

## **2.100      VEHICLE OPERATIONS**

### **2.102      VEHICLE USE - GENERALLY**

- A. The use of vehicles will be consistent with the [USM Fleet Management Policies and Procedures](#).
- B. Employees are responsible for the proper care, operation, and cleanliness of university vehicles under their care.
  - 1. Non-compliance with some minor traffic laws, outside responses for emergencies, may be necessitated for reasons or conditions needed to accomplish *bona fide* police tasks that include, but are not limited to:
    - a. Conducting surveillance of suspicious persons or circumstances, suspects, or suspect vehicles;
    - b. Attempting to pace speeders or catch up with criminal suspects or motor vehicle violators; or
    - c. Special event operational responsibilities.
  - 2. Employees violating minor motor vehicle laws in the performance of *bona fide* police tasks will do so in such a way as to minimize the probability of causing harm to persons and property. Reported and/or observed violations will be evaluated within the context of the situation.
- C. The agency is not responsible for damages to, or losses of, personal property by fire, theft, collision, etc. due to the negligence of operators of agency vehicles.
- D. Vehicles that are parked, unoccupied, and not personally attended by agency personnel will be appropriately secured with all windows rolled up and doors locked.
- E. Employees will not smoke or use any tobacco products in any university vehicles.

#### **2.102.02    Fleet Management**

- A. Consistent with **1.200 Organization** the commander responsible for fiscal management is designated as the agency's departmental fleet manager with duties and responsibilities established in [USM Fleet Management Policies and Procedures, Departmental Responsibilities](#);
- B. The officer responsible for the logistics function is the agency's fleet coordinator with duties and responsibilities that include, but are not limited to:
  - 1. Maintaining reasonably adequate quantities of expendable supplies for use by agency employees to restock depleted supplies in the agency's vehicles;
  - 2. Facilitating the replacement, replenishment, and/or repair of other vehicle supplies and equipment;
  - 3. Maintaining the agency's primary supply of commercial carwash tickets;
  - 4. Ensuring patrol supervisors have access to an appropriate supply of carwash tickets for routine use;
  - 5. Collecting, reviewing, and processing vehicle work orders on a daily basis;
  - 6. Maintaining and keeping current a database and record keeping system for vehicle repairs and inspections;
  - 7. Conducting weekly reviews of submitted vehicle condition reports, taking and documenting appropriate actions necessary to resolve reported or observed deficiencies, and/or missing equipment and supplies;
  - 8. Replacing expendable vehicle supplies based on the submitted vehicle condition reports; and
  - 9. Conducting periodic unannounced vehicle inspections, documenting the results and the actions taken to correct any deficiencies and/or missing equipment and supplies. Inspections must be varied so they include all vehicles being operated by patrol squads.

#### **2.102.04    Reserving Vehicles**

- A. Vehicle use reservations will be based on the agency's mission and values.
- B. Vehicle use during special event operations must be coordinated through the patrol commander and/or designated event OICs.

- C. Employees requesting to use university fleet vehicles must submit memos or emails through their respective chains of command describing reasons for the requests, special needs or circumstances, and may be accompanied by supporting documents.
  - 1. Employees should submit requests not less than five business days in advance so that requests can be coordinated.
  - 2. Employees' immediate supervisors will:
    - a. Review the requests to ensure they are completed correctly;
    - b. Initially approve or disapprove requests based on the criteria established in this directive; and
    - c. Submit requests along with any supporting documents or explanations to their respective commanders.
  - 3. Commanders will:
    - a. Review requests, any supporting documents or explanations, make final approvals or disapprovals;
    - b. Return disapproved requests to submitting supervisors and employees with comments explaining why the requests were denied; and
    - c. Forward approved requests to the commander responsible for fleet management for coordination.
- D. In order to ensure vehicle use efficiency and effectiveness, employees may be required to meet at Police Headquarters and ride in university vehicles to their destinations.
- E. General fleet vehicles will be regularly used to transport employees to off-site training, meetings, assignments, etc. unless:
  - 1. The use of marked and/or emergency vehicles is an integral part of the training or assignment; or
  - 2. Employees have received permission to use their personal vehicles and submit any applicable mileage reimbursements consistent with USM, institutional, and agency directives.

