



POLICY AND PROCEDURE

NO.670

Gas Computer Application

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On Wednesday, September 2, 1992 at 0800 hours, the fueling of departmental vehicles by computer application will go into effect. Manual use will remain the back-up system.

In order to maximize maintenance reports and to simplify operation, the system has been upgraded to a NO CARD operation. Unit Commanders are requested to collect the previously distributed cards and return them to planning division.

The only thing needed to obtain gasoline will be the four (4) digit personal identification number (PIN) assigned to each officer and compliance with the following instructions:

1. Press CLEAR.
2. Enter Vehicle number, and then press ENTER Button twice.
3. Enter PIN number, and then press ENTER Button twice.
4. Enter hose number (1), and then press ENTER Button once.
5. Pump Gas.

NOTE: You have 90 seconds from computer to start pumping gas. Any break in gas flow longer than 30 seconds stops pump.

The Department policy on Gasoline Computer card system dated July 1, 1992 is rescinded.

Personnel from Planning Division and the Garage will be available during the first couple days to assist in any problem that may arise.

The inclusion of odometer readings will be added after original application and orientation of use of system. Limits of number of gallons per fill will be adjusted after actual need is determined through derived maintenance reports from system.

Per:

Edward P. Gardella
Chief of Police

EG:fl