



**CITY OF HAMMOND
ORDINANCE N° 11-5247 C.S.**

Be it herein enacted, that Ordinance No. 04-3023, the City of Hammond Personnel and Procedures manual shall be amended as follows:

Rule VI-15, Vehicles; and Rule IX-16, Vehicle and Equipment Operations; are hereby deleted in their entirety and replaced with Rule VI-15, Vehicles, as follows:

Rule VI-15 Vehicles

- A. Coverage. Rule VI-15 shall govern all vehicles owned by the City of Hammond.
- B. Authorized Usage. Vehicles owned by the City are to be used only for the purposes of providing public services and carrying out job responsibilities.
- C. Maintenance. Employees who are issued city owned vehicles are responsible for their timely and routine maintenance, and for completing required maintenance and use reports.
- D. Operation of Vehicles. Employees who drive city owned vehicles are required to operate them in a safe and legal manner, and are otherwise required to wear seat belts at all time. Business passengers in city owned vehicles are also required to use seat belts. Persons not employed by the City of Hammond are not allowed to operate City vehicles. Employees who receive tickets for operation of a city owned vehicle shall be personally responsible for the ticket, and shall be otherwise subject to disciplinary action. An employee who causes an accident or damage to the property of others as a result of operating a city owned vehicle may be required to pay the costs to repair or replace the damaged property of the City or others.
- E. No Passengers Allowed. Employees who drive city owned vehicles shall not allow anyone to ride in the vehicle who does not have a business reason related to the employee's performance of job responsibilities without authorization from their Department Head.
- F. Prohibition of Alcohol or Drugs. No employee shall possess, test positive for, or be under the influence of drugs or narcotic, depressant, stimulant, hallucinogen or cannabinoids while operating vehicles owned by the City or while in possession of a City-owned vehicle.
- G. Fire Arms or Deadly Weapons. No employee shall possess firearms or other dangerous weapons as defined herein while in City owned vehicles or on business for the City unless they are so authorized.
- H. Training. No Department Head or supervisor shall allow an employee to operate a City vehicle or piece of equipment in the scope and course of his/her employment without first being trained, instructed, certified and/or licensed, as may be applicable, in its proper operation and use, nor without training the employee on completing vehicular accident report forms and gathering pertinent facts to aid in loss prevention.
- I. Prerequisites. Unless waived by the Department Head upon due consideration of the employee's or applicant's driving record and circumstances involving violations and accidents, the following driving prerequisites shall apply to every City employee who drives or operates City-owned motor vehicles or motorized equipment:
 - i) A record of no more than 3 moving violations and/or accidents within a 24-month period;
and
 - ii) No record of D.W.I. convictions in the preceding
thirty -six (36) month period.

- J. Employee responsibility. Employees issued vehicles shall be responsible for the following:
- i) Generating and keeping weekly mileage reports;
 - ii) Following all the established maintenance schedules to maintain valid warranties;
 - iii) Keeping the vehicle clean at all times, and washed and vacuumed as often as necessary.
 - iv) Notify his or her supervisor immediately, and, if possible, prior to operation, if any City equipment or vehicle appears to be unsafe or requires maintenance. Supervisors shall record in writing any report of unsafe vehicles/equipment reported to them by an employee.
 - v) Notify their Department Head when their driver's license becomes invalid or suspended for any reason. The Department Head shall notify the Personnel Department of any change in status of an employee's driver's license
 - vi) Notify their Department Head in writing of any conviction of any State law or local ordinance relating to motor vehicle traffic control other than parking violations no later than 30 days after the issuance of the citation/notice of violation. The signed, written notification shall include the driver's full name and license number, the date of the offense, the nature of the violation, whether or not the violation was committed in a commercial motor vehicle, and the location of the offense.
 - vii) Wear seat belts and order passengers to also do so any time a vehicle is in operation.
 - viii) Notify a supervisor or department head of any non-correctable physical or driving skill defect which would retard or impair the employee's ability to safely operate a motor vehicle or of the employee's failure to comply with the driving prerequisites stated above.
- K. Non-alteration. No employee shall alter, repair, or in any way change, add to, or remove any parts or accessories of any City-owned or leased property without the permission of his or her Department Head.
- L. Leave. Any employee on leave of any kind or who otherwise shall be absent for no less than one hundred twenty (120) hours or three (3) weeks shall be required to turn in all assigned equipment, including vehicles and keys. Each department head may make policy to allow for exception in the case of equipment.
- The action of any employee that causes the employee to perform a task approved by the City within the city limits, such as a detail assignment where the employee will notify dispatch that the employee is "10-8" on the assignment, shall interrupt the requirement of this subsection.
- M. Reporting. It shall be the responsibility of the Department Head to ensure that all assigned city-owned equipment and property are accounted for. Certification to this effect shall be made in writing and sent to the Payroll office, prior to the release of any payroll checks covering leaves of absence.
- N. Take-Home Vehicles and Reimbursement. Department Heads may assign vehicles under departmental policy rules as "take-home" vehicles wherein the employee is allowed to use, at the employee's option, the vehicle to commute to and from work and for other purposes specific for public service or for performance of the employee's duty. It is expressly prohibited for use of any city vehicle or equipment beyond the assigned scope of employment and any such use will be considered a Class Three violation of this Policy. Acceptable uses shall be (1) travel to and from scheduled work; (2) travel to and from assigned duty, including any detail assignments; (3) travel to and from approved training sessions; (4) travel to and from departmental meetings; (5) to and from court proceedings where the employee has been subpoenaed to testify; or (6) other travel approved by the department head.

