

GASOLINE, OIL, AND MILEAGE RECORD	Document Number	GO 803
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1. PURPOSE

The purpose of this policy is to establish the guidelines governing the issuance of gasoline and oil for use in approved departmental vehicles.

2. PERSONS AFFECTED

2.1. Members who use their private subsidized vehicle for authorized police business;

2.2. Members authorized to use approved departmental vehicles for official business.

3. POLICY

It shall be the policy of the Hawai'i Police Department that members are entitled to gasoline and oil for approved departmental vehicles in use for official business.

4. RESPONSIBILITIES

4.1. Members

4.1.1. Members are required to maintain a Daily Auto Record and to have it readily available and current.

4.2. Commanding Officers

4.2.1. Responsible for the Daily Auto Record of each department owned vehicle under their control;

4.2.2. Responsible for the periodic inspection of the Daily Auto Record of police subsidized vehicles under their command.

5. PROCEDURES

5.1. Rules Governing Consumption of Gasoline and Oil

5.1.1. Gasoline

a. Gasoline will be issued at the rate of one gallon for each 10 miles of official travel;

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- b. Gasoline drawn shall be placed in the drawing officer's authorized vehicle only;
- c. Where there is a mileage overage at the end of the month, the following shall apply:
  - Mileage balance must be cleared during the next calendar month after it was accrued;
  - Mileage overages not cleared during the next calendar month shall be forfeited;
  - Gasoline shall be deposited only in vehicles authorized to be used by the officer accruing the overage.
- d. Members who are short on mileage need not submit a memorandum at the end of that month, but must make up the shortage during the following month. Should a member not make up his/her entire shortage during the following month, he/she is required to submit a memorandum explaining the reasons why. Member shall not thereafter draw fuel until the shortage is made up.

5.1.2. Oil

- a. One (1) quart of oil will be allowed for each 500 miles of official travel;
- b. Oil drawn under the above condition shall be placed in the vehicle crankcase at the time the oil is drawn.
- c. Oil will not be allowed to be taken home except when oil is accumulated for oil change as outlined herein.
  - Five-hundred miles of official travel is required for each quart drawn.

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- For the purpose of this general order, the drawing of four (4) or more quarts of oil at one time shall constitute an oil change.
- The allowed amount of oil that may be accumulated per individual shall depend on the required amount necessary for an oil change in their particular vehicle.
- Upon drawing oil for an oil change, cumulative mileage in excess of the required amount shall be forfeited; i.e., an officer requests five (5) quarts of oil and has accumulated 2800 miles official travel at the time of request. Of the 2800 miles traveled, 2500 miles is required for the five (5) quarts of oil. The remaining 300 miles shall be forfeited. Mileage accumulation begins from zero (0).
- In any case, no more than the required amount of oil necessary for a single oil change in an authorized vehicle's crankcase may be drawn in a calendar month.

5.2. Where Gas and Oil May Be Obtained

- 5.2.1. Officers in South Hilo, North Hilo, Hāmākua, Kona and Puna shall draw gasoline and oil from their district stations.
- 5.2.2. Officers in South Kohala, North Kohala, and Ka‘ū shall draw gasoline from the County Motor Pool pumps in their respective districts. Oil shall be drawn at District stations.
- 5.2.3. If unleaded gasoline is not available in the above (5.2.1. & 5.2.2.) locations, officers with vehicles requiring such gasoline shall draw from a service station designated by the Accountant IV.
- 5.2.4. District commanders shall requisition oil for their district from the District Manager.

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5.3. Fuel Dispensing System – Computerized Fuel Dispensing System

- 5.3.1. Authorized personnel who have been issued a computerized fuel dispensing system key or have access to computerized fuel dispensing system keys for department owned vehicles, shall be guided by the established procedures on the use of the system.
- 5.3.2. In the event a problem occurs with the issued computerized key or system, members are to immediately report the incident to their supervisor, who shall take the required action as set forth in the department's fuel dispensing system procedures.

