



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



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### 420.06 USE OF PERSONAL VEHICLES 09-16-91

#### **PURPOSE**

To set procedures for the use of personal vehicles during the conduct of official business.

#### **POLICY**

To provide employees with suitable transportation to conduct official business.

#### **PROCEDURE**

##### **A. GENERAL**

1. Use of privately owned vehicles shall be encouraged for reimbursable out of town travel and training and when necessary, allowed for local business use provided that the provisions set forth are met in all instances.
2. Use of privately owned vehicles for official City business is voluntary unless stated as a condition of employment.

##### **B. REQUIREMENTS FOR APPROVAL TO USE PERSONAL VEHICLES**

1. Privately owned vehicles, while being used for official City business, shall be considered official vehicles and subject to the following rules:
  - a. Vehicles shall be of a conventional four-wheel vehicle.
  - b. Vehicles shall be equipped with seat belts. The use of seat belts is mandatory.
  - c. Vehicles shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
2. Employees authorized use of their privately owned vehicle for official City business shall have:
  - a. A valid California driver's license
  - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility law of the State of California (Vehicle Code Section 16430).
3. A Certificate of Insurance, Form SPD 002, shall be signed acknowledging possession of a valid California driver's license and public liability and property damage insurance prior to the utilization of the personal vehicle. Form SPD 002 can be obtained from the Planning and Fiscal Section.
4. Employees are prohibited from piloting an aircraft, private or chartered (non-City owned), while acting in their capacity as an employee of the City of Sacramento unless authorized by and in a plane approved by the Chief of Police.

##### **C. OUT OF TOWN TRAVEL AND TRAINING**

1. If travel would normally be by automobile, employees wishing to use their private vehicle for transportation shall indicate this request on the Travel and Training Request Form (SPD 430).
2. A Certificate of Insurance Form (SPD 002) shall be signed by the employee and sent to the Planning and Fiscal Section with the Training Request form.
3. Mileage shall be reimbursed at the current rate per mile, not to exceed the price of coach fair if air travel is available to the location. If applicable, mileage shall also be reimbursed for the distance from the hotel to the training center.

##### **D. LOCAL BUSINESS USE**

1. If the use of personal vehicles may be necessary (i.e., for undercover cases or when a City car is not available and time is a critical factor), use of personal vehicles shall be approved by the Office Chief or Division Commander.
2. On approval, a Certificate of Insurance Form (SPD 002) shall be signed by the employee and retained by the officer's Supervisor.