

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

1802.19, USE OF CITY VEHICLES

EFFECTIVE DATE:	8/23/2023
RESCINDS:	P&P 1802.18
DISTRIBUTION GROUP:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PATROL SERVICES BUREAU COMMANDER
ACCREDITATION STANDARDS:	14, 18
RELATED LAWS:	N/A
RELATED POLICIES:	City Policy 800.4
CHIEF OF POLICE:	ERIC D. SMITH

CONTENTS:

1. PURPOSE
2. POLICY
3. DEFINITIONS
4. PROCEDURES
 - [4.1 Guidelines for the Use of City Vehicles](#)
 - [4.2 Inspection, Control, Maintenance, and Deadlining of Marked Vehicles](#)
 - [4.3 Inspection, Control, Maintenance, and Deadlining of Unmarked Vehicles](#)
 - [4.4 Occupants of Police Vehicles](#)
 - [4.5 Parking](#)
 - [4.6 Pushing Disabled Vehicles](#)
 - [4.7 Vehicle Use Outside the City Limits](#)
 - [4.8 Securing Property and Equipment in Vehicles](#)
 - [4.9 Suspension of Employees' Licenses](#)
 - [4.10 Pool Car System](#)
5. FORMS AND APPENDICES

1. PURPOSE

This directive establishes guidelines for the use of City vehicles by all employees unless otherwise addressed in a bargaining unit agreement.

2. POLICY

N/A

3. DEFINITIONS

N/A

4. PROCEDURES

4.1 GUIDELINES FOR THE USE OF CITY VEHICLES

4.1.1 ON-DUTY VEHICLE USE

All members using City vehicles on duty shall comply with the following guidelines:

- a. Vehicles may be used on duty as defined in Section 4.7.
- b. Vehicles shall be operated in compliance with the traffic laws of the State of Florida and the ordinances of the City of Orlando and policies and procedures of any toll road authority (i.e.: E-Pass, Red Light Cameras, etc.). Failure to comply with said traffic laws and ordinances may result in a member being responsible for all fines or fees incurred while in control of a City vehicle.
- c. Vehicles may only be operated by employees of the City of Orlando, except when necessary in emergency/extenuating situations. Any other exceptions must be approved by the Chief of Police.
- d. Parking of City vehicles and law enforcement action undertaken in City vehicles shall comply with Departmental guidelines.
- e. Accidents involving City vehicles shall be handled and reported in compliance with applicable Departmental policies and procedures.
- f. Personnel shall not consume alcoholic beverages if they intend to drive a City vehicle. If, after consuming alcoholic beverages, personnel receive an emergency call back to duty, they shall abide by all State laws concerning driving under the influence and City Policy and Procedure 800.4:4E.2, which states that no driver shall:
 - i. Consume alcohol within four hours before going on duty to perform a safety-sensitive function; or
 - ii. Have an alcohol concentration of 0.02 or greater while reporting for or on duty.
- g. Employees operating City vehicles shall not text while the vehicle is in motion.
- h. Employees shall not remove a weapon preemptively or handle a weapon while driving a City vehicle unless exigent circumstances present themselves up to and including deadly force.

4.1.2 OFF-DUTY USE OF CITY VEHICLES

Managers, exempt personnel, and sworn personnel in an investigative on-call status are authorized to use an unmarked take-home vehicle on a 24-hour basis so that they may be readily available to respond when needed for Departmental business. They shall be appropriately equipped for dealing with emergencies while driving their vehicles both on and off duty. They are expected to be observant of potential hazards and emergencies and shall act appropriately when circumstances warrant. Managers and exempt personnel are considered to be on call at all times to respond when necessary to the scene of a police emergency. Use of an unmarked vehicle for a vacation cannot qualify as an authorized use.

Other members with take-home vehicle privileges, as designated by the Chief of Police, may drive their assigned vehicles directly between home and work. They may also drive their assigned vehicles to and from court proceedings, depositions, Department meetings, scheduled training, extra-duty work, and other official obligations. Personal use of the vehicle is prohibited except as explicitly provided for by this policy or as otherwise approved by the Chief of Police. The vehicles shall be appropriately equipped for dealing with emergencies while being driven, both on and off duty. Members are expected to be observant of potential hazards and emergencies and shall act appropriately when circumstances warrant. Members shall be familiar

with current policies and procedures to including, but not limited to, the Mutual Aid Agreements (see the current version of P&P 1116).

- a. Vehicles shall not be operated off duty outside of contiguous counties (Orange, Seminole, Volusia, Osceola, Lake, and Brevard), or the appropriate residency requirements.
- b. Vehicles shall be operated in compliance with the traffic laws of the State of Florida and the ordinances of the City of Orlando and policies and procedures of any toll road authority (i.e.: E-Pass, Red Light Cameras, etc.). Failure to comply with said traffic laws and ordinances may result in a member being responsible for all fines or fees incurred while in control of a City vehicle.
- c. Members shall be available for a call by radio or telephone while operating a Department vehicle. Officers driving marked vehicles while off duty, inside the City limits, shall be required to monitor their police radios, preferably the sector they are in or closest to.
- d. Sworn members shall carry their Department IDs, radios, handcuffs, and firearms while operating a Department vehicle while off duty.
- e. Off-duty members who have a family member or other non-employee in their vehicles (per Section 4.4.3.2) shall make every effort to promptly drop off their passenger in a safe location before responding to a hazardous situation or emergency.
- f. While en route to and from work, stops for incidental errands are permitted, as long as it does not violate current policies, such as, but not limited to, the purchasing of alcohol, unapproved transporting of family members or other citizens, or other activity that may result in public criticism.
- g. Child seats will not be used in the back seat of a marked patrol vehicle equipped with a cage or the front seat of vehicles equipped with airbags.
- h. Members are subject to recall at any time necessary to respond to the scene of a police emergency. Members will only be compensated for an actual response to an emergency and not merely for being subject to recall.
- i. When a member, who has take-home vehicle privileges for a marked vehicle, deadlines a vehicle, the member may check out a marked spare vehicle. The member will be able to take the spare vehicle home if a sufficient number of spare vehicles are available.
- j. If a member will not use his or her marked vehicle for more than five business days and it is in public view, the vehicle must be left at an Orlando Police facility until the member returns to take possession of the vehicle.
- k. Personnel with assigned take-home vehicles shall not use those vehicles to patronize liquor stores or any other establishment that may result in public criticism.
- l. Personnel need not be in uniform while driving marked vehicles off duty. However, they must be appropriately dressed to effectively perform a necessary police function while maintaining a favorable image. Appropriate dress includes long pants and a collared shirt, golf shirt, or OPD T-shirt. Authorized T-shirts include those with OPD logos, special team names, or unit names. OPD uniform shorts may be worn with the appropriate uniform. Personnel will also carry an OPD uniform cap and jacket or traffic vest and have them immediately available to wear in case of an emergency.
- m. Members in a restricted duty status shall not be permitted to participate in the Take-Home Vehicle Program (see the current version of P&P 1619, Alternative Duty Assignments/No Duty Status).

4.1.3 FEES FOR PARTICIPATION IN THE TAKE-HOME VEHICLE PROGRAM

The City of Orlando will modify, as necessary, its current practices and policy regarding take-home cars as follows:

All OPD employees in the bargaining unit who are assigned sole use of a City vehicle for duty purposes will be able to voluntarily elect to use their City vehicle as a take-home vehicle under the following conditions:

- a. There will be no charge to those employees assigned as School Resource Officers, motorcycle officers (motorcycles only), or K-9 Unit officers without bargaining with the Union;

- b. Employees residing in the City of Orlando – no charge for a take-home vehicle;
- c. Employees residing outside of the City of Orlando, but within Orange County – Fifty dollars (\$50.00) bi-weekly charge;
- d. All other employees outside of Orange County, but within the residency requirements of Article 27 of the collective bargaining agreement – Sixty dollars (\$60.00) bi-weekly charge;
- e. Any employee who has been issued a department vehicle, resides outside the City of Orlando, is not assigned to an exempt unit (see above), and has chosen not to participate in the Voluntary Take-Home Program shall adhere to the following procedures:
 - 1. The vehicles will remain assigned to the department employee. The employee will retain the keys for their assigned vehicle, and the vehicle will be parked and secured at their assigned substation at the end of the shift. Authorized equipment such as weapons and the MCT must be secured in the vehicle with the doors locked and the alarm activated. Other issued gear (PPE, paperwork, etc.) can remain in the vehicle.
 - 2. The Department-issued vehicle shall be used only for official duties or authorized Departmental training.
 - 3. Members not participating in the Voluntary Take-Home Program shall not use the Department-issued vehicle for extra-duty employment unless the City is reimbursed for the use of the vehicle as outlined in the current issue of P&P 1117, Extra-Duty and Outside Employment (Section 14) or that use is approved by the watch commander.
- f. Employees who voluntarily participate in this program will not have the fees prorated for time spent in investigative on-call. Employees who do not voluntarily participate in the program will have contractual access to a vehicle while in an on-call status.
- g. Fees will be assessed through payroll deduction. Employee Payroll Deduction forms (available on OPD Online under the Fiscal tab) will be completed by the member and submitted to the Payroll Unit within five business days of receiving the assigned vehicle. The member's immediate supervisor must verify that the member is eligible to participate and that the correct payroll deduction amount, corresponding to the member's home address, is listed on the form. The supervisor will then sign the authorization line at the bottom of the form.
- h. If a member will not take the car home for at least a full pay period, the member may complete a payroll form stopping the deduction of the fees. The member shall submit a payroll deduction form for the appropriate fees when the car is again taken home.

