



Illinois Department of Corrections

Administrative Directive

Number: 01.17.107	Title: Establishment and Elimination of Industries Programs	Effective: 5/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	01.17.107 effective 4/1/2018

Authority: 730 ILCS 5/3-12-6 730 ILCS 3-12-8 20 ILAC 117	Related ACA Standards: 5-ACI-7A-04-13
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall establish new Correctional Industry programs and eliminate existing Correctional Industry programs as deemed appropriate.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written procedures for the development and establishment of any new product lines or industries and the elimination of existing industries.

B. Applicability

This directive is applicable to all correctional facilities within the Department that operate Correctional Industry 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. The Chief Executive Officer shall supervise production related activities, such as the development of new industries or new product lines for existing industries.
2. The Industry Superintendent shall have secondary responsibility for product development. Individual new products within existing lines shall receive approval of the Chief Executive Officer prior to mass production and sales.
3. If proposed new product lines involve construction, the facility's Chief Administrative Officer (CAO) and Chief Engineer shall be consulted.
4. In developing any new industries, the Chief Executive Officer shall consult with the Industry Superintendent, CAO, Chief of Programs and, if appropriate, the Office of Adult Education and

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Vocational Services.

5. Prior to the establishment of any new industries or elimination of any existing industries, a proposal approved by the Chief Executive Officer that delineates the changes shall be subject to review and recommendations of the facility CAO of the appropriate facility. The Chief Executive Officer shall then submit the proposal to the Chief of Programs, Chief Financial Officer and Chief of Administration for further consideration.

 6. The Director's final decision regarding the development of a new industry or the elimination of any existing industry shall be transmitted in writing to the Chief Executive Officer, Chief of Programs and the CAO.
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