

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 189.920, 189.940, 196.035, 197.020; ACA 5-3A-4189, 5-3A-4189-1 P & P ACA 3H-01, 3H-02 and 3H-03</p>	<p style="text-align: center;">OPERATION AND MAINTENANCE OF MOTOR VEHICLES BY DEPARTMENT OF CORRECTIONS EMPLOYEES</p>	

POLICY and PROCEDURE

A. Vehicle Safety and Operation

1. All Corrections employees operating a state or privately owned vehicle while on duty shall operate the vehicle in a safe and lawful manner.
2. An emergency vehicle may exceed speed limits so long as the operator complies with the provisions of KRS 189.940. Other Corrections employees shall not exceed speed limits, disregard traffic control signs and signals, or ignore seat belt requirements for themselves and inmates.
3. All Corrections employees and inmates shall wear a properly adjusted and fastened seat belt while the vehicle is being operated.
4. An employee shall not drive a state vehicle or his own vehicle for work purposes if impaired by any substance or condition, including prescription medication.

B. Vehicle Equipment Including Warning Lights

1. It shall be the responsibility of the appropriate division or other owner or lessee of a state vehicle or private vehicle that may be used in the conduct of official business to maintain the safety equipment and safety systems including seat belts, brakes and steering in good operating condition.
2. In accordance with KRS 189.920, all Corrections vehicles used as emergency vehicles shall be equipped with one (1) or more flashing, rotating or oscillating blue lights, visible under normal atmospheric conditions from a distance of 500 feet to the front and rear of the vehicle. Corrections vehicles other than ambulances shall not be equipped with or use a siren, whistle or bell.
3. Blue lights shall only be installed on any vehicle used for the transportation of inmates.

Policy Number	Effective Date	Page
1.12	December 9, 2019	2

4. Blue lights shall normally be mounted in the grill and back glass area. Any vehicle normally reserved for the warden or administrative purposes, but which may on occasion be used for inmate transportation or in an emergency, may carry a dash mounted blue light in lieu of the lights in the grill and back glass area.
5. An ambulance shall continue to be equipped with red lights.

C. Use of Blue Lights

The use of blue lights shall ONLY be for legitimate emergency situations. Blue lights shall only be used if:

1. acting as a chase or lead vehicle for an ambulance during an emergency run;
2. the vehicle is being used as a road block in an escape;
3. searching for escapees and checking private property;
4. other unusual situations exist which indicate emergency action is required including emergency response by the Corrections Emergency Response Team (CERT).

D. Staff Operating State Vehicles

1. All employees shall have their driving records checked prior to operating a state vehicle.
2. Driving records shall be checked on every employee every six (6) months, using the Court Net System. A staff member whose record indicates an inability to safely operate a motor vehicle shall not be allowed to drive a state vehicle and administrative or disciplinary action may be taken as appropriate. The license check shall be completed according to the following schedule:

Month	Last name beginning with:
January and July	A, B, C, D
February and August	E, F, G, H
March and September	I, J, K, L
April and October	M, N, O, P
May and November	Q, R, S, T, U
June and December	V, W, X, Y, Z

3. KCI staff assigned to an institution shall be checked by that institution. Regional training staff shall be checked by the institution responsible to the maintenance of the center. Central Office staff and Central Office KCI staff shall be checked by the Internal Affairs Branch. Each Probation and Parole district is responsible for its individual district and records information on a shared spreadsheet that is located on the H Drive.

Policy Number	Effective Date	Page
1.12	December 9, 2019	3

4. A staff member that regularly operates a state vehicle including transportation officers, maintenance and warehouse staff shall physically show a valid driver's license to the employee's supervisor on the first working day of each month. A staff member who uses a vehicle on a less regular basis shall show a valid license prior to operating the vehicle. A log shall be kept to document that the individual has the license.
5. The employee shall notify his immediate supervisor if the employee receives a driving violation or suspension or revocation of his license.

E. Vehicle Inspections and Maintenance

1. An annual safety inspection of all vehicles shall be conducted by a qualified individual for any vehicle that is owned, leased, or used in departmental operations. The oil shall be changed at every 5,000 miles or six (6) months, whichever comes first.
2. A pre-use vehicle safety inspection shall be conducted by any employee assigned to use a vehicle. This check shall be completed prior to transporting any passenger in the vehicle. The employee operating a fifteen (15) passenger van is required to check the tire wear and tire pressure daily. The tire pressure shall be corrected, if necessary. This check shall be completed prior to transporting any passenger in the vehicle.
3. Any safety repair found to be necessary during an inspection shall be completed immediately, the vehicle shall not be used until safety repairs are made.