
 <p style="text-align: center;">State of Connecticut Department of Correction</p> <p style="text-align: center;">ADMINISTRATIVE DIRECTIVE</p>	Directive Number 3.9	Effective Date 04/28/2017	Page 1 of 7
	Supersedes Employee Travel and Use of Motor Vehicles, dated 10/17/14		
Approved By  Commissioner Scott Semple	Title Employee Travel and Use of Motor Vehicles		

1. Policy. The Department of Correction shall utilize vehicles to conduct official state business and shall promote preventive and scheduled maintenance for all assigned state-owned motor vehicles.
2. Authority and Reference.
 - a. Connecticut General Statutes, Sections 5-141c, 14-80, 14-96p, 14-96q, 14-99g, 14-283, 14-283a and 18-81.
 - b. Executive Order No. 22, Governor Rell, January 2009.
 - c. State of Connecticut, Office of the State Comptroller, Memorandum 2007-02, January 2007, Changes to Certain Calculations of Taxable Benefit of the Non-Business Use of State-Provided Vehicles".
 - d. State of Connecticut, Department of Administrative Services, General Letter 115, March 2008, "Policies Governing the Use of State-Owned Motor Vehicles and Personally-Owned Motor Vehicles Used on State Business".
 - e. State of Connecticut, Department of Administrative Services, General Letter 212, September 1998 "State Employee Reimbursement Regulations and Policies".
 - f. State of Connecticut, Department of Correction (DOC), Procedures for Travel Authorization and Reimbursements.
 - g. Administrative Directives 1.10, Investigations; and 6.6, Reporting of Incidents.
 - h. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4197 and 4-4198.
 - i. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-1B-01 and 4-ALDF-1B-02.
3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:
 - a. Agency Transportation Administrator. A DOC manager or executive with fiscal and policy making authority who reports directly to the Commissioner of Correction.
 - b. Appointed Official. A Unit Administrator or other unclassified official.
 - c. Commuter Mileage. Distance from home to official duty station and return.
 - d. Correctional Emergency. An urgent situation or crisis in which response time to such an incident by authorized staff would most likely impact the safety and security of the community, staff and inmates.
 - e. DAS. Department of Administrative Services.
 - f. DOC. Department of Correction.
 - g. Emergency Vehicle. A Department vehicle operated by an officer while in the course of such officer's employment and while responding to an emergency call.
 - h. Fugitive Investigations Unit. A unit within the Parole and Community Services Division responsible for locating and apprehending absconders and/or escapees from community supervision. Additional responsibilities include extradition and movements of fugitives located out of State who fall within the auspice of the Unit, Population Management or at the Deputy of Commissioner of Operations and Rehabilitative Services request.
 - i. GPS. Global Positioning System.
 - j. Motor Vehicle. Any automobile, truck, bus, emergency vehicle, or motorcycle.
 - k. Official Duty Station. The facility or other fixed location to which an employee reports for duty.
4. State-Owned Motor Vehicle Acquisition. Any request for a new vehicle(s) and/or a substitution(s) of existing vehicle(s) shall be made in writing, to include a complete

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justification of the need. The request shall be submitted to the DOC Agency Transportation Administrator for review and approval. The DOC Agency Transportation Administrator shall forward the request to the Department of Administrative Services for final approval.

5. State-Owned Motor Vehicles - Markings and Registration.

- a. Markings. A state-owned motor vehicle shall be identified as prescribed by the DAS Director of State Fleet Operations. No equipment, decoration, or advertisement shall be affixed to or removed from a state-owned motor vehicle without prior approval from the DAS Office of State Fleet Operations.
- b. Registration. The DOC Fiscal Services Unit shall register state-owned motor vehicles through the DAS Office of State Fleet Operations. No unit shall apply directly to the Department of Motor Vehicles for registration plates.

6. Fuel and Oil Procurement. Drivers of state-owned motor vehicles shall obtain fuel and replacement oil at state-owned stations located throughout the state. When circumstances prevent access to state-owned stations, fuel and/or oil may be purchased from a commercial vendor through the use of a Department issued oil company credit card (drivers shall use self-serve pumps whenever possible). Upon presentation of a receipt, an employee may be reimbursed for personal expenses to purchase fuel for a state-owned motor vehicle from a commercial vendor. Employees shall obtain sufficient amounts of fuel and/or oil during business hours to ensure continued operations for evening and weekend use whenever possible. In addition, employees shall not purchase fuel that exceeds the octane rating recommended by the vehicle manufacturer.

