

# Electronic Tracking Technology Policy

## Policy

The purpose of this Policy is to provide guidance to City staff regarding the use of Electronic Tracking Technology in City vehicles and equipment that it owns, leases, or operates under an arrangement with another agency or entity.

## Definitions

- a. Employees/Employee: City employees, elected officials, authorized contractors and individuals granted authorization by City staff
- b. Vehicle: any on-road, self-propelled vehicle that is required to be registered with the Department of Motor Vehicles
- c. Public Safety Vehicle: marked and unmarked vehicles assigned to Saint Paul Police and Fire Departments
- d. Equipment: any off-road, self-propelled equipment
- e. Driver/Operator: any employee who is in actual physical control of a piece of off-road equipment or vehicle.
- f. Electronic Tracking Technology (ETT): a technological method or system used to observe, monitor, or collect or report information, including telematics, Global Positioning Systems (GPS), Automatic Vehicle Location (AVL), wireless technology, or location based technologies. This may include event data recorders (EDR), sensing and diagnostic modules (SDM), or other systems that are used for identifying, diagnosing, or monitoring functions related to the potential need to repair, service, or perform maintenance on Equipment or Vehicles to capture safety systems related data for retrieval after a collision or similar incident has occurred.

## General Information

Electronic Tracking Technology allows the City to monitor Vehicles and Equipment operational data, including but not limited to performance, location, elevation, and velocity. Electronic Tracking Technology used is for public safety and to address business needs. It enhances Employee safety, job performance, situational awareness, vehicle efficiency, and may aid in emergency response situations. This technology may also be used for other business-related purposes, including, but not limited to, measuring productivity, locating stolen Vehicles or Equipment, providing aid to units that break down, increasing Employee safety, managing City resources effectively, or ensuring that Employees are following their routes or assignments.

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1. City Employees may, during employment, be required to drive and/or ride in City Equipment or Vehicles equipped with Electronic Tracking Technology. The City may use Electronic Tracking Technology at the discretion of the City Mayor, Department Head, or designee.
2. Data collected using Electronic Tracking Technology is used by the City to improve safety and further business purposes. Employees operating City Equipment and Vehicles shall have no expectation of privacy regarding the information that results from such monitoring.
3. The City may be required to produce information obtained from Electronic Tracking Technology pursuant to a court order, subpoena, or statute.
4. Employees are prohibited from altering or attempting to alter or disable Electronic Tracking Technology in City owned or leased Equipment or Vehicles. Employees must report any known alterations, attempts to disable, or any non-functioning Electronic Tracking Technology devices in City owned or leased Equipment or Vehicles immediately.

### **Procedure**

Presence of Electronic Tracking Technology does not relieve Employees of their responsibility to inspect their assigned Equipment or Vehicle before the start of each work shift and immediately report any damage or mechanical failure to their supervisor pursuant to City Motor Vehicle Policies

Supervisors in each department will be responsible for the adherence and enforcement of this policy. The department head or designee will be responsible for any disciplinary action of Employees found to be violating the policy.