

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.:	1262
Issued:	03/22/11
Post Until:	04/22/11

SUBJECT: ACCESSING FUEL FOR DEPARTMENTAL FLEET VEHICLES

The purpose of this directive is to provide procedures for requesting and accessing fuel for departmental fleet vehicles. Additionally, this directive provides the fuel auditing process for staff that utilize the approved County fueling stations and Voyager fuel cards.

Requests or Changes to Accessing Fuel

Authorization from Fleet Management is required prior to utilizing or making adjustments in fuel sources. Departmental staff will be required to complete the Fuel Source Request Form, PROB. 1551 (Attachment I), noting the specific fueling source(s) and the Fuel Source Acknowledgement Form, PROB. 1552 (Attachment II). Both forms can be accessed on the Department's Probnets website, in the Administrative Forms section.

These completed forms, with the appropriate approval signatures, shall be forwarded to Fleet Management for review and processing. Approved requests will be processed within two workdays of receipt. Staff will be notified once the request has been processed and the fuel source is available for use.

Under no circumstances shall staff share their employee numbers, Personal Identification Number (PIN) codes, or Voyager fuel cards. Staff is urged to return departmental fleet vehicles with at least half a tank of fuel at the conclusion of their destination.

County Fueling Stations

Accessing fuel for departmental fleet vehicles is limited to the following Los Angeles County fueling stations: Department of Public Works (DPW), Sheriff's Department and Internal Services Department (ISD). The attached Probation Department Fueling Station Matrix (Attachment III) details the Department's authorized County fuel station locations. Accessing fuel from other County departments without the authorization of Fleet Management is prohibited.

Voyager Fuel Card

The use of Voyager fuel cards shall be limited to providing fuel when County fueling stations are not geographically or readily accessible. Voyager fuel cards are to be utilized to purchase unleaded gasoline, propane, CNG and LPG fuel types. The use of these cards is prohibited for personal purchases (food, beverages, or any other type of concessions), car washes, mechanical and tire repairs, lube and oil changes, etc., or to fuel personal vehicles.

Fleet Management shall be notified when it is confirmed that an unauthorized purchase has occurred. For these occurrences, the staff person's Voyager fuel card must be surrendered and reimbursement payment arrangements shall be made through Fiscal Services. Misuse or fraudulent use of the card may result in formal disciplinary action.

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Fuel Auditing Process

Fleet Management shall forward the monthly Voyager billing statement to each Bureau Chief for review with their respective staff to confirm fueling charges by the 15th of each month. Staff and their manager shall sign off and return the billing statements to Fleet Management by the 30th of each month. Should any billing discrepancies be noted, staff shall annotate the Voyager billing statement by providing a brief explanation describing the error. Fleet Management shall follow-up on all billing discrepancies with the staff's Bureau Chief.

Fleet Management shall review DPW, ISD and Sheriff's billing to ensure that payment for fuel services is limited to Departmental staff. Fleet Management shall report any non-departmental fuel service charges to the respective County fueling vendor for confirmation of charges for fuel services. Fleet Management's Director shall coordinate all payment adjustments with Fiscal Services.

DPW Fueling Procedure

1. Enter the fleet vehicle's odometer reading.
2. Enter the fleet vehicle's 5-digit number.
3. Enter your PIN.
4. Enter your employee number.
5. Enter the fuel station's hose number.
6. Begin fueling.

Sheriff's Department Fueling Procedure

1. Enter the fleet vehicle's odometer reading.
2. Enter the fleet vehicle's 5-digit number.
3. Enter your "Driver ID" (employee number).
4. Enter the fuel station's hose number.
5. Begin fueling.

ISD Fueling Procedure

1. Begin the process by entering the required information.
2. Enter odometer reading.
3. Enter vehicle number.
4. Enter your "Driver ID" (employee number).
5. Enter the fuel station's hose number.
6. Begin fueling.

Voyager Fuel Card Fueling Procedure

1. Insert Voyager fuel card into credit card slot.
2. At the fuel station prompt, provide the fleet vehicle odometer reading and employee number.
3. Begin pumping fuel.

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Prior to leaving the commercial fuel vendor, the cardholder is responsible to verify the correctness and accuracy of the price and amount of his/her order and retain the receipt, to be submitted to the cardholder's manager for review.