7. Licensure. Each operator shall possess a valid license to operate the type of vehicle assigned. Employees shall notify an immediate supervisor in writing if the employee's driver's license has been modified with limitations, suspended or revoked. Such notification shall not be made later than the start of the next shift the employee works after their license has been suspended or revoked. No employee shall drive a state-owned motor vehicle if the employee's license has been suspended or revoked.

8. Travel Authorization Requests. Employees travelling on official state business are required to adhere to state and agency policies governing travel approvals and reimbursement. An employee shall obtain an approved Attachment A, Travel Authorization Request (CO-112) prior to any out-of-state travel. Attachment A, Travel Authorization Request (CO-112) shall be required prior to any in-state travel resulting in expenses of \$25.00 or greater. Attachment A, Travel Authorization Request (CO-112) shall be completed and submitted for approval in accordance with DOC Procedures for Travel Authorization and Reimbursements. Employees travelling on official state business shall be required to provide proof of attendance at conferences, training sessions, meetings or other events for which travel has been authorized. The Department shall annually prepare a blanket Attachment A, Travel Authorization Request (CO-112) to cover Correctional Transportation, Security Division and Parole and Community Services staff transporting inmates across state lines.

9. State-Owned Motor Vehicle Usage Limitations. With the exception of the authorized officials listed in Section 10 of this Directive, state-owned motor vehicles shall be utilized only to conduct official state business.

- a. Guidelines for the Use of State-Owned Motor Vehicles. Unless specifically exempted by the provisions of this Directive, the following guidelines shall govern the use of state-owned motor vehicles:
 - i. Incidental stops (i.e., lunch) during the course of travel may be permitted so long as there are no inmates in the vehicle.
 - ii. State-owned motor vehicles shall be utilized to transport passengers only when necessary for the performance of official state business.
 - iii. Employees must possess a valid driver's license in order to drive a state-owned motor vehicle.
 - iv. Contractors employed by the state or volunteers shall not operate state-owned motor vehicles unless advance written approval is granted by the DOC

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Agency Transportation Administrator and the DAS Director of State Fleet Operations. Contractors and volunteers must possess a valid driver's license in order to drive a state-owned motor vehicle.

- v. The lending, leasing or renting of a state-owned motor vehicle to any person, organization, or business or other governmental jurisdiction shall not be authorized except when deemed necessary (i.e., a state of emergency or natural disaster). The Commissioner of Correction and the Commissioner of Administrative Services must authorize such use of a state-owned motor vehicle.
- vi. Each driver shall comply with all traffic laws, to include all posted speed limits.
- vii. Each driver shall notify the shift supervisor or designee when a vehicle requires service, maintenance or repair. The shift supervisor or designee shall coordinate the required service, maintenance or repair with the DAS Office of State Fleet Operations.
- viii. Each driver shall ensure that fluid levels are checked and replaced when low.
 - ix. Each driver shall ensure that the vehicle's interior is kept clean.
 - x. Smoking shall be prohibited.
 - xi. Pool vehicles shall not be assigned for the exclusive use of one individual.
- b. Home-to-Office Use of State-Owned Motor Vehicles. Requests for vehicles to be garaged at an employee's home shall be submitted to the DOC Agency Transportation Administrator for review. The DOC Agency Transportation Administrator may approve and forward a request for final approval to the DAS Director of State Fleet Operations for a state-owned motor vehicle to be garaged at an employee's home if any of the following conditions apply:
 - i. The employee is subject to 24-hour calls and must respond to emergencies (e.g., riots, natural disasters, inmate emergencies, accidents, complaints, investigations, and building/property issues). Past mileage reports should support the fact that this individual, or others serving in this capacity, have been required to respond to emergencies outside normal work hours.
 - ii. The employee's collective bargaining contract requires garaging of a vehicle at home.
 - iii. The employee is involved in dangerous investigative or undercover work and might be subject to bodily harm or identity discovery by parking vehicles on state-owned property.
 - iv. The employee carries state-owned weapons, equipment, etc., in a vehicle and cannot be practicably garaged in a secure area.
 - v. The vehicle has been subjected to repeated acts of vandalism or theft at a state-owned parking location and no other practicable alternative exists.
 - vi. The vehicle is used for valuable equipment storage and the equipment is highly visible or is highly likely to be attractive as an object of theft.
 - 1. Overnight parking of a state-owned motor vehicle at an employee's home outside of Connecticut requires an approved out of state travel authorization.
- c. Home-to-Office Use of State-Owned Motor Vehicles by Appointed Officials. An appointed official for whom home-to-office use is approved may use the vehicle for transportation of an immediate family member to a state work related function, local school or day care service. The vehicle shall not be driven by any other person. The vehicle may be used to transport other state employees to or from their places of employment if such travel is reasonably within the normal route of home-to-office travel and with the approval of the DOC Director of Fiscal Services. The vehicle may be used to go to meals on workdays. Incidental stops during the course of travel are also permitted. However, the car may not be used for politically sponsored events.
 - i. Monitoring of State Owned Motor Vehicles. DOC reserves the right to monitor and log the use of state-owned motor vehicles through electronic devices, including, but not limited to, GPS. Other than officials specified in Section 10 of this Directive, employees using state-owned motor vehicles shall have

