



Illinois Department of Corrections

Administrative Directive

Number: 01.17.101	Title: Correctional Industries Program	Effective: 5/1/2022
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Authorized by:	Rob Jeffreys Director
Supersedes:	01.17.101 effective 5/1/2021

Authority: 730 ILCS 5/3-12-1 through 3-12-8 730 ILCS 3-12-12 20 ILAC 117	Related ACA Standards: 5-ACI-7A-04-13
Referenced Policies: 01.17.103	Referenced Forms:

I. POLICY

The Department shall establish, where possible, Correctional Industrial programs within the correctional facilities.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure instructing staff on the administration and operation of Correctional Industries programs.

B. Applicability

This directive is applicable to all correctional facilities within the Department that operate Correctional Industries programs.

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. Definitions

The following definitions shall apply to all Administrative Directives pertaining to Correctional Industries:

Central Office - the central administrative office including the Chief Executive Officer of Correctional Industries, the Regional Managers and related support staff.

Chief Administrative Officer - the agency administrator responsible for the supervision and day-to-day operations of the Correctional Industries Program.

Chief Executive Officer - the highest-ranking official on the Correctional Industries Program.

Chief of Programs – the agency program administrator responsible for the strategic planning associated with vocational curriculum and programming opportunities.

Correctional Industries - any state operated manufacturing or vocational service program

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operating within a facility.

Facility Administrator - the facility Assistant Warden of Programs unless other specified by the facility's Warden.

Industries Shop - a designated programming unit within a given facility.

Industry Superintendent - the individual who manages all Industries administrative and programming within a specific facility.

Physical plant - the buildings housing Correctional Industries' operations and equipment necessary to provide utilities to such buildings.

F. General Provisions

1. The Chief Administrative Officer (CAO), in conjunction with the Chief of Programs and Chief Executive Officer, shall be responsible for general policy and procedures governing production, use of personnel resources, use of the products and services produced and fiscal control.
2. The Chief Executive Officer and Assistant Warden of Programs shall provide the necessary supervision to assure all industry operations are in compliance with facility policies and procedures.
3. Civilian staff shall be selected and supervised by Correctional Industries in accordance with the policy and procedures of the Department, the Department of Central Management Services (CMS) Bureau of Personnel and union agreements.
4. Individuals in custody shall be selected for placement and supervised by Correctional Industries in accordance with Administrative Directive 01.17.103.

G. Requirements

1. **Production**
 - a. The Industry Superintendent shall establish production levels and schedules, plant layout, inventory control, quality control and policies and procedures.
 - b. The Industry Superintendent, subject to the approval of the Chief Executive Officer, shall establish work hours for individuals in custody.
 - (1) Work hours shall maximize the availability of individual in custody workers for production purposes.
 - (2) Any modification in schedule proposed by the Industry Superintendent shall be subject to review and approval by the appropriate Regional Manager and Chief Executive Officer.
 - (3) When workloads are sufficient, second shifts may be used.
 - (4) The Industry Superintendent shall inform the Facility Administrator of changes in the daily work schedule as they occur, such as during inventories.
 - c. The Facility Administrator, in consultation with the Industry Superintendent, shall determine the time a meal break is to begin and the length of said break. The Facility Administrator shall inform the Industries Central Office and the Shop Supervisors of the starting time and length of the meal break. Commissary, yard and other facility

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scheduled activities that may affect production shall be scheduled to minimize any such interruptions.

- d. Facility staff shall repair and maintain the physical plant.
 - (1) The Chief Executive Officer and the facility CAO shall conduct a review of the physical plant on an annual basis, or sooner if needed for determining needed repair and maintenance projects and establishing priorities.
 - (2) The Chief Executive Officer, subject to approval of the CAO, shall be responsible for any renovation of the physical plant for the purpose of increased production or changes in utilization.
- e. The facility CAO shall establish and monitor orderliness, safety, sanitation and security procedures at the work site.
 - (1) The facility CAO and the Industry Superintendent, in conjunction with the Chief Executive Officer, shall establish specific written objectives to accomplish these tasks.
 - (2) The Industry Superintendent shall ensure that industry staff and individuals in custody workers are informed of the objectives and instructed on compliance with same. Such objectives shall not conflict with meeting production objectives.
 - (3) The Industry Superintendent, with bi-annual review by the facility CAO, shall meet the established objectives.

2. Personnel

- a. The Chief Executive Officer and facility CAO shall supervise production management.
- b. The Industry Superintendent shall supervise civilian personnel assigned to Correctional Industries. Civilian personnel shall be supervised in the following manner:
 - (1) The Chief Executive Officer, subject to review and comment by the Facility Administrator, Regional Managers and Industry Superintendent, shall establish the performance objectives for facility policies and procedures concerning safety, security and sanitation.
 - (2) The Chief Executive Officer, in consultation with the Regional Managers and facility CAO, shall establish performance objectives pertaining to tasks conducted by the Industry Superintendent.
 - (3) The Industry Superintendent, in accordance with CMS Bureau of Personnel policies and procedures, shall conduct a performance review of all civilian staff under his or her supervision.
 - (a) Performance reviews shall include objectives established in accordance with Paragraphs II.G.2.b.(1) and (2).
 - (b) The development of performance objectives shall be done in consultation with the Regional Managers, facility CAO and Chief Executive Officer.
 - (4) Disciplinary procedures shall be initiated by the Industry Superintendent for violations of Department policies and procedures.

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- c. Correctional Industries staff shall supervise individual in custody workers while involved in production activities.
 - d. The Department's Chief Financial Officer shall approve individual in custody wages.
 - e. The facility CAO shall provide security staff as needed to supervise non-production activities such as individual in custody movement, showers and searches.
 - (1) The facility CAO shall approve security arrangements, specifically post descriptions.
 - (2) Maximum security institutions, unless waived in writing by the facility CAO and the respective Deputy Director, shall provide at minimum, one security staff member per industrial shop during work hours.
 - f. The facility CAO shall establish facility scheduling. To the extent possible, such schedules shall maximize the availability of individual in custody workers during the workday and shall minimize interruptions to production.
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