


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Fleet Management		ACCREDITATION
	PROPONENT UNIT Fleet Unit Logistics Division		PRIOR REVISIONS 01/29/09 , 04/19/18 ATTACHMENT: 0
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I. PURPOSE: To provide a comprehensive plan for the efficient procurement, management, and assignment of the Gainesville Police Department's motorized fleet.

II. POLICY: The Gainesville Police Department shall develop policies and procedures that regulate the deployment and assignment of departmental vehicles for the purpose of ensuring efficiency and economy in assignment and operation.

III. DEFINITIONS:

Assigned Vehicle: GPD vehicle for shared or exclusive use by Department member(s) for Department business, while on his / her tour of duty, but which is not assigned as a take-home vehicle.

Motor Pool Vehicle: GPD vehicle temporarily issued to a department member from the motor pool for a single trip or for at-work use.

Special Purpose Vehicles: A vehicle that is assigned and / or designed for use to mitigate factors such as weather, terrain, the need for concealing police identity / presence, special transport or operational needs.

Take-Home Vehicle: A GPD vehicle which is assigned to a Department member for his / her exclusive use for Department business, for regularly commuting to and from the employee's home and work location, and which is authorized to be kept at the member's residence in between tours of duty (See GO 41.3 for regulations).

Authorized personal use of a take-home vehicle in conjunction with a work assignment or while off-duty is identified in the applicable bargaining unit contract.

IV. PROCEDURE:

A. Fleet Management:

1. Fleet Management Plan: The Logistical Services Division will administer the Fleet Management Plan.

Responsibilities:

- i. Develop administrative rules pertaining to fleet usage.
- ii. Annually evaluate the proposed vehicle replacement schedule for the upcoming fiscal year.

GAINESVILLE POLICE DEPARTMENT

- iii. Acquire vehicles for the Department through a competitive bid process in accordance with the established replacement schedule adopted by the City's Fleet Manager.
- iv. Maintain an accurate record of the Department's fleet inventory.
- v. Coordinate the assignment of Department vehicles.
- vi. Monitor and coordinate information flow (to include vehicle maintenance notifications) between the City's Fleet Manager and Departmental personnel.
- vii. Coordinate the issuance, replacement, and installation of radios and other equipment necessary for the safe operation of all departmental vehicles.
- viii. Initiate and review monthly billings from the City's Fleet Management office, including weekly fuel reports.
- ix. All Supervisors shall conduct an annual inspection of fleet vehicles to ensure compliance with policy and operational readiness. (CALEA 17.5.2)
- x. When appropriate, designate a Department Motor Pool Manager.

2. Fleet Management Department: The respective bureau or unit Commander will designate The Fleet Manager.

Responsibilities:

- i. Acts as a liaison with the Department Fleet Manager.
- ii. Assigns vehicles in accordance with prevailing bargaining unit agreements and current eligibility list.
- iii. Notifies Department Fleet Manager of any changes in vehicle assignment within three (3) working days.
- iv. Maintains bureau-level vehicle eligibility list in accordance with department eligibility criteria.
- v. Make sure Asset Works is issuing the vehicle maintenance notification memoranda to affected personnel.
- vi. Administers Department fleet policy on a bureau level.

B. Fleet Deployment:

1. Assignment:

- i. Vehicles will be allocated to each bureau / unit based on the number of authorized personnel and contingent on the number of available vehicles designed for the bureau /unit's functions.
- ii. The Department Fleet Manager will conduct an annual review of the Department's fleet deployment plan to ensure adequate vehicle coverage.
 - a. Fleet assignment will be maintained on a master log separate from this plan.
 - b. The designated Department Fleet Manager / designee will be responsible for maintaining and assigning the Uniformed Patrol Division's pool vehicles.

2. Reallocation:

i. Within Department:

a. A change in the number of vehicles assigned to a command may be made if it is in the best interest of the Department. Reasons for reallocation may include, but are not limited to, the following:

1). Changes in personnel deployment.

2). Replacements for pool, or other uses.

b. Reallocation decisions shall be made by the Department's Fleet Manager in conjunction with the Chief of Police and the respective bureau / unit commander(s).

c. If a vehicle is reassigned, the Department Fleet Manager will coordinate the completion of the property transfer forms and update the management systems.

ii. Within Bureau / Unit

Allocation of vehicles within a bureau / unit may be made by the bureau / unit commander in consultation with the Department Fleet Manager. Reasons for reallocation may include, but not be limited to, the following:

a. Resignation or termination of member.

b. Transfer of personnel.

c. Disciplinary action.

iii.. Termination of Vehicle Assignment:

a. When an employee with an assigned vehicle resigns or is terminated, he/she will return his/her currently assigned vehicle and key fob to the Department Fleet Manager for final vehicle inspection and reassignment.

b. If an employee transfers to another bureau or unit:

1). The vehicle shall not be transferred with the employee to the new bureau / unit, but will be returned to the Department Fleet Manager of the bureau / unit he/she is leaving.

