

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 11.3

REVISED OCTOBER 2020

LOCATION CODES

1. POLICY. The Department of California Highway Patrol utilizes a numerical location code as a supplementary method of command identification within the Department.

2. GENERAL.

a. Each location code designation consists of three digits.

(1) The first digit indicates a headquarters command or Division: 0 for headquarters, 1 for Northern Division, 2 for Valley Division, etc., up to 8.

(2) Under the Executive Offices, the second and third digits 01 through 19 indicate commands under the Office of the Commissioner (e.g., location code 013 is the Office of Community Outreach and Media Relations). Beginning with 20, the second digit indicates the Division and third digit reflects the sections within each Division (e.g., for location code 071, 0 indicates a headquarters command, 7 indicates a section within the Administrative Services Division, and 1 indicates the Fiscal Management Section).

(3) In the field Divisions, the second and third digits 01 through 19 are reserved for Division personnel, units, communication centers, and programs. Beginning with 20, the two digits indicate Areas or inspection facilities within each Division (e.g., location code 170 indicates Northern Division by the number 1, Alturas Area by the number 70).

b. Resident posts and platform scales are not assigned location codes. Instead, they utilize the same code as the Area to which they report. Areas, inspection facilities, resident posts, and platform scales transferred to a different Division are assigned new location codes.

3. PROCEDURES.

a. Periodically, the Department may go through a reorganization which requires the assignment of a new location code, modification of an existing location code, or inactivation of an existing location code. The Fiscal Management Section, General Ledger Unit (GLU), is responsible for the issuance, modification, or inactivation of location codes and the maintenance of the location code listing for the Department, as well as updating the Department of General Services (DGS) customer account numbers.

b. In order to process a new location code, or modify or inactivate an existing code, the steps outlined below shall be followed:

(1) A memorandum shall be submitted to the appropriate Assistant Commissioner to request the establishment of a new location code, modification of an existing location code, or inactivation of an existing location code. The memorandum shall include the effective date for the requested action.

(2) The approved memorandum shall be submitted to the GLU.

(3) The GLU will assign a new location code using the current coding structure, and e-mail the requestor that the location code has been assigned.

(4) The GLU will prepare form DGS OFS 2019, Customer Account Number (CAN) Request, to establish, modify, or inactivate the respective CAN number(s).

(5) The GLU will add the new location code to the Financial Information System for California (FI\$Cal) as a reporting structure which will be used on all financial transactions (e.g., requisitions).

OFFICE OF THE COMMISSIONER

OPI: 071

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