

**River Bend Police Department**  
**Take-Home Vehicle Program (THVP)**  
**General Order 21**  
**Effective Date 08-15-2024**

**21.01** **Purpose:** The purpose of this directive is to establish guidelines for the department's take-home vehicle program (THVP).

**21.02** **Policy:** It is the policy of the River Bend Police Department (RBPD) to assign take-home vehicles to eligible personnel. This policy applies to all employees who are assigned a take-home vehicle.

**RULES AND PROCEDURES**

**21.03** **Take-Home Vehicle Privileges:**

- A. The use of take-home department vehicles is a privilege, not a right, that may be modified or revoked at any time, by the Police Chief, on an individual basis.
- B. Full-time officers that live within 20 miles of the River Bend town limits are eligible to be assigned a take-home vehicle. For supervisory, full-time, the mileage limit will be determined on an individual basis by the Police Chief, subject to approval by the Town Manager.
- C. Officers who reside outside 20 miles of River Bend town limits are authorized to leave the vehicle secured on government property within the 20 mile limit. Examples of authorized locations include fire departments, EMS stations, police department, city halls and other government buildings. Location must be approved by the Chief of Police.

**21.04** **Vehicle Assignment:**

- A. Assigned vehicles are not to be operated by anyone other than the assigned employee unless authorized by a supervisor.
- B. The Chief of Police approves all assignments of take-home vehicles to eligible personnel.
- C. The assignment of take-home vehicles will be based on the operational needs of the department. Vehicles may be reassigned by the Chief of Police as necessary.

**21.05** **Provisions:**

- A. Vehicles must be secured, and the keys removed when parked and unattended. When a department vehicle is not in use off-duty, all firearms will be removed (except when at a State, Federal, or other facility where the storage of firearms is not allowed on-premises).
- B. Any theft of equipment or damage to a take-home vehicle shall be immediately reported to the Chief of Police.
- D. When operating a police vehicle off shift, officers must be armed with a department-authorized firearm and carry their badge and department identification. Appropriate

civilian attire is required if not in uniform per General Order 12.11.

- D. Employees assigned a mobile data terminal (MDT) must be logged onto the system while operating a marked patrol vehicle, including traveling to and from work in a take-home vehicle. If the employee cannot connect from their residence, the employee must safely activate the MDT once they are within connection range.
- E. Employees will check on-duty prior to leaving their residence and off-duty upon arriving at their residence at any time while operating the vehicle. This will be conducted either through Craven Communications or by use of MDT.
- F. Take-home vehicles shall not be used for personal use while in an off-duty status.

## **21.06**

### **Off-Duty Enforcement:**

- A. When driving a take-home vehicle to and from work outside of the jurisdiction of the River Bend Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life, serious property damage or serious personal injury exists.
- B. When providing assistance, officers shall ensure the information about the assistance provided is relayed to Craven Communications and entered into CAD.
- C. As soon as reasonably practicable, officers shall notify the local 911 center and request an on-duty officer to respond from the agency with appropriate jurisdiction.

**END**