


**Department of Public Safety**  
**Police Division**  
**Policies and Procedures**

<u><b>Title</b></u>  <b>Vehicles: Assignments, Use, and Maintenance</b>	<u><b>SOP Number</b></u>  <b>9.1.400</b>
<b>Approval Signature</b>  	
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## ***Vehicles: Assignments, Use and Maintenance***

### **I. Purpose**

- A. To inform University of Cincinnati Police Division (UCPD) personnel of the policies and procedures for the assignment, use, and maintenance of Division vehicles.

### **II. Policy**

- A. UCPD employees shall operate official vehicles carefully and prudently, and shall conform to Division procedures pertaining to such operation.
- B. UCPD employees will not drive gasoline-fueled motorized vehicles on pedestrian walkways unless responding to an emergency that requires them to do so. For non-emergency situations that require UCPD personnel to drive on pedestrian walkways (i.e., delivery of heavy equipment, supplies, etc.), the operator shall get supervisor approval and have another staff member assist in clearing the walkway and area prior to and while driving on it.
- C. UCPD employees who operate Division vehicles shall be responsible for the cleanliness of such vehicles. UCPD employees shall remove all trash and debris at the end of their tour of duty.
- D. Employees will refuel if necessary and restock any supplies used during their shift by the end of their tour of duty.
- E. The Support Services Bureau Commander will manage UCPD's fleet and maintain oversight of the Vehicle Maintenance/Inspection Team.

### **III. Procedure**

- A. Assignment of Vehicles
  - 1. Motor vehicle equipment will be assigned to the various Division units by the Police Chief or his/her designee.
- B. Use of Vehicles
  - 1. All UCPD vehicles will be used only for official business, and will only be operated by UCPD employees or garage personnel.
  - 2. No Police Division vehicles will be taken home at night on a regular basis without authority from the Police Chief.
  - 3. A UCPD supervisor may authorize personnel to take UCPD vehicles home overnight on a non-regular basis, in exigent circumstances.
    - a. The authorizing supervisor will log the vehicle number, operator, and mileage out on a Form-5 along with the reason for the take-home authorization, and submit the approval through the chain of command.
    - b. The authorizing supervisor will advise the personnel of the parameters surrounding the use of the vehicle, including but not limited to;
      - 1) The vehicle may only be used for official Division purpose

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- 2) Transportation of non-Division person is prohibited, unless their transportation is necessary for official business
- 3) Immediately report vehicle damage, by any means, to an on-duty supervisor
- 4) Shall not operate the vehicle while under the influence of any drug or alcohol
- 5) Complete a vehicle Mileage Sheet detailing the mileage out and mileage upon return, any damage.
- 6) Push Bumpers – Push bumpers may be used to reposition a disabled vehicle. Supervisor approval shall be obtained and an aided case completed prior to using a push bumper. When repositioning a disabled vehicle utilizing the push bumpers, officers will: Visually inspect the disabled vehicle to determine the point of contact. Position the police vehicle to allow the push bumper to make contact with the disabled vehicle's bumper.

Inform the operator of the disabled vehicle to:

- a) Unlock the steering wheel.
- b) Place the vehicle transmission in neutral.
- c) Maintain control of the vehicle (if the vehicle is unable to start, the disabled vehicle will only have manual brakes and manual steering).

When both vehicles are ready for repositioning, slowly accelerate the police vehicle enough to begin moving the disabled vehicle (5 miles per hour is the maximum speed.)

If damage occurs to either vehicle during the process, complete an information report. The incident will not be considered a vehicular accident.

4. No UCPD personnel will be permitted to operate motorized equipment without having a valid driver's license and having demonstrated their ability to properly operate such equipment.
5. All UCPD vehicles will, at all times, be operated in such a manner as to fully comply with State of Ohio laws, City of Cincinnati ordinances and the Rules and Regulations of the Police Division.
6. The police daily lineup sheet will include the name of the officer and the number of the vehicle, Segway or bicycle that the officer uses.
7. If an employee reports damage to a vehicle, the supervisor will investigate the circumstances which caused the damage. The supervisor will also take photographs of the damage. The damage will be reported on a [Vehicle Damage Report Form 9-I](#) which will be added to the binder for that vehicle. If an employee is involved in an accident, the police agency having jurisdiction will be contacted to complete an accident report. The investigating supervisor will conduct a preliminary investigation and report the findings on a Form-5. The supervisor's report will include; all damage to vehicle(s) or property damage, any and all reported or visible injury to persons, and identify any procedural or policy violation, include all supplemental documentation (witness statements, medical records release, photographs, etc.) and a recommendation on further action. If

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non-disciplinary coaching or counseling is the recommended action, the investigative supervisor will conduct the session and make a Guardian Tracking System entry of the incident.

8. Annually, by January 31<sup>st</sup> each year, the Administrative Sergeant will ensure all Public Safety Employees who may operate a University-owned vehicle, through the course of their duties, have a valid state-issued driver's license. The Administrative Sergeant will compile and maintain this information on the [Driver's License Checkoff Form 9-A](#). Information gathered will be the employee's name, driver's license number, driver's license state, and date of expiration.

