

PRELIMINARY TWELVE MONTH STUDY OF
THE LEXINGTON METROPOLITAN POLICE
DEPARTMENT'S HOME FLEET PLAN

JAMES L. SHAFFER
CHIEF OF POLICE

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EVALUATION



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PREFACE

This report is addressed to both the specialist and the nonspecialist reader. The specialist reader can read, study and compare the facts, figures, and statistical graphs included in the report, then formulate his own conclusions as to the effectiveness of our first twelve months with this fairly new innovation of fighting crime at the local level. The nonspecialist reader can read, study, compare, and then accept or reject our conclusions and recommendations.

We formulated a logical system of recording information, costs and benefits; then enumerated by way of narratives, the conclusions which can be drawn from the results. A twelve month period is far too short to fairly evaluate this program; therefore we do not expect the results of this report to justify or condemn the Home Fleet Program. Hopefully, this report will allow administrative officials, the general public and those who participate in the program to gain some insight as to what happened, the effects, benefits and limitations of the Home Fleet Program.

We are grateful to the following divisions for their assistance in supplying statistics and records necessary for the completion of this report: Research and Development Staff, Records Division, Vehicle Maintenance Division, Fiscal Office, Data Processing and all participants in the Home Fleet Program.

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INTRODUCTION

During recent years this country has experienced increasing crime rates that at times have bordered on the unbelievable. Burglaries ranged from over 2,000 in our city in 1973 to over 149,000 in New York City in 1973.¹

The public is concerned, the criminal justice system is concerned, and the federal, state and local governments have responded. National Crime Commissions have been established; federal funds, by way of grants, have been made available to state and local agencies for many purposes, such as increasing quality and quantity of investigative devices, communication equipment, record keeping systems and Crime Prevention Units.

State and local governments have made improvements to insure that we have qualified personnel to obtain the utmost use of these funds.

With crime on the increase the general public rightfully expects more of its police. They do not turn to the federal government for the answer; they turn to the local police agency, the agency that puts the police officer on their streets, the agency that records their complaints, the agency that investigates the offenses committed against them and, hopefully, the agency that apprehends the offender. This is where the general public will look for the improvements. We are currently in the beginning stage of several such improvements. One, the Home Fleet Program, has just completed its first year of existence.

¹ Uniform Crime Reports, Federal Bureau of Investigation 1973 Preliminary Annual Report

In January, 1970, the Indianapolis Police Department introduced a new concept into city police patrol, a plan whereby a patrol car was assigned to each uniformed police officer to take home and use on his off-duty time. This had been done successfully before with state law enforcement departments, but not by municipal police departments.

As early as October, 1970, officers from our department were dispatched to Indianapolis to investigate this innovation. The officers returned with facts, figures, and a favorable impression. A favorable atmosphere was found here, but to no avail; the plan was soon shelved as too expensive. Not until late 1972 did the plan again surface. The Research & Development Division, under the direction of Chief James L. Shaffer and Sgt. Michael Delaney conducted a study relating to the implementation of the Home Fleet Plan here. In the spring of 1973 the Home Fleet Plan became a reality as 239 Home-Fleet cruisers were patrolling the streets of Fayette County on a 24-hour, on and off-duty basis. This report will, by the use of graphs, statistics, facts, records and opinion, evaluate the first complete twelve month period of the Home Fleet Program, June 1, 1973 thru May 31, 1974.

PRIMARY OBJECTIVES OF THE PROGRAM

1. To promote the security of the citizens of Fayette County by a greater visibility of police resulting from an increased number of police vehicles on the streets of the county.
2. To improve police-community relations by increasing on and off-duty personal contacts and services performed by the police.
3. To deter crime by limiting the opportunity of the criminal to commit the act by the presence of more police vehicles.
4. To provide quicker response time to all types of calls and thereby increase the opportunity for apprehending the criminal.
5. To reduce the maintenance costs of police vehicles.
6. To provide quicker response of off-duty personnel when they are called back to duty because of an emergency.
7. To increase incentive and improve morale of those officers in the program.
8. To increase the visibility of marked police vehicles thereby decreasing the number of traffic violations and increase traffic safety enforcement.

RESEARCH METHODOLOGY AND EVALUATION PROCEDURES

To properly evaluate any program a well kept source of data is necessary. As did other departments which have implemented this program, we experienced the problem of not knowing what data would be needed to support an evaluation measuring success or failure. Adding to our predicament was the problem of comparing the new Metropolitan Police Department with the two departments, Lexington City and Fayette County, from which the Metropolitan Police Department was created in January, 1973.

Research was conducted in areas which could be used to formulate guidelines, make improvements, and identify the shortcomings of the present system.

For the most part, research was confined to the following major areas:

1. Statistical comparison of reported crime the twelve months immediately preceeding, with the first twelve months of the Home Fleet Program.
2. Activity measurement of off-duty officers.
3. An evaluation study of the officer-participants involved in the program to record input information regarding administrative personal opinion, community awareness and maintenance data.
4. A cost analysis of the present program and a projected five-year cost analysis.
5. A five-year cost analysis comparing home-fleet with non-home-fleet.
6. Maintenance cost and comparison including departmental accident rates, etc.

DISTRIBUTION OF VEHICLES INVOLVED IN HOME FLEET
PROGRAM COMPARED TO DISTRIBUTION WITHOUT HOME FLEET

	<u>HOME FLEET</u>		<u>POOL DISTRIBUTION</u>	
Patrol Operation	115	48.12%	36	23.23%
Tactical Squad	22	9.21%	23	14.84%
Traffic Division	16	6.69%	8	5.16%
Criminal Investigation	12	5.02%	31	20.00%
Warrant Service	7	2.93%	4	3.23%
Staff	6	2.51%	6	3.87%
Community Relations	4	1.67%	4	3.23%
Staff Inspections	3	1.26%	2	1.29%
Crime Prevention	3	1.26%	3	1.94%
Personnel Division	2	.84%	1	.64%
Criminal Intelligence	2	.84%	2	1.29%
Communications	2	.84%	1	.64%
Mail Service	1	.42%	1	.64%
Central Records	1	.42%	1	.64%
Court Liaison	1	.42%	1	.64%
Bomb Technician	1	.42%	1	.64%
Detention	1	.42%	1	.64%
Pool Vehicles	38	15.90%	29	18.71%
Open	2	.84%		
Total:	239		Total: 155	

COST ANALYSIS

In the fall of 1972 the feasibility of implementing a Home Fleet Program for the merged Lexington-Fayette County Police Department was studied and tentative approval was granted by the City Commission. Initially 32 cruisers were purchased, followed by an order for 167 additional cruisers. In the late spring of 1973, with the hiring of additional personnel, 40 cruisers were ordered to compensate for the personnel increase. This analysis includes the cost of those 239 cruisers, radios, emergency equipment, fire extinguishers, first-aid kits, and markings for those units.

The bulk of expenditures came from revenue sharing funds. Federal Grant No. 725-188-171, a merger grant, was used to purchase home fleet equipment but will be included in the final projected cost analysis only.

The condition of our then motor pool units necessitated the purchase of all new units for the Home Fleet Program.

Cost of 239 Police Cruisers:	\$ 809,553.26
Cost to Equip 239 Cruisers for Street Use:	\$ <u>223,847.10</u>
TOTAL COST OF COMPLETELY EQUIPPING HOME FLEET:	\$1,033,200.36

These figures represent the total cost of completely equipped police cruisers. Federal Grant 725-188-171 is not included in the Home Fleet Cost Analysis. The Home Fleet figures reflect only the revenue sharing expenditures. A 10% inflation cost is added each year after 1974. Trade-in prices were quoted by a local new car dealer. The estimate was based on a one year old police cruiser with an estimated 90,000 miles in a non-home fleet program and a four year old cruiser with an estimated 90,000 miles in the Home Fleet Plan.

Non-home fleet would require the department to maintain a minimum of 155 vehicles to adequately serve the citizenry of Fayette County. Due to the increased mileage on vehicles that would be on the road on a 24-hour basis, it would be necessary to trade approximately 103 of these vehicles yearly. We are losing six vehicles per year due to extensive damage. This would leave 97 to be traded yearly.

The non-home fleet figures are based on the large car and engine prices because larger engines are required to withstand the constant driving. The home-fleet

figures are based on the smaller body, smaller engine vehicle which will adequately fill our needs. As with the non-home fleet, 10% inflation cost has been added each year after 1974. Vehicles are to be replaced on a four year cycle after 1977. In the next two years, vehicles which have been damaged(6), will be replaced. Starting in 1977 the request will be for 65 vehicles per year after that. A local new car dealer was questioned concerning the trade-in value of home-fleet cars as opposed to non-home fleet vehicles. He felt the home-fleet vehicles, after four years, would be equal in value to non-home fleet, after one year, due to better appearance and more conscientious maintenance inspections.

When traded, pool fleet vehicles will always be one year old and the mileage will be about the same; this accounts for the constant trade-in allowance in this program. Home fleet vehicle trade-in allowance will drop because these cars will be traded at intervals and the age and mileage will increase year to year.

Without home-fleet 155 vehicles would adequately serve the department. With the entire fleet placed in a pool, down time is increased substantially. All maintenance, washing, gassing, inspecting, etc., must be carried out while the officer is on duty. This requires that the pool be somewhat larger than the number of personnel on duty at any given time.

With the exception of the Patrol Division, the number of vehicles shown in the distribution allows for the number of personnel on duty at any given time. As a result, when those vehicles are down, those officers must draw from the fleet pool or use vehicles assigned to other divisions. As shown by the Vehicle Survey, the floating of vehicles between divisions and pooling vehicles in general results in an increase in vehicle damage and again requires additional vehicles to compensate for down vehicles.

Each unit in the department requires a number of vehicles to meet commitments. Without vehicles assigned to these units time, appointments, and other details suffer while the personnel wander about headquarters in search of transportation.

