

<b><i>TYPE OF ORDER</i></b>	<b><i>NUMBER/SERIES</i></b>	<b><i>EFFECTIVE DATE</i></b>	<b><i>ISSUE DATE</i></b>
Memorandum	#14 Series 2005	05/10/05 at 5:00 P.M.	05/10/05
<b><i>SUBJECT TITLE</i></b>		<b><i>PREVIOUSLY ISSUED DATES</i></b>	
Mobile Speed Pass			
<b><i>REFERENCE</i></b>		<b><i>RE-EVALUATION DATE</i></b>	
<b><i>SUBJECT AREA</i></b>		<b><i>DISTRIBUTION</i></b>	
		All Personnel	

In an effort to eliminate the problems associated with the refueling of police vehicles, the Department has procured the services of Mobil Gas. Effective Tuesday, May 10, 2005, the department will begin issuing each member a Mobil Speed Pass to be used at selected Mobil Gas stations. These speed passes are to be used solely for fuel and solely by the officer that it is assigned to for their assigned police vehicle.

No officer is to use his or her assigned Speed Pass for any reason other than refueling his or her assigned police vehicle without permission of the system administrator. Any officer who loses the Speed Pass is to immediately report the lost pass to the system administrator. Officers are not to borrow a pass or have another officer fill their vehicle.

When the Speed Pass is issued, it is activated. Any officer needing fuel will then respond to one of the authorized Mobil Gas locations. The officer will wave the speed pass in front of the Speed Pass Icon. The screen will then ask for a driver identification number. The officer will then enter their employee number. The screen will then ask for an odometer number. The officer will enter the Police Plate Registration Number. **Select only 87-grade gasoline.** For those officers assigned unmarked vehicles, the plate number can be obtained by contacting the system administrator.

The authorized Mobil Stations are located at the following addresses:

389 Elmwood Avenue	Open 24 hours
269 Valley Street	Open 24 hours
301 Branch Avenue	0630 hours – 2200 hours
1055 Smith Street	0600 hours – 2200 hours
200 Charles Street	Monday – Friday: 0500 hours – mid.

Memorandum #14, Series 2005  
05/10/05

Lieutenant Timothy Lee, Administrative Staff Division, is assigned as the System Administrator for this program.

**This program will be monitored and violations of any procedures outlined in this policy will result in disciplinary action. This includes, but will not be limited to, reimbursement for the replacement cost for City property.**

**APPROVED:**

DEAN M. ESSERMAN  
COLONEL  
CHIEF OF POLICE