



METROPOLITAN POLICE DEPARTMENT
NASHVILLE, TENNESSEE

Roll Call Training/Shift Briefing

M.P.D FORM 101

Table with 3 columns: SUBJECT, REVISED, RESCINDS; REFERENCE, EFFECTIVE DATE, DISTRIBUTION. SUBJECT: Use of Departmental Vehicles for Secondary Employment; REFERENCE: MNPD Manual, 4.30.110 USE OF DEPARTMENTAL VEHICLES FOR SECONDARY EMPLOYMENT; EFFECTIVE DATE: June 1, 2019; DISTRIBUTION: All Personnel.

I. PURPOSE

The purpose of this roll call training document is to make all affected personnel aware of the revision to MNPD Manual, 4.30.110 USE OF DEPARTMENTAL VEHICLES FOR SECONDARY EMPLOYMENT. This section in the current Manual is deleted in its entirety and replaced with the below provision. Pending an update to the Manual, please refer to this document. Revisions are highlighted for your reference.

In accordance with the current requirements, supervisors shall ensure all employees under their command are aware of this document, by having them sign a daily worksheet (MNPD Form 255, Daily Worksheet), or other component receipt form acknowledging they have received notice of the information and accept responsibility to follow the directive(s) contained herein.

II. KEY POINTS TO COVER DURING ROLL CALL TRAINING

4.30.110 USE OF DEPARTMENTAL VEHICLES FOR SECONDARY EMPLOYMENT

A. The Secondary Employment Unit must authorize any use of a departmental vehicle in the course of any extra-duty employment scheduled by the Secondary Employment Unit.

B. Unless authorized by this policy and approved via MNPD Form 150, Secondary Employment Request, employees shall not drive a department vehicle to and from, nor operate a department vehicle during the course of, any secondary employment.

1. Those employees that are "on-call" at various times may only drive a department vehicle to and from secondary employment during those times that they are actually in an "on-call" status.

"On-Call" personnel are those individuals that are assigned to respond to incidents or calls for assistance outside of normal working hours for the component to which they

are assigned. Lists of authorized on call personnel are maintained at the Department of Emergency Communications.

2. Those employees that are assigned a department vehicle may request permission to drive a department vehicle to and from the secondary employment when such use of the department vehicle enhances the visibility of a law enforcement presence at a community based function or event, large gathering of persons, or the likelihood of expedited access to MNPd vehicle stored equipment may be foreseeable (examples include, but are not limited to, community events, places of worship, non-profit group gatherings, sporting events, etc. An employee seeking permission for such use should document the request and reasons supporting the request in an attachment to MNPd Form 150. Approval for use must be specifically authorized by the Chief of Police or Deputy Chief of Police.

C. ALL sworn personnel utilizing assigned department vehicles during extra- duty employment must adhere to the following:

1. If the employment is through the Secondary Employment Unit:
 - a. Fill out the electronic Secondary Employment Request (SEU Voucher) on PDWeb within 24 hours of the employment.
 - b. Send the original MNPd Form 253 Officers Daily Activity Report to the Secondary Employment Unit via inter-departmental mail within 24 hours, where it is scanned and then sent to inspections for safe keeping.
2. If the employment is not through the Secondary Employment Unit, the original MNPd Form 253 Officers Daily Activity Report should be processed through the established chain of command.

- D. Police motorcycles, bicycles and unmarked police vehicles (with the exception of Flex style vehicles) shall not be authorized for use in blocking lanes of traffic, etc.
- E. Other departmental equipment may be utilized when specifically authorized by the Chief of Police or his designee.
- F. Employees shall be responsible for the proper care and maintenance of all equipment issued or assigned to them and shall exercise all due precautions to prevent theft, loss, or damage.
- G. Employees shall promptly report any theft, loss, or damage to any department property or equipment that occurs during the course of any secondary employment.
- H. Employees shall be held financially liable for the loss or damage of any department property or equipment that occurs through the negligent act(s), omission(s), or willful misconduct of the employee during the course of any secondary employment.

*If you have any questions or need additional assistance contact MNPd SEU:
615-880-3278.*