Memorandum

To: Debra A. Johnson, General Manager and CEO

From: Joel F. Fitzgerald, Ph.D., Chief of Police and Emergency Management

Date: July 17, 2023

Re: Outside the District Use Non-Revenue Vehicle Approval Request

This memorandum is to request your approval for use of a non-revenue vehicle (NRV) outside the confines of the Regional Transportation District (RTD) pursuant to the NRV policy. The request is to authorize Joel Fitzgerald, Sr., Ph.D., Chief of Police and Emergency Management and resident of El Paso County, use of RTD Police Department vehicle (#C371 or replacement vehicle) from 7/17/2023 until final date of employment. The request meets the requirements cited in the Non-Revenue Vehicle because of my duty to respond to 24/7 emergent events and all concurrent law enforcement/emergency management responsibilities consistent with my job description.

Since this is a public safety/law enforcement related request regarding a police vehicle, there are no associated tax implications.

Approved

Debra A. Johnson

Date

Regional Transportation District
1660 Blake Street, Denver CO 80202

rtd-denver.com
Non-revenue Vehicle Take Home Assignment
and Commuting Authorization

Name: Joel Fitzgerald

Employee No.: __________

Department: Police Dept.    Job Title: COP & EMER MGT.

Assigned RTD Work Location Address: 1900 31st St.

Home Address: __________

Take Home Frequency:

☐ Seasonal    Start Date: __________    End Date: __________

☑ Yearly

Check All that Apply:

☑ Position requires emergency calls or service requests

☑ Position requires specialized vehicle or equipment

☑ RTD business is routinely required outside normal work hours

Employee Group:

☐ Control Employee

☐ Non-control Employee

☐ Driver of Qualified Nonpersonal Use Vehicle

☑ Driver of Qualified Nonpersonal Use Unmarked Vehicle for a Peace Officer

Employee Agreement:

I understand that

☐ I will be personally responsible for any income taxes that result from my use of an RTD vehicle

☐ RTD will deduct $1.50 per one-way commute for a Non-control employee

☐ RTD will use the IRS Cents-Per-Mile rule to calculate income taxable to a Control employee

☐ The use of an RTD vehicle is for official business purposes only and may not be used for personal purposes other than authorized commuting

__________________________
Personnel Files
Describe below the business justification for being authorized to take home a non-revenue vehicle, including alignment to the strategic objectives and values of RTD.

Primary vehicle number assigned:  C371  Vehicle Description:  Police SUV

I hereby request authorization for take home assignment of the RTD non-revenue vehicle listed above.

Employee signature:  [Signature]  Date:  7/17/2023

Authorization: By authorizing this vehicle use you are confirming the request and eligibility are accurately described above.

Chief or Assistant General Manager Approval:  [Signature]  Date:  7/17/2023

General Manager and CEO Approval:  [Signature]  Date:  07.20.23
Open Records Exemptions
Enclosed please find a copy of the response documents for your open records request. The following information is provided to explain the process employed to review and produce the response documents.

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