



**SACRAMENTO POLICE DEPARTMENT
OFFICE OF INVESTIGATIONS**



527.07

TAXI AND RIDESHARE SERVICES USAGE

3-19-20

PURPOSE

To establish procedures for the use of taxi cabs and rideshare services (e.g. UBER, LYFT, etc.).

POLICY

It shall be the policy of the Sacramento Police Department to utilize taxi cabs and rideshare services (e.g. UBER, LYFT, etc.) to transport victims and witnesses only when other means of transportation are not available.

PROCEDURE

A. GENERAL

1. After obtaining supervisors' approval, detectives may utilize a taxi cab or rideshare services for victims and witnesses while conducting official investigations for the following reasons:
 - a. The victim or witness has no other means of transportation.
 - b. The victim or witness is incapable of driving themselves.
 - c. Having the victim seen in a police vehicle would jeopardize their safety or compromise the investigation.

B. TAXI REQUEST

1. Any investigator needing the service of a taxi shall contact their supervisor for approval. After authorization has been given, the investigator shall call the contracted taxi company. The following information shall be given:
 - a. Name and badge number of detective authorizing the trip
 - b. Pick-up and drop-off location
 - c. Number of occupants

C. RIDESHARE SERVICES REQUEST

1. Detective Sergeants within the Office of Investigations have access to the department's rideshare services account. The following shall be completed to arrange a ride.
 - a. Utilizing the UBER smartphone app, the requestor shall ensure they are utilizing the Sacramento Police Department UBER Profile.
 - b. Request a ride.
 - c. Document the case number associated with the ride in the memo section of the ride.
 - d. After the ride has been completed, forward a copy of the emailed receipt to the Office of Investigations Administrative Analyst.

D. DOCUMENTING TAXI AND UBER USAGE

1. After a taxi or UBER has been requested, the requesting detective shall do the following:
 - a. On a department computer, navigate to the drive location: S:\Detectives\Taxi_Cab_Uber Spreadsheet\OOI Taxi_Cab_Uber Log.
 - b. Complete the required trip information on the spreadsheet.
 - c. Save the document before closing.