

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

**NOTICE:** 13-0001

**SUBJECT:** K9 EDT Emergency Take-Home Vehicle Policy

**EFFECTIVE DATE:** March 8, 2013

**ORDERED BY:** David B. Mitchell  
Chief of Police

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**I. General**

- A. Employees of the K9 Explosive Detection Team (EDT) operating a University of Maryland College Park (University) Department of Public Safety (DPS) K9 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.
- D. Only members of the K9 EDT may operate K9 vehicles when they are used to transport an Explosive Detection Canine. Any exceptions to this must be cleared through a member of the Command Staff.

**II. Unattended K9 EDT Vehicles**

- A. When K9 vehicles are left unattended, and the canine is not in the vehicle, keys will be removed, and all doors will be locked. Unattended means that the officer is not in the immediate vicinity of the vehicle.
- B. On warm or hot days when the temperature is above 65 degrees Fahrenheit and if the K9 officer must leave the canine in the vehicle, all alarms for heat must be set, the vehicle will be left running for climate control, and the handler will make every effort to park the vehicle in shade and away from public sidewalks or public ingress/egress. Handlers will check on the welfare of their canine partner every 15 minutes.
- C. On cold days when the temperature is below 32 degrees Fahrenheit and if the K9 officer must leave the canine in the vehicle, the vehicle will be left running for climate control, and the handler will make every effort to park the vehicle away from public sidewalks or public ingress/egress. Handlers will check on the welfare of their canine partner every 30 minutes.

**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 Passengers**

- A. Non-affiliated persons, including family members and children, will not be transported in K9 EDT vehicles. Unless approved by a supervisor.
- B. UMDPS personnel may be transported in the front passenger seats when operationally necessary.
- C. K9 EDT vehicles will generally not be used for prisoner transport, unless authorized by a supervisor.

#### **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. K9 EDT team members will not operate a University DPS vehicle while on sick leave except leave taken specifically for routine medical appointments for the canine.

#### **VII. Off-duty Use of University Public Safety K9 Vehicle**

- A. K9 EDT vehicles will be the only vehicle approved for use to transport the canine. The K9 EDT vehicle will be used mainly for home to work transportation for the canine and handler. When the K9 EDTs are in an on-call or first-call status, they may use their vehicles with their canine partners on a limited basis. This will allow the EDT to respond faster to calls for service. Other exceptions may be granted at the discretion of the K9 supervisor. The K9 EDT vehicle will be used to transport the dog for all veterinary appointments.
- 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 engaging in vehicle pursuits while motor vehicles are occupied by non-official passengers.
- B. Passengers must first be deposited at some convenient location before vehicle pursuits are initiated.
- C. K9 EDT will not have assigned ride-a-longs unless cleared by the K9 supervisor.

#### **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. Safety and Security of Firearms in K9 Vehicles**

- A. When stored in a motor vehicle, firearms must be secured in a locked trunk or in a locked storage compartment if the vehicle does not have a trunk.
- B. When off-duty and the vehicle is not being used in an off-duty status, all firearms, including personally owned firearms, shotguns and rifles, will be removed from the vehicle.
- C. Only DPS issued or approved shotgun and/or rifle trunk mounts may be installed. Installation will be coordinated through the DPS Fleet Manager.

#### **XI. 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.
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