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POLICE DEPARTMENT
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1789

FUELING/WASHING OF DEPARTMENT VEHICLES
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PURPOSE: The purpose of this policy is to establish procedures for the proper fueling and washing of department vehicles.

POLICY: It is the policy of the Albany Police Department that all department personnel shall be responsible for properly fueling department vehicles, and for maintaining department vehicles in a clean and professional manner, at all times.

I. FUELING DEPARTMENT VEHICLES

- A.** Department owned vehicles may be fueled at the gas pumps located at the Department of General Services (DGS), 1 Connors Boulevard. These gas pumps are available twenty-four (24) hours a day.
- B.** When a patrol unit's fuel gage is registering a quarter (1/4) of a tank of gas remaining, the officer shall complete the following:
 1. Notify the Communications Center via the main radio frequency that fuel is needed.
 2. When advised by Communications personnel that the unit may respond to DGS for fuel, the officer shall be taken out of service and shall report to the pumps.
 3. Upon completion, personnel shall promptly notify Communications personnel upon their return to service.
- C.** Vehicles assigned to specialized units shall refuel, as necessary, and are not required to notify Communications.
- D.** Personnel shall complete the following steps while refueling:
 1. Insert the key fob (which is assigned to the vehicle) into the key slot on the pump kiosk and follow the prompts on the screen;
 2. Enter the employee's Personal Identification Number (PIN #);
 3. Enter the vehicle's accurate odometer reading;
 4. Enter the pump number that is being utilized and fill the fuel tank; and
 5. Assess the vehicle's fluid levels (oil, anti-freeze, and washer fluid) and fill reservoirs, as necessary, with the supplies present at DGS.
- E.** Through the use of the electronically programmed fuel key fobs and kiosk, fuel

consumption can be tracked by vehicle, individual, and department.

1. Key fobs are assigned to individual vehicles and should remain on that vehicle's key ring at all times.
2. In the event that a key fob is lost or damaged, personnel should notify their immediate supervisor and shall complete an Intra-Departmental Correspondence to the Chief of Police.
3. Inaccurate mileage entries will not disable the fueling mechanism; however, those entries will be flagged and forwarded to Headquarters for review.
4. Inaccurate PIN entries will disable the fueling mechanism.
5. Utilizing a single key fob for refueling multiple vehicles will be flagged and may disable the fueling mechanism.

F. When inclement weather is expected that might impair the ability of a vehicle operator to access fuel, the Communications Center shall have all active patrol units fill their gas tanks.

II. WASHING DEPARTMENT VEHICLES

- A. When a department vehicle is in need of washing and it is normal business hours, the officer shall complete the following:
 1. Notify the Communications Center that the wash list is needed, via the main radio frequency.
 2. When advised by Communications personnel that the unit may respond, the officer shall be taken out of service and shall report to one of the authorized vendors.
 3. Upon completion, personnel shall promptly notify Communications personnel upon their return to service.
- B. The vehicle shall be brought to one of the following locations:
 1. Golden Arrow Car Wash (1025 Central Avenue, Albany):
 - a. Golden Arrow Car Wash is open for business Monday through Saturday 8:00 AM – 6:00 PM, and Sunday 9:00 AM – 4:00 PM. Golden Arrow will clean the exterior and interior of the vehicle.
 - b. When using Golden Arrow Car Wash, personnel shall complete the following:
 - i. Remove/secure all portable personal and/or Department property present in the vehicle;
 - ii. Remove any confidential law enforcement material;
 - iii. Logout of the Mobile Data Terminal (MDT);
 - iv. Leave the department vehicle with attendant;
 - v. Complete the sign in voucher at the front counter, entering the following information:
 - a) Date;
 - b) Unit Number;

- c) Officer's Name; and
- d) Officer's PIN. This tracks the number of washes we utilize each month.

1) The yellow portion of the voucher must be returned to the appropriate unit/station and sent to ASB via intradepartmental mail.

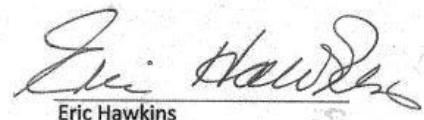
c. Vehicles brought to Golden Arrow Car Wash for detailing or decontamination:

- i. The vehicle's operator must complete a [Vehicle Repair Request](#), APD Form # 436.
- ii. Once the Repair Request slip is completed, the vehicle's operator shall scan the completed form and email it to vehiclerepairs@albany-ny.org.

2. Clean2o Touch Free Car Wash, 1181 Western Ave):

- a. Clean2o Touch Wash is fully automatic and is available for use twenty-four (24) hours a day.
- b. Department vehicles will be issued a laminated card with a wash code member number on it, which is unique to the vehicle.
- c. The vehicle operator will enter the wash code and member number to obtain access to the car wash
- d. Only the exterior of the vehicle will be washed when using this vendor.
- e. Each vehicle will be authorized one (1) car wash per calendar day.

C. Any vehicle damaged as a result of services provided at either vendor must be reported to a supervisor immediately.



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