### **C. Inspection of Vehicles**

1. When making daily inspections of the UCPD vehicle assigned for his/her use, before and after the tour of duty, the operator will carefully check the following (if applicable) and note any discrepancies on his/her [Mileage Sheet Form 9-B](#).
  - a. Driver/Passenger Area – Check that the front/passenger area is clean and free of trash and any extraneous equipment.
  - b. Vehicle Fluid Levels – Check that the fuel tank is at least half full and oil is at the recommended range.
  - c. Dashboard Warning Lights - Check that there are no warning lights on the dashboard.
  - d. Gas Card - Check that the gas card is present in the vehicle.
  - e. Parking Pass - Check that the parking pass card is present in the vehicle.
  - f. MDC - Check that the MDC is present and powers on.
  - g. Shotgun - Check that the shotgun is present.
  - h. Siren - Check that the siren is working.
  - i. PA - Check that the PA is working.
  - j. Emergency Lights - Check that all emergency lights on the light bar are working and that all emergency lights mounted anywhere else on the vehicle are working.
  - k. Takedown Lights - Check that all takedown lights are working.
  - l. Alley Lights - Check that all alley lights are working.
  - m. Spotlight - Check that the spotlight is working.
  - n. Steady Burn Lights - Check that the steady burn lights are working and turned on.
  - o. Headlights - Check that both headlights are working.
  - p. Taillights - Check that both taillights are working.
  - q. Brake lights - Check that all three brake lights are working.
  - r. Turn signals - Check that all turn signals are working.
  - s. Tires/Wheels - Check for any damage to or unusual wear on the tires and for any signs that the tires are underinflated. Also check for any damage to the

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wheels.

- t. Body - Check for and report any damage to the vehicle body. Also check for any unapproved decals or markings on the vehicle.
  - u. Glass - Check for damage to any glass on the vehicle and verify that all glass is clean and free of anything that impedes visibility.
  - v. Push Bumper - Check for damage to the push bumper.
  - w. Back Seat - Check that the back seat is clean and the entire area is completely empty and free of weapons or contraband.
  - x. Rear Cargo Area Checklist ([Police Vehicle Cargo Area Checklist Form 9-C](#) or [Security Vehicle Cargo Area Checklist Form 9-D](#)) - Verify that all equipment and supplies listed on the checklist in the rear of the vehicle are present and in the proper condition and that no extra equipment or supplies are present.
2. The **Vehicle Maintenance/Inspection Team** will be assigned by the First shift supervisors, and their duties will include monthly vehicle inspections, coordinating vehicle maintenance, including transporting vehicles to the appropriate repair location, vehicle record keeping, and maintaining and replenishing vehicle supplies.
- a. The vehicles will be inspected on a monthly basis by the officers assigned to the **Vehicle Maintenance/Inspection Team**. Those officers will inspect the items listed above as well as the items listed on the [Police Vehicle Inspection Checklist Form 9-E](#) or the [Security Vehicle Inspection Checklist Form 9-F](#).
  - b. If a vehicle is found to be missing any supplies or equipment, the inspecting officer will obtain replacement equipment from the supply cabinet or make arrangements for replacement.
  - c. If a vehicle needs to be repaired, a [Vehicle Maintenance Request Form 9-G](#) shall be completed and submitted to the **Vehicle Maintenance/Inspection Team** inbox. All repair documentation, work orders, and receipts will be forwarded to the **Vehicle Maintenance/Inspection Team** for filing.
3. The Regional Operations Commander will ensure the vehicles assigned to or operated by Regional officers are inspected in accordance with this policy.
- a. The Regional Operations Commander will assign an officer(s) to conduct the monthly inspection as identified in Section C.2.a., utilizing the [Police Vehicle Inspection Checklist Form 9-E](#) or [Security Vehicle Inspection Checklist Form 9-F](#).
  - b. All repairs will be coordinated through the **Vehicle Maintenance/Inspection Team**.
  - c. All inspection and repair documentation will be maintained by the **Vehicle Maintenance/Inspection Team** for filing.
- D. Care, maintenance, and repair of vehicles:
1. It is the responsibility of the **Vehicle Maintenance/Inspection Team** to see that necessary service, maintenance, and repairs are made.

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2. When delivering a vehicle to the garage for repair or service, the operator will verbally advise the garage foreman or mechanic of the work to be done and complete a **Request for Repairs Form**, obtained at the garage.
3. If, at this time, it is indicated that an extensive delay will be necessary to complete the work, the officer will:
  - a. Make arrangements to be picked up by another officer.
  - b. Transfer all firearms to the squad room gun locker and the Mobile Data Terminal (MDC) to the Sergeant's office.
  - c. Document the vehicle status on the vehicle status whiteboard and place all keys in the **Vehicle Maintenance/Inspection Team** inbox.
4. No UCPD vehicle will be repaired at any place other than the Campus Services Garage without the express permission of the Chief of Police or Support Services Bureau Commander.
5. All police vehicles will be washed and thoroughly cleaned **inside** and **outside** at least once a week. It will be the duty of the operator of the vehicle on the First shift to ensure that this is done.
  - a. During inclement weather, this should be done as often as conditions warrant and service demands permit.