

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: APRIL 27, 2020 1345 HOURS
NUMBER: OR 20-16
SUBJECT: COVID-19 VEHICLE USAGE TRACKING PROCEDURES
COST CENTER: 1914000020
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: N/A

The San Diego Police Department, as well as the entire City of San Diego, has been incurring significant costs associated with the response to the COVID-19 pandemic. Accrued costs may be reimbursable through state and federal avenues but must be properly tracked. Vehicle usage has been determined to be a possible reimbursable cost. Vehicle “mileage” and “time in use” are the two data points which FEMA requires we capture to be eligible for reimbursement. A vehicle mileage and use tracking form has been created to facilitate the capture of all relevant information to be used for reimbursement submission.

Effective immediately all personnel are required to document all COVID-19 related vehicle usage on the provided tracking form. COVID-19 related vehicle usage is defined as a response to and/or from an incident, transportation to and/or from a fixed post assignment, transportation of COVID-19 equipment or supplies, or time spent where your vehicle is on and idling when you are in or in the general vicinity of, the vehicle while doing COVID-19 related duties.

The tracking form should be completed concluding each COVID-19 event. Document the start and end of each COVID-19 event as soon as possible after the event to ensure timely documentation. The day summary on the back of the form should be completed at the end of the shift and submitted to the end of watch supervisor, who will ensure that a completed tracking form is submitted by all personnel working that shift. The vehicle usage hours shall match the hours the assigned staff enter in their timecard using Internal Order (IO) 16000036 for all productive time related to COVID-19.

The supervisor will submit the forms to the respective command’s designee (each command will have one person designated by the captain to collect all tracking forms). The command’s designee has the responsibility to make sure forms were received from each shift. The designee will mail each day’s forms to Program Coordinator Jose Luis Romo at Fiscal Management - Mail Station #715.

Tracking Sheet Definitions & Instructions:

Date: date of shift

Command: command which you are assigned

Unit #: unit designator during your assignment

Vehicle #: vehicles Fleet number

Vehicle Type: circle appropriate vehicle type

Sub-Type: if applicable, circle all that apply

Officer Name and ID #: name and ID number of all personnel in the vehicle

Event #: CAD event number (if no event number is assigned then provide specific details in the event description box)

Event Description: specific details as to the assignment and how it relates to COVID-19

Start Mileage: mileage when you start your response to the COVID-19 event

Start Time: time when you start your response to the COVID-19 event

End Mileage: mileage when you complete your response to the COVID-19 event

End Time: time when you complete your response to the COVID-19 event

Miles Driven: total miles driven for that specific COVID-19 event

Total Time: total time spent on that specific COVID-19 incident (in hours & minutes)

Idle Time: time spent where your vehicle is on and idling when you are in or in the general vicinity of the vehicle doing COVID-19 duties (in hours & minutes)

Questions should be directed to Fiscal Management Program Coordinator Jose Luis Romo at 619-531-2739.

Please read at squad conferences and give a copy to all personnel.