

 City of Norfolk	Administrative General Order - 550		Personal Vehicles for City Business
	Department of Police General Order		
	CALEA:	none	
VLEPSC:	none		
LEGAL REVIEW DATE:	3/15/2012	PRESCRIBED DATE:	May 1, 2012
City Attorney:	<i>Jack E. Cloud</i>	City Manager/Director of Public Safety:	<i>[Signature]</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Office of Preparation: Strategic Management Division / acb

Purpose

This directive provides the procedure and policy for the use of personal vehicles by Police Department personnel to conduct city business.

Policy

All departmental personnel are governed by the policy and procedures for the use of personal vehicles to conduct city business as set in the Code of the City of Norfolk. Personnel are not authorized to use personal vehicles to conduct any enforcement activities.

Supersedes:

1. G.O. 97-003, dated May 14, 2009
2. Memo 91-74, Dated March 7, 1991
3. Any previously issued directive conflicting with this order

Order contents:

- I. Authorization Procedure
- II. Private Vehicle for City Business Use Procedure
- III. Use of Private Vehicle Outside of Jurisdiction

I. Authorization Procedure

All employees who use or anticipate using private vehicles to conduct city business must have authorization from the Chief of Police. Authorization expires at the end of the fiscal year (June 30) in which it is granted and may be reapplied for at the beginning of each fiscal year (July 1). To request authorization employees must:

- A. Have minimum liability insurance coverage on the vehicle as required by Virginia State Code Section 46.1-304.
- B. Assume the risk for all collision and comprehensive damage to private vehicle used by employee for city business.
- C. Complete form RMI-84, Authorization for Use of Private Automobile in City Business (Attachment A) for each vehicle to be used and submit the form through their chain of command.
 - 1. White copy will be forwarded to the Department of Finance.
 - 2. Yellow copy will be forwarded to the Department of Recreation, Parks and General Services.

II. Intermittent Use of Private Vehicle for City Business Procedure

- A. All employees with authorization to use private vehicles for city business must receive approval from a supervisor prior to each use. When seeking approval, the employee will inform his immediate supervisor or, if unavailable, and supervisor of:
 - 1. The reason for use.
 - 2. The destination.
- B. The supervisor will determine if no other city owned transportation is available or practical for use by the employee.

III. Use of Private Vehicle Outside of Jurisdiction

Department personnel are further directed by this general order that use of personal vehicles is restricted to transportation of employees between specific work sites and approved training locations. Officers will adhere to and obey all laws of that jurisdiction while conducting business in their personal vehicle.

Related Document: Code of the City of Norfolk Vol. 1. Section 2-42, and 2-42.1

Attachment:

- (A). Form RM 1-84, Authorization for Use of Private Vehicle in City Business

Attachment A
NORFOLK, VIRGINIA

AUTHORIZATION FOR USE OF
PRIVATE AUTOMOBILE IN CITY BUSINESS

(ALL AUTHORIZATIONS EXPIRE ON JUNE 30 OF EACH YEAR)

STATEMENT of EMPLOYEE:

Name..... SSN..... Title.....

Department..... Division or Bureau.....

Make of Automobile..... Type..... Year.....

Nature of use of Automobile.....

Approximate average number of hours to be used daily.....

Approximate average number of work days weekly.....

Approximate average monthly mileage.....

Is car covered by public liability and property damage insurance?.....

If so, what limits? Liability: per person..... per occurrence..... Property Damage.....

Have you informed your insurance company of business use of your car?.....

What company?..... Policy number.....

If yes, attach a copy of the declaration page of your policy showing coverages held on your auto.

Reason why it would not be more desirable to use City owned vehicles.....

I certify that the information given above is true and correct.

Account to be charged..... (If applicable)

Amount of car allowance per City policy.

Effective date.....

Signature of Employee

Recommended by:

Approved by:

Supervisor

Department/Agency Head

ATTACHMENT A