TOWN OF TIMNATH, COLORADO
RESOLUTION NO. 49, SERIES 2017

A RESOLUTION APPROVING A VEHICLE TAKE HOME POLICY FOR THE POLICE DEPARTMENT

WHEREAS, the Town Council of the Town of Timnath ("Town") pursuant to C.R.S. § 31-15-103, has the power to pass resolutions; and

WHEREAS, attached hereto as Exhibit A is a Town policy ("Policy") regarding take home vehicles for the Police Department; and

WHEREAS, the Town’s Police Department staff and vehicle stock have grown over the years; and

WHEREAS, the current Town Administration Building does not provide adequate or secure storage for police vehicles; and

WHEREAS, allowing sworn officers to take police vehicles home at the end of their shift assures the vehicles will be secure, officers will be readily available in case of an emergency, and the Town Administration Building site will not be overwhelmed with vehicles storage; and

WHEREAS, the Town Council is familiar with the Policy and finds it to be in the best interest of the Town, its residents, and the general public.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO AS FOLLOW:

Section 1. Approval
The Policy is hereby approved in substantially the form as attached hereto, subject to technical or otherwise non-substantive modifications, as deemed necessary by the Town Manager in consultation with the Town Planner, Engineer, Legal Counsel, and other applicable staff or consultants.

INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, ON AUGUST 8, 2017.
TOWN OF TIMNATH, COLORADO

Jill Grossman-Belisle, Mayor

ATTEST:

Milissa Peters, CMC
Town Clerk
EXHIBIT A

POLICY
SUBJECT: Police Take Home Vehicles

ISSUE DATE          EFFECTIVE DATE
August 8, 2017      August 8, 2017

INTENT

The intent of this policy is to establish a procedure related taking home of police vehicles. The Town has limited storage area and a limited number of police vehicles. This policy establishes the parameters that allow a police officer to take a marked police vehicle home until such time as circumstances change.

POLICY

Radius Limitations. The Town of Timnath will provide a take home police vehicle to sworn police officers. Any officer living beyond a 15 mile radius from the Town of Timnath Police Station will be charged the IRS mileage rate beyond the 15 mile radius unless they serve in “on call” capacity for special assignments such as special regional law enforcement teams.

Fringe Benefit – Exempt Vehicles. According to IRS regulations and guidelines for the purposes of tax calculation only, certain vehicles designed by the IRS regulations are exempt for the purpose of increased tax liability for the employee. A qualified non-personal-use vehicle is any vehicle the employee is not like to use more than minimally for personal purposes because of its design. According to IRS publications, qualified non-personal-use vehicles generally include the following:

- Clearly marked, through painted insignia or words, police, fire, and public safety vehicles. The employee must be on-call, required to commute in the vehicle, and be prohibited from personal travel outside the jurisdiction.
• Unmarked vehicles used by law enforcement officers if the use is officially authorized. The officer must be authorized to carry a firearm, execute search warrants and make arrests.

**Authorized Passengers.** Employees operating a Town-owned vehicle shall not permit persons other than Town employees or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

**Security.**
• Off-street parking should be available at the employee’s residence.
• Vehicles shall be locked when not attended.
• When off duty (successive days off, out of town), patrol rifles, shotguns or kinetic impact weapons shall be stored either in employee’s home or at the Town Administration Building.

**Maintenance.**
• Each employee is responsible for the cleanliness (exterior and interior) and overall maintenance of the assigned vehicles. Cleaning supplies will be provided by the Department.
• Employees shall make daily inspections of their assigned vehicle for service/maintenance requirements and damage.
• Supervisors shall make, at minimum, monthly inspections of vehicles assigned to employees under their command to ensure the vehicles are being maintained in accordance with policy.

The Town Manager and Police Chief will review this policy on an annual basis and recommend changes, if any, in conjunction with the Town’s annual budget process.