


DEPARTMENT OF CORRECTION  	<b>COMMUNITY CORRECTIONS DIVISION</b>	<b>DIRECTIVE NUMBER:</b> 115.04.01.001	<b>PAGE NUMBER:</b> 1 of 5
		<b>SUBJECT:</b>  Use of Department Vehicles	Revised: 03-22-02

## **01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Board of Correction that Department of Correction vehicles be used for official business and by authorized personnel only. All vehicle usage shall be in accordance with the department's regulations as enumerated in this policy and procedure statement and in the fiscal manual.

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### **03.00.00. REFERENCES**

Department Policy 115, Use of Department Vehicles.

Department Policy 217, Ethics and Standards of Conduct.

### **04.00.00. DEFINITIONS**

### **05.00.00. PROCEDURE**

State vehicles are assigned to individual Agents statewide to fulfill the Division expectations of supervising offenders in the community and performing other duties related to the requirements of good supervisory practices.

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#### **05.01.00. Vehicle Removal**

The vehicle is subject to removal from an individual assignment for the following reasons: failure to respond to emergency call-outs; failure to use the vehicle for home contacts with offenders; improper use; or a manager identifies a higher need.

Should the assigned Agent be unavailable for one (1) week or more due to illness, vacation, or training, the vehicle should be taken to the District Office and made available for others.

#### **05.02.00. Mileage Based Fuel Purchases**

The Department will not subsidize driving long distances from home to the office. All employees who are assigned a state vehicle will be expected to purchase fuel, on monthly bases, based on the following schedule. Receipts must be turned in on a monthly basis with statistical reports.

Distance From Office	Monthly Fuel Purchase Amount
0-20 miles	\$0.00
21-30 miles	\$30.00
31-40 miles	\$40.00

Outside of forty (40) miles requires approval from the Administrator of Corrections Division.

#### **05.03.00. Vehicle Use And Availability**

District managers, section supervisors and Probation and Parole Agents should make every effort to see that vehicles are available to presentence investigators during regular office hours.

District managers have the authority to assign vehicles to Probation and Parole Agents to best meet the needs of the district and efficiently use the state's resources. If an Agent lives in excess of forty (40) miles from their assigned office, they may not be allowed to drive the assigned vehicle to and from work, unless doing so will provide better supervision of offenders.

District managers and section supervisors are not to take vehicles home when off duty unless otherwise authorized for official business use.

When out of town on approved state business, it is permissible to drive a state vehicle to a restaurant. At no time shall a state vehicle be used for recreational or other personal business (i.e. golfing, shopping, movies). Refer to Department Policy 217.

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#### **05.04.00. Vehicle Accidents**

Stop immediately.

Take steps to prevent another accident at the scene.

Call a doctor or ambulance if necessary.

Notify police.

Do not sign any paper or make any statement as to who was at fault (except to your supervisor).

Get name and address of each witness.

State your name, address, place of employment and the name of your supervisor. Upon request, show your operator's permit and vehicle registration card.

Complete Idaho Motor Vehicle Accident Report (or reporting form required by the Department) at the scene. If conditions prevent this, make notes of the following:

Registration information for other vehicle (owners' name, tag number and state serial number and vehicle description);

Information on other driver (name, address, operators' permit number and expiration date);

Name and address of each person involved and extent of injury, if any;

Name and address of the company insuring other vehicle;

General information such as location, time, measurements, weather, and damage;

As soon as possible, notify your supervisor.

If the vehicle is unsafe to operate, have it towed to the nearest garage or service station;

State accident insurance has a five hundred dollar (\$500) deductible on collisions and vandalism, a police report must accompany all claims;

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Submit all documents and a written report to your supervisor within one (1) working day; and,

Following these rules will help prevent further indemnity to the state.

#### **05.05.00. Liability Loss Reporting Procedures (Automobiles And Other)**

All accidents involving a state vehicle, and all activities involving a state employee that result in a loss, must be reported. The following procedure should be used in reporting such an incident:

Complete the accident form in triplicate, making sure the vehicle I.D. number, date of the accident, the name of employee and department, his age, the name of other party involved and his insurance company and/or agent and description of the accident, are noted with any other pertinent information;

If possible, an Agent's report of the accident may also be included. If a motor vehicle report is completed for law enforcement, attach a copy to the accident report;

If the state vehicle has physical damage coverage (comprehensive/collision), estimate of repair bills must be attached to the accident form;

If the accident is determined to be the fault of the other party, it is the department's obligation to submit accident reports and other information to the other party's insurance company in order to receive compensation for the damage, in addition to filing reports with the Department of Correction;

If you are involved in an accident where the other party feels the State is responsible, you should supply him with a "Citizen's Claim Procedure." This form along with the accident form should be supplied in every state vehicle;

The original and one (1) copy of the accident report form and any additional information should be sent immediately to the Department of Correction, P.O. Box 83720, Boise, Idaho 83720-0018. Retain a copy of the report in your files; and,

When in an accident that involves extensive damage or bodily injury, please call immediately. In the event that the accident occurs after office hours, call your supervisor or the Administrator of Community Corrections Division.

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#### **05.06.00. Citizen's Claims**

In the case of a citizen's claim against the State of Idaho, the following is the procedure to follow:

Any situation that could result in a claim against the state or an employee should be reported and sent to the Administrator of Community Corrections Division;

Any person contacting any department or employee for the purpose of reimbursement for damages or injury is to be given a "Citizen's Claim Procedure." This procedure simply advises the party that the claim must be filed through the Secretary of State's office within one hundred twenty (120) days of the occurrence;

The claimant must file the claim following this procedure in accordance with the Idaho Tort Claims Act; and,

Although the state does have the obligation to advise the possible claimant of his right to file a claim, we do not and should not file the claim for him. If a claim is received by any division office, the claim should be immediately sent back to the party with a "Citizen's Claim Procedure."

The state has then fulfilled its responsibility to the injured party. No other action is necessary by the Department except to be certain that a report is filed with the Department of Correction for review.

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Administrator, Operations Division

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Date