

**CALIFORNIA HIGHWAY PATROL**

**GENERAL ORDER 0.9**

**REVISED OCTOBER 2016**

**USE OF STATE OWNED EQUIPMENT AND RESOURCES**

1. GENERAL. It is the policy of this Department that all state owned equipment and resources shall be used and/or operated within the parameters of safety and good judgment, and in furtherance of the Department's mission to provide the highest level of safety, service, and security to the people of California. The responsibility for this operation is vested with all Department employees, supervisors, and managers.
  
2. PURPOSE. The purpose of the order is to accomplish the following:
  - a. To define policy regarding the care and use of state owned equipment and resources.
  
  - b. To apprise departmental personnel of the policy as it relates to the performance of their duties.
  
3. EMPLOYEE RESPONSIBILITY. All employees, regardless of rank, classification, position, or assignment shall:
  - a. Use state owned equipment and resources for business purposes only in the furtherance of the Department's mission.
  
  - b. Maintain and operate state owned equipment and resources appropriately and ensure they remain in good working order.
  
4. SUPERVISOR AND MANAGER RESPONSIBILITIES.
  - a. Ensure employees have equipment adequate to perform their duties.
  
  - b. Ensure equipment and resources are maintained in proper working condition.
  
  - c. Ensure all employees understand and acknowledge departmental policy regarding the use of state owned equipment and resources for official business; misuse may lead to administrative action.

5. COMMANDER RESPONSIBILITIES.

- a. Monitor compliance with departmental policy.
- b. If the misuse of state owned equipment and/or resources are alleged, take immediate action to:
  - (1) Validate a misuse has occurred by completing an investigation, if necessary.
  - (2) Collect reimbursement from the employee for the actual costs attributable to any misuse.
  - (3) Take appropriate administrative action for the misuse of state owned equipment and resources.

6. EXIGENT CIRCUMSTANCES. In the case of exigent circumstances, personal use of the equipment and resources shall be documented. Upon the review and concurrence of the commander, the documentation shall be forwarded through the chain of command to the Office of the Commissioner for approval. Documentation must outline the circumstances which required the use of state owned equipment and resources. Documentation will be retained in the command for the current plus three years.

OFFICE OF THE COMMISSIONER

OPI: 070