OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20 August 25, 2020

SUBJECT: **ELECTRIC VEHICLE CHARGING AT DEPARTMENT FACILITIES AND ELECTRIC VEHICLE CHARGE CARD POLICIES – ESTABLISHED; ELECTRIC VEHICLE CHARGE CARD ACKNOWLEDGEMENT OF EMPLOYEE RESPONSIBILITIES, FORM 11.02.00 – ACTIVATED; ELECTRIC VEHICLE CHARGE CARD APPLICATION, FORM 11.02.01 – ACTIVATED; AND, ELECTRIC VEHICLE CHARGE CARD EXPENDITURE REPORT, FORM 11.02.02 – ACTIVATED**

PURPOSE: This purpose of this Order is to establish procedures to ensure the proper handling of electric vehicle charge cards and electric vehicle charging of Department vehicles. This Order adds Section 4/287.60, *Electric Vehicle Charging at Department Facilities and Electric Vehicle Charge Card Policies*, to the Department Manual. This Order also activates the Electric Vehicle Charge Card Acknowledgement of Employee Responsibilities, Form 11.02.00, the Electric Vehicle Charge Card Application, Form 11.02.01, and the Electric Vehicle Charge Card Expenditure Report, Form 11.02.02.

PROCEDURE:

I. ELECTRIC VEHICLE CHARGING AT DEPARTMENT FACILITES AND ELECTRIC VEHICLE CHARGE CARD POLICIES – ESTABLISHED. Department Manual Section 4/287.60, *Electric Vehicle Charging at Department Facilities and Electric Vehicle Charge Card Policies*, has been established and is attached.

II. ELECTRIC VEHICLE CHARGE CARD ACKNOWLEDGEMENT OF EMPLOYEE RESPONSIBILITES, FORM 11.02.00 – ACTIVATED. The Electric Vehicle Charge Card Acknowledgement of Employee Responsibilities, Form 11.02.00, has been activated and is attached.

A. Use of Form. This form shall be used by all Department employees who are issued a Radio Frequency Identification (RFID) Electric Vehicle Charge Card.

B. Completion. The completion of this form is self-explanatory. A copy shall be served to the affected employee by the Motor Transport Division (MTD) Charge Card Coordinator.

C. Distribution.

1 – Original, Area/division of occurrence

1 – Copy, Employee

2 – TOTAL

III. **ELECTRIC VEHICLE CHARGE CARD APPLICATION, FORM 11.02.01 – ACTIVATED.** The Electric Vehicle Charge Card Application, Form 11.02.01, has been activated and is attached.

A. **Use of Form.** This form shall be used by all Department employees applying for an RFID card.

B. **Completion.** The completion of this form is self-explanatory. A copy shall be served to the affected employee by the MTD Charge Card Coordinator.

C. **Distribution.**

1 – Original, Area/division of assignment

1 – Copy, Employee

2 – TOTAL

IV. **ELECTRIC VEHICLE CHARGE CARD EXPENDITURE REPORT, FORM 11.02.02 – ACTIVATED.** The Electric Vehicle Charge Card Expenditure Report, Form 11.02.02, has been activated and is attached.

A. **Use of Form.** This form shall be used by all Department employees issued an RFID card.

B. **Completion.** The completion of this form is self-explanatory. A copy shall be served to the affected employee by the MTD Charge Card Coordinator.

C. **Distribution.**

1 – Original, Area/division of assignment

1 – Copy, Employee

2 – TOTAL

For additional assistance, employees may contact the Administrative Office, MTD, between 6:00 a.m. to 4:30 p.m.; or, the Main Street Facility Automotive Garage, MTD, between 4:30 p.m. and 12:00 a.m. For after hour emergencies, employees shall contact the Department Operations Center, Communications Division.

AMENDMENT: This Order adds Section 4/287.60 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 29 2020

287.60. ELECTRIC VEHICLE CHARGING AT DEPARTMENT FACILITIES AND ELECTRIC VEHICLE CHARGE CARD POLICIES.

Only charging of Department owned/operated vehicles (Department Vehicles) is permissible at the following Department facilities, and only at designated charging stations:

- *Geographic Areas;*
- *Training facilities;*
- *Motor Transport Division (MTD);*
- *Traffic Divisions; and,*
- *Other authorized City locations.*

A Department vehicle is a vehicle that the Department has explicitly authorized for use by Department employees and is a Department fleet vehicle that has a Department issued Radio Frequency Identification (RFID) Electric Vehicle Charge Card assigned.

