

Report on Department Fleet/Mileage
Department: Department of Corrections
Secretary: Wendy Kelley
Submission Date: October 1, 2019

The purpose of this report is to prompt an analysis of fleet management and mileage reimbursement within each Department and assist in the formulation of a report to the Governor on how to achieve greater efficiency and cost savings in this area. **The report template includes sections for three projects for your convenience. This number is not a goal or target. You may add or delete boxes for as many projects as you submit.**

ACTION PLAN FOR PROJECT 1:

1. Project Title: Develop a Department-wide Fleet Management Policy

1.1. Brief description of project, goal, and action plan.

Answer: The Board of Corrections has issued a vehicle policy applicable to the Divisions of Correction and Community Correction, and the Correctional School System. There is a need for specific operational guidance for those Divisions as well as the remaining entities within the Department. The policy will ensure staff-level understanding of the State Vehicle Handbook.

1.2. Identify any additional resources required for the implementation and success of this plan.

Answer: None.

1.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?

Answer: There are no anticipated costs, and there are sufficient funds.

1.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.

Answer: Success will be achieved by an optimization of the Department's vehicle fleet following an operational policy in line with the State Vehicle Handbook.

1.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

Answer: The policy will be implemented within thirty days of the submission of this report.

1.6. Identify any obstacles to the implementation and success of this plan.

Answer: Changing status in accordance with the new policy will simply take time.

1.7. How could Department of Transformation and Shared Services provide support to the Department?

Answer: It would be helpful for TSS to share any final fleet policies from other Departments.

ACTION PLAN FOR PROJECT 2:

2. Project Title Reduce the number of unmarked vehicles by 10%

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2.1. Brief description of project, goal, and action plan.

Answer: There are currently over 400 unmarked vehicles within the Department of Corrections. The majority of these vehicles are in the Division of Community Correction, with some assigned to administrative staff. The assignment of unmarked vehicles should be limited to those employees engaged in defined law enforcement activities which could be compromised by their identification.

2.2. Identify any additional resources required for the implementation and success of this plan.

Answer: Implementation of this plan will require existing managers to determine and justify the operational need for an unmarked vehicle.

2.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?

Answer: There are no anticipated costs of this plan.

2.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.

Answer: Success will be determined by the Department's ability to meet the stated goal.

2.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

Answer: The plan will be implemented by January 1, 2020.

2.6. Identify any obstacles to the implementation and success of this plan.

Answer: It will take time to change license plates, and implement the new policy.

2.7. How could Department of Transformation and Shared Services provide support to the Department?

Answer: No assistance from TSS is needed. The Department of Finance and Administration will need to expedite any necessary change in vehicle registrations.

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ACTION PLAN FOR PROJECT 3:

3. Project Title Reallocate underutilized vehicles to create Regional Pools.

3.1. Brief description of project, goal, and action plan.

Answer: In addition to the requirements set out in the State Vehicle Handbook and the Board Policy, there will be an average minimum number of miles required to be regularly driven in order to maintain personal assignment of a vehicle. Vehicles not currently meeting that minimum will be reallocated to Regional Pools. Pools will be placed in areas with high mileage reimbursements based on historical averages. Consideration will be given to the impact of existing ridesharing arrangements on low mileage where appropriate to discourage the continued use of carpooling when possible.

3.2. Identify any additional resources required for the implementation and success of this plan.

Answer: None.

3.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?

Answer: There are no anticipated costs.

3.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.

Answer: Success will be determined by the Department's ability to reduce the amount of reimbursed mileage by 5% this Fiscal Year.

3.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

Answer: This plan will be implemented by January 1, 2020.

3.6. Identify any obstacles to the implementation and success of this plan.

Answer: The Department will need to consider any restrictions on the utilization of a vehicle (i.e., vehicles purchased with restricted grant funds) when reassigning vehicles.

3.7. How could Department of Transformation and Shared Services provide support to the Department?

It would be helpful for TSS to share any regional pool plans from other Departments.

Additional thoughts/comments: