

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Vehicle Markings and Colors

**Policy Number:** 504.03

**Effective Date:** 01/06/2022

**Page Number:** 1 of 4

**Authority:**  
Commissioner

**Originating Division:**  
Administration and Finance  
Division (Admin. Support -  
Fleet Operations)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

This policy outlines the proper identification of GDC vehicles, guidelines for unmarked vehicles, and proper registration and licensing of all state vehicles.

**II. Authority:**

- A. O.C.G.A. §§40-2-37 and 50-19-2;
- B. GDC Standard Operating Procedure (SOP) 504.01, Fleet Operations Motor Vehicle Manual;
- C. Office of Planning and Budget (OPB) Policy 10;
- D. Georgia Fleet Management Manual, Office of Fleet Management, Department of Administrative Services; and
- E. ACA Standard: 5ACI-3A-24.

**III. Definitions:**

- A. **Regular License Plate** - Plate issued by the Department of Revenue for covert or secret investigatory police functions (confidential tags).
- B. **State License Plate** - Standard license plate required by O.C.G.A. §40-2-37 to be affixed to all state vehicles showing the State as the owner of the vehicle.
- C. **Decal** - Approved seal affixed to all state vehicles which clearly identifies the Georgia Department of Corrections.

**IV. Statement of Policy and Applicable Procedures:**

- A. All vehicles operated by the Department will be marked with state license plates, approved decals, and vehicle numbers except those approved by the Commissioner

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and Department of Revenue to have a Regular License Plate affixed, as provided by O.C.G.A. §40-2-37. It is the responsibility of GDC Fleet Operations to affix all vehicles with appropriate decals and license plates.

- B. All vehicles not specifically exempt by law shall be marked. Department-approved decals will be affixed to the front doors of all vehicles and vehicle identification numbers will be affixed to the front and rear of all vehicles. Decals shall clearly identify the agency as a part of state government, and in some cases, the purpose of the vehicle.
1. GDC logo decals are affixed to the front doors of all staff-pool vehicles.
  2. GDC badge decals are affixed to the front doors and “State Officer” decals are affixed to the front left and front right fenders of vehicles driven by POST Certified Officers (K-9, Perimeter, Hub Captain, IRT, Transport and Detail Vans).
  3. GDC badge decals are affixed to the front and rear of each Inmate Transport Bus; Georgia Department of Corrections lettering is affixed to each side of the bus, and “State Inmate Transport” decals are affixed to the sides.
- C. A unique identification number will be assigned to each vehicle by Fleet Management once the vehicle is received. Vehicle numbers shall be up to a seven-digit number.
1. This number will be a 2-inch number decal and placed to the left front and right rear of all vehicles, except certain types of trucks. The numbers must be clearly visible when approaching the vehicle from the front or rear and should be in a standard location for each vehicle type. On certain type trucks, the rear number is to be affixed on the right-rear corner of the cab.

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2. On unmarked vehicles, these numbers will be placed under the hood and trunk-lid.
- D. Replacement decals and inventory numbers are available from the Fleet Management Office.
- E. All state vehicles shall be affixed with state license plates unless they are specifically authorized to have regular license plates (confidential tags).
1. Fleet Operations will obtain the state license plate for each vehicle from the local county tag office.
  2. All license plates issued to government vehicles will be marked with the specific type of governmental unit operating the vehicle. GDC tags will clearly identify as such with "STATE" on the license plate.
- F. The Commissioner and Department of Revenue in accordance with O.C.G.A. §§50-19-2 and 40-2-37, will designate vehicles exempt from decals, seals, and state license plates.
1. A motor vehicle task description form will identify that a vehicle is unmarked and must notate the purpose and operational use for the request.
  2. The Commissioner must approve all requests for exemption.
  3. The Department of Revenue will issue a regular license plate (confidential tag) for covert or secret investigatory law enforcement functions.
  4. Confidential tags are renewed yearly by Fleet Operations.
  5. Regular license plates **shall never** be moved or transferred between vehicles without direction and prior approval from GDC Fleet Management.

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V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.