

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**PERSONNEL OUT OF TOWN**  
**SUBJECT**

**DATE:** August 13, 2019

**NO:** A-8

**FROM:** CHIEF ERIC JONES

**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 in the Personnel Section.
    - 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.
- d. The Personnel Section 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 Personnel Section must be notified at least five days prior to the school.
  - b. The employee must provide proof of insurance to the Personnel Section prior to departing for the school or training session.
  - c. Personnel will not be reimbursed for mileage, fuel, or other charges incurred when they choose to use their own vehicle while attending schools or training sessions.

# CITY OF STOCKTON TRAVEL AUTHORIZATION FORM

Traveler Name: \_\_\_\_\_ Dept.: POLICE **Advances Requested:** Yes:   
(One Traveler Per Form) No advances for M&IE and Mileage expenses under \$100 total No:

Purpose of Trip \_\_\_\_\_ Destination \_\_\_\_\_

Travel Dates Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_ List amounts to charge each account

Account No. 1 \_\_\_\_\_ Project No: \_\_\_\_\_ \$ \_\_\_\_\_  
Account No. 00000000000000 (no - or .)  
 Account No. 2 \_\_\_\_\_ Project No: \_\_\_\_\_ \$ \_\_\_\_\_  
 Account No. 3 \_\_\_\_\_ Project No: \_\_\_\_\_ \$ \_\_\_\_\_  
 Mileage Acct: \_\_\_\_\_ \$ \_\_\_\_\_

Use this column only when Finalizing

## EXPENSES

Total: \_\_\_\_\_

Expense Type	Original Amount Requested	Actual Amount Spent	Balance Due	Payee <small>(required for each amount requested)</small>	Vendor Number <small>(AP will assign)</small>
Airfare/Rail	\$ 0.00				
** _____ Miles	\$ 0.00			CITY VEHICLE #	
Rental Vehicle	\$ 0.00				
Registration <small>(Provide complete address information)</small>	\$ 0.00				
** Lodging <small>(Provide complete address information)</small>	\$ 0.00				
** Meals & IE. <small>(See City Travel Policy)</small>	\$ 0.00				
Business Expenses <small>(See City Travel Policy)</small>	\$ 0.00				
<b>Total</b>	<b>\$ 0.00</b>				

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Department Head (or designee) Approval

**\*\*Use Expense Worksheet for computations and attach.**

Date: \_\_\_\_\_

I (we) 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

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

Prepared by: \_\_\_\_\_

Phone #: \_\_\_\_\_

FINALIZING SECTION

Final amount due: \_\_\_\_\_

Reimburse to: \_\_\_\_\_  
(Name of Traveler)

\_\_\_\_\_  
Primary Traveler

\_\_\_\_\_  
Department Head (or designee) and Date

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