



ARKANSAS BOARD NUMBER: BP 22-01
OF DATE: 6/29/2022
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SUBJECT: PERSONAL ASSIGNMENT OF STATE VEHICLES

AUTHORITY: Arkansas Code Annotated (A.C.A.) §§ 12-27-105, 12-29-301, and 25-43-401

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 falling under the authority of the Board of Corrections. Specifically, employees of the Division of Correction, Division of Community Correction, Arkansas Correctional School District, Office of the Secretary, and Board's Compliance Division.

POLICY:

- A. As the governing body of the Department of Corrections (Department), and in keeping with Executive Order 10-14, it is the responsibility of the Board of Corrections (Board) to adopt the following general procedures for personal vehicle assignment.
- B. These procedures 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. The administration of the Department's property, including its vehicle fleet, is a function given to the Secretary of Corrections (Secretary), pursuant to A.C.A. §§ 25-43-106, 402, and 403.
- C. The Secretary shall administer the vehicle fleet in a manner consistent with the procedures in this policy and the current State of Arkansas Vehicle Use and Management Handbook, or any succeeding document. The Secretary may further delegate the various responsibilities related to the administration of the Department's vehicle fleet to Division Directors or other designated subordinate staff.

PROCEDURES:

- A. All vehicles currently assigned to individuals that are authorized to be driven to and from residences that are not located on State property must continue to be utilized as either pool vehicles or be transferred to Marketing and Redistribution, except as follows:
- B. Vehicles assigned to the following employees with designated emergency response duties within the Department:
 - I. Those vehicles assigned to Emergency Response Team members, including those whose duties involve protecting the health, safety, and welfare of the public, those who are specifically assigned according to official Department Emergency Plans, or those who are law enforcement officers as defined under A.C.A. § 12-9-102. These vehicles often have Arkansas Wireless Information Network (AWIN) Radios or carry weapons. This authorization also includes the Compliance Administrator/Attorney that is employed by the Board, who is required to monitor emergency responses for the Board, and the Department's Chief of Staff, who is required to monitor emergency responses for the Secretary. The Department's Communications Director, as a member of the Emergency Response Teams of both the Division of Correction and Division of 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
- C.** The Secretary shall establish procedures for monitoring the use of pool vehicles and personally assigned state vehicles to determine whether paying individual mileage reimbursement would be more cost-effective. The goal of these procedures will be to ensure the efficient and cost-effective alignment of the Department's vehicle fleet.
- D.** 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 to personally assigned state vehicle under these provisions require Board approval
- E.** The Secretary, the Director of the Division of Correction, the Director of the Division of Community Correction, and the Director/Superintendent of the Arkansas Correctional School District may be issued personally assigned state vehicles at the discretion and approval 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 District respectively. The issuance of personally assigned vehicles will be consistent with the current State of Arkansas Vehicle Use and Management Handbook or any succeeding document(s).
- F.** The Secretary may issue policies governing the personal assignment of state vehicles within entities of the Department that are not specifically addressed within this policy.


Benny Magness, Chairman

Arkansas Board of Corrections