



## Illinois Department of Corrections

### Administrative Directive

Number: <b>05.02.150</b>	Title: <b>Energy Conservation Program</b>	Effective: <b>3/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	05.02.150 effective 1/1/2012

<b>Authority:</b> 730 ILCS 5/3-7-5	<b>Related ACA Standards:</b> 5-ACI-1A-04
<b>Referenced Policies:</b>	<b>Referenced Forms:</b> DOC 0384 – Quarterly Utility Usage Report

#### I. POLICY

The Department shall implement and maintain a comprehensive energy conservation program for the purpose of conserving energy in any and all forms and to ultimately reduce expenditures in such regard.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a written procedure for monitoring energy usage and to implement energy conservation measures.

##### B. Applicability

This directive is applicable to the Capital Programs Unit and all correctional facilities within the Department.

##### 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. General Provisions

The Capital Programs Unit may request the assistance of the Capital Development Board (CDB) and other state agencies to fulfill the requirements of this Administrative Directive.

##### F. Requirements

1. The Business Administrator of each correctional facility shall ensure that the Chief Engineer receives a copy of all utility bills received by the facility.
2. The Chief Engineer shall:
  - a. Review all utility bills received by the facility and maintain on file for two years the utility costs and usages.
  - b. Track energy usage on a quarterly basis to detect significant changes in energy usage and costs.

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- c. On a quarterly basis, complete the Quarterly Utility Usage Report, DOC 0384, documenting the reason for any significant change from the current quarter to the corresponding quarter from the year before. If a significant increase in the utility usage is not for a good reason such as the addition of building space, the facility Chief Administrative Officer shall be consulted and appropriate action shall be taken to correct the matter, if possible.
    - d. Submit the completed DOC 0384 with copies of the utility bills to the Business Administrator of the facility.
  3. The Business Administrator shall ensure that a copy of the completed DOC 0384 with copies of the utility bills are submitted to the Capital Programs Unit in Springfield.
  4. The Capital Programs Unit shall maintain data for each facility on file for two years for the Chief Financial Officer to utilize for budgetary purposes.
  5. The Capital Programs Unit shall conduct energy surveys at each facility. Surveys of at least two facilities per year shall be conducted. These surveys shall include:
    - a. Tests of steam traps and boiler combustion efficiencies, where applicable; and
    - b. A list of recommended energy conservation measures showing anticipated savings, in BTUs and dollars, and estimated cost to implement.
  6. The facility Chief Administrative Officer, upon receipt of the survey, shall:
    - a. Consider implementing all energy conservation measures that are appropriate, within the budgetary limitations and do not affect security or operations of the facility; and
    - b. Supply written explanations for all measures that will not be implemented to the Manager of the Capital Programs Unit.
  7. The Capital Programs Unit shall verify costs of any energy conservation measures recommended that require capital expenditures a facility cannot implement due to budgetary restraints and develop plans to implement same as funds become available.
  8. The Capital Programs Unit shall seek out funding for any applicable energy conservation grants. The Facility Chief Administrative Officer, Business Administrator and Chief Engineer will be notified when funding for efficiency projects is made available.
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