

**CHAPTER 1**  
**ADMINISTRATION**  
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**CHAPTER 1**  
**ADMINISTRATION**

1. ACCOUNTABILITY AND RESPONSIBILITY.

a. Primary Responsibility. The Commissioner is responsible and accountable for all motor vehicle equipment owned and/or operated by the Department of the CHP. Vehicles are assigned at the discretion of the Commissioner. The Commissioner delegates to the Deputy and Assistant Commissioners the responsibility for assignment and maintenance of this equipment to field and headquarters commands under their control. Vehicle assignments and allocations may be modified by the Commissioner without advance notice or justification. The manner in which a vehicle is equipped, painted, or marked is at the sole discretion of the Commissioner. Modifications may not be made without the express approval of the appropriate Commissioner, with concurrence of Assistant Commissioner, Staff (ACS). Modification approval shall be in writing and a copy forwarded to and retained by Fleet Operations Section (FOS). For purposes of this policy, state vehicle includes any motor vehicle loaned to or leased by Department personnel for the purpose of conducting state business.

b. Command Responsibility—Assignment.

(1) Division Chiefs may distribute assigned vehicles within their commands to meet Division objectives and in accordance with state and departmental policy.

(2) Although a vehicle may subsequently be informally allocated to an employee, all departmental vehicles are assigned to a **command**, not individual employees. Therefore, vehicles shall remain at the assigned command until the Division Chief deems it necessary to transfer a vehicle to another command in the Division.

(3) Interdivision transfer of vehicles is prohibited without the approval of the appropriate Commissioner.

(4) Commanders are responsible and accountable for the use of motor vehicle equipment assigned to their Area by the Division Chief.

(5) Commanders are responsible for ensuring that FOS is notified immediately of any change in assignment of vehicles within their command, via a CHP 57, Motor Vehicle Assignment and Transfer.

(6) Commanders are also responsible for notifying the appropriate FOS property controller, by e-mail, when there is a change in the use of a vehicle. A

listing of vehicle subcategories and class designations utilized in FleetFocus has been provided in Annex A. This will ensure FOS maintains accurate fleet data.

c. Vehicle Assignment Strength.

(1) To assist Division Chiefs in managing their fleets and identifying vehicle shortages, all commands shall complete a CHP 468A, Enforcement Vehicle Shortage Report, each time a shortage of enforcement vehicles is experienced during a shift.

(2) All field commands shall submit a CHP 468, Vehicle Allocation, along with any CHP 468As, to their respective Divisions by June 1 of each year. Divisions shall then forward the CHP 468 packages to FOS by June 30 of each year.

(3) The FOS shall reconcile each command's CHP 468 package beginning July 1 of each year. Results shall be compiled and reported to ACS by September 1 of each year.

(4) Requests for an increase in the number (above the established vehicle allocation) and type of vehicles assigned to a Division shall be directed to the appropriate Commissioner. A CHP 468 shall accompany a detailed, **quantifiable** justification memorandum from commands. Vehicle allocation changes will be subject to budget request and approval. Approval for changes will be sent to FOS through ACS. An approved increase in vehicle strength will be considered for the next fiscal cycle. Commanders should not anticipate an approved additional vehicle sooner than 18 months from the date of the approved request.

(5) Suggested criteria for requesting and justifying specialized enforcement vehicles are contained in Annex B.

(6) Headquarters vehicle assignments are predicated on program requirements and budgetary limitations. Assignments are made by ACS.

d. Assignments—Pool Concept. All vehicles, other than motorcycles, are allocated and assigned to a command pool. If a commander determines that the best interest of the state and the Department can be attained by an individual assignment, and Division concurs, the individual assignment may be made from the pool of available vehicles.

e. Assignments—Enforcement Motorcycles. A motorcycle may be allocated to an individual rider. It is the responsibility of the rider to provide a locked garage for storage. If unable to provide such security, a rider must leave the assigned motorcycle at the Area office when off duty. It is the responsibility of the Area commander to ensure adequate, safe, and secure storage of all individually

allocated motorcycles. Commanders should consider the following issues prior to establishing an Area standard operating procedure regarding assignment of departmental motorcycles.

- (1) Covered storage availability at the Area office.
- (2) Type of weather within the command.
- (3) Response time.
- (4) Type of commute—freeway versus rural road, traffic patterns, and shift start and ending times.
- (5) Total time of commute.
- (6) Number of motorcycles/availability.
- (7) Location of residence (inside or outside of command).
- (8) Availability of safe overnight storage facilities.
- (9) Radio reception.

f. Motorcycle Assignment Criteria. Justifications for motorcycle assignments should address criteria on a beat-by-beat basis which warrants their assignment. A checklist of specific criteria to consider when requesting additional motorcycles and evaluating their effectiveness is included in Annex C of this chapter.

## 2. CLASSIFICATION AND NUMBERING SYSTEM.

a. Enforcement Sedans/Utilities. Commanders' and black and white vehicles are designated Class E (enforcement) vehicles. The vehicle license plate number will constitute the assigned departmental vehicle number for black and white Class E vehicles.

b. Special Purpose Vehicles. All pickup, all-terrain, van, and cab and chassis vehicles are designated with a "C" prefix. Each of these vehicles will also carry a suffix. Suffix designations are as follows:

- (1) C: One-ton rating or larger (commercial)
- (2) E: Vans
- (3) F: 4x4s

(4) P: 2x4 pickups

(5) X: Vehicles used in federally funded programs

Example: C2505F—A Class C 4x4 all-terrain vehicle.

Example: C2506FX—A Class C 4x4 all-terrain vehicle, federally funded.

c. Transportation/Undercover Sedans. Transportation and undercover sedans are designated Class “D” vehicles. Vehicles in this class will be identified with the letter prefix D followed by four digits. Example: D1224—a vehicle assigned for general pool use.

NOTE: When the suffix “X” is used, it indicates the vehicle is in a federally funded program. Example: D1234X or C0205X (Multidisciplinary Accident Investigation Team van).

d. Leased Vehicles. Leased vehicles are issued an equipment number by the Department of General Services (DGS). This equipment number is referred to as an 800 number and will be located on a DGS property tag affixed to the driver’s side door jamb, below the “A” pillar. The vehicle will be identified in FleetFocus with the prefix “DGS” followed by the 800 number under the category Equipment ID. Example: DGS80012345.

e. Motorcycles. The letter prefix “M” followed by up to five digits identifies motorcycles. Example: M3334.

f. Specially Procured Vehicles. Specially procured vehicles, such as National Insurance Crime Bureau vehicles, etc., will be identified by the use of the letter prefix “S” followed by three digits. Example: S295.

g. Trailers. Trailers will be identified by the letter prefix “T” followed by up to three digits. Example: T541.

h. Vessels. Vessels will be identified by the letter prefix “B” followed by up to three digits. Example: B134.

### 3. USE OF VEHICLES.

a. General. The Department’s vehicles are procured, equipped, and assigned for use by departmental personnel in the performance of their official duties. Use of a departmental vehicle for anything other than conducting state business is prohibited. While operating a state-owned vehicle, employees are accountable

for adherence to all laws and departmental policies, including substance testing policies when applicable.

(1) Personnel are prohibited from operating a departmental vehicle when not completely recovered from the effects of alcohol or with alcohol on their breath.

(2) Equipment and items purchased by the Department and placed into a state vehicle are the property of the state and intended for the exclusive purpose of conducting state business. Conversion of any item for personal use is prohibited, with the exception of highway flares which may be provided to a private individual to replace flares used at the scene of an emergency. Refer to Section 2419 of the California Vehicle Code (CVC).

