

Rockville City Police Department

GENERAL ORDER



Subject VEHICLE OPERATIONS – EMERGENCY MANAGER		Procedure G.O. # 4-61
Authorizing Signature 	Effective: 11-20-25	Total Pages: 3

I. PURPOSE

The purpose of this General Order is to establish clear guidelines for the assignment, use, and operation of a take-home emergency vehicle by the Emergency Manager or other designated Emergency Management personnel. This policy ensures rapid emergency response capability, compliance with Maryland law, and the responsible stewardship of City of Rockville assets.

II. SCOPE

This order applies to the Emergency Manager and any authorized Emergency Management personnel of the Rockville City Police Department (RCPD) who are assigned a city-owned take-home vehicle.

III. POLICY STATEMENT

The Emergency Manager holds a mission-critical role that requires 24/7 readiness to respond to natural or human-caused emergencies, disasters, or incidents affecting the safety, security, and functionality of the City of Rockville.

To support this mission, the Emergency Manager is authorized the use of a take-home vehicle equipped with emergency signaling equipment. This vehicle is provided to facilitate timely response, enhance operational coordination, and ensure the continuity of emergency management operations.

All vehicle use shall be conducted safely, professionally, and in full compliance with applicable state, local, departmental and City policies and regulations.

Non-sworn personnel serving as the Emergency Manager who, while operating city-owned vehicles, will be subject to the City's Policy on Drugs and Alcohol, Policy on Vehicle Safety Review, and Policy on Driver's License Check and Flagging Program.

IV. ELIGIBILITY AND AUTHORIZATION

- A. The Emergency Manager is authorized a take-home vehicle due to the essential and on-call nature of the position.
- B. Authorization for assignment and continued use is granted by the Chief of Police or designee and reviewed annually.
- C. Any reassignment or additional authorization for other personnel requires written approval from

the Chief of Police.

V. VEHICLE USE GUIDELINES

Use:

The emergency management vehicle shall be used strictly for official city business, including but not limited to:

1. Response to emergencies, disasters, or major incidents
2. Emergency Operations Center (EOC) activation or support
3. Incident command or unified command duties
4. Emergency management coordination, meetings, trainings, or exercises
5. Transportation to and from work to maintain rapid response readiness
6. Other duties as assigned by the Chief of Police or designee.

A. Limited Personal Use:

Incidental personal use is permitted only when directly related to official duties (e.g., stopping for a meal while on duty or while responding).

B. Prohibited Use:

1. Personal errands or recreational use
2. Transporting unauthorized passengers
3. Use outside the approved geographic area without prior approval
4. Use for any political, commercial, or private purpose

VI. PARKING AND SECURITY

The vehicle shall be parked securely at the employee's residence or other city-approved location when not in use. The employee is responsible for ensuring the vehicle and all city-issued equipment are safeguarded at all times. Anytime the vehicle is unattended, it is to be locked at all times.

VII. RESPONSE ACTIVATION LEVELS

Upon activation of the City's Emergency Operations Center or during major incidents, the Emergency Manager shall respond in accordance with the City's Emergency Operations Plan and NIMS/ICS (National Incident Management System / Incident Command System) protocols.

VIII. USE OF EMERGENCY SIGNALING EQUIPMENT

A. Authorized Emergency Management personnel may utilize emergency signaling equipment under the following conditions:

1. To signal presence and ensure safe, timely arrival to emergency or disaster scenes
2. To direct or control the movement of people, vehicles, or animals in coordination with public safety operations

3. To provide supplemental lighting or warning at incident scenes
4. To warn others of hazards or potential dangers
5. When operating with emergency equipment, personnel must comply with Maryland Transportation Article §22-218 and exercise *due regard* for the safety of all persons. Siren and emergency light use is restricted to legitimate emergency responses or operational support when warranted.

IX. STATE CODE COMPLIANCE

- A. All vehicle operation shall conform to the Maryland Annotated Code and applicable local ordinances, including:
- B. Maryland Transportation Article §22-218 – Operation of emergency vehicles
- C. Maryland Transportation Article §21-106 – Rights and duties of drivers of emergency vehicles
- D. Any other applicable state or municipal traffic and safety laws

X. TRAINING REQUIREMENTS

To maintain eligibility for assignment, the Emergency Manager or designee must:

- A. Possess a valid Maryland Class C driver's license in good standing and comply with the City's Policy on Vehicle Safety Review and Policy on Driver's License Check and Flagging Program, and
- B. Successfully complete the Emergency Vehicle Operator Course (EVOC) or an equivalent training program

XI. MAINTENANCE, REPORTING, AND RECORDS

- A. The Emergency Manager is responsible for maintaining the vehicle in a clean, safe, and operational condition.
- B. All maintenance, inspections, and repairs shall be coordinated through the City's Fleet Division.
- C. Any damage, accident, or operational defect must be reported immediately to their supervisor and documented in accordance with city policies and procedures.

XII. COMPLIANCE AND REVOCATION

Noncompliance or misuse of the assigned emergency vehicle may result in disciplinary action, up to and including revocation of vehicle privileges or other administrative sanctions as determined by the Chief of Police or designee.