



Date: June 17, 2009
To: All Employees
From: Charles McClendon, City Manager
Re: GPS Policy AP-43

A handwritten signature in black ink, appearing to read "Charles McClendon", is written diagonally across the right side of the header text.

POLICY:

The City of Avondale will utilize a Global Positioning System (GPS) within designated City Department vehicles to increase efficiencies, save on fuel costs, facilitate City business, promote safety, and enhance services among employees utilizing electronic data and research received from the GPS. The vehicles that may be equipped with the GPS system include: sanitation/equipment trucks, street sweepers, garbage and recycling can delivery vehicles, inspectors, sanitation supervisor and streets supervisor trucks. The GPS is capable of showing the exact location of a vehicle at anytime, anywhere, and in any weather condition.

The following information may be generated by the GPS:

- a. Mileage Report** – provides vehicle mileage information based on collected GPS data.
- b. Schedule Report** - provides information about where vehicles were located and at what time.
- c. Location Report** – shows the last reported location of GPS enabled vehicles.
- d. Path Report** - tracks the path of a vehicle during a given period of time.
- e. Speed Report** - Use the Speed Report to view the min, max and average speeds of vehicles.
- f. Idle/ Stop Time Report** – shows how long your vehicle was idle or stopped during a given time period.

City of Avondale employees will utilize the GPS to assist with mapping routes and to locate the closest vehicle for services such as: citizens reporting missed pick ups within Sanitation, problems with street signage, debris in the roadway, etc. Employees are prohibited from tampering, disabling or destroying any part of the GPS equipment.

Employees will continue to be required to follow the policies and procedure set forth within the City of Avondale Personnel Policies and Procedures Manual regarding the operation of a city vehicle (AP-12).

The GPS is the property of the City of Avondale and the City reserves the right to review the information generated by the GPS for any reason or no reason. Employees that fail to adhere to the City's GPS policy and procedures will be subject to disciplinary action up to and including termination of employment with the City of Avondale.

