



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject Unmarked and Marked Police Fleet Vehicle Operations			Policy Number 734
Effective Date November 13, 2012 For Marked Vehicles: September 1, 2013	Revision Date May 8, 2019 For Canine Vehicles: January 1, 2016	Reevaluation Date Annually	Number of Pages 15
Reference Standards: Texas Transportation Code, Sec 2110.013(a) and (b) Texas Transportation Code, Sec 502.206 Texas Government Code, Sec 362.001 Texas State Vehicle Management Plan University of Texas System Policy 157.3.4(a) Texas Education Code, Chapter 51, 51.203(a) Texas Education Code, Chapter 51.935 Photographic Attachments		Rescinds or Amends Procedure Number	

I. PURPOSE

The first purpose of this policy is to guide the use of unmarked police fleet vehicles assigned to the institution police departments throughout The University of Texas System. The policy is intended to ensure proper systems and resources are in place that allow necessary and vital law enforcement agency functions to be performed. It is recognized that police fleet operations are significantly different from those of conventional fleets.

The second purpose of this policy is to establish the markings, graphic designs and paint schemes for marked police vehicles.

II. POLICY

It is the position of the Office of the Director of Police that the Chief of Police and mission essential personnel in the institution police department shall have an unmarked fleet police vehicle assigned for their primary use, within the guidelines that follow.

III. PROCEDURES

A. Vehicles shall be driven/used for official business only unless local guidance provides for expanded use.

B. The assignment of vehicles is based primarily on the mission critical and time sensitive nature of the assignments. Chiefs and other mission essential personnel routinely undertake. Secondly, consideration must be given to the security and protection requirements necessary not only for the vehicles themselves but for the specialized, high value equipment which the vehicles contain, including specialized firearms.

- C. Uses of these vehicles will include, but not necessarily be limited to, the following:
 - 1. Support and protection of the Board of Regents, Chancellor, University Presidents;
 - 2. The transportation of prisoners, victims or witnesses or those at risk from the elements;
 - 3. Conducting administrative inspections at the/a component institution/s;
 - 4. Conducting criminal investigations at the/a component institution/s or elsewhere within the statutorily defined jurisdiction of the UT System Police;
 - 5. Response to the/a component institution/s in the event of natural disaster, manmade catastrophe, terrorist attack, major or serial felony offenses, civil disorder, spillover border violence, other dignitary protection requirements, training, transportation of critical equipment as required; and/or
 - 6. As otherwise directed by the Chief of Police.
- D. Personal vehicles shall not be considered an acceptable substitute for fleet vehicles and rental vehicle usage will be limited to those situations where a fleet vehicle is either unavailable or not appropriate for the assignment.
- E. Vehicles can be used to commute to and from the Assignee's respective residences based upon the finding by the Director of Police, as the UT System Police agency administrator and consistent with *Texas Transportation Code*, Sec 2113.013(b), that the vehicles' use may be necessary to ensure that vital agency functions are performed. The warranty of the Chief of Police is sufficient to fulfill this requirement.
- F. Assignees shall be armed at all times when operating a police vehicle, shall be in possession of police identification and cellular telephone; police radios are encouraged but optional. Operation of the installed communications equipment shall be at the discretion of the driver and dependent upon the situation.
- G. As a matter of policy, all Assignees shall attend an internal training class addressing the proper protocols for identifying one's self as an off duty police officer and measures to be taken to avoid a confrontation with uniformed officers as a result of mistaken identity.
- H. A minimum of casual business attire is required when operating a police vehicle.
- I. Tobacco use of any kind is prohibited.
- J. Intervention in a crisis situation or criminal event while operating an unmarked police vehicle shall be consistent with statutory authority and obligations as a peace officer; traffic stops in unmarked vehicles should be made only as a last resort and only if public safety is threatened.
- K. Pursuits in unmarked vehicles are prohibited except in the most urgent of circumstances when necessary to prevent the immediate loss of life and no other alternative is available.