A list of personnel currently participating in the program along with their current deduction, and the Employee Deduction Payroll Form, will be sent to the division commanders by the Professional Standards Division Commander. Any member who is not in compliance is required to complete the Employee Deduction Form and submit it to OPD Payroll Unit immediately.

The Chief of Police has the sole discretion to establish personal usage restrictions and performance standards (e.g., good standing, driving history, ability to work unrestricted duty, etc.) for employees with take-home vehicles. The Chief may exempt units or special teams from the payment of applicable fees for operational reasons. Furthermore, the Chief shall also have the management right to discontinue, in whole or in part, the take-home car program. If the Chief should elect to do so, affected employees shall be given a minimum of ninety (90) calendar days' notice. The current fee structure will be reviewed by the Chief and the Union every six months.

It is up to each employee participating in the take-home vehicle program to make sure appropriate fees are being deducted and ensure the address listed in Workday and LERMS is up to date, as this is how take-home vehicle fees are determined.

4.1.4 NON-OWNED VEHICLE INSURANCE REQUIREMENT

Employees who have been assigned a take-home vehicle must secure and maintain the use of non-owned vehicle insurance coverage.

Division Commanders are responsible for verifying on an annual basis that all their personnel maintain the required insurance and are paying the appropriate fees. Division Commanders can conduct the review as they feel appropriate and will maintain the results themselves.

Documentation may include an insurance policy, endorsement, or rider containing the following information:

1. Name of the insurance company
2. Name of the insured party
3. Insurance policy number
4. The effective date of coverage
5. Policy provisions documenting a minimum of \$50,000 per incident/\$100,000 aggregate coverage

4.2 INSPECTION, CONTROL, MAINTENANCE, AND DEADLINING OF MARKED VEHICLES

The following sections outline the responsibility and procedures for inspections, control, maintenance, and deadlining of marked vehicles, except special purpose vehicles. Operations of special purpose vehicles shall refer to the current version of P&P 1801, Special Purpose Vehicles or Vessels.

4.2.1 EQUIPMENT AND INSPECTION

Members are prohibited from making any mechanical adjustments or alterations to patrol vehicles. No member shall modify or alter any vehicle or associated equipment. Cellular telephones, additional emergency lights, and citizen band radios are authorized at the member's expense provided that they will not be permanently installed. A cigarette lighter adapter plug for a power supply is acceptable.

No unauthorized equipment or personal modifications on patrol vehicles are permitted. This includes decals, stickers, tags, and installed equipment unless approved by the bureau commander, Chief of Police, or their designee. The only approved tags for the front of the vehicle are the American flag or a Department special team's tag. Special team tags must be approved by the Chief of Police and only include those teams that are identified on the Department's current organizational chart. Members are permitted to install seat covers and steering column covers provided they are either solid black or solid navy blue.

Before and after the use of either an assigned or unassigned vehicle, each operator shall inspect the prisoner compartment for contraband and damage. The operator will also ensure the vehicle has the required equipment and is fully operational. A list of required equipment will be maintained and updated by the bureau commander. Each patrol vehicle must be equipped with, at least, emergency lights and siren in operational order, a properly charged fire extinguisher with a current tag or label, an operational flashlight, a first aid kit with current supplies (items with expiration dates that have not expired), and personal protective equipment.

Before and after the use of the vehicle, the operator shall inspect the vehicle for damage. If any damage is noted, the user will review the damage log for corresponding areas. New unreported damage will immediately be brought to the attention of the employee's supervisor. The supervisor shall determine the necessity for further investigation and documentation of the damage and will be responsible for any necessary reports and/or inquiries for unreported damage.

Members with assigned take-home vehicles are responsible for due diligence in assuring their vehicles are functioning properly and in good operating order (e.g., tires, fluid levels, brakes, etc.). Any problems or abnormal mechanical noises shall be reported immediately.

