



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE PERSONAL USE OF TAKE HOME VEHICLE		PROCEDURE NUMBER PG1724.1	
SECTION Uniforms and Equipment	DISTRIBUTION A	EFFECTIVE DATE 02/14/17	REVIEW DATE 05/01/21
REPLACES PG1724.1 "Personal Use of Take Home Vehicle", issued 05/01/04			
RELATED DIRECTIVES PG1724.0, PG1724.2	REFERENCES	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PROCEDURE

Officers eligible to participate in the take home vehicle program pursuant to the existing collective bargaining agreement are required to adhere to the following guidelines in reference to personal use of the vehicle, as well as all provisions in Division Directive PG1724.0 – "Take Home Vehicle Program".

- A. Use of the vehicle is limited to Prince George's and Montgomery Counties only unless prior written approval is obtained from the Park Police Division Chief.
- B. The vehicle will not be operated within four (4) hours after the officer has consumed any amount of an alcoholic beverage.
- C. The vehicle will not be operated after the officer has ingested any drug that impairs their ability to operate the vehicle.
- D. The vehicle may be used for secondary employment on M-NCPPC property or for events sponsored or co-sponsored for the M-NCPPC.
- E. Use of the vehicle for secondary employment off of M-NCPPC property must have prior written approval from the Park Police Division Chief.
- F. Use of the vehicle to commute to or from secondary employment off park property, or for events not sponsored or co-sponsored by the M-NCPPC, is prohibited unless written approval is received from the Park Police Division Chief.

**PERSONAL USE OF TAKE HOME VEHICLE
PG1724.1**

- G. Civilian attire must be such that it projects a favorable image for the Division and does not create a safety hazard for the officer. Officers are prohibited from wearing: tank-tops, halters, open-toe sandals, "flip-flops", bathing suits, and shoes with more than a one-inch heel. Minimum standards are a sleeved shirt/blouse, long pants, "Bermuda" type shorts, and/or skirt/ dress. In all cases, civilian attire must be clean and free of tears or holes.
- H. Officers in civilian attire are prohibited from making traffic stops unless inaction would reasonably result in serious injury or death.
- I. Animals will not be transported in the vehicle except in unusual circumstances.
- J. Off-duty officers are required to respond to serious incidents/calls for service within reasonable proximity to their location.
- K. When responding to calls off-duty involving a felony or serious misdemeanor, it may be necessary for the officers to handle the call in order to preserve and maintain the chain of custody of evidence. Authorization for an off-duty officer to remain on the scene and/or handle the call will be granted by the on-duty Operations Duty Officer.
- L. Overtime pay will be granted for that period of time in excess of one (1) hour that an off duty officer must work when responding to a call. Response to an incident while participating in the take home vehicle program does not constitute an official call back as defined in Article V, Section 5.6 of the Collective Bargaining Agreement.

End of Document