

REQUEST FOR LEGAL OPINION

Print Document - Add Attachments – Deliver to City Attorney’s Office

Date: 12/01/2023

Department: POLICE Initiated by: Steven Linderman Phone: 510-620-6913

Subject: Review consent calendar item for Take Home Vehicle Program for RPD

Resolution: Ordinance: Contract: RFP/Q: Opinion: Review:

Please indicate the nature of your request and the purpose of the contract or document to be reviewed:

Please review the consent calendar item and appropriate documents for the Take Home Vehicle Program for RPD.

*(Items must have completed the review process **BEFORE** placement on the Agenda)*

Deadline for opinion? 12/04/2023 Meeting Agenda (choose one): City Agency Authority
Date: _____

List Attachments:

- 1 - Staff Report
- 2 - Policy
- 3 - Agreement

RESPONSE BY CITY ATTORNEY’S OFFICE

APPROVED SUBJECT TO CHANGES SHOWN REPLY ATTACHED OTHER

1st Review Date: _____
3rd Review Date: _____

2nd Review Date: _____

APPROVED AS TO FORM Attorney’s Signature: Heather Mc Laughlin Date: 12/6/2023



AGENDA REPORT

Police Department

DATE:	December 19, 2023
TO:	Mayor Martinez and Members of the City Council
FROM:	Bisa French, Chief of Police
Subject:	Richmond Police Department Assigned Vehicle Program (AVP)
FINANCIAL IMPACT:	The proposed \$141,790 annual expenditure will require a budget adjustment made to the Police Department's vehicle cost pool allocation for Fiscal Year 2023-2024; future years will be budgeted for appropriately – account string 01191021-400571.
PREVIOUS COUNCIL ACTION:	November 7, 2023-The PD 18-Month Plan to Eliminate Mandatory Overtime within the Richmond Police Department presentation was approved on the consent calendar.
STATEMENT OF THE ISSUE:	Richmond Police Officers have been subject to multiple years of mandatory overtime to fill minimum staffing levels and sustain essential public safety services. To mitigate this issue, the Police Department proposes implementing an assigned take-home vehicle program to reduce overtime costs by increasing recruitment efforts and retaining current staff while positively impacting department morale.
RECOMMENDED ACTION:	APPROVE it The immediate implementation of the Richmond Police Department's Assigned Vehicle Program and adequately budgeted for the AVP in subsequent fiscal years.

DISCUSSION:

For several years, the Richmond Police Department has endured critically low staffing levels, resulting in officers being subjected to mandatory overtime to maintain crucial public safety services and minimum staffing levels. As a result of this issue, the Police Department Administration has successfully worked with the City of Richmond Human Resources Department to procure recruitment resources as part of a comprehensive strategy to increase interest in police officer jobs. However, despite our best efforts and the progress that we have made, the City of Richmond continues to fall behind in the area of recruitment of new police officers and the retention of existing staff. This unending cycle of hiring new officers while losing existing staff ultimately results in continued mandatory overtime, poor employee morale, and negatively impacts public safety services to the community.

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It is widely known that police departments nationwide struggle to recruit, hire, and retain quality personnel. The Richmond Police Department is no different. To address this issue, the Richmond Police Department proposes implementing an "Assigned Vehicle Program" (AVP) to increase our ability to market Richmond Police Department jobs and simultaneously retain the highly trained officers currently working for the City of Richmond.

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Recruitment and Retention

The implementation of an Assigned Vehicle Program would set us apart from other agencies that are now offering incentives such as \$75,000 hiring bonuses, \$5,000 referral bonuses, down payments for home purchases, lifetime medical benefits after 15 years of service, retirement eligibility at age 50, free uniforms and dry cleaning, tuition reimbursement and more robust specialty assignments and promotional opportunities, all benefits and recruitment/retention tools that RPD cannot currently compete with.

