



Illinois Department of Corrections

Administrative Directive

Number: 02.15.200	Title: Acquisition and Use of Facsimile Machines	Effective: 7/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.15.200 effective 8/1/2020

Authority: 730 ILCS 5/3-2-2 44 IAC 5030	Related ACA Standards: 5-ACI-1B-14
Referenced Policies: 01.02.109	Referenced Forms:

I. POLICY

The Department shall have a written policy which controls the acquisition and use of facsimile machines in all of its facilities to avoid inefficiency and ensure standardization and effective communications.

II. PROCEDURE

A. Purpose

The purpose of this directive is to ensure the proper acquisition and use of facsimile machines.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Facsimile (Fax) Machine – an electronic device used to transmit images, text or other forms of documents over a standard telephone line.

Private telephone line – a telephone line that does not go through the facilities PBX or electronic telephone system.

F. General Provisions

The Central Budget Manager shall provide written approval prior to the purchase of a fax machine.

G. Requirements

1. Acquisition of Fax Machines

All fax machines requested shall:

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- a. Be requisitioned through IDOC Central Purchasing by the Chief Administrative Officer or Department Supervisor.
 - b. Be reviewed by the Central Budget Manager for justification.
 - (1) Leased multifunction devices shall be utilized as much as possible.
 - (2) Justification shall be provided why an existing leased multifunction device will not suffice.
 - c. Be purchased in accordance with the Illinois Procurement Code.
 - d. Be paid from the funding source designated by Fiscal Services.
2. Use of Fax Machines
- Fax machines shall be used in accordance with the following guidelines:
- a. Documents which are considered urgent may be transmitted via fax machines. Urgencies shall be determined by the requesting Unit Supervisor. Alternative mail and messenger services shall be used when possible.
 - b. Fax machines may be used to transmit documents prepared within and outside of the Department, including photographs, articles, fingerprints, documents requiring signatures and other appropriate non text documents.
 - c. Access to fax machines by individuals in custody shall be prohibited.
 - d. All fax machine use shall be logged and monitored in accordance with Administrative Directive 01.02.109.
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