



Charles County Department of Emergency Services  
**STANDARD OPERATING PROCEDURES**

**Section 104 - Vehicles Apparatus & Equipment**

Vehicles, Apparatus & Equipment - 104.00		
S.O.P. # 104.19	<b>Take Home Vehicle Policy</b>	PAGE: 1 OF 1
EFFECTIVE: 07/01/2016	Authorized: John Filer, Chief	
REVISED: 01/30/2017	Authorized: William Stephens, Director	

**104.19.01 Purpose**

The purpose of this SOP is to advise personnel of the Department's policies specific to take home emergency response vehicles.

**104.19.02 General**

This SOP is a departmental adjunct to the *Charles County Government Safety Manual, Chapter 24: Vehicle and Driver Policy*. The Director, through Chapter 24 of the Safety Manual may grant the assignment of a take home county vehicle so long as the scope of work and duties of the employee warrant so. The Chief of the Division may authorize the temporary assignment of a take home county vehicle so long as the scope of work and duties of the employee warrant so.

**104.19.03 Applicability**

This SOP applies to all uniformed personnel issued or temporarily issued a take home county emergency response vehicle, marked or unmarked.

**104.19.04 Policy**

1. The use of a take home vehicle is a privilege, not a right. Privileges may be revoked by the Director at any time.
2. Assignment of a marked take home emergency vehicle is restricted to full duty status employees. Light duty or modified duty employees will not be afforded the use of a marked take home emergency vehicle.
3. Emergency response is prohibited while driving with non-employee passengers unless the passenger is an approved observer.
4. Unauthorized modifications, repairs or maintenance to the vehicle is prohibited.
5. It is the responsibility of the employee to report all repairs and maintenance needs to the Fleet Manager and facilitate said work if required.
6. It is the responsibility of the employee to insure that the issued vehicle is clean and presentable.
7. It is the responsibility of the employee to complete and submit a monthly mileage log.