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The AVP initiative addresses the critical need for a dedicated fleet of vehicles exclusively assigned to individual sworn personnel and extends beyond personnel already authorized to take a vehicle home to accommodate on-call work status. Currently, Richmond Police Officers rely on a shared pool of vehicles, leading to logistical challenges and increased wear and tear on the vehicles, as each patrol car operates on a 24-hour-per-day basis and is utilized continuously from one shift to the next. The AVP seeks to mitigate these issues by providing officers with their assigned take-home vehicle, which will only be operational to and from work and for the duration of the officer's shift, therefore utilizing the vehicle in a manner consistent with manufacturing intent. In addition to prolonging each vehicle's lifespan, the AVP will foster a sense of ownership and ensure each car is adequately equipped, properly serviced, and always prepared for swift and responsive community policing.

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The AVP is designed to improve the mobility, response time, and overall effectiveness of our Police Department by eliminating the need for officers to prepare a vehicle for service at the onset of each shift and allowing them to provide service to the community more efficiently. By allocating specific vehicles to individual officers, we aim to streamline daily operations and reduce downtime associated with pool vehicle deployments. The AVP includes a comprehensive maintenance plan serviced by City of

Richmond maintenance staff to extend the lifespan of vehicles and minimize long-term vehicle costs.

In addition to the long-term cost savings, implementing an AVP is a powerful tool in the city's efforts to recruit and retain top-tier police officers. The prospect of having a dedicated take-home vehicle for patrol officers provides a tangible and attractive benefit for potential recruits and existing sworn personnel. This program not only addresses the practical needs of officers but also symbolizes a commitment to their well-being and professional satisfaction. A sense of individual ownership over assigned vehicles fosters a stronger connection between officers and their role in safeguarding the community. This, in turn, contributes to a positive organizational culture and improved morale, which is vital for attracting new talent to the Richmond Police Department. To emphasize the impact of an AVP, the Richmond Police Department has lost numerous tenured officers to cities that currently offer an AVP; most recently, this past month, the Richmond Police Department lost three sworn officers to such organizations.

Geographic Case Studies:

Fairfield PD, Vacaville PD, and Kensington PD offer an AVP to their sworn officers. Dixon PD and Benicia PD currently have "pilot" programs. Within these agencies, AVPs are commonly cited as a significant factor in an employee's decision to stay and an applicant's decision to apply.

Some facts to consider about the listed agencies that currently deploy an AVP:

- Fairfield PD is one of the few fully staffed police departments in the region. Fairfield PD now has 124 of 126 sworn vacancies filled. They do not have mandatory overtime signups and rarely force patrol officers to work past their assigned shifts. Fairfield PD has attracted new hires and seasoned lateral officers, including two from our agency. These officers cited Fairfield PD's Assigned Vehicle Program as one of the main reasons they chose the agency.
- Vacaville PD is currently operating with 119 of 126 sworn vacancies filled. The coordinator of their Assigned Vehicle Program cites it as their best recruiting and retention tool. He stated that they do not have officer retention problems. Vacaville PD does have mandatory overtime signups but reports that the assigned vehicle program mitigates a significant amount of officer frustration and fatigue.
- Kensington PD has 8 of 9 sworn positions filled, with multiple candidates currently in the background for the position. They have no mandatory overtime and rarely need to force a patrol officer to work past their assigned shift.
- Dixon PD has 26 of 29 sworn positions filled. They have no mandatory overtime and rarely need to force a patrol officer to work past their assigned shift.
- Benicia PD has 29 of 33 sworn positions filled.

(note: there are many more cities in California and throughout the United States that have

implemented AVPs)

Feedback from officers at the Richmond Police Department has shown that an AVP would help tremendously with officer retention. From 2019 – 2023, **33** officers have resigned from

Richmond PD and left for other agencies. These resignations have led to a staffing crisis necessitating the eliminated of an entire patrol team, our Traffic Unit, Narcotics, Parole and Gang Units, Bravo Unit, and Regulatory Unit. The remaining investigative units have also endured staffing cuts.