2). If no vehicle is available for immediate issue in the newly assigned bureau/ unit, the employee will be placed on the appropriate vehicle eligibility list in accordance with the applicable collective bargaining agreement.

3. Purpose Vehicles: Certain special purpose vehicles (i.e. motorcycles, pickup trucks, etc.) may be assigned to a bureau / unit rather than to an individual. In case of such assignment, the respective commander shall be responsible for seeing that the vehicle is used for the intended purpose, and that it is properly maintained.

GAINESVILLE POLICE DEPARTMENT

4. Decommissioned Vehicles: A decommissioned vehicle is any vehicle that is rendered inoperable prior to the end of the useful life of the vehicle as a result of a crash, fire, mechanical breakdown, or theft.

- i. It is the responsibility of the Department Fleet Manager to:
 - a. Obtain replacements for decommissioned vehicles.
 - b. Coordinate the replacement with the affected bureau commander, the Chief of Police and the City's Fleet Manager.
- ii. The time schedule for vehicle replacements is the responsibility of the City's Fleet Manager.

5. Department Motor Pool: The purpose of the motor pool is to provide personnel without an issued take-home vehicle access to and use of a Department vehicle when necessary to conduct official Department business.

- i. The Department motor pool will be maintained and managed by the Department Fleet Manager.
- ii. Inquiry as to the availability of a Department vehicle should always be made before using personally-owned vehicles for official business.
- iii. Motor pool vehicles will be used for the following:
 - a. City business / travel.
 - b. A spare on-duty vehicle when a member's assigned vehicle is in the shop for repairs.
 - c. As designated by the Chief of Police.
- iv. The pool vehicle needs of personnel assigned to the Operations Bureau will be met within that bureau.
 - a. Only sworn members shall be issued marked pool vehicles.
 - b. Members in marked pool vehicles shall carry their regular duty equipment (see GO 41.6).
- v. The procedures for requesting a marked pool vehicle for use in the Operations Bureau are as follows:

Keys and the sign-out/in sheet for pool vehicles will be kept in Operations.

 - a. A Shift Commander will issue the appropriate vehicle and keys via a sign-out/in sheet. Obtain the keys and complete the sign out log with the return date and time in the log.
 - b. The receiving member shall complete a vehicle inspection form and turn the form in with keys at the end of the shift/assignment to the Department Fleet Manager or designee. Pool vehicles should not be taken overnight.

GAINESVILLE POLICE DEPARTMENT

c. Pool vehicles shall be inspected and maintained (oil, tire pressure, transmission fluid, etc...) by the receiving member prior to the start of the shift/assignment.

vi. Procedures for requesting motor pool vehicles for administrative uses:

Contact the Department Fleet Manager during their scheduled duty hours.
Advanced telephonic or written email requests are preferred :

a. Obtain keys and the inspection binder.

b. Complete the sign out log, and enter the return date and time on the log.

c. Return the keys and binder to the Department Fleet Manager.

vii. The same rules governing the use, care and operation of Department vehicles shall apply to motor pool vehicles (See G.O. 41.3).

a. Motor pool vehicles will be returned in a clean condition, good state of repair, and have a full fuel tank.

b. Any problems shall be reported to the Department Fleet Manager upon occurrence, but no later than the time the vehicle is turned in.

C. Assignment of Take-Home Vehicles: It will be the responsibility of the Department Fleet Manager to assign take-home vehicles based on the eligibility criteria outlined. (For out of county eligibility see GO 41.3).

Eligibility:

1. Department personnel are eligible for take-home vehicles if one or more of the following criteria is/are met:

i. The assignment is a condition of employment, either prior to, or after such employment. Any such agreement requires the approval of the City Manager.

ii. An employee's responsibilities require that he or she perform certain job functions on a regular basis during off-hours, and the documented miles traveled per year (during off-hours) between home and job destination justify the decision.

iii. The vehicle is equipped with tools and / or instrumentation essential for functioning in an emergency response situation. The employee responds directly to the scene of the emergency and is trained to use the tools and equipment.

Communications equipment alone does not meet this standard.

iv. There are relevant and required provisions for the assignment in the applicable collective bargaining agreements.

2. Subject to availability, take-home vehicles will be issued in accordance with the applicable collective bargaining agreement. (See GO 41.3).

