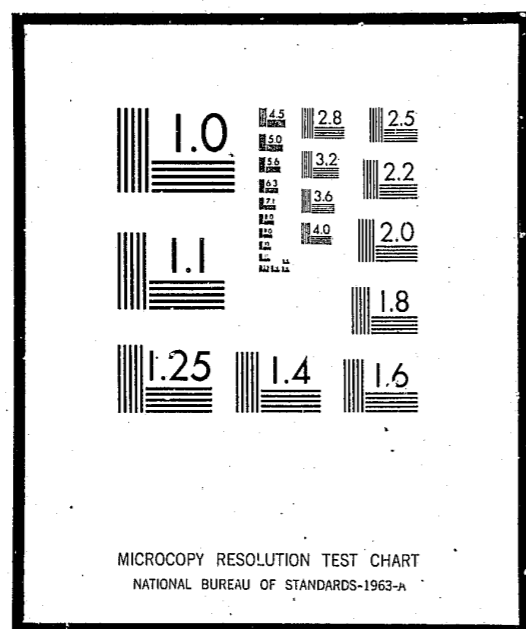


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed

2/18/76

15051

VEHICLE TAKE HOME PLAN

This proposal is submitted by the Planning Section, April 11, 1975, at the request of Bob V. Stover, Chief of Police.

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INTRODUCTION

Problem

To provide adequate police protection and assistance to the citizens of Albuquerque and to prevent crime.

Assumptions

1. The presence of marked police cars has a deterrent effect on crime and increases the sense of security felt by most citizens.
2. Certain types of crime are more susceptible than others to crime deterrent methods.
3. By using his police car for off-duty purposes, the police officer has an opportunity to enhance police-community relations.

Advantages

1. To community
 - a. Greater police visibility at no extra cost.
 - b. More vehicles available to respond to calls.
 - c. Significant decrease in crime rate as experienced by St. Paul, Arlington, and Prince George's County (robbery, aggravated assault, burglary, auto theft, theft under \$50).
 - d. Increase in police activity.
 - e. Reduction of hazardous traffic violations and accidents.
2. To department
 - a. Less time spent in shift change.
 - b. More vehicles available in emergency situations.
 - c. Decrease in time required when off-duty officers must be called to duty.
 - d. Decrease in cost of maintenance per mile.
 - e. Enhancement of community-police relations.
 - f. Increase in assistance to on-duty officers.
 - g. Better care of vehicles and fewer department accidents.
3. To individual officer
 - a. Use of vehicle for travel to and from work and for personal use when off-duty.
 - b. Availability of equipment which may remain in car at all times without transferring it from place to place.

Disadvantages

- 1. Possible public resentment to paying expenses for city vehicles for private use.
- 2. Possible reluctance by officers to use vehicle when off-duty.
- 3. Initial cost of vehicles and maintenance facilities.

Objectives

- 1. To increase feeling of security from crime as perceived by public due to more police cars being seen on streets and parked at private residences and public buildings.
- 2. To actually deter crime by the increased presence of police cars parked in residential areas and at businesses and moving on city streets.
- 3. To further the image of the police officer as a human being by increased personal contact with the public.
- 4. To decrease response time to serious calls by placing more officers in police vehicles at all times.
- 5. To reduce cost of vehicle maintenance per mile.
- 6. To reduce time of response required by off-duty personnel back to duty in case of emergency.

Recommendations

- 1. A take-home vehicle plan should be implemented by the Albuquerque Police Department for its Field Services Division officers.
- 2. A fleet of 300 patrol vehicles and 30 motorcycles should be procured and maintained for use by patrol officers.

FISCAL SUMMARY

	FY76	FY77	FY78	3 year TOTAL
Annual Operating/Maintenance Costs:				
All Patrol Vehicles				
Present ¹	637,507.00			
Proposed ²	493,500.00			
Save	144,007.00	144,007.00	144,007.00	432,021
Replacement Costs:				
All Vehicles				
Present ¹	401,466.00			
Proposed ²	371,500.00			
Save	29,966.00	³ (305,100.00)	188,800.00	247,600.00
TOTAL Save	⁴ 173,973.00	³ (161,093.00)	332,807.00	391,607.00
				521,919

NOTES:

- 1. See Annex 1
- 2. See Annex 2
- 3. See Annex 3
- 4. With "Take Home" in full operation

Annual Savings

173,973

POLICY BACKGROUND

The success or failure of any project within the department generally depends on the specificity of the guidelines used to direct the personnel involved. In constructing a written directive there are several areas which must be addressed comprehensively:

1. Officers' liability for operation of the vehicle and transporting passengers off-duty.
2. Vehicle maintenance regulations
3. Overtime pay for service rendered off-duty
4. Departmental expectations of officer involvement in police functions while off-duty.

