THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

Whenever a request for V.I.P. transportation is made by a member of the Staff of any senior official at the Medical University, the following procedure will be followed:  Note:  Any request made by the President will take preference over any scheduled requirement regardless of when it was received.

A.  When the Dispatcher or any Senior Staff member is advised of a requirement for VIP transportation, the caller should be advised to (1) fax the request to Public Safety, or (2) that an officer will be dispatched to pick up the request.  All VIP notifications will be followed up with a written request.

B.  The Dispatcher will immediately advise the Patrol Commander, or in his absence the Shift Supervisor.  The above officer, using data provided by the Dispatcher will:

   1.  check the VIP status board for previous information- then enter the current data;

   2.  check vehicle availability; and

   3.  if other VIP runs are scheduled at the same time, arrange transportation and drivers utilizing officers available.

   4.  After normal duty hours if several VIP runs are scheduled during the same time period or within two (2) hours of each other, the responsible officer will ask the requestor to provide additional vehicles as necessary.

IN CASE OF EMERGENCY VIP RUN--DISPATCH AN OFFICER IMMEDIATELY---PICK UP VIP NOTIFICATION AFTER RUN IS COMPLETED.

POLICY AND PROCEDURE # 76
C. Officers assigned to transport VIPS must be flexible to handle various situations as they may arise. If there are questions, call the Patrol Commander or Chief by phone, radio or beeper.

D. When performing VIP transports, Public Safety Officers will notify the Duty Supervisor through the Dispatcher of any change in the VIP notification that will affect the schedule more than 30 minutes.