



**Administrative Regulations
Office of the Mayor**

Title: Use of Global Positioning System (GPS) Data
A.R. Number: 6.7 **Effective Date:** 3/1/2013 **Page:** 1 of 1
Supersedes: N/A **A.R.:** N/A **DATED:** N/A

I. PURPOSE

The City of Richmond utilizes Global Positioning System (GPS) tracking devices and/or other related equipment for City owned and operated vehicles and other units of operation. The data collected from Global Positioning Systems (GPS) will be used to assist the City of Richmond with more efficient trip planning, scheduling and to monitor and control any unofficial use by personnel (including but not limited to employees, consultants, and other individuals working with the City of Richmond).

II. POLICY

A. Monitoring and Ownership

All GPS information is subject to the right of the City of Richmond to monitor, access, read, delete, copy, disclose and use such information without prior notice. GPS reports may be monitored and read by authorized personnel for the City for any violations of law, breaches of City policies, communications harmful to the City, or for any other reason.

GPS units and related equipment installed in City of Richmond vehicles and all information and messages that are created, sent, received or stored on the City's report system is the sole property of the City and is not the property of the employee or other personnel.

B. Prohibited Acts

Tampering with GPS signal or device, wires, images or references that could be viewed as libelous, offensive, illegal, and otherwise destructive shall result in disciplinary action up to and including termination.

Employees who violate Federal, State, or local laws while driving or violate any City policy or procedure while driving shall be subject to disciplinary action up to and including termination.

III. REGULATION UPDATE

The Office of the City Auditor and the Department of Human Resources shall be responsible for modifications to this policy.

RECOMMEND APPROVAL: /Original signed copy on file in HR/
Byron C. Marshall, CHIEF ADMINISTRATIVE OFFICER

APPROVED:

/Original signed copy on file in HR/
Dwight C. Jones, MAYOR