



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Take Home Vehicle Program*

Number: 282-A

Effective Date: 12-01-2023

Revised Date: 2-28-2025

Rescinds: 282 – *Take Home Vehicle Program*

Dated: 12-01-2023

Approved By:

I. PURPOSE

The purpose of this policy is to establish the process for the Take Home Vehicle Program.

II. DISCUSSION

The Take Home Vehicle Program was established to improve public safety and benefit the employees of the Myrtle Beach Police Department. This program set out the guidelines and responsibilities for all officers that are assigned take home vehicles based on availability of budget funding. The program is established to decrease the response times of our personnel, incentivize team members, and prolong the life of our fleet. The program will continue pursuant to the following guidelines and procedures.

III. PROCEDURE

- A. Take-Home Vehicles will be issued by the Fleet Coordinator according to the participant's position and the needs of the department. The program will be administered in tiers as funding and vehicles are available, so eligible personnel may be delayed in receiving an assigned vehicle. The following personnel are eligible to participate in the Take-Home Vehicle Program:

1. Any member of the Department holding the rank of Lieutenant or above, or
2. Any member of the Department approved by the Chief of Police whose job responsibilities require an immediate response to active incidents, or

3. Any sworn Police Officer who has achieved the rank of Patrol-officer First Class (PFC) or above, and
 - a. Meets the Residency Requirement,
 - i. Officers who reside within Horry County are eligible.
 - ii. Officers who reside outside Horry County:
 - 1) May request a waiver from the Chief of Police to park outside of Horry County, or
 - 2) Must park their vehicle at an approved location within the city limits during off-duty periods (i.e. city facility).
 - 3) When an officer assigned a take home vehicle ends their residency in Horry County, such officer must immediately comply with sections 1) or 2) above.
 - b. Maintains a "meets standard" or higher rating in all categories/ dimensions in their most recent performance review,
 - c. Has no history of willful negligence in the care or operation of a department vehicle in the prior 12 months,
 - d. Has no history of multiple documented performance issues in the prior 12 months,
 - e. Has not incurred two or more documented violations of MBPD Procedures in the prior 12 months, and
 - f. Has not incurred two or more "Preventable Losses" during the prior 12 months where the loss is related to damaging any Department vehicle.
4. An Officer who incurs a suspension of three (3) or more days during the twelve (12) months prior to the assignment of the vehicle will not be eligible to participate in the program. The officer will remain ineligible for twelve (12)

months from the date of the most recent suspension.

5. Nothing in this procedure prohibits the Chief of Police or any Division Commander from authorizing any employee the use of a take-home vehicle for a limited period to address any identified need, such as commuting to authorized training or court appearances.

B. Loss of Take-Home Vehicle Privileges:

1. A participant on Administrative Duty, Administrative Leave, light-duty, FMLA or any other extended leave is temporarily deferred from the program unless otherwise approved by the Chief of Police or designee. The participant must relinquish their take-home vehicle to the appropriate Commanding Officer or designee until they return to full duty.
2. Participants on disciplinary suspension for any reason will also lose their take-home vehicle privileges during the period of suspension. The participant must relinquish their take-home vehicle to the appropriate Commanding Officer or designee for the duration of the suspension period.
3. A participant who incurs three (3) or more days of suspension during a 12-month period will relinquish the vehicle to the Fleet Coordinator and be suspended from the program for a period of twelve (12) months.
 - a. If, during the twelve (12) month suspension from the program, the participant does not incur any additional suspension from duty time, the participant will be reinstated and assigned another vehicle if a vehicle is available.
 - b. If, during the twelve (12) month suspension from the program, the participant incurs any additional suspension from duty days, the participant will not be eligible for reinstatement for an additional twelve (12) month period from the date of the last suspension from duty.
4. If a take-home vehicle is damaged by collision or other manner, and;
 - a. The participant is found to be contributing, then the participant will utilize a pool car until the vehicle is repaired. The participant's chain of command will evaluate each incident and may recommend suspension of the participant's

take-home vehicle privileges for up to twelve (12) months upon approval of the Chief of Police.

- b. The participant is found not to be contributing, then the participant will be assigned a temporary replacement, if available, until the vehicle is repaired.
 5. Participants in the program must maintain the eligibility requirements listed in Section A above. Those who fail to do so may have their take-home car privileges suspended by recommendation of their chain of command. The length of the suspension from the program will be determined by the participant's chain of command and approved by the Chief of Police.
 6. Those who have their take-home vehicle privileges suspended will relinquish their take-home vehicle to the Fleet Coordinator who may assign the vehicle to another eligible participant.
- C. VEHICLE USAGE: Program participants are authorized to drive their assigned vehicle to and from their primary residence while off duty with the following restrictions:
1. All Take Home Vehicle Program participants are subject to the rules set forth in this procedure.
 2. When implemented, participants who drive a personal vehicle to work will be required to park in their assigned space.
 3. All traffic laws must be adhered to except when law enforcement action is required or authorized.
 4. No person other than the assigned member or another member of the Myrtle Beach Police Department will operate the vehicle. Exception: any person providing an automobile-related service approved by the Chief of Police or designee.
 5. The vehicle must not be used outside the city limits unless the member is conducting authorized police business or during approved commuting.
 6. All vehicles will be parked legally on duty and off duty. All take-home vehicles will be parked at sufficient off-street parking or on the curtilage of the residential

property.

7. Officers must advise their work status when operating the vehicle within city limits.
8. Officers will not transport non-departmental personnel in their vehicle unless authorized and in compliance with current policy (i.e. dropping a child to school on the way to work, Policy 215).
9. Officers will dress appropriately when using the vehicle; proper attire must be worn in all department vehicles. Officers will wear identifying attire, i.e., department approved uniform or plain clothes (Policy 201) or display a badge on person; officers will not wear short-shorts, tank tops, flip flops, etc. unless it is approved duty assignment or by unit supervisor.
10. Officers will equip themselves with all required duty equipment as defined by policy.
11. Officers will monitor the police radio at all times while operating a vehicle within City limits.
12. While off duty, officers will not take any enforcement action unless the violation is extremely hazardous or life threatening in accordance with department policy and with appropriate equipment and identification available.
13. An officer on any type of leave that exceeds ten (10) calendar days will park the assigned vehicle at the end of their last shift in a police department parking lot and relinquish the keys to their lieutenant or designee.
 - a. The Fleet Coordinator will be notified by the officer in advance of the leave and informed of any known maintenance issues for the assigned vehicle. Repairs and preventive maintenance will be scheduled during the member's absence.
 - b. Officers on leave who are scheduled to work an extra duty assignment during the leave period may access their assigned vehicle, if available, when a police vehicle is authorized for the assignment. The on-duty Shift Commander will be notified of the use.

- c. Officers using less than one week of leave can arrange to leave their assigned vehicle with the Fleet Coordinator for maintenance purposes.
- 14. All officers participating in the take home car program will make their vehicle available for scheduled maintenance.
- 15. The vehicle is to be properly maintained and kept clean at all times. Cleaning is not approved for overtime and should be done on duty.
- 16. No unapproved equipment or accessories will be installed. Comfort items and police equipment over and above the standard issue may be installed upon approval by the Division Commander. Stickers, decals, decorative items, or similar materials not authorized and/or installed by the factory authorized vendor or the Department are not permitted.
- 17. Officers will not secure Department issued equipment in the passenger compartment of a vehicle or in the trunk area if access can be gained by an interior trunk release mechanism not dependent on a key, the ignition being on, or another locking mechanism. This includes an officer's personal vehicle and/or take-home vehicle.