4.2.2 FUEL

Every City vehicle is assigned a specific Fuelman Card. Employees authorized to drive a City vehicle will be issued a unique PIN by the OPD Fleet Coordinator for the Fuelman Card. When adding fuel, all fluid levels will be checked, and if fluids are low, the vehicle shall be taken to the garage for service.

Employees operating City vehicles needing fuel shall use FUELMAN satellite locations that are identified in the city mapping system. Alternative fueling at OPH, OUC, and OFD fire stations will continue to be maintained but should only be used in emergencies.

Employees shall contact the OPD Fleet Coordinator for a replacement Fuelman Card if it has been lost, stolen, or damaged.

If employees are approved to travel out of state and need to use the Fuelman Card, they shall contact the Chief of Staff or Chief of Police via email at least two weeks in advance to request out-of-state Fuelman access. Employees will have to provide vehicle information, driver information, dates of travel, and specific locations of where they will be traveling to.

4.2.3 CONTROL AND ISSUANCE OF MARKED VEHICLES

The Fleet Coordinator will maintain an inventory control file including the program number, vehicle description, and assigned operator on all marked vehicles assigned to the Department. The keys to marked vehicles not assigned permanently shall be maintained by the Quartermaster Unit. The key ring will have a tab attached bearing the vehicle number.

Personnel assigned marked vehicles will maintain control of the keys to their vehicles. A master set of keys to the vehicle will be kept in the Quartermaster Unit at OPH and a spare set of keys will be kept in a main lockbox at the community police office to which they are assigned.

All personnel assigned to the patrol divisions will adhere to the vehicle issuance policy established by the patrol division commanders. All other personnel who wish to check out a marked vehicle shall complete a vehicle checkout card and present it at the Quartermaster Unit window to receive the keys to the vehicle.

4.2.4 MAINTENANCE

If assigned a permanent vehicle, officers during regular duty hours will check fluid levels by use of cabin instrumentation, add fuel, immediately report or respond to unusual instrumentation indicators and keep the vehicle reasonably clean. Do not take your vehicle to unauthorized vendors. Unauthorized vendors may not conduct the required manufacturer's safety inspection. You will not be reimbursed for any costs associated with unauthorized vendors.

For all other marked special purpose vehicles, the assigned driver(s) is responsible for the vehicle's normal routine maintenance according to the schedule provided by Fleet Management. Routine maintenance checks and casual cleaning of take-home vehicles should be performed during regular work hours.

4.2.4.1 PREVENTATIVE MAINTENANCE

Preventative maintenance should be completed every 3,000 miles. This includes an oil change and a manufacturer's inspection.

4.2.4.2 ANNUAL MAINTENANCE

Annual maintenance is completed by Fleet beginning on the first-anniversary date, which is one year from the date the vehicle is placed into service.

4.2.4.3 RECALLS

Officers will be notified by the Fleet Coordinator that a recall has been issued on their assigned vehicle. The recalls will be processed, and the work will be completed at the appropriate vehicle dealership. The Dealer's Receipt of Work Performed must be returned to the Fleet Coordinator within five calendar days.

4.2.5 DEADLINING

During the hours of operation of the Orlando Utilities Commission (OUC) garage located at the Southeast Community Police Office (SECPO) and the Fleet Facilities compound, any vehicle in need of repair will be brought to the Fleet Facilities compound or the OUC garage for evaluation. If necessary repairs cannot be done while the employee waits, but will be done at the Fleet Facilities compound or OUC garage, weapons (patrol rifle, SAGE SL6, etc.) and the MCT will be placed in the replacement vehicle or turned in at the Quartermaster Unit window or designated secure area by the deadlining employee.

After the hours of operation at the Fleet Facilities compound or the OUC garage, or if repairs cannot be made at the Fleet Facilities compound or the OUC garage, all equipment (fire extinguisher, latent print kit, first aid kit, blanket, flares, etc.) shall be left in the vehicle, except weapons (patrol rifle, SAGE SL6, etc.) and the MCT, which shall be turned in at the Quartermaster Unit window or designated secure area by the deadlining employee. Deadlining of a vehicle must be approved by the deadlining employee's watch or section commander.

Each division will ensure that all necessary repairs are accomplished. For all assigned marked vehicles, the assigned driver or, in his or her absence, the assigned driver's supervisor will fill out the Assigned Vehicle Deadline Form. The white (top) copy will go with the vehicle to the appropriate garage/service center. The pink (bottom) copy will be kept by the assigned driver or, in his or her absence, the assigned driver's supervisor. The assigned driver or their supervisor will be responsible for ensuring all necessary repairs are accomplished promptly.

