



MAINE STATE POLICE GENERAL ORDER

E-89

SUBJECT: MAINE STATE POLICE POLICY REGARDING THE FUELING OF AGENCY VEHICLES AND EQUIPMENT

EFFECTIVE DATE: 08.01.2020

EXPIRATION DATE: 08.01.2027

RECENT HISTORY: AMENDED (08.01.2020); REVISED (09.07.2017); TECHNICAL CHANGE (10.04.2011); CONVERTED TO WEB FORMAT (01.06.2009); FORMERLY GO 115

DISTRIBUTION CODE: 2 (MAY BE PUBLICLY DISCLOSED)

APPLICABILITY CODE: C, S, Z

SIGNATURE OF COLONEL:

A handwritten signature in black ink, appearing to read "W. B. R.", is written over a light blue rectangular background.

I. PURPOSE

1. The purpose of this General Order is to establish the policy of the Maine State Police regarding the fueling of agency vehicles and items of equipment.

II. POLICY

1. The policy of the Maine State Police is to use WEX-issued credit cards for all purchases of fuel for agency vehicles and items of equipment, as well as for purchases of synthetic motor oil, windshield solvent, and other automotive products for agency vehicles and items of equipment when prior authorization is given to do so in accordance with this policy.

III. DEFINITIONS

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.
 - A. Maine State Police vehicle. "Maine State Police vehicle" means a vehicle owned or leased by the Maine State Police.
 - B. Maine State Police equipment. "Maine State Police equipment" means any motorized equipment that uses fuel, other than a Maine State Police vehicle, that is owned or leased by the Maine State Police.
 - C. WEX card. "WEX card" means a WEX-issued credit card assigned to each Maine State Police vehicle and to each item of Maine State Police equipment, and that is to be used to purchase fuel for that vehicle or equipment, as well as synthetic motor oil, windshield solvent, or other automotive products when prior authorization is given to do so in accordance with this policy.

IV. PROCEDURE

1. GENERAL
 - A. Except as otherwise provided in this policy, all Maine State Police vehicles and items of equipment must be fueled at filling stations that accept the WEX card as a form of payment.
 - B. Fuel purchased for Maine State Police vehicles and items of equipment must be paid for using the WEX card.
 - C. A WEX card may not be used for any purpose other than those stated in this policy, including, but not limited to, for personal use.
2. USE OF WEX CARDS
 - A. Only a WEX card that has been assigned to a specific Maine State Police vehicle or item of Maine State Police equipment may be used to purchase fuel and other automotive products for that vehicle or item of equipment .
 1. A WEX card assigned to a specific vehicle or item of equipment must be kept with the vehicle or item of equipment at all times.
 - B. A Maine State Police employee using a WEX card for the purchase of fuel (or, when authorized, for other automotive products) must enter the four-digit personal identification number ("PIN") assigned to him or her when using the card.
 - C. Prior to fueling a Maine State Police vehicle or an item of Maine State Police equipment, a Maine State Police employee shall learn

whether the fueling station accepts the WEX cards as a form of payment.

1. If exigent circumstances exist, a Maine State Police employee may purchase fuel at a station that does not accept WEX cards as a form of payment.
 - a. In such circumstance, the employee may use a form of personal payment that is accepted by the station, and then may be reimbursed by the agency for the cost of the fuel (or, when prior authorization was given, for the cost of the automotive equipment) that was purchased.
- D. Only Maine State Police vehicles and items of Maine State Police equipment may be fueled using a Maine State Police-issued WEX card.
- E. In the event a Maine State Police employee needs to obtain an automotive product other than fuel (such as synthetic motor oil or windshield solvent), prior approval must be obtained from the employee's immediate supervisor, Commanding Officer, or the Supervisor of Fleet Maintenance.
- F. Replacement WEX cards must be obtained through Fleet Maintenance in Augusta.

NOTICE

THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.