

ILLINOIS STATE POLICE DIRECTIVE

EQP-001, DEPARTMENT VEHICLE ASSIGNMENT AND MAINTENANCE

RESCINDS: EQP-001, 2018-032, revised 12-20-2018.	REVISED: 05-21-2019 2019-003
RELATED DOCUMENTS: EQP-002, EQP-003	RELATED CALEA STANDARDS: 17.3.1, 17.5.3, 43.1.5, 46.1.8

I. POLICY

The Illinois State Police (ISP) will assign and maintain vehicles and equipment in a manner that most effectively contributes to the Department's mission.

II. DEFINITIONS

- II.A. Bulk Purchases - defined as the quantity of items in excess of what is immediately needed to repair or maintain a single vehicle.
- II.B. Fleet Account – an account designated for specified work units to enable payment of expenses related to repair and maintenance of vehicles in the work unit. ISP's Fleet Anywhere application is the tracking mechanism for all vehicle expenses, as well as any information related to the vehicle assignments, title and registration, acquisition, and disposal.
- II.C. Fleet Officer/Coordinator - the person designated by the Division or work unit commander to handle fleet related issues for all vehicles in their unit's fleet account.
- II.D. ISP Fleet Management software – an asset maintenance and management software application used to track all data related to the ISP fleet.

III. PROCEDURES

III.A. Vehicle Assignments

- III.A.1 Within each division, the respective Colonel will make the assignment of vehicles to sworn officers within their Division. The Colonel may delegate this authority to other divisional command personnel or work unit commanders.
 - III.A.1.a. Vehicle assignments to sworn officers will be recorded in the appropriate ISP fleet management software. Fleet Officers/Coordinators are responsible for ensuring vehicle assignments are correctly reported in FleetFA.
 - III.A.1.b. The Fleet Operations Section, Logistics Bureau, Division of Administration (DOA), will monitor the assignment of all department vehicles through the ISP fleet management software program.
- III.A.2. Code employees may be assigned vehicles when the Department determines it is in the Department's best interest. Vehicle assignments to code employees must be approved in writing by the Director's Office and one or more of the following conditions (as defined in Title 44, Section 5040.340 of the Administrative Code) must apply:
 - III.A.2.a. The vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call 24 hours a day. (Example of this would be a contractual investigator in a covert police vehicle.)
 - III.A.2.b. The employee travels frequently and makes infrequent stops at their headquarters.
 - III.A.2.c. The employee is regularly subject to special or emergency calls from their residence while off-duty.

- III.A.3. Procedures for Assignment of Vehicles to Code employees
 - III.A.3.a. The respective Colonel must submit a written request to the Director to include the name of the employee, work assignment and location, criteria under which the assignment is being made (see paragraph III.A.2), and the vehicle being assigned.
 - III.A.3.b. Once approved, the Director's Office will notify Fleet Management of the assignment.
 - III.A.3.c. Fleet Management will contact the employee to obtain additional information required for notification to the Illinois Department of Central Management Services (CMS). The employee will be notified of requirements, including taxable benefit reporting requirements, as a condition of vehicle assignment.
 - III.A.3.d. Fleet Management will prepare correspondence for the Director's signature notifying CMS of the vehicle assignment.

- III.B. New Vehicle Allocation - The Fleet Operations Section will prioritize new vehicle allocation to work units and provide recommendations for specific vehicle replacement by identifying replacement needs according to the following criteria:
 - III.B.1. The strategic priorities provided by the Director
 - III.B.2. Operational assignments (with priority given to vehicles assigned to officers with the rank of Master Sergeant and below, assigned to full-time enforcement activities)
 - III.B.3. Mileage of the current vehicle
 - III.B.4. Cost of vehicle repair versus the vehicle fair market value
 - III.B.5. As the respective Colonel deems it in the best interest of the Department to issue a new or lower mileage vehicle

