

# JACKSONVILLE POLICE DEPARTMENT

Policy: 16-7  
Effective: 01-01-09  
Revised: 11-10-2022

## HOME STORAGE VEHICLES

---

**PURPOSE:** The purpose of this policy is to provide employees of the Jacksonville Police Department with guidelines for the assignment of home storage vehicles.

**POLICY:** It is the policy of the Jacksonville Police Department to maximize police visibility and increase the longevity of Department vehicles through proper implementation of a home storage vehicle program. The home storage vehicle program will allow for vehicles to be better maintained and immediate mobilization of emergency personnel.

### PROCEDURES:

#### I. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION

Officers are eligible for participation in the home storage program if they completed the Jacksonville Police Department Field Training Program, and live no more than 18 miles from the city limits of Jacksonville. Officers who were assigned a vehicle prior to January 1, 2021 may continue to utilize the vehicle. Vehicles will be assigned based on availability and privileges may be revoked by the Division Commanders or Chief of Police at their discretion. Distance will include specialty positions within the department and supervisors.

#### II. DISTANCE CALCULATION

A. Mileage will be calculated using Google Maps using the shortest distance of travel. Distance calculations will be rounded down to the whole number. (Example- If mileage is 13.6 miles the distance will be 13 miles.)

#### III. AUTHORIZED OPERATIONS

Home storage vehicles will only be operated by:

- A. The assigned employee;
- B. Authorized maintenance or repair personnel;
- C. Probationary employees while riding with the assigned employee;
- D. Emergencies requiring the use of the vehicle by another officer; and
- E. Others, as directed by the Chief of Police.

#### IV. AUTHORIZED USE

Employees assigned home storage vehicles may utilize them as follows:

- A. For travel to and from the Jacksonville Police Department and during the employees' tour of duty;
- B. As transportation to appear as a witness in any court as long as it is job related;
- C. Canine officers are authorized to utilize their assigned vehicles outside the city limits for travel to and from the Jacksonville Police Department; and
- D. The Chief of Police and Division Commanders are permitted to utilize their assigned vehicles outside the city limits as long as it is consistent with the image of the Police Department.

#### V. PROHIBITED USE

Employees are prohibited from using their home storage vehicles for:

- A. The transportation to/from any establishment that serves or sells alcoholic beverages; and
- B. The transportation of large or heavy items that protrude from the vehicle.

#### VI. VEHICLE MAINTENANCE/ MODIFICATIONS

A. Officers are required to service check their vehicle daily and ensure routine maintenance is performed by the City Garage or other approved facility as required. Failure to maintain routine

maintenance of your assigned vehicle may result in suspension or termination of privilege. Suspension of privileges will be in the following manner:

1. First Offense will result in loss of use of assigned take home vehicle for 1 (One) pay period from date of incident.
  2. Second Offense will result in the loss of use of assigned take home vehicle for 2 (Two) pay periods from date of incident.
  3. Third Offense will result in the loss of use of assigned take home vehicle for a period of 6 (Six) months from date of incident.
  4. Fourth Offense the Officer will lose the privileges to a take home vehicle for 1 (One) year from date of incident. After the loss of privilege Officers will be re-evaluated at 1 (One) year to determine if privileges will be granted.
- B. Officers will not make modifications to their vehicle without prior, written approval of the Chief of Police.


#### VII. ADDITIONAL INFORMATION

- A. Passengers will be limited to other police officers, Jacksonville employees or other government personnel, or during the course of official business.
- B. Officers are reminded that they are driving a police vehicle. Should an incident occur, they should be equipped to take whatever action is necessary until relieved by an "on-duty" officer.

#### VIII. AT FAULT FLEET VEHICLE COLLISIONS

Officers who are found to be at fault for an on or off duty accident, in a city owned vehicle, may result in their privileges being suspended or terminated.

- A. Suspension of privileges will be in the following manner:
  1. First Offense will result in loss of use of assigned take home vehicle for 1 (One) pay period from date of incident.
  2. Second Offense will result in the loss of use of assigned take home vehicle for 2 (Two) pay periods from date of incident.
  3. Third Offense will result in the loss of use of assigned take home vehicle for a period of 6 (Six) months from date of incident.
  4. Fourth Offense the Officer will lose the privileges to a take home vehicle for 1 (One) year from date of incident. After the loss of privilege Officers will be re-evaluated at 1 (One) year to determine if privileges will be granted.



Brett C. Hibbs  
Chief of Police