



Richmond Police Department

ASSIGNED VEHICLE AGREEMENT

I understand that participation in the Assigned Vehicle Program is a privilege and is not to be considered an automatic benefit or right. This privilege can be revoked or amended at any time the Department deems necessary. I also understand that I am to adhere to the following regulations of the program, effective [_____].

1. Only sworn employees will be allowed to take an assigned vehicle home.
2. Sworn employees shall be permitted to drive their assigned vehicle home so long as they reside within a 60-mile driving distance from Richmond city limits, unless otherwise approved by the Chief of Police. Off street parking shall be provided for all take home vehicles.
3. The employee agrees to maintain their assigned vehicle on an active Fastrak Account (verification attached), regardless if they plan to utilize a toll lane. Failure to do so may result in loss of Assigned Vehicle Program privileges.
4. The City agrees to meet and confer with the RPOA and RPMA upon request should the City propose to eliminate the Assigned Vehicle Program.

Please fill out the below information completely.

I live within 60 miles of Richmond and choose to park the vehicle at my residence.

Address where parked off duty: _____

I do not live within 60 miles of Richmond, but I request authorization from the Chief of Police to take my vehicle home.

Address where parked off duty: _____

Chief's signature: _____

When driving my assigned vehicle to and from work outside the city limits of Richmond, I understand that I shall not become involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists. I understand that I shall not use my assigned patrol vehicle for personal business, such as errands, secondary employment, or transport of persons other than City employees without supervisor approval. I also understand that I am expected to familiarize myself with the policies and procedures adopted by the Department concerning the care, maintenance, and use of the assigned patrol vehicle, and to abide by these policies and procedures.

Printed Name/ Serial #		
Signature		
Date	Assigned Unit #	Mileage