



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: May 6, 2005	REVISED DATE: September 6, 2011	NO. PAGES: 1 of 3	NUMBER: 10.3.04
SUBJECT: COMMUTER VEHICLE PRIVILEGES			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Substantive changes are in italic

PURPOSE: To establish guidelines for commuter vehicle privileges.

POLICY: The City of Cleveland and the Cleveland Division of Police authorize the use of City vehicles for official business only. The Division shall strictly monitor this privilege. Members shall operate a City vehicle only within the scope of their assignments and with *prior written approval of the Chief Operating Officer following recommendations by Chief of Police and the Director of Public Safety.*

PROCEDURES:

I. Commuter Privilege Requests

A. Commuter privilege approvals expire annually on the first day of December. Members shall submit renewals by the *first day of November* preceding the expiration of their approval. *New requests may be submitted any time.* Members must submit a Form-1 or memorandum through the chain of command to their Deputy Chief for approval and forwarding to the Chief. The Form-1 or memorandum shall include the following:

1. Name and rank of officer(s) requesting commuter privileges. *If a single vehicle is to be shared by multiple officers, each officer shall submit a request.*
2. Unit of assignment.
3. Reason that commuter privileges are needed.
4. Vehicle code, year, make, model and license plate.

B. Final approval is granted by written authorization from the Chief Operating Officer of the City of Cleveland. The assignment of City vehicles is based on the duty-related needs of the Division. Copies of the authorization shall be kept in the Chief's Office and the assigned officer's unit.

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II. Commuter Vehicle Privilege Restrictions and Responsibilities:

A. Unless otherwise authorized in writing by the Chief, members shall not:

1. Transport any person other than a City employee and/or an individual with whom the City is conducting business. To do so will be deemed outside the scope of an officer's duties.
2. Use City vehicles for personal use.
3. Alter any City vehicle or equipment (i.e. radios, antennas, insignias, decals).

B. Officers shall:

1. Lock their vehicles and remove the ignition key when unattended.
2. Adhere to the required vehicle preventive maintenance schedule.
3. Abide by Ohio statutes, local ordinances, rules and regulations and policies regulating the operation of vehicles.

C. Personnel absent from their assignment for more than ten working days shall return the City vehicle to their immediate supervisor until they return to duty.

III. On-call commuter privileges may be granted to officers periodically requiring a vehicle for high priority situations. Approval is granted in the same manner as regular commuter privileges.

IV. A Deputy Chief may authorize temporary commuter privileges, i.e. officers new to a unit.

V. Officers leaving a unit or no longer requiring commuter privileges, as well as any modification or revocation of commuter vehicle privileges, require the unit's superior officer to make a written request/notification and forward same through the chain of command.

VI. The Chief's Office and the Logistics Section shall maintain a list of members having commuter privileges.

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VII. Vehicle Log

- A. *The vehicle log sheet shall be signed by the person using the vehicle. In the case of several members using the same vehicle for that month, the Officer-in-Charge of the unit or highest ranking member having used that vehicle for that month shall sign the log sheet. In the case of vehicles used by labor union members, the president or designee shall sign the form.*
- B. Log sheets shall *account for all miles driven.*
- C. Each trip shall be documented by listing the beginning miles, ending miles, total miles, departure time, arrival time, and relevant comments.
- D. Comments shall describe the nature of the trip, i.e., call up, commute, or *administrative duties related to that position.*
- E. The log sheet shall be *updated daily as needed and the original* submitted monthly on the first day of the month through the chain of command to the respective Deputy Chief
- F. Deputy Chiefs shall review the logs on a monthly basis and forward *the originals* to the Chief's Office by the fifth day of each month.