

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 2.14	<b>PAGES:</b> 1 of 1
	<b>RELATED ORDERS:</b> None	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> November 2, 2015	
	<b>REVISION DATE:</b> September 1, 2012	
<b>CHAPTER:</b> Fiscal Management	<b>SUBJECT:</b> Gasoline Card (Blue) - County Issued	

- I. **PURPOSE:** To provide a procedure by which blue County gasoline cards are issued to employees.
- II. **POLICY:** Blue gasoline cards will be made available to all badge staff and selected civilian staff.
- III. **PROCEDURE:** Requests for new cards and lost/stolen card replacement will be made to Motor Vehicle Division, County Garage, QIC-code 20119 by utilizing County of Alameda, General Services Agency (GSA) Motor Vehicle Driver's Card Request form.
  - A. Sworn employees will be issued a blue gasoline card upon hire. Sworn employees will be polled during the facility orientation to determine if a card has been issued. Those in non-compliance will be required to complete the GSA form to obtain a card.
  - B. Sheriff's Technicians and retired annuitants will be required to complete the GSA request form during the facility orientation. All other professional staff identified by the facility Commanding Officer as being required to possess a blue gasoline card will complete the GSA request form and submit it to the facility Commanding Officer for his/her signature.
  - C. **LOST, STOLEN OR DAMAGED CARDS:** Employees whose blue gasoline card has been lost, stolen or damaged will submit the appropriate agency report and a new GSA request form for a replacement card.
  - D. The facility Commanding Officer will maintain a list of the professional staff, other than Sheriff's Technicians authorized to possess blue gasoline cards.
  - E. Employees who leave County employment are required to surrender their gasoline card during the Personnel Separation process.