	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: O2107 Page: 1 of 3 Distribution: All
Title: PERSONALLY ASSIGNED VEHICLES		Section: Organization
Issued: 06/28/2011	Effective: 07/06/2011	Revised: 09/22/2016
Rescinds: All Previous	Amends:	
CALEA References:		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

It is the purpose of this General Order to provide officers who have personally assigned police vehicles with guidance on their operation, use in off-duty enforcement, care and maintenance.

II. Policy

Personally assigned vehicles are designated to officers of this department in order to enhance public safety through increased visibility of police vehicles in the community, permit rapid response of off-duty officers to designated emergencies and enhance the ability of officers subject to frequent callback to do so more effectively.

III. Definitions

A. **Personally Assigned Vehicle (PAV):** A marked or unmarked police vehicle for use by one officer that, when not in use, is parked at the assigned officer's primary place of residence or at a strategic location for crime prevention purposes where it is readily available for use.

B. **Pool Vehicle:** A marked or unmarked police vehicle for use by officers who are not assigned a PAV that, when not in use, is parked at the police facility where it is readily available for use.

IV. Regulations

A. PAVs shall be kept clean at all times and shall be made available for scheduled maintenance and inspections [A].

B. Members will immediately report all damage to department vehicles [B].

C. Unless authorized, officers shall not leave firearms or ammunition in PAVs when they are off-duty and their vehicles are not in use, unless the firearm is secured in a department approved manner [B].

D. Officers assigned PAVs are responsible for maintaining the vehicle in a state of operational readiness, including ensuring the battery remains fully charged and the fuel level remains above a quarter of a tank [B].

E. When not in use, or unattended, officer assigned PAVs will keep the vehicle locked [B].

V. Procedures

A. Eligibility for Assignment

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1. Only full-time, sworn, initial non-training status officers are eligible for PAV assignment. Active officers promoted into a training status are exempt from this policy. i.e., Detective, Sergeant, Lieutenant, etc.

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2. Officers on light duty, leave of absence, leave without pay, or suspension are not eligible for PAV assignment, unless exempt by the Chief of Police.
3. Officers on extended leave (normally of one week or more) shall leave their PAV at the police facility at the end of the shift preceding the start of leave unless an exception has been made by the Chief of Police.
4. Officers whose PAV is out of service for maintenance or repair shall use a pool vehicle during their regularly assigned shifts or other department business, but must return the pool vehicle to the police facility at the end of their shift or upon conclusion of department related business unless the officer is in an on-call status or the Chief of Police has authorized an exception.
5. Assignment of PAVs is at the discretion of the Chief of Police. Priority consideration may be given to the following eligible officers who request a personal vehicle assignment:
   a. Officers who reside in this jurisdiction, so they can quickly respond to callbacks.
   b. Officers who, by reason of their assignment, are subject to frequent callback to major crimes or emergencies.
   c. Officers who require a specific vehicle to perform their required duties.

B. Use of Personally Assigned Vehicles

1. All safety and use provisions applicable to the use of marked fleet vehicles are applicable to the operation of PAVs unless otherwise stated in this General Order.
2. Officers assigned PAVs are responsible for maintaining the vehicle in a state of operational readiness, including ensuring the battery remains fully charged. Premature replacement of vehicle batteries because of damage caused by deep discharge of batteries will be the financial responsibility of the officer assigned the PAV.
3. Officers assigned to PAVs are responsible for daily and formal inspections of their PAV in accordance with General Order O2113 Patrol-Special Use Vehicles.
4. Whenever operating a PAV, officers shall carry their badge and identification card, an authorized sidearm, and handcuffs and either wear or have ready access to soft body armor and marked attire that will allow them to be identified and function as a police officer.

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5. The use of a PAV is restricted to travel related to official use and off-duty use or use for personal business is not permitted. Note: Official Use shall be defined as the use of a city owned vehicle by an employee(s) in direct support of Official City Business. Official City Business is defined as the pursuit of a goal, obligation, function or duty imposed upon or performed by a city officer or employee required by their employment with the city. Members of the public shall not ride in city vehicles unless on official city business.
6. Travel outside of Butler or Sedgwick County using PAVs is prohibited unless connected with official City business, such as training, case follow-up or prisoner transportation, and authorized in advance by the Chief of Police.
7. Officers assigned a PAV retain no expectation of privacy in those vehicles. The department retains the right to enter and inspect PAVs at any time without prior notice, with or without cause.