VEHICLE OPERATIONS

HOME STORAGE VEHICLE PROGRAM

Purpose
The purpose of this policy is to provide employees of the North Little Rock Police Department with guidelines for the assignment, operation, and care of home storage vehicles.

Policy Statement
It is the policy of the North Little Rock Police Department to maximize police visibility and increase the longevity of departmental vehicles through the proper implementation of a Home Storage Vehicle Program. The Home Storage Vehicle Program will allow for vehicles to be better cared for and the immediate mobilization of emergency personnel.

Summary of Changes
Waives the length of service requirement for members of special operations teams. Changes eligibility and preference considerations for home storage program.

Definitions
Members: for the purpose of this policy, shall mean any employee or volunteer of the North Little Rock Police Department, employees and officials of the City of North Little Rock, other law enforcement personnel, and other persons affiliated with the North Little Rock Police Department (i.e. spouses and family members per 3.2.5.)

Procedures
1. Eligibility Requirements for Participation
1.1 Officers are eligible for participation in the Home Storage Program if they possess a good work history and;
1.1.1 Have completed at least one year of service and live at a permanent residence within certain problem prone areas of the City; or
1.1.2 Have completed at least three years of continuous service and reside at a permanent residence within the City; or
1.1.3 Have completed at least five years of continuous service and reside at a permanent residence within Pulaski County; or
1.1.4 Have completed at least seven years of continuous service and live within ten (10) miles outside the Pulaski County line, but no further than thirty-five (35) miles from the North Little Rock Police and Courts Building, the substation, or the office to which they are currently assigned.
1.1.5 The length of service requirement is waived for detectives and investigators of the Investigations Division, and members of special operations teams.
1.1.6 Member must have a good work history with no more than one (1) suspension or two (2) letters of reprimand within a twelve (12) month period.

2. Vehicle Assignments
2.1 Vehicles will be assigned, as available, to officers living inside the NLR City limits first and within the County second, and then to officers living outside the county.
2.2 Home storage vehicles will be assigned after considering an employee’s driving record, work history, disciplinary record and overall work performance. Seniority shall not be a deciding factor.
2.3 Preference will be given to members of special operations teams (SWAT, SRT, CNT, etc.) due to the need to have specialized equipment readily available and the need for a quick response when activated.

3. Authorized Operation of Vehicles
3.1 Home storage vehicles will only be operated by:
3.1.1 The assigned officer;
3.1.2 Maintenance or repair personnel;
3.1.3 Probationary officer riding with the assigned officer;
3.1.4 Emergencies requiring the use of the vehicle by another officer; or
3.1.5 Other members as directed by appropriate authority.
3.2 Officers assigned home storage vehicles may utilize them as follows:
3.2.1 As transportation to and from the North Little Rock Police and Courts Building, assigned office/substation, or training location during the officer’s tour of duty.
3.2.2 As transportation to appear as a witness in any court, or other similar events, as long as it is job related.
3.2.3 For casual transportation within the City of North Little Rock that is consistent with the image and mission of the police department. Examples of prohibited uses: Transportation to a liquor store or the hauling of large or heavy objects that protrude from the vehicle.
3.2.4 Vehicles will not be used for running errands outside the city of North Little Rock.
3.2.5 Passengers will generally be limited to police officers, other North Little Rock Police Department members or city employees and officials; however, limited transportation of others is permissible, such as the transportation of a child or spouse to a school or work location that is nearby the officer’s normal route to and from work or incidental transportation needs.
3.2.5.1 During weather emergencies and other emergency situations, transporting of essential personnel (doctors, nurses, dispatchers, etc.) is permissible.
3.2.6 As transportation to and from approved extra-duty and off-duty employment.
3.2.7 For transporting of persons in connection with law enforcement functions.
3.3 Vehicles (except motorcycles) must be parked outside the officer’s residence on the driveway, street or parking lot in such a manner as to make the vehicle readily visible to the general public.

4 Officer Responsibilities
4.1 Officers assigned a home storage vehicle are required to keep the vehicle clean inside and out and arrange for maintenance and repair as needed.
4.2 Supervisors will be responsible for assuring that officers under their command are maintaining their assigned vehicles in accordance with departmental guidelines.
4.3 Officers operating a departmental vehicle must carry their assigned handgun loaded with department-approved ammunition.
4.4 Department members operating a department vehicle must have their North little Rock Police Department identification readily available.
4.5 When not in uniform, members must be dressed in a manner consistent with a professional police image.
4.6 When operating a police vehicle, officers are expected to provide police services that come to their attention such as assisting a stalled motorist, assisting at an accident scene until an on-duty unit arrives, giving directions or responding to a nearby emergency call.
4.7 To maintain participation in the program, officers must keep their residence and lawn maintained in such a manner as to project a positive image.

5 Out of County Use and Reimbursement.
5.1 Officers residing outside of the county shall submit an interdepartmental memo to an immediate supervisor requesting a home storage vehicle.
5.1.1 The interdepartmental should state the mileage from the officer’s residence to the Pulaski County line and the total distance from the officer’s residence to the North Little Rock Police and Courts Building, substation, or other assigned office.
5.1.2 Supervisors should check the interdepartmental for accuracy and forward it to the respective Division Commander for final approval.
5.2 Reimbursement to the City for the use of home storage vehicles outside the county should be made by the 10th of each month. Members shall issue a check made payable to the City of North Little Rock and submit it to the Patrol Division Commander.
5.2.1 Officers will reimburse the city at a rate of one hundred dollars ($100) per month. The fee will be paid regardless of the number of days the officer actually works for that month.
5.2.2 Officers operating a department vehicle for off duty employment that does not coincide with work related activities will pay an additional fee of ten dollars ($10) for each round-trip made.
5.3 Home storage vehicles assigned to officers residing outside Pulaski County shall only be used for transportation to and from work or work related activities, including on-duty and off-duty work, court, training, special assignments, etc.

Mike Davis
Chief of Police