



DEPARTMENT NOTICE

23-138

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FasTrak Tolling for City Owned Vehicles (Supersedes DN 21-157)

The Department will continue to maintain a FasTrak account for official work business, but all physical transponders will be collected and returned to the Fleet office at PHQ. Uncollected transponders will be deactivated.

Members are reminded that the Department owned FasTrak account is only to be used in Department vehicles while conducting official work duties. If a member is authorized to have an on-call vehicle or uses a Department vehicle for a commute in any capacity, they shall link their personal FasTrak account to that vehicle's license plate for their commute. If a member must use their personal FasTrak tolling for an official work duty event and seeks reimbursement, that member must complete the attached memorandum template titled, "Request for Toll Fee Reimbursement," and include a copy of the FasTrak statement that shows the charges to be reimbursed. That documentation must be routed to Fiscal through the member's chain of command with the heading, "Request for Toll Fee Reimbursement."

For members using an unmarked vehicle that is not associated with any personal FasTrak account for official work duties, they may email Fleet in advance at sfpdfleet@sfgov.org, and provide their vehicle's license plate number, expected travel date and time, and brief description of the business purpose. Fleet will be able to temporarily associate that vehicle's license plate with the department's FasTrak account so that requested toll fees will be covered.

Toll invoices received by the Department as a result of a toll evasion camera capturing the license plate will be forwarded to the assigned member's or unit's OIC for appropriate resolution or response.

If the Department receives repeated notifications of FasTrak violations committed by a member, the member will be subject to investigation.

FasTrak information can be obtained by calling 1-877-BAY-TOLL (1-877-229-8655) or by visiting their website at www.bayareafastrak.org.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.

Memorandum

San Francisco Police Department



To:

From:

Date:

Subject: Request for Toll Fee Reimbursement

APPROVED	YES	NO
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

I request reimbursement for expenses incurred during the course of the authorized business activities as follows:

Case Number or Activity:

Reason for incurring toll fee out of pocket:

Vehicle Make and Model:

Vehicle License/Asset ID:

Total Amount Requested: \$

Date of Toll Expense:

FasTrak Statement Attached (Required):

Yes:

No:

Member's Signature