

## **CARMICHAEL WATER DISTRICT POLICY MANUAL**

### **POLICY 6090: Global Position Systems Equipment**

**6090.10** Carmichael Water District (District) may equip District-owned vehicles with an “Electronic Tracking Technology” device, including, for example, but not limited to telematics, Global Position Systems (GPS), wireless technology, or location-based technologies used to observe, monitor, and/or collect information about a vehicle’s performance and location. Electronic Tracking Technology may include event data recorders (EDR), sensing and diagnostic module (SDM), or other systems that are used for the purpose of identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on a District vehicle and/or to capture safety systems-related data for retrieval after a collision or similar incident has occurred. The District may equip District-owned vehicles with cameras or video recording devices.

**6090.20** Electronic Tracking Technology allows the District to monitor vehicle performance and location. Employees have no reasonable expectation of privacy in the use, location, or operation of a District vehicle. Electronic Tracking Technology may enhance District efficiency, personnel safety, situational awareness, and provide assistance in time-critical scenarios.

**6090.30** This equipment may be used for business-related purposes, including but not limited to managing resources effectively, increasing employee safety, providing vehicle maintenance information, providing aid to vehicles that break down, measuring productivity, locating stolen vehicles, minimizing agency risk, and/or monitoring employee routes and/or assignments and adherence to District policies.

**6090.40** Unless otherwise authorized, employees are prohibited from tampering with the GPS device and any other similar device installed on District vehicles.

**6090.50** Every District vehicle equipped with a GPS system or similar technology shall display a notice to alert the driver the GPS system and related technology is operating and providing data regarding the vehicle’s performance and location.

**6090.60** Although multiple District managers will have access to GPS system generated information, each manager’s information access will be limited and defined by the manager’s responsibilities. For example, the District Fleet Manager will have access only to data related to vehicle maintenance and repair. Access to data regarding individual employee vehicle drivers will be limited to the employee’s supervisor and department head, and as needed for training or investigation purposes, to Human Resources, the Assistant General Manager, and the General Manager or other designated employee. For example, the Public Information Officer will not have access to information regarding production or distribution employees, and the Production Superintendent will not have access to information about distribution employees.

**6090.70** The District regards as reliable the information provided by the chosen technology within the chosen technology’s system parameters. If the technology provides information that demonstrates, for example, an employee’s unsafe driving practices or another violation of District policies, the District will investigate and address any discovered policy, procedure, or memorandum of understanding violation through the discipline process.