PURCHASE COST ANALYSIS

1974 - 1979

<u>WITHOUT HOME FLEET</u>	<u>WITH HOME FLEET</u>
<u>1974</u>	<u>1974</u>
Cost to equip 155 cruisers; including PA, amplifiers, blue lights, fire extinguishers and First-Aid Kit in 1973.	Cost to equip 239 cruisers including PA, amplifiers, blue lights, fire extinguishers and First-Aid Kit in 1974.
\$643,501.19	\$1,033,200.36
<u>1975</u>	<u>1975</u>
Cost of 103 new cars: \$339,900.00 Trade-in 97 used cars: \$ 87,300.00	Cost of 6 new cars: \$ 19,800.00
Total cost 1975: \$252,600.00	Total cost 1975: \$ 19,800.00
74 cost \$643,501.19	74 cost \$1,033,200.36
+ 75 cost \$252,600.00	+ 75 cost \$ 19,800.00
Total Cost to Date: \$896,101.19	Total Cost to Date: \$1,053,000.36
<u>1976</u>	<u>1976</u>
Cost of 103 new cars: \$381,100.00 Trade-in 97 used cars: \$ 87,300.00	Cost of 6 new cars: \$ 21,600.00
Total cost 1976: \$293,800.00	Total cost 1976: \$ 21,600.00
74,75 cost: \$896,101.19	74,75 cost: \$1,053,000.36
76 cost: \$293,800.00	76 cost: \$ 21,600.00
Total Cost to Date: \$1,189,901.19	Total Cost to Date: \$1,074,600.36

<u>WITHOUT HOME FLEET</u>	<u>WITH HOME FLEET</u>
<u>1977</u>	<u>1977</u>
Cost of 103 new cars: \$ 391,400.00 Trade-in 97 cars: \$ 87,300.00	Cost of 65 new cars: \$ 253,500.00 Trade-in 59 cars: \$ 53,100.00
Total cost 1977: \$ 304,100.00	Total cost 1977: \$ 200,400.00
74,75,76 cost: \$1,189,901.19 77 cost: \$ 304,100.00	74,75,76 cost: \$1,074,600.00 77 Cost: \$ 200,400.00
TOTAL COST TO DATE: \$1,494,001.19	TOTAL COST TO DATE: \$1,297,000.00
<u>1978</u>	<u>1978</u>
Cost of 103 new cars: \$ 422,300.00 Trade-in 97 cars: \$ 87,300.00	Cost of 65 new cars: \$ 279,500.00 Trade-in 59 cars: \$ 47,200.00
Total cost 1978: \$ 335,000.00	Total Cost 1978: \$ 232,300.00
74,75,76,77 cost: \$1,494,001.19 78 cost: \$ 335,000.00	74,75,76,77 cost: \$1,297,000.00 78 cost: \$ 232,300.00
TOTAL COST TO DATE: \$1,829,001.19	TOTAL COST TO DATE: \$1,529,300.00
<u>1979</u>	<u>1979</u>
Cost of 103 new cars: \$ 463,500.00 Trade-in 97 cars: \$ 87,300.00	Cost of 65 new cars: \$ 305,500.00 Trade-in 59 cars: \$ 41,200.00
Total cost 1979: \$ 376,200.00	Total Cost 1979: \$ 264,300.00
74,75,76,77,78 cost: \$1,829,001.19 79 cost: \$ 376,200.00	74,75,76,77,78 cost: \$1,529,300.00 79 cost: \$ 264,300.00
TOTAL COST TO DATE: \$2,205,201.19	TOTAL COST TO DATE: \$1,793,600.00

DEPARTMENTAL VEHICLE SURVEY

HOME FLEET VEHICLES

Survey based on 209 take-home vehicles:

Total Miles Driven:	3,844,969
Average Per Vehicle:	18,397
Total Accidents:	135
Miles Per Accident:	28,481

On-duty, off-duty miles computed on 165 take-home vehicles. Staff, Detective and numerous other vehicles do not distinguish on and off-duty miles.

Total Miles Driven:	3,361,035
On-Duty Miles Driven:	2,184,672 - 65%
Off-Duty Miles Driven:	1,176,363 - 35%

Total Accidents:	135
On-Duty:	108 - 80%
Off-Duty:	27 - 20%

Total Accident Cost Home-Fleet:	\$20,330.00
Cost Paid by Urban County Govt.:	\$12,695.00
Cost Paid by Outside Insurance:	\$ 7,635.00
Vehicles Damaged Totally-Not Replaced:	\$20,230.00
Total Paid by Urban County Govt.:	\$32,925.00
135 Accidents w/total of \$20,330.00:	\$ 150.59 per accident
135 Accidents w/total of \$12,695.00 (5 Totaled Vehicles)	\$ 94.04 per accident

Total Loss Incurred by Urban County Govt.:	\$12,695.00 (Repaired)
	\$20,330.00 (Total Loss)
	<u>\$32,925.00</u>

Total Cost Per Accident:

135 Accidents w/total of \$32,925.00	
Per Accident	\$ 243.89

Pool Vehicles:

Survey based on 31 pool vehicles, excluding motorcycles, wagons and Public Relations vehicles:

Total Miles Driven:	721,002
Average Per Vehicle:	23,258
Total Accidents:	36
Miles Per Accident:	20,027

Home Fleet vs. Pool Vehicles:

Survey based on 240 Home Fleet and Pool Vehicles, excluding wagons, motorcycles and Public Relations vehicles:

	<u>MILEAGE</u>	
Total Miles Driven:	4,565,971	
Home Fleet: (209)	3,844,969	- 84.21%
Pool Vehicles:(31)	721,002	- 15.79%

	<u>ACCIDENTS</u>	
Total Accidents:	171	
Home Fleet Vehicles:	135	- 78.95%
Pool Vehicles:	36	- 21.05%

	<u>COMPARISON</u>
Home Fleet Vehicles are Driven:	28,481 miles per accident
Pool Vehicles are Driven:	20,027 miles per accident

Pool Vehicles account for 21.05% of all accidents, but only 15.79% of total miles driven.

Home Fleet vehicles comprise 87.1% of surveyed vehicles, 84.21% total miles driven, but only 78.95% of all accidents.

Pool Vehicles account for 21.05% of all accidents, yet comprise only 12.9% of vehicles surveyed.

Using these statistics we find that 116.13% of the pool vehicles were damaged. If we expand the pool fleet to 155 vehicles, the accident cost would be \$45,900.20. A projected cost analysis of accidents is included in the totals sheet.

These statistics allow us to form the following conclusions:

1. Officers exercise more caution when driving a take-home vehicle.
2. Decrease in accident per mile (28,000 as opposed to 20,000) can certainly be converted to a monetary savings.
3. Cautious driving habits will decrease downtime and maintenance costs.
4. This decrease in accidents will possibly result in a decrease in insurance rates for the police department in coming years.

MAINTENANCE COMPARISON STUDY

A comparison of maintenance costs of vehicles prior to and after implementing the Home Fleet Plan was conducted by combining the old city and county costs and comparing them with the first year costs of the merged department. Some difficulty was encountered in obtaining specific records but we feel the study is accurate enough to warrant conclusions, positive or negative.

Maintenance cost for purposes of this study is described as normal maintenance which is vehicle repair, replacement parts, batteries, tires, etc. The first part of the study does not include gas, oil or labor. A fuel comparison is made in Part II.

PART I

VEHICLE MAINTENANCE COSTS

Most of the vehicles included were new and covered by warranty; therefore, the maintenance costs in coming years will probably be substantially more than the first year costs.

Maintenance costs for 12 months, June 1, 1973 thru May 31, 1974. This includes all vehicles assigned to the police department.

290 vehicles - \$79,169.66

Maintenance costs for twelve months June 1, 1972 thru May 31, 1973. This includes all vehicles assigned to the police department.

149 vehicles - \$87,499.76
- \$ 8,330.10

It can be seen that our maintenance costs were down \$8,330.10 but again, most of our vehicles were new and covered by warranty for a portion of the time.

The 73-74 figure represents an average of \$273.00 per vehicle. The 72-73 figure represents an average of \$587.25 per vehicle.

PART II

FUEL COSTS

GASOLINE: June 1, 1973 thru May 31, 1974 - \$180,869.70
June 1, 1972 thru May 31, 1973 - \$ 88,532.44
+ \$ 92,336.83

Fuel cost is up 104% while total number of vehicles is up 94%. Severe inflation as well as off-duty driving contribute to this increase. Fuel cost has, and apparently will continue to be, a problem. To compensate for this increase all vehicles purchased in the future will be smaller vehicles with smaller engines. Gas saving devices are currently being tested in an attempt to curtail rising fuel costs.

Fuel costs per vehicle for 73-74 averaged \$623.69
Fuel costs per vehicle for 72-73 averaged \$594.18

Total cost for maintenance + fuel for 1972-73 per vehicle: \$1,181.42

Total cost for maintenance + fuel for 1973-74 per vehicle: \$ 896.69
- \$ 284.73

For the first twelve months of the Home Fleet Plan our cost to keep all vehicles on the street was down \$284.73 per vehicle.

MARKED TAKE HOME VEHICLES COMPARED

TO OFF-DUTY RESPONSES

The Lexington Metropolitan area is geographically divided into three (3) sectors. These sectors 1, 2 and 3, were based on the need for police service, and not divided into equal areas.

As indicated by the following map, the off-duty activity is fairly evenly distributed among the three sectors. Surprisingly the marked home fleet vehicles are distributed among the three sectors in very near the same pattern as the off-duty responses.

Thirty-two percent of the off-duty responses came from sector one while thirty-four percent of the take home vehicles are parked in this sector, while the officer is off-duty.

Twenty-nine percent of the off-duty responses came from sector two while twenty-six percent of the take home vehicles are parked in this sector.

Thirty-nine percent of the off-duty responses came from sector three while forty percent of the take home vehicles are parked there.

These statistics indicate that all areas of the county are receiving equal benefits and services.

The documentation of unpaid man-hours and monetary savings of off-duty responses represents only a part of the time and money expended by off-duty officers.

Below we have enumerated other off-duty activities. With the help of the questionnaire it was estimated that 7,500 hours were spent in the washing and waxing of home fleet vehicles. Officers spent \$14,826.00 either washing and waxing the vehicles themselves or taking the vehicle to a commercial car wash.

