



Illinois Department of Corrections

Administrative Directive

Number: 01.17.104	Title: Hiring and Supervising of Civilian Personnel	Effective: 6/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.17.104 effective 5/1/2021

Authority: 730 ILCS 5/3-12-6	Related ACA Standards: 5-ACI-7A-01-02, 5-ACI-7A-05, 5-ACI-7A-08
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall hire and supervise civilian personnel assigned to Correctional Industries' programs.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the hiring and supervision of civilian personnel assigned to Correctional Industries' programs.

B. Applicability

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

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. **Hiring of Civilian Personnel**

- a. The Industry Supervisor shall be selected by the Chief Executive Officer (CEO) with the approval of the Director of Public Safety Shared Services, the Director and the Department of Central Management Services (CMS) Bureau of Personnel.
- b. The CEO shall hire civilian personnel, subject to the approval of the Director and CMS Bureau of Personnel.
- c. The Industry Supervisor shall notify the Facility Administrator prior to the hiring of civilian staff. The Industry Supervisor shall notify the Facility Administrator and the Shop Supervisor of the final hiring.

2. **Evaluation of Civilian Personnel**

- a. The CEO and Regional Managers shall establish annual performance goals and evaluate

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performance for Industry Supervisor. These goals shall include safety, security and sanitation needs identified by the Chief Administrative Officer (CAO).

- b. The Assistant Warden of Programs shall conduct evaluations of Industry Supervisor at least annually.
- c. Industry Supervisor shall:
 - (1) With approval of the CEO, establish performance goals at least annually.
 - (2) Conduct evaluations of all civilian personnel under his or her supervision at least annually.

3. Terminating Civilian Employees

- a. Depending upon the individual case, procedures for terminating employment of civilian personnel shall be reported to the CEO. Termination may be initiated by the Industries Central Office, the Industry Supervisor or the Shop Supervisor or at the recommendation of the CAO.
 - b. Termination procedures shall comply with the union contract and CMS Bureau of Personnel policies.
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