



# Illinois Department of Corrections

## Administrative Directive

Number: <b>01.17.103</b>	Title: <b>Individual in Custody Assignments and Performance Evaluations</b>	Effective: <b>5/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.17.103 effective 5/1/2021

<b>Authority:</b> 730 ILCS 5/3-12-1, 3-12-2, 3-12-3 and 3-12-6 20 ILAC 117, 420, and 504; Subpart A and B	<b>Related ACA Standards:</b> 5-ACI-7A-04-13
<b>Referenced Policies:</b>	<b>Referenced Forms:</b> DOC 0059 – Individual in Custody Performance Evaluation

### I. POLICY

The Department shall assign individuals in custody to Correctional Industries programs and conduct annual evaluations of the individual's performance.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to establish a written procedure for the assignment, transfer, discipline, evaluation and termination of individuals in custody assigned to 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. Requirements

##### 1. Selection of Individual in Custody Workers

- a. Correctional Industries shall provide the facility Chief Administrative Officer (CAO) with job descriptions for all individual in custody assignments.
- b. The Industry Superintendent shall, by consulting with the facility CAO and using the established criteria for individual in custody job assignment placement, select each individual and provide assignment to positions within Correctional Industries based on skills they possess or their vocational interest.
- c. Upon assignment to Correctional Industries, the Industry Superintendent shall verify the individual's social security number or Tax ID number.

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- d. The Industry Superintendent shall notify the Facility Administrator and Institutional Assignment Officer of individual in custody hiring decisions.

**2. Removing Individual in Custody Workers**

- a. The Chief Executive Officer or facility CAO shall have authority to remove individuals in custody from an industry assignment.
- b. Individuals in custody recommended for termination shall be removed from an industry assignment pending approval of the recommendation by the Chief Executive Officer or the facility CAO.
- c. The Institutional Assignment Officer shall confirm the removal of the individual in custody from an Industry assignment in accordance with Department rules, policies, procedures and appropriate consent decrees.
- d. The facility CAO, Chief Executive Officer, the facility's Deputy Director and the individual in custody shall be informed of the removal.

**3. Individual in Custody Absences**

- a. The Industry Superintendent, in consultation with the facility CAO, shall determine what constitutes an excusable absence from the industrial shop.
- b. Determination of excused absences shall be consistent with departmental policies and procedures.

**4. Transfer or Release of Individual in custody Workers**

- a. The Industry Superintendent shall inform individual in custody workers of the transfer procedure in writing.
- b. An individual in custody worker's request for transfer from an industrial operation shall be subject to the approval of the Institutional Assignment Officer.
- c. The Institutional Assignment Officer shall inform the facility CAO and the Chief Executive Officer about each requested transfer from an industrial operation.
- d. The Institutional Assignment Officer shall inform the Industry Superintendent in writing of pending inter-institutional transfers or releases of individual in custody workers within two working days of notification.

**5. Discipline of Individual in Custody Workers**

All disciplinary procedures instituted shall be made in accordance with Department Rule 504.

**6. Individual in Custody Performance Evaluation**

The Industry Superintendent shall ensure:

- a. A Correctional Industries Individual in custody Performance Evaluation, DOC 0059, is completed for each individual in custody upon completion of one year in the industry program and at least annually thereafter. The DOC 0059 may also be used, at the discretion of the Industry Superintendent, to document promotions, releases, demotions, disciplinary and voluntary or involuntary terminations.

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- b. Upon completion, the original DOC 0059 shall be forwarded to the facility Record Office for inclusion in the individual's master file.
  - c. A copy of each completed DOC 0059 shall be maintained on file at the facility Correctional Industries Office for no less than five years after the individual's separation from the program at the facility.
  - d. Requests for Correctional Industries records of an individual in custody who is on parole status, or who is no longer under the supervision of the Department, are directed to the parent facility where the individual in custody was last incarcerated.
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