

City of Los Alamitos Administrative Regulation

Regulation:	4.18	
Title:	City Vehicle Global Positioning System (GPS)	
Authority:	City Manager	DocuSigned by: <i>Chet Simmons</i>
Date:	April 16, 2025	040A80B8E29D4FE...
Revised:	August 6, 2025	Chet Simmons, City Manager

Objective: The objective of this regulation is to establish citywide practices associated with the Global Positioning System (GPS) on city-owned and/or leased vehicles.

Application: This policy applies to all employees, Councilmembers, Commissioners, volunteers, interns, consultants, and anyone who uses a vehicle owned and/or leased by the City of Los Alamitos.

Purpose: Employees, during the course of their employment, may drive a City vehicle that is equipped with GPS technology. At the discretion of the City Manager or his/her designee, the City may install GPS devices on all City vehicles and equipment.

GPS provides the City the ability to monitor vehicle locations, routing, speed, and idling. Some benefits to the City of utilizing GPS technology include:

- Employee safety: The ability to locate City vehicles during emergency situations
- Vehicle recovery: The ability to recover a stolen or lost vehicle in a timely manner
- Operational efficiencies: The ability to optimize route planning
- Asset management: Operational management of City's fleet and enhancing vehicle longevity through proper diagnosis and maintenance.

Procedure: GPS data should only be accessed by an authorized staff member if there is a specific need. Data may, at the direction of the City Manager or his/her designee, be utilized for investigatory and/or disciplinary purposes. Staff members who have authorization to access and/or review GPS system data are:

- City Manager
- Police Chief
- Department Director
- Police Captain
- Managers
- Sergeants

The below chart may be referred to for examples of when GPS data may be accessed.

Reason for Requesting GPS Data:	Positions Authorized to Access Data:
Support investigations, involving an employee's vehicle use, including location, speed, routing, or idling. Disciplinary action will not be taken solely on data obtained from the GPS tracker.	City Manager, Police Chief, Department Director, Human Resources, Police Captain, and/or Manager
City vehicle reported lost or stolen.	City Manager, Police Chief, Department Director, Human Resources, Police Captain, Police Sergeant, and/or Fleet Services Supervisor
Health and safety concern of City employees who cannot be contacted after several attempts and are known to be in a City specific vehicle.	Any authorized employee in a supervisory capacity
Department requests to review routing to improve operational efficiencies.	City Manager, Police Chief, Department Director, Captains, and/or Managers

Confidentiality: GPS data information shall remain confidential and may only be shared with employees who have authorized access and a substantiated need. All inquiries must be approved by a manager or above.