



**ARKANSAS BOARD
OF
CORRECTIONS**

NUMBER: BP 11-1
DATE: February 15, 2011
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BOARD POLICY

SUPERSEDES: Not Applicable

SUBJECT: **PERSONAL ASSIGNMENT OF STATE VEHICLES**

AUTHORITY: Arkansas Code Annotated Sections 12-27-101 through 12-30-503

Reference: Governor's Executive Order Governing the Use of Motor Vehicles Owned or Leased by Executive Branch Agencies, Boards, and Commissions - EO 10-14

APPLICABILITY: Arkansas Department of Correction (ADC), Arkansas Department of Community Correction (DCC), Arkansas Correctional School System (CSS) and Board Compliance Division.

POLICY: As the governing body of the above referenced agencies and school system, and in keeping with the Governor's Proclamation EO 10-14, we adopt the following general guidelines for personal vehicle assignment.

PROCEDURES:

- A. All vehicles currently assigned to individuals and allowed to be driven to and from residences not located on State property must be returned as either pool vehicles or to Marketing and Redistribution, except as follows:
- (1) Those vehicles assigned to Emergency Response Teams, whose duties are specifically assigned according to official Department Emergency Plans, most have AWIN Radios and/or carry weapons. This also includes the Compliance Administrator/Attorney employed by the Board, who is required to monitor emergency responses for the Board.
 - (2) Those assigned to employees who are required to be available 24-7 for maintenance, repairs, or on supervisory duty rosters at units across the state.
 - (3) Those assigned to employees, whose responsibilities require regular travel as a part of official job duties. Because the Board has multiple units spread across the state, we have many employees who must travel for supervision and to fulfill requirements for state service.

- B. The Directors of DCC and DOC shall establish procedures for monitoring use of pool vehicles to determine whether paying individual mileage reimbursement would be more cost effective with a goal of reduction in state maintained vehicles.

- C. ADC, DCC, and CSS shall provide this Board with a list of job titles (and current incumbents), that have assigned state vehicles pursuant to this policy. Any additions to those currently allowed under these provisions require Board approval.

Benny Magness, Chairman
Arkansas Board of Corrections