

HARRODSBURG CITY COMMISSION  
MERCER COUNTY, KENTUCKY  
ORDINANCE NO. 2017- 03

**ORDINANCE OF THE CITY OF HARRODSBURG, KENTUCKY  
AMENDING THE PERSONNEL POLICY, UPDATED MAY 1, 2013**

**NOW, THEREFORE**, be it ordained by the City of Harrodsburg Commission that the Personnel Policy as to the use of City Police Department vehicles is amended on Page 52 to include the following under “City Vehicles”:

**WHEREAS**, In addition to the above, this Ordinance shall supersede and replace the “Take Home Vehicle Policy” as written on page 52 of the “Harrodsburg Safety Handbook” as adopted by Municipal Order 03-06-07-01, and a part of City of Harrodsburg Personnel Policy undated May 1, 2013.

**1 POLICY**

**1.1** The Harrodsburg Police Department may assign a city vehicle to a sworn police officer after January 1, 2017, if approved by the Chief of Police or his or her designee, or the Mayor or City Commission.

**1.2** The Harrodsburg Police Department may provide vehicles for sworn officers, employed after January 1, 2017.

**2 PURPOSE**

**2.1** The purpose is to provide these officers, an assigned police vehicle to drive to his/her home. This practice will serve three goals (1) lower maintenance costs per vehicle, (2) provide a sense of security for residences of the neighborhood in which the officer lives, and a (3) longer life of the vehicle.

**3 PROCEDURES, RULES AND REGULATIONS**

**3.1** An officer assigned a police vehicle as part of his/her issued equipment shall follow the rules and regulations herein.

**3.1.1** Each officer issued a vehicle shall be responsible for the following:

**3.1.1.1** Maintaining a vehicle inspection sheet.

**3.1.1.2** Scheduling all require maintenance according to manufacture recommendations.

**3.1.1.3** Transporting the vehicle to and from the garage or business doing the maintenance or repairs to the vehicle.

**3.1.1.4** Authorization for repairs other than preventative maintenance must be approved by the Lieutenant, Asst. Chief, or the Chief of Police.

**3.1.1.5** Keeping the vehicle clean and stocked with all necessary equipment to do the job.

**3.2** The police vehicle can be used for the following:

**3.2.1** General Patrol Duties.

**3.2.2** General Investigative Duties.

**3.2.3** To drive to and from work.

**3.2.4** To drive to and from court.

**3.2.5** To drive to and from training.

**3.2.6** To drive to and from the business where repairs or general preventative maintenance is done or performed.

**3.2.7** Any other function or duty as assigned by the Chief of Police.

**3.3** The police vehicle shall not be used for the following:

**3.3.1** Personal errands such as going to the grocery, shopping, or taking the family to the movies.

**3.3.2.** Personal gain or benefit

**3.3.3** Any activity which is not police or department related business.

**4.** The police vehicle may be driven anywhere in Mercer County in accordance with Paragraph 3.2

**5.** Officers may drive their assigned vehicle to and from their primary residence in Mercer County or county adjoining Mercer County.

**5.1** Officer who reside in an adjoining county to Mercer County wishing to utilize this option shall pay a monthly reimbursement fee. The Chief of Police shall establish a per mile rate, subject to approval of the Harrodsburg City Commission. This mileage rate and the cumulative round trip mileage total from their residence to the Mercer County line shall be used to calculate this monthly fee. This fee only applies to an officer's regular tour of duty. Calls out, court appearances and training are exempt unless they immediately precede or follow a regular tour of duty.

**5.2** It is the responsibility of the employee utilizing this option to maintain and submit an invoice, data sheet and a check made payable to "City of Harrodsburg". Payment shall be forwarded to the Records Clerk on or prior to the 10<sup>th</sup> day of the following month for employees who utilize this option.

- 5.2.1** Personnel operating a Harrodsburg Police Department police vehicle should be cognizant of the unique circumstances that may be presented to the employee and as such utilize extraordinary discretion in handling situations encountered. Officers generally have no authority out of county other than those provided under color of law to ordinary citizens. In any encounter that may require police action, officers shall first consider officer/citizen safety and notify the appropriate law enforcement agency to respond to the situation. Any such incidents shall immediately be reported to a supervisor. The foregoing would apply unless operating under the Interlocal Agreement known as Bluegrass and Central Kentucky Unified Police Protection System (BACKUPPS).
- 6.** While officers are operating their assigned vehicle, officers will be required to advise the Dispatcher that they are In-Service (10-8). Officers will also be required to advise the Dispatcher of the reason that they are in-service (i.e. 10-8 for patrol duty, 10-8 enroute to court or training, and so forth)
  - 7.** While officers are operating their assigned vehicle and they are not on regular duty, officers shall offer assistance to other officers and the public, if requested.
  - 8.** While officers are operating their assigned vehicle and they are not on regular duty, officers shall dress in an appropriate manner. Officers shall not wear inappropriate shirts while operating the police vehicle. Officers shall also maintain their official identification as well as their duty weapon while operating the police vehicle.
  - 9.** When an officer must take extended leave from the police department, such as sick leave more than five (5) days, vacation leave more than five (5) days or is on a limited duty status, officers must leave their vehicle at the police department until they are able to return to full duty.
  - 10.** Any violation of (3) through (9) may result in disciplinary action. This action can result in the loss of privileges from one day to one year or may result in a reprimand, written reprimand, suspension or termination.
  - 11.** The Chief of Police and the Assistant Chief of Police shall be exempt from this regulation and the issuance and usage of their assigned vehicle shall be governed by an Executive Order issued by the Mayor of Harrodsburg.

Passed 1<sup>st</sup> reading \_\_\_\_\_

Passed 2<sup>nd</sup> reading \_\_\_\_\_; Said Ordinance was read and approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Published: \_\_\_\_\_

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EDDIE LONG, MAYOR  
CITY OF HARRODSBURG

ATTEST:

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KIM STINNETT, CITY CLERK