STOCKTON POLICE DEPARTMENT

GENERAL ORDER

PERSONNEL OUT OF TOWN

SUBJECT

DATE: June 23, 2023
NO: A-8

FROM: CHIEF STANLEY MCFADDEN
TO: ALL PERSONNEL

INDEX: Personnel Out-of-Town
Travel Request
Leaving Town on Business

I. POLICY

Personnel of the Stockton Police Department leaving town on official business will advise proper personnel.

II. PROCEDURE

A. Personnel leaving the County of San Joaquin on official business will sign a “City of Stockton Travel Authorization Form” (See attached). This form can be obtained from the Personnel Section. The form must be filed even if no expense is involved.

B. Availability of space in a school or training course will be confirmed by the Personnel Section, who will make any necessary arrangements, such as travel arrangements. Personnel will be notified as to arrangements by that section.

C. Investigations, Prisoner Transportation, & Other Official Business

1. Personnel leaving the City of Stockton for an investigation, prisoner transportation, or other official business will clear the action through their supervisor and Division/Section Commander.

   a. During non-business hours, clearance will be obtained through the Watch Commander.

   b. If personnel are departing from a location other than a Stockton Police Facility, the Watch Commander or Telecommunications Center will be notified. The Telecommunications Center, in turn, will notify the Watch Commander if this has not already occurred.

2. Personnel will immediately advise the Watch Commander and Telecommunications Center of their return if after business hours. Otherwise, they will check in with their supervisor and Division Commander.

D. Any personnel conducting a continuous investigation with the approval of their immediate supervisor or Watch Commander in the Stockton Metropolitan or rural areas are exempt from completing any forms.

E. Gasoline Credit Cards

1. When personnel are sent out of town on official business and use a City issued gasoline credit card, the following procedure is to be used:
a. Gasoline credit cards may be obtained from the Personnel Section or the employee's assigned Division.

b. Insert vehicle number on oil company receipt immediately after signature.

c. Upon return to the Police Facility, all gasoline credit cards and gasoline receipts will be returned to the Personnel Section or the employee’s assigned Division.

d. The Personnel Section or the employee's assigned Division will forward all receipts to the Fiscal Affairs Section.

F. Use of Employee's Personal Vehicle

1. Personnel wishing to use their own vehicle while attending training or schools may do so. The following procedure is to be used:

   a. The representative coordinating the travel packet must be notified at least five days prior to the school.

   b. The employee must provide proof of insurance to the representative coordinating the travel packet prior to departing for the school or training session.

   c. Employees using their personal vehicle for travel to a school or training session can be reimbursed for mileage. The City determines the expense mileage reimbursement rate and is subject to adjustment based on the current Internal Revenue Service (IRS) Standard business mileage rate.
CITY OF STOCKTON TRAVEL AUTHORIZATION FORM

Traveler Name: ___________________________ Dept.: POLICE

Purpose of Trip: __________________________ Destination: __________________________

Travel Dates
Start Date/Time: __________________________ End Date/Time: __________________________

Account No. 1: ____________________________ Project No.: ____________________________ $ ____________

Account No. 2: ____________________________ Project No.: ____________________________ $ ____________

Account No. 3: ____________________________ Project No.: ____________________________ $ ____________

Mileage Acc#: ____________________________

EXPENSES

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Original Amount Requested</th>
<th>Actual Amount Spent</th>
<th>Balance Due</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$ 0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Mile</td>
<td>$ 0.00</td>
<td></td>
<td>CITY VEHICLE #</td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$ 0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$ 0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Lodging</td>
<td>$ 0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Meals &amp; I.E.</td>
<td>$ 0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Expenses</td>
<td>$ 0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $ 0.00

**Use Expense Worksheet for computations and attach.

I certify that the estimated expenses listed above are in accordance with the City’s travel policy. Department Head signature (or that of designee) indicates approval of modifications permitted by the policy.

Traveler: ____________________________ Date: ____________________________

Department Head (or designee) Approval

When using a personal credit card, employee acknowledges that any costs incurred for meeting, training, or travel will not be reimbursed until completion of training, or travel.

Prepared by: ____________________________ Phone #: ____________________________

FINALIZING SECTION

For amounts due the City, a cashier’s receipt should be attached to this form. Do not send cash or checks to Accounts Payable.

Primary Traveler: ____________________________

Department Head (or designee) and Date: ____________________________

A-8
Page 1 of 3