

Cobb County Police Department

Policy 3.03a

ASSIGNED VEHICLES

Effective Date: October 1, 2019	Issued By: Chief C.T. Cox
Rescinds: Policy 3.03a (November 1, 2017)	Page 1 of 4
The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to set forth the qualifications for assigning take-home vehicles to non-command staff personnel, as well as requirements for and use of assigned vehicles.

I. SCOPE

This policy applies to officers, sergeants, and lieutenants of the Cobb County Police Department, including the aforementioned personnel who are assigned to the Department of Public Safety.

II. ASSIGNMENT OF VEHICLES

- A. Vehicle assignments will be made upon approval of the Chief of Police or his designee.
- B. Vehicle assigned to personnel under this policy will be considered “Exclusive Assignment – Restricted” in accordance with the Cobb County Vehicle and Equipment Use Policy, II-6.1, which allows commuting to and from home and “*de minimis*” personal use.

III. QUALIFICATIONS FOR ASSIGNMENT

- A. The following minimum qualifications must be met by an employee before the employee will be considered for a vehicle assignment:
 - 1. The employee must be released from Phase II of the field training program; and
 - 2. The employee must have received an overall “Meets” or better on the two most recent annual performance appraisals; and
 - 3. The employee must not have received more than 40 hours of disciplinary suspension within the past 36 months [excluding discipline resulting from traffic accidents]; and
 - 4. If the employee resides outside a 25 mile perimeter of 100 Cherokee Street, Marietta, GA, the employee has received permission to park both his

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personal vehicle and a government vehicle at a government facility that is within the 25 mile requirement, subject to the following requirements:

- a. The government facility must be manned 24/7/365. Police precincts/stations, as well as manned fire stations, meet this requirement, even though personnel may be periodically absent due to calls for service.
 - b. Permission must be received from both the Cobb County Police Department Chief of Police or designee, and a manager of the government facility who has authority to grant such permission.
- B.** Any officer who is otherwise qualified, but has had more than two at fault accidents within the last 24 months, is subject to additional review by the Chief of Police or designee. Assignment of a vehicle for the officer who has had more than two at fault accidents within the last 24 months is discretionary, subject to the review.

IV. SELECTION PROCESS AND ASSIGNMENT

Vehicles will be assigned based upon the responsibilities of the employee's position, efficiency of the unit, and overall needs of the Department. Vehicles are not to be considered benefits of employment to which any employee is entitled.

- A.** Generally, the following criteria will be considered when making vehicle assignments (as compared to other employees in the same unit and on the same shift):
1. Time in service with the Cobb County Police Department
 2. Annual performance evaluation ratings
 3. Specialty team assignment
 4. Residence location
 5. Rank of officer
- B.** The precinct/unit commander is solely responsible for making the assignment of specific vehicles to qualified individuals within their precinct/unit.
- C.** The Chief of Police, or designee, can alter, suspend, or revoke the privilege of any vehicle assignments at any time.
- D.** A signed "Assigned Vehicle Acknowledgement" form will be filled out by each employee upon receipt of an assigned vehicle.
- E.** Vehicle Assignment Roster
1. A current roster of vehicle assignments will be maintained by each precinct/unit commander.

2. A comprehensive roster of all assigned vehicles will be maintained by the Chief of Police or designee.

V. COMMUTING PROCEDURES

- A. Employees assigned vehicles are expected to comply with all Departmental policies including, but not limited to, Policy 3.03 “Department Vehicles” and Policy 3.08 “In-Car/Body-Worn Cameras.”
- B. Employees commuting to work in assigned vehicles are expected to report to work or a designed assignment in accordance with Policy 2.10 “Uniform Patrol Staffing.”
- C. Employees commuting to or from their duty assignments, who are not acting in an official capacity as a police officer, will not be compensated for their commute, and are not eligible for Worker’s Compensation or Line of Duty Death Benefits resulting from traffic accidents or other incidents.
 1. An officer who encounters an emergency situation requiring law enforcement action while commuting will be compensated for the duration of the call or need. The officer should immediately notify radio dispatch of his involvement in the law enforcement action.
 2. An officer commuting to court as the result of a subpoena will be paid consistent with Policy 2.03 “Court Appearance Procedures.”
 3. An officer who is off duty in standby status and is called back to duty will be paid consistent with the Cobb County Personnel Payroll Policy IV, E.
 4. An officer involved in a traffic crash will be compensated when the officer is requested to submit to drug/alcohol testing by a Department/County official in accordance with Department/County policy.
- D. If, at the end of the workday, an officer parks his assigned vehicle at an authorized location other than his residence (as set forth above in Section III, A, 4), all weapons should be removed from the vehicle and safely secured.

VI. REVOCATION OF ASSIGNED VEHICLE STATUS

- A. An employee who receives an overall “Needs Improvement” or “Does Not Meet” may be subject to revocation of the privilege to an assigned vehicle until such time as the employee receives an overall “Meets” or better on a subsequent annual performance appraisal.
- B. Transfer to a different precinct or unit may subject an officer to revocation of the privilege to an assigned vehicle if the receiving unit does not have an adequate number of vehicles to assign.

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- C. Disciplinary action may result in the revocation of the privilege to an assigned vehicle.