

SPECIAL ORDER



DISTRICT OF COLUMBIA

Title
Fuel Key Procedures
Topic/Number
SO-10-06
Effective Date
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Rescinds:
SO-03-19 (Fuel Key Procedures), Effective Date September 3, 2003
TT-01-019-07 (Safety at Fuel Sites), Effective Date January 8, 2007

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I. BACKGROUND

The District of Columbia has a citywide system to facilitate the distribution of fuel for government vehicles. This system involves numerous fueling sites around the city, several 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 site established for the purpose of dispensing fuel to D.C. Government vehicles.
2. Fuel Key – Key assigned to a vehicle and used for obtaining fuel from a fueling center.

3. Fuel Ring – Electronic device, attached to a vehicle, which sends a signal to a fuel pump indicating the vehicle is authorized to receive fuel.
4. Master Fuel Key – Key with the capacity to override standard fueling procedures and allow the user to dispense fuel.
5. Member – Sworn and civilian MPD employee or MPD Reserve Corps member.

IV. REGULATIONS

A. MPD Fuel Keys or Rings

1. The Corporate Support Bureau, General Support Services Division, Fleet Services Branch shall issue a fuel key or ring for all MPD vehicles that require the use of fuel.
 - a. Element/division commanding officers shall control fuel keys.
 - b. Fleet Services Branch shall install fuel rings on vehicles.
2. Members shall only use the fuel key/ring to obtain fuel for the vehicle to which the fuel key/ring is assigned.

B. Use of Fueling Centers

1. Members shall not allow children inside MPD vehicles while fueling at any of the fueling centers.
2. Members shall not allow children to dispense/pump fuel at any of the fueling centers.
3. Members shall not smoke at any of the fueling centers.
4. Members shall not use their radio or cell phone while dispensing fuel at any of the fueling centers.

V. PROCEDURES

A. Issuance of Fuel Keys

1. The Fleet Services Branch shall issue fuel keys to MPD elements/divisions.
2. Elements/divisions not issued fuel keys shall continue to use fuel cards.

3. Element/division commanding officers shall submit fuel key requests for use with loaner vehicles and federal vehicles to the Fleet Manager, Fleet Services Branch, that include:
 - a. The vehicle's description [i.e., make, year, model, and vehicle identification number (VIN)];
 - b. The vehicle's assigned element/division;
 - c. The vehicle's current mileage; and
 - d. The purpose for using the vehicle.

B. Safekeeping and Use of Fuel Keys

1. Element/division commanders shall ensure strict accountability for fuel key use.
2. Members shall **not** maintain fuel keys on the key ring containing the vehicle ignition key.
3. Members receiving the fuel key, at the beginning of each tour of duty, shall document receipt of the fuel key on their PD Form 775 (Daily Vehicle Inspection and Activity Report).
4. Members shall comply with their district's procedures for turning over fuel keys and ignition keys.

C. Fueling Center Use

1. Whenever possible, members shall utilize the fueling centers located within their assigned police district.
2. Members shall notify the Office of Unified Communication (OUC) and be held out of service prior to utilizing fueling centers.
3. Members shall notify OUC when they are back in service after using the fuel center outside their assigned police district.
4. 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; and

- 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, if any, added to the vehicle; and
 - (3) The amount of anti-freeze, if any, added to the vehicle.

D. Weekly Vehicle Inspections

1. During the weekly inspection of vehicles as outlined in General Order 301.1 (Vehicle Operation and Maintenance), supervisors shall verify that a vehicle fuel key is associated with each vehicle.
2. Supervisors shall make a notation concerning the inspection of a vehicle's fuel key on the PD Form 775A (Weekly Vehicle Inspection Checklist).

