**Section 5040.340 Assignment to Individuals**

Vehicles may be assigned to specific individuals if authorized in writing by the head of the agency to which the vehicle is assigned. Agencies will be required to report to CMS annually and when changes occur, including the name of each employee assigned a vehicle, the equipment number and license plate number of the assigned vehicle, employee's headquarters and residence, and any additional information requested by CMS. Authorization is to be granted only if one or more of the following conditions are met:

a) The vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call 24 hours a day.

b) The employee's work assignment requires traveling to numerous locations over a considerable territory with infrequent stops at the employee's headquarters as defined in the regulations concerning State employee travel.

c) When the employee is a State official confirmed by the State Senate or acting in the capacity of such a State official; however, in the case of such State officials who are employed by agencies under the Governor, including heads of agencies, the employee must provide written justification to CMS as to why the exclusive assignment of a State vehicle to that employee is in the best interests of the State.

d) The employee is regularly subject to special or emergency calls from his or her residence during non-duty hours.

e) Vehicles usage will be in accordance with the provisions of Section 5040.350.

(Source: Amended at 38 Ill. Reg. 16839, effective July 25, 2014)