



Illinois Department of Corrections

Administrative Directive

Number: 02.75.104	Title: Receipt of Vehicles	Effective: 2/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.75.104 effective 10/1/2016

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1B-01, 03, 13, 14, 5-ACI-3A-24
Referenced Policies:	Referenced Forms: DOC 0016 – Store Receiving Report DOC 0491 – Vehicle Use Program – Vehicle Transfer

I. POLICY

The Department shall ensure vehicles purchased new or acquired through the Central Management Services Vehicle Use Program, surplus or donation are picked up at the appropriate location and the acquisition documented in accordance with the guidelines established in this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the physical acquisition and the reporting requirements for vehicles purchased new or acquired through the Central Management Services Vehicle Use Program, surplus or donation.

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. The Department of Central Management Services (CMS), Division of Vehicles (DOV), is responsible for the receipt and inspection of all vehicles whether new or acquired through the CMS Vehicle Use Program. Vehicles are not to be accepted at the local site prior to this receipt and inspection by CMS-DOV.
2. Newly acquired Department vehicles shall have no identifying decals affixed.
3. All vehicles shall have the vehicle tag number attached by CMS prior to delivery to the facility.

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F. Requirements

1. Upon notification that a vehicle is ready for pick up, the Statewide Vehicle Coordinator shall contact the receiving facility Vehicle Coordinator and confirm the following information:
 - a. The description of the vehicle including the year, make, model and VIN number.
 - b. The account number that shall be used for vehicle expenses.
 - c. The description and condition of the vehicle being replaced and whether the old vehicle is a trade in or a turn in vehicle, if applicable.
 - d. The location and time the vehicle is available to be picked up.
 2. The Statewide Vehicle Coordinator shall:
 - a. Provide the vehicle registration, license plates and the credit card for the new vehicle;
 - b. Direct the facility staff to the proper location to complete the physical acquisition of the vehicle; and
 - c. Furnish the facility staff with all appropriate documents that are to be returned to the facility.
 3. Upon return to the facility, the Receiving Officer shall forward all relevant property control documents to the facility Clerical Control Officer to ensure an accurate vehicle inventory is maintained.
 - a. Department Purchased Vehicles

Upon return to the facility, the Receiving Officer shall complete a Store Receiving Report, DOC 0016, and shall forward a copy to the facility Clerical Control Officer, who shall input the transaction into the statewide accounting system.
 - b. CMS Vehicle Use Program Vehicles

The Receiving Officer shall ensure a Vehicle Use Program – Vehicle Transfer, DOC 0491, is completed, and shall forward a copy to the facility Clerical Control Officer.
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