

BERKELEY POLICE DEPARTMENT

DATE ISSUED: July 2, 1993

GENERAL ORDER V-3

SUBJECT: CAR RENTAL - OUT OF TOWN

PURPOSE

- 1 - The purpose of this General Order is to establish procedures for the use of a rental vehicle by Police Department personnel when out of town on City business.**

POLICY

- 2 - Vehicle rentals shall be kept to a minimum, and only when deemed necessary to facilitate a police purpose in a more efficient manner.**

PROCEDURES

- 3 - Rental car transportation for out of town business travel is approved for use by Police Department personnel to conserve time and transportation costs when:
 - (a) Advance authorization is secured from a commanding officer to use rent-a-car service.
 - (b) It is used exclusively for official business purposes.
 - (c) Rental cars may not be used for out of town Departmental training courses unless advance authorization is secured from the Administrative Captain.
 - (1) Cars rented as a personal convenience are not subject to reimbursement.**
- 4 - Personal credit cards shall be used to pay rental charges whenever possible.**
- 5 - Officers using credit cards for rental service shall secure a copy of the rental agreement in lieu of a receipt and forward it to the Personnel and Training unit for accounting purposes.**
- 6 - Officers shall purchase whenever possible, and as part of the rental agreement, a waiver for damage to the rental car.**

Reference: General Orders C-16, C-46, E-3, and P-24;
CALEA Standards