While collecting information from other departments who employ a vehicle take-home program, it was discovered that Jacksonville, Florida had a particularly complete project. After reviewing information from their department which they intend to incorporate into a General Order, it has been reproduced almost verbatim here to provide an example of the issues which must be dealt with and some possible solutions.

I. General Policy

- A. Officers will have marked vehicles assigned to them on a permanent basis for use off-duty as well as on-duty, the purpose of this program being to give the Department omnipresence.
- B. The initial phase of this project will be implemented only within the Operations Division. Only those officers who perform uniformed patrol functions will be included in Phase I.
- C. The use of the marked vehicle while off-duty is to be viewed as a privilege and not an automatic fringe benefit or employment right. This privilege is subject to revocation at any time.
- D. No officer residing outside the boundaries of the City of Albuquerque will be issued a marked vehicle on a personal basis.
- E. Officers are permitted and encouraged to use the marked vehicles while off-duty anywhere within the City of Albuquerque for any activity consistent with these regulations.

II. Objectives

- A. To promote the security of the citizens of the City of Albuquerque by a greater visibility of marked vehicles on the streets of the entire area.
- B. To increase Department Community Relations by a mutual understanding of the Department objectives by increased personal contacts and services performed by the members.
- C. To determine by limiting the opportunity of the criminal to commit the act by the presence of more marked vehicles.
- D. To provide quicker response time to certain types of calls and thereby increase the opportunity for apprehending the criminal.
- E. To reduce the maintenance cost expended on the vehicles in the fleet.
- F. To reduce the yearly mileage of each vehicle in the fleet, thereby making the vehicles last for a period of three to four years.
- G. To provide quicker response of off-duty personnel, whenever they are called back to duty because of an emergency.
- H. To provide increased incentive and increased morale of the officers participating in the program.
- I. To maintain vehicles in top condition through preventive maintenance and personalized assignment.

III. General Regulations

- A. Officers will not presume any special privileges with a marked vehicle while off-duty. As an example, an officer living in an apartment complex will park the vehicle in the designated area at all times, not in a Reserved or No Parking area.
- B. Officers on light duty status for an extended period will have their vehicle taken away from personal assignment until such time as they can return to full duty status.
- C. Unattended vehicles of off-duty officers must be locked at all times.
- D. General Orders covering an officer on-duty in uniform will also apply to an officer off-duty in civilian clothes if he is driving the marked vehicle.
- E. Officers are encouraged to use the marked vehicle in all off-duty activity within Albuquerque. The marked vehicle will not be used for any purpose outside of The City of Albuquerque.
- F. Officers are responsible for the proper appearance and conduct of all passengers.
- G. During vacations of extended periods when the officer will be out of the City, the marked vehicle will be parked in the parking lot of the Albuquerque Police Department, locked up, and will not be used except in an emergency. Officer will claim the marked vehicle upon his return to the City.
- H. The marked vehicle will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows.
- I. Officer will not use the marked vehicle on a part-time job as part of the employment. However, the vehicle may be driven to and from a part-time job.

IV. Vehicle Operation Regulations

- A. All officers assigned a marked vehicle on a personal basis shall exercise good judgement in utilizing it and shall not drive or use the vehicle so as to cause unfavorable comment or reflect discredit on the Department.
- B. Officers while off-duty and operating a marked vehicle should be appropriately attired to effectively perform a police function while at the same time presenting a favorable image.
- C. Only authorized personnel are permitted to operate the marked vehicle.

- D. While using the marked vehicle off-duty the officer will be required to monitor the frequency of the zone he is traveling in. Radio communication at all times will be restricted to Departmental business only.
- E. Officer using the marked vehicle while off-duty will not be required to go in and out of service but if he is near an emergency call he must advise the Dispatcher.
- F. The safety of passengers rests solely with the officer operating the marked vehicle.
- G. If responding to a felony call with non-sworn personnel as passengers, the officer will first deposit the passengers at a convenient location and will then respond to the call consistent with Department regulations.
- H. Emergency runs will not be made while the vehicle is occupied by non-sworn passengers.
- I. If responding to calls involving a felony while off-duty, the officer may be required to handle the call in order to best preserve and handle evidence and maintain continuity. In such cases the officer shall be compensated with overtime pay consistent with Department regulations.
- J. In minor cases encountered off-duty, the officer may summon a beat car to handle the call and standby and assist until the beat car arrives. In the event immediate action is necessary, the off-duty officer will handle the situation.
- K. Off-duty officers, when using the radio, will use their marked vehicle number when transmitting radio messages. They will prefix the number with HQ, the marked vehicle number and then Off-Duty.

