



City of Racine Police Department
Policy and Procedure

Number: 2002

Subject: Take- Home Vehicles		
Date Issued: 03/14/00	Date Revised: 02/18/2019	Revision Number: 3

POLICY

The Racine Police Department shall govern the use of Department vehicles that are taken home when off duty. Marked, unmarked, undercover and promotional vehicles are all covered by this policy. This will insure that whenever possible, all Department controlled vehicles are stored at Racine Police Department facilities when not in use, with the exception of those warranted by the nature of a specific assignment.

This procedure does not apply to vehicles temporarily assigned for out of town travel.

MEMBER

1. The vehicle shall be used for official duty only. This includes driving to and from work for your regular duty or special call-ins. Under no circumstances will the vehicle be used for personal matters (except as described in par.2 below).
2. Your children are allowed in your vehicle only if your family schedule necessitates that you transport them to or from a day-care facility, other home-care facility, or school, immediately on the way to or from work. The transport of other adults or the children of others (neighbors, significant others, etc.) is prohibited. All traffic laws to include the wearing of seatbelts or the application of child restraints will be adhered to. The member is responsible for all violations, both traffic and ordinance, that result from the usage of the vehicle.
3. When the vehicle is not in use, it shall be parked at the member's residence.
4. You are responsible for ensuring that the vehicle is maintained properly and that it is brought to the appropriate service center for repairs or maintenance. All necessary repairs shall be reported to your supervisor as soon as practical.

PLANNING LIEUTENANT

Receive, review, and maintain a file on all Take-Home vehicle requests

RELATED PROCEDURES

- [210 – Accident Review Board](#)
- [1920 - Accident Investigation](#)
- [810 – Use of Safety Belts in Department Vehicles](#)
- [811 – Transportation of Persons](#)
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