3-06/160.10 - Completion and Distribution of Fuel Usage Report (SH-R-395)

Only the designated Department employee, e.g., watch deputy, utility deputy, law enforcement technician, etc., shall be responsible for completing the fuel usage report on a weekly basis. To provide consistent readings and reduce the chance of damage to fiberglass fuel tanks, only this employee will perform all fuel tank measurements. All fuel reports shall be completed as follows:

- Date;
- Location;
  - Name of unit/station/facility;
- Week of;
  - Dates covered by the report (should be from Monday through Sunday);
- Type of fuel;
  - Indicate the type of fuel that is needed to operate the location's emergency generator;
- Pump reading for this report;
  - This reading will be taken from the last entry made on the Record Log covered by this report;
- Pump Reading from last report;
  - This reading will be taken from the previous week's report;
- Total gallons consumed;
  - Subtract the previous week's ending pump reading from the current week's ending pump reading;
- Stick reading from last report;
  - This reading will be taken from the previous week's report;
- Additional fuel received;
  - Indicate in gallons fuel received during this reporting period;
- Total gallons;
  - Add the stick reading from the previous week's report and any additional fuel received during this reporting period;
- Stick reading for this report;
  - This reading will be taken just prior to the completion of this report and after the last entry made on the record log;
- Difference from total;
  - Subtract the stick reading taken from this report from the total of the previous week's stick reading and additional fuel received;
- Total gallons consumed (same as above);
- Difference from total (same as above);
- Overall shortage/gain;

  - This will be the difference of the total gallons consumed from the pump readings and the difference from the total of the stick readings. The total gallons consumed should be the same as the difference from the total. Discrepancies may exist due to the stick type of measurement. If a major discrepancy exists, the unit commander shall initiate an immediate investigation and notify his area commander;

- Emergency generator tank;
  - Each unit/station/facility's emergency generator operates on a different test mode. A formula must be devised to determine if there is any excessive use or loss of fuel; and

- Record of delivery;
  - All records of delivery for this reporting period shall be indicated.

The fuel usage report shall be approved by the operations lieutenant. Malfunction of any equipment shall be reported as soon as possible to Facilities Administration. The original fuel usage report shall be delivered to the Fleet Management Unit 1100 North Eastern Avenue, and a copy retained by the unit.