E. Loss or Malfunctions of the Fuel Key or Fuel Ring

1. When the assigned fuel key fails to activate the fuel pump, members shall:
 - a. If authorized, use his/her issued gas card;
 - b. During business hours, after ensuring there is adequate fuel,
 - (1) Respond to the Field Management Office, Department of Public Works (DPW) Administrative Building, located at 1725 15th Street, N.E., Second Floor, and
 - (2) Provide to DPW personnel, the vehicle mileage and fuel key to be reprogrammed; or
 - c. After business hours, when there is no issued gas card for the vehicle or inadequate fuel level, members shall request the master key from the element/division Watch Commander; and

NOTE: If there is inadequate fuel to respond to the Watch Commander to obtain the Master Fuel Key, the member shall request the Master Fuel Key be delivered to their location.
 - d. Notify a supervisory official of the loss or malfunction of the fuel key so they may take appropriate action.
2. When a fuel ring fails to activate the fuel pump, members shall:
 - a. If authorized, use their issued gas card; and

- b. Notify an official.
 - (1) Upon notification of an inoperable fuel ring, the official shall:
 - (a) Contact the Watch Commander for authorization to use the Master Fuel Key;
 - (b) Contact the Fleet Manager, Fleet Services Branch; and
 - (c) Notify the element's Vehicle Maintenance Officer (VMO).

- 3. When a member discovers damage to or loss of a fuel key, the member shall:
 - a. Follow the procedures in Part V.E.1;
 - b. Make a notation on the PD Form 775;
 - c. Complete a PD Form 251 (Incident-Based Event Report); and
 - d. Complete a PD Form 43 (Report of Damage to or Loss of District Government Property).

F. Duties and Responsibilities

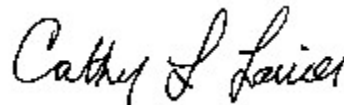
- 1. Supervisory Officials shall:
 - a. Upon notification of an inoperable fuel ring:
 - (1) Contact the Fleet Manager, Fleet Services Branch; and
 - (2) Notify the element's Vehicle Maintenance Officer (VMO).
 - b. Upon notification of a lost fuel key:
 - (1) Conduct an inquiry into the circumstances surrounding the loss of the fuel key and notify the Watch Commander;
 - (2) Ascertain the vehicle's current fuel level;
 - (3) Ascertain whether the member has been issued a gas card;

- (4) When the master fuel key is needed, notify the element Watch Commander; and
 - (5) Ensure that all paperwork related to the lost fuel key is forwarded through the chain of command and ensure a copy of the paperwork is forwarded to the element VMO.
2. The Watch Commander shall:
 - a. Maintain and be accountable for the Master Fuel Key;
 - b. Obtain incident summary (IS) numbers from the Internal Affairs Bureau and initiate an investigation into the loss of any fuel keys; note the loss of fuel keys and/or the loss of the master fuel key on the PD Form 150 (Watch Commander's Report);
 - c. Each time the master key is used, make entries on the PD Form 150 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 taken related to the fuel key that is designated for use with the vehicle (e.g., why the fuel key did not work (if known), what was done with the non-working key, notifications made regarding the non-working key.)
3. Vehicle Maintenance Officers shall coordinate with the Fleet Manager, Fleet Services Branch for the replacement of:
 - a. Lost fuel keys;
 - b. Lost master fuel keys;
 - c. Keys that are no longer serviceable; and
 - d. Inoperable fuel rings.
4. Commanding Officers/Directors shall:
 - a. Ensure the establishment of an accounting system for fuel keys and the master fuel key issued to his/her element/division;

- b. Ensure that members are familiar with the fuel key program and the contents of this order;
 - c. Ensure an investigation into the circumstances surrounding the loss of any fuel key or unusual incidents involving the use of the master key assigned to their element is conducted; and
 - d. Forward a report of the findings and any recommendation, through the chain of command, to the Fleet Manager, Fleet Services Branch.
5. The Fleet Manager, Fleet Services Branch shall:
- a. Manage the Fuel Program;
 - b. Obtain and issue fuel keys/rings, replacement fuel keys, and master fuel keys;
 - c. Replace inoperable fuel rings;
 - d. Upon notification that a fuel key has been lost or is no longer serviceable, deactivate the fuel key as appropriate;
 - e. Within twenty-four (24) hours after receipt of replacement fuel key requests made by the element VMO, ensure that replacement fuel keys are issued as appropriate; and
 - f. Review fuel key override reports to identify system or process errors or issues.

VI. CROSS REFERENCES

- A. General Order 301.1 (Vehicle Operation and Maintenance)
- B. GO-PER-110.11 (Uniforms and Equipment)



Cathy L. Lanier
Chief of Police