#### **2.102.06 Travel Reimbursements**

- A. Approved travel requests and personal vehicle use will be reimbursed consistent with USM, university, and agency directives. Unapproved travel and personal vehicle use will not be reimbursed.
- B. Employees with command approval will be reimbursed for mileage accumulated in privately owned vehicles as measured from the employee's home to the destination and return, or, from the university to the destination and return, whichever is less **and**:
  - 1. Fleet vehicles are not available; or
  - 2. The use of fleet vehicles would incur the unnecessary payment of overtime; or
  - 3. The use of fleet vehicles would place an undue hardship on employees as determined by employees' commanders and the commander responsible for fleet management.
- C. Mileages must be determined using Internet sites similar to mapquest.com, mapblast.com, maps.google.com, etc. A printed copy of the mileage calculation must be submitted with each transportation request.
- D. Employees must submit any requests for travel related reimbursement on Travel Expense Vouchers through their respective chains of command to the commander responsible for fleet management within five days after completing authorized travel. Travel Expense Vouchers are available through the university's interactive forms directory.
- E. The university provides only liability coverage for personal vehicles driven by authorized persons on university business. This and other insurance information can be found through Environmental Health and Safety's web site.

#### **2.102.08 Take-Home Vehicle** {Revised: 01/08/2019}

- A. The CHIEF or designee may approve officers to use an emergency response equipped, take-home vehicle if they:
  - 1. Have 24-hour command responsibility as the Duty Officer;

2. Need immediate response or accessibility;
  3. Are assigned communication devices, such as cell phone, for after-hours contact; and
  4. Are capable of responding to an incident within 60 minutes of notification.
- B. Officers using a take-home vehicle **will**:
1. Ensure that the vehicle is operated carefully, prudently, and in a manner that does not reflect negatively on the commander, the agency, or the university;
  2. Obey all applicable laws, ordinances, and directives pertaining to using and maintaining university vehicles;
  3. Complete applicable logs;
  4. Ensure any emergency responses back to campus are justified by the circumstances;
  5. Be armed with an issued or authorized firearm and carry appropriate police identification;
  6. Be appropriately dressed for operating a police vehicle with suitable clothing and equipment available to facilitate required responses;
  7. Monitor the appropriate police radio frequency;
  8. Be allowed to transport immediate family members or other persons during off-duty unless otherwise directed by the Chief;
  9. Anticipate needing to make alternative transportation arrangements for passengers in case commanders have to respond to campus or emergency scenes; and
  10. Make arrangements with another commander to take over the vehicle if the initial commander becomes unavailable to respond or goes on extended leave.
- C. Commanders using a take-home vehicle **will not** use the vehicle:
1. To respond in an emergency mode with passengers who are not on bona-fide departmental business. Those passengers must first be deposited at a safe and convenient location before emergency runs are initiated;
  2. To carry large or heavy loads or objects that protrude from the trunk or window, except as required for agency business;
  3. To tow any nondepartmental vehicle, trailer, or item;
  4. To transport animals except in unusual circumstances; or
  5. In conjunction with a secondary employment duty responsibility or function. However, driving to and from a secondary employment location is permitted.

**2.106 SAFETY RESTRAINTS** (41.3.3) {Revised: 05/08/15}

- A. Except as described herein, no one will drive or ride in a university owned vehicle without using the available restraint devices consistent with their design and in compliance with provisions of the Transportation Articles (**TR**) § 22-412 *et. seq.*
- B. Employees will not take actions to lessen the effectiveness of passenger restraint systems.
- C. Detainees will be seat belted unless they are too combative or uncooperative. Arresting officers will ensure that the use of seatbelts or the facts and circumstances leading to the decision to not use seatbelts are included in related police reports.
- D. Only in exigent or *bona fide* emergency situations will more persons be transported than there are available safety restraints.
- E. Children will be transported consistent with child safety seat statutes in **TR** § 22-412.2 unless otherwise precluded by *bona fide* exigent or emergency circumstances.
  1. Officers will sign in and out the right size child safety seat from the sally port when it is necessary to transport children in the line of duty.
  2. Child safety seats will:
    - a. Not be in the passenger compartments of agency vehicles unless officers are transporting children as required by statute or responding to or returning from transports; and
    - b. Be used only in the rear seats of vehicles.

