



Illinois Department of Corrections

Administrative Directive

Number: 05.01.140	Title: Outside Perimeter and Off Grounds Work Crews	Effective: 11/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.01.140 effective 10/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI 5D-09, 5-ACI-7A-04
Referenced Policies: 01.12.105, 05.06.112	Referenced Forms: DOC 0434 – Incident Report DOC 0441 – Outside Perimeter Detail Individual in Custody Appearance DOC 0501 – Outside Clearance – Vote Sheet

I. POLICY

The Department shall ensure individuals in custody are carefully screened prior to assignment to an outside perimeter detail or off grounds work crew.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish guidelines for staff in regard to the selection and supervision of individuals in custody and the project approval for outside perimeter and off grounds work crews.

B. Applicability

This directive is applicable to all correctional facilities, including work camps and impact incarceration 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

Off grounds work crews – any group of individuals in custody who are authorized to leave the property of a facility, including work camps and impact incarceration programs, with security staff supervision, in order to perform work on an approved project.

Outside Perimeter Detail – any group of individuals in custody who are authorized to leave the perimeter of a facility, but remain on the facility property, with security staff, in order to perform work on an approved project.

F. Requirements

1. Selection of Individuals in Custody

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- a. Notwithstanding any other law, rule or directive, individuals in custody may be considered for assignment to community work projects or outside perimeter details if they:
 - (1) Are classified as minimum security and escape level none;
 - (2) Have been examined by health services and mental health services and found not to have any medical or mental health conditions or disorders that may preclude placement on a work crew;
 - (3) Are in A or B Grade status and within five years of mandatory supervised release; and
 - (4) Have never been convicted of first or second degree murder; kidnapping, aggravated kidnapping, unlawful restraint or forcible detention; aggravated discharge of a firearm, armed robbery or armed violence; vehicular hijacking, aggravated vehicular hijacking; arson, aggravated arson or residential arson; aggravated sexual assault or abuse, criminal sexual assault or abuse or any sex offense requiring the individual in custody to register as a sex offender; escape or attempted escape; home invasion; a Class X felony, excluding those under the Illinois Controlled Substance or Cannabis Control Act; or found to be a habitual criminal.

- b. In determining the eligibility of an individual in custody for assignment to an outside perimeter detail, community work project, the Assignment Officer, or other staff designated by the Chief Administrative Officer (CAO), shall complete the Outside Clearance – Vote Sheet, DOC 0501, and obtain the recommendations of applicable units or staff. The DOC 0501 shall:
 - (1) Document a review of, among other matters, the following:
 - (a) Criminal history in Offender 360;
 - (b) Disciplinary record and institutional adjustment;
 - (c) Evidence of alcoholism or drug addiction;
 - (d) Educational, program and vocational accomplishments and future goals;
 - (e) History of escapes, unauthorized absences, outstanding warrants, detainers, orders of protection, violations while on electronic monitoring or AWOL while on Parole; and
 - (f) Any other pertinent information including but not limited to, mental health or medical issues, etc.
 - (2) Be approved by the CAO (no designee) prior to assignment.

- c. An individual in custody's inability to meet the criteria listed in this directive shall not automatically preclude the individual in custody's placement at a work camp. Placement at work camps shall be in accordance with Administrative Directive 05.06.112.

2. **Project Approval for Off Grounds Work Crews**

- a. All community requests for off grounds work crews shall be evaluated and approved, in writing, by the CAO. Normally, such requests shall be from governmental, charitable or other not-for-profit organizations. The following factors shall be considered prior to

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approval:

- (1) What the project involves.
- (2) Location of the site.
- (3) Whether the requestor will provide the necessary equipment to perform the project (for example, plastic bags for leaf collecting, etc.).
- (4) Duration of the project.
- (5) Whether the project might be in conflict with the legitimate interests of organized labor groups.
- (6) Availability of staff and individuals in custody.

- b. All project sites shall be inspected prior to approval by the CAO. After approval is granted the site shall be inspected annually.

3. **Requirements of Supervising Staff**

- a. Staff selected for escorting individuals in custody on off grounds work projects shall be trained in:
 - (1) First Aid.
 - (2) Cardiopulmonary Resuscitation.
 - (3) Supervising procedures such as maintaining visual contact with the individuals in custody at all times, ensuring that only authorized individuals approach or converse with the individuals in custody, etc.
 - (4) Emergency procedures.
 - (5) Escape procedures.
 - (6) Use of communication equipment.
- b. A valid driver's license shall be required for staff escorting individuals in custody on off grounds work projects.