(3) The use of state vehicles for the sole purpose of commuting is prohibited, with the exception of those designated for carpool use. A CHP 379, Vehicle Home Storage Request/Permit, is not authorization for an employee to use a departmental vehicle for commuting. Use of state vehicles for ridesharing or carpooling shall be consistent with guidelines contained in Highway Patrol Manual (HPM) 41.3, Rideshare Manual.

b. Undercover Vehicles. Some vehicles are prepared and licensed in an undercover configuration for use by executive personnel, investigators, and those whose assignment requires they operate undercover. A request for "cold plated" undercover vehicles must be routed through channels for approval from the Commissioner. Approval of cold plated vehicles should be guided by CVC Section 5001. A request for an additional undercover vehicle shall be accompanied by a thorough justification memorandum. Approved additional vehicles will be considered in the following fiscal cycle. Vehicles assigned cold plates shall have them removed and replaced with exempt plates upon reassignment to any position that does not operate in an undercover capacity.

c. Primary Crash Factor Vehicles. All white and non-traditionally marked Primary Crash Factor Vehicles (PCFVs) are assigned to Area offices for crash prevention and other special programs and are specially equipped. The standard and optional equipment configurations available are listed in Annex D. Vehicles of this type are processed the same as black and white enforcement vehicles.

d. Canine Vehicles. The Department has vehicles which are specifically designed for the use of canine officers. Commands with this type of vehicle shall inform FOS 90 days prior to reaching the replacement mileage, as outfitting this type of vehicle requires additional lead time.

e. Transportation of Hazardous Materials. Title 13, Division 2, Chapter 6.5, Article 1, Section 1200 et seq. of the California Code of Regulations (CCR) applies to two-axle trucks (including pickups) used to transport hazardous

materials. Operators of aircraft service units and supply trucks shall comply with the above-referenced regulations.

f. Off-Road Diesel Vehicles/Equipment. All self-propelled off-road diesel vehicles/equipment possessing 25 horsepower or greater are subject to in-use off-road diesel-fueled fleet regulations. Emergency operations vehicles, dedicated snow removal vehicles, and low-use vehicles (used less than 200 hours per year, as confirmed by a non-resettable hour meter) must be reported to the California Air Resources Board (CARB) and labeled with a CARB assigned Equipment Identification Number (EIN), but are exempt from the performance requirements of the off-road regulations.

(1) No vehicle subject to in-use off-road diesel-fueled fleet regulations shall be operated without an EIN attached, and shall not be allowed to idle for more than five consecutive minutes. The idling limit does not apply to idling when queuing; idling to verify that a vehicle is in safe operating condition; idling for testing, servicing, repairing, or diagnostic purposes; idling necessary to accomplish work for which the vehicle was designed (such as operating a backhoe); idling required to bring the machine system to operating temperature; and idling necessary to ensure safe operation of the vehicle.

(2) Examples of off-road diesel vehicles used by departmental employees may include large sweepers, mowers, tractors (Bobcat T300), backhoes, and large track vehicles (Tucker Sno-Cat).

(3) If an off-road diesel vehicle/equipment is obtained and an EIN is required for the vehicle, contact the FOS Program Manager—Field.

(4) Commanders with off-road diesel vehicles/equipment in their fleet shall ensure operators of the vehicles are familiar with this policy prior to use of the vehicles.

#### 4. TRANSPORTATION OF VEHICLES.

a. Sworn Personnel. Uniformed employees may transport a vehicle point-to-point within the state for official state business with the permission of their commander and at the convenience of the Department. To alleviate the cost of transporting vehicles by common carrier, commanders are urged to coordinate fleet exchanges with other duties performed by members of their commands (e.g., attending classes at the Academy).

b. Civilian Employees. Nonuniformed employees of the Department who have received driver training as required by HPM 10.6, Occupational Safety Manual,

Chapter 8, Defensive Driver Training, may transport a vehicle with the permission of their commander when a departmental need is identified.

c. Passengers. With the permission of the driver's commander, nonemployees may accompany the driver in the **direct** transport of a car or light truck point-to-point within the state. A CHP 428, Release and Waiver of Liability, shall be completed for each passenger and submitted at the command from which the permission was secured.

d. Out of Service. Unless the driver is a uniformed member of the Department and is in full uniform while driving, "Out of Service" signs shall be posted conspicuously in the rear side windows when transporting a marked enforcement vehicle point-to-point.

5. REPLACEMENT POLICY (STATE-OWNED VEHICLES ONLY).

a. Replacement Policy and Goals. A vehicle should be replaced only when it is not economical to continue its operation, or when the vehicle is incapable of performing the function for which it is assigned. Minimum replacement goals for fleet vehicles are established in the sections which follow. While some very costly and troublesome vehicles may be surveyed before the survey (run-out) mileage goal is reached, many trouble-free vehicles may be operated safely and economically beyond that goal. The likely cost of continued operation should be compared to similar vehicles in the fleet as well as the potential replacement vehicle during the replacement versus repair calculation.

b. Replacement Versus Repair. All vehicle repairs shall be approved by an FOS Inspector of Automotive Equipment (inspector) prior to the commencement of any work. When estimated vehicle repair expenses exceed 10 cents per remaining mile of service, or the vehicle in need of repair has exceeded 100,000 miles, an FOS Inspector of Automotive Equipment may refer the repair to the FOS commander for disposition. The vehicle may be subject to survey. The determination of replacement versus repair requires careful judgment, taking into account the total cost of repair, the cost per remaining mile of these repairs, the potential downtime, the availability of critical parts at the dealer or within the Department, and the availability of replacement vehicles. For example:

Class "E" Sedan—normal replacement mileage	100,000
Current odometer reading	<u>-72,000</u>
Remaining miles	28,000
	$28,000 \times \$ .10 = \$2,800.00$

NOTE: Repair and estimates exceeding 10 cents per remaining mile may be referred to the FOS commander for disposition.

c. Enforcement Sedans/Utilities. The replacement goal for all marked pursuit-rated vehicles including PCFVs and canine vehicles, which are not all-terrain (4x4s), is 100,000 miles. If less than 100,000 miles, replacement must be approved by FOS. The final decision will be predicated on the cost of repairs versus remaining miles and the availability of replacement vehicles.

d. Special Purpose (Marked) and Undercover Vehicles. Pickups, all-terrain (4x4s), other Class C vehicles, and undercover vehicles are to be operated to 125,000 miles if economically feasible. Divisions shall contact FOS if it is necessary to authorize replacement at lower mileage when continued use is not economical. The availability of replacement special purpose marked vehicles is a major consideration in the replacement process, as the Department does not budget for early survey of special purpose vehicles.

e. Special Purpose (Unmarked) and Transportation Vehicles. Unmarked sedans used as pool vehicles, light and heavy trucks, motor carrier vans, and other transportation or vocational vehicles are to be operated to 150,000 miles when economically feasible. Any survey of these vehicles with less than 150,000 miles requires FOS approval.

f. Motorcycles. The replacement goal for enforcement motorcycles is 100,000 miles. Surveys under 100,000 miles require FOS approval.

g. Leased Vehicles. The replacement policy for leased vehicles is five years or 100,000 miles, whichever occurs first. This policy is governed by DGS.

h. Mileage Averaging. It is the responsibility of commanders to schedule and operate vehicles assigned to their command in such a manner as to accrue mileage at comparable rates throughout their fleet. Ideally, vehicles will reach survey mileage in the same order in which they were placed in service and be spread evenly throughout the Area's fleet. Example: An Area with 20 vehicles traveling a total of 80,000 miles per month should accrue an average of 4,000 miles per month per vehicle ( $80,000 \div 20 = 4,000$ ). Based on this example, the average months in service for all vehicles in the fleet would be 25, which indicates that one vehicle should reach survey mileage every 1.25 months ( $25 \div 20 = 1.25$ ).

i. Replacement Scheduling for Marked Vehicles. Commanders are responsible for projecting vehicle replacement dates.

- (1) The FOS uses total annual fleet mileage to budget for replacements.

(2) As the vehicle approaches replacement mileage, calculate the approximate date this point will be reached. On the file copy of the CHP 57 write "Projected Replacement Date" and the date calculated in heavy block letters. This form shall be sent to FOS at least 45 days prior to the projected date to allow adequate time for equipping a replacement.

(3) The FOS personnel will coordinate the exchange as soon as the confirmed run-out date is established. Transportation to field locations may be accomplished by personnel attending in-service training, Academy cadets, automotive technicians, or truck transporters.

(4) Local commanders are best able to predict their vehicle needs. Commands wishing to substitute a miscellaneous vehicle, such as an all-terrain 4x4 in lieu of a sedan, shall submit written justification through Division and appropriate Commissioner for approval (see Annex E for an example). If approved, the vehicle will be considered for purchase during the next fiscal cycle.

j. Division Replacement Pools. A small number of equipped Class E black and white enforcement vehicles may be kept ready at Divisions for emergencies and to replace vehicles surveyed due to accidents.

(1) Field Division Class E pool vehicles are budgeted replacement vehicles awaiting assignment. Their storage at a field Division location allows for an expeditious emergency replacement of any early-surveyed or wrecked vehicles. The FOS will replace the field Division pool vehicle as soon as practicable. Placing Class E pool vehicles in routine service requires an increase in fleet size through the annual budget process.

(2) Class E pool vehicles will be distributed based on field Division size and past needs. The ratio used to calculate the number of Class E pool vehicles for each field Division is based on staffing, with one vehicle to every hundred officers. Using this ratio, each field Division's Class E pool vehicle assignment is as follows:

101	Northern Division—4
201	Valley Division—7
301	Golden Gate Division—9
401	Central Division—7
501	Southern Division—10
601	Border Division—9
701	Coastal Division—5
801	Inland Division—5

Each field Division will be responsible to effectively manage the assigned vehicles. The number of Class E pool vehicles will be evaluated by Administrative Services Division (ASD) on an annual basis. The size of a field Division's pool fleet may be adjusted based on budgetary constraints as determined by ACS.

(3) Field Divisions may utilize Class E pool vehicles only to effect timely replacements or to provide additional vehicles in an emergency, as well as for a planned deployment or overtime detail. Unassigned black and white pool vehicles are not to be assigned as a permanent addition to an Area command fleet; only short-term (less than 90 days) temporary assignments are acceptable.

(4) Class E pool vehicles should be rotated by permanent assignment, replacing run-out or under mileage surveys and then replacements ordered for the field Division pool. Class E pool vehicles should be rotated within 90 days to minimize any loss in warranty value. Field Divisions will notify FOS by submitting a CHP 57 when a Class E pool vehicle has been reassigned to an Area command.

(5) All Class E pool vehicles will be equipped with overhead light bars and no prisoner barrier, allowing for transportation of up to four officers if necessary. These vehicles may not be assigned to an individual or used for commute purposes or home storage.

k. Replacement Scheduling of Special Purpose (Unmarked) Vehicles.

(1) The FOS will budget for replacement of special purpose vehicles as mileage dictates.

(2) Local commanders are best able to predict their vehicle needs. Commands wishing to substitute a miscellaneous vehicle, such as a 4x4 pickup in lieu of a sedan, shall submit written justification through Division and appropriate Commissioner for approval. If approved, the vehicle will be considered for purchase during the next fiscal cycle.

(3) Budgeted and approved special purpose vehicles may be purchased only after DGS, Procurement Division, has awarded contracts to successful bidders. When vendors, models, options, and prices are known, FOS staff will initiate a purchase request. Business Services Section (BSS) will generate a purchase order (PO). Vendors typically have 90 to 120 days from the issuance of a PO to make deliveries. Vans and all-terrain vehicles may be delivered 150 days or more after the date of the PO.

6. STANDARD EQUIPMENT (STATE-OWNED VEHICLES ONLY).

- a. Factory-Installed Equipment. Parts, accessories, and components supplied by the manufacturer as standard equipment are not to be removed, replaced, or modified unless provided for in instructions issued by FOS.
- b. California Highway Patrol Equipment. Special enforcement equipment installed by FOS is not to be removed, replaced, modified, or added without the express approval of the appropriate Commissioner and with concurrence of ACS.
- c. Standardized Vehicle Equipping Program. The diversity of the Department's fleet has prompted the need for a standardized equipment list. Annex D lists the standard and optional equipment which will be permitted on the majority of departmental vehicles. Unless otherwise requested, all vehicles will be equipped as shown in the "Standard Equipment" column. All requests for "Optional Equipment" must be shown on the CHP 57 when projecting the replacement date.
- d. Light Bar Policy. Either roof-mounted emergency lights or deck lights will be installed on all marked enforcement vehicles. Some Areas are permitted to have a certain number of deck light-equipped enforcement vehicles. The appropriate Commissioner may approve a Division request for a change in the number of light bar/deck light-configured vehicles for a command. All PCFVs will maintain a deck light configuration.
- e. Safety Equipment. As required in General Order 100.40, Use of Occupant Restraints in Vehicles Used for State Business, seat belts shall be properly used by all occupants when operating or riding in state-owned vehicles.
- f. Modification. Any changes to either a vehicle or motorcycle that impacts weight, balance, design, or substantially modifies the frame must be approved by the manufacturer.
- g. Telematics. The telematics services system includes a vehicle tracking device installed in each vehicle that allows the sending, receiving, and storing of telemetry data. The telematics data captured can include location, speed, idling time, harsh acceleration or braking, fuel consumption, vehicle faults, seat belt use, and more. State Administrative Manual, Section 4122, Telematics, requires, with some exemptions, state agencies to have telematics services installed, activated, and made operational on owned or leased fleet mobile equipment and vehicles. Some departmental vehicles are equipped with telematics devices and these devices are connected to the On-Board Diagnostics (known industry wide as an OBDII) connector of the vehicle.

- (1) Department and Program Level Oversight Roles and Responsibilities. Fleet Operations Section is responsible for installing the telematics devices on

designated departmental vehicles. A statewide telematics coordinator is assigned to FOS and is responsible for the oversight of all telematics device deployment and analyzing telemetry data collected by the devices to ensure fiscal responsibility and efficiency of the fleet.

(2) Supervisors and Managers. The Telematics data may be reviewed as part of an investigation or if needed to complete incident reports. The data shall not be routinely reviewed to generate monthly and/or annual employee performance evaluations, nor shall the data be randomly viewed for the sole purpose of locating policy and/or criminal violations. It is the responsibility of the supervisors and managers of uniformed personnel to ensure that they have a demonstrated reason to recall and view the data.

(3) Drivers' Responsibilities. Telematics equipment shall not be installed, modified in any manner, or disconnected, without prior approval from FOS. Excessive wear to fleet assets can be caused by misuse and will shorten the lifespan of the assets, add to maintenance costs, and increase premature replacement costs. Excessive wear can be caused by unnecessary excessive idling, high-speed travel, harsh or rapid acceleration, and hard braking maneuvers.

(4) Safe Vehicle Operation. The CHP is concerned primarily with protection of life and property on the public highways, and as an organization, can be no less concerned with the protection of the lives of employees than with those of the general public. It is the driver's responsibility to conduct safe vehicle operations and operate departmental vehicles in an efficient manner.

(a) Excessive Speeding. It is important to drive at a speed that is safe for existing conditions.

(b) Seat Belt Usage. Departmental policy requires a seat belt shall be used when driving.

(c) Additional safe driving behaviors are in Highway Patrol Guide 70.14, Enforcement Driving Guide.

(5) Excessive Idling Reduction. In 2011, Section 25722.5 of the California Public Resources Code (PRC) and Executive Order B-2-11 were issued. Section 25722.5 PRC requires DGS, in consultation with CARB, to develop and adopt specifications and standards for all passenger cars and light-duty trucks that are purchased or leased on behalf of, or by, state offices, agencies, and departments to achieve policy objectives related to minimizing environmental and economic costs outlined in 25000.5 PRC and 25722 PRC. Idling tailpipes emit the same pollutants as moving cars and increase fuel consumption. To remain fiscally responsible and help minimize environmental

and economic costs, excessive idling is discouraged where feasible. This section also states that authorized emergency vehicles, as defined in Section 25252 CVC, are exempt from the requirements of this section.

7. CALIFORNIA OFFICIAL STATE FUEL CREDIT CARD.

a. State Fuel Credit Card. State fuel credit cards are supplied for each state-owned vehicle in the fleet. The fuel credit cards, furnished by Voyager Inc., are equipped with magnetic encoding. A personal identification number (PIN) will be required at the fuel pump to activate the credit card. Instructions for use will be available at each command. Visit Voyager's website at: <https://www.fleetcommanderonline.com/app/public/merchantLocator.do> for a complete list of locations which accept the Voyager card. Below is a partial list of major fuel sites which accept the card:

- (1) BP
- (2) Chevron
- (3) Circle K
- (4) Citgo
- (5) Conoco
- (6) Exxon
- (7) Mobil
- (8) Phillips 66
- (9) Shell
- (10) Texaco
- (11) 76
- (12) Valero

b. Leased Vehicles. Leased vehicles are delivered to the CHP with a fuel credit card provided by DGS. The PIN will be the last five digits of the equipment number and is embossed on the fuel credit card. This PIN will remain the same, regardless of vehicle assignment or location.

c. Transfer of Vehicles. If a vehicle is transferred from one command to another, FOS shall be notified immediately to ensure uninterrupted use of the Voyager fuel credit card. Failure to do so may result in the card not working.

d. Fleet Card User Agreement. All employees using a Voyager fuel credit card shall complete a CHP 156, Fleet Card User Agreement. The completed CHP 156 shall be maintained at the Area office for the length of their assignment. All new hires and transferees to an Area office shall complete a new CHP 156. Subordinate commands are required to notify their Division via memorandum by May 1 of each year stating all required personnel have completed a CHP 156. On or before June 1 of each year, each Division will notify FOS via memorandum that subordinate commands are in compliance with this policy.

e. Features of the State Fuel Credit Card. Features of the credit card include:

- (1) Card acceptance at the above participating oil companies.
- (2) A consolidated billing statement for all fuel credit card purchases. The statement includes:
  - (a) Purchases of unauthorized fuel type, premium or supreme.
  - (b) Purchases of fuel quantity in excess of tank capacity.
  - (c) Purchases of miscellaneous items.
  - (d) Purchases outside of authorized locations.

f. Permitted Credit Card Use. State fuel credit cards may be used a maximum of five times per day, with a daily purchase limit of \$500, and a monthly billing cycling limit of \$2,500. If operational needs require temporary or permanent increases to the daily usage or dollar amounts, changes may be made by contacting FOS. The credit card shall not be used for personal use or to fuel/service privately owned vehicles/equipment. Credits cards may be used for:

- (1) Gasoline purchase.
- (2) Oil purchase (only when adding oil).
- (3) Tire change and balance.
- (4) Lube and oil service (emergency only).
- (5) Car wash—only two basic car washes (maximum \$10 each) per month.
- (6) Chain installation and removal.