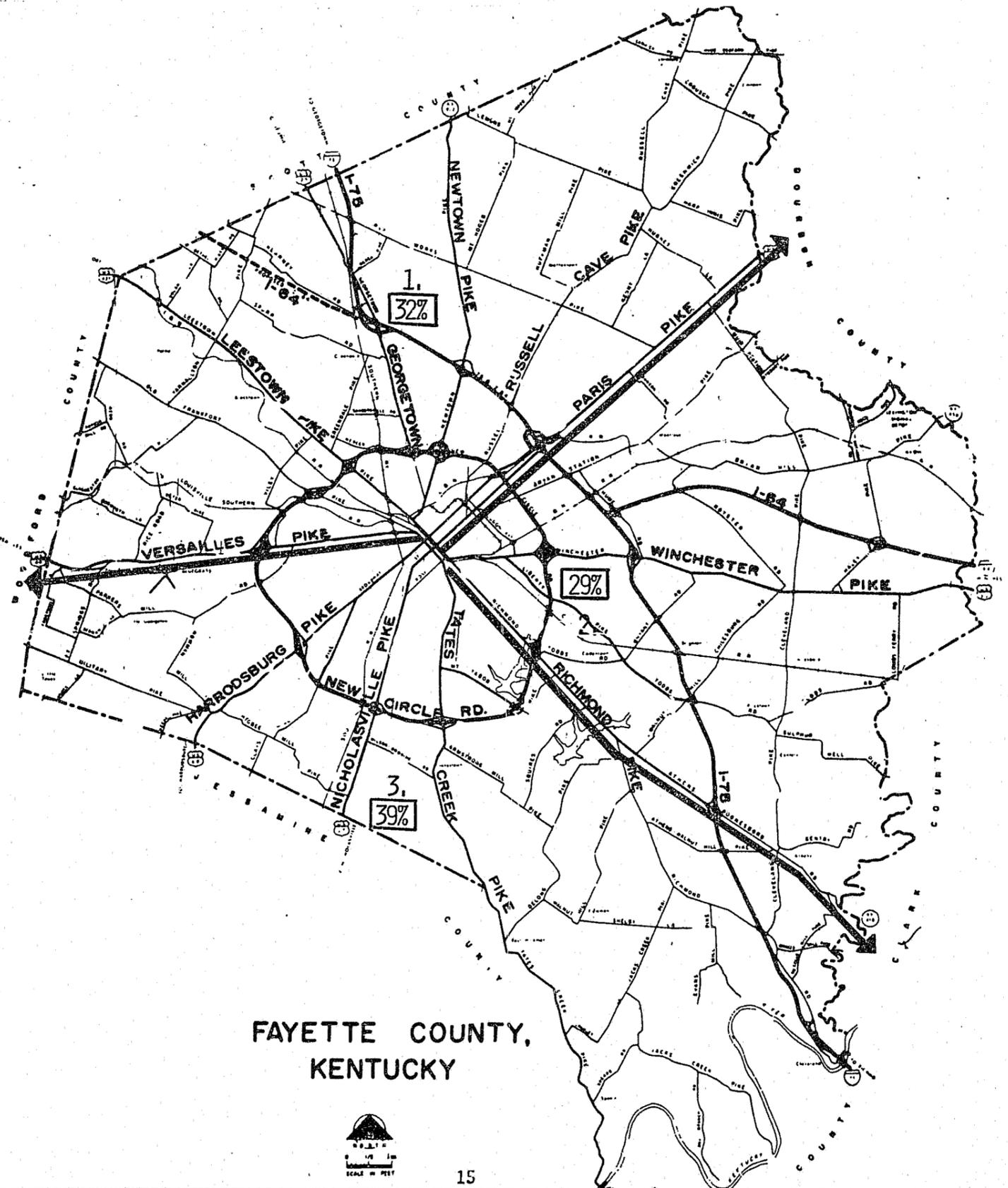
Using the number of home fleet vehicles times the average number of days worked it was estimated that vehicles were refueled 53,339 times. Using an average time of five minutes, this would mean 4,461 hours were spent refueling vehicles off-duty.

The amount of off-duty time consumed while waiting for vehicle maintenance can not be estimated to any degree of accuracy but this is another time consuming requirement of home-fleet participants.

It can be seen that over a period of years a substantial amount of time and money is expended by officer participants. A portion of this time can be converted to patrol hours, most of the vehicle washing costs can be counted as savings.

DISTRIBUTION OF OFF-DUTY ACTIVITY BY SECTOR

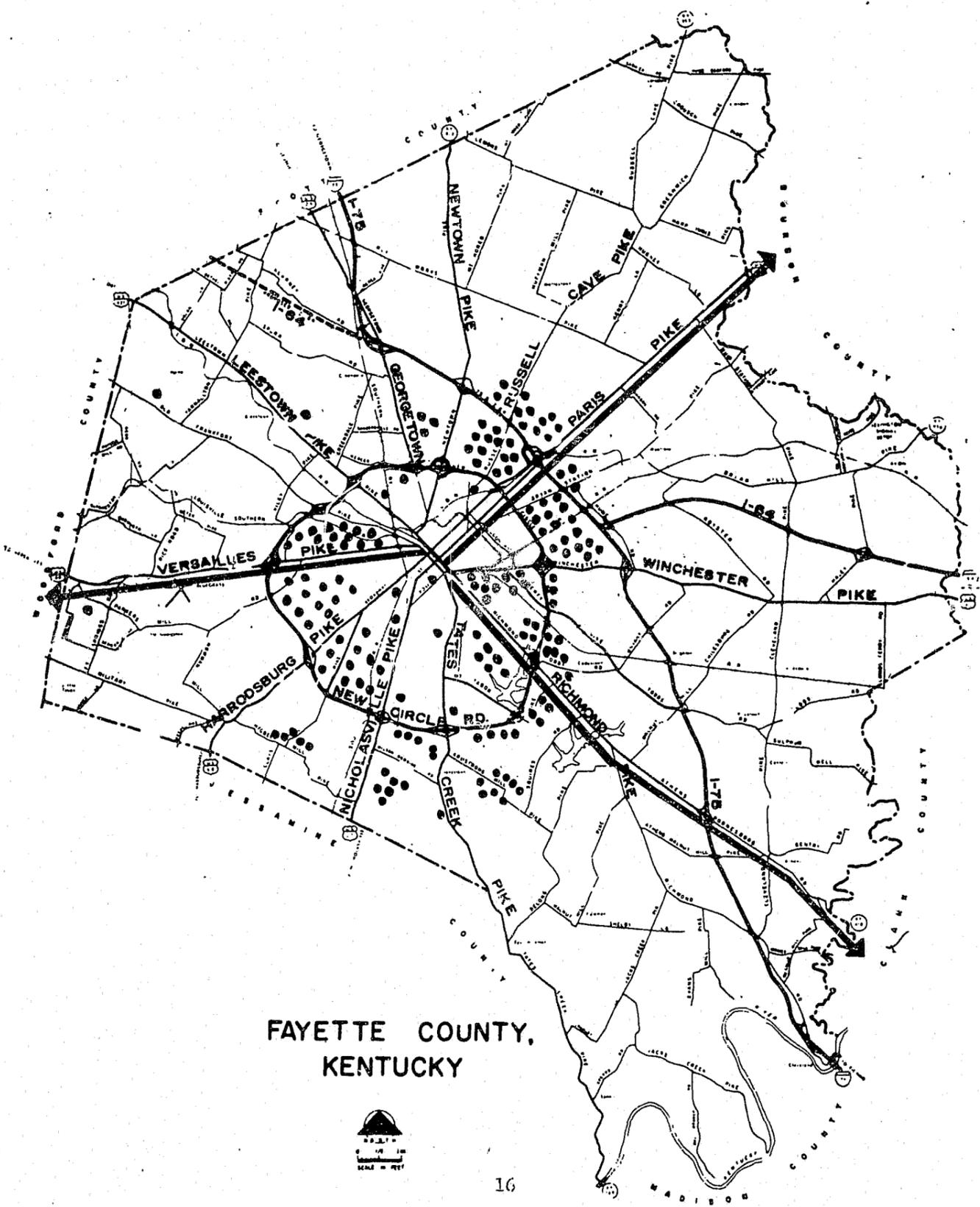
SECTOR 1	-	32%
SECTOR 2	-	29%
SECTOR 3	-	39%



FAYETTE COUNTY,
KENTUCKY



DISTRIBUTION OF MARKED POLICE UNITS
BY LOCATION OF OFFICERS' RESIDENCES



FAYETTE COUNTY,
KENTUCKY



OFF-DUTY ACTIVITY

June 1, 1973 - May 31, 1974

TOTAL INCIDENTS: 5,096

Officers responding to dispatched calls or requests for assistance from other officers totaled 2,155.

Arrests made or traffic citations issued in connection with these responses totaled 192. Assists on arrests in connection with these responses totaled 265. Services provided in connection with these responses totaled 1,699.

Self-initiated activity totaled 2,940. Arrests made or traffic citations issued in connection with these activities totaled 1,158. Assists on arrests in connection with these responses totaled 59. Self-initiated services provided totaled 1,723.

Total Calls:	5,096
Average Call Per Day:	14
Average Time Per Call:	20 min.
Total Unpaid Manhours:	1,698
Savings Using \$5.00/hr:	\$8,490.00
Savings Per Day:	\$ 23.27

Using standard ratio of three (3) hours of preventive patrol to one (1) hour of activity, this would involve a savings of \$69.78 a day or \$25,470.00 per year.

These off-duty incidents represent much more than a monetary saving to the public. They represent help in a time of need whether it be a car out of gas, a car with a dead battery, a rape, robbery or housebreaking. They mean a service to the public; a service not always so close at hand without Home Fleet.

See the following graph for a month by month breakdown of off-duty responses.

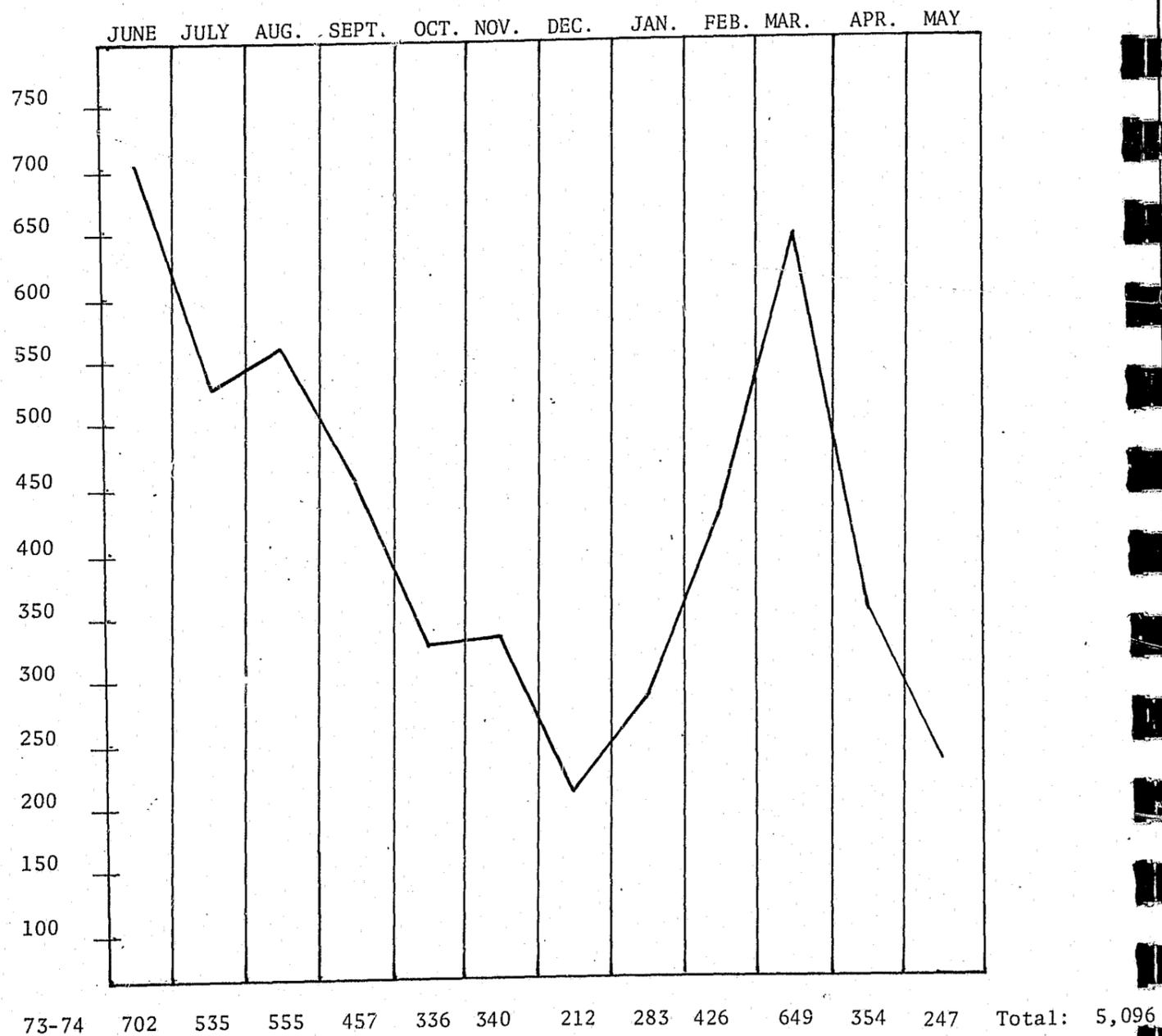
The average hourly salary of a top grade patrolman (\$5.00) was used to determine a dollar amount for these activities.