- L. Emergency equipment (lights, siren) should be discretely installed and shall be engaged when necessary to better control or manage the situation at hand or when proceeding to an emergency situation. All such emergency movement shall be consistent with state law.
- M. Firearms shall not be discharged from the unmarked police vehicle except in the most urgent of circumstances to prevent loss of life, including self-defense, and no other alternative exists; firearms shall not be discharged at or into other moving vehicles except in the most urgent of circumstances, including self-defense, to prevent loss of life and no other alternative exists.
- N. Required vehicle equipment to be considered should include tactical gear and body armor, an outer wear garment identifying the wearer as a law enforcement officer, patrol rifle, shotgun (optional); all equipment shall be secured in the trunk and out of the public view; firearms vaults in the trunks, if available, shall be utilized.
- O. Seatbelts shall be worn at all times.
- P. The vehicle shall be secure at all times whether occupied or unoccupied.
- Q. Vehicles shall be adequately fueled, washed, vacuumed and maintained in good operational order at all times and all required record keeping related to mileage, refueling and maintenance shall be the responsibility of the respective Assignee.
- R. When housed at the respective Assignees' residences the vehicles shall be parked in a locked condition in the most secure location possible.
- S. Any damage to a vehicle, involvement in a motor vehicle accident, or equipment/vehicle loss shall be reported immediately.
- T. Civilians shall not be permitted to drive the vehicles except in the case of an emergency.

IV. FLEET EXCEPTIONS FOR LAW ENFORCEMENT VEHICLES

- A. Institution policies for general fleet operations may, from time to time, conflict with the specialized law enforcement mission of both marked and unmarked police vehicles. In such instances, this policy shall prevail because the following exceptions directly impact officer safety, the capacity to respond to emergency events, the ability to provide executive protection or conduct criminal investigations.
 - 1. Unmarked vehicles shall not display insignia, graphics or license plate indicia that identifies the vehicle as a state vehicle and as an inherent result compromises the mission/use/purpose of the vehicle.
 - 2. The State of Texas Alias License Plate Program shall be strongly considered and is strongly recommended for unmarked police vehicles used for criminal investigative, discreet response or surveillance purposes.
 - 3. The use of cellular telephones by police officers operating law enforcement vehicles is permissible in support of public safety operations.

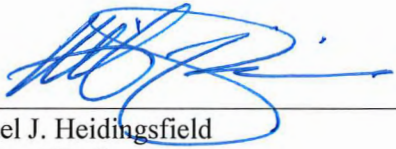
V. REQUIREMENTS FOR MARKED POLICE VEHICLES

- A. Marked police vehicles shall be black with white doors.
- B. The Seal of The University of Texas System Police shall be affixed on the doors as depicted in attached photographs of the Ford Crown Victoria Police Interceptor model.
- C. The language "University of Texas System Police" shall be affixed on the doors and trunk as depicted in Attachment A.
- D. The Institution name (e.g. UT Arlington) shall be affixed to the front fenders as depicted in Attachment A.
- E. The Unit Number shall be affixed to the rooftop, front and rear bumpers and rear pillars as depicted in Attachment A.
- F. "Emergency 911" (or applicable emergency telephone number) shall be affixed to the trunk and rear quarter panels as depicted in Attachment A.
- G. Window tinting is at the discretion of the Institution Chief of Police
- H. Vehicles should be Police Package models when available and appropriate and must be equipped with emergency equipment as required by State law.
- I. Exceptions to (C.) above will be granted on an individual basis by the Director of Police when the Institution Police Department desires to brand the vehicle by Institution (e.g. "University of Texas at Arlington Police").
- J. Graphics accommodations for other manufacturers' vehicles (e.g. Caprice/Impala, Tahoe, Charger) are depicted in Attachment A as are the technical specifications for the graphics and lettering.

VI. REQUIREMENTS FOR CANINE OPERATION VEHICLES

- A. All vehicles regularly used for law enforcement canine operations (transportation, shelter, protection, security, and deployment of police canines) shall be modified and equipped appropriately, relying on standards established by such organizations as the United States Police Canine Association, the American Police Canine Association, and the National Police Canine Association.
- B. All such vehicle shall be equipped with a canine vehicle heat alert system that includes, at a minimum, the following features:
 - 1. Rear window roll down,
 - 2. Window fan turns on,
 - 3. An audible alert/alarm sounds.

