



Illinois Department of Corrections

Administrative Directive

Number: <b>01.12.115</b>	Title: <b>Institutional Investigative Assignments</b>	Effective: <b>2/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	01.12.115 effective 4/1/2006

<b>Authority:</b> 730 ILCS 5/3-2-2 Title 42 USC Sections 15601-15609	<b>Related ACA Standards:</b> 5-ACI-1A-07, 10, 5-ACI-1C-03, 04, 10, 11, 20, 23, 5-ACI-1D-10 – 13, 5-ACI-3A-42, 5-ACI-3C-01 – 04, 06 – 09
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

**I. POLICY**

Approval by both the respective Deputy Director and the Chief of Investigations and Intelligence shall be required prior to the temporary or permanent assignment of institutional investigators.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a written approval process for the temporary or permanent assignment of institutional investigators.

**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. General Provisions**

1. Unless otherwise approved by the Chief of Investigations and Intelligence, each facility's Internal Affairs office shall have a minimum of two staff assigned and one shall be the rank equivalent of Lieutenant or above.
2. Duties of the Internal Affairs staff shall be limited exclusively to Internal Affairs office responsibilities.

**F. Requirements**

1. The Chief Administrative Officer (CAO) shall, within ten days of the vacancy, submit a written recommendation for the temporary or permanent assignment of an institutional investigator to the respective Deputy Director.

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2. The Deputy Director shall, within 15 days of the vacancy, submit a written recommendation to the Chief of Investigations and Intelligence for his or her approval and assignment of all Institutional Investigation Unit personnel.
  3. After receipt of written approval from the Chief of Investigations and Intelligence, the CAO shall assign institutional investigators and shall coordinate training needs of staff with the Chief of Investigations and Intelligence.
  4. The CAO shall:
    - a. Personally supervise Internal Affairs staff.
    - b. Ensure that each individual appointed as an investigator be registered for the next available investigative training program within 10 days of temporary or permanent assignment as an investigator.
      - (1) Training topics shall include but not be limited to:
        - (a) Investigative techniques, including interviewing sexual abuse victims;
        - (b) Crime scene preservation;
        - (c) Collection and preservation of evidence, including sexual abuse evidence collection in a confinement setting;
        - (d) Proper use of *Miranda* and *Garrity* warnings;
        - (e) Criteria and evidence required to substantiate a case for administrative action or prosecution referral; and
        - (f) Investigative reporting.
      - (2) Written documentation of training received or written verification that training on specific topics was not required due to prior training or experience shall be maintained in the employee's training file.
  5. Annually and as changes are made, the CAO shall submit the names and titles of investigators assigned to the facility to the Chief of Investigations and Intelligence.
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