If a pricing dispute cannot be resolved from the point of purchase, the issue should be immediately documented in writing. The item(s) in question should be circled on the receipt, and an explanation of the discrepancy should be annotated by the cardholder, and forwarded to the cardholder's manager for review. If the Voyager fuel card is rejected at the point of sale, the cardholder should notify their manager to report the rejection, reason for the rejection, and the vendor's name.

The following are notable commercial fueling locations that should be utilized in conjunction with the Voyager fuel card:

Amoco	Circle K	Getty	Phillips 66	Texaco
BP	Citgo	Gulf	Shell	Valero
Chevron	Exxon	Mobil	Sunoco	

It is the responsibility of the cardholder to notify Fleet Management if the card is lost or stolen.

Monthly Auditing

Fleet Management will be conducting monthly audits for DPW, Sheriff's Department and ISD fuel stations and the Voyager fuel cards to identify trends in accessing fuel. The cardholder's manager is responsible to review their Voyager fuel card receipts and invoices on a quarterly basis to verify that all associated staff purchases are appropriate and comply with this Directive.

Questions or concerns regarding this Directive should be directed to Management Services Bureau's Director for Fleet Management Services.



Donald H. Blevins
Chief Probation Officer

PROBATION DEPARTMENT
FLEET MANAGEMENT SERVICES
FUEL SOURCE REQUEST FORM

Staff Name & Employee Number: _____

Bureau & Fund Org: _____

Work Location: _____

Director's Approval: _____ Phone: _____

Bureau Chief's Approval: _____ Phone: _____

Fueling Source (Mark all Applicable Fuel Sources)

☐ Department of Public Works (DPW) ☐ Sheriff's Department ☐ Voyager

☐ Internal Services Department (ISD) ☐ Other County Department: _____

Please Specify the Request: _____

FLEET MANAGEMENT USE ONLY:

Employee Acknowledgement Fueling Agreement Received: _____
(Date)

Fuel Source Contact Date: _____

County Fuel Access / Voyager Card Issue / Cancellation Date: _____

Voyager Card Destruction Date: _____

Fleet Management Comments: _____

ADD / DELETE / MODIFY: ☐ DPW ☐ Sheriff ☐ ISD

☐ Voyager _____
(Date Card Entered Into Barscan)

☐ Voyager Card Number _____

Fleet Manager Signature: _____

PROBATION DEPARTMENT
FLEET MANAGEMENT SERVICES
FUEL SOURCE ACKNOWLEDGEMENT FORM

I hereby acknowledge and understand that the utilization of Los Angeles County fuel sources and/or the Voyager fuel card that I have been granted access is specifically restricted for use in a Departmental fleet vehicle, while conducting official County business.

I will not utilize the Voyager fuel card for other purchases than specifically prescribed. No other goods or services will be purchased with the Voyager fuel card.

I understand that misuse of Los Angeles County fuel and/or Voyager fuel card may result in disciplinary action.

I agree to return the Voyager fuel card upon request of my supervisor or high-level authority. I understand that the use of the Voyager fuel card after my privileges has been removed or withdrawn is prohibited.

Further, if the card is lost, damaged or stolen, I shall immediately notify Fleet Management.

