

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: May 13, 2020

HISTORY: January 15, 2001
September 16, 2019

SUBJECT: Storage, Transportation & Transfer of
Flammable Liquids (gasoline) for Patrol Usage

POLICY NUMBER: 01-086

I. PURPOSE

It is the purpose of this policy to establish guidelines for the officers of this department regarding the safe storage, transportation, and transfer of flammable liquids (gasoline) for use in the department's Water Safety Patrol Vehicles.

II. POLICY

The manner in which officers will store, transport, and transfer flammable liquids (gasoline) for use in the performance of their duties in the City of Oconomowoc Police Department's Water Safety Program.

III. DEFINITION

- A. Storage: Space or place for storing; the safekeeping of goods in a depository.
- B. Transportation: An act, or process, or instance of transporting or being transported.
- C. Transfer: An act, process, or instance of transferring.

IV. PROCEDURES

A. Storage of Flammable Liquids (gasoline)

1. Flammable liquids (gasoline) will only be stored in plastic containers that meet the following criteria:
 - a. Red in color.
 - b. That contain the appropriate ASTM F 852 rating molded into the container's data label.
 - c. These containers will not be stored in such a place as to physically obstruct a means of egress from the boat house. They shall be so placed that a fire in the liquid storage would not prevent egress from the boat house.

B. Transportation of Flammable Liquids (gasoline)

1. When officers of the City of Oconomowoc Police Department's Water Safety Patrol transport flammable liquids (gasoline) they will adhere to the following procedures.
 - a. Flammable liquids (gasoline) will only be transported in the previously described authorized containers.
 - b. These containers shall be checked to ensure that they are equipped with tight closures, and that the container is designed that the contents can be poured without spilling.
 - c. Containers will be made secure in the rear of the transporting vehicle.
 - d. Upon their arrival at the refueling facility, officers will remove all containers from the transporting vehicle and place them on the ground before beginning the filling procedure.

- e. Upon the completion of the re-filling process, officers will secure all caps and access ports to the cans containing the flammable liquids (gasoline), and secure the containers in the rear of the transporting vehicle.

C. Transfer of Flammable Liquids (gasoline)

1. When officers of the City of Oconomowoc Police Department's Water Safety Patrol transfer flammable liquids (gasoline) from an authorized container, as specified in IV, A, 1, they will adhere to the following procedures.
 - a. Flammable liquids (gasoline) will primarily transferred from authorized containers to Water Safety Patrol vehicles via the hand pump system in the boat house.
 - b. Flammable Liquids (gasoline) may be transferred to Water Safety Patrol vehicles at a remote location, if the following procedure is followed:
 - (1) The Water Safety Patrol Vehicle may be transported to a gas station and re-fueled directly at a gas pump.
 - (2) Water Safety Patrol vehicles may be filled directly from an authorized container in the following manner:
 - (a) The transference of flammable liquids (gasoline) will be done with due care to avoid spillage or creating any other hazardous situations.
 - (b) Officers will use a large filtered funnel, placed directly into the vehicle's fuel receptacle, to assist in controlling of transfer of flammable liquids (gasoline) from the authorized container to the Water Safety Patrol Vehicle.

D. Control of Ignition Sources

1. Officers of the City of Oconomowoc Police Department's Water Safety Patrol will take precautions to prevent the ignition of flammable liquids and vapors. Potential ignition sources to be avoided include, but are not limited to the following:
 - a. Open flames
 - b. Lightning
 - c. Hot surfaces
 - d. Radiant heat
 - e. Smoking
 - f. Cutting or welding
 - g. Spontaneous ignition
 - h. Friction heat or sparks
 - i. Static electricity
 - j. Electrical sparks
 - k. Stray electrical currents

V. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict