



Illinois Department of Corrections

Administrative Directive

Number: 05.03.119	Title: Individual in Custody Central Transportation Unit	Effective: 9/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.03.119 effective 9/1/2020

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1A-12
Referenced Policies:	Referenced Forms:

I. **POLICY**

The Department shall maintain policies and procedures for the mass transportation of individuals in custody between correctional facilities in the Central Transportation Unit Manual.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish written guidelines governing the maintenance and distribution of the Central Transportation Unit Manual.

B. **Applicability**

This directive is applicable to all correctional facilities within the Department and the Office of the Transfer Coordinator.

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 Provision**

The distribution and maintenance of the Central Transportation Unit Manual shall be in accordance with this directive.

F. **Requirements**

1. Office of the Transfer Coordinator

The Central Transportation Unit in the Office of the Transfer Coordinator shall:

- a. Maintain on a current basis a Central Transportation Unit Manual.
- b. Prepare, produce and distribute all revisions to the manual.
- c. Maintain a permanent history file of all superseded, rescinded and revised transportation procedures.

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d. Determine the positions within the Department to receive and maintain a manual.

2. Correctional Facilities

The Chief Administrative Officer (CAO) shall ensure that:

- a. A copy of the manual is maintained by the appropriate positions as determined by the Central Transportation Unit.
 - b. Every staff member, including the Duty Administrative Officer, involved in the transporting of individuals in custody:
 - (1) Reads the manual and signs a statement that they understand the procedures to be followed; and
 - (2) Reviews all revisions to the procedures and documents each review.
 - c. Every staff member's signed statement and documentation of their reviews of revised procedures are retained in the CAO's Office.
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