5.4. Drawing Gas From Service Stations

- 5.4.1. Officers drawing gasoline from commercial service stations shall sign their name and enter their badge and license plate numbers to the sales charge slip furnished by the commercial service station. A copy of the sales slip shall be turned in to the commanding officer after each draw of gas.
- 5.4.2. Each District Commander concerned shall at the end of each month collect all sales charge slips from the service stations, and shall verify the gallons of gasoline drawn with that noted in the daily mileage record book of each officer.
- 5.4.3. A monthly district gasoline and mileage report shall be compiled by each District Commander on forms provided. Such monthly report, together with all sales charges and a summary statement from the service station shall be forwarded to the Accountant IV within five working days of the new month.

5.5. Daily Auto Record

- 5.5.1. Officers receiving a cash automobile allowance for the use of their vehicles shall maintain a Daily Auto Record. All block information shall be filled out completely.
- 5.5.2. The auto record shall be kept in each officer's subsidized vehicle in a clean and neat manner, and with all entries recorded in ink up to, and including, the current date.

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5.5.3. The Daily Auto Record shall be kept in accordance with the following provisions:

- a. Each officer will enter the amount of gas and/or oil drawn in the proper column of his/her record at the time it is drawn;
- b. Each member will be responsible for maintaining correct totals to be submitted at the close of the month, and for balancing their mileage with the required figure for all gas and oil drawn;
- c. Members shall be responsible for accurately entering in their Daily Auto Record, the odometer reading of their authorized vehicle at the beginning and ending of each tour of official duty. Daily computations for the total official miles traveled shall also be entered in the appropriate blocks for the Daily Auto Record;
- d. Defective odometers shall be immediately reported to the officer's supervisor;
- e. Any evidence of false entries or fabricated mileage will be considered a breach of discipline and dealt with accordingly;
- f. The Daily Auto Record shall be turned in by each officer to his/her immediate supervisor at the end of the last tour of duty for each month. The monthly report shall then be submitted to the Accountant IV by the respective district or division commanders within five working days of the new month;
- g. Any officer who overdraws on gasoline allowance may be subject to disciplinary action;
- h. A separate Daily Auto Record will be maintained for each subsidized or loaner vehicle for use by officers during their normal tour of duty;
- i. Commanders are responsible for the Daily Auto Record of each department owned vehicle under their control.

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5.6. Daily Auto Record Inspection

5.6.1. To ensure that each member is complying with requirements set forth under Section 5.5., the Daily Auto Record will be subject to the following inspection guidelines:

- a. Each member's Daily Auto Record will be inspected by a superior officer a minimum of once each week.
- b. Inspections may be conducted in the field or at police or district headquarters.
- c. The superior officer while conducting his/her inspection shall:
  - Read the vehicle odometer to verify the recorded entry in the Daily Auto Record;
  - Inscribe his/her initials in the border alongside the entered odometer reading on said date of inspection;
  - Should an inspection reveal *no entry* for a start or finish of a prior work day or days, the inspecting officer shall draw a line through the unrecorded days and initial the line. Mileage credit for the unrecorded days will be zero (0);
  - Should an inspection reveal *late entry* (inspection conducted during tour of duty and opening mileage for that work day not recorded), mileage credit for the work day will begin at the time of inspection.

5.7. Supplementary Mileage Report

5.7.1. Mileage that is incurred by officers outside of their normal tour of duty for police or police related purposes shall be recorded on a *Supplementary Report Form* (Form F/5).

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- 5.7.2. For each trip, the date, time, point of origin, destination, nature of business, mileage, gasoline, and/or oil drawn is to be entered on the form. If more than one sheet is used, show the total mileage on the last sheet only.
- 5.7.3. These forms are to be submitted along with regular monthly mileage reports after having been checked and approved.
- 5.7.4. Gasoline and oil shall be drawn in the manner provided in Section 5.3 for all approved supplementary mileage.