- III.C. Vehicle procurement
 - III.C.1. A Vehicle Purchase Plan will be compiled by the Fleet Operations Manager each fiscal year based on the Department's need and available funding. The Vehicle Purchase Plan will be submitted to the Director's Office for approval. Specialty vehicle requests will be forwarded to the Fleet Operations Manager for consideration/inclusion in the Vehicle Purchase Plan or submitted for approval when the need is identified.
 - III.C.2. Upon approval of the Vehicle Purchase Plan by the Director's Office, vehicle purchases will be made utilizing available vehicle contracts.
 - III.C.3. The Fleet Operations Section Manager will submit an Agency Vehicle Request form through the Colonel, DOA, to the Director for approval. Upon the Director's approval, this form will be sent to the CMS Division of Vehicles for the final approval. Any vehicles needing a state issued credit card must be processed through the Fleet Operations Section.

- III.D. License Assignments

The Fleet Operations Section will complete all applications for original, transfer, and renewal licensing of department vehicles.

 - III.D.1. License assignment lists of department vehicles are confidential and, therefore, will not be disseminated outside the Department without proper authorization from the Director or appropriate Colonel.
 - III.D.2. All requests for identification of confidential license assignments will be referred to the Fleet Operations Section Manager.

- III.D.3. The assignment of license plates will be based on the following criteria:
 - III.D.3.a. Covert plates will be issued to ISP personnel participating in investigative operations.
 - III.D.3.b. Straight plates (regular Illinois license plates registered to the ISP) may be assigned to personnel in assignments where displaying ISP or "U" plates would not be in the best interest of the Department as determined by the respective Colonel.
 - III.D.3.c. Vehicles that are permanently equipped with emergency red/blue lights readily visible to the public when not activated will be issued ISP plates.
 - III.D.3.d. The respective Colonel must approve exceptions in writing with a copy forwarded to, and maintained by, the Fleet Operations Section.
- III.D.4. The Colonel/District Commander/Bureau Chief may approve vehicle license transfers. Notification of such transfers must be made in writing to the Fleet Operations Section within five working-days.
- III.E. Fleet Maintenance Management
 - III.E.1. Each work unit with a fleet account will appoint one or more Fleet Officers/Coordinators who will be responsible for administering the Department's fleet program.
 - III.E.1.a. Some appointments will be in addition to regular duties. The respective Colonel will determine whether it is a full-time position or in addition to other duties.
 - III.E.1.b. Selection and appointment of a Division Vehicle Coordinator or District Fleet Officer/Coordinator will be made in accordance with the applicable collective bargaining agreement.
 - III.E.1.c. Work unit supervisors shall be responsible to ensure their subordinates comply with ISP policy concerning vehicle stickers, record-keeping, and vehicle maintenance as part of their semi-annual inspection process. This compliance shall be documented by the supervisor on the subordinate's semi-annual inspection form.
 - III.E.2. The Fleet Officer/Coordinator will:
 - III.E.2.a. Be supervised directly by their command, and functionally by the Fleet Operations Section Manager to enhance compliance with the Department's vehicle maintenance program.
 - III.E.2.b. Be responsible for fleet activities and the timely preparation and submission of required forms and reports to the Fleet Operations Section Manager.
 - III.E.2.c. Ensure employees who are assigned state-owned vehicles are aware of their responsibilities as operators.
 - III.E.2.d. Supervise all fleet activities for their fleet account.
 - III.E.2.e. Notify the Regional Radio Tech Supervisor or designee and the STARCOM21 System Administrator when either STARCOM21 mobile or portable radios are turned in due to retirement, transfers, damage, etc.
- III.F. Vehicle Maintenance
 - III.F.1. The assigned employee/operator will ensure maintenance for their assigned vehicle is performed in accordance with the Preventive Maintenance Schedule (Maintenance Schedule), form ISP 2-41 (this form is in the ISP Document Library at <http://maphome/documentlibrary/>). The Fleet Operations Section Manager may amend the vehicle manufacturer's maintenance schedule and will establish the amendments in writing.
 - III.F.1.a. An employee who fails to comply with the Maintenance Schedule for his/her assigned vehicle may be required to pay for the repairs resulting from the negligence.
 - III.F.1.b. An employee who, through negligence, allows damage, theft, or loss of a department vehicle or equipment may be required to pay for repair or replacement of the vehicle or equipment.