The use of Department issued cards for personal and/or other vehicles is prohibited. Only authorized vehicles may park and/or charge batteries at Department or other authorized City Electric Vehicle (EV) charging stations.

***Exception:** A report of all purchases is generated by Department vendors.*

Required order of charging station use is as follows:

- *Employees shall make every effort to use Department or other City owned facilities to charge Department owned and/or operated vehicles.*
- *Employees shall use authorized Department vendor charging stations when the above referenced facilities are unavailable and/or not practicable for charging the EVs. Time limits do apply and are normally two hours for charging of a Department vehicle.*

Procedures and instructions for charging vehicles at charging stations in Department facilities:

- *Employees shall swipe their RFID or EV Card to charge their Department owned and/or operated vehicle.*
- *When unable to swipe their card at a Department or other City facility, employees shall notify MTD as soon as practicable.*

The procedures for using participating retailers outside of a City Owned/Operated Network:

- *All charging of Department vehicles shall be done at authorized Department vendor charging stations.*
- *Charges incurred as a result of charging at another vendor are incurred at the*

expense of the employee and may be reimbursed only if the Department verifies the charges were a business expense incurred by the employee conducting Department business using a Department vehicle.

- *When an employee is unable to swipe his or her card at an authorized Department vendor location, the employee shall contact the company to obtain an exception to charge the vehicle. Employees shall submit an Employee's Report, Form 15.07.00, explaining the reason.*

Employee's Responsibilities. *Employees using a Department EV shall:*

- *Complete Learning Management System (LMS) EV training prior to the operation and charging of any Department-owned and/or operated vehicle.*
- *Complete a monthly Electric Vehicle Charge Card Expenditure Report, Form 11.02.02, when charging their vehicles at non-City and/or non-Department facilities.*
- *If an outside vendor facility is utilized, provide an explanation on the Electric Vehicle Charge Card Expenditure Report within the "Explain any deviation from policy or other miscellaneous notes" box.*
- *When using authorized vendor facilities and unable to swipe the RFID Card, submit an Employee's Report, signed by their commanding officer within five business days, indicating why they were unable to swipe their card and had to contact the vendor to allow for charging to occur, or to request reimbursement.*
- *When reporting lost, stolen or damaged cards, submit a "lost or stolen" Investigative Report, Form 03.01.00, to MTD by the next business day.*

Supervisor's Responsibilities. *Supervisors shall ensure that a monthly Electric Vehicle Charge Card Expenditure Report is completed, if applicable; and,*

- *Ensure each receipt, if available, is properly completed and attached to the Electric Vehicle Charge Card Expenditure Report to verify that the usage was for Department business in a City vehicle; and,*
- *Forward the Electric Vehicle Charge Card Expenditure Report and charge receipts to their commanding officer.*

Commanding Officer's Responsibilities. *Each commanding officer reviewing an Electric Vehicle Charge Card Expenditure Report shall:*

- *Ensure the form and receipts are complete and valid;*
- *Maintain a copy of the form and receipts for two years;*
- *Forward one copy of the form to MTD; and,*
- *Assist MTD in resolving errors or exceptions upon receipt of a credit card use of exception report.*

Los Angeles Police Department
ELECTRIC VEHICLE CHARGE CARD
ACKNOWLEDGMENT OF EMPLOYEE RESPONSIBILITIES

The responsibilities I have as a holder of a Radio Frequency Identification Electric Vehicle Card, herein after referred to as "CARD" from the Los Angeles Police Department (LAPD) are outlined below. By signing this document, I explicitly acknowledge that I have read and understood the responsibilities of a CARD holder, and further, that I agree to the following:

1. I understand that the CARD is intended to facilitate the charging of Department owned and/or operated vehicles.

2. I further understand and agree to charge ONLY those purchases authorized by the Department.

3. I understand that under no circumstances will I use the CARD to make personal purchases, either for myself or for others.

