



TAKE-HOME VEHICLES

GENERAL ORDER #13.06

Adopted: 3/13/18

Pages: 2

Persons Affected: All sworn and patrol personnel

Authority: Laura Wilson, Director

IACLEA Standards:

Revision History

Replaces SUDPS General Order #13.06 (08/04/06)

PURPOSE

The purpose of this Order is to clarify the assigning and use of take-home vehicles belonging to the Stanford University Department of Public Safety (SUDPS).

POLICY

In order to ensure a timely response to emergency or special events, and as circumstances *may require*, personnel may be authorized a "take-home" vehicle with designated restrictions or limitations imposed on the use of *the* vehicle.



PROCEDURE

Take-home vehicles *may be* provided to specific on-call job assignments within the department to allow a timely response to an emergency *or special event*.

A. LEGAL REQUIREMENTS

All persons assigned a take-home vehicle shall obey all laws of the State of California, as well as all policies and procedures of *Stanford University and the SUDPS*, as they relate to the operation of motor vehicles.

B. RESPONSE TIME REQUIREMENTS

1. All persons assigned a take-home vehicle will respond to an event, when requested, in a timely manner.
2. The assignee shall, while using the vehicle, have in their immediate possession or within the vehicle, all equipment and attire required to perform his or her duties in a professional manner (including badge, gun, appropriate clothing, etc.)
3. The assignee must have both a valid California driver's license *and a current SUDPS identification card in their possession* while driving the vehicle.

C. FIREARM SECURITY

1. *All weapons will be secured and stored in compliance with State law as well as SCCSO and SUDPS General Orders. Per California Vehicle Code section 25140(a) and Penal Code 25612, except in circumstances requiring immediate aid or action within the course of official duties SUDPS deputies will not leave any issued handgun unsecured in an unattended vehicle. Deputies who must leave their handgun in a unattended vehicle will secure the weapon by locking it in the vehicle's trunk, a locked container out of plain view, or a locked container that is permanently affixed to the vehicle's interior and not in plain view.*

D. MARKED PATROL VEHICLES

1. Any marked vehicle authorized as a take-home vehicle shall be limited to travel within Santa Clara County and shall be used for direct commute from a primary residence to a primary work site. *It is not to be operated for personal use. Use of a marked vehicle for training that occurs outside Santa Clara County will require the approval of the Director of Public Safety.*