- C. Strong consideration should be given to the adoption of enhanced canine vehicle heat alert system features to include:
1. Pager to notify handler.
 2. Cellular service to notify handler.
 3. Activation of emergency light bar.
 4. Activation of emergency siren.
 5. Engine fire detection.
 6. Engine stall detection.
 7. Battery condition monitoring.
 8. Smoke/carbon monoxide detection.
 9. Radiotronic messaging to handler.



Michael J. Heidingsfield
Director of Police

Changes/Amendments since last publication

Addition of Paragraph VI. Requirements for Canine Operation Vehicles. September 1, 2015

Added technical specifications for graphics for K-9 Unit to Attachment A. May 12, 2015

Added technical specifications for graphics for a Dodge pickup to Attachment A. September 8, 2014

Added Paragraph IV. FLEET EXCEPTIONS FOR LAW ENFORCEMENT VEHICLES. September 25, 2013

Section I. PURPOSE – added second paragraph which now makes this policy inclusive of marked vehicles. November 13, 2012

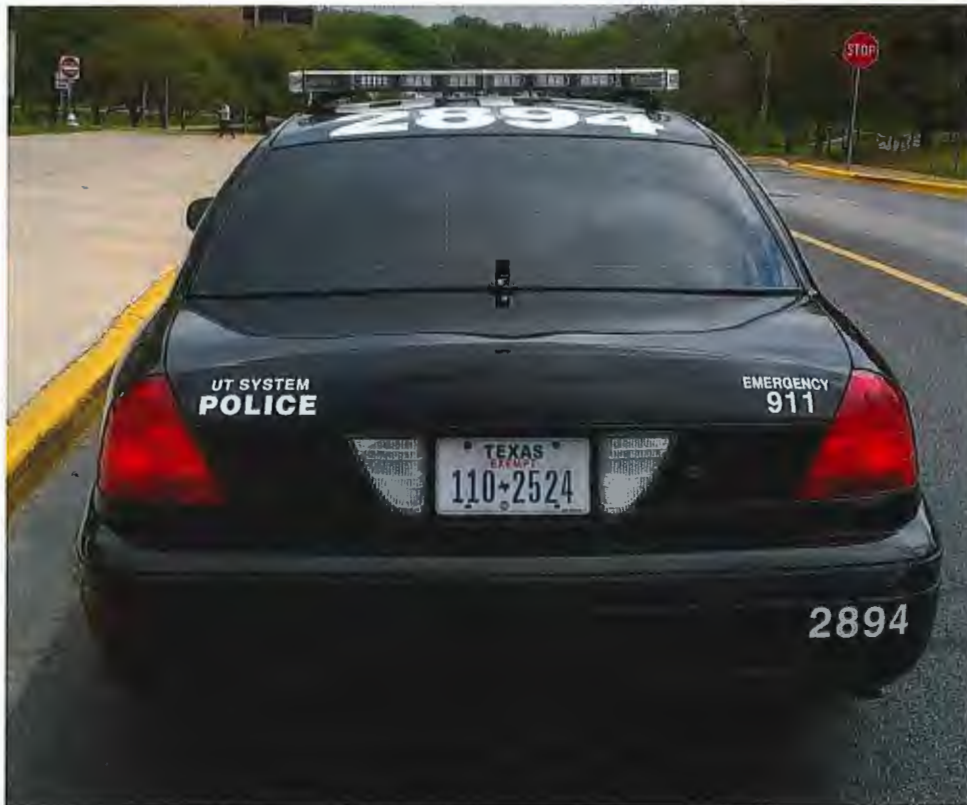
Added Section IV. REQUIREMENTS FOR MARKED POLICE VEHICLES. November 13, 2012.