4. Use of the CARD for purposes that are not authorized under Department policies and procedures is considered misappropriation of City funds. ANY MISAPPROPRIATION OR MISUSE OF THE CARD WILL RESULT IN FORFEITURE OF THE CARD, AND APPROPRIATE DISCIPLINARY ACTION, INCLUDING AND UP TO TERMINATION OF EMPLOYMENT.

5. I agree to maintain all issued card(s) and ensure the card(s) are properly secured at all times; and, I am responsible for maintaining and securing the card(s) information and records.

   I agree to immediately notify Motor Transport Division of a lost or stolen CARD, and I must obtain a "Lost or Stolen" Investigative Report, Form 03.01.01, documenting the circumstances. The report must be provided to Motor Transport Division no later than the next business day.

   If I fail to abide by the lost or stolen CARD procedure as outlined in this Form, I WILL BE RESPONSIBLE FOR ANY CHARGES MADE AGAINST MY CARD.

6. I understand that the CARD(s) must be surrendered to a Department supervisor upon re-assignment or termination of employment.

7. I understand that the CARD is the property of the Department and that I am required to comply with all Department policies and procedures.

Print Applicant's Name: _____

Applicant's Signature: _____ Date:_____

LOS ANGELES POLICE DEPARTMENT
ELECTRIC VEHICLE CHARGING CARD APPLICATION

Bring Complete Application and Employee Acknowledgement of Responsibilities to:

MOTOR TRANSPORT DIVISION
260 S. Main Street
Los Angeles, CA 90012

Motor Transport Division is required to maintain a level of security for each Electric Vehicle Charging Card, which requires that each cardholder personally pick up his or her credit card and present identification.

☐ NEW ☐ REPLACEMENT (Lost/Stolen)

APPLICANT'S REQUIRED INFORMATION

LAPD Serial No.	

Applicant's Last Name		**Applicant's First Name**	

Area/Division/Bureau of Assignment	

Office Telephone No.	( )		**Cell Phone No.**	( )	

E-mail Address	

Shop No. (Five-digit Shop No. is mandatory)	

APPLICANT'S SIGNATURE	

COMMANDING OFFICER'S PRINTED NAME	

COMMANDING OFFICER'S SIGNATURE		**DATE**	

EV CARD ADMINISTRATOR

CARD NUMBER ISSUED		ISSUE DATE		CANCEL DATE	
REPLACEMENT CARD NUMBER ISSUED		ISSUE DATE		CANCEL DATE	
REPLACEMENT CARD NUMBER ISSUED		ISSUE DATE		CANCEL DATE	

APPROVED BY		INITIALS		DATE	

LOS ANGELES POLICE DEPARTMENT
ELECTRIC VEHICLE CHARGE CARD EXPENDITURE REPORT

Name of Employee	Serial No.	Area/Division	Card Number

Assigned Shop No./License Plate No. (If no Shop No. Available)		Type of Activity (i.e., Patrol, Business, Travel, Training, U.O.) and Destination, if Applicable	

DEPARTMENT POLICY AND INSTRUCTIONS FOR COMPLETING FORM

This expenditure report shall be completed by any employee issued a Department Electric Vehicle charge card (EVCC) for the purposes of charging Department owned and/or operated and/or explicitly (approved in writing) authorized vehicles at the following Department facilities:

- Geographic Areas;
- Training facilities;
- Motor Transport Division;
- Traffic Divisions; and,
- Other authorized City locations.

Employees may use Department vendor charging stations only when the above facilities are unavailable and/or not practicable.

Only electricity may be obtained with the charge card.

Original EVCC Expenditure Reports are to be kept at the Area/division for a total of two years. Copies are to be forwarded to Motor Transport Division.

DATE OF PURCHASE	TIME OF PURCHASE	VENDOR	LOCATION (CITY)	SHOP NO.	TOTAL KILOWATTS	TOTAL AMOUNT $

_____ _____ _____

Signature of person using and/or returning Charge Card | Date | Area/Division

_____ _____ _____

Signature of Commanding Officer, Serial No. | Date | Area/Division

Explain any deviation from policy or other miscellaneous notes: