

**LAKWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.24	RULES & REGULATIONS
DATE IMPLEMENTED: JANUARY 9, 2023 DATE REVISED:	TITLE: ASSIGNED VEHICLE USE

PURPOSE:

This guideline was promulgated to establish procedures for the use of assigned Fire Department vehicles.

SCOPE:

This procedure should apply to all vehicles owned, leased and or insured by the Lakewood Fire District that are assigned to and or used by paid and volunteer uniformed members of the Fire Department.

GENERAL:

Vehicles may be taken home only with the advance approval of the Fire District Administrator and shall be used only for official Fire District business; any other use is not permitted. Chief Officers are permitted personal incidental use of the vehicle and shall under no circumstance use the vehicle for any sort of commerce or personal gain. At no time shall civilians be in the Fire District vehicle when responding to an emergency.

PROCEDURE:

- 1) The vehicle shall be operated within the guidelines of the NJ Motor Vehicles Laws.
- 2) The vehicle shall only be operated within Ocean and Monmouth County. In the event the vehicle is needed for official business outside of Ocean and Monmouth County, written permission from the Chief of Department granting such use is required. In the event the vehicle is needed for official business outside of the State of New Jersey written permission from the Fire District Administrator granting such use is required.
- 3) Prior to January 1st of each year assigned individuals shall provide a copy of a valid driver's license, registration of personally owned vehicle, and notification of the address at which the vehicle will be garaged/maintained.
- 4) Vehicles assigned with specific radio equipment, computer equipment, SCBA equipment, fire extinguisher equipment, and/or other miscellaneous equipment and cabinetry **SHALL NOT** be removed, altered, or modified in any manner.

- 5) Every effort shall be made not to transport civilians in fire response vehicles. Chiefs that are permitted personal incidental use of the vehicle are guided to take the appropriate and reasonable measures to permit **ONLY immediate family members, defined as spouse, significant other, and children, from time to time in the vehicle.** The Chief shall take all appropriate precautions concerning use of the vehicle in such instances. The Chief shall make arrangements to have civilians safely depart the vehicle before commencing to an emergency response.
- 6) **The assigned vehicles shall not be operated after the consumption of alcohol, illicit drugs, and/or marijuana, and alcohol, illicit drugs, and marijuana is prohibited from the vehicle.**
- 7) In the event of an accident while operating a Fire District vehicle, the employee must make a report of the incident to police and their immediate supervisor at the time of the accident. The employee may be required to submit to an immediate Drug and Alcohol Test. Failure to do so may result in disciplinary action or termination.
- 8) Volunteer assigned vehicle users may have use of their respective vehicle on a 24-hour basis provided the volunteer membership residency requirement of the Fire District is maintained.
- 9) Without express permission from the Chief of Department. Vehicles shall not respond with lights and/or sirens from outside Lakewood Township to calls into Lakewood. The use of lights and sirens shall only commence once the vehicle enters the Municipality of Lakewood.
- 10) The vehicle **shall not** be operated by any person other than those assigned the vehicle.
- 11) No pets or smoking shall be permitted in the vehicles.
- 12) No emblems or window stickers shall be adhered to the vehicle without the express consent from the Chief of Department and Fire District Administrator. No alterations shall be made to the vehicle.
- 13) The assigned shall maintain the cleanliness of the vehicles at all times.
- 14) The assigned are responsible to contact Fire Headquarters to schedule the regular maintenance services of the vehicles.
- 15) **IN THE EVENT OF AN EMERGENCY:** The assigned operating the vehicle shall call Fire Headquarters to report a problem (732) 364-5151. If there is no answer, the assigned shall call the Fire District Administrator or designee on their cell phone.
- 16) Any violation of this policy shall constitute appropriate disciplinary action up to and including termination from the Department.