



Date: October 27, 2014
To: Thomas J. Bonfield, City Manager
From: Germaine Brewington, Director of Audit Services
Subject: Transmittal of Take Home Vehicle Performance Audit (October 2014)

Executive Summary

The Audit Services Department completed the report for the Take Home Vehicle Performance Audit dated October 2014. The purpose of the audit was to assess the reasonableness of current practices over take home vehicles and identify potential cost saving opportunities.

Background

A City wide policy governing the use and assignment of take home vehicles (THV) does not currently exist.

Take home vehicles are provided to City employees so they can carry out their job responsibilities. Approximately 284 vehicles are assigned to employees to take home on a daily basis. Approximately 93% of the take home vehicles are assigned in the Police Department (DPD). Fifty-five percent (55) of DPD employees take vehicles out of Durham County on a daily basis. The breakdown of the number of take home vehicles by department is provided below.

Departments	Number of THV
Emergency Communications	1
Fire	9
Fleet Management	6
Public Works	2
Water Management	1
Police	265
Total	284

The City’s justification for its Take Home Vehicle Program, specifically as it relates to DPD is that employees (sworn officers) are asked to take home vehicles because they will be able to have quicker response times to emergencies; and that our communities will be safer because of the police presence in our communities. Approximately 1.8% of DPD’s departmental budget is spent on maintenance and fuel expenses for these take home vehicles. The pros and cons of a take home vehicle program are debated across the country; often times with limited to no hard data to back-up the justifications espoused. In absence of a City wide policy, departments are engaging in varying practices that meet the needs of the departments.

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Issues and Analysis

The attached report details the objectives, observations, and results of the Take Home Vehicle Performance Audit dated October 2014.

Recommendation

The Department of Audit Services recommends the City Council receive and accept the Take Home Vehicle Performance Audit dated October 2014 as presented and approved at the October 27, 2014 Audit Services Oversight Committee meeting.

Attachment