

UW Whitewater Police



Request for Vehicle Assistance

Special Instructions: CALEA 61.4.1		Number: 41.2.106	No. Pages: 5
Approved By: Chief Kiederlen	Effective Date: 7/2/2007	Date Reviewed: 11/6/2025	Date of Next Review: November 2029
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I. Purpose

The purpose of this General Order is to provide officers and employees of the UW-Whitewater Police Department (UWWPD) with guidelines pertaining to the assisting of motorists.

II. Policy

UW-Whitewater Police Department (UWWPD) will assist motorists with authorized services such as having been locked out of their vehicle, needing a vehicle jump start, being stuck on ice or snow, or who need gasoline. UWWPD will also assist motorists with locating local resources in situations where minor repairs or towing are required. Officers and CSOs can assist in changing tires or minor mechanical repairs at their ability and discretion, but are not required to. Officers and CSOs should assist any lost motorist with directions.

III. Procedure

A. Vehicle Unlocks, Jumpstarts and Gasoline Assists

1. When UWWPD receives a request to unlock, jumpstart a vehicle, and/or assist with gasoline, the officer(s) or Campus Service Officer(s) (CSO) will:
 - a. Ascertain the identity of the requestor and their ownership or legal custody of the vehicle to insure appropriateness of entry.
 - b. Present the Request for Vehicle Assistance Liability Waiver to the requestor for review and signature (See Attachments A).
2. Only after the liability waiver is signed by the requestor having legal access to the vehicle and the officer or CSO has completed the appropriate areas of the waiver form, will any entry or assistance be attempted.
 - a. Officers & CSO's must complete the single page Vehicle Assistance Liability Waiver (Attachment A) per UW-System Risk Management Requirements.
3. If a vehicle is damaged by an officer(s) or CSO(s) during an attempted assist, and if the damage is visible and the officer or CSO is aware that damage has occurred, the damage shall be appropriately documented on the Request for Vehicle Assistance Liability Waiver and submitted along with any other pertinent information about the incident.

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4. Completed Request for Vehicle Assistance Liability Waivers will be maintained on file (scanned into data records system) at the department.
 5. When the request is for gasoline, the officer or CSO will retrieve the UWWPD gas can from the Police Department garage. The officer or employee will bring the gas can to the requestor's vehicle and empty the full gallon gas can into the gas tank. If there is no gas in the gas can, the officer or employee will fill the gas can at the General Services fuel pump. This will allow the requestor the ability to drive to the nearest gas station to fill their vehicle with more gas.
 6. Multiple fillings of the gas can per request is not permitted.
 7. The officer or employee will refill the gas can from the General Services fuel pump prior to returning it to the garage.
- B. Other Vehicle Services
1. Any stranded or disabled motorists in need of tire changes or minor repairs will be referred to local towing services, tire services, or automotive repair shops. UWWPD will assist persons in need of these services by ensuring they have the means to contact companies as needed.
 2. If a vehicle is stranded or disabled in a roadway or parking lot and is unable to be moved, UWWPD or the Whitewater City Police Department will provide traffic control, depending on jurisdiction, as needed for safety purposes until the vehicle can be moved by a towing company.
- C. Training and Supervision of Motorist Assistance
1. Officer(s) and CSO(s) will be trained on Motorist Assistance before they begin performing these services. Upon hire, personnel will be trained as follows:
 - a. Sworn personnel will be trained during their Police Officer Training.
 - b. CSO will be trained during their orientation.
 2. Only officer(s) and trained CSO(s) are allowed to perform motorist assistance as they have all been backgrounded by UW-Whitewater Police Department.
 3. Supervision of Motorist Assistance will be performed by the Lieutenant who supervises the CSO Program.

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Attachment A



UWWPD - Vehicle Assistance Liability Waiver

I, _____ DOB _____,

have requested assistance from an officer or CSO of the University of Wisconsin- Whitewater Police Department to allow for an unlock or jumpstart of the listed vehicle. I affirm that the below described vehicle is owned by myself or that the vehicle is under my immediate control within applicable state statutes. I further state and agree if any damage should result while attempting to assist with said vehicle I do release, remise and forever discharge the State of Wisconsin, the Board of Regents, the University of Wisconsin Whitewater, its employees, agents, and officers from any and all claims, demands, suits, actions and causes of actions which may now or anytime in the future be asserted by the undersigned or any third party in connection with this particular vehicle assistance with said vehicle.

Vehicle/Driver Information:

Plate: _____ State: _____

Location of Vehicle: _____

Displayed Identification: ***required** If not, why? _____

Any prior damage: _____

Damage caused by assistance: _____

Owner/Operator Signature & Date: _____

Officer/CSO: _____ Dispatched: Self -Initiated:

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