



Illinois Department of Corrections

Administrative Directive

Number: <b>01.07.111</b>	Title: <b>Review of Master Record File Prior to Release</b>	Effective: <b>10/1/2022</b>
-----------------------------	--	--------------------------------

<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.07.111 effective 10/1/2021

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1E-01 and 03, 5-ACI-5F-05 and 06
<b>Referenced Policies:</b> 01.07.125, 04.01.260	<b>Referenced Forms:</b> DOC 0107 – Release Checklist

**I. POLICY**

The Department shall review each individual in custody’s master record file in its entirety to ensure accuracy of all records prior to the individual in custody’s release on electronic detention, mandatory supervised release, parole or final discharge from a facility.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a written procedure governing the responsibilities of staff regarding master record file review prior to an individual in custody’s release.

**B. Applicability**

This directive is applicable to all correctional facilities within the Department.

**C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

**D. Requirements**

1. Prior to the release of an individual in custody, the Records Office Supervisor shall ensure that the individual in custody’s master record file is reviewed, in its entirety, to ensure the accuracy of all records and to correct any discrepancies.
2. As part of the master record file review, the Records Office shall conduct a LEADS check. The check shall be documented and, if any wants or warrants are found, a copy of the LEADS report shall be placed in the master record file.
3. Each section of the master record file shall be reviewed to ensure there are no mittimi, writs, warrants, etc., misfiled.
4. The master record file review shall be conducted in accordance with, and shall be documented on, the Release Checklist, DOC 0107. In the event that any of the following are found, the review shall be suspended until the issue has been rectified accordingly.
  - a. If there is a request from the Prisoner Review Board (PRB) for victim or concerned citizen notification prior to an individual in custody’s release, the facility:
    - (1) Shall, in accordance with Administrative Directive 01.07.125, notify the PRB via electronic mail and note the date of contact on the DOC 0107; and

	Illinois Department of Corrections <b>Administrative Directive</b>	Page <b>2</b> of <b>2</b>
Number: 01.07.111	Title: Review of Master Record File Prior to Release	Effective: 10/1/2022

- (2) If necessary, may contact the PRB via telephone to confirm receipt of the notification and document same on the DOC 0107.
  
  - b. If the individual in custody has failed to submit a DNA sample, the Records Office shall refer the matter to the Bureau of Identification (B of I) in accordance with Administrative Directive 04.01.260.
  
  - c. If there are detainers or warrants, the filing agency shall be notified and arrangements shall be made for transfer of custody.
    - (1) If there are multiple detainers or warrants, contact by category shall be in the following order:
      - (a) Detainers or warrants issued within Illinois;
      - (b) Out of State;
      - (c) Federal; then
      - (d) Judicially executed Immigration Warrants.
  
    - NOTE:** Any contact with immigration officials shall be in compliance with the Illinois TRUST Act.
  
    - (2) If there are multiple detainers or warrants within a category, the agency with the largest bail set in each category shall take precedence over other warrants in the same category.
  
  - d. If there is an order of protection, the proper authorities shall be notified.
  
  - e. If there is any sentence computation or restoration, revocation or award of program or earned discretionary sentence credit pending that results in the determination of a reduction or extension of an individual in custody's projected release date, the Records Office shall immediately communicate this by telephone or electronic mail to the Chief Record Officer.
  
  - 5. Upon completion of the master record file review, the completed DOC 0107 shall be filed in the individual in custody's master record file.
-