

## **SIDE LETTER BETWEEN THE CITY OF DIXON AND THE DIXON POLICE OFFICERS' ASSOCIATION**

This is to confirm the agreement reached between the City of Dixon ("City") and the Dixon Police Officers' Association ("DPOA") representing the Dixon police officers' bargaining unit.

Specifically, the City and the DPOA have agreed to the following:

The City is considering a take-home vehicle program for Dixon Police officers assigned full-time to patrol duties. A pilot program will be undertaken so the City may assess the feasibility and costs of a more permanent program. This agreement is intended to address only the pilot program, and any permanent implementation will be addressed under separate cover.

The City will allow patrol officers to use marked City police vehicles for travel to and from the Dixon Police Department and an officer's place of residence under the following conditions:

- The program only is effective during the workweek of the officer; it is not a permanent assignment of a vehicle for the sole use of the officer.
  - Officers will come to the police station at the beginning of their workweek in their personal vehicle and may take a City vehicle home during their workweek. The officer shall leave the City vehicle at the Police Department on the last day of their workweek.
- Officers participating in the program must drive to work in a full police uniform and be ready to respond to calls for service upon entering the City limits.
- The City vehicle is for commuting only. When the officer is off duty, the City vehicle may not be used for personal use, errands, or any activity other than driving to and from work.
- No passengers are authorized to be in the vehicle when commuting without prior authorization from the division commander. There is no exception for an officer's family members.
- When not in use, the vehicle must be parked and locked in a garage or driveway of a private residence. No apartment, condominium, or communal parking lots are authorized.
  - For the pilot program, no alternative locations are approved (i.e., parking the City vehicle at a police or fire station near the officer's residence.) Only a garage or driveway in the employee's private residence is approved.
- Employees who have not completed their field training period with the City are not eligible for this pilot program.
- The use of a vehicle may be impacted by maintenance schedules, major repairs, or other issues. Day-to-day use may be restricted to maintain sufficient reserves or accommodate major events in the City. Employees must be prepared to utilize their own personal vehicles for commuting with short notice from the City about one of these potential restrictions.
- Participation is voluntary.
- Participation may be revoked at any time by the Chief of Police.
- Employees who are found to be in violation of the conditions of this pilot project and Side Letter may be subject to discipline up to and including termination of employment, pursuant to the City's Personnel Rules, Dixon Police Department policies and the MOU between the City and DPOA.

This pilot program will be in place for an indefinite period of time and may be discontinued at any time by the Chief of Police upon notice to DPOA.

It is so agreed.

  
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Jim Lindley, City Manager

Date: 4-4-22

  
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Lex Egbert, President, DPOA

Date: 3/16/2022