



Illinois Department of Corrections

Administrative Directive

Number: 04.40.101	Title: Field Services Records	Effective: 10/1/2023
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Authorized by:	<i>[Original Authorized Copy on File]</i> Latoya Hughes Acting Director
Supersedes:	04.40.101 effective 11/1/2021

Authority: 730 ILCS 5/3-14-2	Related ACA Standards: 5-ACI-1E-01 – 03, 5-ACI-1F-01, 02, 5-ACI-5F-05
Referenced Policies: 01.07.110, 01.07.930, 01.07.935	Referenced Forms: DOC 0185 – Release Material Checklist DOC 0560 – Request for MSR Plan

I. POLICY

The Department shall ensure records of all transactions involving an individual in custody's release under supervision or transfer to a transition center are maintained in a timely manner.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff in regard to the maintenance of records in Field Services Offices.

B. Applicability

This directive is applicable to all Field Services Offices 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 Field Service Representative shall maintain the following records in the Field Services Office:

1. Tickler file of pending releases under supervision;
2. Master files of individuals in custody pending release under supervision; and
3. Master files of releasees on parole, mandatory supervised release (MSR), authorized absence and electronic monitoring.

NOTE: Whenever individuals in custody transfer to a new parent facility, the Field Services Representative shall prepare and package all applicable tickler files in a sealed envelope, flag the envelope for delivery to the Field Services Office at the receiving facility, and forward the envelope to the Record Office for inclusion with transfer documentation. Upon arrival at the receiving facility, Record Office staff shall notify the Field Services Office of any tickler files received.

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F. Maintenance of Records

1. An individual in custody's master file, received from the facility Record Office on the date of the individual in custody's release under supervision, shall be maintained in the following manner:
 - a. Date of release and type of release shall be recorded on the face sheet of the master file.
 - b. Information received in the Field Services Office shall be filed in the master file in Section 2 in a timely manner pursuant to Administrative Directive 01.07.110.
 - c. When a warrant or warrant disposition is issued, the master file shall be flagged and placed in warrant status.
 - d. When a warrant is withdrawn, the master file shall be returned to active file status.
 - e. When notification is received that a violator has been returned to a Reception and Classification Center or Unit, the individual in custody's master file shall promptly be forwarded in accordance with Administrative Directive 01.07.930.
 - f. When the releasee's discharge date arrives, the Field Services Representative shall complete the discharge process in O360, file all necessary documents required for discharge in the master file, and forward the master file to the facility Record Office in accordance with Administrative Directive 01.07.935.
2. A tickler file shall be established:
 - a. For each individual in custody within six months of their release under supervision.
 - b. When an official document is received for an individual in custody, regardless of MSR date.
3. The tickler file shall include:
 - a. Prisoner Review Board Orders, if available;
 - b. Release Material Checklist, DOC 0185, indicating pre-release material that was forwarded to the appropriate office;
 - c. Request for MSR Plan, DOC 0560.
 - d. The individual in custody's official documents such as social security card, birth certificate, marriage license, and driver's license or State identification card, if available.