



# Take Home City Vehicle Update

City Council Meeting  
June 4, 2024



# Outline

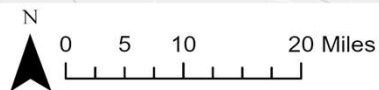
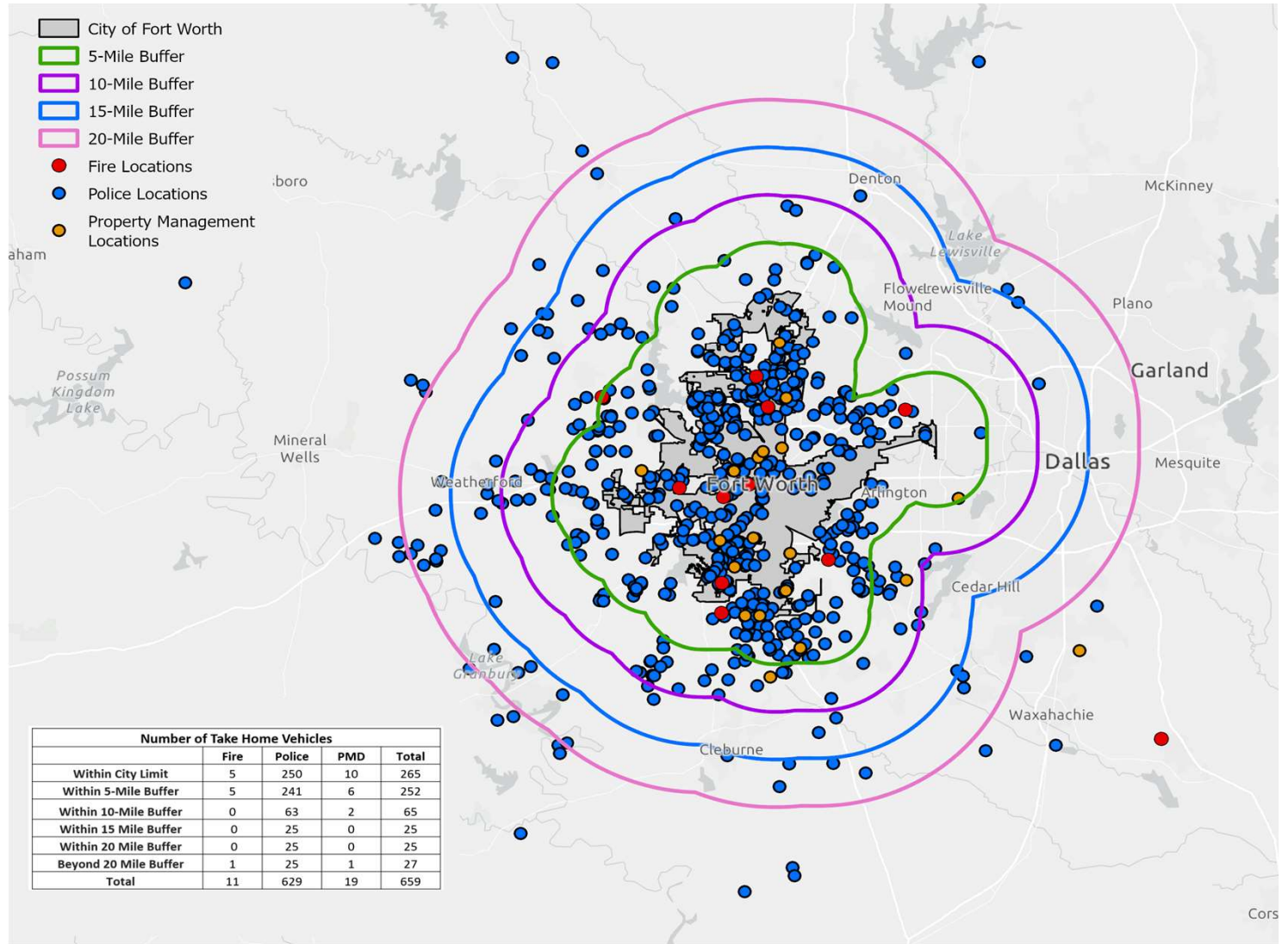
- I. Recap from Council Work Session Presentation (December 5, 2023)
- II. Administrative Regulation (AR) E-6 Use of City Vehicles Updates –  
*General Employees*
- III. Police Department Updates to General Orders
- IV. Fire Department Updates to Operating Procedures
- V. Timeline for project completion



# Compliance Findings

| What are we doing well?   | What needs improvement?   |
|---|---|
| All departments are using the same Vehicle Use Agreement form; available electronically with auto-routing <ul style="list-style-type: none"> <li>• New</li> <li>• Update Info</li> <li>• Cancellation</li> <li>• Annual Renewal</li> <li>• Requires a valid Texas drivers license to be attached</li> </ul> | <ul style="list-style-type: none"> <li>• Form fields allow for inaccurate or no entry of addresses and mileage</li> <li>• No process to ensure annual submission of form</li> <li>• Form does not require routing through a director</li> </ul> |
| Ability to pull reports on submitted vehicle use forms  | Need to communicate with departments about the ability to produce reports   |
|   | No process for driving record checks per PRR 1.7 and Vehicle Use Agreement form   |
| AVL reporting for participating departments upon request <ul style="list-style-type: none"> <li>• Location monitoring</li> <li>• GeoFencing reporting</li> </ul>  | <ul style="list-style-type: none"> <li>• Need to communicate with departments about the ability to produce reports</li> <li>• Department verification of home address indicated on the form</li> </ul>  |
| Access to defensive driving courses through Risk Management upon department's request   | <ul style="list-style-type: none"> <li>• No process to check on defensive driving records</li> <li>• No certificate requirement during vehicle use form submission/approval</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Quarterly internal departmental reporting</li> <li>• Completion of annual reporting by departments and justification to Budget</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• No ability to report on take home vehicles through Fleet Management System</li> <li>• Property Management not included in the Take Home Vehicle form routing</li> </ul>                                |

# City Limits Buffer Comparison



Take Home Vehicle Locations



# Proposed AR E-6 Policy Amendments

- Update language across applicable policies to **match definitions and requirements** in the Personnel Rules & Regulations (PRRs)
  - Consistent definitions
  - Requirements for driver's license checks
  - Requirements for defensive driving
- Clarify **reporting requirements** for after-hours city vehicle usage
- Improve **Vehicle Use Agreement Form**, including emphasis on director approval and verifications
- Revise **reporting requirement and** conduct **annual audits** on compliance of departments re: internal reporting
- Implement the **required annual justification** through the FWLab as part of the annual budget process
  - Establish criteria for take home vehicle
- Limit take home vehicle usage for General Employees to those necessary to respond to emergency situations or while on-call
- Limit take home vehicle parking locations for General Employees to inside City limits



# AR E-6 Use of City Vehicles Updates

| Current Policy  | Proposed Policy Updates  |
|---|--|
| No City limit constraints for General Employees                     | Limit parking location for General Employees' off-site vehicles (home or off-site facility) must be within corporate limits of CFW |
| No time definition of "Temporary Use" for off-site parking vehicles | "Temporary Use" defined as <i>up to 2 weeks</i>  |
| Texas Driver's License Required                                     | Allows new employees to obtain Texas Driver's License within 90 days after hired per PRRs  |
| Defensive Driving Not Required                                      | Requires completion of City-sponsored defensive driving course every 3 years   |
| Approval Routing not defined  | Directors are required to approve all forms for off-site parking vehicles (home or off-site facility)                              |
| No Annual Updates Required  | Employees must submit annual Vehicle Use Agreement form for approval   |



# Police Department Updated Guiding Principles

- Take home vehicles may be authorized for sworn personnel based on the nature of their work and their duty obligations during an emergency situation
- Non-sworn police employees are subject to Administrative Regulation E-6
- FWPD vehicles are only to be used in the performance of official business.
- The ultimate approval for take home vehicles will be the Chief of Police or the Executive Assistant Chief and will be reviewed and updated annually.
- Justification for taking vehicles home beyond the City of Fort Worth limits is based on the need to respond to emergency situations in a timely manner. The distance will not exceed **20 miles** from the city limits.
- Vehicles may exceed the 20-mile city limit with approval from the City Manager or his designee.
- Each officer with take home privileges shall document every emergency call out and after hour/weekend community events or meetings requiring their participation using the appropriate time reporting code.



# Police General Order

## 215.00 Use of Department Vehicles-Major Changes

| Current Policy                                      | Proposed Policy Updates   |
|---|---|
| Four categories of Tiers for Take home requirements | No tier system<br>Mission Critical Positions identified   |
| No City limit constraints                           | 20 miles from City limit for all take home vehicles;<br>exceeding 20-mile limit requires City Manager approval. |
| No annual approval                                  | Annual approval   |
| No audit on after hours usage                       | Auditing Function for after hour usage  |
| Limited definitions                                 | Added definitions for: Department Vehicles,<br>Assigned Vehicles, and Secured Location                          |





# Fire Department Updated Guiding Principles

- Only an employee approved to take a FWFD vehicle home shall drive any FWFD vehicle after the personnel's normal working hours with the approval by the Fire Chief or his designee.
- FWFD vehicles are only to be used in the performance of official business.
- The justification for any take home vehicles should be based on the nature of the FWFD employee's job task and assignment.
- Vehicles taken beyond the City of Fort Worth city limit must be able to respond to an emergency situation within a 30-minute timeframe. The distance shall not exceed **20 miles** from the city limit.
- Vehicles may exceed the 20-mile city limit with approval from the City Manager or his designee.
- All employees must submit a Vehicle Use Agreement (VUA) to remain in compliance with Administrative Regulation.



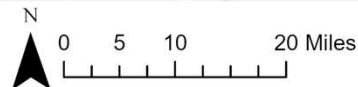
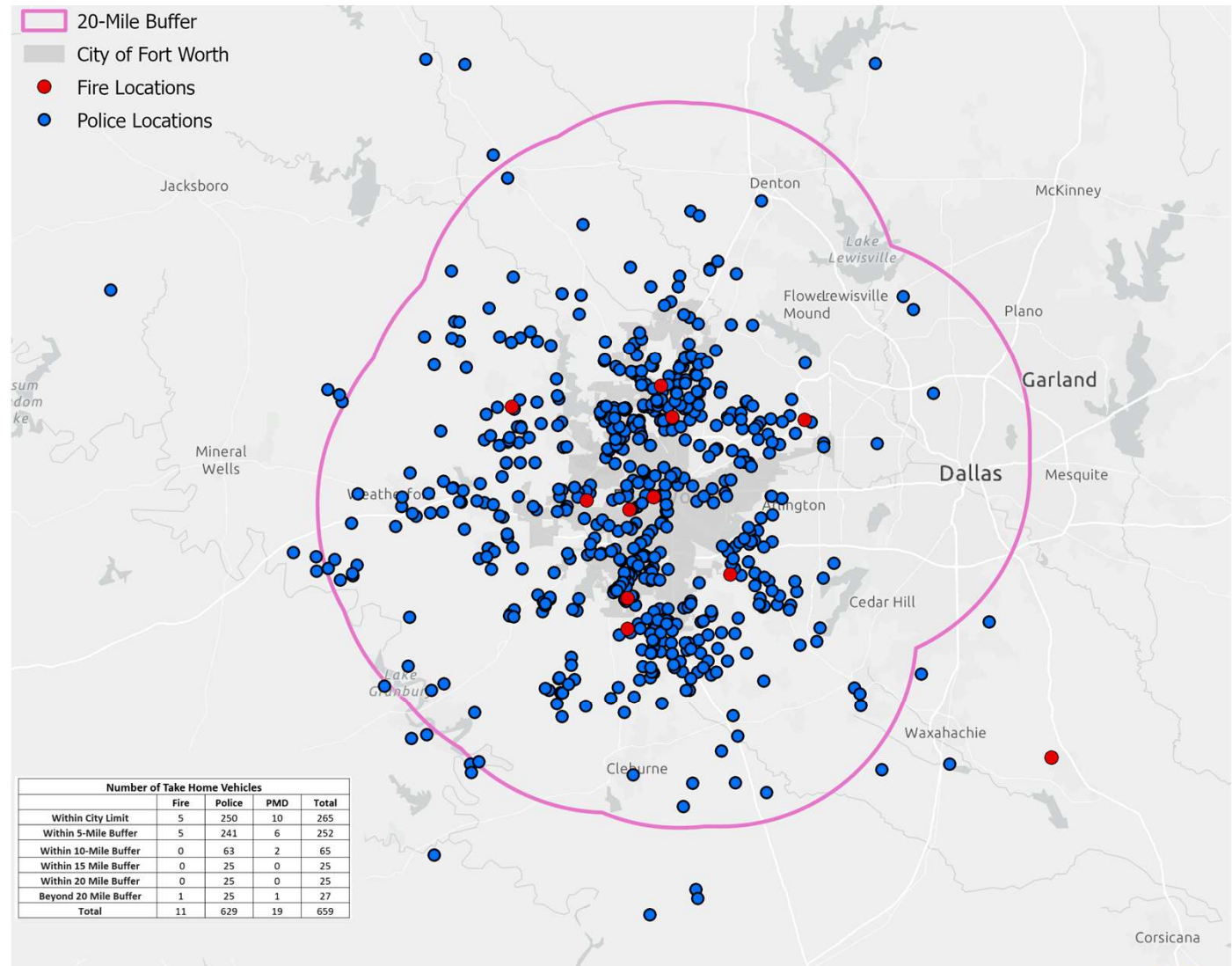
# Fire Standard Operating Procedures Vehicle Take Home and Reporting Updates