It is estimated that the final figure of off-duty incidents is approximately 20% lower than the actual incidents due to human error in recording. This would make the figure on off-duty activity a minimum figure.

LEXINGTON METROPOLITAN POLICE DEPARTMENT

CHART OF OFF-DUTY ACTIVITY TOTALS BY MONTH FOR JUNE 1973 - MAY 1974

(This includes Off-Duty Activity Whereby
An Officer Handled, Stood-by or Assisted
In a Call or Incident)



The following report describes the success with which we met the first serious test of emergency activation of the Home Fleet Plan.

On Wednesday, April 3, 1974, devastation and destruction struck Central Kentucky that had been unwitnessed in many years. It was termed by the Governor of Kentucky as the worst disaster in the history of the Commonwealth. Several cities surrounding our Metropolitan area suffered near total destruction. Central Kentucky was caught totally unprepared to cope with such problems that arose following the man-killing winds that cut a path through our state. Miraculously, our county was spared, and suffered only minor damage and power failure.

Utilizing our Home-Fleet Plan we were able to assist some of these stricken communities against looting; assist in traffic direction; escorts and transportation, including victims, medication, medical aid, communication; and, simply a feeling of security due to our presence.

In our own community, numerous compliments were voiced concerning our omnipresence in the business districts.

The following statistics were compiled by members of the Research & Development Division with the excellent cooperation of all officers involved in emergency utilization of our outstanding Home-Fleet Program. These statistics represent a bare minimum of the services provided and vehicles utilized during the period. Many units on duty at the time of the call out are not included in this report.

On Duty Units:	30
Home-Fleet vehicles utilized on off-duty basis:	118
Pool vehicles utilized on off-duty basis:	20
Total calls responded to:	711
Total off-duty hours worked:	1,100
Victims, doctors, nurses, stranded persons, etc., transported:	91
Sworn personnel involved on off-duty basis:	160

The following services could not have been provided were it not for the Home-Fleet Program:

- 34 police vehicles and 38 officers dispatched to Frankfort, Kentucky.
- 1 police vehicle and 1 officer dispatched to Stamping Ground, Kentucky.
- 1 police vehicle and 1 officer dispatched to Richmond, Kentucky.
- 2 police vehicles and 2 officers dispatched on emergency drug run to Frankfort, Kentucky.
- 1 police vehicle and 1 officer assisting the Physician's Exchange in notifying physicians and nurses.
- 1 police vehicle and 1 officer stationed at the airport to relay weather information.
- 1 police vehicle and 1 officer stationed at WLAP to relay pertinent data.
- Several officers and police vehicles escorting doctors and ambulances to Frankfort, Kentucky.

CRIME COMPARISON

At approximately 7:00 p.m. Fayette County was left without electrical power. This black out continued until 3:00 a.m. After black out and before our entire fleet was mobilized we experienced five (5) incidents consisting of breaking-in, damage to business establishments, etc.

Our fleet was completely mobilized by 8:30 p.m. and between this hour and 3:00 a.m. not one incident of this nature was recorded. Again the omnipresent police vehicles had a profound effect on the opportunity to commit a crime without apprehension.

Spiraling crime rates have become a major issue. We cannot stop crime completely but we can fight the alarming rate of increase. The following statistics, charts, graphs, etc., represent a comparison of two consecutive twelve month periods, one with 117 - 149 police cruisers patrolling the streets, the other with approximately 240 police cruisers patrolling the streets.

Graph "A" indicates that reported incidents of crime were down 2.7%. Close study of the graph reveals a steady decrease from July through December. Starting in December rationing of gasoline was imposed on all police vehicles. While we can not blame increasing crime on a lack of gasoline, the significance of this cannot be totally disregarded.

Graph "A-1" shows a month by month breakdown of the percent change in reported crime. Reported crime had a tendency to fluctuate rather than climb steadily.

Of all the serious crimes, the largest decrease was made in homicide. Criminal homicide was down 34.6%.

Robbery, the crime probably most affected by the omnipresence of police vehicles, was down 12.3% (Graph "B").

Aggravated assault, usually considered a crime of sudden impulse and not directly related to the presence of police or the fear of criminal prosecution, was up 20.8% (Graph "C").

In the area of larceny, we realized a decrease in eight of the twelve months but for the year, larceny was up .3% (Graph "D").

Traffic citations, apparently affected both by the Home Fleet Program and by the increased Traffic Division, were up 13%. Again gas rationing effects can be seen. In December, the first month of the shortage, we recorded the lowest total for the twenty-four month period. In March, the first month after rationing, the highest total was recorded (Graph "E").

It is difficult to measure the effects that omnipresent police vehicles have on burglary simply because the crime is usually committed without witness and may go undetected for several hours or longer. This crime demonstrated an increase in reporting of 3.9% (Graph "F").

Using the 1973 Uniform Crime Report, our jurisdiction was compared with 95 other jurisdictions of a comparable size. The survey includes all cities in the 100,000-250,000 population group that participate in uniform crime reporting. Comparing the last six months of 1973 with the first six months these cities showed an average increase of 25.5%. Comparing the last six months of 1973 with the first six months our city showed an average decrease of 15.2%.

Statistics include all major crimes known to the police:

	January - June 1973	July - December 1973
TOTAL ALL CITIES:	408,182	512,608
CITIES REPORTING:	95	95
AVERAGE INCIDENTS:	4,297	5,395 + 25.5%
LEXINGTON:	4,845	4,108 - 15.2%

STATISTICAL COMPARISON OF CRIME ON DATE
RECORDED BEFORE AND AFTER THE PROGRAM
WAS IMPLEMENTED

Crime Trends

	<u>June 1, 1972 - May 31, 1973</u>	<u>June 1, 1973 - May 31, 1974</u>	<u>Percent Change</u>
Homicide	26	15	-34.6%
Rape	35	45	+28.5%
Robbery	236	207	-12.3%
Aggravated Assault	274	331	+20.8%
Burglary	2,229	2,390	+ 3.9%
Larceny	5,031	4,770	- 5.4%
Auto Theft	450	367	-18.4%
Manslaughter	3	3	0.0%
TOTAL:	8,354	8,128	- 2.7%

Comparison of on-street offenses where the visibility of a marked patrol car would have an effect. This would include: robbery, burglary, on-street larcenies, and auto theft.

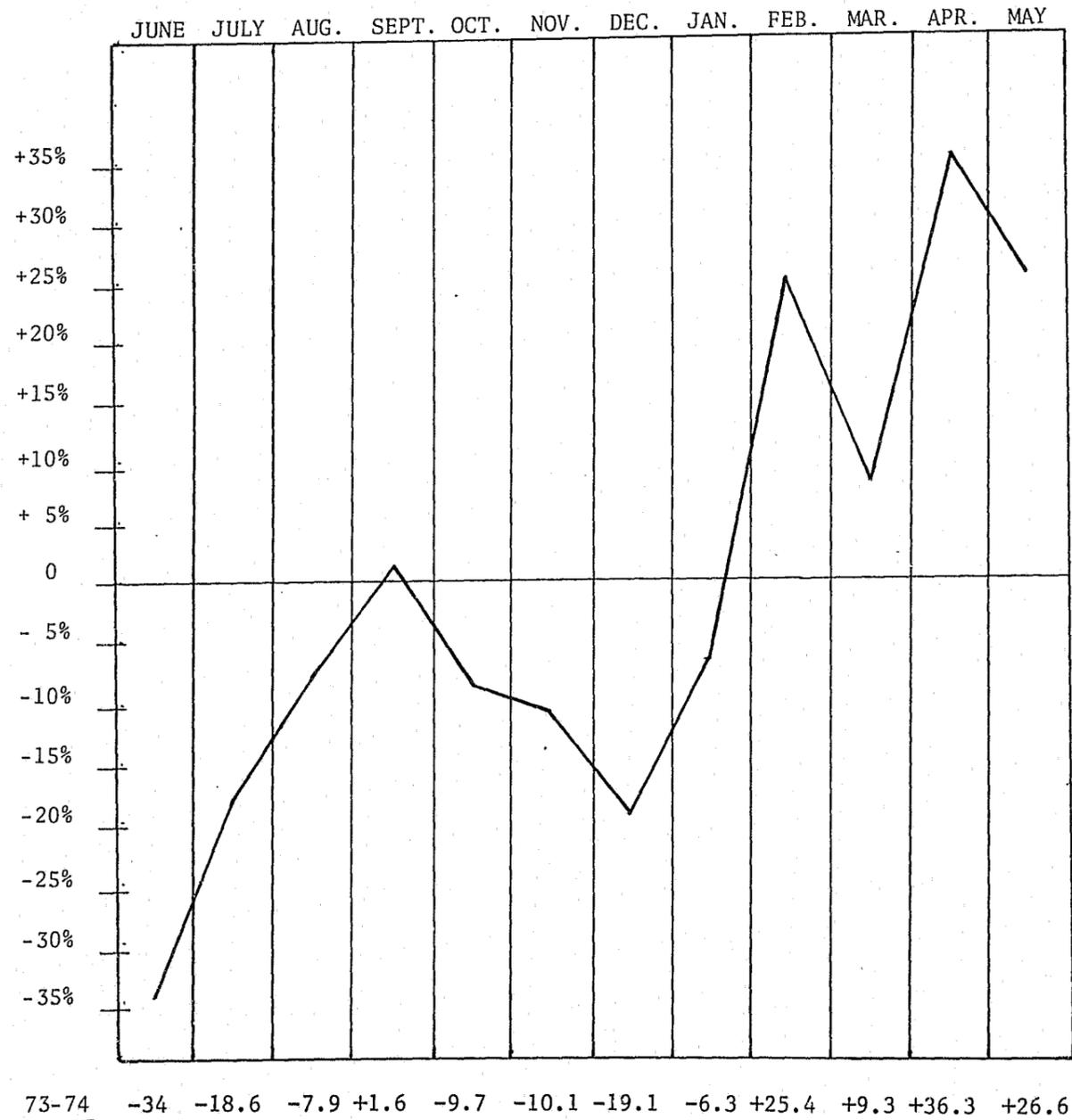
	<u>1972-1973</u>	<u>1973-1974</u>	<u>Percent Change</u>
	8,016	7,734	-4.59%

It is impossible to determine what the crime trends would have been without the Home Fleet Program. Many factors including weather conditions, the economy, social conditions as well as high visibility of patrol cars, influence crime trends. We cannot accurately measure these factors; we can document the activity of the Home Fleet vehicles and make assumptions.

