
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

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ISSUED DATE: 08/20/2019
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SUBJECT: Department Issued Vehicles

REFERENCE: CALEA [Ch.17](#)

CROSS REFERENCE:

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I. PURPOSE

- A. To establish guidelines for the use of Department owned vehicles issued on a twenty-four (24) hour basis, to officers at all times.

II. DEFINITION

- A. On-call Vehicles: A clearly marked or unmarked, radio equipped police vehicle used by a Commander, or Department Specialist which is driven home due to the twenty-four (24) hour responsibilities of his/her Police Department position.
- B. Take home vehicle: A clearly marked or unmarked, fully equipped police vehicle used by specialized units within the Department.

III. PROCEDURE

- A. Assignment and approval of Department issued vehicles shall be at the discretion of the Chief of Police or his designee. Commanders will periodically check on their areas of command on shifts they do not normally work. They are also required to respond to all major incidents involving their command or personnel. Department specialists will respond to all incidents involving their areas of specialization.
- B. Department personnel found negligent in the care or operation of the Police vehicle will be subject to surrendering the vehicle and removal from that assignment.
 - 1. This clause will not be enforced where personnel have reported mechanical or electrical problems promptly; nor will this clause apply solely to negligent automobile accidents as they are provided for in General Order 20.2.
- C. Off-duty operation of on-call vehicles will conform to the following procedures:
 - 1. Vehicle use is restricted to Police use only and shall not be used specifically for personal use.
 - 2. Take home vehicles that are not assigned to on-call personnel will be take home and park only and are not to be used for personal needs.

IV. VEHICLE USE LIMITATIONS

- A. Discretion of the Chief of Police
 - 1. Deputy Chief
 - 2. Major
 - 3. Chaplain
- B. Take home and park
 - 1. Animal Control
 - 2. Canine Officer

3. CSI
4. EOD
5. Infectious Control Officer
6. Information Technology
7. TSU Officers
8. Narcotics Officers/TFO
9. Range Officers
10. Victim Services
11. Internal Affairs
12. Community Policing
13. Dignitary Protection
14. Negotiators
15. O.K. Program
16. Property Truck

C. Restricted to the MARC Region with one (1) passenger:

1. Captains

D. Restricted to Wyandotte County with no passengers:

1. Homicide
2. SOU
3. Public Information Officer, when on-call

(a) Officers operating on-call vehicles, with restricted use, shall be dressed in business casual attire or authorized department approved wear, and will be prepared to respond directly to call out locations with all required equipment. When called out off-duty, the responding officer will give the location he/she is responding from so units on-scene can anticipate the time of arrival.

(1) The assigned officer will be the only occupant of an on-call vehicle during off-duty hours. Personnel assigned to an on-call vehicle will be responsible for rendering assistance on emergency calls during off-duty hours if they are near the location.

E. Any deviation in the operation of Department issued vehicles must be approved by the Chief of Police

F. The radio will be on whenever the car is in use; it is not necessary for off-duty personnel to go in and out of service unless responding to a call.

G. Off-duty personnel are responsible for the safety and actions of any passenger in their vehicle.

H. Only authorized Department personnel will operate police vehicles.

I. Employees will not use the on-call vehicle to transport other Department personnel to and/or from work, as it inhibits the operator's availability for duty.

J. Employees will not permit non-police personnel to accompany them during a regular tour of duty unless authorized and appropriate waivers have been signed

K. Personnel will be well groomed and will maintain the highest professional image while operating a department owned on-call vehicle.

L. Personnel will not operate a Department issued vehicle while legally impaired.

M. Civilian employees of the Police Department or Unified Government will not be provided transportation unless authorized.

N. Vehicles will be parked at a location designated by the Bureau Director when the operator is on extended leave.

O. Under no circumstances will personnel leave any firearm, explosive, or hazardous material in a Department vehicle, locked or unlocked, while it is being serviced or repaired regardless of the location of the service or repair facility, unless the officer stays with the vehicle. Department vehicles will have all firearms, hazardous materials, or explosives removed from public view when parked in an area, accessible to the public. Personnel operating on-call vehicles shall be armed at all times in accordance with Department policy.

P. As much as possible, vehicles should be parked in a garage at the residence of the responsible employee.

V. MAINTENANCE AND REPAIRS

A. Maintenance: Employees assigned an on-call vehicle will be fully responsible for the proper care and general appearance and maintenance of the vehicle. The following items are considered general maintenance:

1. Each employee assigned a vehicle shall keep the vehicle clean and washed.
2. Each employee shall present the vehicle at the main Police Garage for regularly scheduled preventive maintenance.

B. Vehicles assigned to the Narcotics Units, other than police sedans, can be serviced and repaired from the Unit's cash investigative funds. This is due to the confidential nature of these vehicles and the difficulty in having work performed on vehicles that are not standard police vehicles at the police garage.

- C. Employees are required to individually report any vehicle damage to their supervisor. Employees who are involved in an accident while operating an on-call vehicle will report the damage in accordance with G.O. 20.2 Police Vehicle Accidents.

VI. CONTROL AND MONITORING

- A. The respective Bureau Director will be responsible for controlling the operation and monitoring of on-call vehicles' under their command. Ultimate control of the operation and monitoring of these vehicles is the responsibility of each level of command with final authority residing with the Chief of Police. Any deviation in the operation of on-call vehicles resides with the Chief of Police.
 - 1. A listing of mileage, fuel consumption, etc., will be compiled by Fleet Services on a quarterly basis and forwarded to the respective Bureau Director's Office for review and further action/follow-up if necessary.

VII. VEHICLE ALTERATIONS

- A. No alterations or modifications, including stickers, of any police vehicle are permitted without the written consent of the Chief of Police or Bureau Director.