



Illinois Department of Corrections

Administrative Directive

Number: 03.01.106	Title: Housing and Maintenance	Effective: 5/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes: 03.01.106 effective 11/1/2020		

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-17
Referenced Policies: 02.70.101 - 02.70.155, 03.02.101	Referenced Forms: DOC 0036 – Waiver of Consent to Search DOC 0295 – Employee State Housing Agreement DOC 0445 – Payroll Deduction Authorization

I. POLICY

The Department shall, where available, offer State owned housing, dormitory rooms and mobile home pads to designated employees at an assessed cost.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for assessing rates and offering State owned housing, dormitory rooms and mobile home pads to Department employees.

B. Applicability

This directive is applicable to all correctional facilities which have state-owned housing, dorm rooms and mobile home pads 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

1. Where available, the Department shall offer, by rank order and availability, State owned housing, dormitory rooms and mobile home pads to Department employees as follows:

a. State owned housing

State owned housing shall be offered to employees who may function as Duty Administrative Officers.

b. Dormitory Rooms and Mobile Home Pads

Dormitory rooms and mobile home pads shall be offered to security staff and Department employees whose job functions warrant the occupancy of State housing in the event of an emergency.

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2. In accordance with Administrative Directive 03.02.101, all State-owned housing, dormitory rooms, and privately-owned mobile home units on State property shall be subject to search by the Department.

F. Requirements

1. The Chief Financial Officer (CFO) shall:
 - a. Determine the rental rates for State housing, dormitory rooms and mobile home pads.
 - b. Review publicly available data a minimum of once every three years to determine fair market value of State-owned property.
 - c. Re-evaluate State owned housing, dormitory room and mobile home pad rental rates as necessary based on the appraised fair market value.
 - d. Ensure notice of rate changes are distributed to all employees residing in State owned housing, dormitory rooms, or privately-owned housing on State property.
 - e. Maintain a description of the facility's State-owned housing, including dormitory units. The description shall include:
 - (1) Justification for the Department's ownership of each property;
 - (2) The physical location, address and Capital Development Board number of each property; and
 - (3) The number and type of rooms for each property.
 - f. Maintain an inventory of the number of mobile home pads on State property.
 - g. Provide the information required by Paragraphs II.F.2.a. and II.F.2.b. to the CFO and Administration by July 1st of each year.
2. The Business Administrator of each facility shall:
 - a. Ensure that, prior to moving into State housing, dormitory rooms, or privately-owned housing on State property, the employee:
 - (1) Signs the Employee State Housing Agreement, DOC 0295;
 - (2) Completes the Payroll Deduction Authorization, DOC 0445; and
 - (3) Signs a Waiver of Consent to Search, DOC 0036.
 - b. Ensure that all forms required by Paragraph II.F.2.d. are forwarded and maintained by the facility and General Office Payroll Unit.

G. Housing Costs

1. State housing costs shall be assessed as follows:
 - a. State owned houses
Employees shall be charged rent assessed at the prevailing local rate per total square

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footage occupied and reimburse the Department within 30 calendar days for his or her share of the cost of all water, electricity, gas and other utilities served to the property.

b. Mobile home pads on State property

Employees shall be charged rent assessed at \$70.00 per month and be liable for paying all real estate and property taxes.

2. The cost of rent shall be automatically deducted from the employees pay.

H. Maintenance Costs

1. The purchasing of permanent furnishings, such as refrigerators and stoves, shall have prior approval of the respective Deputy Director. All other household items or furnishings, such as curtains, furniture and mirrors, in State owned housing that need to be replaced or added shall be at the expense of the employee.

NOTE: The replacement, transfer, or disposal of any State-owned household item shall be in accordance with Administrative Directives 02.70.101 and 02.70.155.

2. All remodeling of State-owned housing shall have prior approval of the respective Deputy Director and the Construction Administrator.

NOTE: No state nor labor by an individual in custody shall be used for remodeling outside of general maintenance or upkeep required to maintain the integrity of the building and grounds

3. A privately numbered telephone and the laundering or cleaning of household items, State or privately owned, shall be at the expense of the employee.

4. Insurance coverage on privately owned property, such as mobile units or household furniture, shall be at the expense of the employee.

I. Evictions

Any eviction of an individual living in State-owned housing, dormitory room or privately-owned housing on State property shall be coordinated through the Department's Legal Services Division.

NOTE: Any and all expenses incurred for an eviction shall be governed by State law.