GRAPH A-1

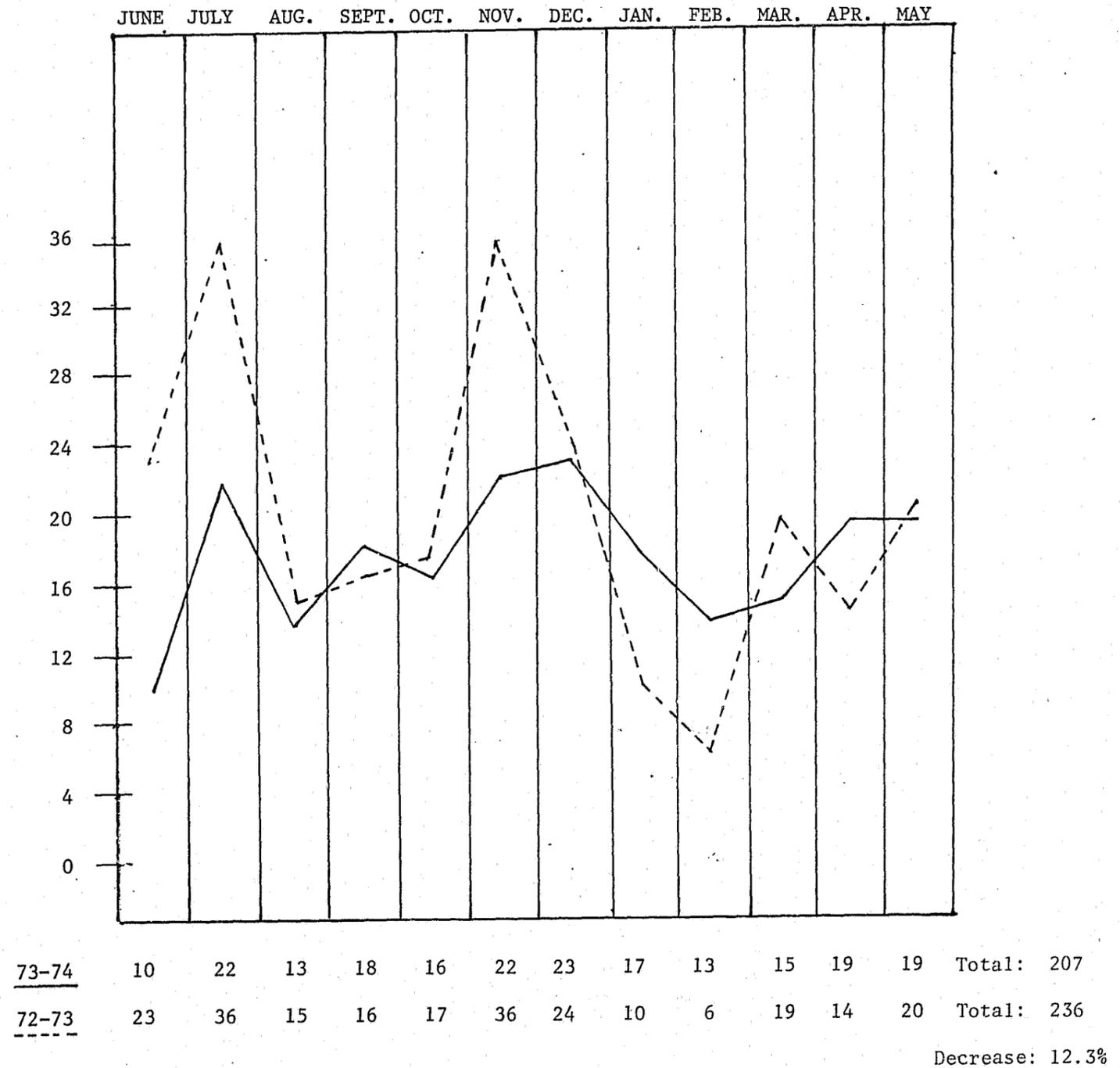
LEXINGTON METROPOLITAN POLICE DEPARTMENT

Percent Change in Reported Crimes
For The Period June 1973 - May 1974
Compared With The Previous Twelve
Months. Includes Criminal Homicide,
Manslaughter By Negligence, Rape,
Robbery, Aggravated Assault, Auto
Theft, Burglary, Larceny (All).



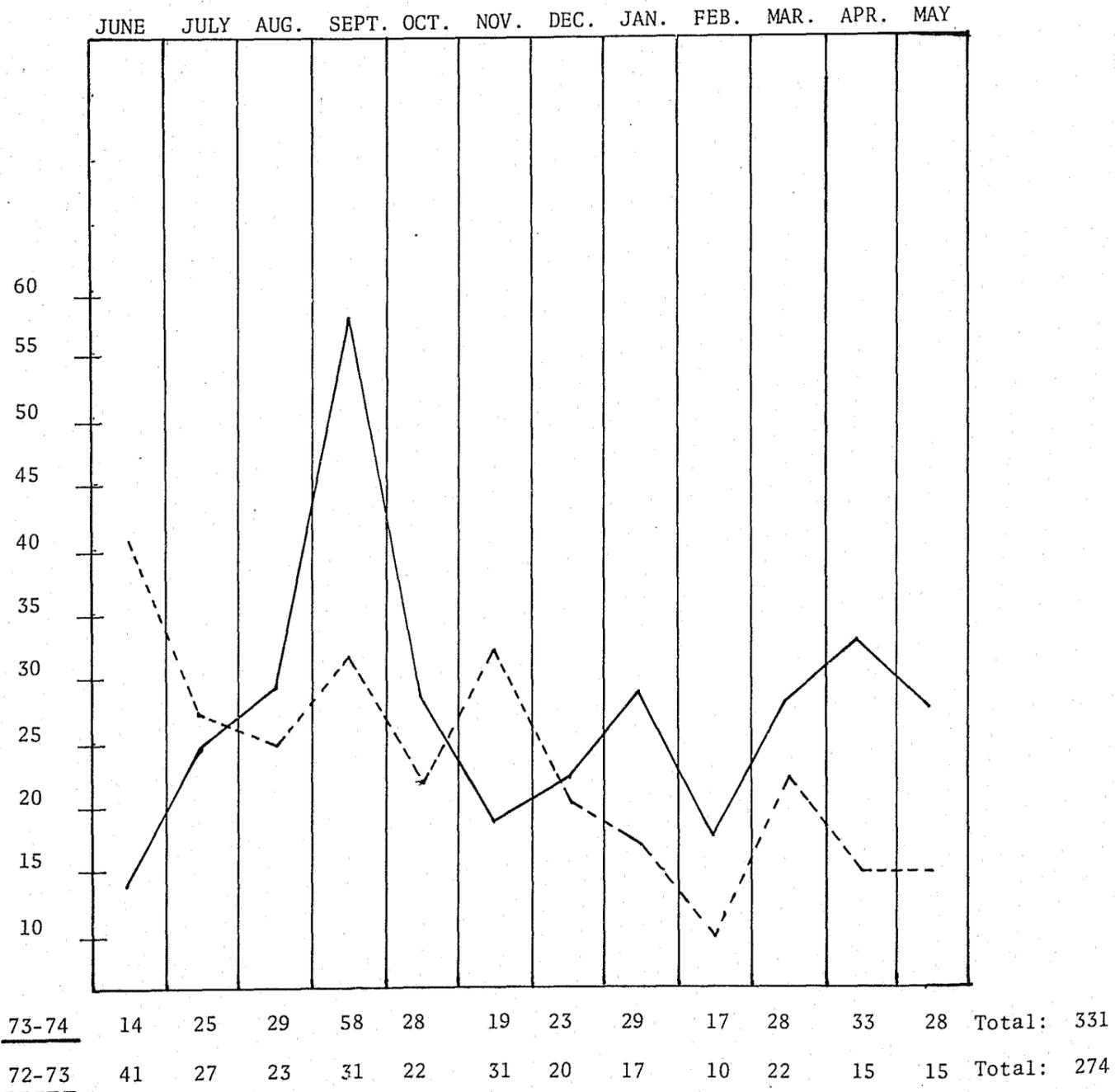
LEXINGTON METROPOLITAN POLICE DEPARTMENT

COMPARISON - ROBBERY



GRAPH C

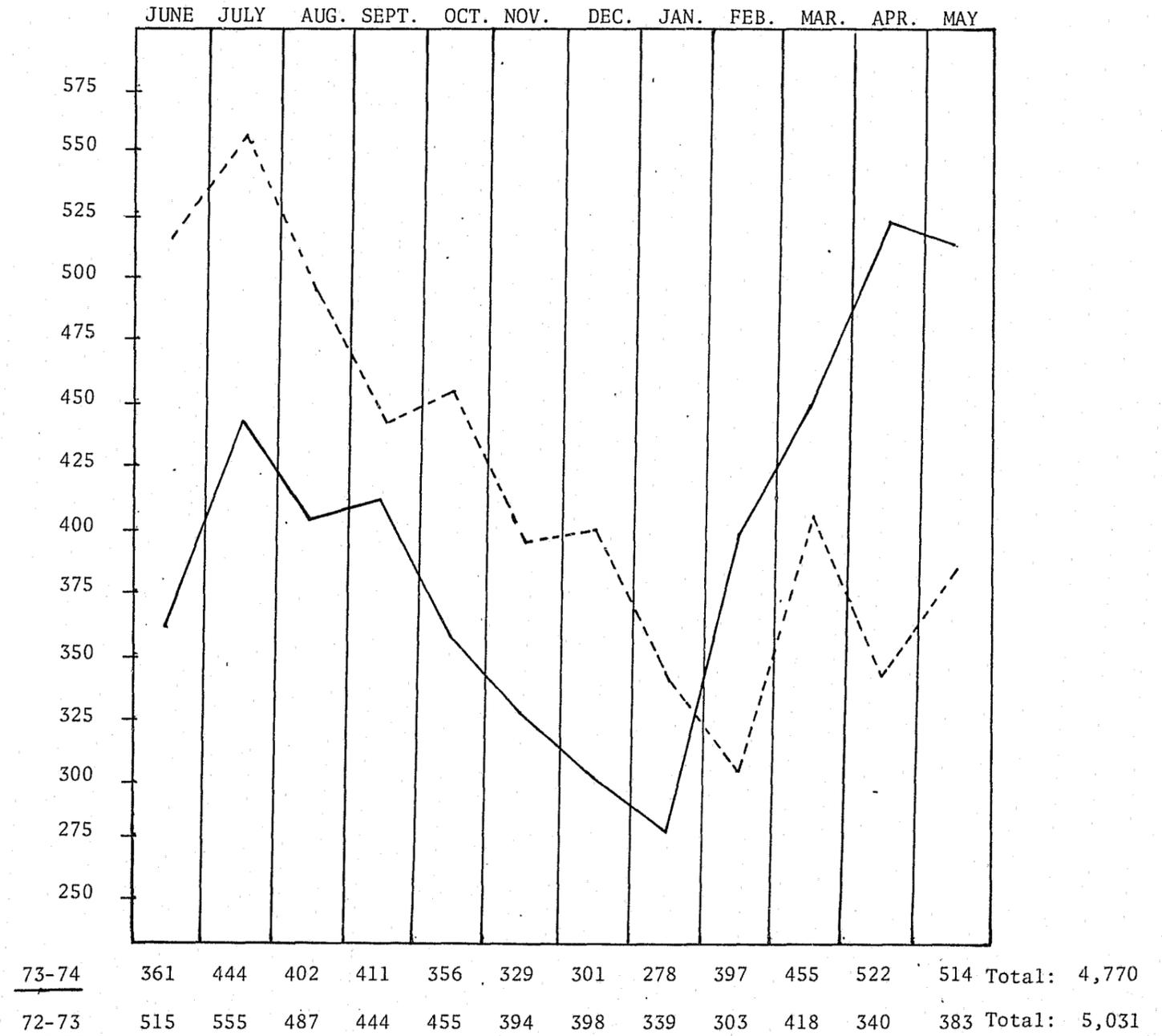
LEXINGTON METROPOLITAN POLICE DEPARTMENT
COMPARISON AGGRAVATED ASSAULT



(Increase 20.8%)