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no expectation of privacy or confidentiality while using a state-owned vehicle.

10. Use of State-Owned Motor Vehicles by Specified Officials. The specified officials listed in subsection A below, assigned statewide emergency mobilization responsibilities, shall be authorized personal use of their state-owned motor vehicle and shall be exempt from the guidelines specified in Section 9 above.

a. Specified Officials.

- i. Commissioner of Correction;
- ii. Deputy Commissioner of Operations and Rehabilitative Services;
- iii. Deputy Commissioner of Administration;
- iv. Director of Security; and,
- v. Director of Tactical Operations.
- vi. Director of Medical and Health Services.

b. Guidelines for Use. The officials enumerated in Section 10(A) of this Directive shall:

- i. Maintain the vehicle at all times, (e.g., check and maintain fluid levels when refueling, immediately report any malfunction or unusual condition to Fleet Operations);
- ii. Use seat belts or child restraint seats as appropriate and at all times;
- iii. Strictly adhere to all State of Connecticut motor vehicle regulations;
- iv. Observe posted speed limits, (in accordance with the provisions of Section 12 of this directive, the use of emergency lights and sirens shall be deployed to assist in movement through congested traffic or where access is required);
- v. Require the completion of Attachment A, Travel Authorization Request (CO-112) for any travel outside the State of Connecticut in accordance with Section 8 of this Directive;
- vi. Require authorization from the Commissioner of Correction for any special use of a state-owned motor vehicle.
- vii. Not allow the state-owned motor vehicle to be used by non-state employees, except when in the interest of safety and in consideration of extraordinary circumstances a licensed driver may drive the vehicle, with the specified official present in the vehicle, (at no time shall another individual be permitted to drive or otherwise use the vehicle without the permission of the Commissioner of Correction);
- viii. Not be authorized to use the vehicle to secure support for or to oppose any candidate, party, or issue concerned with a political election; and,
 - 1. The Commissioner of Correction may assign and authorize the use, as stated in this section, of a specified official's vehicle to another staff member who is acting in the capacity of the specified official while the official is on an extended absence from the responsibilities of the position.

11. Overnight Parking of State-Owned Motor Vehicles.

- a. Parking Locations. Except in situations when home-to-office use is authorized, a state-owned motor vehicle must be parked overnight at a DOC facility or Parole and Community Services office. Unless approved by the DOC Agency Transportation Administrator and DAS Fleet Operations, all assigned vehicles, which are not home-to-office use, shall be parked within a 5-mile radius of the driver's official duty station.
- b. Department Approval. The DOC Agency Transportation Administrator may approve the garaging of a state-owned or rental vehicle at the home of an employee or at a DOC facility for a specific night only. The Department shall maintain records

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justifying the decision to allow an employee to park a state-owned vehicle at his/her home for each night that the vehicle is parked at the employee's home.

- c. State Fleet Operations Approval. Continuous parking of a vehicle at home shall require the approval of the DOC Agency Transportation Administrator and the DAS Director of State Fleet Operations.
- d. Overnight Parking. No state-owned motor vehicle shall be parked overnight on any street or highway except under emergency conditions.