4.3 INSPECTION, CONTROL, MAINTENANCE, AND DEADLINING OF UNMARKED VEHICLES

The following sections outline responsibility and procedures for the inspection, control, maintenance, and deadlining of all unmarked vehicles.

4.3.1 EQUIPMENT AND INSPECTION

Members are prohibited from making any mechanical adjustments or alterations to unmarked vehicles. No member shall modify or alter any vehicle or associated equipment. Cellular phones, additional emergency lights, and citizen band radios are authorized at the member's expense provided they will not be permanently installed. A cigarette lighter adapter plug for a power supply is acceptable.

No unauthorized equipment or personal modifications on unmarked vehicles are permitted. This includes decals, stickers, tags, and installed equipment unless approved by the bureau commander, Chief of Police, or their designee. The only approved tags for the front of the vehicle are the American flag or Department special team's tag. Special team tags must be approved by the Chief of Police and only include those teams that are identified on the current Department's organizational chart. Members are permitted to install seat covers and steering column covers provided that they are either solid black or solid navy blue.

Before and after the use of either an assigned or unassigned vehicle, each operator shall verify the vehicle is fully operational and the following required equipment is present: blanket, biohazard kit, first aid kit with current supplies (items with expiration dates that have not expired), and fire extinguisher. The operator shall inspect the vehicle for damage both before and after use. If any damage is noted, the user will review the vehicle damage log for corresponding areas. New damage will be brought to the attention of the appropriate manager by the employee and an entry will be made in the damage log. The manager shall determine the necessity for further investigation and documentation of the damage and will be responsible for any necessary reports.

When returning the vehicle to OPH, the user will ensure the gas gauge reads a minimum of one-half full. When adding fuel, all fluid levels will be checked, and if fluids are low, the vehicle shall be taken to the garage for service. Employees shall perform routine operational and safety checks of their assigned vehicles.

4.3.2 CONTROL OF ALL VEHICLES

The Fleet Coordinator will maintain an inventor control file, by program number and vehicle description, and a damage log on all unmarked vehicles assigned to the Department.

Personnel assigned unmarked vehicles will maintain control of the keys to their vehicles. A master key will be kept in the Quartermaster Unit.

4.3.3 CID VEHICLES

CID personnel will maintain a set of keys for the vehicle they are assigned to use. Fleet Management will maintain master keys. CID personnel who are on a scheduled vacation, sick, or military leave for more than one week shall leave their keys with the CID Fleet Coordinator along with a notification as to where the car is parked. Personal belongings shall be removed from the vehicle.

4.3.4 MAINTENANCE

The principal driver of the vehicle is responsible for the vehicle's normal routine maintenance according to the schedule provided by the Fleet Management Bureau.

4.3.5 DEADLINING

Procedures for deadlining unmarked vehicles are the same as those outlined for marked vehicles in Section 4.2.5.

CID personnel deadlining their vehicle shall notify the CID Fleet Coordinator and check to see if a spare vehicle is available for their use. If a deadlining vehicle is expected to be out of service (periods of more than seven calendar days), payroll adjustments will be made and the affected personnel will be required to drive their personal vehicle. A vehicle will be available for use on official police business.

All assigned equipment shall remain with the vehicle, e.g., blue light.

4.4 OCCUPANTS OF POLICE VEHICLES

This section establishes policy restricting operators and passengers of police vehicles and outlines the exceptions.

4.4.1 GENERAL POLICY

The policy of the Department is to restrict operators and passengers of police vehicles to employees of the Orlando Police Department.

Operators of police vehicles must possess a valid Florida Class E driver's license, except as delineated for the operation of special-purpose vehicles.

4.4.2 EDUCATIONAL RIDERS PROGRAM

The Educational Riders Program allows members of Police Department civilian educational classes to observe in-progress patrol activities by riding one shift with a uniform patrol district unit. Departmental educational classes include:

- a. Citizen Police Academy (CPA)
- b. Leadership Orlando

- c. Inside Orlando
- d. Spouse Awareness
- e. Others as determined by the Chief's Staff

Individuals not associated with one of the above programs who desire to ride with a district unit must obtain the approval of the Chief of Police or a bureau commander.

4.4.2.1 CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION (CPAA)

Members of the Citizen Police Academy Alumni Association may ride with a district office once a year, provided they have attended 75% of the CPAA meetings for that year. After the president of the CPAA has verified the member's attendance, the CPAA Coordinator will facilitate the request.

4.4.2.2 SCHEDULING FOR EDUCATIONAL RIDERS PROGRAM AND CPAA

Participants of Department civilian educational classes and qualifying CPAA members who wish to participate in the Educational Riders Program will be scheduled during the time the Department-sponsored classes are in session. The Community Relations Division will coordinate all requests with the Patrol Services Bureau Aide.