- (7) Emergency service and parts.
  - (a) Mark receipt clearly: "Emergency Purchase."
  - (b) Limit \$50.
  - (c) The use of credit cards for routine service of an Area command's vehicles is not permitted.
- (8) Emergency tow.
  - (a) Contact the National Automobile Club (NAC) roadside assistance through the State of California Fleet Rescue at (800) 600-6065.
  - (b) Provide the following information to the NAC operator: vehicle year, make, model, color, license plate number and location; fleet card username, telephone number, and Department; and the 15-digit fleet card account number.
  - (c) Remain with the vehicle to provide the keys to the tow truck driver.
- g. Unusual Charges. Voyager monitors unusual activity of the fuel credit cards. If Voyager finds unusual activity on a specific card, they will telephone FOS with the card number. The FOS will in turn notify the Area command's automotive technician to verify the card is still with the vehicle. If the card is with the vehicle, the FOS commander shall notify the Area commander of the unusual activity for investigation.
- h. Supplemental Credit Cards. If none of the companies listed in paragraph 7.a. are available in a given Area, resident post, or beat, a command may request a credit card issued by another company represented in the vicinity. Such special request shall be submitted to FOS through the appropriate Commissioner.
- i. Lost, Stolen, or Defective Credit Cards.
  - (1) Replacements for departmental vehicle fuel credit cards shall be requested from FOS by e-mail to the appropriate Property Controller I. The request shall include the command location, vehicle number, and the corresponding five-digit number located on the same line as the account number. Commands shall indicate whether the card has been lost, stolen, or is defective. A lost, stolen, or defective credit card will be canceled when a new card is ordered.
  - (2) Replacements for leased vehicle fuel credit cards must be requested by calling (800) 611-6326. The FOS in West Sacramento may assist in an emergency.

j. Safeguarding of Credit Card. Automotive technicians shall remove the fuel credit card from the vehicle before it is sent to a vendor for service and store it in a secure location. This is to ensure safekeeping of the card from unauthorized charges by vendors, their employees, and other unauthorized persons. Automotive technicians shall remove and secure the fuel credit card from any state-owned vehicle which is involved in a crash. The card may be returned to the vehicle when it is placed back into service. If the vehicle is not repairable, FOS shall be notified immediately, and the card returned.

k. Credit Card Number List. A list of fleet assignments and the corresponding credit card numbers are available in FleetFocus.

l. Credit Card Receipts. The fuel credit card receipt includes the account number and credit card number, but not the vehicle number. The vehicle number shall be written on the top of the receipt. All receipts shall be kept until the monthly fuel summary report is reconciled and approved for payment.

m. Credit Card Failure. In case of credit card failure at the fuel pump, the user or station attendant should call the 800 number on the back of the credit card for authorization. If the credit card fails, the user must contact the appropriate FOS Property Controller I to report the card failure.

n. System Failure. In the event of system failure, there are two options available to the user:

(1) The user or station attendant can contact Voyager via telephone at the 800 number listed on the back of the credit card and request authorization.

(2) The station attendant may enter the transaction manually.

NOTE: Manual transactions are not available at Shell fueling locations.

o. Voyager Activity Reporting System. Voyager sends electronic fuel purchase invoices to FOS monthly. Upon receipt, FOS will download the electronic files into the Voyager Activity Reporting System and forward two reports to each Division.

(1) Vehicle Fuel Summary Report. This report contains Voyager fuel usage charges within their subordinate commands. This report requires the subordinate commands to reconcile fuel purchase receipts and submit a CHP 33, Driver's Equipment Check, with the information provided.

(2) Vehicle Fuel Exception Report. This report requires action by each Division and includes, but is not limited to, the following exceptions:

(a) More than five purchases in a single day.

- (b) More than 25 gallons of fuel in a single transaction (sedans only).
- (c) More than eight gallons of fuel in a single transaction (motorcycles only).
- (d) Different types of purchases (e.g., different types of fuel) in a single month.
- (e) Premium gas purchases (excludes motorcycles).

p. Division/Command Responsibility—Vehicle Fuel Summary Report. The following action is required upon receipt of the Vehicle Fuel Summary Report.

- (1) Divisions shall forward the fuel summary report to the appropriate subordinate commands within five days of receipt.
- (2) Commands shall reconcile the fuel summary report with the fuel receipts and CHP 33 and forward a response to their Division within 15 days of receipt.
- (3) Divisions are responsible for the following, and shall:
  - (a) Ensure each of their respective commands respond by the due date.
  - (b) Forward a compiled fuel summary report to FOS within ten days of receipt from their subordinate commands.

q. Division/Command Responsibility—Vehicle Fuel Exception Report. The following action is required upon receipt of the Vehicle Fuel Exception Report.

- (1) Divisions shall forward the exception report to the appropriate subordinate commands within five days of receipt.
- (2) Commands shall review, investigate, and forward a response to each exception to their Division within 30 days of receipt.
- (3) Divisions are responsible for the following, and shall:
  - (a) Ensure each of their respective commands respond by the due date.
  - (b) Forward a compiled exception report response to the appropriate Commissioner within ten days of receipt from their subordinate commands.

r. Commissioner Responsibility—Vehicle Fuel Exception Report. The appropriate Commissioner will review the compiled exception report responses. Upon approval, the responses will be stamped approved, signed, and forwarded to FOS.

s. Division Fuel Reports Contact. On February 1 of each year, Divisions shall provide FOS the name of the individual responsible for receipt and coordination of fuel reports. In addition, FOS shall be notified as soon as possible of any change to the contact person.

## 8. LEASED VEHICLE MILEAGE REPORTING.

a. Mileage Reporting. The Department is charged a monthly graduated fee based upon the mileage accrued during the calendar month. Mileage must be reported in a timely manner; failure to do so will cause the CHP to incur penalty charges.

b. Responsible Acting Party. Each command operating leased vehicles shall appoint a Responsible Acting Party (RAP) (supervisor) and an alternate. Mileages shall be reported no later than the fifth working day of each month before 1700 hours.

c. Creating a Department of General Services Profile. The RAP and alternate shall log onto the DGS Mileage Log web page and create a profile at: <https://mileagelog.apps.dgs.ca.gov>. In the event of any technical problems, contact DGS Fleet Services Call Center by telephone: (855) 611-6326, or e-mail: FleetServices@dgs.ca.gov.

d. Contact Information. Once a RAP and alternate have been appointed and created logins to the DGS Mileage Log web page, the RAP and alternate shall e-mail their contact information to FOS, Field Operations, at [FOSLeaseVehicles@chp.ca.gov](mailto:FOSLeaseVehicles@chp.ca.gov), and include name, telephone number(s), equipment number(s), license plate number(s) and location code(s). Any changes to the RAP or alternate shall be reported immediately to FOS.

## 9. CALIFORNIA HIGHWAY PATROL INSPECTOR OF AUTOMOTIVE EQUIPMENT.

The Department does not contract for the inspection service offered by DGS, Office of Fleet and Asset Management (OFAM). Vehicle maintenance and repair policy and procedures are the responsibility of FOS. An under mileage survey of a vehicle requires the approval of an FOS Inspector of Automotive Equipment. The FOS inspectors shall remain the primary point of contact regarding leased vehicles.