### 2.106.02 In-Car Computers & Passenger Side Air Bags

- A. Certain police fleet vehicles are equipped with manual switches that activate / deactivate front passenger seat air bags. For these vehicles, passenger seat air bags will be turned:
  - 1. **OFF** when:
    - a. Computer and their brackets are in the deployment zone, such as with swing-arm mounted computers; or
    - b. Briefcases or other similar or larger items are on front passenger seats.
  - 2. **ON** when:
    - a. Computers are mounted in center consoles;
    - b. Any swing arms and associated computers have been removed or swung to the center and are out of the deployment zone; and
    - c. Briefcases and other similar or larger items are not on front passenger seats.
- D. Passengers **will not** be transported on front passenger seats when passenger side air bags are manually deactivated.
- E. Passengers **may be** seated on front passenger seats when front seat air bags are manually deactivated and vehicles are not in motion.

### 2.108 TRANSPORTING PASSENGERS

- A. Except as described in agency directives, only agency employees, university employees, or others necessary for *bona fide* agency business may be transported in agency vehicles.
- B. When employees transport individuals other than agency employees, vehicle operators will transmit, and Communications will record:
  - 1. Reasons for transports;
  - 2. Names of persons being transported;
  - 3. Locations individuals are being transported from and to; and
  - 4. Beginning and ending odometer readings to the tenth of a mile (use trip meters if necessary).

### 2.110 VEHICLE EQUIPMENT

(41.3.1)

- A. Vehicles used in general police patrol duties are registered and equipped with lights and sirens consistent with Transportation Articles.
- B. All departmental fleet vehicles are supplied consistent with Vehicle Condition Reports.
- C. Equipment assigned to a particular vehicle will not be changed, altered, or removed without supervisor or above approval. Vehicle operators will note these changes on respective Vehicle Condition Reports.
- D. Employees must get written permission, through their chain of command, from the commander responsible for fleet management in order to augment vehicle equipment and supplies. These supplies and equipment must:
  - 1. Be directly related to the employees' job duties and responsibilities and in furtherance of the agency's mission;
  - 2. Not detract from the professional appearance of the vehicles;
  - 3. Not be permanently affixed to the vehicles;
  - 4. Not interfere with driving or create driving distractions or hazards; or
  - 6. Not move, damage, or alter departmental equipment.

### 2.112 FUELING PROCEDURES

- A. Each of the agency's vehicles is issued a Baltimore County gas card to obtain fuel needed for most routine vehicle fleet operations.
- B. Certain vehicles, such as those authorized in **2.102.08 Take Home Vehicles** or used primarily by officers assigned to the investigations function, are also supplied with a commercial vendor gas card.

Another one of these cards is also kept in Communications as a back-up in the unusual case of the Baltimore County fuel center not being available. Employees who use these cards will:

1. Follow printed fueling instructions that are included in the fleet vehicle books of each vehicle issued a commercial gas credit card;
2. Ensure the card is used at a station that accepts the card;
3. Obtain a printed receipt;
4. Enter on vehicle use logs or inspection records the fact that the card was used; and
5. Ensure receipts are attached to vehicle use logs or inspection records that are turned in at the end of each week.

C. Employees operating agency vehicles are responsible for:

1. Ensuring vehicles are returned from usage with at least ½ tank of fuel, or as near as possible as time permits; and
2. Checking, and adding necessary oil from available agency supplies.

## **2.116 VEHICLE INSPECTIONS**

(41.3.2, 70.1.2)

A. Employees are responsible for:

1. Properly caring for and operating vehicles;
2. Keeping vehicles clean and orderly;
3. Thoroughly inspecting vehicles before placing them in service and documenting findings on Vehicle Condition Reports (**UPO.009.D**) with respect to:
  - a. Damage;
  - b. Operational readiness;
  - c. Fluid levels;
  - d. Condition and status of assigned equipment and supplies;
  - e. Cleanliness; and
  - f. Items left by others, such as personal property, weapons, contraband, evidence, etc.;
4. Restocking expendable vehicle supplies with on-hand reserves from the logistics supply cabinet;
5. Ensuring supervisors are promptly notified about any new damage or conditions that would cause further vehicle damage or that make vehicles unsafe to operate;
6. Thoroughly searching vehicle interiors immediately before and after transporting prisoners;
7. Confirming that rear seat door handles and window operations have been overridden to ensure that prisoners cannot exit vehicles without assistance from officers; and
8. Submitting other documentation as required for accidental or collision damage, unauthorized equipment, or recovered property, evidence, contraband, weapons, etc.

