



Illinois Department of Corrections

Administrative Directive

Number:
02.75.101

Title:
General Provisions

Effective:
3/1/2022

Authorized by:

[Original Authorized Copy on File]

Rob Jeffreys
Director

Supersedes:

02.75.101 effective 10/1/2016

Authority:
730 ILCS 5/3-2-2

Related ACA Standards:
5-ACI-1A-07 and 10, 5-ACI-3A-24

Referenced Policies:
01.02.106

Referenced Forms:
DOC 0491 – Vehicle Use Program – Vehicle Transfer

I. POLICY

The Department shall ensure vehicle acquisitions, dispositions and the preparation of various reports and forms are processed in accordance with the directives in this subsection.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide written guidelines for the separation of duties regarding vehicle procedures and to define terms used throughout this subsection.

B. Applicability

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

Chief Administrative Officer – the warden of a correctional facility or the supervisor of a Transitional Security facility or program site.

Internal transfers – transfers within the same facility or same location code grouping.

Intra agency transfers – Department vehicles transferred between two Department facilities within different location code group numbers.

F. Separation of Duties

1. The Chief Administrative Officer (CAO) shall designate one or more individuals to serve as:
 - a. The Vehicle Coordinator, who shall ensure vehicles are maintained and assigned for use in accordance with departmental directives, policies and procedures.

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 02.75.101	Title: General Provisions	Effective: 3/1/2022

- b. The Accounting Control Officer, who shall maintain vehicle records, receipts and book balances by detail object code classification.
 - c. The Clerical Control Officer, who shall prepare and distribute vehicle property control documents on a timely basis; maintain the inventory tag number system; and assume duties concerning vehicles not specifically assigned to the Vehicle Coordinator or the Accounting Control Officer.
2. A listing of the names of each assigned employee and any changes of employees shall be maintained on a current basis by the facility.

G. General Provisions

- 1. The CAO shall:
 - a. Ensure all vehicles under his or her jurisdiction are maintained and that the provisions of the State Property Control Act [30 ILCS 605] and procedures issued by the Statewide Vehicle Coordinator are adhered to by his or her respective staff.
 - b. Establish and implement internal procedures that ensure compliance with these directives.
 - 2. All vehicle transactions shall be approved by the Director and reported to the Statewide Vehicle Coordinator.
 - 3. Upon receipt of approved transaction documents, the facility Clerical Control Officer shall:
 - a. For vehicles purchased by the Department, ensure vehicle transactions are entered into the statewide accounting system; or
 - b. For vehicles obtained through the Central Management Services (CMS) Vehicle Use Program, ensure a Vehicle Use Program – Vehicle Transfer, DOC 0491, is completed and ensure an accurate inventory is maintained in accordance with local procedure.
 - 4. The maintenance, use and assignment of vehicles and issuance of license plates shall be in accordance with Administrative Directive 01.02.106.
 - 5. Questions regarding vehicle procedures shall be directed to the Statewide Vehicle Coordinator.
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