



# ORLEANS PARISH COMMUNICATION DISTRICT

## 9-1-1/3-1-1

**STANDARD OPERATING PROCEDURE NUMBER: 1.3.1.**

**SUBJECT: AGENCY DELEGATION OF AUTHORITY**

**DATE ISSUED/REVISED: Tuesday, May 14<sup>th</sup>, 2019**

**RELATIVE REFERENCE(S): LS RS 32:24**

**ACCREDITATION STANDARD(S):**

**APPROVED BY**

*Jayce J. Morin*

**Executive Director, OPCD**

**DATE 05/14/2019**

### I. PURPOSE

To state the responsibilities and requirements regarding the appropriate use of OPCD vehicles, including, but not limited to their operation, maintenance, refueling, as well as the coordination of these activities. Compliance with this policy will result in reduced costs, better management of OPCD resources, reduced claims and liabilities, and increases in accountability and responsibility.

### II. AUTHORITY AND APPLICABILITY

Pursuant to the Cooperative Endeavor Agreement effective May 2016 (hereafter, "CEA-2016"), the OPCD is responsible for the development of policies and procedures for consolidated 9-1-1 operations. Resolution 18-07 of the OPCD Board of Commissioners authorizes the Executive Director to issue standard operating procedures regarding the daily operation of the agency.

### III. BACKGROUND

OPCD has a small fleet of vehicles for use by OPCD employees for official business. The facilities department is responsible for ensuring that the vehicles are maintained according to manufacturer requirements, and that vehicles have sufficient fuel at all times.

### IV. VEHICLE IDENTIFICATION

All OPCD vehicles must have a public license plate and must be registered to OPCD through the Louisiana Office of Motor Vehicles.

## V. SECURITY

All OPCD vehicles must be locked when not in use, even at the OPCD site. All equipment or valuables within the vehicle shall be placed in a location where it is out of sight of passersby.

VI. Missing vehicles, equipment, and valuables shall be reported immediately to the New Orleans Police Department (NOPD) and the employee's immediate supervisor. The supervisor shall, in turn, notify the 9-1-1 Director of Operations and/or the Executive Director. It should be noted that personal property is not insured for loss or damage by OPCD. OPCD is not responsible for any personal property that is lost or stolen.

## VII. EMPLOYEE RESPONSIBILITIES

Employees using an OPCD vehicle will be responsible and held accountable for vehicles assigned to or operated by them. Employees using an OPCD vehicle shall comply with the following:

- a. Employees shall operate an OPCD vehicle in a safe and courteous manner and ensure that the use of this vehicle is for official OPCD business only.
- b. Employees shall document that they possess a valid Louisiana driver's license. Employees are responsible for reporting any revocation, suspension, or addition of restrictions to their driver's licenses.
- c. Employees shall perform pre-trip vehicle inspections and note the condition of the car's exterior and interior.
- d. Employees shall complete the OPCD Vehicle Log that has been established, both when first taking the vehicle and when returning the vehicle. A vehicle log book should be in each vehicle.
- e. Upon end of use of the vehicle, if the fuel gage reads  $\frac{1}{4}$  full or below the employee driving this vehicle will proceed to one of the three (3) City of New Orleans fueling stations and fill the vehicle fuel tank.
- f. Upon end of use of the vehicle, the employee driving this vehicle will turn in the vehicle keys to their supervisor and report any issues with the vehicle.
- g. Employees must receive prior written authorization to conduct OPCD-related business in an OPCD vehicle outside the New Orleans Metropolitan Statistical Area (MSA).
- h. Employees are responsible for vehicle abuse and/or misuse, and may be held accountable for any repair or service costs resulting from their failure to obtain services or repairs in a timely manner.
- i. Employees must always use a seat belt when either driving or riding in an OPCD vehicle.
- j. Parking and/or moving violations are the personal responsibility of the employee driving an OPCD vehicle. Failure of an employee to pay or otherwise resolve parking and/or moving violations may result in disciplinary actions, up to and including dismissal.

- k. If OPCD receives a ticket generated by the red-light camera system or the speed-control system, OPCD shall notify the affected employee within five calendar days of the violation. If OPCD receives a delinquent notice of a ticket over 60 days past due, the employee shall have a maximum of 30 calendar days to pay the ticket or face disciplinary action. If the ticket is not paid within the 30 days, OPCD shall pay the ticket immediately, and shall deduct the ticket fine amount from the affected employee's pay.
- l. Employees are strictly prohibited from smoking or vaping of any substances in an OPCD vehicle. Employees are strictly prohibited from using chewing tobacco while in an OPCD vehicle.
- m. Employees are strictly prohibited from drinking or having opened alcoholic beverages in an OPCD vehicle, even if not driving.
- n. Employees who lock the keys in an OPCD vehicle are personally responsible for retrieving safely such keys by a locksmith or similar provider. Employees are personally responsible for any damage to an OPCD vehicle when attempting to gain entry.