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Vehicle Longevity

In addition to the hiring and retention benefits, AVPs have a significant impact on the longevity of a police vehicle. The evidence overwhelmingly indicates that an Assigned Vehicle Program is more cost-effective than a Pool Car system. Research shows that total engine hours can accurately tell vehicle longevity and repair needs more than mileage. Pool cars operate up to 24 hours a day. Having a vehicle assigned to an individual officer dramatically reduces the engine hours on the car. Research shows that one hour of engine idle equals 30 to 60 miles of driving. Pool cars are typically passed off between officers at the beginning and end of their shifts. When a vehicle constantly runs, it cannot cool off, leading to expensive maintenance, longevity, and warranty issues.

Nationwide Wide-Case Studies:

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Numerous studies conducted on Assigned Vehicle Programs throughout the country show that vehicle longevity is significantly improved. This is due to assigned vehicles running approximately one-half to one-third less than a pool car and individual driver accountability.

Pima County Sheriffs, Arizona

Pool Car: 1.7 years

Assigned Vehicle: 7 years

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Hampton PD, Virginia

Pool Car: 3 years

Assigned Vehicle: 8 years

Arlington PD, Texas

Pool Car: 3 years

Assigned Vehicle: 6 years

Manatee County Sheriff's Department, Florida

Pool Car: 1.8 years

Assigned Vehicle: 5 years

St. Petersburg PD, Florida

Pool Car: 1.8 years

Assigned Vehicle: 5 years

Tacoma PD, Washington

Pool Car: 2 years

Assigned Vehicle: 7 years

The Montgomery County Study

Pool Car: 2-3 years

Assigned Vehicle: 5-7 years

The average patrol vehicle costs \$70,000. A pool car at Richmond PD would be replaced on average three times for every one time a car in the Assigned Vehicle Program would need to be replaced. This would be a tremendous cost savings (not adjusted for inflation) for just one vehicle in an Assigned Vehicle Program.

Operating Costs

A study with the Tacoma, WA, Police Department showed that operating costs per mile were 30% lower for assigned vehicles versus pool cars. Officers take more ownership of their assigned vehicles. They are more likely to report minor mechanical issues, avoid costly repairs, and comply with scheduled maintenance. Officers drive their assigned vehicles less aggressively, saving on wear and tear and fuel costs.

The State of Massachusetts Study showed that agencies with an Assigned Vehicle Program revealed that officers take better care of assigned vehicles. Minor issues go unreported when officers utilize pool cars, fresh damage can be overlooked, and vehicles often get dirty. A Pima County Sheriff's Study showed that assigned vehicles had decreased maintenance costs due to increased driver accountability.

City of St. Petersburg, Florida

Pool Car: 0.49 cent/mile

Assigned Vehicle: 0.40 cent/mile

Total savings: \$7,650 per vehicle over life expectancy or 8% cost reduction.

Galloway Township Police Department, New Jersey

The Fleet manager projected operating costs to nearly double from \$130,000 to \$228,000 if forced to transition from the Assigned Vehicle Program to the Pool Car Program.

Daytona Beach Police Department, Florida

They reported 40% reduced maintenance costs with the Assigned Vehicle Program.

Tacoma Police Department, Washington

Operating costs were reduced by 33.86% by utilizing an Assigned Vehicle Program.

Visalia Police Department, California

The personalized patrol vehicle program has saved 31% in operating costs compared to traditional patrol vehicle programs.

United States Department of Justice Study

Operating costs for a large city department with an Assigned Vehicle Program would drop 30% over a Pool Car Program.

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RICHMOND POLICE DEPARTMENT FLEET:

We will have ample vehicles to support an Assigned Vehicle Program. The first year of an Assigned Vehicle Program is typically the most expensive due to departments needing to stockpile enough vehicles. Fortunately, and unfortunately, due to our limited staff, we currently have sufficient vehicles to launch a sustainable Assigned Vehicle Program at this time.

