

**University of Maryland Department of Public Safety
Headquarters, Bldg 003
College Park, Maryland 20742-6011**

NOTICE: 05-0002

SUBJECT: Unmarked Emergency Take-Home Vehicle Policy

EFFECTIVE DATE: January 13, 2005

ORDERED BY: Kenneth W. Krouse
Chief of Police

I. General

- A. Employees operating a University of Maryland College Park (University) unmarked Department of Public Safety (DPS) vehicle will do so in a careful and prudent manner and will not, through negligent or careless operation, incur or cause damage to University property or to the property of another.
- B. Employees will obey all laws of the State of Maryland and all local ordinances and conform to all University procedures and regulations pertaining to operation and maintenance of any University vehicle assigned to them on a permanent or temporary basis.
- C. Employees will, at all times, set a proper example for other persons through their operation of a vehicle.

II. Unattended Vehicles

- A. When University vehicles are left unattended, keys will be removed, and all doors will be locked. Unattended means that the officer is not in the immediate vicinity of the vehicle.

III. Use of Safety Restraint Devices

- A. While on-duty or off-duty, University DPS personnel operating or riding in vehicles owned by the University will utilize those safety restraint devices provided by the manufacturer.
- B. When transporting individuals other than University employees, it is the operator's responsibility to ensure that all occupants use the manufacturer provided safety equipment.

IV. Transporting Children

- A. Children six (6) years of age and under will be secured with an approved child safety seat in the rear seat of the vehicle.
- B. Children 40 pounds or less will be secured with an approved child safety seat in the rear seat of the vehicle regardless of the child's age.
- C. Children 13 years of age and under will be transported in the rear seat.
- D. Children under the age of 16, weighing more than 40 pounds, will be transported in a belt positioning booster seat or seatbelt.

V. Vehicle Use Approval

- A. Only those persons specifically authorized by the Chief of Police to operate University DPS vehicles may do so.
- B. Out-of-State use must be pre-approved by the University's Chief of Police.

VI. Sick Leave

- A. Employees will not operate a University DPS vehicle while on sick leave except leave taken specifically for routine medical or dental appointments or in conjunction with the death or illness of a member of the employee's immediate family.

VII. Off-duty Use of University Public Safety Vehicle

- A. Off-duty travel will be permitted for members of the employee's immediate family and University DPS personnel. Other passengers may be permitted subject to the approval of the employee's commander.
- B. The vehicle will not be used for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows.
- C. The vehicle will not be used to haul personal goods or wares without the express written permission of the Chief of Police.
- D. Off-duty vehicle usage is deemed a privilege and shall be subject to disciplinary action for abuse thereof. Abuse shall include, but not be limited to, involvement in preventable collisions while using a University vehicle off duty.

VIII. Non-Official Passengers

- A. Employees who operate University DPS vehicles are prohibited from making emergency runs while motor vehicles are occupied by non-official passengers.
- B. Passengers must first be deposited at some convenient location before emergency runs are initiated.

IX. Vehicle Maintenance and Repair

- A. Vehicle operators are required to ensure that all maintenance and repair requirements are met for the assigned vehicle. Use of University DPS approved vendors is required. In emergency situations, an employee's immediate supervisor may give permission to have repairs performed elsewhere.
- B. Employees using or assigned a University DPS vehicle are responsible for its care. University DPS vehicles will be kept clean, i.e. windows free from dirt or film, the passenger compartment and trunk clean and uncluttered, and the exterior free of dirt and debris.
- C. The employee in possession of or responsible for a vehicle on the last day of the month will report the ending mileage to the appropriate University DPS employee.
- D. Adherence to this policy and all other applicable University policies regarding the use of University vehicles is required.

X. Distribution & Access of Special Order

- A. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
- B. Printed copies of this Special Order are retained in:
 - a. Accreditation files;
 - b. Master Special Order files; and
 - c. The Duty Office Manual.
- C. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.

