



Memorandum

To: All UPD Staff

From: Chief Marty Williamson

Date: October 24, 2023

Directive 23-07

Subject: Requesting the Use of University Police Department Vehicle (P17):

With the creation of the Emergency Coordinator position, Unit P17 is being assigned to James Morrison to maintain and coordinate its use.

University Police Department (UPD) staff members may request the use of vehicle P17 for out-of-town, work-related trips. We do wish the use of this vehicle be used, if available, before the use of a rental.

Requests should be made following this protocol to ensure proper coordination.

1. Requestor Responsibilities:

- **Submit a Request:** Officers or staff in need of vehicle P17 can submit an e-mail request to James Morrison with a copy to Lisa McQuin and your manager.
- The request should include:
 - Date and time of departure and return.
 - Date and time picking up P17.
 - Destination and purpose of the trip.
 - Names of all officers and staff traveling.
 - Any special equipment or supplies required for the trip.

2. Requesting Process:

- **Review by James Morrison:** James will review all trip requests and approve or deny them based on vehicle availability.
- **Notification:** James will inform the requesting officer or staff of the approval or if there is a conflict.

3. Vehicle Usage Rules:

- Officers must comply with all traffic laws and UPD policies during the trip.
- The assigned driver for the trip is responsible for fueling the vehicle as needed.
- Vehicle should be returned with a full tank of gas.

- While on the trip, there is a gas card assigned to the vehicle and should be kept in the glove box.
- The vehicle must be used for work-related purposes only.

Inspection Procedure for Vehicle P17:

1. Pre-Use Inspection:

- **Responsibility:** James is responsible for inspecting vehicle P17 before it is assigned to an officer for an out-of-town trip.
- **Inspection Checklist:** This checklist may include items such as the condition of the tires, lights, fluids, brakes, and interior cleanliness and noting any damage.
- **Documentation:** Any existing damage, maintenance needs, or concerns identified during the inspection should be documented.

2. Inspection Upon Return:

- **Responsibility:** Upon return from the trip, the assigned driver/officer is responsible for inspecting the vehicle.
- **Comparison:** The officer should compare the vehicle's condition upon return to its condition at the initial inspection.
- **Documentation:** Any new damage, mechanical issues, or changes in condition should be documented.
- James will also conduct an inspection upon its return.

3. Addressing Damage or Issues:

- In case of damage or issues discovered during the return inspection, they should be noted and reported to James and your immediate supervisor following UPD Policy.
- James will coordinate any necessary repairs or maintenance with the appropriate department.

4. Communication and Records:

- All inspection records will be maintained by James, including pre-use and post-trip inspection reports.
- James will communicate any vehicle-related concerns with UPD staff to address potential safety issues promptly.

This protocol will help ensure the responsible and safe use of vehicle P17 by UPD staff for work-related trips while facilitating effective maintenance and coordination.