

**VICKSBURG POLICE DEPARTMENT**  
**Law Enforcement**  
**Policies and Procedures**

<b>Subject: Use of City Equipment for Private Sector Use</b>	<b>Policy Number: 3.23</b>
<b>Issue Date: December 10, 2025</b>	<b>Revision Date:</b>
<b>Approval Authority Title and Signature:</b> <b>The Board of Mayor and Aldermen, Police Chief Larry Burns</b>	

## **POLICY**

Off-duty Vicksburg Police Department officers may use City vehicles and equipment for private-sector security only when expressly authorized in writing by the Chief of Police ("Chief") on a case-by-case basis; all uses must meet the conditions below, be cost-recovered, and comply with insurance, reporting, and oversight requirements.

## **PURPOSE AND SCOPE**

Establishes clear rules for use of City vehicles and equipment by off-duty sworn Vicksburg police officers when providing security services to private industry, protecting public resources, minimizing liability, and ensuring Chief oversight. Furthermore, ensures that the sworn officers' use of the official uniform, weapon and vehicle will not bring disrepute to the City of Vicksburg or the Vicksburg Police Department and that the use of the official uniform, weapon and vehicle in the discharge of the officer's private security endeavor promotes the public interest.

Applies to all sworn officers of the City of Vicksburg Police Department, department supervisors, and any private entities contracting off-duty officers and requesting City vehicles or equipment.

## **DEFINITIONS**

**CITY VEHICLE/EQUIPMENT:** Any motor vehicle, radio, body-worn camera, weapon, uniform item, or other property owned or leased by the City.

**OFF-DUTY ASSIGNMENT:** Work performed by a sworn officer outside scheduled City duty hours for a private employer or event.

### **RESTRICTED LAW ENFORCEMENT DATA**

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**AUTHORIZED USE:** Written approval from the Chief and approved by the Board of Mayor and Aldermen of the City of Vicksburg permitting specific vehicle/equipment use for a defined assignment.

## **POLICY STATEMENT**

1. **Authorization Required.** No City vehicle or equipment may be used for private security unless the Chief grants written authorization for that specific assignment which is approved by the Board of Mayor and Aldermen of the City of Vicksburg. Authorization is granted on a case-by-case basis and may be conditioned or denied.
2. **Limited Scope of Authority.** Use of City property for private work is an exception, not a right; **use does not extend City liability beyond approved terms** and does not change the officer's employment status.
3. **Prohibited Uses.** City vehicles and equipment **may not** be used for personal errands, political activity, or any assignment that conflicts with City duties or policies. The official uniform, weapon and vehicle, for purposes of this policy, cannot be used outside of the city's limits.

## **AUTHORIZATION PROCESS**

1. **Request:** Officer or contracting entity submits a written request to the Chief at least ten (10) business days before the assignment, including scope, hours, location, equipment requested, and proof of insurance.
2. **Review:** The Chief evaluates operational impact, public safety, conflicts of interest, and liability. External legal or risk management review may be required.
3. **Approval:** If approved, the Chief issues a written authorization specifying permitted vehicle/equipment, time window, cost recovery, and conditions and submits request to the Board of Mayor and Aldermen for its final approval.

## **CONDITIONS OF USE**

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1. **Cost Recovery:** Private entities must reimburse the City for fuel, wear and tear, overtime administrative costs, and any additional expenses as determined by Finance. **No City subsidy** for private security.
2. **Insurance & Indemnity:** Contractor must provide proof of commercial liability insurance in an amount not less than \$500,000.00 naming the City as additional insured and signing an indemnity agreement acceptable to the City Attorney that holds the City of Vicksburg, its Board of Mayor and Aldermen, employees and agents harmless for any expenses or losses including attorney's fees or damages to any city owned equipment or vehicle which results from any action taken against the City of Vicksburg arising out of the act(s) or omission(s) of the police in discharge of private security services while wearing the official uniform or using the official weapon or vehicle.
3. **Operational Control:** Officers remain subject to all department policies and may be recalled for City duty at any time. Use of radios, weapons, and cameras must follow department rules. However, any acts or omissions of any officer in discharge of private security employment shall be deemed the acts and omissions of the person or private entity who hires or enters into any service agreement with the officer for the private security services and not the acts and omissions of the City of Vicksburg.
4. **Training & Uniforms:** Officers must meet required training and wear department-approved uniform or identification; **no alteration of City markings** without Chief approval.

## REPORTING AND OVERSIGHT

1. **After-Action Report:** Officer must submit an assignment report within 48 hours describing activities, mileage, equipment used, incidents, and any City resource impacts.
2. **Audit:** The department will periodically audit off-duty vehicle/equipment use and cost recovery records.

## LIABILITY AND DISCIPLINE

1. **Liability:** Use is contingent on insurance and indemnity; the City may deny authorization if liability exposure is unacceptable.
2. **Discipline:** Unauthorized use of City property is grounds for disciplinary action up to termination and restitution.

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**EFFECTIVE DATE AND REVIEW**

This policy is effective upon adoption by the Chief of Police and approval by the Board of Mayor and Aldermen will be reviewed annually.

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