

CORONA POLICE DEPARTMENT
DIVISIONAL STANDARD OPERATING
PROCEDURE

Administration

April 18, 2007

SOP #: DRAFT

Approved by:

Beth Groves
Chief Richard O. Gonzales

City Manager
Chief of Police

Alphabetical Title: Command Staff Vehicle Use Policy

Rationale:

Members of the Command Staff are responsible for the overall management of the Police Department which is a 24-hour, seven day a week operation. Because of the variety of public and professional demands of Police Command Staff, the use of their assigned city vehicle needs to be separately addressed. As described in the city policy, the Police Department has developed their own policy for vehicle use. This directive addresses the Police Department Policy.

Purpose:

When critical incidents occur, or an employee issue arises, Command Staff members often respond. Due to the nature of their responsibilities, the Command Staff often attends events, important to the City, after their regular work hours. It is not unusual for any particular member of Command Staff to use their assigned vehicle after business hours at least two or three times a week. On a daily basis, staff also has the responsibility of monitoring and auditing field and police radio activities during non business hours.

Listed are some examples of activities Command Staff respond to:

- Special Response Team “SWAT” Calls
- Barricaded Subjects
- Hostage Situations
- Major Crimes
- Shootings
- Officer Involved Shooting Incidents
- Injury to an Officer
- Special Meetings and Department Functions (to include spouse or family members)
- Support Functions (local or state government)
- Major (city or regional) EOC Incident
- Conduct random field audits of police field activities
- On-Call 24 hours, 7 days a week (Return to Work)

It is requested that the Chief of Police be granted the authority to allow members of his executive team to use their assigned vehicles to effectively meet the needs of the Community, City, and Police Department. This means the Chief of Police can authorize, with City Manager approval, reasonable vehicle usage to allow members of Command Staff to appropriately respond quickly and effectively to our community needs.

If a member of Command Staff wishes to have family members ride in their city vehicle it will be necessary to complete and sign the City of Corona Form AVP CS which releases the City of Corona from personal liability.

Police Department Policy:

If this policy is approved for Command Staff vehicle usage, the department policy will reflect the following:

Section 704.8 Command Staff Vehicle Usage

Because of the various duties and responsibilities of members of Command Staff, the use of city vehicles beyond City Administrative Policy 5.02, can be reviewed by the Chief of Police, with final approval of the City Manager.