



**ARKANSAS BOARD
OF
CORRECTIONS
BOARD POLICY**

NUMBER: BP 19-1

DATE: July 26, 2019

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SUPERSEDES: BP 11-1

SUBJECT: PERSONAL ASSIGNMENT OF STATE VEHICLES

AUTHORITY: Arkansas Code Annotated Sections 12-27-105 and 12-29-301

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: The employees of the Department of Corrections. Specifically those of the Division of Correction, Division of Community Correction, Arkansas Correctional School System, Office of the Secretary, and Board's Compliance Division.

POLICY: As the governing body of the Department, and in keeping with Executive Order 10-14, we adopt the following general guidelines for personal vehicle assignment. These guidelines provide for the efficient use of state owned or leased vehicles, while considering the security and managerial needs of the various locations under the authority of this Board.

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 transferred to Marketing and Redistribution, except as follows:
- (1) Those vehicles assigned to Emergency Response Team members, whose duties involve protecting the Public Health, Safety, and Welfare specifically assigned according to official Department Emergency Plans, or who are law enforcement officers as defined under Ark. Code Ann. § 12-9-102. These vehicles often have Arkansas Wireless Information Network (AWIN) Radios or carry weapons. This authorization also includes the Compliance Administrator/Attorney employed by the Board, who is required to monitor emergency responses for the Board; in addition, to the Department's Chief of Staff, who is required to monitor emergency responses for the Secretary of the Department of Corrections. The Department's Communications Director, as a member of the Emergency Response Teams of the Divisions of Correction and Community Correction, may also be issued a personally assigned state vehicle.



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- (2) Those assigned to employees who are required to be available 24 hours a day, 7 days a week, for maintenance, repairs, or on supervisory duty rosters at units and offices across the state.
 - (3) Those assigned to employees, whose responsibilities require regular travel as a part of official job duties. As a result of the Board having multiple locations spread across the state, there are many employees who must travel for supervision and to fulfill requirements of their employment.
- B. The Secretary shall establish procedures for monitoring use of pool and personally assigned state vehicles to determine whether paying individual mileage reimbursement would be more cost effective. These procedures will reflect the guidance in current State of Arkansas Vehicle Use and Management Handbook, or any successor document. The goal of these procedures will be to ensure the efficient and cost-effective alignment of the department's fleet.
 - C. The Secretary shall work with the division directors to provide the Board with a list of job titles, and current incumbents that have personally assigned state vehicles pursuant to this policy. Any additions to those job titles allowed under these provisions require Board approval.
 - D. The Secretary, the Director of the Division of Correction, the Director of the Division of Community Correction, and the Chief Administrative Officer of the Correctional School System may be issued personally assigned state vehicles at the discretion of the Board. These individuals are responsible for the overall direction and supervision of the Department as a whole, the Division of Correction, the Division of Community Correction, and the Correctional School System respectively. The issuance of personally assigned vehicles will be consistent with the current State of Arkansas Vehicle Use and Management Handbook, or any successor document.
 - E. The Secretary may issue policies governing the personal assignment of state vehicles within entities of the Department not specifically addressed within this policy. These policies will be consistent with the current State of Arkansas Vehicle Use and Management Handbook, or any successor document.

Signature on File

Benny Magness, Chairman
Arkansas Board of Corrections