B. Vehicle sirens will not be tested at the Public Safety Building or near residential buildings between 2000 hours and 0700. Sirens may be tested during those times at more remote or isolated locations within the agency's primary jurisdiction.

C. Weekly Vehicle Condition Reports will be:

1. Initiated for all police fleet vehicles on Sundays by the patrol shift working 0800 X 1600 hours;
2. Used by employees to record their inspectional findings and corrective actions during the weekly inspectional cycle; and
3. Collected from all vehicles by 0800 X 1600 supervisors on following Sundays and submitted to the Logistics Officer.

D. At the end of all tours of duty, employees will:

1. Remove personal property from vehicle;
2. Ensure vehicle interiors are clean and trash free;
3. Inspect vehicle interiors for articles left by others;
4. Ensure that vehicles are at least ½ fueled; and
5. Lock and secure vehicles.

- E. Damage, defects, missing equipment and supplies, etc., discovered after vehicles have been placed in service will be construed to have occurred while assigned to the current operators.
- F. When vehicles are staffed by two or more employees, such as during field training, van escort service, etc., those employees are jointly responsible for the proper use, servicing, and inspections of the vehicles.
- G. Additional vehicle inspections that will be conducted include, but are not limited to:
  - 1. Periodic spot inspections by personnel assigned to the inspections function;
  - 2. Spot-checks by supervisors;
  - 3. Before severe weather or major special events by supervisors;
  - 4. After being serviced; and
  - 5. After being washed by off-campus vendors.

## 2.118 VEHICLE MAINTENANCE

- A. The commander responsible for the logistics function is responsible for ensuring:
  - 1. The agency maintains accurate and appropriate records on vehicle and related equipment conditions, repairs, and maintenance;
  - 2. Requested and necessary repairs are scheduled and conducted as appropriate;
  - 3. Routine and preventative maintenance is scheduled and subsequently conducted; and
  - 4. The agency complies with university procedures to request and purchase fleet vehicles.
- B. Employees will request vehicle repairs by completing **Vehicle Service Requests (UPO.119.D)**.
  - 1. Vehicles will continue to be used if the damage or mechanical deficiencies do not affect the safe operation of vehicles. Vehicle Service Requests will be submitted to the Logistics Officer who will facilitate and coordinate repairs.
  - 2. Vehicles will be placed out of service only after a supervisor or above agrees that damages or deficiencies would lead to additional damage or are unsafe to drive. Out of service vehicles will be parked in their designated spaces with copies of Vehicle Service Requests placed on their dashes.
- C. Disabled agency vehicles must be taken to the agency's designated repair facility.
  - 1. Vehicles that become disabled on or in the immediate vicinity of campus and are:
    - a. Not blocking or impeding traffic, or are otherwise legally parked, will be secured and allowed to remain at their locations until the vehicles are removed by repair facility personnel during their business hours; or
    - b. Blocking or impeding traffic, or are otherwise illegally parked, will be attended by employees until the vehicles are removed by repair facility personnel or as directed by an on-duty commander or the Duty Officer.
  - 2. Vehicles that become disabled away from the immediate vicinity of campus will be attended by employees until the vehicles are removed as directed by fleet vehicle instructions or per instructions of an on-duty commander or the Duty Officer.
- D. Employees will change routine flat tires themselves or with the assistance of other on-duty employees.
- E. Patrol supervisors during 0800 X 1600 will ensure agency vehicles are washed as-needed.
- F. Vehicles will be washed and cleaned in preparation for major special events such as basketball or football games, commencement, etc.
- G. Employees will not wash or vacuum privately owned vehicles on university property.