Inspectors shall assist/direct vehicle maintenance and repair, and provide survey authorization in conjunction with a DGS inspector on a case-by-case basis.

## 10. IDENTIFICATION OF STATE VEHICLES—BUMPER STICKERS/DECALS.

Generally, bumper stickers and decals are prohibited; however, with Commissioner

approval, certain decals and bumper stickers may be affixed to the bumper or windows. Examples of these would be special program announcements, the United States flag, or the "911" decal. The FOS will install the approved "Safety, Service, and Security" decal to rear quarter panels of marked enforcement vehicles.

11. ACCOUTERMENTS ON STATE VEHICLES. Accouterments are prohibited on departmental vehicles unless approved by the Commissioner. An example of an accouterment would be Mothers Against Drunk Driving ribbons.

12. INSPECTION OF VEHICLES.

a. Annual Inspection. Mandatory annual fleet inspections shall be conducted in accordance with HPM 22.1, Command Inspections Program Manual.

b. Routine Inspection. Commanders shall establish a routine vehicle inspection procedure at a frequency to meet local operational requirements. The 5,000-mile service interval is practical and serves as a minimum requirement. The CHP 33E, Vehicle Inspection Checklist, shall be used for the inspection. Instructions for completion and disposition of the CHP 33E can be found in Chapter 2, Reporting Requirements.

13. TESTING AND EVALUATION POLICY.

a. Vendor Referral. The CHP is considered a leader in the law enforcement community. Due to this status, vehicle parts and supply vendors may try to sell to the Department and/or request departmental testing of new and/or innovative products. Commands shall refer any vendor requests for the sale and/or testing of new and/or innovative products to FOS. Only vendors having documentation from a reputable independent laboratory or testing organization shall be referred. Requests shall be forwarded to the Program Manager, Field Operations, Fleet Operations Section, 3300 Reed Avenue, West Sacramento, CA 95605. Vendors may call (916) 309-6800 for an appointment. Upon screening the request, FOS will determine the validity of the product with regard to departmental fleet operations. The FOS will then forward the information to either the Office of the Commissioner or DGS, Procurement Division, in West Sacramento as appropriate. No testing shall be performed on any product to prove a vendor's claim unless approved by the Office of the Commissioner.

b. Department of General Services, Procurement Division. State policy pertaining to the acquisition of vehicles, parts, accessories, and maintenance supplies is developed by DGS, Procurement Division, located at 707 Third Street, West Sacramento, CA 95605. Vendors offering such items for sale for potential

statewide use may be referred to DGS. The Procurement Division employs professional buyers and quality control personnel to handle new and established product lines.

c. Office of Fleet and Asset Management. State policy pertaining to the utilization and disposition of state-owned vehicles is developed by OFAM, located at 1700 National Drive, Sacramento, CA 95834. Vendors offering utilization tracking and disposition services for vehicles for potential statewide use may be referred to OFAM.

d. Supply Services Unit. Some vehicle maintenance supplies and replacement items are the responsibility of Supply Services Unit (SSU), and are listed in the SSU catalog. Vendors offering automotive maintenance supplies and replacement items listed in the SSU catalog may be directed to BSS, Purchasing Services Unit.

e. Enforcement and Planning Division. Enforcement equipment suppliers are often misdirected to FOS. The specifications for vehicle enforcement equipment are restricted by provisions contained in the CVC, and Title 13 CCR. The suppliers of such equipment should be advised to contact Commercial Vehicle Section for assistance.

f. Sample Products. The CVC prohibits advertisements which indicate any official connection with the Department. In addition, terms and conditions of purchasing authority delegated by DGS to the CHP prohibit the acceptance of sample products. Departmental employees are prohibited from endorsing any product or service while acting in an official capacity. Departmental employees shall not accept sample products from suppliers or ask any business enterprise to manufacture samples or prototypes, unless such request results from the issuance of a PO. Testing of specific vehicle component products and/or equipment shall be performed only for the benefit of the Department in cases where a test is aimed at solving a specific CHP concern.

g. Fuel-Saving Products. Any inquiry from a purveyor of redundant products, such as crankcase additives or mechanical devices, claiming their products save fuel should not be referred to FOS. Inquiries should be referred to two government-sponsored agencies. For truck and bus fuel-saving devices, vendors should be referred to Manager, Corporate Average Fuel Economy (CAFÉ) Standards, U.S. Department of Transportation, National Highway Traffic Safety Administration, Washington, DC 20590. For passenger vehicle fuel economy concepts, vendors should be referred to the Energy Related Inventions Program, National Institute of Standards and Technology (NIST), Washington, DC 20034, for evaluation under a program sponsored by the Department of Energy.

#### 14. MOTOR VEHICLE ADVISORY BOARD.

- a. Purpose. The Motor Vehicle Advisory Board (MVAB) was established as a deliberating body to recommend departmental policy in the areas of fleet vehicle selection, vehicle equipment selection and installation, and to identify fleetwide operational problems and make recommendations for their solution.
- b. Responsibilities. The responsibilities of the MVAB are:
  - (1) To investigate and make recommendations concerning safety-related matters involving vehicular equipment.
  - (2) To provide assistance and recommendations regarding enforcement vehicle design, performance, specifications, equipment, and training.
- c. Membership. The MVAB members consist of:
  - (1) Chief, ASD.
  - (2) Commander, FOS—Secretary.
  - (3) The Chairperson of the Departmental Occupational Safety Board (DOSB).
  - (4) The Chairperson of each Divisional Occupational Safety Committee.
  - (5) The Chairperson of the Headquarters Occupational Safety Committee (HOSC).
  - (6) Two officers assigned to road patrol duties, whose terms shall not exceed three years:
    - (a) One who normally operates a departmental motorcycle, and one who normally operates a departmental enforcement vehicle.
    - (b) One to be nominated by the DOSB Chairperson, and one selected by MVAB decision.
  - (7) One member of the California Association of Highway Patrolmen. An MVAB member specified in paragraph 14.c.(6) may represent this employee group.
- d. Staff Assistance. The MVAB may request assistance from staff and/or field personnel through appropriate command channels. The use of consultants from outside the Department requires prior approval from ACS.

e. Suggestions for Motor Vehicle Advisory Board Consideration. Suggested items for MVAB review are normally to be forwarded through channels to the appropriate DOSB or HOSC member serving on the board. Items will then be forwarded to the secretary for inclusion in the board meeting agenda.

(1) This does not preclude submission of suggestions to the board by any individual or group.

(2) Suggestions should include sufficient information to clearly identify the problem and support the proposed solution.

(3) Items selected for MVAB review will be routinely forwarded to all board members for review. This procedure will allow board members at the Division level to obtain input from subordinate commands prior to MVAB meetings.

f. Motor Vehicle Advisory Board Meetings. The frequency and timing of MVAB meetings will be determined by the chairperson based on the urgency of matters pending board review. It is intended that the board will meet at least once per year to review items related to the patrol vehicles selected for the forthcoming year.

g. Meeting Minutes. The MVAB secretary will prepare minutes of all MVAB meetings. Copies of the approved minutes will be distributed to all board members, members of Executive Management, and all commanders. The minutes will also be posted on the CHP Intranet site.

h. Motor Vehicle Advisory Board Recommendations. Motor Vehicle Advisory Board recommendations are submitted to the Commissioner for a final decision.

i. General Fleet Practice. The MVAB is a policy-level deliberative body. Local field problems, if possible, should be resolved through direct contact with FOS.

15. HOME STORAGE OF STATE-OWNED VEHICLES. Although exempted, it is the Department's intent that policy relating to the home storage of state-owned vehicles comply with the principle of Section 599.800, Title 2, Division 1, Chapter 3, et seq, CCR. In that spirit, no employee shall use, or permit the use of, any state-owned, loaned, or leased vehicle for anything other than the conduct of state business. While operating a state-owned vehicle, employees are accountable for adherence to all laws and departmental policies including the substance testing policy.

a. Policy. It is the Department's policy to authorize the home storage of vehicles only when it is in the best interest of the state and the Department's mission. The objectives of this policy are as follows:

(1) Practice sound management practices regarding resource management and fiscal responsibility.

(2) Provide employees the resources necessary to accomplish the Department's mission.

(3) Provide consistent and proper application of the home storage policy.

b. Authorizing Official. The appropriate Division commander is responsible for reviewing all requests for home storage and ensuring compliance with California laws, regulations, and Department policies. The Division commander shall review all home storage permits annually to ensure continued appropriate application of policy. Division commanders shall ensure the requestor is aware of applicable state laws, regulations, and Department policies prior to approving a home storage request. For commands outside a Division structure, the appropriate Commissioner serves as the authorizing official and assumes the responsibilities and obligations listed above.

c. Home Storage Considerations.

