

# SPECIAL ORDER



DISTRICT OF COLUMBIA

Title  
**Fuel Key Procedures**

Topic/Number  
**SO-03-19**

Effective Date  
**September 3, 2003**

Distribution  
**B**

Related to:  
**General Order 301.1 (Vehicle Operation and Maintenance)**

Rescinds:  
**General Order 603.2  
(Maintenance of Gasoline and Oil Supplies)**

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## I. BACKGROUND

Over the past several years, the Government of the District of Columbia has been developing a citywide system to facilitate the distribution of fuel for Government vehicles. This system has involved the construction of numerous fueling sites around the city, many of them on the premises of Metropolitan Police Department (MPD) facilities. Members utilizing this system for fueling will be able to obtain fuel from all fueling sites.

## II. POLICY

The policy of the Metropolitan Police Department (MPD) is to utilize the District of Columbia Fueling Centers as the primary means of obtaining fuel for MPD operated vehicles.

## III. DEFINITIONS

When used in this directive the following terms shall have the meanings designated:

1. Fuel Center – District of Columbia sites established for the purpose of dispensing fuel to D.C. Government vehicles.
2. Fuel Key – A key that is assigned to the vehicle and used for obtaining fuel from a fueling center.
3. Master Fuel Key – A key with the capacity to override standard fueling procedures and allow the user to dispense fuel.
4. Members – Sworn and civilian employees of the Metropolitan Police Department.

#### **IV. REGULATIONS**

##### **A. MPD Fuel Keys**

1. A fuel key shall be issued for all MPD vehicles that require the use of fuel and placed on the ring with the vehicle ignition key;
2. The fuel key shall be used only to obtain fuel for the vehicle to which it is assigned.
3. When the fuel key has been lost or fails to function, the MPD vehicle shall not be placed out of service.

##### **B. Use of Fueling Centers**

1. Beginning with the odometer mileage on the first use of the fuel key, members shall use the fueling center for each subsequent use BEFORE the vehicle's odometer mileage reaches a 500 mile interval; and
2. MPD vehicles shall not be fueled more than two times within a 24-hour period.

#### **V. PROCEDURAL GUIDELINES**

##### **A. Issuance of Fuel Keys**

1. The issuance of fuel keys to the respective MPD elements shall be the responsibility of the Fleet Management Branch.
2. Each element commander shall distribute the fuel keys and ensure strict accountability for their use.
3. Those units not issued fuel keys shall continue to use the fuel cards.
4. Element commanders/directors shall submit fuel keys requests for use with loaner vehicles and federal vehicles to the Fleet Manager, Fleet Management Division, including:
  - a. The vehicle's description (make, year, model, and vehicle identification number (VIN));
  - b. The vehicle's assigned element;
  - c. The vehicle's current mileage.

**B. Safekeeping and Use of Fuel Keys**

1. Fuel keys shall be maintained on the key ring containing the vehicle ignition key.
2. At the beginning of each tour of duty, receipt of the fuel/ignition key shall be documented on PD Form 775 (Daily Vehicle Inspection and Activity Report) and initialed by the receiving member.
3. Members shall turn over the fuel and ignition keys to those relief members assigned to the vehicle on the next watch or the check-off official, when there is no assigned relief member.

**C. Fueling Center Use**

1. Whenever possible, members shall utilize the fueling centers located within his/her assigned district.
2. Members shall obtain approval prior to utilizing a fueling center outside of his/her assigned district.
3. Upon arriving at a fueling center, members shall:
  - a. Insert the key into the pump's operation system;
  - b. Turn the key to the right;
  - c. Perform the functions as noted on the system monitor screen;
  - d. Enter in the appropriate box on the PD Form 775:
    - (1) The amount of fuel dispensed from the pump;
    - (2) The amount of oil added to the vehicle; and
    - (3) The amount of anti-freeze added to the vehicle.

