



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.15.200</b>	Title: <b>Acquisition and Use of Facsimile Machines</b>	Effective: <b>7/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	02.15.200 effective 8/1/2020

<b>Authority:</b> 730 ILCS 5/3-2-2 44 IAC 5030	<b>Related ACA Standards:</b> 5-ACI-1B-14
<b>Referenced Policies:</b> 01.02.109	<b>Referenced Forms:</b>

#### I. **POLICY**

The Department shall have a written policy which controls the acquisition and use of facsimile machines in all of its facilities to avoid inefficiency and ensure standardization and effective communications.

#### II. **PROCEDURE**

##### A. **Purpose**

The purpose of this directive is to ensure the proper acquisition and use of facsimile machines.

##### B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services 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**

Facsimile (Fax) Machine – an electronic device used to transmit images, text or other forms of documents over a standard telephone line.

Private telephone line – a telephone line that does not go through the facilities PBX or electronic telephone system.

##### F. **General Provisions**

The Central Budget Manager shall provide written approval prior to the purchase of a fax machine.

##### G. **Requirements**

1. Acquisition of Fax Machines

All fax machines requested shall:

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 02.15.200	Title: Acquisition and Use of Facsimile Machines	Effective: 7/1/2021

- a. Be requisitioned through IDOC Central Purchasing by the Chief Administrative Officer or Department Supervisor.
  - b. Be reviewed by the Central Budget Manager for justification.
    - (1) Leased multifunction devices shall be utilized as much as possible.
    - (2) Justification shall be provided why an existing leased multifunction device will not suffice.
  - c. Be purchased in accordance with the Illinois Procurement Code.
  - d. Be paid from the funding source designated by Fiscal Services.
2. Use of Fax Machines
- Fax machines shall be used in accordance with the following guidelines:
- a. Documents which are considered urgent may be transmitted via fax machines. Urgencies shall be determined by the requesting Unit Supervisor. Alternative mail and messenger services shall be used when possible.
  - b. Fax machines may be used to transmit documents prepared within and outside of the Department, including photographs, articles, fingerprints, documents requiring signatures and other appropriate non text documents.
  - c. Access to fax machines by individuals in custody shall be prohibited.
  - d. All fax machine use shall be logged and monitored in accordance with Administrative Directive 01.02.109.
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