

Illinois Department of Corrections	ADMINISTRATIVE DIRECTIVE		Number	01.02.106
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			Effective	10/1/2013
Section	01	Administration and General Office		
Subsection	02	Administration, Organization, and Management		
Subject	106	Maintenance and Use of Vehicles		

I. **POLICY**

A. **Authority**

30 ILCS 617/, 625 ILCS 5/7-203, 601, and 602 and 730 ILCS 5/3-2-2

44 Ill. Adm. Code 5040

B. **Policy Statement**

The Department shall maintain vehicles on a regularly scheduled basis and assign vehicles for use in accordance with applicable Administrative Codes and Departmental directives, policies and procedures.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure governing the responsibilities of staff for maintenance and use of vehicles.

B. **Applicability**

This directive is applicable to all offices, facilities and program sites within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **Definitions**

Emergency warning equipment - warning devices such as sirens, fixed or portable red and blue flashing lights, flashing grill lights or flashing headlights installed in Department vehicles.

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Fleet vehicles - vehicles designated for use by staff.

Vehicle Coordinator - an employee designated, in writing, by the Chief Administrative Officer to ensure that Department vehicles are maintained and assigned for use in accordance with Department directives, policies and procedures. For General Office, Field Services and Parole, this shall be the Fiscal Operations Fixed Assets and Property Control Section Vehicle Coordinator, hereafter referred to as the Statewide Vehicle Coordinator.

Vehicle Use Officer – an employee designated by the Director to monitor the use of State-owned vehicles.

F. General Provisions

1. Department vehicles shall be grouped into four categories. Vehicles that are:
 - a. **Individually assigned.**
 - b. Designated as **fleet** vehicles that may be assigned to staff for use on grounds or for over-the-road assignments or for both.
 - c. Designated for use only **on grounds** because of their type, age or condition.
 - d. Designated as **maintenance** vehicles and are generally used by the maintenance department on and off grounds.
2. All Department vehicles shall be registered with the Secretary of State. License plates specifically designed for State vehicles shall be issued, unless authorization is secured for the issuance of conventional plates prior to the vehicle delivery.
 - a. Conventional plates shall be issued only at the discretion of the Director and upon approval of the Director of the Department of Central Management Services (CMS).
 - b. The facility shall receive two copies of the validated registration card for each vehicle within its jurisdiction. One copy shall be maintained in the facility vehicle coordinator's file and one copy shall remain in the glove compartment of the vehicle. The original validated registration card shall be retained by the Statewide Vehicle Coordinator.
3. Department vehicles shall be:
 - a. **Used only for official business or in the performance of an employee's assigned duties.**
 - b. Operated only by authorized employees who possess a valid driver's license and have read and understand the Department procedures on the maintenance and use of vehicles. Employees who have been issued an individually assigned

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vehicle and employees who request to be reimbursed for driving a personal vehicle for State business shall carry the statutory minimum amount of liability insurance.

- c. Operated in compliance with Department policies and State and federal laws, including, but not limited to, those requiring the wearing of seat belts and the obeying of speed limits and parking laws; and those prohibiting the consumption of alcohol or drugs while driving or the operation of a vehicle while under the influence of drugs or alcohol; and those prohibiting smoking in State vehicles
- d. Locked when unattended.

NOTE: Failure to comply with the above procedures may result in disciplinary action in accordance with Administrative Directive 03.02.108. Additionally, in accordance with Administrative Directive 02.37.101, Travel Guidelines, moving or parking violations are the responsibility of the individual who received the violations; such expenses are not reimbursable.