- III.F.2. All operators of state-owned motor vehicles will ensure all vehicle fluids, belts, and hoses are properly maintained.
 - III.F.2.a. The operator will also ensure vehicle maintenance is performed when required and will update the Maintenance Schedule, when service or maintenance is performed.
 - III.F.2.b. The oil change standard for all ISP vehicles includes motor oil formulation approved by the automobile manufacturer (e.g. synthetic blend) with a 5,000-mile change interval.
 - III.F.2.c. For items not covered in the Maintenance Schedule, employees/operators should refer to the schedule published by the vehicle manufacturer.
 - III.F.2.d. The Fleet Officer/Coordinator for each work unit will be responsible for the maintenance of their respective Utility fleet. Utility vehicles will be driven every 30 days, at minimum, to ensure the vehicle is in operational condition and to ensure the battery is fully charged. The 30-day schedule shall be shortened when it is necessary to ensure the battery remains fully charged.
- III.F.3. Whenever practical, routine vehicle maintenance will be performed at times other than during a scheduled tour of duty, (i.e., drop off the vehicle at a garage on the day before scheduled days off (in order to avoid down time) and pick up the vehicle the first day back to work). If vehicle maintenance must be performed while on duty, prior arrangements should be made for use of another vehicle.
- III.F.4. Overtime will not be authorized to perform routine maintenance.
- III.G. Vehicle Operational Expenses
 - III.G.1. Fuel Purchases
 - III.G.1.a. Gasoline purchases should be made at facilities providing the lowest costs.
 - III.G.1.a.1) Full-service purchases will not be made unless the cost is equal to, or lower than, self-service purchases.
 - III.G.1.a.2) Operators will follow manufacturers' recommendations regarding the octane rating.
 - III.G.1.b. All vehicles that use flexible fuel must refuel with flexible fuel when operationally practical. (The Department does not expect drivers will travel long distances to acquire flexible fuel, but the selection of filling stations of comparable driving distance should be stations providing flexible fuel.)
 - III.G.2. Incidental Purchases
 - III.G.2.a. Incidental mechanical parts will be purchased at a CMS state garage, except in an emergency or where the distance to the nearest state garage makes it impractical to do so.
 - III.G.2.b. Battery and tire purchases and installation will be handled through a CMS state garage and must have the prior approval of the respective Division Vehicle Coordinator or District Fleet Officer/Coordinator.
 - III.G.2.c. Emergency purchases may be made at those service stations that accept the State of Illinois Vehicle Credit Card or the State Fleet Fuel Card.
 - III.G.2.d. All bulk purchases are to be approved in advance by the Fleet Operations Section Manager, e.g., tires, batteries, etc.
 - III.G.3. Repairs
 - III.G.3.a. A CMS facility will perform vehicle repairs when practical to do so.
 - III.G.3.a.1) CMS has established a statewide list of contract vendors.
 - III.G.3.a.2) Additional contract vendors may be added to the certification list, subject to the approval of CMS.

- III.G.3.b. Employees who have assigned vehicles or are operating a non-assigned state vehicle must receive authorization from the appropriate Fleet Officer/Coordinator prior to obtaining repairs from the state garage or authorized contract vendors.

NOTE: Vehicles under warranty will be taken to the nearest authorized dealership for warranty repairs.

- III.G.3.c. Under no circumstances will repair work exceeding the amount authorized by CMS be done to any department vehicle, by any non-contract vendor, unless prior approval is received from the Fleet Operations Section Manager or CMS, Division of Vehicles.
- III.G.3.d. The appropriate Fleet Officer/Coordinator, or designee, must approve window and windshield replacements or repairs. Glass will be replaced or repaired when a crack can be detected on both sides of the glass or the driver's vision is impaired.
- III.G.3.e. The Fleet Operations Section Manager must approve major repairs on "trade-in" vehicles not directly related to vehicle safety.