LEXINGTON METROPOLITAN POLICE DEPARTMENT

COMPARISON LARCENY (ALL)



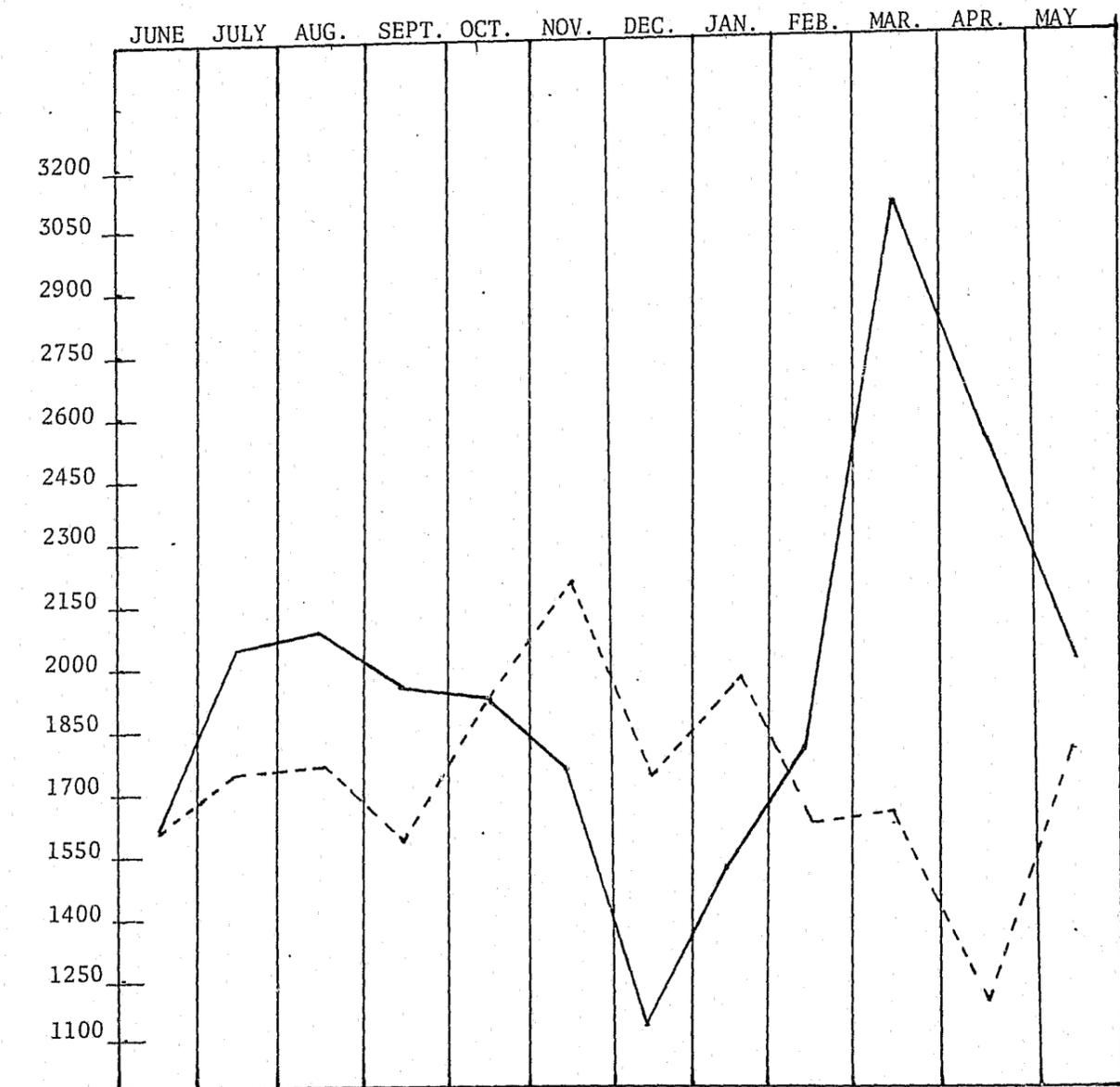
Decrease: 5.4%

GRAPH E

LEXINGTON METROPOLITAN POLICE DEPARTMENT

COMPARISON OF MOVING VIOLATION CITATIONS

Includes All On And Off-Duty Citations
(Does Not Include Parking Violations)



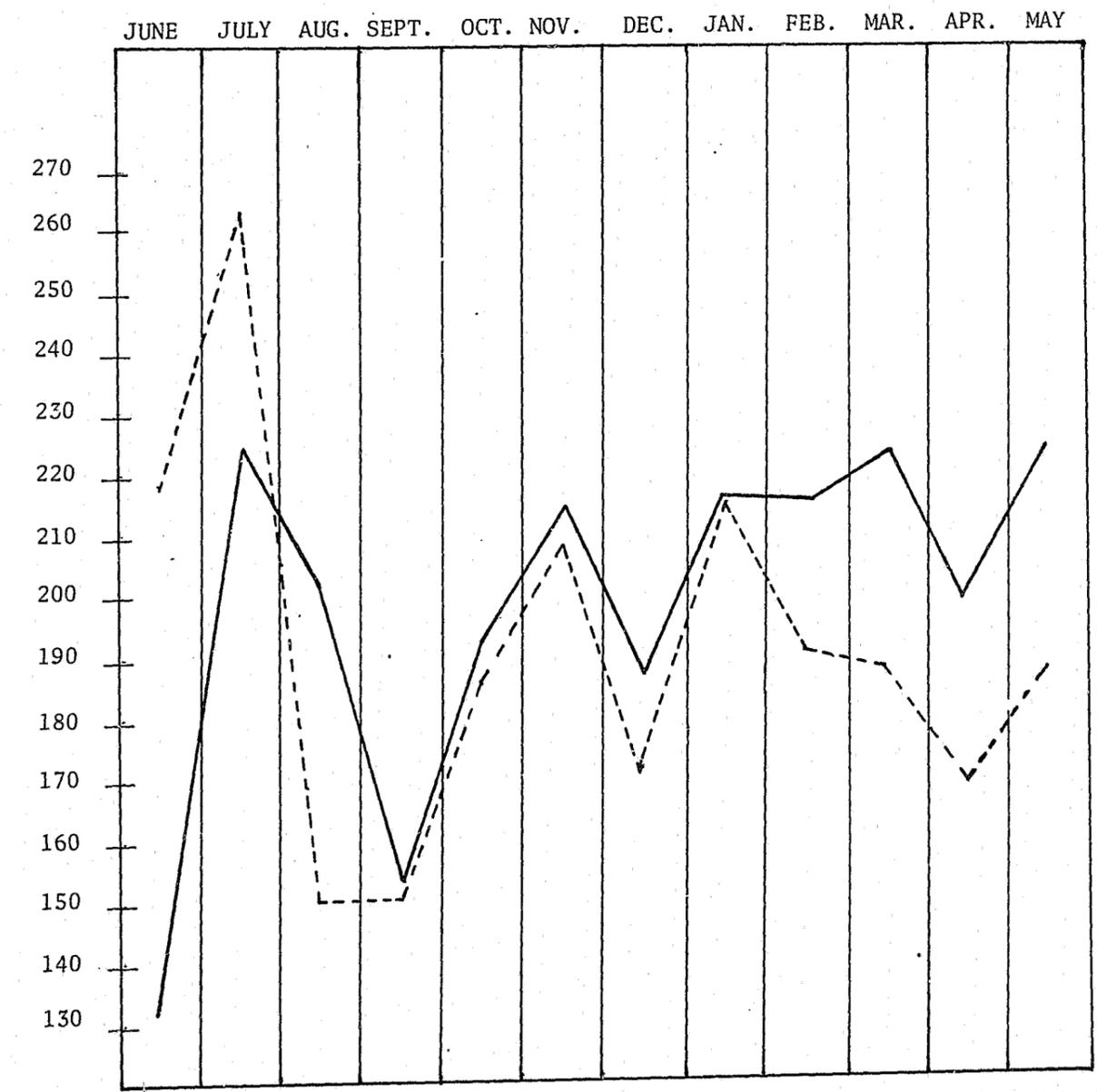
<u>73-74</u>	1623	2023	2098	1941	1924	1741	1114	1539	1801	3082	2547	2011	Total: 23,4
<u>72-73</u>	1622	1729	1754	1577	1921	2219	1748	1902	1621	1655	1205	1799	Total: 20,752

(13% Increase)

LEXINGTON METROPOLITAN POLICE DEPARTMENT

COMPARED BURGLARY

ALL REPORTED OFFENSES



<u>73-74</u>	132	224	204	154	193	215	187	217	216	224	200	224	Total: 2,390
<u>72-73</u>	219	263	150	150	185	208	172	215	192	189	168	188	Total: 2,299

Increase: 3.9%

SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

LIMITATIONS OF THE STUDY

The evaluation of our program after twelve months in operation was conducted under conditions which were less than ideal from the standpoint of scientific study.

The implementation of the Home Fleet Plan was only one of several major changes in police operations which took place during this period, and it is impossible to completely isolate the effects of the Home Fleet Plan for that reason.

Other factors limiting the comprehensiveness of this evaluation (which would apply to any first-time study of a program of this magnitude) were:

1. An adequate data bank has not been established.
2. Record keeping systems required to monitor the Home Fleet Plan were in the development stage and subject to change during the period under study.
3. Primary objectives of the program including crime trends, community acceptance, incentive, etc., cannot be accurately evaluated in this short period of time.*
4. Much of the first twelve months was spent pinpointing bugs and formulating corrective procedures to insure the successful operation of the program in future years.
5. Successful evaluation of a program of this type requires intense monitoring to eliminate problems in data gathering as they appear.

We are currently preparing data gathering techniques in the minutest detail, these combined with an adequate time element should eliminate the preceding problems.