- 4. Department vehicles used for transporting offenders on a routine basis shall have the State of Illinois seal and the Department of Corrections' decal affixed to the doors except:
 - a. Those assigned to transition centers that may maintain two vehicles without the seals and decals for the purpose of transporting offenders to employment sites or community programs;
 - b. Parole vehicles used for transporting offenders; and
 - c. Vehicles used to transport offenders and children in the Moms and Babies program who are on authorized day release.
- 5. Department vehicles that are routinely used for transporting offenders on writs or medical furloughs, excluding vehicles assigned to transition centers, work camps and Impact Incarceration Programs, shall have inoperable inside handles on the rear windows and rear doors.
- 6. Installation of emergency warning equipment in a Department vehicle shall be approved by the respective Deputy Director, Assistant Director or Director.
 - a. Emergency warning equipment shall only be used in the performance of assigned duties in the following circumstances:
 - (1) Responding to an escape or runaway where apprehension of the individual and the need to protect the public is imminent.
 - (2) Responding to an in-progress riot or hostage situation, major disturbance, natural disaster or any other similar situation.
 - (3) Conducting a vehicle stop to effect the arrest of or gain information on

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fugitives wanted by the Department.

- (4) Following an ambulance with an offender on an emergency medical furlough in order to maintain proper security.
- (5) In transportation settings, such as transporting offenders via convoys.

NOTE: Sirens shall be used when red and blue flashing lights are in operation.

- b. Misuse of emergency warning equipment shall result in referral for disciplinary action.
7. Staff shall **not** engage in high speed pursuits with Department vehicles without the approval of a Deputy Director, Chief or above. The Illinois State Police Emergency Radio Network (ISPERN) shall be used to communicate information regarding vehicle and suspect descriptions, route of travel, the reason the suspect is wanted and other information that may lead to the suspect's arrest.
8. A credit card shall be assigned to each individually assigned vehicle and to each fleet vehicle to purchase fuel, oil and required preventative maintenance service. The card shall be secured at all times.
- a. The credit card for a fleet vehicle shall be maintained and secured in the glove compartment of the vehicle or be issued to the driver at the start of the trip.
 - b. Fuel shall be purchased at approved fueling sites using a self-serve pump unless the driver is physically unable to operate a self-serve pump. The list of approved fueling sites may be obtained from the Statewide Vehicle Coordinator.
 - (1) The driver shall ensure that the fueling site accepts the State credit card before fueling for state travel.
 - (2) E-85 blend fuel shall be used in flex-fuel vehicles, whenever practical, in accordance with Executive Order 2004-7.
 - c. Mileage at the time of fill up and vehicle number shall be recorded on all credit card receipts.
9. A copy of the CMS Vehicle Guide shall be made available upon request to the Vehicle Coordinator. Additional copies may be obtained by submitting a written request to the Statewide Vehicle Coordinator.
10. A copy of Administrative Directive 02.75.149, Vehicle Accidents, shall be placed in a designated area of each vehicle.
11. **Employees who use State vehicles for purposes other than official State business shall:**
- a. Be personally responsible for and assume the risk and liability of any injury or

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damage.

- b. **Reimburse the Department for each fraction of a mile traveled during the unauthorized usage. The rate of reimbursement shall be at least equal to the amount reimbursed to State employees for the use of personal vehicles for State business.**

G. Requirements

1. The Chief Administrative Officer of each facility shall assign, in writing, an employee to serve as the vehicle coordinator.
2. The vehicle coordinator shall ensure the provisions of this directive are implemented.
3. A complete list of all vehicles shall be maintained in accordance with Administrative Directive 02.75.145.
4. The Director shall appoint a Vehicle Use Officer to monitor the use of State-owned vehicles and to ensure a vehicle use policy specific to the agency is submitted to CMS Division of Vehicles in accordance with the State Vehicle Use Act.

