

# SPECIAL ORDER



DISTRICT OF COLUMBIA

Title	<b>Vehicle Oil Checks</b>
Number	<b>SO-12-10</b>
Effective Date	<b>March 13, 2012</b>
Related to:	GO 301.01 (Vehicle Operation and Maintenance)

I.	Background	Page 1
II.	Regulations	Page 1
III.	Procedures	Page 2
III.A.	Checking Engine Oil	Page 2
III.B.	Adding Engine Oil	Page 3
III.C.	Overfilling the Engine with Oil	Page 3
IV.	Cross References	Page 3

## I. BACKGROUND

The purpose of this special order is to remind members of GO 301.01 (Vehicle Operation and Maintenance). Members assigned to a Metropolitan Police Department (MPD) vehicle are accountable for the vehicle's care and maintenance to include routine preventive maintenance (e.g., fluid levels are checked and maintained).

## II. REGULATIONS

- A. Members shall not drive a vehicle with low or no oil.
- B. Members shall check the oil level of their assigned vehicle at each fueling.
- C. If the vehicle is low on oil, members shall:
  1. Report the low oil level to their supervisor and the Vehicle Maintenance Officer (VMO).
  2. Note the low oil level for the vehicle on their PD Form 775 (Daily Vehicle Inspection and Activity Report).
  3. Fill the vehicle with oil.
- D. Members shall contact the VMO if oil is not available at the fuel pumps. If the VMO is not available, members shall contact the Corporate Support Bureau, General Support Services Division, Fleet Services Branch.

- E. VMOs shall ensure a supply of oil is at the fuel pumps or in a designated location known to members.

### III. PROCEDURES

#### A. Checking the Engine Oil

1. Members shall check the engine's oil in accordance with the owner's manual or the laminated "Check Engine Oil" cards found in each vehicle.
2. If the owner's manual or laminated card is missing from the vehicle, members shall follow these basic guidelines for checking the engine oil. Members shall:

- a. Make sure the vehicle is on level ground.
- b. Turn the engine off and wait two (2) minutes for the oil to drain into the oil pan.
- c. Set the parking brake and ensure the gearshift is securely latched in P (Park).
- d. Open the hood.

NOTE: Caution engine may be hot.

- e. Locate and carefully remove the engine oil level dipstick.
- f. Wipe the dipstick clean and then push it back in all the way.
- g. Remove it again, keeping the tip down, and check the level.

(1) If the oil level is within the normal range (within the crossed hatched area) do not add oil.

(2) If the oil level is below the cross-hatched area add oil until the level is within the crossed-hatched area.

(3) **Do not overfill (oil level gets above the cross-hatched area) the engine with oil.**

## B. Adding Engine Oil

1. Members shall add engine oil in accordance with the owner's manual or the laminated "Check Engine Oil" cards found in each vehicle.
2. If the owner's manual or laminated card is missing from the vehicle, members shall follow these basic guidelines for adding oil to the engine. Members shall:
  - a. Remove the engine oil filler cap.
  - b. Use a funnel to pour the engine oil into the opening.
  - c. Recheck the engine oil level to ensure it is within the normal operating range.

NOTE: Make sure the oil level is not above the normal operating range on the engine oil dipstick.

- d. Install the dipstick and ensure it is fully seated.
  - e. Fully install the engine oil filler cap.
- 3.

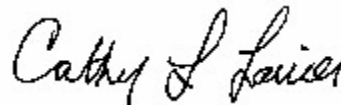
## C. Overfilling the Engine with Oil

**If the engine is overfilled with oil, the members shall:**

1. **Not drive the vehicle.**
2. Contact their immediate supervisor who shall ensure the Vehicle Maintenance Officer (VMO) is notified.

## IV. CROSS REFERENCE

- A. GO 301.01 (Vehicle Operation and Maintenance)



Cathy L. Lanier  
Chief of Police