



POLICY MANUAL

Emergency Operations - Equipment Staff Vehicle Policy

Revised: 10-18-06

Code: 1 – 5 – 1

Book Chapter Subject

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1.0 Purpose: Establish guidelines for the assignment of take home staff vehicles.

1.01 Scope: All Fire Department Safety Staff

1.02 POLICY

Safety personnel assigned an emergency response staff vehicle may be eligible to take the vehicle home when meeting the requirements of Section 1.03. The purpose of the take home vehicle program is to improve in-service times of off-duty safety staff members subject to emergency recall.

1.03 REQUIREMENTS

1. The Fire Chief, Deputy Fire Chiefs, Battalion Chiefs, Training Officer (Captain), and the Deputy Fire Marshal (Captain) are the only classifications authorized for the “take home vehicle” program. Other employees may be temporarily authorized a take home vehicle by the Fire Chief when necessary and essential.
2. Eligible personnel must live within a 30-minute travel time of the City of Clovis city limits or Sphere of Influence. Exceptions to this rule are subject to approval by the Fire Chief and the City Manager.
3. Staff vehicles within the Sphere of Influence may be parked on the street or in the employees driveway to promote neighborhood safety and public relations; vehicles outside of the sphere of influence must be garaged or covered.
4. Employees assigned a take home staff vehicle are subject to emergency call-back.
5. Employees must be in an authorized work uniform or approved civilian dress when operating staff vehicles.
6. Fire Administration must be advised of the address where the vehicle is stored and any changes of residence.
7. Staff vehicles may be re-incorporated for departmental fleet use at any time based upon departmental necessity. The selection of the vehicles to be taken back into the fleet will be based upon the needs of the department.



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1.03 **REQUIREMENTS** – (Cont.)

8. Employees are required to keep the vehicle clean, properly stocked, and to keep all scheduled maintenance appointments at the City Fleet Maintenance.
9. When the employee is off on vacation the staff vehicle shall normally be parked at Fire Headquarters in the assigned parking area.
10. Participation in the take home vehicle program is voluntary and does not vest the employee with any right.