

MARYSVILLE ASSIGNED VEHICLE USE POLICY

I. POLICY

The City of Marysville ("City") authorizes certain City employees to use City vehicles for overnight take-home use. The following Assigned Vehicle Use Policy ("Policy") sets forth the terms and conditions of such use.

II. PURPOSES

A. To decrease the amount of time necessary for City employees to obtain City vehicles for their work-shifts, thereby giving City employees more time to fulfill their employment duties.

B. To permit City employees and City vehicles to be readily available for emergency responses on a 24-hour basis.

C. To increase the number of City vehicles that are visible on City streets, thereby increasing the visibility of City employees, including increasing the visibility of police and establishing a "police presence."

D. To provide more accountability for personnel assigned to use city vehicles as part of their daily job function.

III. ELIGIBILITY

A. A City employee requesting a City vehicle for overnight take-home use must satisfy the following eligibility requirements. If, at any time after a City employee has been assigned a City vehicle pursuant to this Policy, any of the eligibility requirements are no longer satisfied, assignment of a City vehicle shall be automatically rescinded.

1. City employees must be assigned a City vehicle for their exclusive use.

2. City employees must maintain full-time status as City employees.

3. City employees must reside within (to be determined by council direction) 15 miles of the City limits.

4. City employees must not have five or more points on their DMV record.

B. The decision to grant an eligible City employee use of a City vehicle for overnight take-home use shall be made by the City Manager, upon recommendation from a department head. Such approval shall be in writing. The City Manager shall take into consideration the administrative or specialty assignments of a City employee when determining whether to grant overnight use of a City vehicle, as set forth in this Policy.

IV. USE OF CITY VEHICLES WHILE NOT WORKING

A. City employees shall only use City vehicles for work-related activities and shall not use City vehicles for personal activities, except those activities which can be accomplished while City employees are driving to and from work (i.e., picking up dinner on the way home from work).

B. Persons other than the City employee who has been granted authority to use a City vehicle pursuant to this Policy shall not ride in a City vehicle, unless said persons are involved in official, City-related activity. Such person(s) shall only be permitted to accompany the City employee who has been granted authority to use the City vehicle under this Policy, and may not drive the City vehicle.

C. During vacations or when City employees are not using City vehicles for an extended period of time, the City Manager may require that City vehicles be parked and stored at a City facility. If City vehicles are parked and stored at the homes of City employees, copies of City vehicles' keys must be given to the City Manager or department head. Such vehicles must be accessible for City use.

D. In some instances, it may be necessary for a City employee to use a City vehicle other than the one that he or she has been assigned for exclusive use. In such instances, the City employee must obtain prior written approval from the City Manager or department head.

V. OPERATION OF CITY VEHICLES

A. City employees must carry valid California Driver's licenses while operating City vehicles. City employees must conform to all City Ordinances and State Statutes regulating traffic.

B. City employees shall drive City vehicles in a reasonable manner in order to conserve fuel and ensure efficiency of operation, including:

1. Stopping the engine rather than idling for extended periods of time (except during very cold winter weather);
2. Leaving the vehicle running during the summer is discouraged because severe engine damage from over-heating can occur very quickly;
3. Non-excessive acceleration;
4. Appropriate use of climate control features.

C. City employees shall exercise good judgment in operating and utilizing City vehicles and shall not drive in a manner which may cause unfavorable comment or reflect negatively on the City.

1. City employees will not presume any special privilege with City vehicles and shall not park City vehicles in an improper manner, except during emergencies. For instance, City police personnel must park vehicles in areas that are open to the public and not in restricted parking zones (handicapped, fire, loading) during non-emergency times.

2. City employees may receive citations and/or disciplinary action for driving or parking violations.

D. All City employees and passengers in a City vehicle must wear seat belts while the City vehicle is in use. Failure to utilize seat belts may result in: serious injury, refusal of the City's insurance carrier to cover such injuries, and/or possible disciplinary action in accordance with City personnel regulations.

E. City employees shall not operate City vehicles if they are under the influence or effects of alcoholic beverages, controlled substances, or medications which alter the mood, skills, or judgment of the employee. The supervisor of a City employee who suspects that an employee is under the influence of alcohol or medication prior to, during, or immediately after the use of a City vehicle may contact the appropriate City police personnel and require a breath or blood test. Possession of an alcoholic beverage, whether the beverage is open or not, is prohibited unless it is properly secured in the vehicle's trunk, is directly related to a work task, and prior approval is given by the employee's supervisor.