V. Maintenance Regulations

- A. The officer assigned a marked vehicle shall be fully responsible for the general maintenance and proper care of the vehicle and shall refrain from:
 1. Making anything but minor adjustments.
 2. Altering the body, general design, appearance, markings, mechanical or electrical systems.
 3. Making any repairs or having any repairs made to the vehicle other than at the authorized Department garage.
 4. Using fuel, oil, lubricant or other liquid additives in the vehicle other than those issued at authorized Motor Pool Fuel depots.

- B. Officer will be responsible for the appearance and cleanliness of the vehicle, both interior and exterior.
- C. Officer will wash the vehicle at his own expense and during his off-duty time.
- D. Officer will change flats when on-duty or off-duty. Repairs to the tires will be made by the authorized Department garage when the tire is delivered to the garage.
- E. Officers assigned marked vehicles will be required to gas their vehicles no later than one hour before the time they are to report for duty or after they complete their tour of duty. This is to enable the pool vehicles coming in for the change of shift to get fueled without undo delay. This will apply until such time as we no longer have pool vehicles.
- F. Officer will be required to have all maintenance and service work, including repairs, done on the vehicle during his off-duty time. Maintenance, service work and repair work is to be scheduled ahead of time with the authorized Department garage. The garage will not take any vehicle that is permanently assigned for any type work unless it has been previously scheduled. The only exception to this will be an absolute emergency. This will also eliminate the garage calling vehicles in off the street while they are on duty for some type of work to be performed.
- G. Officer will have the work order approved by his Sergeant prior to scheduling the vehicle into the garage for any work to be performed on the vehicle other than regular maintenance and service work. Sergeants will have the work order approved by their Lieutenants; and Lieutenants will have their work orders approved by their Captains.
- H. Sergeants will check each vehicle assigned to officers under their command at least once a week for cleanliness, both interior and exterior, that maintenance is being performed at the proper mileage or day/month interval, that all equipment is in good working order in and on the vehicle. Lieutenants will check the Sergeants vehicles and Captains will check the Lieutenants vehicles at least once a week.
- I. Officer shall at all times drive the vehicle with reasonable prudence in order to maintain it at the highest degree of operating efficiency.
- J. Officer shall maintain an accurate Service Log furnished with the vehicle and kept in the vehicle at all times.
- K. Willful negligence on the part of the officer in the care and operation of the vehicle or failure to follow this General Order will be cause for the vehicle to be taken away from the officer for a period of up to one year.

- L. Two chargeable accidents within one year, either on-duty or off-duty, will result in the vehicle being taken away from the officer for a period of up to one year. During the time the officer is without a permanently assigned marked vehicle he will be assigned to a two man car and will handle report writing and any other duties other than driving the vehicle or he will be assigned to a walking beat. He will not be permitted to operate any automotive equipment assigned to this Department during the period of time he is relieved of a permanently assigned marked vehicle.
- M. If it becomes necessary for a permanently assigned marked vehicle to be laid up for extended repairs the officer will draw a pool car for his use. This pool car will be picked up at the place the officer reports for duty and will be left at that place upon the completion of duty.

ANNEX 1

CURRENT VEHICLE OPERATION COST ANALYSIS

	Cost per mile	Annual mileage	Annual per vehicle	Total vehicles	TOTAL
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100 PATROL CARS

Maintenance cost	3.4¢	60,000	\$2,040.00	\$204,000.00	
Operating cost	6.8¢	60,000	<u>4,080.00</u>	<u>408,000.00</u>	
TOTAL operating and maintenance			\$6,120.00	\$612,000.00	\$612,000.00

Annual vehicle replacement cost

1976 (estimate)	4,500.00				
Less trade-in	<u>700.00</u>				
Net cost per vehicle	3,800.00	× 100	\$380,000.00	<u>\$380,000.00</u>	
Annual, total patrol car cost					<u>\$992,000.00</u>

23 SOLO MOTORCYCLES

Maintenance cost	7.2¢	13,043.00	939.00	21,599.00	
Operating cost	1.3¢	13,043.00	<u>169.00</u>	<u>3,898.00</u>	
TOTAL operating and maintenance			1,109.00	25,507.00	\$ 25,507.00

3 years replacement cost	3,500.00				
Less trade-in	<u>700.00</u>				
Net	\$2,800.00	× <u>23 cycles</u>	21,466.66	<u>21,466.00</u>	
		<u>3 years</u>			

