



BURNET COUNTY SHERIFF'S OFFICE

Calvin Boyd

SHERIFF

P.O. BOX 1249 Burnet, Texas 78611

Phone: (512) 756-8080 Fax: (512) 756-4064

STANDARD OPERATING PROCEDURE

For

TAKE HOME VEHICLES

Codified 10/1/2026

I. PURPOSE

- A. The Sheriff finds that having take-home vehicles authorized serves the best interest of the public, the statutory duties of peace officers in Texas, and the mission of the Burnet County Sheriff's Office.
- B. Policy 7.14 authorizes the use of take-home vehicles, subject to the provisions of this SOP.
- C. This SOP codifies the longstanding practice of the agency to permit take home vehicles within a specified radius outside of Burnet County.

II. ELIGIBILITY

- A. Deputies or other employees who serve in a capacity where, in the Sheriff's opinion, an expedited response from home would best serve the interests of public safety and the mission of the Sheriff's Office are eligible to take their issued vehicle home, provided they reside within the allowable radius.
- B. Unless specifically excepted, individuals who are issued an agency vehicle may take it home, subject to the provisions below.
- C. Take home vehicles are not an employee benefit or right. Nothing in this SOP or the governing policy shall be construed to create a mandate to provide take home vehicles.

III. PROCEDURES

- A. The allowable radius shall be 25 straight-line miles from the county boundary.
- B. Personnel who reside outside this radius may park their issued unit at an appropriate location that falls within the allowable radius, provided:
 - 1. The location is:
 - a. A government owned public safety facility that provides reasonably secure or frequently monitored storage, or
 - b. The residence of another peace officer who routinely parks their issued vehicle at their residence.



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2. The individual has secured the permission of the property owner to utilize the parking area, and
3. The individual's supervisor agrees that the location is appropriate.
 - a. Permission to use such a third-party location shall be accomplished by memorandum, which shall be filed with the individual's personnel records for the duration of the parking arrangement.
 - b. Locations other than those described in III(B)(1), above, may be considered on a case-by-case basis, but must be approved by the Chief Deputy after considering the security of the site and any appearances of conflict, favoritism, or other public perception issues arising from the use of the site.
- C. The Sheriff, Chief Deputy, or the individual's chain of command may suspend the individual's permission to take home their issued vehicle for reasons including, but not limited to:
 1. Disciplinary proceedings,
 2. Personnel becoming unqualified for law enforcement duties, or
 3. The needs of the agency.
- D. The Sheriff may revoke an individual's permission to take home their issued vehicle if such a revocation is in the best interest of the agency.
- E. Use of Law Enforcement vehicles for off duty secondary employment:
 1. The use of Burnet County Sheriff's Office law enforcement vehicle is allowed on certain off duty secondary employment; the vendor will be required to pay Burnet County \$20.00 per hour per vehicle with a 2-hour minimum for the use of this county asset.
 2. For all off duty secondary employment (officer or officer and vehicle), the vendor must fill out an application for secondary employment of law enforcement.