
	Florida State University Police Department	
Agency Owned Take Home Vehicles/Vehicle Use Policy		
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	Pages: 4	

A. Policy

Law Enforcement Officers Vehicle Assignment & Operation

The Purpose of this policy is to define the requirements governing the use of Florida State University Police Department vehicles (automobiles and motorcycles) by Law Enforcement Officers. Vehicles are assigned based on the requirements of an Officer's responsibilities as defined in his/her position description. Assigned vehicles may be owned, rented or leased by the University.

If an Officer uses a University vehicle for purposes not authorized in this Policy, the employee will not be covered by State Automobile Insurance and may be personally liable for any/all damage, injury or loss.

B. Procedures

1. Vehicles will be assigned to Officers according to the needs of the University.
2. Revocation or suspension of any Officer's driving privileges shall be immediately reported to the Uniform Operations Captain.
3. Officers that operate vehicles shall possess a valid Driver's License at all times.
4. Officers shall exercise good judgment in using vehicles. Vehicles will not be operated in such a manner that will cause unfavorable comments or reflect discredit upon the University.
5. Vehicles will be operated in a safe and prudent manner at all times.
6. Vehicles will not be used to transport family members or non-departmental person(s) for any reason unless authorized in section D.4 of this policy.

C. Officer Vehicle Assignment

Officers that operate University vehicles shall do so with the following restrictions based on the individual job requirements of his/her position.

1. *Normal Duty Officer:* At the direction of or with the permission of the University's Chief of Police or designee, Officers are permitted to operate a University vehicle as part of normal duty operations. Officers are approved to use the vehicle for lunch breaks within the approved geographical boundaries of university property. The vehicle shall not be taken home or utilized for personal use outside the scope of this policy.
2. *Officers in Call Back Status:* Officers that are subject to special emergency calls from his/her residence for law enforcement purposes may take an assigned vehicle home at the direction of the University's Chief of Police or designee. Officers are permitted to use the vehicle for personal purposes as outlined by this policy while traveling to and from work to include commercial businesses, fitness centers, and other reasonable locations a prudent person operating under the officer code of ethics would visit.
3. *Officers Assigned a Vehicle as Perquisite:* Officers that are entitled to use a vehicle by virtue of their position shall have prior approval by the President of the University. Personal use is approved under the guidelines of this policy for officers who have a duty to respond to campus. Officers may take the vehicle home and use for personal business as permitted under this policy and as a prudent person operating under the officer code of ethics.

D. Additional Provisions for Officers that Take Vehicles Home

When an Officer is assigned a vehicle that may be taken home, the following shall apply:

1. Response to a call during off-duty hours shall be consistent with Department General Orders, "Responding to Routine and Emergency Calls" and "Police Vehicles and Equipment".
2. When responding to an incident or when taking law enforcement actions, Officers are required to assume full responsibility for the situation until relieved by an on-duty officer having jurisdiction.
3. While off-duty, Officers are encouraged not to take traffic enforcement action unless it is necessary to protect life and/or property.
4. Officers shall not permit unauthorized persons to operate or ride as passengers in any agency vehicle. Requests to ride as an observer in a University vehicle shall be in accordance with University directives. This policy may be waived if it is necessary to transport a citizen in order to accomplish an official purpose as set forth by University standard operating procedures.
5. Command Staff (Chief, Deputy Chief, Operations Captain, Support Services Captain, Lieutenants, Emergency Management Director) and On-Call Investigators are granted "Full Use" of take home vehicles as outlined in this policy.

E. Restrictions on Use

1. Full Use of Assigned vehicles is limited to 50 miles from the main campus. Officers under On Call Status, Call Back Status (Motor Officers), and Command Staff Assigned vehicles are not permitted to travel outside a 50 mile radius from main campus without prior approval from the Chief of Police.

2. Vehicles shall not be used for pushing or towing any other motor vehicle, unless so designed or designated.
3. Vehicles designated as passenger cars shall not be used for transporting heavy, inappropriate, or excessive loads.
4. Vehicles shall not be used by off-duty Officers who intend to consume, or who have consumed alcoholic beverages or other intoxicants. Officers are prohibited from patronizing package stores or any other establishments as a prudent person operating under the officer code of ethics

F. **General Provisions**

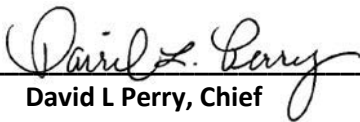
1. Unattended vehicles shall be completely secured by having the windows up, doors locked and keys removed. All assigned equipment, such as flashlights, weapons, and radios shall not be left in the vehicle while the vehicle is turned in for service.
2. Motor Officers, School Resource Officer(s) and Command Staff Administrators operating take home vehicles are required to obtain non-owner vehicle insurance or UNOC.
3. Vehicles that are taken home shall be secured and the keys removed when parked and unattended. When the vehicle is not in use during an off-duty period, all removable items (i.e., weapons, radios, etc.) shall be secured in the vehicle's trunk, Officer's office or residence.
4. Except as otherwise authorized by the Chief of Police, approved attire while operating any University vehicle will be consistent with University dress code policies. Officers driving to and from a physical workout program are exempt from the dress code provision. No clothing which would be considered offensive is authorized.
5. Officers shall report any improper conduct on the part of another Officer operating an assigned take home vehicle. An official report of any incident shall be prepared by the observing Officer. The completed report shall be submitted to the reporting employee's supervisor.
6. Officers shall not modify, make mechanical adjustment, or alter a vehicle or associated equipment. Officers may change flat tires off duty.
7. Any defect, damage or missing equipment for vehicle shall be reported by the Officer utilizing the appropriate forms.

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Approved: 
David L Perry, Chief

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