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| <b>POLICY<br/>104.2</b>   | <b>USE OF CITY EQUIPMENT ON DETAILS</b> |                                       |
|  | REVISED: 1/98, 4/02, <b>12/13</b>       | RELATED POLICIES: <b>104.1, 306.2</b> |
|   | CFA STANDARDS: <b>9.02</b>              | REVIEWED: 04/02, 05/10, <b>12/13</b>  |

**A. POLICY**

It is the policy of the Fort Lauderdale Police Department to allow the use of marked police vehicles, or other City equipment, on off-duty details where it can be demonstrated that there is a direct benefit to the City of Fort Lauderdale. Any use of a marked police vehicle, including a PAVe vehicle, for an off-duty detail must have the written approval of the Operations Bureau Assistant Chief.

**B. PROCEDURES**

1. A written request for the use of a marked police vehicle must be submitted to the Operations Bureau Assistant Chief. The written request will consist of the following:
  - a. A completed Detail Request Form.
  - b. A letter detailing the scope of the detail and the foreseen benefits to the City.
  - c. A notarized detail liability form from the employer/business/association agreeing to provide for worker's compensation and vehicle liability/damage coverage, for any injuries/damage arising from the non-police action incidents involving officers, vehicles, or other City equipment provided by the Police Department. This form also states that the employer agrees to abide by the rules set forth in this policy and when appropriate, pays the City for the use of equipment. (See attached form.)
2. The Operations Bureau Assistant Chief will evaluate and either approve or disapprove the request. A copy of the approved or denied request will then be sent to the appropriate District Captain, to be kept on file with the appropriate Patrol Secretary.
3. Upon approval of the detail equipment request, the following rules will be adhered to:
  - a. If there are insufficient marked units for on-duty personnel, a vehicle will not be provided or will be recalled from the detail for immediate assignment to an on-duty officer.
  - b. The detail officers will be available for and respond to any emergency call, backups, crimes-in-progress or felony crimes, which have just occurred within the immediate area. In addition, detail officers will assist with any incident in the area as directed by a supervisor.

- c. Detail officers will maintain an activity log of police related activities, which will be submitted to the District Captain weekly. The continued use of a City vehicle will be evaluated accordingly.
  - d. All procedures set forth in Policy 104.1 must be adhered to. Any violation of Department policy shall be brought to the attention of the District Major immediately.
4. Personally Assigned Vehicle Program (PAVe)
- Officers assigned a PAVe vehicle may use the vehicle to commute to and from off-duty employment, however, if the vehicle is used in any way to accomplish the employment, the procedure described in this policy must be adhered to.

**C. EXCEPTIONS**

When it can be demonstrated that there is a compelling reason to the benefit of the City of Fort Lauderdale, the Office of the Chief or his designee may permit the use of City equipment.

**FORT LAUDERDALE POLICE DEPARTMENT  
 HOLD-HARMLESS AGREEMENT FOR USE OF  
 CITY POLICE VEHICLE AND EQUIPMENT**

I \_\_\_\_\_ of \_\_\_\_\_,  
 (Print Name) (Company Name)

have been made aware of the Fort Lauderdale Police Department policy number 104.2 (**see attached**) on the use of city vehicles and equipment. In consideration of the use of City vehicles and equipment, the company agrees to indemnify and hold harmless the City of Fort Lauderdale for all damages it may sustain. To insure this indemnity, we will provide liability insurance, including collision and comprehensive coverage for City vehicles and equipment should damage occur when police personnel are involved in a non-police action while in our employment. Additionally, we shall provide Workers' Compensation Insurance for the off-duty officer's non-police actions.

Liability coverage of a minimum of **ONE MILLION DOLLARS** must be provided.

It is further understood that officers working our detail can and will be called away to handle emergency calls and other matters, elsewhere in the City, if deemed necessary by a police supervisor.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

FLPD  
 Detail Liability Form  
 12/97