| Current Policy                                | Proposed Policy Updates   |
|---|---|
| No City limit constraints                     | Vehicles taken beyond City limit must be able to respond within 30-minutes;<br>distance shall not exceed 20-miles;<br>exceeding 20-mile limit requires City Manager approval. |
| No requirement of Vehicle Use Agreement (VUA) | <b>ALL</b> employees must submit a VUA  |
| Off-site parking                              | Off-site parking now requires the submittal of an updated VUA and Administrative Regulation compliance.   |
| No driver license record check                | Driver license record check to be performed at start of employment and in accordance with PRRs for General Employees - Section 1.7  |

# 20-Mile Buffer Analysis Comparison

Property Management vehicles have been removed, since they will no longer take home vehicles outside the city limits.

Police and Fire employees residing outside the 20-mile buffer will no longer be eligible to take their vehicle to their residence without approval of the City Manager.



Take Home Vehicle Locations



| <b>Range</b>                   | <b>Fire</b> | <b>Police</b> | <b>Total</b> |
|--------------------------------|-------------|---------------|--------------|
| <b>Within City Limit</b>       | <b>5</b>    | <b>250</b>    | <b>255</b>   |
| <b>Within 5 - Mile Buffer</b>  | <b>5</b>    | <b>241</b>    | <b>246</b>   |
| <b>Within 10 - Mile Buffer</b> | <b>0</b>    | <b>63</b>     | <b>63</b>    |
| <b>Within 15 - Mile Buffer</b> | <b>0</b>    | <b>25</b>     | <b>25</b>    |
| <b>Within 20 - Mile Buffer</b> | <b>0</b>    | <b>25</b>     | <b>25</b>    |
| <b>TOTAL</b>                   | <b>10</b>   | <b>604</b>    | <b>614</b>   |
| <b>Outside City Limit</b>      | <b>5</b>    | <b>354</b>    | <b>359</b>   |



# Next Steps

| Date                      | Action Item   |
|---------------------------|---|
| August 30 <sup>th</sup>   | Complete final form review/testing  |
| September 1 <sup>st</sup> | CMO Approves AR E-6 and associated policies (Police & Fire)   |
| September 9 <sup>th</sup> | Finalize and share schedule for phased rollout with departments   |
| October 1 <sup>st</sup>   | Begin phased-in approach:<br><ol style="list-style-type: none"><li>1. Police &amp; Fire</li><li>2. PMD</li><li>3. TPW</li><li>4. Water</li><li>5. Park &amp; Rec</li><li>6. Other Departments</li></ol> |



# Questions