Administrative Policy

Electronic Tracking Technology Policy

| Date Adopted: N/A | Updated: | Admin No.: 2.6.2 |

1. Overview of Purpose and Scope of this Policy

1.1. The purpose of this Administrative Policy regarding electronic City vehicle tracking (referred to herein as “this policy”) is to provide guidance to department heads, managers, supervisors, and employees regarding the City’s use of Electronic Tracking Technology in vehicles it owns or leases.

1.1.1. Electronic Tracking Technology allows the City to monitor vehicle performance, location, elevation, and velocity. Electronic Tracking Technology use for public safety greatly enhances job performance, personnel safety, situational awareness, and may provide assistance in time critical scenarios. Electronic Tracking Technology in the City may also be used for other business-related purposes, including, but not limited to, measuring productivity, locating stolen vehicles, providing aid to vehicles that break down, increasing employee safety, managing agency resources effectively, or ensuring that employees are following their routes or assignments.

1.2. This policy is an implementation of the City Manager’s authority derived from the City Charter, the Municipal Code (“”), resolutions of the City Council, and other minute order direction from the City Council. In particular, the City Manager’s authority is documented in City Charter Sections 75, 76, 76.1, 77, 85, and 86; and Chapters 2.08. Therefore, the City Charter, Council resolutions, and Council minute order direction, shall take precedence over any inconsistent provisions of the administrative policies.

1.3. This Policy is hereby approved by the City Manager, based on the recommendation of the Assistant City Manager for Administrative Services and approval as to form by the City Attorney. To the extent any previous administrative policies or administrative direction issued by the City Manager is inconsistent with this Policy, those inconsistent policies and directions are hereby repealed.

2. Definitions. The following definitions shall apply to this policy:

“City vehicle” means a vehicle that is owned or leased by the City.
"Electronic Tracking Technology" means a technological method or system used to observe, monitor, or collect information, including telematics, Global Positioning System (GPS), wireless technology, or location-based technologies. Electronic Tracking Technology may include event data recorders (EDR), sensing and diagnostic modules (SDM), or other systems that are used for the purpose of identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on a City vehicle and/or to capture safety systems-related data for retrieval after a collision or similar incident has occurred.

3. City Use of Electronic Tracking Technology

3.1. City employees may, in the course of employment, be required to drive and/or ride in a City vehicle equipped with Electronic Tracking Technology. The City may use Electronic Tracking Technology at the discretion of the City Manager, or designee, and in the ordinary course of business. The City Manager hereby delegates authority to the Public Works Director to determine the City vehicles in which Electronic Tracking Technology will be installed, to establish record keeping systems for data collected through Electronic Tracking Technology, and to otherwise implement this Policy.

3.2. The City may utilize data collected through Electronic Tracking Technology as part of a disciplinary investigation or discipline of its employees pertaining to the issue or abuse of their vehicles, inappropriate use of time, speeding or other misconduct.

4. Responsibilities

4.1. Data collected using Electronic Tracking Technology is used by the City to further business purposes. Employees operating City vehicles shall have no expectation of privacy regarding the information that results from such monitoring.

4.2. The Public Records Act may require that the City disclose specified public records. In response to requests for such disclosure, it may be necessary to examine Electronic Tracking Technology records to determine whether they are public records that are subject to disclosure. Additionally, the City may be required to produce information obtained from Electronic Tracking Technology pursuant to a court order, subpoena, or statute.

4.3. Presence of Electronic Tracking Technology does not relieve employees of their responsibility to inspect their assigned vehicle before each tour of duty and immediately report any damage or mechanical failure, including damage to the tracking device, to their supervisor. (See City of Safety Handbook, Vehicle Safety).
4.4. Employees are prohibited from altering or attempting to alter or disable Electronic Tracking Technology in City owned or leased vehicles.

4.5. Employees shall sign an acknowledgement form (See Appendix A) that verifies the receipt and understanding of this policy.
ACKNOWLEDGMENT

I acknowledge that I have received and read a copy of the Electronic Tracking Technology Policy.

Pursuant to this policy, I acknowledge that the City of may monitor City owned or leased vehicles, in which I am a driver or passenger, via Electronic Tracking Technology, and that I do not have an expectation of privacy in the information that results from such monitoring. I further understand that information obtained from such tracking may be used to support disciplinary action against me and that altering or attempting to alter or disable Electronic Tracking Technology will result in disciplinary action up to and including termination.

This document will be retained in my personnel file.

__________________________________________________________________
Signature of Employee                                      Print Full Name of Employee

__________________________________________________________________
Date