



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.75.115</b>	Title: <b>Disposition of Vehicles</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>	02.75.115 effective 9/1/1995

<b>Authority:</b> 730 ILCS 5/3-2-2 44 IAC 5010	<b>Related ACA Standards:</b> 5-ACI-1A-07 and 10, 5-ACI-1B-01, 03 – 06, 13, 5-ACI-3A-24
<b>Referenced Policies:</b> 02.70.115, 02.70.117, 02.70.150	<b>Referenced Forms:</b> DOC 0013 – Request for Change of Status of Equipment DOC 0020 – Equipment Transfer Permit IL 401-1270 – On-Site Disposal of Wrecked/Inoperable Vehicle

#### I. **POLICY**

Vehicles within the Department fleet shall be disposed of in accordance with this directive.

#### II. **PROCEDURE**

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

The purpose of this directive is to establish a uniform method for the disposal of operable and inoperable vehicles and the removal of vehicles from the inventory records.

##### 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. **Definition**

Inoperable vehicle – a vehicle that is not running, or has been wrecked, or is in need of repairs for which the cost exceeds the value of the vehicle.

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

1. All vehicle transactions shall be subject to prior approval of the Chief Administrative Officer (CAO) and both the Director of the Department of Corrections (DOC) and the Director of the Department of Central Management Services (CMS).
2. The following is a list of transaction titles and definitions for vehicles no longer needed by the facility:

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- a. Trade in – vehicle to be traded to a private vendor for credit toward a replacement vehicle. Trade-ins shall not be approved when the new purchase is a vehicle on State contract.
  - b. Turn in – vehicle to be replaced which will be turned in to CMS Surplus Warehouse as State surplus.
  - c. Inter agency transfer – vehicle transferred out of DOC to a state agency other than to CMS as State surplus.
  - d. Intra agency transfer – vehicle transferred within DOC between two facilities within different location code group numbers.
  - e. On-site sale – CMS will approve and conduct on-site public sales on a limited basis. On-site sales shall be approved by CMS on the On-Site Disposal of Wrecked/Inoperable Vehicle form, IL 401-1270, which shall be submitted only by the Division of Finance and Administration, Vehicle Unit when all other disposal methods have been exhausted.
3. All vehicle transactions shall be subject to applicable Property Control directives located in Section 02.70 of the Administrative Directives Manual.
  4. All vehicle transactions involving the preparation of a Request for Change of Status of Equipment, DOC 0013, or an Equipment Transfer Permit, DOC 0020, shall detail, by tag number and description, the radio or telecommunications equipment which will be transferred with the vehicle.
  5. Prior to the disposal of any vehicle, a DOC 0013 shall be prepared by the facility Clerical Control Officer and approved by the appropriate individuals. (Refer to Administrative Directive 02.70.150.)
  6. A vehicle to be turned in, transferred or traded in shall remain the responsibility of the facility until accepted by the receiving agency. A vehicle to be sold on site shall remain the responsibility of the facility until the vehicle is claimed by the successful bidder or removed from State property by CMS personnel.

**G. Requirements**

Upon approval of the Department's Fiscal Year Vehicle Plan or upon request from the CAO to transfer or otherwise dispose of vehicles, disposition shall be as follows:

1. Turn in or Trade in (Operable or Inoperable)
  - a. Upon notification or receipt of the new or surplus vehicle, operable turn in vehicles shall be taken to the location designated by the Vehicle Unit. Inoperable vehicles shall be turned in to the State Surplus Warehouse or State Garage location designated by CMS or sold on site. All State of Illinois and DOC decals and seals shall be removed from vehicles prior to turn in or on site sale.
  - b. To turn in or trade in an operable vehicle the Responsible Officer at the facility shall present the following items to the Vehicle Unit.
    - (1) An odometer mileage statement. The odometer reading and signature line shall be completed by the facility driver when he or she reports to the CMS surplus property location.
    - (2) A set of keys.

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- (3) The credit card assigned to the vehicle being replaced.
- (4) For vehicles being turned in to CMS, the approved DOC 0013 shall be submitted along with the items listed in Paragraphs II.G.1.b.(1), (2) and (3). (Refer to Administrative Directive 02.70.150 for instructions on completing a DOC 0013.)

c. To turn in or trade in an inoperable vehicle, the Responsible Officer at the facility shall present to the CMS surplus property personnel the same items as for an operable vehicle. The license plates from the old vehicle shall be forwarded to the Vehicle Unit:

- (1) If an inoperable vehicle is sold on site, prior approval shall be obtained from the DOC Director and the CMS State Surplus Manager. The approval process shall be coordinated through the Vehicle Unit (see Administrative Directive 02.70.117 regarding on site sales).
- (2) An inoperable vehicle shall not be used for parts.

**NOTE:** If a retired vehicle is inoperable and must be towed to the current surplus vehicle storage area, all cost incurred by the CMS Division of Vehicles for this service will be billed to the facility surrendering the vehicle.

## 2. On Site Sale

a. Upon request from the CAO to dispose of an inoperable vehicle, the Clerical Control Officer shall:

- (1) Contact the Vehicle Unit and provide a description of the defect, age and mileage of the vehicle. The Vehicle Unit may direct that estimates of repairs be obtained depending on the age and condition of the vehicle.
- (2) Prepare a DOC 0013 and indicate "On Site Sale" as outlined in Administrative Directive 02.70.150. The vehicle mileage and a description of the defect shall be included in the description column.
- (3) Retain a copy of the IL 401-1270 in the property control suspense file until approval is received.
- (4) Submit the DOC 0013 and the IL 401-1270 and a repair estimate, where applicable, to the Vehicle Unit for appropriate approvals.

b. The Vehicle Unit shall notify the facility of the approval or disapproval.

c. Upon receipt of the approved DOC 0013 and a copy of the approved IL 401-1270, the facility Clerical Control Officer shall input the transaction into the statewide accounting system.

d. The CMS Property Control Division will:

- (1) Notify the Vehicle Unit of the name of the vendor awarded the contract for the disposal of the vehicle; or
- (2) Remove the vehicle from location.

e. Upon award to the successful bidder, the facility Vehicle Coordinator shall coordinate arrangements with the successful bidder to remove the vehicle from State property and shall ensure all State material i.e., credit cards, license plates, seals, and decals etc. are

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removed from the vehicle. Credit cards and license plates shall be returned to the Vehicle Unit.

- f. The contract vendor must present the following when picking up the vehicle:
  - (1) Award letter issued by CMS;
  - (2) Vehicle title; and
  - (3) Positive identification.
- g. The Vehicle Coordinator shall add a receipt statement to the CMS Award Letter. The receipt statement shall read as follows:

"The undersigned has received the above listed vehicle on (date) from (facility)."

(signature)
- h. The facility Vehicle Coordinator shall copy the signed Award Letter and the Title, release the vehicle, and forward all the copied documents to the facility Clerical Control Officer.
- i. If the vehicle is being removed from site by CMS personnel, the Vehicle Coordinator shall require identification and documentation, including a copy of the approved IL 401-1270 from such personnel.

3. Transfers

- a. Inter agency vehicle transfers shall be subject to approval of both the DOC Director and the CMS Director. Transactions shall be recorded on a DOC 0013 form and processed in accordance with Administrative Directive 02.70.115.
  - b. Intra agency transfers shall be subject to approval of the DOC Director. Transactions shall be recorded on a DOC 0013 and processed in accordance with Administrative Directive 02.70.115.
  - c. Internal transfers shall be recorded on a DOC 0020, prepared in compliance with Administrative Directive 02.70.115, and shall be subject to approval of the CAO.
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