

**PHOENIX FIRE DEPARTMENT**  
**VOLUME 1 – Operations Manual**  
**VEHICLES: OVERNIGHT (TAKE HOME) PERMIT**  
**MP102.07A 09/18-R**

**PURPOSE**

The purpose of this procedure is to explain the conditions under which a Fire Department vehicle may be parked overnight at a member's home and to explain the responsibilities of members and supervisors related to this privilege.

Members of the Fire Department having significant need for a City vehicle after normal business hours may be provided with a permit to allow overnight storage of the vehicle at the member's home. The storage of the vehicle at the member's home is intended to facilitate response to emergency incidents, not for the convenience of the member.

Overnight permits are assigned to specific staff positions. Members assigned to those positions are allowed to park their City vehicle at their home under the following conditions.

1. The member must possess a current approved permit for overnight storage of a City vehicle (form 125-83D). The member's copy of the permit must be stored in the glove compartment of the vehicle.
2. The member's home must be within the corporate limits of the City of Phoenix, or within two miles of the City of Phoenix border.
3. The vehicle must be parked off the street.
4. The member must complete a monthly report of after-hours usage, have that form reviewed and approved by the member's supervisor, and then submitted to the Fleet Management Division Chief by the seventh of each month (form 125-25D).

Three types of overnight permits are used by the Fire Department, continuing, revolving and temporary.

1. Continuing permits are assigned to members with significant after-hours need for their City vehicle on a continuous basis.
2. Rotating permits may be assigned in divisions or sections where a number of members share after-hours responsibilities on a rotating or occasional basis. Any number of members may be assigned to the same rotating permit, however, only one member per permit, per night may park their vehicle at home. The division or section manager is responsible for monitoring that only one person per night uses the permit.
3. Temporary permits may be approved by the Fleet Management Division Chief in situations where the temporary, short term keeping of a City vehicle at a member's home will facilitate City business. The employee must complete a "Temporary Overnight Authorization Form" (form 150-21D) and have that form approved by the Fleet Management Division Chief prior to keeping the vehicle at home. A copy of the

temporary permit shall then be forwarded to the Fleet Management Division Chief to allow the required notification of the City's Equipment Management Division.

Failure to comply with the provisions of this procedure may result in the revocation of the permit. Permits may be revoked by the Fleet Management Division Chief or the City Manager at any time.

The use of City vehicles is governed by City of Phoenix Administrative Regulation 6.11.

## **RESPONSIBILITIES**

### **Fleet Management Division Chief**

Over all management of the Overnight Vehicle Permit program.

These duties shall include maintaining a listing of permit holders, the annual renewal of permits (currently April), preparing permits for approval when changes in permit holders take place, coordinating permit approvals and communicating changes in permit status to the Equipment Management Administrator.

When appropriate, approve continuing, rotating and temporary applications for overnight permits. These duties are delegated by the Fire Chief to the Fleet Management Division Chief.

### **Members Holding Overnight Permits**

Comply with the provisions of this procedure, including the monthly preparation of after-hours use reports and the notification of the Fleet Management Division Chief of any change in the information included on the permit form or in the member's assignment.