



LOS ANGELES SCHOOL POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**TITLE:** FASTRAK LANE USE

**NUMBER:** 19-001

**ISSUER:** Office of the Chief of Police *SLB*

**DATE:** February 20, 2019

**ROUTING**  
All Department Employees

<b>PURPOSE:</b>	The Los Angeles School Police Department recognizes utilization of Fastrak lanes in order to respond to Code 3 or Urgent calls would be beneficial for a reduced response time. After meeting with Fastrak, we determined that the current use of transponders is not effective to meet the needs of LASPD and an updated practice needs to be implemented.
<b>MAJOR CHANGES:</b>	This replaces SOP 15-010. Effective immediately SOP 15-010 no longer applies.
<b>INSTRUCTIONS:</b>	<p>For purposes related to Fastrak use, all department vehicles will be defined as either "exempt" or "non-exempt".</p> <p><i>Exempt</i> – Only "Marked" units assigned to Central, East and South Divisions as well as K9 and off hours patrol. We will not receive toll charges for these vehicles when they use the Fastrak lane.</p> <p><i>Non-Exempt</i> – This refers to all other marked vehicles in the fleet and all unmarked vehicles.</p> <p>All vehicles (exempt and non-exempt) must meet the following:</p> <ol style="list-style-type: none"><li>1) Use of the Fastrak lane is only permitted for response to "urgent" calls while on-duty for toll exemption. <i>See below for definition of urgent.</i><ol style="list-style-type: none"><li>a) Employees with take-home vehicles who wish to use Fastrak for commuting purposes may utilize a personal transponder at their own expense.</li><li>b) Units without personal transponders are not permitted to utilize Fastrak lanes for non-urgent responses and any tolls incurred for non-urgent responses will be the responsibility of the employee.</li></ol></li><li>2) Any Fastrak use while on duty and responding to a call, will be annotated in the call for service. If possible, include the entrance and exit locations of the Fastrak lane use.</li></ol>



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	<b>Non-Exempt Vehicles are:</b> 1) Required to submit an entry via the Online Management System (Request for Emergency Vehicle Toll Credit/Waiver) for each use of the Fastrak lane 2) This entry must be submitted on the same day as the Fastrak use.
<b>RELATED RESOURCES:</b>	Vehicle Code 23301.5; Interdepartmental Correspondence Notice 12-03 dated September 24, 2012; Interoffice Correspondence from Donald Wilkes, Director of Transportation Services Division dated March 22, 2013 on Metro Express Lanes Fastrak Transponders. Vehicle Code 21055 (a)
<b>ASSISTANCE:</b>	If you have additional questions, contact the Commanding Officer of Administrative Services Division at (213) 202-8645

## Frequently asked Questions

**Urgent Defined:** According to CVC 23301.5 an “urgent” response or call means an incident or circumstance that requires an immediate response to a public safety-related incident, but does not warrant the use of emergency warning lights. “Urgent” does not include any personal use, commuting, training, or administrative uses.

### Examples of urgent calls:

- Aggressive individual in the main office
- 415 crowds
- 5150 danger to self or others

### Examples of non-urgent calls:

- Property calls
- Returning from a non-urgent call

### *Can I use my personal Fastrak transponder in my assigned vehicle?*

- Yes, if it is a take home vehicle
- No, if it is not a take home vehicle

### *Can I use Fastrak if I am willing to pay the toll?*

- No, it is not permitted unless you have a take home vehicle with your personal Fastrak transponder.

### *If my vehicle is on the “exempt” list, must I fill out the Toll Waiver on the Online Management System?*

- No, this is not required. Only non-exempt must fill out the form. You are still required to input the toll lane use into the CFS

### *If my vehicle is on the “exempt” list, may I use toll lanes for other than urgent responses?*

- No, the toll lane may only be used when responding to urgent calls