



GENERAL ORDER



SERIES
301

NUMBER
7

EFFECTIVE DATE
October 27, 1980

SUBJECT:

Vehicular Allowance

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to establish the procedures for the payment of allowances for the use of privately owned vehicles in connection with official police business. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Personnel Authorized to Receive Vehicular Allowances.
- B. Description of Vehicular Allowance.
- C. Vouchers.
- D. Traffic Accidents While on Police Business.

PART II Responsibilities and Procedures for Supervisory and Command Personnel

- A. Officials.
- B. Commanding Officers.
- C. Director, Office of Finance and Management.

PART I

A. Personnel Authorized to Receive Vehicular Allowances.

Members who utilize their privately owned motor vehicles for police business may be authorized to receive allowances subject to the limitations for such usage. The use of privately owned vehicles for police business must first be authorized by the member's commanding officer.

B. Description of Automobile and Motorcycle Allowances.

1. Organizational elements having members assigned to duties for which the use of privately owned vehicles have been authorized shall be allocated allowances with which to reimburse members so assigned.

2. Automobile allowances shall be computed at 21 cents per mile, with no single allowance exceeding \$75.00 per month. Motorcycle allowances shall be computed at 12 cents per mile, with no single allowance exceeding \$40.00 per month.

3. An allowance may be divided among several members as long as the authorized maximum monthly individual allowance and the element's aggregate monthly total are not exceeded.

4. Vehicle allowances will be paid monthly.

(Revised 11/2/84)

C. Vouchers.

1. Requests for payment of allowances shall be:
 - a. Submitted to the Finance and Management Division monthly on a FMS Form 432 (Travel and Related Expenses Voucher);
 - b. Signed by the member; and
 - c. Initialed by the commanding officer.
2. No tenths of miles shall be reported.
3. The daily odometer readings and the daily miles traveled shall be rounded to the nearest mile.
4. When a member of the department changes vehicles during the month, thereby disrupting the numerical sequence of the odometer reading, an asterisk shall be placed alongside the daily odometer reading and a notation placed at the bottom of the FMS Form 432 indicating that different vehicles were used during the month.
5. Personnel authorized to receive vehicle allowances are reminded that Commissioner's Order No. 65-553 provides in part that:

"All privately owned vehicles utilized by employees of the District of Columbia on official business for the use of which vehicles said employees are reimbursed or compensated by the District of Columbia, shall be equipped with two front seat belts or safety harnesses..."

"Whenever any employee of the District of Columbia, in connection with the performance of his/her duties, rides in the front or rear seat of any motor vehicle authorized by the Mayor or his designated agent to be used in the performance of such duties, such employee shall fasten about himself/herself the seat belt or safety harness provided for his/her protection and shall keep such belt or safety harness fastened while the vehicle is being operated..."
6. All privately owned vehicles utilized pursuant to this order shall adhere to all applicable provisions of the Highways and Traffic Regulations pertaining to vehicle safety, registration, and inspection.
7. The appropriation number of the FMS Form 432 shall be released yearly by the Office of Finance and Management.

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8. Where mileage traveled exceeds the \$75.00 maximum for automobiles or \$40.00 maximum for motorcycles, the FMS 432 shall be prepared to reflect this fact.

9. Each member receiving a vehicle allowance shall:

- a. Keep a record for each duty day which shows the odometer readings at the beginning and end of the tour of duty;
- b. Note each trip made on official business including the destination(s) and mileage; and
- c. Keep this record in a bound book which shall be retained by the member for three (3) months from the date of the last entry.

10. Each member authorized to receive a vehicle allowance shall be required to record his/her daily activities on a PD Form 775 (Daily Vehicle Inspection and Activity Report).

D. Traffic Accidents While on Police Business.

1. Public Law 86-654, titled "District of Columbia Employee Non-Liability Act," approved July 14, 1960, outlines the responsibility of the District of Columbia in suits or claims arising out of the negligent operation of vehicles owned or controlled by it, and operated by its employees in the performance of their official duties, to relieve such employee(s) of liability to third persons in such cases.

2. Section 6 of Public Law 86-654, which explains the use of privately owned vehicles on official business, states in part:

"...After the effective date of the Act, no civil action or proceeding shall be brought or be maintained against an employee of the District for loss of or damage to property or for personal injury, including death, resulting from the operation by such employee of any vehicle if it be alleged in the complaint or developed in a later stage of the proceeding that the employee was acting within the scope of his office or employment, unless the District shall, in an action brought against it for such damage or injury including death, specifically deny liability on the ground that the employee was not, at the time and place alleged, acting within the scope of his office or employment."

3. This public law has been interpreted by the Corporation Counsel to mean that the District of Columbia Government is responsible for any damage to property or personal injury caused a third person by the negligent operation of a privately owned vehicle by a District employee, while actually in the performance of his/her official duties, but not for damage to any property of the employee.

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4. Members of the force who become involved in an accident while operating their privately owned vehicles in the performance of their official duties shall immediately request that an official respond to the scene.

