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# State of Alabama Department of Corrections

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July 3, 2023

## ADMINISTRATIVE REGULATION

## OPR: MEN’S AND WOMEN’S SERVICES

NUMBER 441

### INMATE DRIVERS

#### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the operation of motor vehicles by ADOC inmates.

#### II. POLICY

It is the policy of the ADOC to allow certain inmates to independently operate motor vehicles subsequent to thorough screening.

#### III. DEFINITIONS AND ACRONYMS

- A. **ADOC Vehicle**: A vehicle that is owned and maintained by the ADOC.
- B. **Community Custody**: A level of management which is appropriate for inmates who may be placed in Security Level I institutions and are approaching the final stage of incarceration where intensive reintegration effort is warranted and/or who have demonstrated an ability to adjust to a semi-structured environment.
- C. **Inmate Driver Review Committee**: A three (3) member committee, designated by the Warden/Designee that is responsible for reviewing information relative to an ADOC inmate’s driving assignment.
- D. **Job Placement Officer (JPO)**: An individual designated by the Facility Warden/Designee to supervise inmate drivers when the inmates are driving ADOC vehicles.

- E. **Minimum-Out Custody:** A level of management which is appropriate for an inmate who may be placed in Security Level II institutions and may be assigned to jobs outside of the perimeter of the institution without the direct supervision of a Correctional Officer.
- F. **Non-ADOC Vehicle:** A vehicle that is owned and licensed to a business for business purposes.

#### IV. **RESPONSIBILITIES**

- A. The Warden/Division Director/Designee is responsible for:
  - 1. Developing their institutional/divisional Standard Operating Procedures (SOPs), as necessary, for the implementation of this AR.
  - 2. Chairing and designating the three (3) members of the Inmate Driver Review Committee.
- B. The Inmate Driver Review Committee is responsible for:
  - 1. Interviewing an inmate for driving assignments for ADOC Vehicles.
  - 2. Approving an inmate to operate non-ADOC vehicles for a private employer.
  - 3. Deliberating on an inmate's driving assignment revocation/suspension.
  - 4. Reviewing general public complaints on inmate drivers and rendering a decision of action.
- C. The inmate is responsible for adhering to this AR and reporting to the Warden/ designee any unusual incidents or malfunctions of the vehicle.

#### V. **PROCEDURES**

- A. An inmate that operates a motor vehicle shall have a valid Alabama Driver's license.
- B. The Warden/Division Director/Designee shall request an inmate's driving record from the Staton Communications.