




**Public Safety
Police Operations
Policies and Procedures**

<u>Title</u>		<u>SOP Number</u>
USE OF PUBLIC SAFETY UNMARKED VEHICLES		41.1.3
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Reviewed/Revised by		Pages 1 of 4
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I. Purpose

To establish guidelines for the safe, effective, and efficient use of Public Safety unmarked vehicles assigned to personnel within the Department of Public Safety. Through the deployment of take-home vehicles, the Department of Public Safety leverages personnel resources and expertise, ensures the timely availability of personnel, and enhances operational readiness.

II. Policy

It is the policy of the Department of Public Safety to enhance operational readiness by ensuring the availability of select personnel that may be needed to respond to campus during off hours.

Take-home vehicles are authorized by the Director of Public Safety, to support mission essential operations. This authorization is necessary to ensure the availability and operational capacity of senior and critical staff for response to emergencies and critical incidents.

Only Public Safety sworn law enforcement officers and those responsible for Emergency Management of critical incidents are generally allowed to use such vehicles for the purposes and within the limits described.

On-call, administrative and essential emergency personnel as assigned by the Director of Public Safety responsible for critical response to emergency situations may be assigned an unmarked vehicle for official use and limited personal use. This is in order to facilitate a faster call-back response if needed to respond to a critical incident.

To maintain operational availability and readiness to respond, on-call personnel may, incident to their public safety functions, use unmarked vehicles for limited personal use within a 50 mile radius of the main campus of The University of Cincinnati provided such does not interfere with the employee's ability to respond to a callback assignment within 60 minutes of notification and provided the on-call person is prepared and able to respond directly to the assignment without first returning to their residence . Generally, this would include transportation between their residence and the campus.

- a. Personnel assigned a take-home vehicle will follow all University policies while operating the vehicle.
- b. Personnel assigned a take-home vehicle will maintain a valid operator's

license and will report any license suspensions to their immediate supervisor.

- c. Personnel assigned a take-home vehicle will be responsible for any traffic or parking citations received while operating the assigned vehicle.
- d. Vehicles assigned to sworn personnel shall be equipped with necessary emergency lighting, siren, and radio equipment (handheld portable radio is acceptable).
- e. Sworn personnel shall always have their department issued or approved firearm, police identification, ballistic vest, and radio with them at all times while operating the vehicle.
- f. Personnel assigned a take-home vehicle will be responsible to keep and maintain necessary equipment and clothing in vehicle to respond directly to a scene if needed.
- g. Only employees are authorized to operate the vehicle.
- h. At no time shall a person operate a department vehicle while intoxicated.
- i. No tobacco products will be used in the vehicle.
- j. Take-home vehicles shall not be modified by the operator in anyway unless prior approval is given by the Director of Public Safety.
- k. Personnel assigned a take-home vehicle shall be responsible for obtaining regular maintenance and service for the vehicle at Central Services Garage or their designee, or a factory authorized dealership.
- l. Unmarked vehicles shall not be used for traffic enforcement or routine patrol.
 - a. The vehicle may be used to stop a motorist who poses an imminent danger to themselves or others based on observed behavior by the law enforcement officer operating the unmarked vehicle.
 - b. Exigent circumstances that require immediate action by an officer will determine the use of the vehicle's emergency equipment.
 - i. Extra caution will be used in the event the vehicle is used in emergency mode as the vehicle is not as readily identifiable as an emergency vehicle.
 - c. Unmarked vehicles shall not be operated in a pursuit as a primary or secondary vehicle with emergency lights/siren activated.

- m. Unmarked vehicles may be assigned in the following capacities:
 - a. As a means to transport dignitaries and special visitors to the university.
 - b. During surveillance operations, as they are unmarked and not easily identified as a police vehicle.
 - c. Courtesy escorts for faculty, staff and students for university business purposes when special requests are made.
- n. Refueling shall be done using the supplied vehicle fuel card.
- o. If the vehicle is involved in a motor vehicle accident, personnel assigned shall notify their immediate supervisor and contact the authorities with jurisdiction to complete an accident report.