

ADMINISTRATIVE PROCEDURES



Procedure Number: 30-32

Effective Date: 12/01/2012

Revision Date: _____

C. Deulbeury

County Administrator

SUBJECT: **GLOBAL POSITIONING SYSTEMS (GPS) IN PIMA COUNTY VEHICLES**

DEPARTMENT RESPONSIBLE: All County Departments, except Sheriff's Department

1. STATEMENT

Global Positioning System (GPS) equipment is installed in most County Vehicles and has become a valuable tool to assist employees in driving safer and to alleviate other risks associated with the support and use of County Vehicles. The primary goals of the GPS equipment are to help manage County Vehicles more efficiently and cost effectively and to foster the safe operation of County Vehicles. This Administrative Procedure does not apply to (1) any vehicles assigned to the Sheriff's Department or (2) Undercover Vehicles assigned to other Departments.

2. DEFINITIONS

- A. **County Vehicle** – Any County owned, leased, or rented vehicle including, but not limited to sedans, trucks, vans, and heavy equipment.
- B. **Marked Vehicle** – A County vehicle that is marked with the County seal or other identifying markings and bears a government-use license plate
- C. **Undercover Vehicle** – An unmarked law enforcement vehicle as defined by IRS Reg. § 1.274-5T(k)(6).
- D. **Unmarked Vehicle** – A County Vehicle used by non-law enforcement personnel that is not marked with the County seal or other identifying markings and bears a public-use license plate.

3. APPLICABILITY

- A. GPS equipment shall be installed in all County Marked and Unmarked Vehicles and applicable equipment, excluding Undercover Vehicles.
- B. Any exceptions must be granted by the County Administrator.

4. RESPONSIBILITY**A. Risk Management shall:**

1. Administer the GPS program for the County, including maintaining system administrator rights.
2. In conjunction with the Departments, investigate driving behavior that may appear to be unsafe or non-work-related.
3. Create management reports for Departments based on GPS activity and exception reports when requested by a Department Director.
4. Report to the appropriate Department Director any potential violations regarding any portion of this procedure, Administrative Procedure 30-11, Vehicle Operation and Accident Reporting, or any other Pima County Administrative Procedure or Board of Supervisors' Policy regarding vehicle use.

B. Fleet Services shall:

1. Install GPS equipment in Marked and Unmarked Vehicles including Undercover Vehicles when requested by an Elected Official.
2. Repair GPS equipment installed in County Vehicles and other equipment. No other Department is authorized to repair or alter GPS equipment.
3. In conjunction with Risk Management, monitor and investigate all alerts of equipment tampering or malfunction of the GPS equipment.

C. Departments shall:

1. Communicate to employees the proper use of County Vehicles as outlined in this procedure, Administrative Procedure 30-11, Vehicle Operation and Accident Reporting, or any other Pima County Administrative Procedure or Board of Supervisors' Policy regarding vehicle use.
2. Ensure there is a procedure in place to utilize the GPS software for frequent reviews of trips history data to confirm that the vehicle activity within the Department complies with Pima County Administrative Procedures or Board of Supervisors' Policies regarding vehicle use.
3. Ensure Department management reviews employee driving behavior for safety and non-work-related activity.
4. Review and address unusual or unsafe behavior or safety concerns with an employee in a timely manner.
5. Ensure Risk Management driving related inquiries are addressed within ten work days.

6. Monitor use of the GPS software to ensure system users in the Department are authorized to access the system.

D. Employees shall:

1. Be approved as an Authorized Driver as outlined in Administrative Procedure 30-31, Driver Qualification and Authorization, prior to operating a County Vehicle or a personal vehicle on County business.
2. Not alter the GPS equipment installed in County Vehicles or other equipment.
3. Report any problems with the GPS equipment to their supervisor no later than the end of the shift in which the issue was discovered.
4. Review, understand, and follow the policies outlined in this procedure and Administrative Procedure 30-11, Vehicle Operation and Accident Reporting. An employee shall ask his or her supervisor to explain any portion of this procedure he or she does not understand.