

Directive 312.01 Vehicle Identification

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 312.01

Subject: Vehicle Identification

Effective Date: July 2, 2001

Review and Re-Issue Date:

Supersedes: NEW

APA Rule Number:

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1.

2. Purpose:

To have a standardized manner, in which Vermont Department of Corrections vehicles are identified, by means of decals placed on all facility, CRSU, and CCSC vehicles so designated.

3. Applicability/Accessibility

This directive applies to all work sites (Facilities, CCSC and CRSU Offices). Anyone may have access to this directive.

4. Directive

Markings:

1. All motor vehicles assigned to the Department of Corrections are to have, at a minimum, a DOC logo on the front door of the driver and passenger side of the vehicle. The logo is to be centered on the front door of the vehicle. The exception to this directive, is that a vehicle from each facility and a vehicle from each CCSC may have one vehicle that does not have a decal, to be determined by the Superintendent of that facility.

2. All new vehicles purchased will have the DOC emblem applied to it before that vehicle is turned over to the assigned facility or office. Once a vehicle has had a decal applied, it is not to be removed without authorization from the Director of Security, after complete approval up the appropriate chain-of-command, i.e. facilities must first have approval of the Facility Superintendent and then the Director of Security. Through attrition, all vehicles will have the DOC logo on it.

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3. The Commissioner, as recommended through the Director of Security, can authorize additional decals or logos. Such decals or logos must be consistent throughout the department unless for a specific initiative such as with the Burlington CCSC's "Old North End Project" or for the CRSU vehicles "RETURNING VALUE TO THE COMMUNITY".

Vehicle Color:

1. The "Fleet Manager" at Central Office will order vehicles that are silver in color. When ordering different make vehicles, the color should be as close as possible without incurring additional paint charges.

2. Any vehicle currently in the DOC fleet that is not silver in color does not need to be changed. However, through attrition, silver will become the standard color for the department.

5. Training Method

The Director of Security will provide a briefing on the content of this directive at a joint Superintendent's meeting. The briefing will have handouts that will be used by superintendent's to train their staff.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

8.1.

9. Responsible Director and Draft Participants

The Director of Security has overall responsibility for implementing this directive.

Gary Dillon, Chief of Emergency Services drafted this directive.

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