

# University of Alabama Police Department Take Home Car Policy

**Unit:** UA Police Department

**Contact:** John Hooks

**Title:** Chief of Police

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## Purpose

The purpose of this policy is to establish guidelines for the use of University of Alabama Police Department (UAPD) assigned take-home vehicles.

## Policy

The University of Alabama Police Department has assigned take-home vehicles to be used for daily commutes to and from work, while on duty, and in response to emergencies which require immediate response in the protection of life and/or property.

## Eligibility

Take-home vehicles from UAPD Operations may be authorized for:

- UAPD Command Staff;
- Lieutenants and Sergeants;
- Field training officers;
- K-9 Units;
- Special Response Team (SRT);
- UAPD Support Leadership;
- Personnel in task force assignments;
- Those assigned to CID while on on-call status.

To be eligible for a take-home vehicle, officers must live within Tuscaloosa County. Any exemptions will be approved by the Chief of Police, or designee. If a change of address occurs, the Officer is responsible for notifying the Chief of Police, or designee. The Assistant Commander of Sworn Operations may authorize the use of the take home vehicle for out-of-state training on a case-by-case basis.

## Expectations

Drivers of assigned take-home vehicles are required to heed all applicable sections of [The University of Alabama's Driver Safety Program](#).

Officers may also be required to respond to emergencies during non-duty hours, and use of a UAPD vehicle is necessary for proper emergency response [Note: Emergencies shall be defined as unforeseen circumstances requiring immediate action, including those referenced in Directive 410 - Emergency Response and Pursuits]. The proper equipment to respond to any emergency (i.e., equipment carried for on-duty hours) must be readily available.

Pertaining to marked units, due to the possibility of having to take emergency action at any time, no unapproved personnel will be allowed as passenger.

Per [Directive 121 - Firearms, specifically 121.6.4.6 and 126.11.6](#), patrol rifles must be removed at the end of each duty shift and stored in a secure location at the Officer's

residence.

Take-home vehicles must be properly cared for and delivered to Fleet Operations for all maintenance requirements. Any damage incurred should be reported immediately to an on-duty supervisor detailing the circumstances. Damage to vehicles will be reviewed by the Vehicle Damage Review Board, as outlined by Directive 462 - Traffic Accident Investigations, specifically 462.10, within five (5) days of reported damage. Failure to take proper care of the vehicle may result in disciplinary action.

There shall be no modification, removal, deactivation, or unauthorized tampering with any part of the vehicle.

Take-home vehicles will not be used to visit places of CBD or alcohol consumption or purchase (e.g. bars, liquor stores, tobacco shops). Personal errands to places off-duty are restricted unless to or from work.

If an officer is out in his personal vehicle and is called in, he or she can choose to go and retrieve the take-home vehicle before returning to work, provided the officer has all required equipment for duty.

Officers who go out of town for an extended period must park the take-home vehicle in a secure location, such as the UAPD parking lot, to be used if needed.

## Revocation

Take-home vehicle authorization may be suspended or revoked under the following circumstances:

- A change in job assignment, classification, duties or responsibilities such that a take-home vehicle is no longer justified.
- If the employee fails to maintain a valid driver's license.
- When losing time due to an on-the-job injury, or when under medical care in which driving is not permitted.

- As a result of disciplinary action where it is decided that take-home vehicle authorization should be revoked.
- Failure to ensure that the vehicle is properly maintained (e.g., fluid levels, tire pressure, scheduled maintenance, etc.).
- Violating the provision of this policy or any departmental policy, rule, regulation, or any federal, state, or municipal law.
- Violating The University of Alabama Driver's Safety Program

This list is not all inclusive and the Chief of Police, or designee, has the discretion to suspend or revoke these privileges at any time, for any reason.

## References

[The University of Alabama's Driver Safety Program](#)

Directive 121 - Firearms

Directive 410 - Emergency Response and Pursuits

Directive 462 - Traffic Accident Investigations

## Scope

This policy applies to UAPD sworn officers who meet the eligibility requirements.

## Office Of The Vice President Of Finance And Operations

Approved by Cheryl Mowdy, Assistant Vice President for  
Finance and Operations, 06/16/2022