(1) The home storage of state-owned vehicles shall be based on actual, rather than perceived, need. The demonstrated need and justification shall be documented on a CHP 379.

(2) Authorization for home storage shall be evaluated based on the demonstrated need during the previous 12 months.

(3) The infrequent home storage of a state-owned vehicle to facilitate on-call duties or the travel of an employee from residence to a meeting or function does not require an approved CHP 379. Authorizing officials may approve such use based on need and operational efficiency.

d. Maximum Distance. The maximum travel distance for an employee authorized home storage from residence to assigned headquarters is as follows:

(1) Chiefs, Assistant Chiefs, and commanders (i.e., captains, lieutenant commanders, and nonsworn commanders) shall not exceed 70 miles.

(2) All noncommanders (e.g., lieutenants and below) shall not exceed 50 miles.

(3) The distance may cross Area and Division boundaries and is measured from the employee's residence to the location of the office of the employee's primary work location, not the command boundary. A Division employee operating full time out of an Area office may list the Area office as their primary

office, rather than the Division office. Distance shall be calculated using ground miles and customary highway routes.

(4) Commanders shall advise employees assigned a position that includes vehicle home storage of the mileage restrictions prior to their assignment of a state-owned vehicle.

(5) Prior to approving the CHP 379, the appropriate Division commander and Commissioner shall verify the accuracy of the travel distance entered on the CHP 379. The method used to verify accuracy of the information shall also be entered on the CHP 379. Appropriate verification methods include personal verification or the use of an Internet application such as Google Maps. If an Internet application such as Google Maps is utilized, a copy shall be attached to the CHP 379.

e. Permit Preparation.

(1) Individuals who require home storage for a state-owned vehicle shall complete a CHP 379 and submit it through their chain of command to the appropriate Division commander or Commissioner for approval or denial. Permits expire each year on June 30 and require annual renewal. The individual requesting the home storage is required to sign the CHP 379 attesting to the accuracy of information contained on the form. The employee's immediate commander, and the Division commander or appropriate Commissioner, are also required to sign the form attesting to the permit's compliance with policy.

(2) By May 1 of each year, all commands shall submit original CHP 379s (using the beginning date of July 1, yyyy, and expiration date of June 30, yyyy) to their Division commander or appropriate Commissioner.

NOTE: An exception to the above-referenced dates on a CHP 379 would be the submission of a permit outside the required reporting period.

(3) By June 1 of each year, Division commanders and appropriate Commissioners shall forward their respective original CHP 379 and a completed CHP 134, Annual Survey Report, through channels, to ACS. The ACS then sends the CHP 379s and CHP 134s to FOS.

(4) Commands shall retain copies of all CHP 379s and other report information for the current year, plus four previous years.

f. Exceptions. Exceptions to paragraph 15.e. shall be submitted in writing to the appropriate Commissioner. Final approval of exceptions rests with the Commissioner. The decision to grant an exception shall consider how the request will achieve the Department's mission and comply with the effective utilization of

resources. Approved exceptions shall be reviewed by the appropriate Commissioner on an annual basis.

g. Development and Maintenance of Departmental List of Authorized Home Storage Permits.

(1) The FOS is responsible for developing and maintaining a list of personnel with authorized home storage permits and their associated vehicle license plate number. This list is to be provided annually to ACS by September 15.

(2) In order to ensure the accuracy of the home storage permits and the departmental list, the Division commanders and/or appropriate Commissioner are responsible for ensuring preparation of a new CHP 379 **when any equipment reassignments or personnel transfers occur.**

h. Security.

(1) Vehicles stored overnight shall not be parked on a public street.

(2) Vehicles may be parked in the employee's garage, on the employee's driveway, or at a secure/safe location where the vehicle is not on a public street.

(3) All necessary steps to reduce the hazard of accidental damage, theft, or vandalism shall be taken. Sensitive items such as, but not limited to, weapons and state computers shall be removed from the vehicle to a safe and secure location when parked overnight, unless parked in a locked garage without public access. If parked temporarily (e.g., at a restaurant), sensitive items shall be placed in the trunk, provided the trunk release button has been deactivated and the trunk can only be opened by key or when the vehicle ignition is in the on position. Weapons can be stored temporarily in the Lektro-Lok. Weapons can be stored overnight in the Lektro-Lok if parked at a secure state or CHP facility.

If the vehicle is equipped with a gun safe, weapons may be stored in the safe regardless of parking location or duration. This policy includes state-owned vehicles parked at resident posts.

NOTE: This applies regardless of whether or not the driver of a state-owned vehicle has an approved CHP 379 on file.

(4) Motorcycles stored at an employee's residence shall be kept in a locked garage.

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## ANNEX A

### VEHICLE SUBCATEGORIES AND CLASS DESIGNATIONS

<u>SUBCATEGORIES IN FLEETFOCUS</u>		<u>USAGE</u>
AI	Applicant Investigations	Background Investigations
AT	All-Terrain Marked	All Weather Enforcement
CA	Canine	Canine Enforcement
CAP	Capitol	Protection of Capitol/Perimeter
CO	Commander	Unmarked Enforcement
CP	Command Post	Emergency Command
CS	Computer Services	Equipment Transport
CV	Commissioner	Commissioner
DC	Division Chief	Division Chief
EM	Enforcement Motorcycle	Motor Officer
ES	Enforcement Sedan	Enforcement
EU	Enforcement Utility	Enforcement
FF	Felony Follow-up	Investigations
FM-B	Field Maintenance	Telecom Facilities
FSP	Freeway Service Patrol	Assist Disabled Vehicles/Personnel
FT-B	Weapons Simulator (FOTS Truck)	Training
GO	Governor's Office	Governor's Staff
GPD	Governor's Protective Detail	Transport Governor/Family
JF	Jet Fuel Truck	Fuel Storage
LH	Legal Hold	Insurance/Legal
MA	MAIT	Accident Investigation
MC	Motor Carrier	Inspect Commercial Vehicles
MCS	MCSAP	Federal Funded Mobile Road Enforcement
ML	Mexico Liaison	Undercover Operations
MR	Mailroom	Mail Delivery
MR2	MRE 2x4	Mobile Road Enforcement
MR4	MRE 4x4	Mobile Road Enforcement
MS-B	Motor Carrier Supervisor (MCS)	Oversee MCS Staff
MT	Motorcycle Training	Training
OCS-B	Court Services	Court Officials
ODP-B	Dignitary Protection	Political Officials
PCF	Primary Crash Factor	Primary Crash Factor—SMPV
PCF-EU	Primary Crash Factor—Utility	Primary Crash Factor—SMPV
PL	Pool	Miscellaneous Business Needs
SS	Supply Services	Transport Supplies and Equipment
SV	Special Vehicles	Transport Personnel/Equipment
TN	Training	Cadet Training
TR	Trailers (multiple categories of trailers)	Telecom, Motorcycle, Radar, Utility
TV-B	Towing Vehicle	Transport Vehicles/Equipment
UC	Undercover	Task Force, Investigations
UT-B	DUI Transportation	Prisoner Transport

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## ANNEX B

### SPECIALIZED ENFORCEMENT VEHICLE JUSTIFICATION

The following criteria are for the justification of **specialized enforcement vehicle** assignment(s). These requirements are not all-inclusive, but merely **guidelines** to be used when considering specialized vehicle acquisition. Commands submitting requests are encouraged to provide information on any additional factors which would be indigenous to their specific Areas. In addition to justifications based on the following criteria, requests for 4x4 vehicles shall identify specific circumstances where a conventional drive vehicle would be inappropriate.

Special enforcement vehicle needs which are identified **shall be filled through the normal budgetary process**. When **exceptional** circumstances arise requiring the acquisition of a vehicle outside the budgetary medium, justification shall be submitted to Assistant Commissioner, Field, prior to September 1 of the given year. This will facilitate delivery of the vehicle for the forthcoming year.

When submitting requests for specialized enforcement vehicles, the projected potential use of the vehicle should be outlined for a minimum of three years. This should include information on the anticipated frequency of **off-highway** use and enforcement. Information on primary uses and the basis for need (e.g., temporary, long-term, permanent) should also be included.

When requesting optional equipment, a justification should accompany the request.  
**Pickup Truck (Conventional).**

A full-time mobile road enforcement (MRE) position will justify a conventional pickup truck. Unless exempted by prior approval, an MRE pickup truck will **replace** a Class E vehicle.

