



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.14

TITLE: VEHICLE FUELING AND FUEL SERVICES

EFFECTIVE: 04/15/2018

REVISED: (Replaces Policy 706)

PURPOSE

The purpose of this Chapter is to outline the responsibilities of the New Orleans Police Department and the Fleet Administrator with regard to the Department's fuel system allocation and reporting process.

POLICY STATEMENT

1. This Chapter follows the provisions of CAO Policy Memorandum 5(R) and attachments found at [https://employee.nola.gov/documents/forms/policies-law/policies/no-5-\(r\)-vehicle-and-equipment-policy/](https://employee.nola.gov/documents/forms/policies-law/policies/no-5-(r)-vehicle-and-equipment-policy/).
2. This Chapter identifies the responsibilities of:
 - (a) Members who dispense fuel;
 - (b) The fuel facilities to be used by all department vehicles under normal operating conditions;
 - (c) The facilities available and procedures required for emergency fuel services; and
 - (d) The procedures for authorized exemption from this procedure.

FUEL SYSTEM ADMINISTRATION

3. The Fleet Administrator shall have the following responsibilities within the Department:
 - (a) Coordination of department-wide fuel services and operations.
 - (b) Reporting and coordination of equipment failures and notification of emergency provisions for alternate fuel sites and equipment.
 - (c) Processing of requests for vehicle fuel cards (see: CAO Policy #5(R), Attachment L).
 - (d) Processing of requests for deactivation of vehicle fuel cards (see: CAO Policy #5(R), Attachment K).
 - (e) Review of Departmental weekly fuel service reports.
 - (f) Distribution of weekly fuel use reports within NOPD.
4. The Risk Management Section - Fleet Administrator is responsible for initiating and/or conducting investigations for any discrepancy, inconsistency, or impropriety suspected and taking the appropriate action as warranted by the situation in regards to the department's fuel system allocation (See: CAO Policy #5(R), XI. J).

EMPLOYEE RESPONSIBILITIES

5. Each member is responsible for the use and security of his/her assigned PIN.
 - (a) Employees should memorize their PIN and shall not loan out their PIN. The member's PIN shall not be written on any fuel system card.
 - (b) Employees shall enter the correct mileage from the odometer of the vehicle being fueled.
 - (c) Employees who have knowledge or suspicion of misuse, loss, or theft of any fuel card are obligated to report that information immediately to the Risk Management Section - Fleet Administrator.
6. Employees inquiring about a PIN shall report to the Fleet Administrator Office. A PIN will not be given out over the phone, nor to anyone other than the person to whom it is assigned.

FUEL ACCESS CARDS

7. Every vehicle in the Department's fleet with a vehicle identification number (VIN) shall have a fuel access card for use at all authorized fueling sites.
8. Each fuel access card shall have, embossed on the card:
 - (a) An identification number,
 - (b) A vehicle account number,
 - (c) The initials **NOPD**,
 - (d) A brief description of the vehicle to which the card is assigned, and
 - (e) The card's expiration date.
9. The fuel access card shall be retained in the vehicle to which it is assigned.
10. The fuel access card assigned for the vehicle shall be used whenever fuel is dispensed to that particular vehicle.
11. Dispensing city fuel without the fuel access card is prohibited.
12. The security and access of fuel access cards assigned to stationary equipment, such as generators, shall be the responsibility of the Commanding Officer of the unit to which the equipment is assigned.
13. Fuel access card shall only be used to fuel the vehicles to which they are assigned and shall not be used or loaned out to refuel other vehicles.

DISPENSING FUEL WITHOUT THE CORRECT VEHICLE FUEL ACCESS CARD

14. Members who must dispense fuel for a City vehicle without the correct vehicle fuel access card for that vehicle must complete the **City of New Orleans Fuel Dispensing Exception Report** (CAO Policy #5(R), Attachment E) found on the City website at: [https://employee.nola.gov/chief-administrative-office/policies/policies/no-5-\(r\)-vehicle-and-equipment-policy/attachment-e-fuel-dispensing-exception-report/](https://employee.nola.gov/chief-administrative-office/policies/policies/no-5-(r)-vehicle-and-equipment-policy/attachment-e-fuel-dispensing-exception-report/).
15. All fuel dispensing exception report forms (CAO Policy #5(R), Attachment E) shall be turned in to the Risk Management Section - Fleet Administrator no later than the next business day after the fuel was dispensed.

REPLACEMENT FUEL ACCESS CARDS

16. Lost or stolen fuel access cards shall be documented in a police report (EPR) as soon as the loss or theft is discovered. The discovering and reporting member shall immediately notify his/her supervisor. The item number of the report shall be provided to the Risk Management Section - Fleet Administrator before a replacement card can be ordered.
17. Damaged fuel access cards shall be returned to the Risk Management Section - Fleet Administrator Office and a replacement card ordered without a report.

FUEL FACILITIES

18. All department vehicles and equipment shall use the fuel sites listed in this Chapter for all normal operations.
19. Exceptions to the use of restricted fuel sites may be made for:
 - (a) Declared / announced emergencies,
 - (b) At the instruction of Communications Services, or
 - (c) By text message or email from the Risk Management Section - Fleet Administrator.
20. The following are the normal operations fuel sites:
 - (a) **Broad Street Pumps** (City operated - 24 hours per day 7 days per week) at 506 N. Broad St.
 - (b) **Algiers Pumps** (City operated - 24 hours per day 7 days per week) at 2341 Wall Blvd.
 - (c) **East New Orleans Pumps** (City operated - 24 hours per day 7 days per week) at 10200 Old Gentilly Rd.

EXTENDED - OUT OF AREA VEHICLE USAGE (FUEL ACCESS CARDS)

21. On those occasions where city owned vehicles are used for approved out of town business, a fuel access card will be issued to, and signed for, by the department member.
22. Records of the assignment, return and use of the out-of-town fuel access cards shall be maintained by the Risk Management Section - Fleet Administrator Office.
23. The use of the out-of-town fuel access cards is for the purchase of fuel for the assigned vehicle only.
24. The out-of-town fuel access card and all receipts for fuel shall be returned to the Risk Management Section, Fleet Administrator Office, during normal working hours (Monday – Friday from 8 am to 4 pm), for all out-of-town fuel purchases within two business days of the member's returning to the City.
25. Failure to comply with the provisions of this Chapter or failure to provide required documentation may result in personal responsibility for the expense of any charges made during the period the fuel access card was signed out to the member, as well as disciplinary action for violations of this Chapter.