


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to NH RSA 21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Property Management</u> STATEMENT NUMBER <u>761</u>
SUBJECT: STATE-OWNED MOTOR VEHICLES PROPONENT: <u>Christopher Kench, Director</u> <i>Name/Title</i> <u>Commissioner's Office 271-8016</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>03/06/2020</u> REVIEW DATE <u>03/06/2020</u> SUPERSEDES PPD# <u>9.03</u> DATED <u>11/1/13</u>
ISSUING OFFICER:  <u>Helen E. Hanks, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To describe the distribution of vehicles assigned to the NH Department of Corrections, documentation required for the use of these vehicles, fuel purchases, repairs, vehicle markings, equipment required, guidance relative to their use and security, and the State's seat belt use policy.

II. APPLICABILITY:

To all Department of Corrections personnel.

III. POLICY:

It is the policy of the NH DOC that:

- A. The NH DOC shall provide for an orderly process in administering the distribution, use and maintenance of state-owned vehicles in consonance with the State Operations Manual.
- B. State vehicles shall be used when available. Privately owned vehicle mileage shall not be paid if a state-owned motor vehicle was available for use.
- C. Personal use of State vehicles shall not be permitted except as authorized by the State Fleet Management Committee.

IV. PROCEDURE:

A. Management

- 1. Fleet management responsibility for vehicles assigned to the NHDOC falls under the direction of the Director of Security and Training (DOST). The DOST will ensure that allocation of fleet vehicles is consistent with prison and field services operational needs.
- 2. Wardens/directors are responsible for the cleanliness, maintenance and repair of assigned vehicles.

B. Documentation of Usage

- 1. Each vehicle shall contain a mileage log sheet (attachment 1). The beginning and ending mileage shall be recorded on the mileage log each time the vehicle is used.
- 2. Wardens or directors shall ensure that a supervisor at the prison or district offices where vehicles are assigned are delegated responsibility for turning in completed mileage logs to the NH bureau of financial services by the third working day of the month following the last day of the preceding month so that the transactions on the log can be properly recorded and reported to the NH

Department of administrative services (DAS).

3. The log sheet shall also used to record fuel purchases.
 4. Vehicle deficiencies or maintenance needs shall be noted on a NH DOC Incident Report.
- C. Fuel Purchases at State Filling Stations
1. Key Fobs work with driver's cards to activate State filling station pumps.
 - a. Each vehicle shall issued a key fob for the purchase of gasoline at one of the state owned gas refueling locations. Every effort shall be made to fuel all state vehicles at one of the Department of transportation's fueling stations (See attachment 2), except as noted below.
 - b. Requests for key fobs shall be directed to the bureau of financial services.
 2. Driver's cards work with key fobs to activate State filling station pumps.
 - a. These cards shall be issued to those in need through the bureau of financial services.
- D. Emergency and Out-of-State Fuel Purchases
1. Credit Cards
 - a. Credit cards shall be issued to the transportation supervisor for temporary issue to individual officers who will be traveling out-of-state on official business. The transportation supervisor shall be responsible for the security of these cards. Any use of a fuel card shall be properly documented on the vehicle mileage log.
 - b. Receipts for fuel card use shall be submitted to the bureau of financial services with the monthly Vehicle Log and fuel card purchases shall be compared to the submitted vehicle mileage log to ensure accurate purchases and proper usage.
 - c. Fuel Cards shall never be used to purchase personal items. Any employee who suspects or has knowledge of abuse of a fuel card or fraudulent use of a fuel card shall immediately report the information to the professional standards director.
 - d. Fuel card privileges shall be revoked immediately upon suspicion of misuse. An audit shall immediately be commenced to verify the suspicion. Fuel card privileges shall be reinstated upon conclusion of the audit with negative findings of misuse.
 - e. Unauthorized use of a fuel card shall result in disciplinary action up to and including termination of employment with evidence of misuse. Any person who knowingly uses a fuel card in violation of this section shall be guilty of a misdemeanor. *See RSA 21-I:17-a.*
 - f. Lost, misplaced or stolen fuel cards will be documented on a NH DOC Incident Report and reported to the director of administration immediately.
 - i. The Director of administration shall ensure annual audits of the credit cards to ensure compliance with this policy.
- E. Repairs
1. All repairs and maintenance to State owned vehicles shall be approved in advance by the appropriate warden or division director through the director of administration. A monthly report containing all expenditures, including repairs shall be submitted for each vehicle to the bureau of financial services, which keeps a master list on each vehicle.
 2. All vehicles shall pass an annual safety inspection performed by qualified individuals. All safety repairs shall be completed immediately. Vehicles shall not be used until unsafe conditions have been remedied.
- F. Safety
1. Corrections employees who drive State vehicles or privately owned vehicles for state use shall utilize seat belts and any other safety device's when operating said vehicle. The driver of the vehicle shall be responsible for passenger use of safety devices.
 2. Vehicles shall be operated by licensed drivers only. Those drivers shall have successfully completed a defensive driving course before driving any State vehicle.
 3. Under no circumstances shall a resident of the department be permitted to operate a State-owned motor vehicle.
- G. Markings
1. Transportation and perimeter security vehicles shall be marked with the departmental badge on the upper portion of the front doors. These vehicles shall also have the vehicle plate number displayed in 12 inch characters on the roof of the vehicle. Vans shall also have the departmental shield on the left rear door. No additional markings are authorized without the express and written permission of the Commissioner.
 2. Non-Security staff vehicles shall be marked with the 10-inch blue DOC seal and the departmental identification sticker on the door as required by the Services Manual of Operation MOP 2100..
 3. Governor and Council shall be petitioned each year for a waiver of the vehicle marking

requirements for any state vehicle. The approval date and item number must be reflected on the quarterly report submitted to administrative services.

H. Equipment

1. Vehicles shall be equipped as follows:

Equipment/Item	Transportation	Perimeter Security	Field Services	Non-Security
Two way radio	X	X	X	
Roof mounted emergency lights with controller	X	X		
Hidden emergency lights			X	
Siren with controller	X	X		
Flashlight	X	X	X	
Fire Extinguisher	X	X	X	X
First aid kit to include resuscitation barrier	X	X	X	X
Trauma Kit	X**			
Accident report form	X	X	X	X
State fuel distribution center map and gas card/key fob	X	X	X	X
Cage compartment divided	X		X*	
Rifle storage accessory	X	X		

* Field services shall possess a minimum of 1 caged vehicle per district office.

** Transportation vehicles on trips of 30 miles or more one-way shall be equipped with a trauma kit.

2. Vehicles designated for non-uniform use may be equipped with the above equipment and hidden emergency lights for emergency use. However, non-uniform staff shall not drive vehicles with exposed emergency lights.

REFERENCES:

NH Dept. of Administrative Services Manual of Procedures

NH Dept. of Administrative Services Fuel Card User Manual

Other

KENCH/lb

Attachments

1. Mileage Reporting Log
2. State Owned Fueling Locations