#### 1. Pickup Truck (4x4).

In addition to considering the guidelines previously set forth, the following criteria shall also be observed.

##### a. Full-time MRE position with:

- (1) Enforcement on unimproved highways (e.g., logging roads). Indicate frequency of such use.
- (2) Extended seasonal snow conditions.
- (3) Flooding (seasonal or flash flooding possibilities).

b. Half-time MRE position with:

- (1) Enforcement on unimproved highways (e.g., logging roads). Indicate frequency of such use.
- (2) Extended snow conditions with snow chain enforcement responsibilities.
- (3) Flooding (seasonal or flash flooding possibilities).
- (4) Unusual incident response. Indicate projected off-highway incidents by type, **excluding vehicle accidents**.
- (5) Off-highway accident investigation. Indicate anticipated frequency of such investigations.

2. All-Terrain (4x4) Vehicle.

Justifications for all-terrain, 4x4 vehicles shall substantiate the need for 4x4 capabilities. The following criteria shall be considered when requesting these vehicles:

- a. Enforcement on unimproved highways (e.g., logging roads). Indicate frequency of such use.
- b. Extended snow conditions with snow chain enforcement responsibilities.
- c. Flooding (seasonal or flash flooding possibilities).
- d. Unusual incident response. (Indicate projected off-highway incidents by type, excluding vehicle accidents.)
- e. Off-highway accident investigation. (Indicate anticipated frequency of such investigations.)

## ANNEX C

### MOTORCYCLE ACQUISITION AND EVALUATION CRITERIA CHECKLIST

Criteria to include, if applicable, when justifying additional motorcycles and evaluating the effectiveness of motorcycles:

#### HIGHWAYS

- Describe the highways proposed for the deployment of motorcycles:
  - Length or size of the beat.
  - Average daily traffic.
  - Peak hourly volumes.
  - Number of traffic lanes.
  - Width of traffic lanes.
  - Absence of center dividers.
  - Reduced width of center dividers.
  - Absence of shoulders.
  - Reduced width of shoulders.
  - Number of metered ramps.
  - Length of high occupancy vehicle lanes.
  - Primary highway connections which restrict traffic flow.
  - Geographical characteristics.
    - Business, residential, or open.
    - Reduced sight distance.
    - Curves.
    - Vegetation.

- Grades.
- Blind intersections.
- Lateral Clearance.
  - High curbs.
  - Trees, shrubs.
  - Retainers, banks, guard rails.

### CRASH EXPERIENCE

- Describe recent changes in crash patterns which justify additional motorcycles and changes that are expected if they are deployed as planned.
  - Percentage of reportable crashes attributed to the following violations:
    - Right-of-way.
    - Improper turning.
    - Following too close.
    - Speed.
    - Wrong side of the road.
    - Signs and signals.
    - Lane changes.
    - Unsafe passing.
    - Describe how the percentages indicated above compare with those in a comparable command in the state where motorcycles have been deployed.

### TRAFFIC PATTERNS

- Describe patterns which influence the opinion that a motorcycle(s) would be more effective than an automobile(s).
  - Traffic and duration of daily commute periods.

- Recurring special events which affect daily commute periods.
- Tourist attractions which cause periodic disruptions to traffic.
- Time it takes enforcement sedans to respond to crashes or other incidents.
- Would the request for additional motorcycles be necessary if a special enforcement unit, consisting of motorcycle officers from other Areas in the Division, were assigned to the Area periodically?

### ENVIRONMENT

- Describe recent or projected social changes or political influences which justify motorcycles or might limit their effectiveness.
  - Projected residential developments.
  - Projected industrial developments.
  - Elected public officials.
  - Civic organizations.
  - Homeowner associations.

### SUPERVISION AND MANAGEMENT

- Describe the advantages and disadvantages concerning the assignment of motorcycles which correspond to current supervision and management attitudes.
  - Will the assignment of officers to motorcycle duty affect the availability of officers for car assignment?
  - Hours motorcycles will be assigned.
  - Are there qualified motorcycle riders assigned to the command who are not presently assigned to motorcycle duty?
  - Describe the training which will be required in conjunction with additional motorcycle assignments.
  - Are sergeants trained to supervise motorcycle functions?

- Do the officers who would be assigned to motorcycle duty have favorable job performance records?
- Do prospective motorcycle riders have favorable safety and health records? Are there any sick leave or injury patterns?
- Have the prospective motorcycle riders received more than one personnel complaint in the past year? If so, is there an unfavorable pattern?
- What are the distances new motorcycle riders are expected to travel to and from work?
- Do the officers who are expected to be assigned to motorcycle duty have private transportation to and from the Area office during inclement weather?
- Does this command have an effective occupational safety program?
- What is the proximity of the proposed beats to the availability of assistance from related agencies?
- Will motorcycle officers be required to work in pairs for any reason?
- Are adequate motorcycle repair services available?
- How do vehicle repair and maintenance costs in the command compare with other locations in the state?
- What is the expected average period of “downtime” for routine motorcycle service jobs?
- Describe the opinions concerning cost effectiveness.
- If motorcycles will not be as cost-effective as automobiles, describe factors which supersede cost effectiveness.
- How will the Area measure the effectiveness of additional motorcycles?

## ANNEX D

### STANDARDIZED VEHICLE EQUIPPING LIST

#### CLASS E SEDAN/UTILITY—MARKED

Canine (2018 and older)  
Enforcement  
Freeway Service Patrol Vehicle  
Primary Crash Factor Vehicle (PCFV)

#### Standard Equipment

Base load radio antenna	MDC printer (If applicable)
CHP wiring harness	Monnit system (K-9 only)
Clear spotlights	Prisoner barrier (if applicable)
Computer data cable	Programmable logic controller (K-9 only)
Consolidated Patrol Vehicle Environment (CPVE) radio (2019 and older)	Push bumper (except PCF sedans)
Deck lid hold down (if applicable)	Push bumper lights
Door pop system (K-9 only)	Radar hookups
Dual gun lock tub	Radio/siren interface box
Dual prisoner eye bolts (if applicable)	Rear deck light package (slick top only)
Enforcement Vehicle 2020 (EV20) Environment (2020 and newer)	Rear window tint (K-9 only)
Exempt license plates	Red left spotlight (slick top only)
External jumper plug (except PCF sedan)	Repeater
Fire extinguisher bracket	Repeater antenna
Kennel insert (K-9 only)	Roof light
Less lethal shotgun lock (2016 and newer)	Roof numbers
License Plate Reader (LPR) system (if applicable)	Scanner
Map lights	Scanner antenna
Mirror front red light (slick top only)	Side mirror lights (2007 and newer utilities only)
Mobile Digital Computer (MDC) antenna (if applicable)	Siren system
Mobile Video/Audio Recording System (MVARs) (if applicable)	Solid white paint (PCF only)
	Trunk lid lights (2006 and newer)
	Wig-wag headlamp flasher (if applicable)
	Wireless Mobile Video/Audio Recording System (WMVARs) (if applicable)

CLASS E SEDAN/UTILITY—UNMARKED

Commissioner  
Chief  
Commander  
Protective Services Division  
Applicant Investigator  
Felony Follow-up

Standard Equipment

CHP wiring harness	Radio extender charger (commanders only)
Disguised low band radio antenna	Radio/siren interface box
Fire extinguisher bracket	Rear Cargo Vault (Ford Utility only)
Flashlight charger bracket	Repeater (optional)
Full wheel covers	Repeater magnetic mount antenna (optional)
High band radio (Protective Services Division [PSD] only)	Rifle holder with lock
High band radio antenna (PSD only)	Scanner (optional)
Kenwood TK-690 radio	Siren system
Light-emitting Diode (LED) mirror mount red/blue lights	Solid paint color
LED rear deck amber/blue lights	Tint, rear and rear side windows
	Undercover license plates
	Wig-wag headlamp flasher (if applicable)

CLASS C ALL-TERRAIN VEHICLE—MARKED

Canine (2019 and newer)  
Enforcement  
Primary Crash Factor Vehicle (PCFV)

