



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 18.7	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 31, 2018	NUMBER OF PAGES: 03
CFA STANDARD: SUBJECT: TRANSPONDERS AND AVL - EQUIPMENT	NEW (X) RESCINDS () AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: NONE

SECTIONS:

- 18.7.1 **Equipment, Transponders**
- 18.7.2 **Equipment, AVL**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines concerning vehicle FDOT transponders.

SCOPE: All departmental personnel.

POLICY: Inappropriate use of DOT transponders by South Miami Police Department employees reflects directly on the professional image of the Department. Department employees are directed to use the transponders as designed for official assignments, purposes, and tasks.

DEFINITIONS:

AVL: Automatic Vehicle Locator.

Marked Patrol Vehicle: A City owned or leased vehicle assigned to the Patrol, which possesses certain markings, and equipment that distinguishes it as a police vehicle.

Pool Vehicle: Any vehicle that is not assigned to a specific member.

POV: Personally Owned Vehicle.

Specialized Vehicles: Any City owned or leased vehicle, which does not fall within the other listed classifications. Examples of specialized vehicles are the Prisoner Van, SUVs, etc.

Take Home Vehicle: A City owned or leased vehicle in any of the several categories of vehicles described herein, assigned to a member to be taken home at the conclusion of the member's tour of duty.

Unmarked Police Vehicle: A City owned or leased vehicle, which does not possess markings, or equipment that would distinguish it as a police vehicle.

PROCEDURES:

18.7.1 FDOT Transponders

- A. FDOT Toll by Plate Program charges tolls by taking a photograph of the license tag and sending a bill for the toll to the police department. It is the policy of this department that members shall not incur undue charges for tolls.
- B. Members receiving violation notices are responsible to pay for them.
- C. Drivers of city cars, both marked and unmarked, have the following options:
 - 1. Use a privately owned transponder
 - 2. If the travel is for court or training, in a system not covered by toll-by plate, pay the toll and get reimbursed through petty cash
 - 3. Take an alternate route
 - 4. Use a non Revenue Transponder
- D. The police department will obtain non-revenue transponders. The cost of the transponder unit is, as of this writing, \$25.
- E. The Department will pay the \$25 for the following personnel: Chief of Police, Assistant Chiefs, Lieutenants, Sergeants and Detectives. These transponders will remain the property of the Department.
- F. Police officers may be issued the transponders, but will have to pay the \$25 fee for the transponder. Officers wishing to be issued transponders will pay the one time DOT fee of \$25 by submitting a check to the Fleet Manager; the city will in turn send a city check to FDOT.

Transponder Regulations

- A. Members shall not use non-revenue transponders in personally owned vehicles (POV) without the consent of the Chief of Police or his designee. Examples of this type of usage are for training or assignments where a member must use a POV.

- B. Misuse of the transponder is cause for discipline, and may result in the transponder's removal from the member. If the transponder is removed, the \$25 fee is not refunded to the member.
- C. Members severing employment must return the transponder. When the transponder is returned, the \$25 fee is not refunded to the member.
- D. Members are responsible to take to transponder with them when leaving the vehicle at the motorpool.
- E. Loaner transponders may be signed out for out of town training, by submitting a memo via chain of command.
- F. Members will take reasonable care to prevent the theft or loss of the transponder; in the event of loss or theft, a memo will be submitted to the Fleet Manager within 24 hours.
- G. Members will sign for the transponder. Members are responsible to ensure their city tag is registered to the transponder, via the Fleet Manager. This ensures that no ticket is issued in the event the transponder does not register. Members issued multiple vehicles will register them to the transponder via the Fleet Manager.
- H. Members failing to follow these regulations will be subject to discipline which may include loss of the transponder, or suspension.

18.7.2 Equipment, AVL

- A. Automated Vehicle Locators will be installed in marked and unmarked units as determined by the Chief of Police.
- B. Members shall not disable or tamper with AVL.
- C. The system operates while an officer's laptop is turned on. When officers go in service, they will leave their laptops on until they end their shift, so their location can be monitored in case of an emergency. If for some reason the laptop must be switched off prior to end of shift, the officer must notify their immediate supervisor that they will not able to be located and the reason.
- D. It is the responsibility of each shift commander to ensure that his employees have AVL systems that are in working order or to direct their immediate repair. The supervisor will check to see that their employees' AVL systems properly display their location during their shift.
- D. Members found to disable, tamper, or otherwise turn off the AVL system will be subject to discipline up to and including termination.