



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.75.102</b>	Title: <b>Request for Addition to the Fleet</b>	Effective: <b>3/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	02.75.102 effective 11/1/2015

<b>Authority:</b> 730 ILCS 5/3-2-2 44 IAC 5040	<b>Related ACA Standards:</b> 5-ACI-1A-07 and 10, 5-ACI-1B-01, 03 – 06
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

#### I. POLICY

The Department shall ensure acquisitions of vehicles to increase the approved number in the fleet are subject to the prior approval of both the Director of this Department and the Director of the Department of Central Management Services (CMS).

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to provide written guidelines for obtaining approvals to increase the number of vehicles in the fleet.

##### 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. General Provisions

1. Approvals to increase the size of the current vehicle fleet shall be obtained in the following manner:
  - a. Generally, fleet increases shall be in conjunction with program expansions or population increases and the request shall be made as a part of the Department's budgetary process. Upon approval of the budget, the Fiscal Operations Vehicle Unit shall develop the Department's annual vehicle plan and secure approvals of the Chief of Operations and the Director for additions to the fleet.
  - b. If not previously approved in the Fiscal Year Budget Submission Vehicle Plan, the Chief Administrative Officer shall use the following procedure to request an addition to the fleet.

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- (1) Prepare a memorandum addressed to the respective Deputy Director and to the Chief Financial Officer showing adequate justification for the increase to the fleet size; and
    - (2) Forward a copy of the memorandum to the Statewide Vehicle Coordinator.
  2. The Statewide Vehicle Coordinator shall:
    - a. Consult with the Chief of Operations and the Chief Financial Officer to obtain approval; and forward to Central Management Services Division of Vehicles for approval; and
    - b. Notify the facility if the request is approved or denied.
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