Current Maintenance Costs:

This includes oil changes, tires, and preventative maintenance. Oil changes are performed every 3,000 miles, and patrol vehicle tires are replaced every six to eight months.

Maintenance Cost:

The current expense of maintaining the Richmond Police Department pool of vehicles is \$2,078 per vehicle annually. This cost is based on an average vehicle driven approximately 11,387 miles annually.

The proposed expense to maintain the Richmond Police Department AVP is \$3,457 per vehicle annually. This cost is based on an average vehicle driven approximately 18,944 miles annually.

The AVP accounts for a cost difference of \$75,845 per year.

Fuel Cost:

The current fuel expense for the Richmond Police Department's pool of vehicles is approximately \$1,807 per vehicle annually. This cost is predicted based on an average vehicle driven approximately 11,387 miles annually with a fuel efficiency rate of 23 miles per gallon.

The fuel expense for the proposed AVP is approximately \$3,006 per vehicle annually. This cost is predicted based on an average vehicle driven approximately 18,944 miles annually with a fuel efficiency rate of 23 miles per gallon.

The AVP accounts for a cost difference of \$65,945 per year.

The annual added expense to operate the AVP (fuel/maintenance) is \$141,790.

Policy and Oversight

The Police Department Administration recognizes potential risks associated with implementing an AVP; therefore, strict policy development and enforcement are crucial to the program's success. RPD policy dictates that city-owned vehicles are only used for work-related purposes, not personal errands or transportation. Assigned vehicles may be used for travel related to a work assignment as follows:

- (a) Sworn employees living within 60 miles of Richmond city limits can take an assigned vehicle home.

- (b) Exceptions to the 60-mile rule may be made with the approval of the Chief of Police under specific circumstances.
- (c) Probationary employees are not eligible to participate in the Assigned Vehicle Program.

- (d) Those employees eligible to take their cars home based on the above criteria shall provide off-street parking for the police vehicle. The address where the vehicle will be parked when not used shall be current on the Assigned Vehicle Agreement form.
- (e) Employees who live more than 60 miles away may park it in the secured lot of a local police or fire department within the 60-mile radius. The address must be provided and current on the Assigned Vehicle Agreement form. Written proof of permission from that agency may be required.

All rules of the road shall be obeyed unless exigent circumstances warrant an emergency response. Current RPD Policy shall be adhered to in these circumstances. When driving an assigned vehicle to and from work outside of the jurisdiction of the Richmond Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or severe property damage exists. Officers may render public assistance when prudent (e.g., to a stranded motorist).

FISCAL IMPACT:

Evidence from existing Assigned Vehicle Programs throughout California and the United States overwhelmingly indicates that they are more cost-effective than a Pool Car system. The majority of the expenses of an Assigned Vehicle Program are upfront. **The benefit for Richmond PD is that we currently have sufficient vehicles to implement the costliest part of the program.** The cost of the Assigned Vehicle Program is significantly reduced every year as the vehicle cost is amortized.

The annual estimated fuel and maintenance increase for vehicles under the Assigned Vehicle Program is \$141,790. This cost does not consider the expected increase in vehicle longevity, decreases in serious collisions, and recruiting and retention benefits, as seen by other agencies with Assigned Vehicle Programs.

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RECOMMENDATION:

Richmond Police Department Administration recommends implementing an Assigned Vehicle Program at the Richmond Police Department.

Evidence from established Assigned Vehicle Programs around the country overwhelmingly shows the financial benefit that the program brings to their local organizations. The quantifiable advantages include a dramatic increase in vehicle longevity, reduced operating costs, and increased work efficiency. The less measurable benefits are perhaps even more significant. Departments with Assigned Vehicle Programs report increased officer morale and job satisfaction. Their Assigned Vehicle Programs have been vital in recruiting and retaining personnel.