**D. Weekly Vehicle Inspections**

1. During the weekly inspection of vehicles as outlined in GO-OPS-301.1 (Vehicle Operation and Maintenance), supervisors shall verify that the vehicle fuel key is with the appropriate vehicle.
2. A notation concerning the inspection of the vehicle fuel key shall be made on the PD Form 775A (Weekly Vehicle Inspection Checklist).

E. Use of the Master Fuel Key

1. When the assigned fuel key fails to activate the fuel pump, members shall:
  - a. If authorized, use his/her issued gas card;
  - b. Notify an official;
  - c. After ensuring there is adequate fuel, during business hours, respond to the Field Management Office, Department of Public Works (DPW) Administrative Building, located at 1725 15<sup>th</sup> Street, N.E., Second Floor. Provide to DPW personnel, the vehicle mileage and fuel key to be reprogrammed; and
  - d. After business hours, when there is no issued gas card for the vehicle, the master key shall be obtained from the element Watch Commander.
2. When a member discovers the loss of a fuel key or master fuel key, the member shall: (See GO-PER-110.11 [Uniforms and Equipment])
  - a. Immediately notify a supervisor to obtain the master key from the element Watch Commander;
  - b. Make a notation on the PD Form 775;
  - c. Complete a PD Form 251 (Event Report); and
  - d. Complete a PD Form 43 (Lost Property Report).

F. Duties and Responsibilities

1. Supervisory Officials shall:
  - a. Upon notification of a lost fuel key:
    - (1) Conduct an investigation into the circumstances surrounding the loss of the fuel key and follow procedures outlined in GO-OPS-301.1 (Vehicle Operation and Maintenance);
    - (2) Ascertain the vehicle's current fuel level;
    - (3) Ascertain whether the member has been issued a gas card; and

- (4) During business hours, direct the member to respond to the (DPW) Administrative Building to have the fuel key reprogrammed, or
    - (5) When the master fuel key is needed, notify the element Watch Commander.
  - b. Ensure that a copy of all paperwork related to the loss of the fuel key is forwarded to the element Vehicle Maintenance Officer (VMO).
2. The Watch Commander shall:
  - a. Maintain and be held strictly accountable for the master fuel key.
  - b. Each time the master key is used, make entries on the PD 150 (Watch Commanders Report), including:
    - (1) The time used;
    - (2) The location where used;
    - (3) The vehicle that required the use of the key; and
    - (4) Notifications and actions related to the key that is designated for use with the vehicle.
  - c. Note the loss of fuel keys and/or the loss of the master fuel key on the PD Form 150.
  - d. Where appropriate, approve the use of fueling sites located outside of the assigned district.
3. Vehicle Maintenance Officers shall coordinate with the Fleet Management Branch for the replacement of:
  - a. Lost fuel keys;
  - b. Lost master fuel keys; and
  - c. Keys that are no longer serviceable.
4. Commanding Officers/Directors shall:
  - a. Ensure the establishment of an accounting system for fuel keys issued to his/her element;

- b. Ensure that members are familiar with the fuel key program and the contents of this Special Order;
  - c. Investigate the circumstances surrounding each occasion where a master key is required to override the program for a vehicle assigned to his/her element; and
  - d. Forward a report of the findings and any recommendation, through the chain of command, to the Fleet Manager, Fleet Management Branch.
5. The Fleet Manager, Fleet Management Branch shall:
- a. Manage the Fuel Key Program.
  - b. Obtain and issue fuel keys, replacement fuel keys, and master fuel keys.
  - c. Upon notification that a fuel key has been lost or is no longer serviceable, deactivate the fuel key as appropriate.
  - d. Within 24 hours after receipt of replacement fuel key requests made by the element VMO, ensure that replacement fuel keys are issued as appropriate.
  - e. Review fuel key override reports to identify system or process errors or issues.
  - f. Follow up or recommend corrective action as appropriate.

## VI. CROSS REFERENCES

- A. GO-OPS-301.01 (Vehicle Operation and Maintenance)
- B. GO-PER-110.11 (Uniforms and Equipment)
- C. SO-99-3 (Guidelines for Gasoline Refueling)

// SIGNED //  
Charles H. Ramsey  
Chief of Police

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