Annual total motorcycle cost \$ 46,973.00

TOTAL VEHICLE COST 1,038,973.00

ANNEX 2

"TAKE HOME" COST PROJECTIONS

	Cost per mile	Annual mileage	Cost per vehicle	Total vehicles
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300 patrol cars maintenance cost	¹ 2.27¢	20,000	\$540.00	\$162,000.00
operating cost	¹ 5.0¢	20,000	\$1,000.00	<u>300,000.00</u>
				\$462,000.00

Replacement cost
3 years average replacement

			\$4,500.00	
Less trade-in			<u>800.00</u>	
Net			3,600.00	
× 300 vehicles			<u>300</u>	
			1,080,000.00	
÷ 3 years			360,000.00	<u>\$360,000.00</u>
				<u>\$822,000.00</u>

30 Solo Motorcycles (Honda 750)

Maintenance cost	² 6.2¢	14,000	\$868.00	\$26,040.00
Operating cost	1.3¢	14,000	182.00	5,460.00
			<u>\$1050.00</u>	<u>\$31,500.00</u>

Replacement cost
6 years average replacement

			\$2,800.00	
Less trade-in			<u>500.00</u>	
Net			2,300.00	
× 30			<u>30</u>	
			69,000.00	
÷ 6 years			11,500.00	<u>\$11,500.00</u>
Annual motorcycle cost				<u>\$43,000.00</u>

TOTAL VEHICLE COST PER ANNUM \$865,000.00

NOTES: ¹ Based on 3 years operation by Jacksonville, Florida Consolidated Sheriff/PD

² Based on Amarillo Police Department Experience

"TAKE HOME" COST PROJECTIONS

	Cost per mile	Annual mileage	Cost per vehicle	Total vehicles
300 patrol cars maintenance cost	1 2.27¢	20,000	\$540.00	\$162,000.00
operating cost	1 5.0¢	20,000	\$1,000.00	300,000.00
				<u>\$462,000.00</u>

Replacement cost
3 years average replacement

	\$4,500.00
Less trade-in	800.00
Net	<u>3,600.00</u>
X 300 vehicles	300
	<u>1,080,000.00</u>
÷ 3 years	360,000.00
	<u>\$360,000.00</u>
	<u>\$822,000.00</u>

30 Solo Motorcycles (Honda 750)

Maintenance cost	2 6.2¢	14,000	\$868.00	\$26,040.00
Operating cost	1.3¢	14,000	182.00	5,460.00
			<u>\$1050.00</u>	<u>\$31,500.00</u>

Replacement cost
6 years average replacement

	\$2,800.00
Less trade-in	500.00
Net	<u>2,300.00</u>
X 30	30
	<u>69,000.00</u>
÷ 6 years	11,500.00
Annual motorcycle cost	<u>\$11,500.00</u>
	<u>\$43,000.00</u>
TOTAL VEHICLE COST PER ANNUM	\$865,000.00

NOTES: ¹ Based on 3 years operation by Jacksonville, Florida Consolidated Sheriff/PD
² Based on Amarillo Police Department Experience

ANNEX 3

THREE YEAR PHASE IN COSTS

CURRENT VEHICLE STATUS:

ITEM A.	Patrol cars with average mileage of 25,000	121
B.	Patrol cars arriving May 1975	42
C.	Patrol cars arriving July 1975	54
	Cars on hand July 1975	<u>217</u>
D.	Motorcycles - Average age 3 years	23

Replacement cost at 60,000 miles by line item and fiscal year

ITEM	NUMBER	FY 76	FY 77	FY 78	3 Year Cost	TOTAL
A	30	114,000.00			114,000.00	
A	60		228,000.00		228,000.00	
A	30			114,000.00	114,000.00	
B	42				0	
C	54				0	
D	8	18,400.00			18,400.00	
D	8		18,400.00		18,400.00	
D	8			18,400.00	18,400.00	
Total Replacement Costs		\$132,400.00	\$246,400.00	\$132,400.00	\$511,200.00	\$511,200.00

REPLACEMENT COST UNDER CURRENT PLAN

Cars 100 per year	\$380,000.00	\$380,000.00	\$380,000.00	\$1,140,000.00
Cycles 23	0	55,200.00	0	55,200.00
TOTAL	\$380,000.00	\$435,200.00	\$380,000.00	\$1,195,200.00

NEW PURCHASES

Cars for				
Take Home	83	\$373,500.00	0	0
July Cars	42	159,600.00	0	0
Cycles	7	19,600.00	0	0
TOTAL		\$552,700.00	0	0

Current Vs		+\$188,800.00	+\$247,600.00	\$436,400.00
Take Home Costs	305,100.00			305,100.00
				<u>\$131,300.00</u>
				<u>\$131,300</u>

CONTINUED

1 OF 2