



Illinois Department of Corrections

Administrative Directive

Number: 01.07.125	Title: Victim or Concerned Citizen Notification Prior to Release	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.07.125 effective 11/1/2020

Authority: 705 ILCS 405/5-115 725 ILCS 120/1, 120/4.5 and 120/5 730 ILCS 5/3-14-1	Related ACA Standards: 5-ACI-1E-01, 5-ACI-3B-15, 5-ACI-5F-05 and 06, 5-ACI-6C-16
Referenced Policies:	Referenced Forms: DOC 0107 – Release Checklist

I. POLICY

In accordance with the Rights of Crime Victims and Witnesses Act, the Department shall provide the Prisoner Review Board with timely notice of the upcoming release date of any individual in custody for which a victim or concerned citizen has requested such notification and, where appropriate, with a recent photograph of the individual in custody.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written procedures governing the responsibility of staff to notify the Prisoner Review Board when a victim or concerned citizen notification request is on file.

B. Applicability

This directive is applicable to the Chief Records Officer, Information Services Unit, and to all correctional facilities and parole services 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. Definitions

Concerned citizen – includes relatives of the victim, friends of the victim, witnesses to the crime or any other person associated with the victim or individual in custody.

Release date – the date an individual in custody is released on mandatory supervised release, parole, discharge, work release, electronic detention, bond, remand or unescorted furlough and the date of an individual in custody's death or escape.

F. General Provisions

1. The Rights of Crime Victims and Witnesses Act (Act) requires the Prisoner Review Board (PRB) to notify the victim or concerned citizen of the impending release date of an individual in

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custody, and in the case of a convicted felon to provide a photograph of the individual in custody, if a written request is received by the PRB. The Department shall ensure the PRB is aware of the correct release date of such an individual in custody prior to the individual in custody's release. Such an individual in custody's escape, apprehension or death shall be reported to the PRB immediately when the event occurs. In the case of an escape, if appropriate, a recent photograph of the escapee shall be provided to the PRB.

2. The Department shall develop and maintain an automated system whereby notification of an individual in custody's release date is electronically transmitted to the PRB.

G. Notification Requirements

1. Upon receipt of notification from the PRB of a victim or concerned citizen request, the Record Office Supervisor shall:
 - a. Flag the master record file by marking on the face sheet, "Victim Notification"; and
 - b. Enter the information in Offender 360 (O360).
 2. If a facility receives a written request from a victim or concerned citizen to be notified of the release of an individual in custody or, in accordance with Paragraph II.F.1., to be given a recent photograph of the individual in custody, the facility shall:
 - a. Forward the request to the PRB;
 - b. Flag the master record file by marking on the face sheet, "Victim Notification"; and
 - c. Enter the information in O360.
 3. Prior to an unscheduled release, the Record Office shall:
 - a. Notify the PRB of said release via electronic mail, including the exact date of the impending release, and note the date of contact on the Release Checklist, DOC 0107; and
 - b. If necessary, contact the PRB via telephone to confirm receipt of the notification and document same on the DOC 0107.
 4. When possible, five working days prior to an individual in custody's release, the Field Service Representative shall notify the Parole Supervisor that a victim notification request is on file. A copy of the request shall be sent to the Parole Supervisor with the individual in custody's release.
 5. Prior to the individual in custody being transferred to a Transitional Security facility, the Record Office Supervisor shall forward a copy of the request to the Supervisor of the appropriate Transitional Security facility.
 6. The Parole Supervisor or Supervisor of the Transitional Security facility, as applicable, shall ensure the parent facility Record Office is notified of any status change of an individual in custody for whom a victim or concerned citizen notification is applicable.
 7. All requests for photographs received in accordance with Paragraph II.F.1. shall be forwarded to the Chief Record Officer who shall provide a photograph of the individual in custody as appropriate.
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