#### VIII. PROCESS FOR USING AN OPCD VEHICLE

- a. An employee who needs to use an OPCD vehicle for business purposes shall provide his/her supervisor with as much advance notice as is reasonably possible.
- b. The employee must have a valid Louisiana Driver's License to use an OPCD vehicle.
- c. The employee must maintain copy of his/her valid driver's license with the human resources department.

#### IX. ACCIDENT PROCEDURES

The following procedures must be followed and shall apply to any accident or loss involving any OPCD vehicle.

- a. Call 9-1-1 to request the dispatch of a police officer, and unless otherwise advised, remain at the scene of the accident. If injuries are involved, request the dispatch of an EMS unit. Make sure to obtain the accident report number given for the report written by the responding officer. If an NOPD officer is dispatched, this number will be the "NOPD Item Number."
- b. Report the accident, damage, and/or loss to the appropriate supervisor who will notify the Facilities Manager.
- c. Complete a Vehicle and Equipment Damage Report Form, which is attached to this policy and should be with vehicle log book in vehicle. If it is not possible to obtain a copy of this Form, please make sure to record the following:

- a. The accident report number/NOPD Item Number for the report written by the police.
  - b. The year, make, model, license plate #, odometer reading, and color of the other vehicles involved in the accident.
  - c. The names and addresses of the driver(s) of the other vehicle(s) involved in the accident.
  - d. The names and addresses of the owner(s) of the vehicle(s) involved in the accident.
  - e. The names and contact information of any witness or witnesses.
  - f. The names of the other occupants involved in the accident.
  - g. The name, address, telephone number and description of injuries of any injured occupants of other vehicles involved in the accident.
  - h. The name, address, and telephone number of the insurance carrier(s) of the other vehicle(s) involved in the accident, and the appropriate insurance policy number(s) for the other vehicle(s) involved in the accident.
- d. Upon completion, submit the form to the appropriate supervisor. The employee should also keep a copy of the form for his/her own records.
  - e. The operator of the OPCD vehicle(s) must take a drug and alcohol test as soon as possible. The Director of Human Resources should be contacted for the name and location of the testing facility.

#### X. TAKE-HOME VEHICLES

These rules and procedures apply specifically to vehicles that have been assigned to employees as take-home vehicles:

- a. Take-home vehicles may only be assigned to the Executive Director and the Director of Operations.
  - a. The Executive Director and the Director of Operations must be domiciled within the four parishes of Region 1 and the distance from place of residence and the PSAP cannot be greater than 40 miles.
  - b. Meet all other criteria regarding requirements to drive an OPCD vehicle as set forth in this policy.
- b. Take-home vehicle use. Take-home vehicles are to be used for the conduct of OPCD business. In addition, these employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations. OPCD vehicles should not be used to perform personal business. However, in some instances, take-home vehicles may be used to perform incidental, personal errands outside the course and scope of OPCD business, so long as the errands are conducted to and from work without significant deviation, are brief in nature, and do not detract from the employee's activities as a public servant. Employees granted take-home vehicle status should be mindful that they are always under the watchful eyes of the taxpayers. Examples of appropriate stops between domicile and PSAP

are grocery store, pharmacy, gas station, cleaners, take-home food, etc. Examples of inappropriate stops between domicile and PSAP are sit down restaurant for dinner, happy hour, etc. Any abuse of the discretion of OPCD take-home vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, up to and including termination.

- c. 24 hours/7 days a week vehicle use. The Executive Director and Director of Operations hold key positions which require them to be available at all times which mandate 24 hours/7 days a week availability.
- d. Take-home vehicle use charge. Employees with take-home vehicle usage will be charged a fee as determined by CNO Circular Memorandum No. 10-09 or its latest version. This fee will be automatically deducted from the employee's payroll check. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of vehicle use.
- e. Taxable fringe benefit. Employees with assigned take-home vehicles may be subject to fringe benefit withholding as provided for in accordance with CNO Circular Memorandum 36-86 or its latest version and under Internal Revenue Service rules and regulations.
- f. Insurance. Each employee granted take-home vehicle authority will provide to the OPCD Finance Manager a copy of their current personal automobile insurance policy or their personal non-owned automobile insurance policy. Vehicle use outside the scope and purpose of employment by OPCD, whether permissible or not, will not be covered by the OPCD insurance policy. Employees with a take-home vehicle must endorse their current Personal Automobile Policy to provide coverage for Non-Owned Autos, including Physical damage Coverage and provide evidence of the coverage in force. Minimum personal automobile insurance coverages and limits required of employees with take-home autos are as follows:
  - a. Automobile Liability, Bodily Injury and Property Damage Liability – Mandatory State Minimum Financial Responsibility Limits.
  - b. Uninsured Motorist – No less than the Minimum Financial Responsibility limits, or your liability limits, whichever is greater.
  - c. Comprehensive and Collision – Any deductibles will be the sole responsibility of the employee and will not be borne in any way by OPCD for damage due to accidents outside the scope and purpose of employment by OPCD.
  - d. Non-owned coverage including Bodily Injury and Property Damage Liability and Physical Damage (“Comprehensive” and “Collision”).
  - e. Any employee with a take-home vehicle that does not own a personal vehicle or have a Personal Automobile Insurance Policy in force must purchase a Personal Non-Owned Automobile Liability and Physical Damage coverage (“Comprehensive and Collision”).