Standard Equipment

Barrier behind front seat (if applicable)	MDC antenna
Barrier behind rear seat	MDC printer (if applicable)
Base load radio antenna	Mirror front red and blue lights
Bumper lights	Monnit system (K-9 only)
Citizens Band (CB) antenna and cable (if applicable)	Programmable logic controller (K-9 only)
CB radio (if applicable)	Push bumper
CHP wiring harness	Radar hookups
Clear left and right pillar spotlight	Radio/siren interface box
Computer data cable	Rear deck light package
CPVE radio (2019 and older)	Rear window tint (K-9 only)
Door pop system (K-9 only)	Red left spotlight (slick top only)
Dual gun lock tub	Repeater
Dual prisoner eye bolt	Repeater antenna
EV20 Environment (2020 and newer)	Roof light
Exempt license plates	Roof numbers
External jumper plug	Siren snow screen (if applicable)
Fire extinguisher bracket	Siren system
Heated mirrors	Snow lights (if winch equipped)
Less lethal shotgun lock (2016 and newer)	Trailer plug
Map light	Wig-wag headlamp flasher

CLASS C ALL-TERRAIN VEHICLE—UNMARKED

Commissioner  
Chief  
Commander  
Protective Services Division  
Undercover

Standard Equipment

CHP wiring harness	Rear deck light package
Disguised low band radio antenna	Repeater
Fire extinguisher bracket	Repeater antenna
Flashlight charger bracket	Scanner (optional)
High band radio (PSD only)	Shotgun/rifle holder with lock (if applicable)
High band radio antenna (PSD only)	Siren system
Kenwood TK-690 radio	Tint, rear and rear side windows
Map light (if applicable)	Undercover license plates
MDC antenna (if applicable)	Wig-wag headlamp flasher
Radio extender charger (commander only)	
Radio/siren interface box	

## CLASS C PICKUP—MARKED

Mobile Road Enforcement (2 Wheel-Drive [WD] and 4WD)  
Enforcement  
Primary Crash Factor Vehicle (PCFV)

### Standard Equipment

Base load radio antenna	Prisoner eye bolt
Book box passenger side	Push bumper
Bumper lights	Radar hookups
Bumper with winch (4WD only)	Radio/siren interface box
Camper shell	Rear deck light package
CB antenna and cable	Rear radio speaker
CB radio	Red left spotlight (slick top only)
CHP wiring harness	Repeater
Clear left and right pillar spotlight	Repeater antenna
Computer data cable	Roll out bed
CPVE radio (2019 and older)	Roof light
Dual gun lock tub	Roof numbers
Exempt license plates	Scale rack—Haeini (if applicable)
External jumper plug	Scale rack—MD400 (if applicable)
EV20 Environment (2020 and newer)	Scale rack—PAT (if applicable)
Fire extinguisher bracket	Scanner
Inverter	Scanner antenna
Map light	Siren snow screen
MDC antenna	Siren system
MDC printer (if applicable)	Snow lights—4x4 only
Mirror front red and blue lights (slick top only)	Trailer plug
	Wig-wag headlamp flasher

CLASS C PICKUP OR VAN—UNMARKED

Undercover (2WD and 4WD)

Standard Equipment

Camper shell/tonneau cover (pickup)	Radio/siren interface box
Computer data cable	Repeater
Disguised low band radio antenna	Scanner with remote volume
Equipment box (Utility) (if applicable)	Shotgun holder with lock beneath rear seat
Fire extinguisher bracket	Siren system
Flashlight charger bracket (optional)	Tint
Kenwood TK-690 radio	Toolbox (pickup)
Magnetic mount antenna	Undercover license plates
MDC antenna (if applicable)	Undercover red light (suction cup)
Modern antenna	Wig-wag headlamp flasher

CLASS C MOTOR CARRIER VAN

Motor Carrier Specialists

Standard Equipment

Air compressor

Air tank

Barrier behind seats

Book locker

Desk and stool set

Desk light

Eye wash station

File cabinet

Fire extinguisher bracket

First aid kit

Floor mat

Inverter

Literature rack

Power box (12-volt receptacle)

Tint, rear side and back door (if applicable)

Toolbox

CLASS D SEDAN—UNMARKED

Undercover

Standard Equipment

Computer data cable	Repeater
Disguised antenna	Rifle brackets in trunk
Fire extinguisher bracket	Scanner with remote volume
Flashlight charger bracket (optional)	Siren system
Kenwood TK-690 radio	Tint
Mag mount repeater antenna	Undercover license plates
Modem antenna	Undercover red light (suction cup)
Radio/siren interface box	Wig-wag headlamp flasher (if applicable)

CLASS D SEDAN—TRANSPORTATION

Nonuniformed Chief  
Nonuniformed Commander  
Motor Carrier Specialist III  
Motor Carrier Specialist II  
Pool

Standard Equipment

Fire extinguisher bracket	
Kenwood TK-690 radio	(Assistant Commissioner, Staff, approval)
Repeater	(Assistant Commissioner, Staff, approval)
Undercover red light	(Assistant Commissioner, Staff, approval)

## CLASS M—MOTORCYCLE

### Enforcement

#### Standard Equipment

Baton/flashlight holder  
CHP wiring harness  
Dual horns (if applicable)  
Front red/blue lights  
Kenwood TK-690 radio  
Radar wiring and brackets  
Radio antenna  
Radio headset plug

Radio push-to-talk switch on handlebar  
Rear blue/amber lights  
Repeater  
Repeater antenna  
Side marker lights  
Siren system and bracket  
Ticket book box

CLASS C CAB AND CHASSIS—MARKED

Multidisciplinary Accident Investigation Team (MAIT)

Standard Equipment

Computer data cable	Radio antenna
Exempt license plates	Radio/siren interface box
Fire extinguisher bracket	Rear emergency lights
Flashlight charger bracket	Repeater
Kenwood TK-690 radio	Repeater antenna
Headlight flashing system	Siren system
Map light	Special lettering MAIT
Mirror mount front red light	Spotlights (clear left and right)
MDC antenna	Standard door star and markings
Painted white	Tint

Specialty Equipment

12-volt power inverter	Roll out bed
Air compressor	Service body
Boom crane	Trailer tow wiring
Gas powered generator	Truck mounted scene lights
Portable scene lights	

## CLASS C PICKUP—MARKED

Multidisciplinary Accident Investigation Team (2WD and 4WD)

### Standard Equipment

Computer data cable	Radio antenna
Exempt license plates	Radio/siren interface box
Fire extinguisher bracket	Rear emergency lights
Flashlight charger bracket	Repeater
Headlight flashing system (if applicable)	Repeater antenna
Kenwood TK-690 radio	Siren system
Map light	Special lettering MAIT
MDC antenna	Spotlights (clear left and right)
Mirror mount front red light	Standard door star and markings
Painted white	Tint

### Specialty Equipment

12-volt power inverter	Roll out bed
Camper shell	Trailer tow wiring
Fluorescent camper lights	

## ANNEX E

### MISCELLANEOUS VEHICLE SUBSTITUTE JUSTIFICATION MEMORANDUM

State of California

Transportation Agency

#### Memorandum

Date: May 11, 2021

To: Inland Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
San Bernardino Area

File No.: 860.54321.A98247

Subject: REQUEST AND JUSTIFICATION TO REPLACE ENFORCEMENT SEDAN  
WITH ALL-TERRAIN 4X4 VEHICLE.

The San Bernardino Area requests to replace one of its current enforcement sedans with an all-terrain 4x4 vehicle to improve operational effectiveness and assist the Area in accomplishing the Department's mission. The Area's fleet is currently composed of 18 Dodge Charger enforcement sedans, 2 Ford Police Utility Vehicles, and 0 all-terrain 4x4 vehicles. Within the jurisdictional boundaries of the Area there are hundreds of miles of unimproved highways and forest service roads which are used to respond to off-highway incidents such as searches for missing persons, calls for service, and recovery of abandoned stolen vehicles. On average the Area also responds to at least one off-highway crash every other week. During winter months the Area has several county roads which experience seasonal or flash flooding. Additionally, officers are also responsible for snow chain enforcement and assisting the California Department of Transportation with road closures due to heavy snowfall on Interstate 15, and State Route's 18 and 330. The improved traction and ground clearance of an all-terrain 4x4 vehicle makes it ideally situated to deal with these road conditions beyond the capabilities of an all-wheel drive utility vehicle. Additionally, the current enforcement sedan is not capable of being equipped with tire chains.

The Area understands if this request is approved by Division and the appropriate Commissioners that the replacement request will be submitted by Fleet Operations Section to the Department of General Services for approval and would likely not be received by the Area for 18 months. Should you have any questions or require additional information please feel free to contact me at (909) 383-4247.

A. D. Smith, Captain  
Commander

*Safety, Service, and Security*  
CHP 51 (Rev. 062013) CPI 078



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