

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

PERSONNEL OUT OF TOWN
SUBJECT

DATE: July 24, 2013

NO: A-8

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Personnel Out Of town
Travel Request
Leaving Town on Business

I. POLICY

Personnel of the Stockton Police Department leaving town on official business will advise proper personnel.

II. PROCEDURE

- A. Personnel leaving the County of San Joaquin on official business will sign a "City of Stockton Travel Request" (Form CS-74). This form can be obtained from the Fiscal Affairs Section. The form must be filed even if no expense is involved.
- B. Availability of space in a school or training course will be confirmed by the Personnel and Training Section, who will make any necessary arrangements, such as travel arrangements. Personnel will be notified as to arrangements by that section.
- C. Investigations, Prisoner Transportation, & Other Official Business
 - 1. Personnel leaving the City of Stockton for an investigation, prisoner transportation or other official business will clear the action through their supervisor and Division/Section Commander.
 - a. During non-business hours, clearance will be obtained through the Watch Commander.
 - b. If personnel are departing from a location other than a Stockton Police Facility, the Watch Commander or Telecommunications Center will be notified. The Telecommunications Center, in turn, will notify the Watch Commander if this has not already occurred.
 - 2. Personnel will immediately advise the Watch Commander and Telecommunications Center of their return, if after business hours, otherwise they will check in with their supervisor and Division Commander.
- D. Any personnel conducting a continuous investigation with the approval of their immediate supervisor or Watch Commander in the Stockton Metropolitan or rural areas are exempt from completing any forms.
- E. Gasoline Credit Cards
 - 1. When personnel are sent out of town on official business and use a City issued gasoline credit card, the following procedure is to be used:
 - a. Gasoline credit cards may be obtained in the Personnel and Training Section.
 - b. Insert vehicle number on oil company receipt immediately after signature.

- c. Upon return to the Police Facility, all gasoline credit cards and gasoline receipts will be returned to the Personnel and Training Section.
- d. The Personnel and Training Section will forward all receipts to Accounts Payable Division of the Finance Department.

F. Use of Employee's Personal Vehicle

- 1. Personnel wishing to use their own vehicle while attending training or schools may do so. The following procedure is to be used:
 - a. The Personnel and Training Section must be notified at least five days prior to the school.
 - b. The employee must provide proof of insurance to the Personnel and Training Section prior to departing for the school or training session.
 - c. Personnel will not be reimbursed for mileage, fuel, or other charges incurred when they choose to use their own vehicle while attending schools or training sessions.