Employee Name & Employee Number: _____

Employee Signature: _____

Date: _____

Voyager Fuel Card Number: _____

Assigned Bureau: _____

Unit/Work Location: _____

PROBATION DEPARTMENT FUELING STATION MATRIX

ATTACHMENT III

#	PROBATION FACILITY	ADDRESS	FUELING STATION(S) & ADDRESS
	OFFICES		
1	Downey Headquarters	9150 East Imperial Highway, Downey	DPW - 11282 South Garfield, Downey Sheriff - 5130 North Clark Avenue, Lakewood Sheriff - 11703 South Alameda Street, Lynwood Sheriff - 12335 Civic Center Way, Norwalk
2	Alhambra Area Office	200 West Woodward Avenue, Alhambra	DPW - 900 South Fremont Avenue, Alhambra DPW - 2986 New York Drive, Pasadena
3	Antelope Valley Area Office	42011 4th Street West #1900, Lancaster	DPW - 38126 North Sierra Highway, Palmdale DPW - 419 West Avenue J, Lancaster DPW - 17341 East Avenue J, Lancaster DPW - 45712 North Division Street, Lancaster Sheriff - 45100 North 60th Street West, Lancaster
4	Antelope Valley Juvenile	321 East Avenue K-4, Lancaster	DPW - 38126 North Sierra Highway, Palmdale DPW - 419 West Avenue J, Lancaster DPW - 17341 East Avenue J, Lancaster DPW - 45712 North Division Street, Lancaster Sheriff - 45100 North 60th Street West, Lancaster
5	Centinela Area Office	1330 West Imperial Highway, Los Angeles	DPW - 1525 Alcazar Street, Los Angeles DPW - 5530 West 83rd Street, Los Angeles DPW - 5525 East Imperial Highway, Los Angeles DPW - 1129 East 59th Street, Los Angeles
6	Central Adult Investigations / Central Records	320 West Temple Street, Los Angeles	ISD - 140 North Grand Avenue, Los Angeles ISD - 1055 North Alameda Street, Los Angeles Sheriff - 441 South Bauchet Street, Los Angeles DPW - 1525 Alcazar Street, Los Angeles
7	Central Placement Office	3965 South Vermont Avenue, 3rd Floor, Los Angeles	DPW - 5530 West 83rd Street, Los Angeles DPW - 5525 East Imperial Highway, Los Angeles DPW - 1129 East 59th Street, Los Angeles

PROBATION DEPARTMENT FUELING STATION MATRIX

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#	PROBATION FACILITY	ADDRESS	FUELING STATION(S) & ADDRESS
8	Property & Supply Operations	4549 Telegraph Road, Los Angeles	ISD - 1104 North Eastern Avenue, Los Angeles DPW - 1525 Alcazar Street, Los Angeles Sheriff - 5019 East Third Street, East Los Angeles
9	Crenshaw Area Office	3606 West Exposition Boulevard, Los Angeles	DPW - 5530 West 83rd Street, Los Angeles DPW - 5525 East Imperial Highway, Los Angeles DPW - 1129 East 59th Street, Los Angeles
10	East Los Angeles Area Office	4849 Civic Center Way, Los Angeles	ISD - 140 North Grand Avenue, Los Angeles ISD - 1055 North Alameda Street, Los Angeles
11	East San Fernando Valley Area Office	14414 Delano Street, Van Nuys	DPW - 29773 West Mullholland Highway, Agoura Sheriff - 27050 Agoura Road, Lost Hills
12	Firestone Area Office	8526 South Grape Street, Los Angeles	DPW - 5525 East Imperial Highway, Los Angeles Sheriff - 11703 South Alameda Street, Lynwood
13	Foothill Area Office	300 East Walnut Street, #200, Pasadena	DPW - 2986 New York Drive, Pasadena
14	Harbor Area Office	3221 Torrance Boulevard, Torrance	Sheriff - 28123 South Narbonne Avenue, Lomita Sheriff - 21356 South Avalon Boulevard, Carson DPW - 24309 Walnut Street, Lomita
15	ILP & Pretrial Services	3530 Wilshire Boulevard, Los Angeles	ISD - 140 North Grand Avenue, Los Angeles ISD - 1055 North Alameda Street, Los Angeles Sheriff - 441 South Bauchet Street, Los Angeles DPW - 1525 Alcazar Street, Los Angeles
16	Juvenile Interview Center	7100 Van Nuys Boulevard, #206, Van Nuys	DPW - 29773 West Mullholland Highway, Agoura Sheriff - 27050 Agoura Road, Lost Hills
17	Kenyon Juvenile Justice Center	7625 South Central Avenue, Los Angeles	ISD - 140 North Grand Avenue, Los Angeles ISD - 1055 North Alameda Street, Los Angeles Sheriff - 441 South Bauchet Street, Los Angeles DPW - 1525 Alcazar Street, Los Angeles

