



VEHICLES & RELATED EQUIPMENT

Enforcement Division
Policy Number: LE 5.01.00

Effective Date: 2/1/08

POLICY

The Texas Alcoholic Beverage Commission (TABC) will issue a vehicle to each certified peace officer (CPO) as funding permits.

Each CPO is accountable for the responsible use, care, and maintenance of his or her vehicle and any related equipment.

The use of additional equipment, including automotive auxiliary equipment is prohibited without the approval of the regional captain.

RULES

Texas Government Code § 2203.001. Reporting Use of State Vehicle; Penalties.

- (a) A person who uses a state-owned automobile or truck shall, for each day that the vehicle is used, submit a separate written report of the use to the head of the state agency, including a department, institution, board, or commission of the state, in charge of the vehicle.
- (b) The report must be made daily on a form prescribed by the General Services Commission.
- (c) A report filed under this section must show:
 - (1) the purpose for which the vehicle was used;
 - (2) the mileage traveled;
 - (3) the amounts of gasoline and oil consumed;
 - (4) the passengers carried; and
 - (5) other information necessary to a proper record of the use of the vehicle.
- (d) A report filed under this section is an official state record and is subject to inspection by a state official who is authorized to audit or inspect claims, accounts, or records of a state agency.
- (e) A person commits an offense if the person does not file a report as required by this section on or before the 10th day after the date on which the person uses the vehicle. An offense under this subsection is punishable by a fine of not less than \$5 or nor more than \$100.

ROLES AND RESPONSIBILITIES**a. Captains shall:**

1. Assign vehicles to CPOs, or delegate this duty to a lieutenant and supervise.
2. Supervise the care and maintenance of vehicles.
3. Periodically observe the driving of Enforcement Division personnel who operate a state-owned vehicle and take steps to remedy any deficiencies.

b. Lieutenants shall:

1. Maintain *Vehicle Inspection Reports* at local district offices.
2. Review periodic observations of driving skills and vehicle inspection reports at the employee's annual evaluation.

c. Sergeants shall:

1. Review all *Daily Activity Reports* to ensure that these reports are timely, complete, and accurate with regard to vehicle use.
2. Conduct quarterly inspections of agency-issued vehicles and take steps to correct any deficiencies noted in the employee's care of the vehicle including the vehicle's physical appearance and operating condition. Inspections should take place in September, December, March and June of each year.
3. Document quarterly inspections using the *Vehicle Inspection Report*.
4. Review *Vehicle Inspection Report* with the employee to which the vehicle is assigned. Both reviewer and employee must sign and date the *Vehicle Inspection Report* indicating that they have satisfactorily reviewed the document.

PROCEDURES**a. Issuance and Maintenance.**

1. The Business Services Division will equip and issue vehicles to CPOs. See *TABC Fleet Management Plan*.
2. The Business Services Division will maintain records of agency-owned radio equipment, sirens, warning lights, and other accessories installed in the agency's vehicles.
3. CPOs will not be authorized to make custom installations. With Enforcement Headquarters and Business Services Division authorization, special antennas may be installed in vehicles designated for undercover assignments.
4. CPOs will notify the Business Services Division of any exchange of state-owned receivers, transceivers, sirens, and other accessories and will identify the items using the TABC inventory number.
5. CPOs will notify the Business Services Division of any equipment sent to the shop in Austin.

b. Documenting Vehicle Use.

1. A CPO will document all use of his or her agency-owned vehicle using the *Daily Activity Report*.
2. A CPO who fails to document use of a agency-owned vehicle on or before the 10th day after the date on which the CPO uses the vehicle commits an offense punishable by a fine of \$5-\$100. See *Government Code* § 2203.001.

c. Vehicle Transfer or Temporary Transfer of Vehicle. The *Property Procedures Manual* maintained by the Business Services Division governs any temporary or permanent transfer of capital property.**d. Use of Credit Card.**

1. The Business Services Division issues two types of credit cards—a retail fuel card and a State of Texas Procurement Card (STPC). The TABC places specific limits on the use of procurement cards based on the type of purchase, the amount spent on a single purchase, the amount spent in one day, and the amount spent in one month.
2. CPOs will use the retail fuel card to purchase fuel, oil, state inspections, and minor repairs. CPOs will use the STPC card for other repairs.
3. CPOs who are issued an STPC will use the STPC to make purchases in accordance with the State of Texas Procurement Card Manual.
4. Refer to the STPC Manual located on the TABC intranet or contact the STPC administrator in the Business Services Division to determine specific limits on STPC use.
5. When a CPO changes vehicles, the CPO will keep the same credit card.
6. If a CPO moves to a new location, the CPO will notify the STPC administrator and provide updated information.

FORMS

Vehicle Inspection Reports
Daily Activity Reports
