



Illinois Department of Corrections

Administrative Directive

Number:
01.02.140

Title:
System Checks

Effective:
5/1/2021

Authorized by:

[Original Authorized Copy on File]

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Acting Director

Supersedes:

01.02.140 effective 10/1/2020

Authority:
730 ILCS 5/3-2-2

Related ACA Standards:
5-ACI-1A-17 and 18, 5-ACI-1C-13, 5-ACI-3A-29,
5-ACI-3B-09, 11, 12, 14, 15, 16, 5-ACI-6B-07 and 08

Referenced Policies:
01.02.103

Referenced Forms:

I. POLICY

To ensure that maximum efficiency in overall operations is obtained, unscheduled systems checks of departmental and facility procedures shall be periodically conducted without advance warning to staff.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines for conducting systems checks of departmental and facility procedures.

B. Applicability

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

C. Facility Reviews

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

D. Designees

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

E. Requirements

Unscheduled systems checks of departmental and facility procedures shall be conducted periodically in all areas including facilities, satellite facilities, transitional security facilities, parole offices, work camps and special units. These checks shall be conducted without advance warning in order to evaluate staff performance in responding to a situation and in implementing procedures.

1. The Chief Administrative Officer (CAO) of all facilities, including Transitional Security facilities, shall ensure that systems checks are conducted in the following subject areas:
 - a. Escape or emergency security drills;
 - b. Entry or possession of contraband;
 - c. Identification of staff, offenders, visitors, volunteers and contractors;
 - d. Tool control and key control;

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- e. Medical emergency, including death;
- f. Inventory of supplies and equipment (non-security);
- g. Inventory of security equipment such as radios, pagers, weapons and chemical agents;
- h. Offender movement; and
- i. In any other area that is of concern to the CAO.

NOTE: The armory shall never be evacuated during a systems check or an emergency simulation. The armory shall be evacuated during an actual emergency on the order of the CAO or the Duty Administrative Officer (DAO) (no designee).

2. The Parole Commander at each parole office shall ensure systems checks are conducted in the following subject areas:
 - a. Parole agent contact with parolees;
 - b. Monitoring vendors and equipment;
 - c. Parole agent weapon issues such as Weapons Authorization Cards and Firearm Owner's Identification (FOID) cards;
 - d. Inventory of assigned equipment such as vehicles, radios, pagers, computers, restraints, weapons and chemical agents; and
 - e. In any other area that is of concern to the Supervisor.
3. Staff who qualify to act as a DAO in accordance with Administrative Directive 01.02.103 or the Parole Commander at a parole office shall periodically conduct systems checks.
 - a. Facilities shall conduct a minimum of nine system checks per month, with three checks each month on all shifts. (Included in the total shall be the systems checks conducted at work camps, special units, etc.).
 - b. Transitional Security facilities shall conduct a minimum of three systems checks per month, with one check each month on all three shifts.
 - c. Satellite facilities shall conduct a minimum of one system check per month at each location.
 - d. The parole offices shall conduct a minimum of one system check per month at each location.
4. Other supervisory staff may also conduct systems checks within the scope of their work areas or, if so instructed by the DAO, outside their work areas. However, these supplementary checks shall not be included in the minimum requirements listed in Paragraph II.E.3.
5. In addition to observing daily routine operations, simulated tests shall be used.
 - a. Tests shall be designed to elicit appropriate responses from staff, to identify weaknesses in the system and to provide information for proper follow-up action by the administration.
 - b. Tests shall be designed and carried out in a manner which will not:

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- (1) Endanger the health or safety of offenders, staff, parolees or visitors; and
- (2) Cause the destruction of property.

NOTE: Simulated contraband shall be used when testing the entry or possession of contraband.

- c. Tests that may provoke possible community concerns such as escape drill or require community involvement such as fire response shall be approved and coordinated in advance by the CAO with the involved community agencies or officials.
6. Staff training or counseling may be offered, when appropriate, to improve responses to future checks or actual situations.
 7. Each systems check shall be documented including:
 - a. Date and time of the check;
 - b. Name of person conducting the check;
 - c. Subject and location of the check; and
 - d. Results and follow-up.
 8. Copies of all documentation listed in Paragraph II.E.7. shall be included in the monthly report to the respective Deputy Director.
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