

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 32.2

DECEMBER 2021

ELECTRIC VEHICLE CHARGING STATIONS

1. GENERAL. In compliance with the Governor's Executive Order (EO) B-16-2012, EO B-18-2012, and the Department of General Services Management Memo 16-07, Zero-Emission Vehicle Purchasing and Electric Vehicle Equipment Infrastructure Requirements, the Department has procured and installed Electric Vehicle Charging Stations (EVCS) at many facilities throughout the state. These charging stations are primarily intended to charge state-owned electric vehicles (EVs) but are available for use, at no cost, by departmental employees and the public (when installed in public parking areas) when not in use by a state-owned EV.

2. PURPOSE. The purpose of this General Order (GO) is to establish policy and procedures for the use and maintenance of EVCS by departmental personnel.

3. POLICY. The EVCSs are intended for the sole use of charging EVs and shall not be used for any other purpose. Employees shall exercise care and regard when utilizing EVCS, taking into account the demands for EVCS at their work location and the needs of other employees to access the EVCS. The following shall apply:
 - a. State-owned EVs have priority when utilizing all EVCS.

 - b. When parked in designated charging spaces, all vehicles shall be plugged in and actively charging. All vehicles shall be moved from designated charging spaces upon attaining a full charge.

 - c. To ensure the safety of people and property, employees shall only utilize the dedicated plug to charge their vehicle and are prohibited from using after-market splitting devices or extension cords.

 - d. Use of the EVCS is on a first-come, first-served basis and is not guaranteed. At any time, the state may revoke the use of an EVCS or implement "Payment to Charge".

- e. The CHP shall not be held liable for any vehicle damage resulting from improper use of an EVCS or from charging a vehicle in a manner inconsistent with this GO.
- f. When not in use by a state-owned EV, EVCSs within the secured parking lot are available to departmental employees during their work hours only.
- g. The EVCSs within the public parking area may be programmed to offer charging only during business hours. Contact Facilities Section (FS) for assistance with this programming.
- h. Electric vehicles can only be charged using an EVCS. Charging EVs from any other electrical outlet at a CHP facility is prohibited.
- i. Commands with EVCSs should incorporate Area-specific rules for EVCS use into their Standard Operating Procedures.

4. MAINTENANCE AND REPAIRS. Any EVCS maintenance or repair needs shall be reported to FS. If a charging cable is worn or damaged, the EVCS shall be placed out of service immediately and FS shall be notified. The FS will arrange for the necessary maintenance or repair to be performed by a qualified technician.

5. REQUESTS. Requests for additional EVCSs shall be documented on a CHP 107, Facility Alteration/Reconfiguration Justification, and submitted through the appropriate chain of command to FS. The justification should include the need for additional EVCS to charge state-owned EVs. An increased number of employee-owned EVs does not justify the need for additional EVCS at a facility.

6. LOCATIONS. All new CHP Area offices include the installation of EVCSs. Existing offices that receive an EVCS are determined primarily by the deployment of departmental EVs from Fleet Operations Section. A list of CHP facilities with EVCSs, including the number of charging ports at each location, can be found on the CHP Intranet site: Organization>Assistant Commissioner, Staff>Administrative Services Division>Facilities Section>Electric Vehicle Charging Station Locations.

OFFICE OF THE COMMISSIONER

OPI: 078