The employee may choose whether or not to accept the take-home vehicle. Should the employee decline the vehicle, the declination may not be rescinded for a period of ninety (90) days from the date of declination.

Should the employee choose to use the assigned vehicle as a "take-home" vehicle, a mileage reimbursement calculation will be implemented and charged to the employee for all use of the vehicle beyond the use of the vehicle during the employee's duty assignment within the City or other approved travel. A formula for the calculation is established as follows:

$$C = \frac{\text{Cost per gallon}}{20} \times \text{"Take home" miles driven}$$

The calculation will be made by the Finance Director based on current costs of gasoline and will be adjusted monthly based on the previous month's average gasoline price.

Examples of this charge would be for travel to and from the city limits for regular duty; and for all travel not directly related to the employment of the City for which the employee is not paid by the City but is approved for work, such as detail assignments. Exceptions to this charge shall be travel for attendance at court or other venues for which a subpoena has been issued; for emergency call-back where the attendance of the employee is a requirement to fulfill the safety of the citizens or for immediate investigative purposes; for official travel approved by the department and the administration; or other instances approved by the Mayor. Vehicle usage during detail work while inside the city limit shall be considered as city mileage.

The Mayor is the final authority on mileage reimbursement decisions.

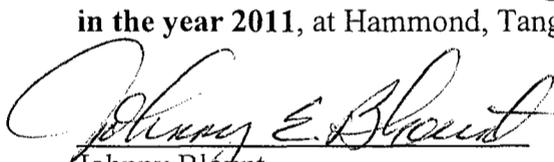
- O. This Policy supersedes any departmental policy, ordinance, or procedure as shall be effective July 1, 2011.

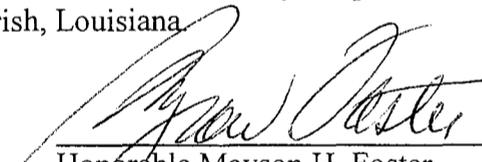
The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting on April 5th, 2011 of the Hammond City Council and discussed at a public meeting held on April the 19th, 2011; after motion and second was submitted to the official vote of the Hammond City Council.

On motion by Mike William and Second by Lemar Marshall the foregoing ordinance was hereby declared adopted on May 3rd 2011 by the following roll call vote:

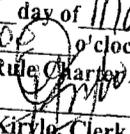
Votes: Johnny Blount (Y) Jason Hood (Absent) Robert "Bobby" Martin (Y) Lemar Marshall (Y) Mike Williams (Y) Motion carried approved.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 3rd Day of May, in the year 2011, at Hammond, Tangipahoa Parish, Louisiana

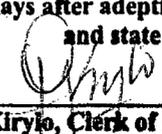

Johnny Blount
President, Hammond City Council


Honorable Mayson H. Foster
Mayor, City of Hammond


Anette Kirylo, Clerk
Hammond City Council

Recordation of Receipt Received from the Mayor of the City of Hammond on the 5 day of May in the year 2011 at 8:00 o'clock a.m., in accordance with Home Rule Charter Article II, Section 2-12 (B).

Anette Kirylo, Clerk
Hammond City Council

CERTIFICATE OF DELIVERY
In accordance with Home Rule Charter Article II, Section 2-12 (A), the above Ordinance was delivered to the Mayor of the City of Hammond on the 4 day of May, in the year 2011 at 2:30 o'clock p.m. said delivery being within three (3) calendar days after adoption, exclusive of weekends and state holidays.


Anette Kirylo, Clerk of Hammond City Council