VI. VEHICLE MAINTENANCE

A. City employees shall be responsible for ensuring that vehicles receive general maintenance and proper care. The cleanliness of said vehicles, including the exterior and interior shall also be maintained.

1. Except for emergencies, all maintenance, service work, and repair work shall be scheduled with the City Shop to be done while the vehicle is not being used by the City employee.

2. City employees may voluntarily clean the exterior and interior of their assigned City vehicles at the designated car wash, or at personal residences.

B. City employees shall refrain from:

1. Performing mechanical work on City vehicles themselves;

2. Altering the body, general design, appearance, markings, mechanical, or electrical systems of City vehicles without prior written approval from the City Manager or department head. Minor repairs, such as changing headlights or batteries are excepted from this provision.

3. Adding accessories or equipment, without prior written approval from the City Manager or department head . All approved accessories and equipment shall be removed from the vehicle upon the termination of the City employee's use of the vehicle pursuant to this Policy. The City employee shall be responsible for all costs associated with the removal of accessories and equipment. Upon the removal of such accessories and equipment, the City vehicle shall be in a condition similar to that of other City vehicles that have not been modified.

C. Supervisors will periodically check the City vehicles assigned to City employees under their supervision to ensure that maintenance is being performed at the proper mileage intervals, that all equipment is present and in good working order, and that the vehicle's exterior and interior are clean.

D. City employees are held strictly accountable and subject to disciplinary action for damage caused by abuse or negligence, or for the loss of City vehicle equipment or property that is routinely kept in a City vehicle. Damage or loss exceeding one thousand dollars could result in a temporary or permanent suspension of vehicle privileges under this Policy. Such a determination shall be made by the City Manager. Damage to City vehicles for which the City employee is deemed to not be at fault will not affect vehicle privileges under this Policy.

VII. USE OF CITY POLICE VEHICLES

A. Eligibility. Police personnel who have successfully completed the FTO Training Program are eligible for a City police vehicle for take-home use as set forth in this Policy. In addition to the requirements set forth above, police personnel shall:

1. Maintain peace officer status; and
2. Maintain basic peace officer skills, such as firearms qualification, and be physically able to act as a peace officer upon immediate notice.

B. Use of City Police Vehicles While Off-Duty.

1. Police personnel shall be appropriately attired to effectively perform police functions and make public contacts. Police personnel shall not wear cut-offs, flip-flops, tank tops, or T-shirts displaying inappropriate graphics.
2. Police personnel shall take action on observed violations and during other instances where police assistance is necessary.
 - a. Police personnel shall have the police radios in their City police vehicles turned on at all times while operating a City police vehicle and shall use their assigned radio call signs.

- b. Police personnel are not required to check in and out of service with the dispatcher when using their assigned City police vehicles.
 - c. Police personnel may request on-duty Police personnel when, in the best judgment of the off-duty Police personnel, the presence of on-duty Police personnel is required. The requesting Police personnel may assist until the responding on-duty Police personnel arrive. If immediate action is necessary, off-duty Police personnel can utilize their City police vehicle for whatever action is necessary.
 - d. Police personnel should be mindful of jurisdictional issues when operating City police vehicles outside City limits (i.e., out-of-town training).
 - e. Police personnel will have at their immediate availability their official police identification, duty firearm and other issued safety equipment.
3. Police personnel with "light duty" status will retain the use of City police vehicles, but use of such vehicles is limited to travel to and from duty assignments. Any other use of City police vehicles is prohibited.

C. Operation of City Police Vehicles

- 1. The keys to City police vehicles shall be removed from the ignitions when said vehicles are parked and left unattended for extended period of time (i.e., at the Police station, personal residences, code 7's, etc.)
- 2. Persons placed under arrest or detained by Police personnel shall be secured in a seat belt except when the use of a seat belt may aggravate the situation and cause further difficulties for the police personnel.

D. Vehicle Maintenance. City police vehicles used for patrols are expected to have at least $\frac{3}{4}$ full tank of gasoline at the beginning of a shift. Personnel assigned the use of city police vehicles are responsible for assuring the vehicle is properly maintained, including, but not limited to, oil changes, brake and tire maintenance, upkeep and cleanliness of the exterior and interior of the vehicle.