CONCLUSIONS AND OPINIONS

Before evaluating our primary objectives, for the purpose of reaching conclusions or expressing opinions, all pertinent information was categorized as to the effect on each objective. The objectives are discussed in terms of effectiveness or whether or not they could be measured.

Objective 1: Increased feeling of security for general public.

* Home Fleet evaluation formats are extremely scarce. An evaluation booklet prepared by the Prince George's County (Maryland) Police Department gave us insight as to where and how to conduct our study.

We can only conclude that the citizenry feels more secure; 80% of the officers have experienced vocal approval, 85% of the officers have increased contacts in their neighborhoods. Off-duty officers patrolled approximately 1,200,000 miles, this increased patrol has to increase public awareness. Majority of citizen comments to police officers indicate approval.

Objective 2: Improve police-community relations by increased personal contacts.

Off-duty officers assisted the public on 1,900 different occasions. This increase in community service by members of the department has nurtured a closer relationship and a better understanding on both the part of the citizenry and officers.

Objective 3: To deter crime by limiting the opportunity of the criminal to commit the crime.

If the presence of police cruisers promotes the security of the public, it should have a reverse effect on the criminal element. Over 5,000 off-duty incidents indicate that officers are alert. There was in fact a reduction in the crimes reported:

Robbery - 12.3% Homicide - 34.6% Larceny - up but .3%

Objective 4: To provide quicker response time to serious calls.

84% of officers stated that the ability to respond quickly had averted serious consequences; how many of the 5,000+ off-duty incidents fall in this category cannot be documented.

Objective 5: To reduce maintenance costs.

Per vehicle, maintenance has been reduced. But again we are comparing old vehicles to new vehicles. Fuel costs are up due to the increase in vehicles and in the cost of fuel. 95% of the Home Fleet participants feel that maintenance problems have been reduced. Our first twelve months with the fleet cost \$273.00 per vehicle. The previous twelve cost \$587.00 per vehicle.

Objective 6: To provide quicker response of off-duty personnel back to duty in case of emergency.

This objective has been met with effectiveness. On the occasion mentioned on page 19 138 vehicles and 160 officers were mobilized within minutes. Officers can now be contacted, assigned, and on the street without a loss of time in reporting to headquarters.

Objective 7: To provide increased incentive and morale.

72% of the officers in the program who were not here before state that the plan did offer an incentive. 95% of the officers in the program feel the morale has improved.

Other facts pertinent to this objective are as follows:

1. In 1972 twenty officers resigned, four were reinstated in late 1972, two in 1973.
2. In 1973 only eight officers resigned. One was reinstated. In effect, we lost 14 officers in 1972, seven in 1973.
3. Our sworn personnel increased from 231 in June, 1972, to 341 in June, 1974, an increase of 110.
4. To fill vacant positions, 376 applicants have applied for the position of patrolman in the last nineteen months.

RECOMMENDATIONS

After careful study of all facets of this evaluation, the following recommendations are being made by the Research & Development Unit. A somewhat longer list of recommendations was compiled but after extensive review by the Chief of Police and the Research staff, it was felt that the following problem areas should receive immediate attention to continue the successful operation of the Home Fleet Program.

1. Any off-duty accident deemed to be preventable by the Accident Review Board may result in revocation or suspension of off-duty privileges.
2. Failure to properly maintain the vehicle may result in suspension of the privilege of using the vehicle off-duty.
3. Retain and expand the program to include those sworn members of the Criminal Investigation Bureau. This would require the purchase of twenty-eight additional cars. The program is providing a service to the community. The measurable objectives are being met. It also provides measurable compensation to the officers involved and provides a recruiting tool to enable us to compete for the professional, career-minded individuals.
4. Computerize all records pertaining to the program so they will be readily available.
5. Close monitoring of a small group of vehicles to determine at what point vehicles should be replaced.
6. Eliminate maintenance problems by increasing maintenance personnel or contracting with local garages for minor repairs, tune-ups, tire repair, etc.
7. Equip the vehicles with a safety gasoline siphoning device. This community service would increase the safety of the public by eliminating the need to carry reserve gasoline or wait for gasoline to be transported by a private service vehicle. Traffic problems would also be reduced. The Wisconsin Highway Patrol has used such a device successfully since 1964. Equip all vehicles with booster cables. Only commanders cars are so equipped at this time.
8. Careful review of the off-duty activity recording procedure. It is felt that numerous activities are not being recorded.
9. In depth study of on-duty, off-duty miles to insure that all mileage is recorded accordingly.
10. Safe driving awards for safety conscious drivers.
11. Establish a policy to expand the disciplinary process concerning the issuance and revocation of Home Fleet privileges. Officers on probation should not be issued vehicles.

PROJECTED TOTALS

First year benefits or liabilities can be deceiving. One-time factors can influence on the plus or minus side. Only several years of documented statistics can show if our plan is an asset or a liability. We do not have those statistics but we have projected, using the facts and figures we have, what the cost of the plan will be five (5) years hence. A ten percent inflation cost has been added to the cost each year. The pool fleet car wash figure is a minimum rough estimate (155 vehicles cleaned every four (4) days at a cost of \$1.25 per wash-projected).

	Home-Fleet 5-Year Projected Cost	Pool-Fleet 5-Year Projected Cost
Vehicle Cost Projected	\$1,954,575.72	\$2,205,201.00
Maintenance Cost Projected	\$ 610,841.57	\$ 675,114.02
Fuel Cost Projected	\$1,395,522.07	\$ 751,390.00
Accident Cost Projected	\$ 254,037.63	\$ 338,716.81
Fleet Cleaning Projected	Cost Paid by Officer- Participants	\$ 134,833.03
ACTUAL COST:	\$4,214,976.99	\$4,105,254.86

COST/SAVINGS PROJECTED

Unpaid hours consumed by officers in fueling, maintaining or otherwise preserving the fleet are not shown as an actual cost. However, to continue to provide the level of service the public has grown accustomed to during the past twelve months they must be continued, either without cost with home-fleet or at additional cost with pool-fleet. With pool-fleet all these activities would be carried out on-duty and therefore increase the cost of a pool-fleet.

Below we have projected those costs and savings over the next five years. Unpaid hours consumed by officers in fueling, maintaining, providing off-duty services, or otherwise preserving the fleet have been converted to dollars and shown as a savings with home-fleet and as a cost with pool-fleet.

Refueling time was converted by using the home-fleet vehicles (201) x average days per year, per officer (224) and using five minutes as an average refueling time and assuming that the vehicles are refueled one time each work day. Five dollars per hour was used as an average amount.

Maintenance time saved was converted by the same method. 201 vehicles shopped twelve times per year, preventive maintenance, repair, etc., and an average downtime of 30 minutes for each visit.

	Home-Fleet Projected 5-Yr. Savings	Pool-Fleet Projected 5-Yr. Cost
Actual 5-Year Cost	\$4,214,976.99	\$4,105,254.86
Off-Duty Activity	No Cost to Urban Co. Govt.	+ 65,502.55
Refueling Costs	No Cost to Urban Co. Govt.	+ 93,800.00
Maintenance Time	No Cost to Urban Co. Govt.	+ 6,030.00

TOTAL: \$4,214,976.99 \$4,270,587.41

If we are to maintain this level of service the cost of these activities must be added to the Pool-Fleet Total; this would result in a savings of \$55,610.42.

Note: The 10% inflation factor was not used in the projected costs and savings of: Off-Duty Activity, Refueling Costs, Maintenance Time.

APPENDIX A

QUESTIONNAIRE HYPOTHESIS

This questionnaire was developed to record information pertinent to the stated goals of the Home Fleet Program, opinions and recommendations of officers involved, problems encountered by officers involved, and other information beneficial to our study.

After review by the Chief, the questionnaire was distributed to 202 officers involved in the Home Fleet Program. All questionnaires were returned and tabulated by the Research & Development Division.

Responses varied due to several factors:

1. Certain questions did not pertain to all officers.
2. Some officers felt that they had not participated in the program long enough to justify answering the particular questions.

The results are as follows.

HOME FLEET QUESTIONNAIRE

(QUESTIONS & RESPONSES)

1. Do you live inside or outside New Circle Road?
200 responses - Inside - 95
Outside - 105

Comment: 47.5% live inside New Circle Road with 52.5% living outside which indicates a fairly even geographical distribution of Home Fleet vehicles.

2. Were you a member of the police department prior to the inception of this program?
201 responses - Yes 169 - 84%
No 32 - 16%

Comment: None

3. Upon your initial acceptance in the program, did you receive a new car? If no, what was the approximate mileage?
196 responses - Yes - 150 - 76.5%
No - 46 - 23.5%

Comment: The mileage on used vehicles issued ranged from 300 to 25,000 miles.

4. List the three major uses when driving off-duty (for example: shopping, errands, to and from work, etc.).
 1. To and from work.
 2. Errands.
 3. Shopping.

Comment: The three major uses are listed in the order of preference.

5. If the program was placed on a voluntary basis, would you choose to remain in the program?
202 responses - Yes - 199 - 98.5%
No - 3 - 1.5%

Comment: Only 1.5% of officers have found fault with the Home Fleet Program.

6. Does the privilege of participating in the program outweigh the inconveniences that you have experienced while off-duty? If no, please comment.
199 responses - Yes - 180 - 90.5%
No - 19 - 9.5%

Comment: None

7. While off-duty have you ever responded to an emergency call which in your opinion would have resulted in greater consequences had you not been as prompt as you were?
202 responses - Yes - 171 - 84.6%
No - 31 - 15.4%

Comment: This would indicate that we may have saved life, limb, and property in cutting down the response time to certain serious calls.

8. List the three most common types of off-duty activity you find yourself becoming involved in.
 1. Motorist assists.
 2. Violations (tickets).
 3. Assist with dispatched calls.

Comment: These activities are listed in their order of most frequent occurrence.

9. If you were not a member of this police department prior to the inception of the Home Fleet Program, did the Home Fleet Program influence your decision to seek employment here?
32 responses - Yes - 23 - 72%
No - 9 - 28%

Comment: This indicates that the Home Fleet Program has helped to eliminate recruiting problems so common in the past.

10. Do you feel that the program has added substantially to the morale of the members involved?

199 responses - Yes - 189 - 95%
No - 10 - 5%

Comment: None

11. Has any member of the community ever approached you and stated approval or disapproval of the Home Fleet Plan?

253 responses - Approval - 202 - 79.8%
Disapproval - 51 - 20.2%

Comment: The increased number of responses reflects that some officers have encountered both approval and disapproval.

12. In your own neighborhood do you now have more police or law related contacts due to the fact that you have a police cruiser parked at your home?

200 responses - Yes - 171 - 85.5%
No - 29 - 14.5%

Comment: The cruiser parked in residential areas has increased public awareness thus a betterment of police-community relations.

13. Do you personally feel that this program is providing a service to the county that would not otherwise be provided?

200 responses - Yes - 200 - 100%

Comment: None

14. How often is your vehicle inspected?

101 responses - Weekly - 44 - 23%
Monthly - 146 - 75%
Yearly - 4 - 2%

Comment: Improvements are currently being made.

15. a. How often do you wash your car?