H. Individually Assigned Vehicles

1. Reassignment of an individually assigned vehicle due to changes in personnel shall not require pre-approval.
2. Additional positions that require a vehicle to be individually assigned shall be subject to prior approval of the Director. To request an additional individual assignment:
 - a. The employee shall prepare a memorandum, signed by the Chief Administrator, addressed to the Chief Financial Officer. The memorandum shall include the position and justification for the individual assignment and shall be forwarded to the Statewide Vehicle Coordinator.
 - b. The Statewide Vehicle Coordinator shall obtain the approval of the appropriate Chief, Deputy Director or Assistant Director, where necessary, and the Director. The requesting Chief Administrator shall be notified of approval or disapproval.
3. Upon assignment of a vehicle, the employee shall receive the Individually Assigned Vehicle Usage Packet, including instructions. The following forms shall be completed by the employee and submitted to the Statewide Vehicle Coordinator and copies shall be retained in the facility Business Office:
 - a. Annual Commute Mileage Certification, DOC 0349, to be completed initially and between July 1st and July 31st annually.
 - b. Annual Individually Assigned Vehicle Tax Exemption Certification, DOC 0348, to be completed initially and between December 1st and December 31st annually.

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- c. Annual Certification of License and Vehicle Liability Coverage, DOC 0068, to be completed initially and between July 1 and July 31 annually;
- d. Determination of Value for Individual Use of a State Vehicle, DOC 0346, to be completed initially and between December 1st and December 31st annually.
- e. Monthly Mileage Report, DOC 0350.
- f. Personally Assigned Equipment, DOC 0102.

NOTE: If an employee is assigned a new vehicle, regardless if the employee's name, title, duties or responsibilities have not changed, the employee shall submit a revised DOC 0102, DOC 0346, DOC 0348 and DOC 0349 at the time the new vehicle is assigned.

- 4. All employees who are assigned a vehicle that may be used in commuting to and from work may be subject to vehicle usage income, unless he or she qualifies for a law enforcement exemption in accordance with the Annual Individually Assigned Vehicle Tax Exemption.
- 5. If the DOC 0348 indicates that an employee may qualify for law enforcement exemption, the employee shall submit the DOC 0348 to his or her immediate supervisor.
 - a. The immediate supervisor shall review the DOC 0348 and:
 - (1) Upon approval, submit the DOC 0348 to the Statewide Vehicle Coordinator who shall forward to Legal Services for review. The Statewide Vehicle Coordinator shall provide written notification to the employee following the review by Legal Services if he or she is **not** approved for law enforcement exemption.
 - (2) If disapproved, advise the requesting employee that he or she does not meet criteria for exemption.
 - b. If the determination is made that the employee does not qualify for the law enforcement exemption, the employee shall complete and submit a revised DOC 0348 and a revised DOC 0346 indicating non-exempt status to the Statewide Vehicle Coordinator.

NOTE: Unless the requesting employee's name, title, duties or responsibilities change, annual legal reviews shall not be required.

- 6. Upon receipt of the DOC 0349, the Statewide Vehicle Coordinator shall forward the information provided to CMS Division of Vehicles.
- 7. The Business Office, or for General Office, Field Services and Parole the Statewide

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Vehicle Coordinator, shall:

- a. Maintain a current list of:
 - (1) Vehicle assignments that are subject to vehicle usage income; and
 - (2) Those vehicle assignments that qualify for law enforcement exemption.
 - b. Distribute copies of the completed DOC 0346 as follows:
 - (1) The Payroll office for payroll deduction purposes;
 - (2) The employee; and
 - (3) The Business Office to be maintained on file.
 - c. Ensure that payroll staff is notified whenever:
 - (1) A vehicle assignment changes; or
 - (2) A vehicle assignment is rescinded.
8. The Statewide Vehicle Coordinator shall contact employees with individually assigned vehicles for the purpose of completing new annual forms included in the Individually Assigned Vehicle Usage Packet in accordance with paragraph II.H.3.

I. Fleet Vehicles

1. The Vehicle Coordinator shall:
 - a. Ensure a record, designating the assignment of each fleet vehicle to an employee and the purpose for which the vehicle is being assigned, is maintained.
 - b. Provide each employee assigned a Department fleet vehicle for off-grounds use with:
 - (1) A Vehicle Inspection Envelope, DOC 0347, that identifies the:
 - (a) Vehicle Number;
 - (b) License Plate number; and
 - (c) Make and model of the vehicle.
 - (2) A credit card, if applicable.
2. The employee shall complete the:

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- a. DOC 0347 in accordance with the printed instructions; and
- b. Vehicle Inspection, DOC 0172, if necessary, to note any deficiency in the operation or condition of the vehicle.
 - (1) Any deficiency that could endanger the safety of staff or offenders shall be reported as soon as possible to the vehicle coordinator. The vehicle shall not be used until the deficiency has been corrected.
 - (2) The DOC 0172 shall be documented with the date, time and signature of the employee making the report and shall include the date, time and signature of the employee receiving the report.
- 3. Upon returning the vehicle, the vehicle coordinator shall ensure the employee has returned the following items to the designated location:
 - a. The keys;
 - b. A completed DOC 0347, including all receipts for fuel, oil and any minor repairs;
 - c. The credit card(s), if issued; and
 - d. A completed DOC 0172, if appropriate.

NOTE: The vehicle coordinator shall ensure any deficiencies noted on the DOC 0172 are corrected. The corrections shall be documented by circling the check marks on the DOC 0347 and initialing same.
- 4. For fleet vehicles assigned for inner-perimeter patrol or other on-grounds use, each receiving employee shall record on the front of the DOC 0347: his or her name, date received, beginning and ending mileage and purpose for use of the vehicle. A DOC 0172 shall be completed if there were any deficiencies in operating condition or appearance.

J. On-Grounds and Maintenance Vehicles

- 1. A record shall be maintained designating the assignment of each on-grounds vehicle and the purpose of the vehicle assignment.
- 2. The employee returning the vehicle shall complete a DOC 0172 if there were any mechanical deficiencies noted in the operation of the vehicle.
- 3. Deficiencies noted on the DOC 0172 shall be corrected and documented in accordance with 02.75.145.

K. Maintenance of Vehicles

- 1. Each vehicle, regardless of age or body condition, shall be mechanically maintained in full accordance with the manufacturer's recommendations in the owner's manual, CMS

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guidelines and in accordance with Department directives, policies and procedures.

- a. All vehicles shall undergo the following general maintenance checks:
 - (1) Batteries shall be checked in accordance with the owner's manual or the manufacturer's instructions.
 - (2) Oil changes shall be performed according to CMS guidelines.
 - (3) Engines shall be cleaned once per year in accordance with the manufacturer's recommendations.
 - (4) Front-end alignment shall be performed as needed.
 - (5) Tires shall be rotated according to CMS guidelines.
 - b. All repairs, other than minor preventative maintenance, shall be approved by the CMS State Garage prior to work being performed.
2. Each vehicle shall be inspected by a CMS State Garage or authorized vendor on an annual basis, excluding those vehicles less than three years old or that have 25,000 miles or less.
 3. The employee whom an individually assigned vehicle has been assigned shall ensure the vehicle is maintained in accordance with this directive.
 4. The vehicle coordinator shall ensure all fleet, on-grounds and maintenance vehicles are maintained in accordance with this directive.
 - a. Each fleet vehicle shall be inspected on a monthly, quarterly or semi-annual basis as directed by the Chief Administrator. A DOC 0172 shall be used to document the inspection and note any deficiencies.
 - (1) The date of the inspection shall be recorded on the DOC 0172 and in the maintenance log.
 - (2) All noted deficiencies shall be corrected.
 - b. Fleet vehicles shall undergo additional maintenance as follows:
 - (1) Immediately upon discovery, body damage or rust shall be scheduled for repair in accordance with Administrative Directive 02.75.130.
 - (2) Each vehicle shall be cleaned as necessary. Cleaning shall include washing the exterior of the vehicle, wheel wells, wheels, tires, windows and cleaning of the interior of the vehicle.

NOTE: Maintenance vehicles shall be washed at least once per month, weather permitting.

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Authorized by:

Original Authorized Copy on File

S. A. Godinez
Director

Supersedes:

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And As Amended 7/1/2002