Added Attachment A. November 13, 2012

ATTACHMENT A











CUT WHITE REFLECTIVE VINYL

2 - 2in" tall unit number
1234

2 - 2.5in" tall unit number
1234

1 - 9.25in" X 3in" UT SYSTEM POLICE
UT SYSTEM
POLICE

1 - 7.25in" X 3in" EMERGENCY 911
EMERGENCY
911

2 - 13in" X 5.25in" EMERGENCY 911
EMERGENCY
911

2 - 2in" UNIVERSITY NAME
UNIVERSITY NAME

1 - 36in" x 33in" Roof Number
UTS
1234

PRINT / CONTOUR CUT REFLECTIVE

1- 70.75in" X 22in" DRIVER SIDE GRAPHIC

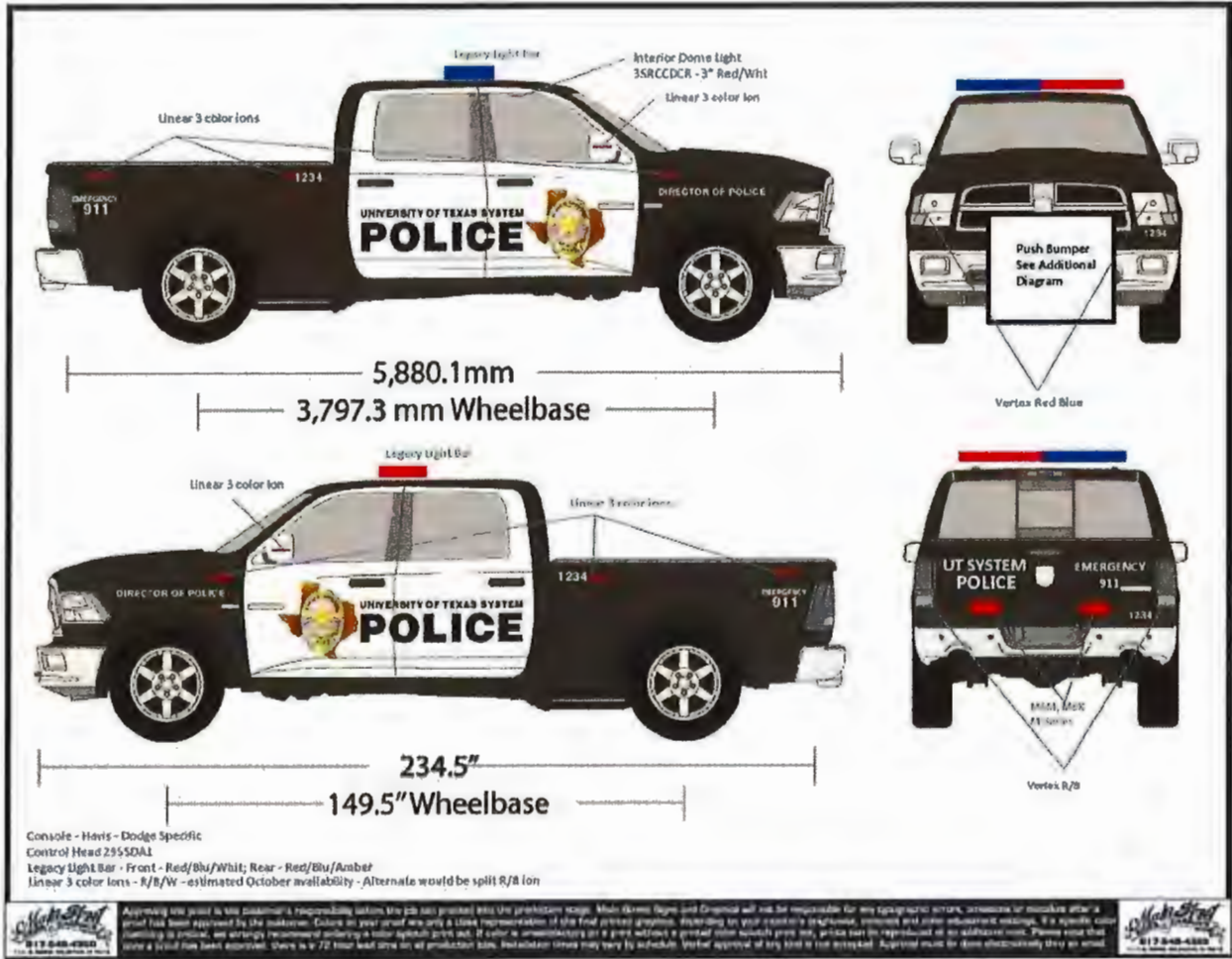


UNIVERSITY OF TEXAS SYSTEM
POLICE

1- 70.75in" X 22in" PASSENGER SIDE GRAPHIC

UNIVERSITY OF TEXAS SYSTEM
POLICE





4,780.2 mm
2,860 mm Wheelbase

UTS
308

188.2"
112.6" Wheelbase

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