



## Illinois Department of Corrections

### Administrative Directive

Number: <b>04.10.110</b>	Title: <b>Vocational Program Repair and Service of Vehicles and Equipment</b>	Effective: <b>5/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	04.10.110 effective 2/1/2020

<b>Authority:</b> 730 ILCS 5/3-2-2 and 3-12-3 20 IAC 405	<b>Related ACA Standards:</b> 5-ACI-7B-01, 03
<b>Referenced Policies:</b>	<b>Referenced Forms:</b> DOC 0357 – Vocational Program Request for Vehicle or Equipment Repair DOC 0358 – Vocational Program Certification of Equipment Ownership

#### I. **POLICY**

The Department shall establish and maintain a written procedure governing services and repair of vehicles and equipment by facilities that operate vocational training programs.

#### II. **PROCEDURE**

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

The purpose of this directive is to establish a written procedure for the service and repair of vehicles and equipment while ensuring that items to be serviced or repaired are appropriate to the instructional needs of the vocational students.

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

This directive is applicable to the Office of Adult Education and Vocational Services (OAEVS) and to all correctional facilities within the Department that operate vocational programs through the OAEVS that engage in the service and repair of vehicles and equipment.

##### 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. **Requirements**

1. Vehicles and equipment to be serviced or repaired through facility vocational programs shall be limited according to the following restrictions:
  - a. Only vehicles and equipment registered to or items belonging to persons employed at the correctional facility, the contractor, contractual staff of educational programs or other Department or contractual employees shall normally be eligible for services through the vocational programs. Vehicles and equipment belonging to other State employees,

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agencies or organizations may be considered for approval and authorization by the Director, Assistant Director or respective Deputy Director as deemed appropriate.

- b. Each correctional facility shall establish a priority schedule for the repair and maintenance of vehicles and equipment compatible with the educational goals of the program. This priority schedule shall include:
    - (1) Any vehicle or equipment owned or operated by the correctional facility that is vital to the safety or security of the institution.
    - (2) Any vehicle or equipment owned and operated by the correctional facility or the Department that is used in an official capacity.
    - (3) Any vehicle or equipment that is owned by a person employed at the correctional facility or a contractual person who is from the educational facility that sponsors the vocational programs and who is working at the correctional facility.
    - (4) Any vehicle or equipment that is owned by Department employees or contractual employees working at locations other than the correctional facility.
    - (5) Any vehicle owned by the college and used in an official capacity.
  - c. Proof of ownership shall be required prior to scheduling and admitting any vehicle or equipment for service or repair except State owned vehicles or equipment. This shall include:
    - (1) For vehicles, a copy of the vehicle's title and current registration; or
    - (2) For equipment, a copy of the bill of sale or a notarized Vocational Program Certification of Equipment Ownership, DOC 0358.
  - d. Each correctional facility shall have the right to refuse to perform services or repairs on vehicles or equipment that are not compatible with the educational goals of the program. In addition, no vehicle or equipment shall be accepted if:
    - (1) An insurance claim has been or will be filed regarding said service or repair;
    - (2) The sole purpose of said services or repairs are for resale; or
    - (3) It is associated with a business or profit-making venture.
  - e. The correctional facility and program contractors shall not be responsible for any loss of or damage to vehicles or equipment serviced or repaired in the vocational programs.
2. All costs for parts and materials related to the service or repair of privately owned vehicles or equipment shall be the responsibility of the owner.
    - a. Prior to any work on vehicles or equipment not owned by the State, the owner shall provide a written description of the services needed.
    - b. The individual correctional facility and program contractor shall not assume liability for warranties or quality of work performed.
  3. Donations of vehicles or equipment from:
    - a. Local businesses shall not be accepted.

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- b. Manufacturers or private individuals may be accepted provided that such donations are compatible with the educational goals of the vocational program and are reported in accordance with property control and vehicle directives.
    - (1) Each facility shall ensure that such donations are properly disposed of after the vehicle or equipment is no longer useful for educational purposes.
    - (2) The disposal of such donated vehicles or equipment shall be in accordance with the property control and vehicle directives and shall be fully documented.
  - 4. The Chief Administrative Officer shall:
    - a. Ensure a written local policy is established that includes:
      - (1) The method of acceptance or denial of vehicles or equipment for the vocational programs, including notification to the requestor of acceptance or denial;
      - (2) The requestor's responsibility regarding needed parts, supplies and materials for service or repair;
      - (3) The procedure for admitting vehicles or equipment into the facility; and
      - (4) The procedure for securing vehicles or equipment after being received in the vocational program.
    - b. Appoint a staff member to administer the procedure regarding the service and repair of vehicles or equipment in vocational programs. Such policy shall be:
      - (1) Compatible with the goals of the vocational training program;
      - (2) Consistent with the safety or security of the facility; and
      - (3) Consistent with the requirements of this directive.
  - 5. Each employee who requests service or repair to a vehicle or equipment shall be required to read and sign the Vocational Program Request for Vehicle or Equipment Repair, DOC 0357.
  - 6. Each correctional facility shall retain the right to refuse admittance of any vehicle or equipment.
  - 7. Each correctional facility shall establish a record keeping system to ensure that records of any repair of vehicles or equipment not owned by the State are maintained for audit and inspection.
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