- f. The Auto Liability Limits shall be at least the Mandatory State Minimum Financial Responsibility Limits for bodily injury and property damage. Any deductibles will be the sole responsibility of the employee and will not be borne in any way by OPCD, for damage due to accident outside the scope and purpose of employment by OPCD.
  
- g. Take-home vehicle when not in use by Executive Director and/or Operations Director. These are OPCD vehicles that are “assigned” for official use by these two directors in the performance of their duties and are not their personal vehicles. When the Executive Director and/or the Director of Operations are absent from their OPCD duties for an extended time (i.e. on leave lasting more than two days, out of town at a conference and not using OPCD vehicle for transportation to conference – under no circumstances is the OPCD vehicle to be left at airport parking lot until return from conference, out for extended sick time, etc.), these assigned take-home vehicles will be returned to OPCD for use as needed by OPCD personnel.
  
- h. Temporary take-home vehicle authorization. If operational needs dictate the requirement for an OPCD employee to have use of a take-home vehicle for a limited time, the Executive Director or Operations Director can grant this authorization. Examples of a proper use of this are during an emergency, when authorized the use of an OPCD vehicle for a scheduled trip and allowed for convenience to start trip from domicile, etc. When this is granted it must be for short periods of time and employee is not subject to any take-home vehicle use charge per paragraph “D” above.

#### XI. Emergency Equipment

- a. As an emergency services agency, OPCD vehicles may be equipped with emergency equipment to include lights and sirens.
- b. The use of this emergency equipment must be in accordance with Louisiana Revised Statute 32:24.

**ORLEANS PARISH COMMUNICATION DISTRICT  
VEHICLE AND EQUIPMENT DAMAGE REPORT FORM**

*Employees involved in an accident in an OPCD vehicle shall complete this form and notify the Director of Finance & HR within 24 hours of the accident.*

Date of Report: \_\_\_\_\_

Police Accident Report/NOPD Item Number: \_\_\_\_\_

Is the vehicle still in use? (Yes/No): \_\_\_\_\_

Was the vehicle towed? (Yes/No): \_\_\_\_\_

Current Location of Vehicle: \_\_\_\_\_

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**Accident Information**

Date of Accident (MM/DD/YYYY): \_\_\_\_\_

Time of Accident (hour, minute, AM/PM): \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Road Conditions: \_\_\_\_\_

Headlights on? (Y/N): \_\_\_\_\_

Seatbelt Worn? (Y/N): \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Agency or Agencies Responding: \_\_\_\_\_

Fully describe what happened leading up and including the accident:

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Additional Comments:

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Name and Title of Supervisor Reviewing this Report:

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Draw a diagram of the scene of the accident (including street names) in the space provided. Make sure to number each vehicle involved in the accident/incident, and to explain who was driving each car. Please number each vehicle, using Number One (“1”) for the OPCD vehicle. If more than one OPCD vehicle was involved, the second OPCD vehicle shall be numbered Number Two (“2”).



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**OPCD Vehicle Information**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_

Color: \_\_\_\_\_

Job Title: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Where were you coming from and where were you going when the incident/accident occurred?

\_\_\_\_\_  
\_\_\_\_\_

Was this official OPCD business? (Yes/No) \_\_\_\_\_

Fully describe the damage to the OPCD vehicle:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the names of any other passengers in the OPCD vehicle at the time of the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the names and phone numbers of any witnesses to the incident/accident:

Witness One \_\_\_\_\_

Witness Two \_\_\_\_\_

Injured passenger(s) of the OPCD vehicle, including the driver:

	Name	Address	Telephone #	Injury
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

**Other Vehicle(s) Information**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_

Color: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Driver's Address: \_\_\_\_\_

Car Owner's Name, if different from driver: \_\_\_\_\_

Car Owner's Address: \_\_\_\_\_

Fully describe the damage to the other vehicle:

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Names of the occupants in the other vehicle:

\_\_\_\_\_

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Injured passenger(s) of the other vehicle, including the driver:

Name	Address	Telephone #	Injury
1.			
2.			
3.			
4.			
5.			

Other Vehicle Insurance Carrier Information:

Name of Carrier: \_\_\_\_\_

Address of Carrier: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_