4. **Staff to Individual in Custody Ratio and Supervision**

- a. Staff ratio to individuals in custody for all off grounds work crews, except impact incarceration program work crews, shall be one security officer per each group of eight or fewer individuals in custody. For any project that requires a work crew of more than eight individuals in custody, the security officers shall be increased accordingly, for example, two security officers for groups of nine to 16 individuals in custody. The individual in custody ratio for impact incarceration program work crews shall be one security officer per each group of ten or fewer individuals in custody.
- b. The following factors shall be considered in determining the need to increase the ratio of staff to individuals in custody:
 - (1) What the project involves.

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- (2) Location of the site.
- (3) Whether the site or project presents any security concerns.
- (4) Whether the work crew will be in radio range, ISPERN or institutional.
- (5) Whether the individuals in custody will be in contact with the public.
- (6) The type of equipment or tools that will be involved.

c. Staff supervising individuals in custody on work details outside the perimeter on facility grounds shall notify:

- (1) The facility Armory, who shall subsequently notify all perimeter towers that a work detail will be outside the perimeter; and
- (2) The perimeter tower in the immediate area where work is being performed.
 - (a) Individuals in custody shall remain in the line of sight of the tower.
 - (b) When line of sight is not possible, individuals in custody shall be directly supervised by the supervising staff.
 - (c) All outer perimeter towers will be provided with a photograph of the individual(s) in custody assigned.

5. Individual in Custody Clothing

a. Individuals in custody assigned to outside perimeter or off grounds work crews shall be dressed, weather appropriate, as follows:

- (1) Blue pants with yellow stripes down the legs;
- (2) Red or orange tee shirt with large lettering on the front and back with "IDOC INMATE" and the telephone number of the Operations Center;
- (3) Orange hat with "IDOC INMATE" printed on the hat;
- (4) Red or orange coveralls with large lettering on the front and back with "IDOC INMATE" and the telephone number of the Operations Center; and
- (5) Red or orange winter coat with large lettering on the back with "IDOC INMATE" and the telephone number of the Operations Center.

b. Shirts, pants and coats worn by individuals in custody assigned to outside perimeter or off grounds details shall:

- (1) Have the name and ID number of the individual in custody wearing the item permanently imprinted on each article of clothing; or
- (2) Have a unique identifying number assigned and permanently imprinted on each article of clothing and the assignment of the numbered clothing to each individual in custody shall be documented on the Outside Perimeter Detail Individual in Custody Appearance, DOC 0441.

c. The sally port Sergeant or work crew officer under the supervision of the zone Lieutenant

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shall document every article of clothing or jewelry each individual in custody is wearing before the individual in custody leaves on a work detail and again when the individual in custody returns to the facility.

- (1) The documentation shall be made on the DOC 0441 and shall be retained in log form at the sally port or designated search area.
- (2) The log shall be retained for a minimum of one year.

6. **Emergency Procedures**

- a. Procedures for the following types of emergency situations shall be provided and transported with personnel who escort or supervise off grounds and outside perimeter work crews, and shall be available in the armory or control center:
 - (1) Escape or attempted escape;
 - (2) Aggressive behavior by individuals in custody;
 - (3) Severe weather watch or warning;
 - (4) Vehicular accident;
 - (5) Vehicular fire or other fire in the immediate area;
 - (6) Disabled vehicle;
 - (7) Medical emergency (serious illness or injury to staff or individuals in custody);
 - (8) Discovery of contraband; or
 - (9) Suspicious civilian behavior.
- b. Each procedure shall specify those actions to be taken by the escorting or supervising personnel in the event of an emergency situation. This shall include immediate notification to the Shift Supervisor or Duty Administrative Officer (DAO).
- c. Prior to leaving the facility, the escorting or supervisory personnel shall ensure that they have:
 - (1) An operative radio or cellular phone, if working beyond or out of radio range.

NOTE: The operational status of communication equipment shall be checked prior to leaving the institutional grounds.
 - (2) The standard emergency equipment in the vehicle such as a fire extinguisher, highway emergency kit, first-aid kit that includes a rescue tool such as the Knife for Life, EpiPen and a wool blanket.
 - (3) A list of all medical treatment centers within the immediate area of the facility.
 - (4) The telephone numbers of the local and State police.
 - (5) Restraints and restraint keys.
 - (6) If applicable, fluids and sack lunches for work crews.

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(7) If applicable, Department of Transportation Emergency Response Guidebook (Hazardous Materials).

d. Any emergency situation that is reported shall be:

(1) Evaluated immediately upon receipt of the report at the facility by the Shift Supervisor or DAO for the purpose of determining what action, if any, is required. Any situation of a serious nature shall be reported:

(a) To the CAO or the DAO, if not previously notified; and

(b) To the appropriate Deputy Director or Chief of Women's Division via telephone.

(2) Monitored via radio by the Shift Supervisor.

(3) Documented in an Incident Report, DOC 0434, in accordance with Administrative Directive 01.12.105, by each staff person involved in the situation.
