



## Illinois Department of Corrections

### Administrative Directive

Number: <b>01.02.500</b>	Title: <b>Community and Criminal Justice Partnerships</b>	Effective: <b>6/1/2022</b>
-----------------------------	--	-------------------------------

<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.02.500 effective 9/1/2020

<b>Authority:</b> 730 ILCS 5/3-1-2, 730 ILCS 5/3-2-2, 730 ILCS 5/3-2-3, 730 ILCS 5/3-2-5	<b>Related ACA Standards:</b> 5-ACI-1A-06
<b>Referenced Policies:</b> 01.01.101, 01.01.105	<b>Referenced Forms:</b>

#### I. POLICY

It is the policy of the Illinois Department of Corrections to ensure coordination of planning efforts and communication with related community stakeholders. Developing partnerships enhances staff and individual in custody programs and services and increases the effectiveness of the agency's operations.

#### II. PROCEDURE

##### A. Purpose

The purpose of this policy is to establish procedures for communicating and coordinating partnerships between the Illinois Department of Corrections and community and criminal justice agencies.

##### B. Applicability

This directive applies to all Department employees, volunteers and contract workers involved in the establishment or operation of facilities, program sites and parole.

##### C. Facility Reviews

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

##### D. Designees

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

##### E. Definitions

Citizen circles – a tool used to assist releasees by bringing members of the community together with releasees and their families to develop a plan to assist in successful reentry into the community.

Community Advisement Board – A working group comprised of community leaders and facility leadership.

##### F. Agency Initiatives

The Department shall develop and maintain working partnerships with related government and community stakeholders. Methods that shall be used to promote interagency cooperation include, but are not limited to:

1. Coordinating and conducting joint trainings and conferences, as appropriate;

	Illinois Department of Corrections <b>Administrative Directive</b>	Page 2 of 3
Number: 01.02.500	Title: Community and Criminal Justice Partnerships	Effective: 6/1/2022

2. Coordinating community service work programs;
3. Collaborative planning and sharing of information with State and local reentry agencies to improve knowledge and resource management in the communities and facilities;
4. Cooperation with and the use of college and university research, seminar opportunities and other related services;
5. Collaborative sharing of information with other agencies including, but not limited to, law enforcement, healthcare and mental health agencies regarding operations, programs or service issues;
6. Where appropriate, offering student internships or practicum programs in offices, facilities or divisions of the Department; and
7. Participation in policy development as appropriate.

**G. Institution-Specific Partnerships**

1. Facility Leadership shall encourage community involvement by:
  - a. Developing and maintaining a Community Advisory Board, which meets no less than twice per year;
  - b. Cooperating with local criminal justice agencies by sharing information and coordinating efforts of mutual interest, particularly in the area of Critical Incident Management;
  - c. Inviting members of victim advocacy groups, faith-based organizations, reentry advocates and other appropriate community providers and volunteers to participate in and offer appropriate institutional programming and services within the facility; and
  - d. Involving citizens in volunteer programs, tours of institutions and committees as appropriate, etc.
2. Facility Leadership shall encourage members of colleges and universities to assist in the development of academic and vocational programs for individuals in custody.

**H. Parole Division and Community Services Partnerships**

1. The Deputy Chiefs in the Parole Division shall encourage community involvement within the regional offices by:
  - a. Involving citizens in volunteer programs, tours of the District Offices and committees as appropriate etc.;
  - b. Meeting with local criminal justice agencies and professional associations organizations to include sharing information and coordinating efforts of mutual interest;
  - c. Cooperating with local civic organizations, victim advocacy groups, faith-based organizations, reentry advocates, etc. to improve programming efforts;
  - d. Assisting local communities in establishing reentry initiatives and citizen circles, including training participants in its purpose and proper techniques for increased effectiveness; and

	Illinois Department of Corrections <b>Administrative Directive</b>	Page <b>3</b> of <b>3</b>
Number: 01.02.500	Title: Community and Criminal Justice Partnerships	Effective: 6/1/2022

- e. Incorporating faculty and student expertise from local colleges and universities to enrich programming and development.
2. All districts within the Parole Division shall work to ensure positive relationships with the community partners within their districts.
-