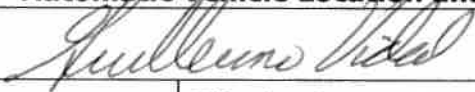


City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject: Automatic Vehicle Location and Data Devices on City Vehicles		
Approved: 		Manager of Public Works
Number: 23	Effective Date: May 27, 2008	Page: 1 of 1

GENERAL

Career Service Rule 16, Section 60 Parts C(1), E(1), E(3), J, K, L; Public Works Policies and Rules Handbook Section 5; and Executive Order 25 set forth rules, regulations, and policies pertaining to use and care of city vehicles and equipment. The purpose of this policy is to clarify the use and care of Automatic Vehicle Location / GPS devices, and other data gathering devices, installed on city vehicles.

PURPOSE

Installation and use of Automatic Vehicle Location / GPS devices, and other data gathering devices, on city vehicles is performed for the following purposes:

1. Automation of performance management information for work programs, including data on equipment and employee performance.
2. Use as an aid for more efficient and direct routing and/or re-routing of equipment, to increase productivity and reduce miles driven, in order to conserve fuel and minimize air quality impacts.
3. To provide a tool for verification of vehicle locations to assist in investigation of complaints and property damage claims.
4. To provide a tool for use by supervisors and managers in monitoring staff performance.
5. To provide for the safety of employees: i.e., to check and make sure that an employee is not in medical or physical distress when a vehicle has remained idle for an extensive period.

POLICY

Employees shall be properly trained on the care, use, and purpose of devices installed on city vehicles. Employees shall not use another employee's ID badge or other credentials to engage or operate vehicles with ID badge sensor devices, unless authorized by their supervisor or manager.

Employees shall comply with rules, regulations, and policies pertaining to the use and care of city equipment, including devices installed for automatic vehicle location and data gathering. Employees that tamper with, alter, attempt to disable devices, or attempt to alter data gathered by the devices, may be subject to appropriate disciplinary action up to and including dismissal.

Disciplinary actions may be taken based on data or information from automated vehicle location or other data gathering devices installed on city vehicles. This shall not preclude a supervisor or manager from counseling an employee on performance based on information obtained from such devices, inquiring about actions or status, or investigating performance.

END OF DOCUMENT