

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 2 Mar 09

SUBJECT: Revision and Renaming of Departmental General Order F-1 BRIDGE
SCRIPT TICKETS (Rev. 29 Dec 99) to TOLL CROSSINGS.

The purpose of this order is to set forth Departmental policy and procedures for the payment of highway or bridge tolls and the use of toll transponders (i.e., FasTrak) when necessary for official Departmental business. Additionally, the subject order has been renamed TOLL CROSSINGS.

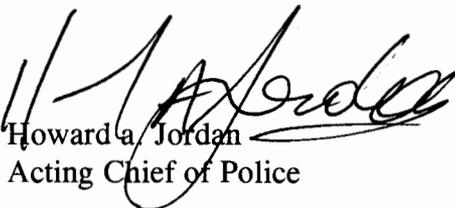
The evaluation coordinator for this order shall be the Records Division Manager, who, without further notice, shall forward the required report to the Chief of Police on or by 26 Aug 09.

The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, to the Office of Inspector General to be maintained in the appropriate Departmental General Order archive folder.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of


Howard A. Jordan
Acting Chief of Police

Date Signed: 2/27/09



DEPARTMENTAL
GENERAL
ORDER

Effective Date:
2 Mar 09

F-1

Evaluation Coordinator:
Records Division Manager

Index as:

Evaluation Due Date:
26 Aug 09

Toll Crossings

Automatic Revision Cycle:
3 Years

TOLL CROSSINGS

The purpose of this order is to set forth Departmental policy and procedures for the payment of highway or bridge tolls and the use of toll transponders (i.e., FasTrak) when necessary for official Departmental business.

I. POLICY

- A. Police vehicles are **NOT** exempt from the laws pertaining to the payment of tolls, use of the carpool or FasTrak lanes established by the Department of Transportation unless all of the following conditions are met:
1. The vehicle is being driven in response to an emergency call or while engaged in rescue operations or is being used in the immediate pursuit of an actual or suspected violator of the law or is responding to, but not returning from, a fire alarm; **AND**
 2. The driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians.
- B. Any member driving through a toll booth under the circumstances described in Part I, B, 1 & 2 shall notify his/her first-level commander by the end of their tour of duty, who shall then advise the Records Division Manager by email detailing the circumstances. The Records Division Manager shall notify FasTrak to ensure the associated charge is not assessed to the Department.
- C. Absent exigent circumstances, members and employees shall utilize carpool "HOV" lanes and FasTrak lanes only when meeting the criteria for their use, Use of the Department's FasTrak transponders for unofficial purposes is prohibited.

- D. Toll transponders are valid on all bridges in the San Francisco-Oakland Bay Area.
- E. Any member or employee who pays a toll in currency instead of utilizing a transponder shall only be reimbursed by presenting the receipt and a completed Petty Cash Reimbursement Request form (TF-2035), signed by their Unit Commander and Bureau Commander, to the Fiscal Services Division. The Fiscal Services Division shall issue a check for reimbursement.

II. PROCEDURE FOR OBTAINING TOLL TRANSPONDERS

FasTrak toll transponders may be obtained in the following manner:

- A. From the patrol desk officer at the PAB or Eastmont Substation; or
- B. From the Criminal Investigation Division (CID), Youth and Family Services Division (YFSD), and Support Operations Division (SOD) if utilized by personnel assigned to these divisions.
- C. Upon receipt of a toll transponder, members shall complete the Toll Transponder Log (TF-353).
- D. Members and employees shall return the transponder to the same unit or patrol desk (PAB or Eastmont) where it was issued immediately following the trip and ensure the appropriate Toll Transponder Log is updated.

III. CONTROL OF TOLL TRANSPONDERS

- A. The PAB and Eastmont Patrol Desk Officers shall maintain their respective Toll Transponder Logs.
- B. The CID, YFSD, and SOD Commanders shall be responsible for control of the issued transponders and ensuring that they are used in accordance with the provisions of this order. Each commander shall ensure that a Toll Transponder Log for his/her division is maintained and completed when toll transponders are used.
- C. The Records Division shall ensure all Toll Transponder Logs are retrieved by the 5th of the month.

- D. The Records Division Manager or designee shall review and reconcile the monthly Toll Transponder Logs and monthly FasTrak statement to ensure toll transponders are being used in accordance with the provisions of this order.

IV. MAINTENANCE/REPAIR AND LOSS OF TOLL TRANSPONDERS

- A. In the event an issued toll transponder malfunctions, the member discovering such condition, shall advise the Records Division Manager.

- B. In the event an issued toll transponder is lost or damaged, the member who was issued the toll transponder shall notify his/her unit commander who shall prepare and forward a memorandum through the chain-of-command to the Bureau of Services Commander with a copy to the Fiscal Services Division in accordance with the provisions of DGO N-5, LOST, STOLEN, DAMAGED CITY PROPERTY, and a copy to the Records Division Manager.

By order of



Howard A. Jordan
Acting Chief of Police

Date Signed: 2/27/09