GAINESVILLE POLICE DEPARTMENT

3. Personnel not covered by a collective bargaining agreement must meet one or more of the criteria outlined in Section IV.C (Assignment of Take-Home Vehicles) as determined by the If there are an insufficient number of vehicles to supply every eligible sworn member, the following prioritized criteria will be used to establish an eligibility list:

- i. For personnel not assigned to the Operations Bureau:
 - a. Rank
 - b. Date of rank (if of equal rank)
 - c. Date of hire with the Department
 - d. Completion date of the FTO program
 - e. Date of hire with the City
 - f. Departmental needs
- ii. Under the terms of the FOP Collective Bargaining Agreement, eligibility for a take-home vehicle for personnel assigned to the Operations Bureau will be based on seniority.
 - a. Seniority is determined by date of promotion to certified full time police officer with GPD. Authorized breaks in service (approved leaves of absence) will be calculated in; however, terminations and rehires will not.
 - b. In instances where personnel have the same date of hire, date of rank as a certified officer, and the same completion date of FTO program, the date of hire with the City, if different, will be used to determine eligibility.

Decisions regarding on-going 'ties' shall be made by the issuing authority, but shall not violate contractual provisions.

D. Vehicle Modifications: All authorized departmental equipment installed in vehicles shall stay with the vehicle to which it was originally installed for the service life of the vehicle, unless the Chief of Police or designee authorizes change for a specific reason.

- 1. Installed departmental equipment includes, but is not limited to:
 - i. Emergency lights
 - ii. Siren
 - iii. Police radio (if a base unit is installed)
 - iv. Flashlight and charger.
 - v. Spotlight
 - vi. Safety Barrier (Cage)
 - vii. Switch box
 - viii. Any other departmental equipment installed on or in the vehicle

GAINESVILLE POLICE DEPARTMENT

1. If the bureau / unit commander authorizes the change, he / she will notify the Department Fleet Manager, in writing, as soon as practical to ensure accurate tracking of inventory.
2. If an employee is reassigned a different vehicle, attached equipment shall not be changed between vehicles, unless the employee's job requires specific equipment not installed on the newly assigned vehicle (i.e. video camera, MDT, etc.).
3. Employees will not affix any stickers, decals, specialty license plates, flags or other insignia to Department vehicles without the prior approval of the City Manager.
4. Employees may not install / attach any equipment or make any modifications to any Department vehicle without first obtaining written approval. All requests for approval shall be routed through the respective bureau / unit commander to the Department Fleet Manager, who will forward them for appropriate review.

ix. When a request receives the Chief's approval, the Department's Fleet Manager will then be responsible for obtaining the approval of the City's Fleet Manager.

x. If approved by the City's Fleet Manager, an equipment installation / modification or removal shall be done at the requesting employee's expense.

To avoid damaging mechanical and electrical systems, members shall consult with city Fleet Management prior to installing, removing, or modifying any electrical equipment (i.e. CB radios, stereos, etc.).

E. Vehicle Fueling Procedures:

1. Fuel Key Fobs: Fuel Key Fobs will be issued and tracked by the Department Fleet Manager / designee.

Department personnel who require a replacement fuel key fob (lost, stolen, etc.) must submit an IOC to the Department Fleet Manager outlining the justification for a replacement fuel key fob. Members must also complete a Replacement Fuel FOB Request Form by email.

Department personnel who locate a fuel key fob shall turn it into Department Fleet Manager or designee with a brief explanation as to where and when it was located.

2. Fueling Requirements:

i. Fuel Key Fobs shall only be used to dispense fuel, and only at authorized locations.

ii. Personnel will use regular unleaded (87-octane) fuel in all Department vehicles with the exception of motorcycles and diesel for SWAT vehicles and the Gator Golf Cart. Diesel access must have the approval of the Fleet Manager.

Personnel, other than motorcycle officers, SWAT and Gator Golf Cart members who request fuel with a higher octane rating than 87 or Diesel shall do so via IOC to the Department's Fleet Manager specifying the request and the reason(s).

The Department Fleet Manager will review and either approve or deny the request.

To accurately track fuel usage, Department members shall, when prompted by the fueling system computer, enter:

- i. Their PIN (personal identification number);
- ii. An **accurate** odometer reading;
- iii. The vehicle number being fueled; and
- iv. The pump number being used.
- v. If a Department member uses their fuel Key Fob to refuel vehicles in addition to their assigned vehicles, they must complete separate transactions at the pumps to include entering the different vehicle numbers and respective odometer readings.
- vi. When fueling any vehicle other than the member's assigned vehicle, member's must contact the Department Fleet Manager by email to notify them of the transaction information. Including; the vehicle, correct mileage, assigned vehicle, number of gallons and date and time.
- vii. Excessive Fuel usage for a single vehicle during a member's workweek shall be reviewed by the Logistical Services Division.

3. Reporting Problems: Members experiencing trouble with their fuel key fob or with the fueling system are to notify the Department Fleet Manager / designee as soon as possible.

4. PIN Security: Department members shall not keep their PIN on their fuel keyfob.

By Order of

Signed original on file in the
Accreditation Section

Lonnie Scott Sr.
Acting Chief of Police