Normally, riders will meet with their assigned officer just before or at their reporting time and complete as much of that shift with him or her as desired. Evening and midnight shifts are recommended.

4.4.2.3 RULES AND RIDER RELEASE FORM

The supervisor of the participating officer will assure all persons who are authorized to participate in the Educational Riders Programs have reviewed and signed the Patrol Ride-Along Rules and Release form (Attachment A). The completed forms will be forwarded to the Patrol Services Bureau Aide.

4.4.2.4 POLICE APPLICANT RIDERS' OBSERVATION PROGRAM

The Police Applicant Riders Observation Program allows police candidates the opportunity to observe patrol functions, procedures, and in-progress events. A police applicant who is in the background portion of the hiring process will be permitted to ride with a designated sworn officer after receiving a recommendation from the Recruiting Unit and with the approval of the Patrol Services Bureau commander. The Recruiting Unit will coordinate the ride-along with the Patrol Services Bureau Aide

4.4.2.4.1 RULES, GUIDELINES, AND APPLICANT RIDER RELEASE FORM

The Recruiting Unit supervisor or designee will ensure that all approved applicants have reviewed, completed, and signed the Police Applicant Riders Observation Program Rules and Guidelines (Attachment B). The completed forms will be placed in the applicant's file, along with a copy retained in the Recruiting Unit

4.4.3 EXCEPTIONS

Exceptions to this restriction may be permitted with the approval of the Chief of Police or as outlined below.

4.4.3.1 LAW ENFORCEMENT DUTIES

Persons lawfully arrested may be transported as passengers.

Persons may be temporarily transported in police vehicles, with the approval of the operator's immediate supervisor, if necessary to accomplish the police mission.

4.4.3.2 IMMEDIATE FAMILY

An officer's immediate family (i.e., spouse, children, significant other) may ride as passengers in a police vehicle if the officer has personal vehicle liability insurance and one of the following criteria is met:

- a. The transportation must be in conjunction with police-related functions, or
- b. An officer's immediate family may be temporarily transported from one point to another with the approval of a lieutenant.

Child seats will not be used in the back seat of marked patrol vehicles equipped with cages, nor the front seat of vehicles equipped with airbags.

4.4.3.3 OPD PROFESSIONAL STAFF

Communications personnel are encouraged to ride patrol with officers to gain a familiarity with the geographic layout of the City and police operations. In addition, other Departmental professional staff may ride with a patrol officer to gain knowledge of patrol operations.

Professional staff will wear their uniforms or clothing that is in keeping with a professional appearance. Professional staff may elect to wear body armor, which must be secured from the Quartermaster Unit.

4.4.3.4 OTHER LAW ENFORCEMENT AGENCIES, FIRST RESPONDERS, EMERGENCY MEDICAL PROFESSIONALS

Law enforcement officers from other agencies (i.e., federal, state, county, and local) may be transported in conjunction with authorized investigations or other approved activities with the knowledge of the involved program's manager. Law enforcement officers from other agencies, first responders, emergency medical professionals, or other visiting dignitaries may ride as passengers/observers with the approval of a bureau commander.

4.4.3.5 PRESS

Persons representing the news media may ride as passengers/observers in a police vehicle operated by an officer of the rank of sergeant or above once they have accomplished the following:

- a. Presented a valid press ID or letter of verification from their organization.
- b. Signed a Patrol Ride-Along Rules and Release form.
- c. Received approval from the on-duty watch commander.

4.4.3.6 CHAPLAINS

Chaplains may ride as passengers/observers in a police vehicle operated by a police officer.

4.4.4 FILING OF RIDER RELEASE FORMS AND RULES

All persons who are not employees of the Orlando Police Department and are not being transported in fulfillment of police duties (e.g., prisoners, victims) will review and sign the Patrol Ride-Along Rules and Release form.

All signed Patrol Ride-Along Rules and Release forms will be held by the watch commander and then forwarded to the Patrol Services Bureau Aide where they will be maintained on file for two years, except as delineated in Section 4.4.2.3

4.4.5 SEAT BELT POLICY

City employees must wear seat belts when operating or riding in a City vehicle or when operating or riding in personal vehicles while on City business.

Any occupant of a City vehicle will be required to use seat belts. This includes prisoners unless the threat of violence or exigent circumstances make applying the seat belt a higher risk to the officer and/or prisoner than transporting without the use of a seat belt.

4.5 PARKING

This directive outlines policies regarding the parking of police and personal vehicles.