III.G.4. Repair service authorization and billing

- III.G.4.a. CMS Division of Vehicles will contact new certified vendors to explain the authorization numbering system and required service and/or billing procedures.
- III.G.4.b. The Fleet Officer/Coordinator will contact a CMS State Garage for repairs.

- III.G.4.b.1) If the state garage cannot make the repair, CMS will sublet to a certified (contract) vendor.
- III.G.4.b.2) The state garage will issue an authorization number for repair.
- III.G.4.b.3) CMS Division of Vehicles will inform the vendor of this authorization number.

NOTE: Private garage usage is not authorized when the repair estimate exceeds the state garage charge, unless a bona fide emergency exists or distance from the state garage and vehicle down time would eliminate a cost savings.

- III.G.4.b.4) Instruct the private garage vendor to provide a copy of the garage invoice to the vehicle operator and submit the original garage invoice plus one copy containing the equipment number, plate number, mileage, and authorization number, to the CMS, Division of Vehicles. Employees receiving a garage invoice will submit it to their respective Vehicle Coordinator/Fleet Officer/Coordinator the same day or immediately following a return from trip status.

NOTE: The authorization number must be entered on the vendor's invoice and the Invoice Voucher number.

- III.G.4.c. In the temporary absence of the District/Work Unit Fleet Coordinator, repair authorization will be approved by the Fleet Operations Section.

III.G.5. Equipment alterations and additions

- III.G.5.a. Employees wanting to alter any automotive equipment, including stripes/decals, emergency lighting, and/or additions/deletions that would alter the vehicle's appearance, will request written approval through the chain-of-command to their respective Colonel. Once the Colonel has approved the request, the request will be forwarded to the Fleet Operations Section Manager. The original request and approval will be kept with the Division/District automotive equipment records.

- III.G.5.a.1) Any stripes/decals other than those issued with the vehicle (i.e., bumper stickers, memorial/tribute decals/stickers, etc.) must

be submitted for review and approval through the chain-of-command to the respective Colonel prior to placement on any vehicle.

- III.G.5.a.1)a) Exceptions will be allowed only for those vehicles assigned to personnel working in undercover activity or other special assignments upon review and approval of the respective work unit commander.
- III.G.5.a.2) No vehicles may use vanity license plate brackets/holders unless approved through the chain-of-command by the respective Colonel.
- III.G.5.b. No addition to, modification of, or alteration of installed telecommunications equipment or emergency lighting will be permitted without the written permission of the respective Colonel/District Commander/Bureau Chief, and the Communications Bureau Chief, or designee.
 - III.G.5.b.1) Telecommunications equipment includes, but is not limited to: mobile and portable radios – including attached GPS microphone, radio chargers, Vehicular Repeater System (VRS), and GPS components, cables, speaker microphones and antennas.
- III.G.5.c. All requests for testing and evaluation of new vehicle equipment or products will be forwarded to the Fleet Operations Section for coordination.
- III.G.6. Vehicle credit card
 - III.G.6.a. Each vehicle authorized by CMS as part of ISP's fleet will be issued two credit cards - a State of Illinois Vehicle Credit card (the blue and white card) and an Illinois Fleet Fuel Card.
 - III.G.6.b. Vehicle credit cards should remain with the vehicle at all times, unless removed due to operational necessity.
 - III.G.6.c. The Fleet Operations Section will submit all ISP requests for original and replacement state credit cards to the CMS Division of Vehicles and the Fleet Fuel Card Vendor.
 - III.G.6.c.1) The Fleet Operations Section provides credit cards for newly purchased vehicles at the time the vehicle is signed out to the work unit.
 - III.G.6.c.2) The Fleet Officer/Coordinator shall request from the Fleet Operations Section credit cards for newly added vehicles and replacements for lost cards.
 - III.G.6.d. State of Illinois Vehicle Credit Card (Blue and White)
 - III.G.6.d.1) The State of Illinois Vehicle Credit Card is issued by CMS and is accepted at all State Garage facilities.
 - III.G.6.d.2) The State of Illinois Vehicle Credit Card is to be used only for the purchase of fuel, oil, and minor repairs at CMS facilities.
 - III.G.6.d.3) This credit card is **not** to be used to purchase emergency lighting, maglites, or other non-automotive equipment through CMS or other vendors.
 - III.G.6.d.4) The State of Illinois Vehicle Credit Card will be used for all repairs and gasoline at CMS state garages.

