

Town of Nags Head
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Administrative Policy

Take Home Vehicle Policy

Purpose:

The purpose of this policy is to establish guidelines for all officers of the Nags Head Police Department concerning the use of assigned police vehicles.

Policy:

All full time sworn officers of the Nags Head Police Department will be assigned a vehicle to perform their official duties. Each individual officer has responsibility for the care, inspection, maintenance and equipment assigned to the police vehicle. Officers may drive their assigned vehicle to their residence if it is located within ~~twenty (20)~~ **thirty (30)** miles of the Town limits. ~~This twenty (20) mile limit shall apply to any officer hired after July 1, 2011, and any officer that is currently employed with the Nags Head Police Department that moves beyond this limit after July 1, 2011.~~ **This policy shall conform with the Board of Commissioners Vehicle Use Policy as amended and Administrative Policy – Assignment of Town Vehicles as amended.**

Definitions:

On Call: Individual officers or units that are likely to be called out for an immediate response to situations. Examples are administrative staff, first line supervisors, K-9 unit, Criminal Investigations Unit and members of the Emergency Response Team (ERT).

Subject to call: All officers of the Nags Head Police Department are subject to be called out for situations where extra personnel are needed.

Usage of Assigned Vehicles:

- A. Only full-time Nags Head Police Department officers and designated individuals will operate a departmental vehicle, with the exception of fleet maintenance personnel, while performing work on a vehicle.
- B. Officers of the Nags Head Police Department will not use their assigned vehicles for personal use or to transport family members.
- C. Officers will only operate their assigned vehicles for official departmental business such as appearing in court, working a departmental assigned off duty security event,

- attending a departmental meeting/event and attending approved training. In addition, officers who are certified instructors, who receive permission from the Chief of Police or his designee, may drive their assigned vehicles while teaching in the College of the Albemarle Basic Law Enforcement Training Program (BLET). Officers may only driver their assigned vehicles a total of five (5) days over a 12 month period (January-December) while instructing in the BLET program. Allowing officers to drive their assigned vehicles while instructing in BLET is a benefit for the police department in retaining officers with instructor certification through the State of North Carolina.
- D. Whenever operating a police vehicle, attire appropriate for taking police action will be worn. No shorts or sweat type clothing will be worn unless special circumstances exist (Ex. undercover assignment, defensive tactics training, etc.). Further, officers will have on their person a police ID and their assigned duty or other approved weapon while operating a police vehicle.
 - E. Unless prior approval has been given by the Police Chief or his designee, officers who live outside of the Town of Nags Head limits will leave their assigned police vehicle at the police department or fleet maintenance garage while on approved vacation, sick leave or medical leave.
 - F. No police officer will operate an assigned vehicle in any way that will reflect discredit upon the police department, and will operate departmental vehicles in compliance with all traffic laws, regulations and within departmental policy, procedure and guidelines.
 - G. Officers are required to keep their assigned police vehicles clean on the outside and free from trash and clutter. Washing and vacuuming assigned vehicles are the responsibility of the officer. Inspections will be performed by Police Supervisors to ensure compliance with this section.
 - H. Officers found in violation of this policy will face disciplinary action and possible loss of the assigned police vehicle as determined appropriate by the Chief of Police or his designee.