202 responses - Weekly - 100 - 49.5%
More - 102 - 50.5%

Comment: A clean fleet creates a positive image.

b. Do you wash it yourself or take it to a car wash?

200 responses - Self - 31 - 15.5%
Car wash - 49 - 24.5%
Both - 120 - 60.0%

Comment: None

c. Approximate yearly cost to keep your car clean?

179 responses - Total: \$14,826.00

Comment: Amount reflects total incurred by 179 officers for an average of \$79.71 per cruiser. A substantial savings for the taxpayer.

16. Approximate travel time to and from duty station each day?

202 responses - 0 - 15 15-30 30 - 45
131 - 65% 57 - 28% 14 - 7%

Comment: None

17. Prior to this program, did you have an unusual amount of maintenance problems with the vehicles that you operated?

170 responses - Yes - 156 - 91.8%
No - 14 - 8.2%

Comment: Deplorable. Great amount of down time.

18. Since you were involved in the program, do you feel that this problem has been reduced?

168 responses - Yes - 159 - 94.6%
No - 9 - 5.4%

Comment: Reduced down time increases patrol time.

19. Has your cruiser ever been vandalized while parked at your home while you were off-duty?

198 responses - Yes - 27 - 13.6%
No - 171 - 86.4%

Comment: Vandalism to Home Fleet cruiser not a serious problem.

20. Have you ever conducted follow-up work while off-duty directly related to the fact that you have transportation and radio contact? If yes, approximate number of occasions?

192 responses - Yes - 149 - 77.6%
No - 43 - 22.4% No. of occasions - 2,030

Comment: Total number of occasions 2,030 for an average of 13.6 per officer.

21. Please list any comments, good or bad, and recommendations that you feel would be beneficial to our program in the future.

COMMENTS AND RECOMMENDATIONS
BY OFFICER PARTICIPANTS

Question 21 offered participants the opportunity to make any comments or recommendations they wished to make. Approximately one-half of the participants did so. The results are as follows, listed in order of most times mentioned.

1. Comment: Problems with having vehicles serviced, length of time vehicles out of service, faulty work, etc.

Recommendations: Garage open at night, increase number of mechanics, better qualified mechanics, preventative maintenance program.

2. Comment: Existing program unfair to officers not involved.

Recommendations: Expand program department wide, increased monetary compensation for officers not involved, monthly allotment to allow officers to purchase or use their private vehicles.

3. Comment: Abuse of take-home privileges.

Recommendations: Stricter disciplinary action for violations, safe driving awards, more frequent suspension or revocation.

4. Comment: Lack of firm vehicle inspection causing maintenance problems.

Recommendations: Establish a firm, periodic maintenance schedule.

5. Comment: Officers feel much safer, knowing the condition and limitations of their vehicles from day to day.

Recommendations: Keep the program; officers are taking care of the vehicles knowing they will be required to use the same vehicle for as long as four (4) years. An officer's life may depend on his vehicle's condition.

APPENDIX B
OPERATION AND MAINTENANCE
OF HOME-FLEET VEHICLES

General Regulations:

1. Officers found in violation of any Home-Fleet regulations, policies, etc., are subject to disciplinary action, which can include revocation of take home privileges.
2. Police vehicles will not be utilized by off-duty officers or passengers intending to consume or having consumed alcoholic beverages.
3. Departmental vehicles assigned as take-home vehicles may not be used for transportation to and from schools, specifically Eastern Kentucky University, without written permission from the Chief of Police; when such permission is obtained, a pool is formed with officers in the pool paying for the gas and oil consumed for this transportation.
4. Take-home vehicles will not be parked in violation in the downtown area. Officers will have the responsibility for "feeding" the parking meters. Violators will be ticketed.
5. Take-home vehicles will not be parked in restricted or other spaces specifically designated for other vehicles.



Metropolitan Police Department

GENERAL ORDER

Lexington, Kentucky

DATE OF ISSUE

June 27, 1974

EFFECTIVE DATE

July 1, 1974

NUMBER

'73-3B/1

73-3B/1

SUBJECT

Operation & Maintenance of Home-Fleet Vehicles

AMENDS

General Order 73-3A

INDEX AS

Operations
Vehicle Maintenance

RESCINDS

Special Order 73-1

I. PURPOSE

- A. To insure mobility and availability of department personnel; to insure high standards of performance and reliability, and uniformity of the fleet.

II. PROCEDURE

A. Operation

- 1. Department-owned vehicles assigned as take-home cars under the Home-Fleet Plan may be used for off-duty activity under the following conditions.
 - a. Radio shall be turned on at all times while the officer is in the car. It is not necessary for the officer to check in/out of service while off duty.
 - b. The off-duty officer shall not be restricted as to who his passengers may be. He shall be required to respond to any emergency call in his area; however, any passengers other than police officers must be removed from the vehicle and not subjected to the dangers involved in responding to and handling the call. If this is not feasible, (i.e. the passenger is a small child), the call will not be handled by the officer.
 - c. The off-duty officer shall be responsible for the appearance and conduct of all passengers.

- d. No officer shall permit his assigned vehicle to be driven by any other person, unless that person is a sworn officer of the Metropolitan Police Department.
- e. When responding to a call or performing self-initiated activity, each officer, not assigned a permanent radio number, will identify himself by the four (4) last digits of his payroll number (employee number) which is hereby designated his official serial number.
- f. Officers shall use the seat belts provided while driving or riding in department vehicles, and shall require all passengers to do the same.
- g. Officers shall not permit non-police personnel to accompany them on duty without written permission from the Chief of Police.
- h. Civilian employees of the police department and the Urban County Government shall not be provided with transportation by on-duty officers unless authorized by the Chief of Police.
- i. Department vehicles assigned as take-home cars may not be operated outside Fayette County without the written permission of the Chief of Police.
- j. When an officer goes on vacation, if he is leaving the county, he shall turn his vehicle in to the police garage for storage and emergency use if necessary. He shall do so either on the first day of his vacation or on the day preceding same. Both vehicle and keys are to be turned in at the police garage.
- k. Under no circumstances will any officer leave any weapon, locked or unlocked, in his vehicle while it is being serviced or repaired at the police garage, or while it is parked out of service on a street or parking lot where accessible to the public.
- 1. All officers assigned to the Patrol Division, and the Accident Investigation Unit of the Traffic Safety Division, shall maintain their assigned vehicles for as long as they continue in their assignment; they will not be required to change vehicles even though their shift assignments within their divisions may change.

B. MAINTENANCE

- 1. An officer to whom a department vehicle is assigned a take-home car, may make the following alterations:

- a. Install radio or tape deck as long as this does not involve drilling holes in the car.
- b. Carpeting may be added only in the colors of black or dark blue.
- c. Install hubcaps manufactured by the manufacturer of the vehicles.

No other alterations to the interior or exterior of the vehicle will be tolerated.

2. Officers assigned take-home cars shall be fully responsible for the proper care and general maintenance of the vehicle; the following practices are expressly prohibited:
 - a. Making any but the most minor adjustments.
 - b. Altering any of the mechanical or electrical equipment of the vehicle.
 - c. Making any repairs, or having any repairs made, except at the police garage, and except such repairs as may be necessary on the road to get the vehicle to a place of safety or to the police garage where further repairs may be made.
 - d. Arranging for warranty repairs when such repairs are needed; all such arrangements shall be made by the Fleet Maintenance Officer at the police garage.
 - e. Installing any additional equipment or convenience devices not covered in Section B-1 of this order.
3. Each officer shall keep an individual service record (to be supplied) in his car and shall maintain it at all times.
4. Each officer shall present his vehicle at the police garage for preventive maintenance according to schedules to be published. Failure to do so shall be considered grounds for revocation of the take-home privilege.
5. Each officer shall be responsible for washing his vehicle on his own time, at his own expense.
6. Each officer shall refuel his vehicle on his own time. Officers will not be permitted to refuel on duty, except for emergencies.
7. Each officer shall change his own flats while off-duty and, whenever possible, on-duty; the flat may then be taken to the tire bay at the police garage for replacement, on off-duty time.
8. Officers going to the garage for service, fuel or maintenance will use the vehicle number assigned to the car and officer name and serial number when filling out the maintenance records.

9. All take-home vehicles shall be inspected periodically by supervisors, each officer assigned to a vehicle shall be responsible for its condition.

- a. Inspection reports, Form 130, shall be submitted monthly, for each vehicle, by the appropriate supervisor.
- b. Any conditions of "Fair" or "Poor" must be explained in detail on the reverse side of Form 130.
- c. Any misrepresentation of vehicular condition or any failure to report known difficulties shall be considered as grounds for disciplinary action.
- d. Form 130 shall be made in triplicate. One copy shall be placed in the division or unit personnel file, one copy shall be forwarded to Vehicle Maintenance, one copy shall be forwarded to Staff Inspection.
- e. All records are to be maintained for a period not to exceed one year, then destroyed.
- f. Vehicle Maintenance shall recheck all vehicles indicated to be deficient after an appropriate time to allow corrections to be made.

10. Inspection and preventive maintenance schedules will be published for all take-home vehicles; these shall be adhered to regardless of the rank or status (sworn or civilian) of the individual assigned to the car.

C. Take Home Procedure

1. When responding to a call, or while engaged in any police activity while not in uniform, the officer shall wear a "baseball" type cap to which is affixed a cloth replica of the former LPD badge.
 - a. The cap is to be kept in the vehicle within easy reach.
 - b. The cap will provide immediate recognition by other officers and possibly avert the embarrassment of mistaken identity.
 - c. The cap must conform to the following standards: navy - white piping - adjustable band.

D. Pool Fleet

1. Vehicle Maintenance Division shall be responsible for the over-all condition of all vehicles assigned to the Pool Fleet.
 - a. Accurate records are to be maintained by each officer using these

vehicles, dates and times. These records shall be kept on forms and in a manner to be prescribed by the commander of the Vehicle Maintenance Division.

- b. The commander of Vehicle Maintenance Division, or his assignee, shall make visual inspections of all pool fleet vehicles at regular intervals, no less than three (3) times per week.
2. Officers taking pool vehicles shall be responsible for the condition of those vehicles for that time they are checked out.
 - a. Each officer shall make a visual inspection of the pool vehicle upon receipt.
 - 1) This inspection shall encompass all safety and emergency equipment, spare tire, jack, etc.
 - 2) This inspection shall encompass all damage to the vehicle.
 - 3) This inspection shall encompass all tires, treadwear and inflation.
 - b. Any discrepancies found in the condition of the vehicle or in equipment assigned thereto shall be noted on a form and in a manner to be prescribed by the commander of the Vehicle Maintenance Division.

III. AUTHORITY

- A. Any deviation from this policy will result in disciplinary action.

BY ORDER OF

James L. Shaffer
 JAMES L. SHAFFER
 CHIEF OF POLICE

DISTRIBUTION: CODE A
 CODE D - Joe Catt, Police Public Information Officer

SOURCES CONSULTED

The Personal Patrol Car Program. An evaluation report issued by The Prince George's County Police Department, Prince George's County, Maryland. February, 1973.

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