involved in an automobile accident will notify the appropriate primary law enforcement agency to investigate. This will be done regardless of the type or amount of damage. Employees involved in accidents, or

discovering damage to an Office vehicle, will complete a Sheriff's Office *Incident Report*, a Central Garage *Vehicle Accident Or Damage Report*, and any police or other requested documentation. All reports involving Office vehicle accidents, to include ancillary paperwork (e.g., Risk Management forms) are forwarded to the Chief Deputy who will ensure that an *internal affairs case number* is assigned and that documents are distributed/forwarded to the appropriate entities (i.e., Office *Safety Committee* and the Office internal affairs file, and if applicable, Risk Management and the affected employee's medical file).

The Safety Committee will only determine if employee participation was "preventable." Employee PPV participation is subject to suspension or revocation for vehicle abuse. Involvement in a preventable vehicle collision falls within the category of abuse. Based on the number of preventable accidents occurring within a 12 month period, the following activities may take place:

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| ● 1 st Occurrence | Verbal Reprimand |
| ● 2 nd Occurrence | PPV Privilege Suspended 3 to 6 months |
| ● 3 rd Occurrence | PPV Privilege Suspended 6 to 12 months |
| ● 4 th Occurrence | PPV Privilege Suspended over 12 months |

Following the resumption of PPV privileges that had been suspended, an employee must avoid contributing to a vehicle collision for a full 12 months before his/her record begins anew. Further preventable incidents occurring within 12 months of a resumption of PPV privileges may necessitate the application of a longer suspension period. The loss of a PPV privilege is not considered a disciplinary action, although punitive measures may be imposed concurrently. Additional driver training will be considered for any employee who reaches a third (3rd) occurrence.

11.1.5 Equipment

Office vehicles should be equipped with a gas card, fire extinguisher, flares, and a first aid kit. When operating a PPV, deputies will have with them an approved firearm, a non-lethal weapon (e.g., chemical spray or a baton), an Office credential (i.e., a badge), and an issued radio.

11.1.6 Inspections

Vehicle inspections will be handled in accordance with the direction given in *Chapter 2.3, Compliance and Inspections*, in this General Orders Manual.