



ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2024

## 3.7 Community Corrections Vehicles

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### APPLICABLE TO:

Adult and Juvenile Community Corrections agencies who receive Community Corrections & Justice Reinvestment Grant Funding:

1. Adult Community Corrections;
2. Juvenile Community Corrections;

## Summary

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To establish guidelines for logging the use and maintenance of vehicles utilized by Adult and Juvenile Community Corrections.

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## Requirements & Documentation

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Community Corrections agencies shall adhere to the following guidelines regarding Vehicles:

- All vehicles and trailers shall be licensed and registered using the Entity name, (e.g., Example County Community Corrections or Example County Commissioners/Community Corrections).
- All local grant-funded vehicles shall be insured by the county.
- Insurance shall be maintained at the same standard as for other county-owned vehicles.
- Proof of Insurance shall be maintained in the offices(s) housing the administrative staff of the entity.
- No person other than an employee of the grant-funded entity shall operate the vehicle.
- Vehicles shall only be used for official business.
- All grant entities shall have a policy on authorized passengers in a State Grant funded vehicle.
- Moving and parking citations and/or tow away charges must be paid by the operator of the vehicle.
- With the approval of the Community Corrections Advisory Board, a vehicle may be driven home at the end of the business day to prevent vandalism or if the job responsibilities require an employee to be on call.
- Operation of a grant entity vehicle(s) outside of the jurisdiction served by the entity shall be in accordance with the policies established by the Advisory Board if different than county policy.
- All vehicles shall be tracked in accordance with IDOC fixed asset procedures
  - As outlined in **Procedural Bulletin 3.6 Community Corrections Fixed Assets**
- All vehicles and trailers shall be disposed of in accordance with IDOC procedures
  - Utilizing the **Fixed Asset Transfer, Disposal or Sale Form**

## Travel Logs

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An accurate record of all travel and mileage shall be recorded daily on the **State Mileage Log (State Form #13696)**. If a jurisdiction wants to use a different form, the alternate form must first be approved by the Department.

**NOTE:** *State Mileage Log form (state form #13696) may be requested from the assigned Program Director.*

- The Travel Log must reflect the specific reason for travel. General descriptions as “official duties” are not acceptable.
- When recording mileage, the odometer reading at the beginning and end of each day, as well as reading at the end of each destination, shall be recorded.
- The Travel Log shall be filed monthly and be maintained in the entity's administrative offices.
- All receipts for vehicle maintenance/ related expenses shall be documented on the Travel Log located at the administrative offices of the grant-funded entity.

## County Policies

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County policies governing the use of vehicles shall be followed. In the absence of such policies, the Advisory Board shall implement policies regarding vehicles, provided they are not less restrictive than those policies contained herein.