

BERKELEY POLICE DEPARTMENT

DATE ISSUED: July 2, 1993

GENERAL ORDER V-1

SUBJECT: DRIVING VEHICLES BELONGING TO PRIVATE PERSONS OR CORPORATIONS

PURPOSE

- 1 - The purpose of this General Order is to define guidelines for members of the Police Department relative to the use of vehicles belonging to private persons or corporations.

POLICY

- 2 - The use of private vehicles for official purposes shall be kept to a minimum to the greatest extent possible and only done with the specific approval of a supervisor.

PROCEDURES

- 3 - Officers, including Reserve Police Officers, shall only drive private vehicles when it is necessary to accomplish a valid police purpose.
- 4 - Extreme care shall be exercised while driving or parking the vehicle. Any damage incurred as a result of the officer's operation of the vehicle shall be photographed and handled as a separate numbered report as covered by the provisions of General Order E-3.
- 5 - Officers shall not drive their private vehicles on City business, except when attending Department sponsored training (see General Order C-62 concerning mileage reimbursement) or unless authorized to use his/her private vehicle under the provisions of City of Berkeley Administrative Regulation 6.2.

References: Administrative Regulation 6.2
General Orders C-16, C-62, E-3, and P-24
CALEA Standards