

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: October 6, 2023	DATE EFFECTIVE: October 13, 2023	NUMBER: SO23-029	PAGE: 1 of 3
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 4-406 Take-Home Vehicles			APPROVED BY: <i>Chief O'Hara</i>

MP-8806

Introduction:

This policy is being updated to:

- Require the Chief's approval of the vehicle type assigned.
- Clarify some of the assignment criteria and policies.
- Change the requirement that an employee must return their vehicle if they will be away from their assignment from being away for 2 weeks to being away for 5 business days.
- Require that the employees complete the electronic form for renewing a take-home vehicle assignment, and for requesting new take-home vehicle assignments.

Effective with the issuance of this Special Order, Section 4-406 of the MPD Policy and Procedure Manual shall be amended as follows:

4-406 Take-Home Vehicles
(07/26/02) (04/24/07) (10/13/23)

~~(A-D)~~

I. Purpose

- A.** ~~MPD and~~ City take-home vehicles are issued based upon a need for a timely response to a police incident.
- B.** ~~Take-home~~ ~~Such~~ vehicles are provided to enhance effectiveness, unit efficiency and to provide better service to the community and the ~~D~~e~~p~~artment.

II. Policy

~~Specific Policies relating to take home vehicles:~~

A. Chief's Authorization Required

- 1.** ~~Only~~ employees authorized by the Chief or the Chief's designee ~~Assistant Chief~~ are allowed take-home vehicles.

2. The Chief or the Chief's designee will approve the assignment of the specific vehicle issued to each person assigned a take-home vehicle.
3. All new requests and renewal requests shall be submitted via the approved MPD electronic form.

B. No conversion of time

• Assignment of a take-home vehicle does not automatically convert the employee's time to constitute standby or on-call status.

C. Responsiveness

• ~~Employees~~ Persons issued take-home vehicles are expected to have a high level of responsiveness to Department needs beyond normal work hours.

D. Only Incidental Personal Use

• Unless otherwise specified in a contract or labor agreement, take-home vehicles will only be authorized for personal uses which are incidental to coming and going from work.

E. No Non-City Drivers

Take-home vehicles shall only be driven by City employees. ~~Cars may not be driven by anyone not employed by the City.~~

F. Mileage Entry

Employees with a take-home vehicle shall accurately enter the mileage of the vehicle every time it is fueled.

G. Employees Away from Assignment

1. Employees on leave (including, but not limited to, medical leave, parental leave, etc) shall not use a take-home vehicle for any purpose, including off-duty employment.
2. • Employees away from their assignment for more than 5 business days 2 weeks (including illness, vacation, training, etc.) shall coordinate with the Fleet Manager to have the City vehicle returned to the Department in their absence, unless an exception has been approved by the Chief or the Chief's designee.

H. List of Take-Home Vehicles

• A list of assigned take-home vehicles ~~shall~~ will be maintained by the Department's Fleet Manager (for Police Administration) and ~~the such list shall~~ will be forwarded weekly to the Deputy Chief of the Professional Standards Bureau the City Coordinator as outlined in Chapter 30 of the City Charter.

I. Factors for Consideration

The below factors are used to consider the approval of a take-home vehicle:

1. ~~Whether the employee's assignment and/or duties are subject to emergency call back on a continuing basis and whether the distance the employee lives from the city would allow emergency response on a timely basis.~~
2. ~~Whether the employee lives close to their work assignment. Employees who live more than 30 miles away from their regular work assignment will generally not be assigned a take-home vehicle. Persons living over 30 miles from their work assignment will not be allowed to take home a vehicle unless otherwise authorized by the Chief or Assistant Chief.~~
3. ~~Whether practical arrangements can be made to keep the vehicle within city limits but still be reasonably available to the employee if not a city resident.~~
 - ~~Whether the vehicle to be taken home by the employee is equipped in such a manner that performance of the employee's duties in his or her own vehicle would be impractical.~~
4. ~~Whether other conditions exist, not based on usage, which make it in the City's best interest to allow take-home privileges, such as compensation considerations or the employee's current employment agreement agreements made when the employee was hired.~~
5. ~~Whether the employee can demonstrate need based on number of meetings attended, miles driven, or related factors including, but not limited to, assignment, and/or duties or position. Take-home vehicles assignments are issued based upon the employee's specific position and job duties, not based on assignment to a specific unit or division.~~
6. ~~Whether the employee has a past history of misuse of City vehicles.~~
7. ~~Other factors as determined by the Chief of Police Police Administration.~~

J. Contractual Agreements

Contractual provisions may apply regarding take-home vehicles, and shall supersede any conflicting requirements of this policy unless and until amended.