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#	PROBATION FACILITY	ADDRESS	FUELING STATION(S) & ADDRESS
18	Long Beach Area Office	415 West Ocean Boulevard, Long Beach	DPW - 881 Iroquois Avenue, Long Beach
19	Lynwood Regional Justice Center	11701 Alameda Street, Lynwood	Sheriff - 11703 South Alameda Street, Lynwood
20	Pomona Valley Area Office	1660 West Mission Boulevard, Pomona	DPW - 3331 San Dimas Canyon Road, La Verne
21	Pretrail Services	433 Bauchet Street #100, Los Angeles	ISD - 140 North Grand Avenue, Los Angeles ISD - 1055 North Alameda Street, Los Angeles Sheriff - 441 South Bauchet Street, Los Angeles DPW - 1525 Alcazar Street, Los Angeles
22	Rio Hondo Area Office	8240 South Broadway, Whittier	Sheriff - 11515 South Colima Road, Whittier
23	Riverview Area Office	12310 Lower Azusa Road, Arcadia	DPW - 2230 North Santa Anita Avenue, Arcadia
24	San Gabriel Valley Area Office	11234 East Valley Boulevard #302, El Monte	DPW - 353 South Van Norman Road, Montebello
25	Santa Monica Area Office	1725 Main Street, Santa Monica	Sheriff - 720 North San Vicente Boulevard, Los Angeles
26	South Central Area Office	200 West Compton Boulevard #300, Compton	Sheriff - 301 South Willowbrook, Compton
27	TANF Application Unit	7639 South Painter Avenue, Whittier	Sheriff - 11515 South Colima Road, Whittier
28	Valencia Sub-Office	23759 Valencia Boulevard, Valencia	Sheriff - 23740 West Magic Mountain Parkway, Valencia
29	Van Nuys Area Office	14540 Haynes Street, Van Nuys	DPW - 29773 West Mullholland Highway, Agoura Sheriff - 27050 Agoura Road, Lost Hills
30	Van Nuys Juvenile Investigation Unit	7100 Van Nuys Boulevard #214, Van Nuys	DPW - 29773 West Mullholland Highway, Agoura Sheriff - 27050 Agoura Road, Lost Hills
JUVENILE HALL FACILITIES			
1	Barry J. Nidorf Juvenile Hall Operations	16350 Filbert Street, Sylmar	DPW - 809 West Big Tajunga Road, Sunland
2	Central Juvenile Hall Operations	1605 Eastlake Avenue, Los Angeles	DPW - 1525 Alcazar Street, Los Angeles
3	Los Padrinos Juvenile Hall Operations	7285 Quill Drive, Downey	DPW - 11282 South Garfield Avenue, Downey

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#	PROBATION FACILITY	ADDRESS	FUELING STATION(S) & ADDRESS
CAMP FACILITIES			
1	Camp Afflerbaugh & Paige	6631 & 6601 North Stephens Ranch Road, La Verne	Sheriff - 122 North San Dimas Avenue, San Dimas DPW - 1000 Block of South San Dimas, San Dimas
2	Camp Dorothy Kirby Center	1500 South McDonnell Avenue, Commerce	ISD - 1104 North Eastern Avenue, Los Angeles DPW - 1525 Alcazar Street, Los Angeles
3	Camp Gonzales	1301 North Las Virgenes Road, Calabasas	DPW - 23533 Civic Center Way, Malibu DPW -3637 Winter Canyon Road, Malibu DPW -3800 South Topanga Cyn Boulevard, Malibu
4	Camp Holton	12653 North Little Tujunga Canyon Road, San Fernando	DPW - 809 West Big Tujunga Road, Sunland
5	Camp Miller & Kilpatrick	427 & 433 South Encinal Canyon Road, Malibu	DPW - 23533 Civic Center Way, Malibu DPW -3637 Winter Canyon Road, Malibu DPW -3800 South Topanga Cyn Boulevard, Malibu
6	Camp Munz & Mendenhall	42220 & 42230 North Lake Hughes Road, Lake Hughes	DPW - 27624 Parker Road, Castic
7	Camp Rocky	1900 North Sycamore Canyon Road, San Dimas	Sheriff - 122 North San Dimas Avenue, San Dimas DPW - 1000 Block of South San Dimas, San Dimas
8	Camp Routh	12500 Big Tujunga Canyon Road, Tujunga	DPW - 809 West Big Tujunga Road, Sunland
9	Camp Scott & Scudder	28700 & 28750 North Bouquet Canyon Road, Santa Clarita	Sheriff - 23740 West Magic Mountain Parkway, Valencia
10	Challenger Memorial Youth Center Operations	5300 West Avenue I, Lancaster	DPW - 38126 North Sierra Highway, Palmdale DPW - 419 West Avenue J, Lancaster DPW - 17341 East Avenue J, Lancaster DPW - 45712 North Division Street, Lancaster Sheriff - 45100 North 60th Street West, Lancaster