12. Use of Lights and Sirens. The Agency Transportation Administrator may authorize the installment and subsequent use of lights and sirens in DOC vehicles. The use of lights and sirens in DOC vehicles shall be governed by the following guidelines:

- a. Lights and sirens shall be used only by employees who have completed a training program certified by the DOC Director of Training and Staff Development.
- b. Lights and sirens shall only be used for:
 - i. Responding to a correctional emergency;
 - ii. Conducting a high risk transport, to include all authorized vehicles involved in the transport;
 - iii. The remand of an absconder/escapee by the Fugitive Investigations Unit; or,
 - iv. Rendering assistance at the scene of a motor vehicle accident or other highway emergency.
- c. An employee utilizing lights and sirens shall be exempt from Section 9(A)(6) of this Directive. Specifically, the employee may:
 - i. Proceed past any red light, stop signal or stop sign, but only after slowing down or stopping to the extent necessary for safe operation of the vehicle.
 - ii. Exceed posted speed limits so long as the employee does not endanger life or property by doing so.
 - iii. Disregard statutes, ordinances or regulations governing direction of movement or turning in specific directions.

13. Use of Personally-Owned Motor Vehicles. The following guidelines, regarding the use of personally-owned vehicles on official state business, shall be met prior to the reimbursement of mileage:

- a. Reimbursement shall not be authorized for the following:
 - i. Travel from home to official duty station; or,
 - ii. Any activity except official state business.
- b. A written approval by the DAS Director of State Fleet Operations shall be required when the use of a personally-owned vehicle on official state business exceeds an average of 1,200 miles per month.
- c. Every attempt shall be made to procure a state-owned motor vehicle for use on official state business. If a state-owned motor vehicle is not available, reimbursement for the use of the personally-owned vehicle may be permitted for official state business. Completion of Attachment A, Travel Authorization Request (CO-112) shall not be required. The employee shall be reimbursed at the established mileage rate for travel from the official duty station or home to and around the work area, whichever is less, and return. Commuter mileage shall not be reimbursed by the Department and shall be deducted from the reimbursement claim, unless allowed by collective bargaining agreement.
- d. Any employee authorized to use his/her personally-owned motor vehicle in the performance of his/her duties, shall carry insurance for a minimum liability of \$50,000/\$100,000 and \$5,000 in property damage. The DOC Director of Fiscal Services shall have written proof of insurance on file for each employee authorized to use a personally-owned vehicle for official state business.

14. Accidents. Any employee, volunteer or contractor involved in an accident involving a state-owned motor vehicle shall be responsible for ensuring compliance with all state accident procedures issued by the Department of Correction, the Office of the State Comptroller and the DAS Director of State Fleet Operations. Any accident and/or damage sustained in a state-owned motor vehicle shall be reported by the driver to a supervisor as soon as possible but not later than the end of the shift. The driver shall document

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the accident and/or damage on CN 6601, Incident Report and forward the completed report to a supervisor in accordance with Administrative Directive 6.6, Reporting of Incidents. In addition, Attachment D, DAS Vehicle Incident/Accident Report shall be required for any incident that results in bodily injury or damage to property owned by the state or by others, no matter how minimal. The original Attachment D, DAS Vehicle Incident/Accident Report and a copy of the incident report shall be submitted to the DOC Fiscal Services Unit within 48 hours of the accident.

- a. State Accident Review Board. An incident in which a state-owned motor vehicle is involved that results in personal injury and/or property damage may be subject to review by the State Accident Review Board.
- b. Review of Accident Review Board Listings. Notification from the Review Board that an accident has been judged "preventable" shall require the following action from the Unit Administrator to which the motor vehicle was assigned:
 - i. Review the employee's accident record;
 - ii. Counsel the employee of the responsibility and obligation to drive defensively;
 - iii. take appropriate disciplinary action if deemed necessary; and,
 - iv. Respond to the DOC Director of Fiscal Services inquiry within 10 business days of receipt of the report.

