



## Illinois Department of Corrections

### Administrative Directive

Number: <b>01.02.150</b>	Title: <b>Closing a Facility</b>	Effective: <b>6/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i>	<b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.02.150 effective 7/1/2021	

<b>Authority:</b> 730 ILCS 5/3-2-2 44 Illinois Administrative Code 5010.410	<b>Related ACA Standards:</b> 5-ACI-1F-03
<b>Referenced Policies:</b> 01.02.155	<b>Referenced Forms:</b> C-15 – Agency Report of Fixed Assets C-17 – Report of Receipts and Disbursements (Locally Held Funds)

#### I. **POLICY**

All offices, divisions and bureaus within the Department shall coordinate activities to effectuate timely and orderly closing of facilities.

#### II. **PROCEDURE**

##### A. **Purpose**

The purpose of this directive is to establish a written procedure to ensure all aspects of closing a facility are administered.

##### 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 is not required.

##### D. **Designees**

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

##### E. **Definitions**

Deputy Director – means the Regional Deputy Director.

Facility – includes state-owned or leased office space, program sites or correctional facilities.

##### F. **Requirements**

1. The respective Deputy Director of any closing facility shall be responsible for all phases of closing a facility.
2. As soon as practicable after notice of closing a facility is received, a written plan for all phases of closing the facility shall be established by the Deputy Director and submitted to the Assistant

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Director, or Executive Staff member designated by the Director, and the Director for approval. The plan shall include, but is not limited to:

- a. Transfer of individuals in custody to other facilities.
  - b. Transfer or layoff of employees.
  - c. Proper disposition of employee and individuals in custody files.
  - d. Inventory and disposal of state property in accordance with applicable directives, including computer equipment.
  - e. Reconciliation of all financial books and records.
  - f. Cash audit of all locally held funds performed by the Fiscal Internal Audit Unit.
  - g. Proper disposition of locally held funds, including:
    - (1) Transfer of trust fund accounts to the appropriate facilities.
    - (2) Transfer of benefit funds and the Travel and Allowance fund to the facility designated by the Director.
    - (3) Proper disposition of commissary inventories and transfer of the commissary fund balance to the facility designated by the Director.
    - (4) Completion of bank signature authority cards for Division of Finance personnel to use for closure of bank accounts, if appropriate.
  - h. Agency Report of Fixed Assets, C-15, and Report of Receipts and Disbursements (Locally Held Funds), C-17, by Division of Finance staff after the facility closes.
  - i. Transferal of vital records for safekeeping in accordance with the State Records Act.
  - j. Collection and proper disposal of keys or other items assigned to facility employees in accordance with Administrative Directive 01.02.155.
  - k. Discontinuance of utilities or service, as appropriate.
  - l. Termination of contracts/leases, as appropriate.
  - m. Securing the facility.
  - n. Notifying the U.S. Post Office of the appropriate forwarding address.
  - o. Notification to local law enforcement, emergency services and State's Attorney.
3. Upon approval of the plan, the Deputy Director shall notify other division heads of the closing date and request any services required.
  4. The Manager of Information Services Unit shall also develop a plan for coordinating removal and disconnection of all computer equipment, including revocation of computer sign-ons. The plan shall be approved by the appropriate Deputy Director and the Assistant Deputy Director.
  5. All manuals containing rules, regulations, policies, procedures, etc. shall be returned to the office responsible for distributing same within the Department. This provision does not apply to local

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policy and procedures manuals. One copy of local policy and procedures manuals shall be retained in accordance with the approved records retention schedule.

6. An inventory of controlled property shall be conducted as close to the scheduled closing date as possible. All property shall be accounted for with proper property control documentation showing all transfers or deletions from inventory. The final inventory shall be forwarded to the Division of Finance, Property Control Unit for submission to the Central Management Services (CMS) Property Control Division.
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