

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE SEPTEMBER 16, 2025	EFFECTIVE DATE SEPTEMBER 16, 2025	NO. 058-25
SUBJECT: GENERAL ORDER Personal Use and Take-Home Vehicles		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 42.4			RESCINDS 058-24

Purpose: To familiarize affected members/employees regarding guidelines governing the utilization of personal use vehicles.

Policy: The Sheriff shall determine those assignments warranting the issuance of a personal use vehicle, based upon need, duty assignment and scope of responsibility.

I. Personal Use Vehicle

- A. Members/employees issued a personal use vehicle are authorized to utilize the vehicle on a twenty-four (24) hour basis.
- B. Members/employees may use their assigned vehicle while off-duty, outside of Monroe County, but must remain within five (5) counties contiguous to Monroe County (Genesee, Livingston, Ontario, Orleans and Wayne). Members/employees must obtain express permission from the Sheriff or his designee to operate such vehicle outside of the five (5) contiguous counties or to use the vehicle on an overnight basis outside the county.
- C. If a member resides outside of Monroe County, the agency vehicle must be left at an approved Monroe County property, unless specific permission is granted by the Sheriff or their designee.
- D. If a member/employee is assigned a department issued cell phone, they will carry it at all times while utilizing their vehicle and shall respond appropriately when called.
- E. All personal use vehicles will be made available for use as pool vehicle during the tour-of-duty whenever possible.

II. Take-Home Vehicles

- A. Members/employees issued a take-home vehicle are authorized to utilize the vehicle for official Monroe County Sheriff Office business only. Take-home vehicles are not intended to be used to conduct personal business.
- * B. If a member is assigned a take-home vehicle, they must reside within ten miles from the county line. If the individual does not reside within ten miles from the county line, the vehicle must be left at an approved Monroe County property, unless specific permission is granted by the Sheriff or their designee.
- C. If a member/employee is assigned a department issued cell phone, they will carry it at all times while utilizing their vehicle and shall respond appropriately when called.
- D. All take home vehicles will be made available for use as pool vehicle during the tour-of-duty whenever possible

III. Vehicle Operation

All members shall be cognizant of the fact that they are operating an emergency vehicle and as such shall:

- A. Monitor the police radio at all times.
- B. Utilize appropriate emergency equipment when operationally necessary.
- C. Respond to situations in which a need exists and the member is appropriately trained and equipped to render assistance. These situations are not limited to those in which the member is summoned.
- D. Members and employees, who are operating or riding in a county-owned vehicle or any vehicle used to conduct county business, must utilize all safety devices and restraint systems provided by the vehicle manufacturer. The lap belt and shoulder harness, as well as any other safety devices provided shall be employed in accordance with the intended use and design of the manufacturer.
- E. Members and/or employees, who are operating county-owned vehicles, will be operated with their headlights on at all times with the exception of tactical events/incidents.

IV. Disabled or Damaged Vehicles

- A. When a vehicle becomes disabled due to mechanical problems during normal business hours, Sheriff's Fleet Maintenance personnel shall be contacted for assistance. District towing shall be utilized for all MVA's, as well as mechanical problems that occur during non-business hours.
- B. Members/employees who are involved in an accident, or who discover damage to their vehicle, shall proceed in accordance with **MBGO-32 Agency Vehicles, Vessels & Motorcycles**.

By Order of the Sheriff,



Todd K. Baxter