




DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Fueling and Credit Card Use	Effective Date: April 24, 2018	Policy Number: 3.95	
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Attachments:	 L. Shane Nelson, Sheriff		

I. PURPOSE

The Sheriff's Office strives to be fiscally responsible and accountable to the public. It is therefore necessary to provide guidelines for the use of commercial fuel cards and appropriate consumption of county fuel in Sheriff's Office vehicles.

II. COUNTY FUELING STATIONS

Deschutes County maintains two fueling stations for the purposes of fueling county owned vehicles. Those stations are located at the County Road Department stations on 27th Street in Bend and S. Hwy 97 in La Pine. The County buys and stores bulk fuel at these locations for use in County vehicles only. Because of the County's status as a government entity, the County is not required to pay taxes on this fuel. As a result, the cost of this fuel is considerably less than fuel purchased from private commercial vendors.

Because the Sheriff's Office must patrol the entire county, it is not feasible for deputies working in the north or west county areas to fuel at one of the Road Department fueling stations. Therefore, the Sheriff's Office has established accounts with private bulk fuel providers to provide a more practical alternative for those units working north and west county areas, as well as for legitimate County business outside of Deschutes County.

Sheriff's Office members working in, or based in, the Bend and La Pine district areas including Corrections, Detectives and Special Services Unit, should, as a matter of practice, always fuel at one of the county fueling stations.

Regular unleaded gasoline is the only grade authorized for Sheriff's Office vehicles. If for some reason regular unleaded is not available, mid-grade gasoline is authorized, but requires an e-mail follow up to the Division Commander with an explanation. If the vehicle seems to run rough on regular unleaded, contact the Automotive Unit Supervisor for further instruction.

Patrol Deputies working the north and west areas of the county should top off their tank at the County Shops whenever they are in the area.

III. COMMERCIAL FUEL CARDS

The Automotive Unit Supervisor is the only one authorized to issue Commercial fuel cards. Commercial fuel cards are issued to every vehicle in the Sheriff's Office fleet. The purpose of these cards is to provide fuel when travel to a county fueling station is not practical, such as patrolling the north and west areas of the County or travel for Sheriff's Office business outside of the County.

The card is assigned to the vehicle, not the employee, and should remain with the vehicle at all times. The Sheriff's Automotive Unit uses a label maker to put the fuel card PIN numbers on either the dash or in the driver's sun visor of the vehicle. PIN numbers should never be written on the card sleeve or kept with the card, so that if the card is lost or stolen it cannot be used. Any commercial fuel cards that are lost, stolen, or damaged must be reported to the Automotive Unit Supervisor as soon as possible. The Automotive Unit Supervisor will insure that the cards are turned off and will issue a replacement card with a new PIN number. Commercial fuel cards shall not be transferred between vehicles without the authorization of the Automotive Supervisor.

IV. PERSONAL VEHICLES

No Sheriff's Office member is authorized to fuel personally owned vehicles at county fueling stations or by using county issued commercial fuel cards. Any employee using his personal vehicle on Sheriff's Office business, with their division commander approval, shall fuel at his own expense and request reimbursement through normal administrative procedures. Mileage will be reimbursed at the rate allowed by the IRS at the time the mileage was incurred. The rate is adjusted periodically by the IRS, usually in January.

V. MOTORIST ASSIST

Motorist assists are limited to five gallons and must be reported to your supervisor along with an email to the division commander.

VI. AUDITS

Monthly fuel bills from the Road Department and commercial vendors will be audited and approved by the Automotive Unit Supervisor and the Patrol Division Commander.