
INTEROFFICE MEMORANDUM

TO: ALL OFFICERS
FROM: CHIEF
SUBJECT: NEW GAS CARDS
DATE: 5/31/2006
CC:

We now have new gas cards from Wright Express. These cards are assigned to each vehicle and are to be used for that vehicle only.

Wright Express is accepted at most gas stations, this means we as a company can use these cards at the least expensive gas station. DO NOT just go to the nearest station to fill up. Close by just off I-77 on Sutton Rd is Loves Plaza (Truck Stop) which has some of the cheapest gas prices around. Also those in Rock Hill should be able to find gas cheaper than in the Fort Mill area.

These cards will give detailed reports such as vehicle mileage, avg. miles per gallon for each vehicle and for each officer. Type of gas used to fill-up and the price per gallon as well as location used to fill-up. Thus, allowing us to better track each vehicle and each officer's use.

If the vehicle is between $\frac{1}{4}$ and $\frac{1}{2}$ tank it needs to be filled before parking at the end of your shift.

I have purchased sunshades for each car, these fold for easy storage. At the end of your shift put them back in the front window to help cut down on sun damage to the car and equipment, as well as the heat in the vehicles.

Each officer has their own Driver ID number for the gas cards it is 0 plus your badge number: Example: Officer 125's gas card ID number would be 0125. Anyone found using another officers ID number will be terminated!

Keep the cars clean! Remove your trash as the end of your shift!

Do NOT change the settings on the scanners without permission.

Each vehicle will soon have a vehicle report which will show the officer who drove car, mileage in & out, damage to the car. I have yet to see anyone walk around the car before getting in to check for damage etc. If we find damage to a car the last officer to drive it will take the blame. Until we get the reports in the cars notify a supervisor before leaving of any damage.

Please take care of the cars, do not hop curbs, DO NOT LET THE SIT RUNNING, use care when driving the cars, especially backing up. We want to get to the point we can offer benefits, raises, bonus' etc. If we have to keep repairing cars it makes it hard.