4.5.1 POLICE VEHICLES

A police vehicle parked at the Orlando Police Headquarters shall be parked in the space assigned to that particular vehicle and shall not occupy space specifically designated for another vehicle or public use.

When possible and practical, and regardless of whether the activity falls within Subsections 4.5.1.1 or 4.5.1.2, employees who need to park a police vehicle in the downtown area should use a designated law enforcement space or the parking garages at 53 West Central Boulevard or 62 W. Jefferson Avenue.

The designated spaces for law enforcement vehicles and the parking garages are located at:

- a. The east side of Rosalind Avenue at Washington Street (two spaces for marked vehicles only).
- b. Metered ground-level parking (east side) or the MBI section located on the west side of the ground floor. Parking in the MBI section is available after 1800 hours on weekdays and any time on weekends.

When parking in the garage at 53 West Central Boulevard, employees should get the parking receipt validated by the receptionist located in the business office on the first level.

4.5.1.1 ENGAGED IN EMERGENCY DUTIES

Emergency duties include responses to dispatched calls or any other situations requiring the immediate attention of a police officer or community service officer. On-duty personnel involved in criminal investigations, including such duties as processing crime scenes, interviewing witnesses, conducting photographic line-ups, and performing any other activities directly related to the investigation of criminal activity or the arrest of criminal suspects, shall also be considered engaged in emergency duties.

When employees are engaged in emergency duties, they should try to park in one of the spaces designated in Section 4.5.1 or other available parking. If not practical, safe, or expeditious, they shall park their police vehicle in an area or manner that does not create a danger to the public. Under these circumstances only, they are not required to pay any meters or other parking fees.

4.5.1.2 ENGAGED IN NON-EMERGENCY DUTIES OR COURT APPEARANCES

When using a City vehicle, whether on duty or not, employees engaged in activities of a non-emergency nature or attending any court hearings, depositions, arbitrations, etc., shall either park in one of the spaces designated in Section 5.1 or do one of the following:

- a. Find a legal non-metered parking space.
- b. Park in a designated law enforcement space.
- c. Park legally at a metered space and pay the meter.
- d. When conducting official Department business at the Orange County Courthouse, enter the on-site Law Enforcement parking lot located on the east side of the courthouse and enter the security gate code. If this parking lot is full, proceed to the on-site parking garage and pull a ticket. Once the business has been completed, have the ticket validated at the Information Desk in the rotunda of the main building. If no one is at the Information Desk,

go to the Public Defender's Building and have the ticket validated by the security guard on duty.

Employees will be responsible for the payment of any meters, parking fees, or citations received due to their failure to park in one of the areas designated in Section 4.5.1 unless engaged in emergency duties as defined in Section 4.5.1.1.

4.5.2 PERSONAL VEHICLES

Parking facilities and parking rules have been provided for the parking of personal vehicles of employees. Employees may utilize the spaces designated for personal vehicles in the facilities on a first-come, first-serve basis.

Certain parking spaces on-site at the Orlando Police Headquarters have been assigned to specific individuals. Employees will respect these assignments and will not place their vehicles in any spaces not assigned for employee parking. Spaces assigned to public parking or specific individuals are reserved on a 24-hour basis.

Designated law enforcement spaces may not be used for personal vehicle parking except when appearing in the legal process (e.g., court, deposition) due to a Department-related matter. When using a designated law enforcement space for personal vehicles, the employee's OPD business card must be on top of the driver's side dash of the vehicle and visible from the window.

Employees who are subpoenaed for court and park in a metered space are required to pay the parking meter. They may also park in the garage located at 53 West Central Boulevard per Section 4.5.1.

4.6 PUSHING DISABLED VEHICLES

Disabled vehicles may be pushed short distances by marked patrol vehicles equipped with push bumpers provided that:

- a. The disabled vehicle is creating a safety hazard (e.g., disabled in the middle of an intersection or traffic lanes on a busy street).
- b. It is in the best interest of public safety to push the vehicle rather than wait for a tow truck.

Employees shall not push-start other vehicles or provide a push as a public service to citizens whose vehicles are not creating a hazardous situation. If the citizen requests assistance from an employee and the citizen's vehicle poses no hazard to other persons or vehicles, the employee shall advise the citizen to contact a private repair or towing service. If there is no phone available, the employee may offer to call a tow truck.