III.G.6.e. The Illinois Fleet Fuel Card

- III.G.6.e.1) The Illinois Fleet Fuel Card is the only credit card to be used for external fuel purchases and routine maintenance when not using a CMS garage.
- III.G.6.e.2) The daily transaction limit is \$300 fuel/\$250 routine maintenance.
- III.G.6.e.3) The Illinois Fleet Fuel Card must be presented prior to each purchase of products or services for the state vehicle, except when such presentation would compromise an undercover investigation.
- III.G.6.e.4) CMS has approved the following services to be covered under the Illinois Fleet Fuel Card
- III.G.6.e.4)a) Fuel
 - III.G.6.e.4)b) Lube-oil-filter
 - III.G.6.e.4)c) Windshield wiper replacement
 - III.G.6.e.4)d) Light bulbs and headlights
 - III.G.6.e.4)e) Vehicle washes are prohibited unless approved by a Lieutenant or above for an employee who is required to participate in a special high profile assignment or detail.
 - III.G.6.e.4)f) Tire rotation
- III.G.6.e.5) The State Fleet Fuel Card may be used for emergency repairs not exceeding \$250, such as towing and tire repair, but emergency repair purchases require authorization by CMS the next business day.

NOTE: All purchases of non-fuel items using the State Fleet Fuel Card are not subject to tax. It is the responsibility of the individual making the purchase to ensure tax is not included in the purchase.

III.G.6.f. Receipts

- III.G.6.f.1) After the delivery of products or services, the vehicle operator should legibly sign the non-fuel or repair charge ticket or invoice after reviewing it for accuracy and legibility, and to ensure no tax has been included in the purchase. The vehicle operator will review fuel purchases at the pump for accuracy and to ensure no separate or additional tax has been included in the purchase. If the fuel purchase at the pump is accurate, the fuel ticket will not be retained. If the fuel purchase ticket is not accurate or includes additional sales tax, the vehicle operator will retain the ticket for submission to the Fleet Officer/Coordinator to document the issue. The vehicle operator should attempt to resolve the inaccuracy with the vendor before leaving the purchasing location.
- III.G.6.f.2) Each non-fuel or repair ticket, whether processed manually or electronically by the cashier, must include:
- III.G.6.f.2)a) Each item, quantity, and amount purchased
 - III.G.6.f.2)b) Total dollar amount of purchases
 - III.G.6.f.2)c) Equipment number
 - III.G.6.f.2)d) Full name, legibly written
 - III.G.6.f.2)e) ID number
 - III.G.6.f.2)f) Current mileage
- III.G.6.f.3) Vehicle operators will turn in all copies of non-fuel or repair tickets to the appropriate Fleet Officer/Coordinator within seven calendar-days (all copies must be submitted before beginning days off, vacation, etc.).

III.G.6.g. Lost or Stolen, or Compromised Credit Cards

- III.G.6.g.1) The Fleet Operations Section should be notified IMMEDIATELY of any lost, stolen, or compromised (e.g. by a skimming device) Fleet Fuel Cards. That card will be cancelled and a new one issued. The Field Operations Section will notify the Fuel Card Company by email a card was lost, stolen, or compromised.
- III.G.6.g.2) When not in use, Fleet Fuel Cards should be kept in a secure location within the vehicle and not within public view.

| Indicates new or revised items.

-End of Directive-