15. Fines and Charges. Parking fines or other violation charges shall be the personal liability of the motor vehicle operator and shall be paid promptly when incurred. The Department of Correction shall not reimburse any person for the payment of fines or other violation charges. Any violation, fine and/or charge incurred in a state-owned motor vehicle shall be reported by the driver to a supervisor as soon as possible but not later than the end of the shift. The driver shall document any violations, fines and/or charges on CN 6601, Incident Report and forward the completed report to a supervisor in accordance with Administrative Directive 6.6, Reporting of Incidents.

16. Complaints. Any complaint concerning state-owned motor vehicles, drivers and passengers, regardless of the source, shall be immediately investigated in accordance with Administrative Directive 1.10, Investigations. The result of the investigation shall be reported in writing to the DOC Agency Transportation Administrator.

17. Penalties.

- a. Violation of any specific directives governing the use of a state-owned motor vehicle may result in suspension of state-owned motor vehicle driving privileges.
- b. The Department may take appropriate disciplinary action in the case of a violation of these directives or for the engaging in unsafe practices with a motor vehicle.
- c. If an employee, volunteer or contract driver is involved in an accident as a result of the person's own willful or wanton misconduct, while in the operation of a state-owned motor vehicle, the Department may assess the responsible party the cost for property damage. Also misuse or false statements about the use of a motor vehicle may result in a civil action against the employee.

18. Loss of State Driving Privileges. A DOC official or employee may, upon review, forfeit the privilege of using a state-owned motor vehicle for one (1) year when the individual:

- a. has been the subject of two (2) or more complaints by the public within a six-month period involving the use of a state-owned motor vehicle;
- b. has received two (2) or more moving violations within a six-month period while operating a state-owned motor vehicle;
- c. has been involved in two (2) or more accidents within a six-month period while operating a state-owned motor vehicle; or,
- d. any combination totaling two (2) or more incidents as listed in subsections A through C above within a six-month period incurred while operating a state-owned motor vehicle.

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19. Travel Reimbursements.

- a. Petty Cash Advances. Employees traveling out-of-state on official business may be provided with a cash advance of up to 75 percent (75%) of estimated allowable expenses (100 percent for executive staff). If total estimated allowable expenses exceed \$200, the advance will equal the total less \$50.00. These funds shall be made from the agency's petty cash fund, up to the limit of the fund. At the conclusion of the trip, the employee shall submit the proper vouchers or receipts to substantiate expenses incurred. If the advance was less than the substantiated expenses, the employee will be reimbursed up to the authorized amount for out of pocket expenses. Any excess of the advanced amount shall be returned by the employee to the DOC Fiscal Services Unit, within five (5) days following the employee's return from travel.
- b. Funds for Travel Expenses. When authorized cash advances for travel expenses are made to employees from the Petty Cash Fund, the recipient shall be required to sign a statement acknowledging: (1) the amount of cash advanced and (2) that within five (5) working days after return the recipient will submit a completed Attachment C, Employee Payroll Reimbursements (CO-17XP-PR) to the DOC Fiscal Services Unit.
- c. Reimbursable Expenses. Traveling expenses which will be reimbursed are confined to those expenses approved in advance and essential to transacting official business.
- d. Telephone Services. Charges for telephone calls made for official state business will be allowed provided that proper documentation is maintained involving the number of such calls, the rate per call and to whom the calls were made.

20. Monthly Usage Reports. Attachment B, State-Owned Motor Vehicle Monthly Usage Report (CCP-40) shall be legibly completed by each employee assigned or utilizing a state-owned motor vehicle. The report shall be certified by the operator as true and correct, signed by the employee's supervisor and forwarded to the DOC Fiscal Services Unit. All reports shall be verified for thoroughness and accuracy and submitted to the Fiscal Services Unit by the 10th of the following month. The DOC Fiscal Services Unit shall report mileage to the Department of Administrative Services, Fleet Operations, by the 15th of the following month.

- a. The DOC Fiscal Services Unit shall review vehicle usage on a semi-annual basis and recommend any changes to vehicle assignment and/or vehicle type.

21. Forms and Attachments. The following attachments are applicable to this Administrative Directive and shall be utilized for the intended function:

- a. Attachment A, Travel Authorization Request (CO-112);
- b. Attachment B, State-Owned Motor Vehicle Monthly Usage Report (CCP-40);
- c. Attachment C, Employee Payroll Reimbursements (CO-17XP-PR); and,
- d. Attachment D, DAS Vehicle Incident/Accident Report.

22. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of Correction.