- a. If directed by the official on the scene to make a report, the member shall notify an Accident Investigation Unit (AIU) to respond.
- b. The AIU shall be responsible for investigating the accident and for preparing all necessary forms to include PD Form 10 (Traffic Accident Report), CC Form 3 (Vehicle Accident Report), and DOT Form 40-1 (Safety Responsibility Form), as applicable.

PART II

A. Officials.

The official designated by the commanding officer to check the member's record book shall:

1. Verify the odometer readings on a monthly basis;
2. Date and initial the member's book at the time of verification; and
3. Ensure that all authorized automobiles are equipped with safety belts or harnesses. Motorcycles are exempt from the requirement of seat belts and harnesses.

B. Commanding Officers.

1. Commanding officers shall:
 - a. Maintain a list of personnel under their command who have been authorized to receive a vehicle allowance.
 - b. Not be limited to the number of personnel authorized to receive an allowance as long as the element remains within its monthly budget for this activity, and the recipients qualify under the procedures set forth in this order.
 - c. Ensure that a Form OBFM-A1 (Authorization-Inner City Travel) is forwarded to the Office of Finance and Management when a member is given an assignment for which the use of his/her privately-owned vehicle has been authorized.

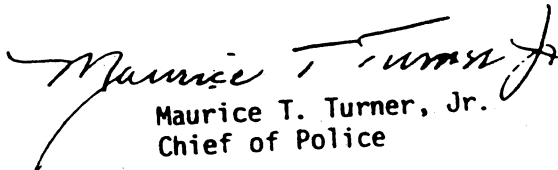
- d. Have an official of his/her command check the member's record book and verify the odometer reading at least once each month.
- e. Forward all vouchers for his/her organization in one group and attach a recapitulation sheet listing the name, assignment, and amount of the voucher for each officer requesting a vehicle allowance to the Office of Finance and Management on or before the fifth day of each month.

2. Vouchers which exceed the \$75.00 maximum, or which collectively exceed the element's total monthly allocation, shall be returned to the responsible commanding officer for adjustment.

C. Director, Office of Finance and Management.

The Director, Office of Finance and Management shall:

1. Assign a voucher ID number to the Form OBFM-A1
2. Prepare a photocopy of the Form OBFM-A1 and forward it to the originating element.


Maurice T. Turner, Jr.
Chief of Police

MTT:RMD:jtw

General Order No 301.7
(Revised 3-25-83)



SPECIAL ORDER



SERIES

79

NUMBER

100

EFFECTIVE DATE

December 12, 1979

SUBJECT:

Financial Management System Forms

DISTRIBUTION

A

ORIGINATING UNIT

PDD

EXPIRATION DATE

*

On October 1, 1979 a new Financial Management System was instituted throughout the District of Columbia Government. As a result, the following changes to the general orders are necessary:

1. General Order 201.1

- a. DC Forms 106 and 106A (Voucher for Miscellaneous Payments) are rescinded.
- b. All references to DC Forms 106 and 106A shall be changed to FMS Form 430 (Voucher).

2. General Order 301.7

- a. DC Forms 108 and 108A (Voucher for Reimbursement of Travel and Related Expenses) are rescinded.
- b. All references to DC Forms 108 and 108A shall be changed to FMS Form 432 (Travel and Related Expenses Voucher).

3. General Order 304.5

- a. DC Forms 106 and 106A (Voucher for Miscellaneous Payments) are rescinded.
- b. All references to DC Forms 106 and 106A shall be changed to FMS Form 430 (Voucher).

Until further notice, all requests for FMS Forms shall be directed to the Office of Finance and Management on extension 74105.

*This special order shall remain in effect until General Orders 201.1, 301.7 and 304.5 are revised.

Burtell M. Jefferson
 Burtell M. Jefferson
 Chief of Police

BMJ:KCH:jgb



SPECIAL ORDER



301.7

SERIES 80	NUMBER 6	EFFECTIVE DATE January 25, 1980
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SUBJECT:

Financial Management System Forms

DISTRIBUTION D
ORIGINATING UNIT PDD
EXPIRATION DATE *

In reference to Special Order 79-100 (Financial Management System Forms), members should be aware that the following forms are now available for use from the Property Division:

1. FMS Form 430 (Voucher)
2. FMS Form 431 (Request and Authorization for Official Travel)
3. FMS Form 432 (Travel and Related Expenses Voucher)

These forms shall be used in conjunction with General Orders 201.1, 301.7, and 304.5 as described in Special Order 79-100.

The following forms are rescinded, and shall be removed from stock and destroyed:

1. DC Form 60 (Request and Authorization for Official Travel)
2. DC Forms 106 and 106A (Voucher for Miscellaneous Payments)
3. DC Forms 108 and 108A (Voucher for Reimbursement of Travel and Related Expenses)

*This special order shall remain in effect until General Orders 201.1, 301.7, and 304.5 are revised.

Burtell M. Jefferson
 Burtell M. Jefferson
 Chief of Police

BMJ:KCH:kch