Procedures for pushing disabled vehicles:

- a. The employee must first reasonably determine that the disabled vehicle may be pushed a short distance without damaging either the police vehicle or the disabled vehicle. The disabled vehicle must be placed in neutral to prevent damage to the engine or drive-train.
- b. Once the employee has determined the vehicle may be pushed, the police vehicle's push bumper shall be brought carefully to rest against the bumper of the disabled vehicle. The point of contact between the bumpers should then be checked to ascertain that no damage will be caused by contact between the two cars.
- c. The disabled vehicle shall be pushed only far enough to eliminate the hazardous condition.
- d. If an assisting employee is not available to steer the disabled vehicle, the operator shall be requested to do so. The operator shall be instructed not to apply the vehicle's brakes sharply while being pushed due to the possibility that damage may occur.
- e. No vehicle larger than a light pickup truck shall be pushed by a police vehicle.
- f. When using push bumpers to push vehicles off the roadway, the proper way to push the vehicle before making a turn is to give the vehicle (with push bumpers) enough power to allow the disabled vehicle to coast into the

turn while under the operator's control. The police vehicle should remain far enough behind the disabled vehicle so as not to come in contact with the vehicle again unless another push is needed.

4.7 VEHICLE USE OUTSIDE THE CITY LIMITS

Employees with a permanently assigned vehicle may use their assigned vehicle to travel within the State of Florida for approved official business, including training. Employees with permanently assigned vehicles may travel outside the State of Florida with approval from the CAO. Please refer to the current version of the City Policy Assignment and Use of Vehicles and Equipment and the City Travel Policy.

If in fresh pursuit for a violation occurring within the City limits, a vehicle may be followed out of the City and, if necessary, out of the county.

4.8 SECURING PROPERTY AND EQUIPMENT IN VEHICLES

When an employee leaves Department property or Agency-authorized firearms in an unattended vehicle, the vehicle must be locked, the property and firearms placed in a locking device (i.e., MCT mount or Agency-approved gun-securing device), and if the vehicle is equipped with an alarm system, it is the employee's responsibility to ensure that the alarm is operational and activated. If the vehicle will be left unattended for an extended time (e.g., overnight, regular days off, etc.) and it is not equipped with an alarm system or the alarm is inoperative, it is the employee's responsibility to remove Department property and Agency-authorized firearms. The property and firearms can be stored in the Quartermaster Unit or at the employee's home. The current issue of P&P 1702 Firearms and Police Identification shall be adhered to when storing firearms at home.

4.9 SUSPENSION OF EMPLOYEES' DRIVER'S LICENSES

These restrictions apply to all employees who drive City vehicles as part of their assigned duties.

Any employee whose driving privilege has been suspended shall not drive a City vehicle until their driver's license has been reinstated. The employee may be subject to appropriate discipline.

Any employee whose driver's license has been suspended must notify their immediate supervisor, or the next available person in the chain of command, before returning to work.

4.10 POOL CAR SYSTEM

Professional Staff assigned to OPH and who are authorized to drive a Department pool vehicle shall obtain keys located at the Quartermaster Unit lobby inside the Pool Vehicle Key Box. Employees shall sign out for a pool vehicle on the assignment log located directly under the pool vehicle key box and sign back in upon completion of an assignment. Pool Vehicle Log and keys will be maintained at the Quartermaster Unit. No key shall be kept by the employee(s).

Professional Staff participating in the Pool Car System shall adhere to the following:

- a. Maintain pool vehicles in a clean and serviceable condition
- b. Inspect the vehicle before operating (check for a gas card)
- c. Check the fuel level before and after operating the vehicle (maintain full fuel level before returning the vehicle to OPH)
- d. Do not drive the vehicle if the engine and/or other warnings lights are displayed
- e. Report via email, any engine, tire, or other vehicle issues (photograph damages) to the Support Services Division Manager as soon as possible
- f. Park pool vehicles in the designated OPH numbered space as indicated on the respective key ring
- g. Generate a crash/incident report if involved in an accident while driving a department pool vehicle
- h. Report via email, all vehicle accidents, regardless of damages, to the Support Services Division Manager. Include the crash/incident report number and attach photographs in the email notification
- i. Report via email to the Support Services Manager, all requests for contract towing and provide a reason for tow.

- j. Lost vehicle keys shall require immediate notification to the Support Services Division Manager at 321-689-7187 or via email. Failure to secure the pool vehicle key may result in disciplinary action.

Any professional staff employee who participates will be required to pass an annual driver's physical with drug screen as outlined under City of Orlando P&P 800, Operators of City Motor Vehicles and Equipment (Annual Physical Exam).

5. FORMS AND APPENDICES

ATTACHMENT A-Patrol Ride-Along Rules and Release

ATTACHMENT B-Police Applicant Riders Observation Program Rules

Employee Deduction Form