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The Richmond Police Department is slowly recovering from one of our most critical staffing shortages. Implementing a well-managed Assigned Vehicle Program will aid our efforts to improve the working conditions for our officers. With our current staffing

shortages and resulting lack of specialty assignments and promotional opportunities, we are no longer one of the most competitive agencies to work for. An Assigned Vehicle Program will boost our

standing among other local agencies in our recruiting effort and placing us in the top tier of desired Bay Area agencies for which to work.

DOCUMENTS ATTACHED:

- Attachment 1 – RPD Assigned Vehicle Program Policy
- Attachment 2 – RPD Assigned Vehicle Program Employee Agreement
- Attachment 3 – RPD City Vehicle Use Policy

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Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Richmond to provide assigned take-home vehicles.

703.2 POLICY

The Richmond Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments, and other considerations.

703.2.1 SHIFT ASSIGNED VEHICLES

Personnel assigned to routine scheduled field duties shall sign out their vehicle in the Patrol vehicle log at the start of his/her shift. Personnel shall then notify Communications Center and log onto their Mobile Data Computer (MDC) when going on duty. If the employee exchanges vehicles during the shift, the new vehicle number shall be called in and entered into the computer. At the conclusion of each shift, personnel shall sign in their vehicle in the aforementioned Patrol vehicle log.

The Watch Commander shall ensure a copy of the Daily Attendance roster indicating member assignments and vehicle numbers is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

Employees shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shift. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

In addition, when logging on and off with the Communications Center, personnel shall be required to give the dispatcher the mileage for the assigned vehicle. The dispatcher receiving the log on/off mileage shall enter this information into the computer-aided dispatch system.

703.2.2 UNSCHEDULED USE OF VEHICLES

Personnel utilizing a vehicle for any purpose other than their normally assigned duties shall notify the Watch Commander of the reasons for use. A notation will be made on the Daily Attendance indicating the operator's name and the vehicle number. This does not apply to personnel permanently assigned an individual vehicle (e.g., command staff, detectives), or to Property and Evidence Section personnel assigned transportation duties to and from the maintenance yard, etc. Property and Evidence Section personnel shall be responsible for maintaining records of the property transportation vehicles.

Richmond Police Department

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Vehicle Use

703.2.3 UNMARKED VEHICLES

Unmarked units, if not assigned to an individual employee, shall not be used without first obtaining approval from the respective unit supervisor.

703.2.4 AUTHORIZED PASSENGERS

Personnel operating department-owned vehicles shall not permit persons other than City employees or persons required to be conveyed in the performance of their duties, or as otherwise authorized to ride, to be a passenger in their vehicle; unless prior permission from a supervisor has been obtained.

703.2.5 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

City-owned vehicles should be parked in their assigned stalls. Employees shall not park privately owned vehicles in any stall assigned to a City-owned vehicle or in other areas of the parking lot not designated as a parking space unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas. Department members' personal vehicles shall not be parked in front of the Police Station.

703.2.6 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

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Vehicle Use

When transporting any suspect, prisoner, or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.2.7 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Watch Commander. A notation will be made on the Daily Attendance roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to vehicle transportation duties to and from the maintenance yard or carwash.

703.2.8 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.2.9 MDC

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC with the required information when going on duty. If the vehicle is not equipped with a working MDC, the member shall notify Communications Center. Use of the MDC is governed by the Mobile Digital Computer Use policy.

703.2.10 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Division Commander approval.

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Vehicle Use

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.2.11 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.2.12 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of the assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.2.13 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions, or removal of any equipment or accessories without written permission from the Fleet manager.

703.2.14 PROFESSIONAL STAFF MEMBER USE

Professional Staff members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Professional Staff members shall prominently display the "out of service" placards or light bar covers at all times. Professional Staff members shall not operate the emergency lights or sirens of any vehicle unless expressly authorized by a supervisor.

703.3 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that the assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- (d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) Supervisors shall make, at a minimum, bi-monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

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Vehicle Use

703.4 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.



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