



Illinois Department of Corrections

Administrative Directive

Number: 01.07.211	Title: Post Release and Community Placement Notifications	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.07.211 effective 1/1/2021

Authority: 730 ILCS 5/3-2-2 and 3-14-1	Related ACA Standards: 5-ACI-1A-07, 5-ACI-1C-23, 5-ACI-1E-01, 5-ACI-1F-01, 02, 06, 08 and 09, 5-ACI-5F-05
Referenced Policies: 04.50.110, 04.50.115	Referenced Forms:

I. **POLICY**

The Department shall notify the appropriate law enforcement agencies following the release or community placement of individuals in custody.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish written guidelines for notifying law enforcement agencies following the release or community placement of individuals in custody.

B. **Applicability**

This directive is applicable to all correctional facilities within the Department, Field Operations and the Information Services Unit.

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**

Community placement – for the purposes of this directive means placement of an individual in custody in a Department Transitional Security facility or on electronic detention.

Release – for the purposes of this directive means an individual in custody being freed from the confinement in a Department facility through discharge, mandatory supervised release, conditional release or parole.

Standard identification – identifying information about the individual in custody such as age, date of birth, gender, race, hair and eye color, weight, height, social security number and place of birth.

F. **General Provisions**

Pre-release notifications to law enforcement agencies shall be processed in accordance with Administrative Directives 04.50.110 and 04.50.115.

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G. Facility Notification Requirements

1. Post Release

- a. Facilities shall only be required to provide notification of the individuals in custody released to Cook County. The Information Services Unit (ISU) shall electronically share information with the Illinois State Police of all individuals in custody released.
- b. On the last working day of each week, the Chief Administrative Officer (CAO) shall ensure that a notification letter is generated listing all individuals in custody who have been released to Cook County during the week.
 - (1) The notification shall include the individual in custody's name, identification number, type of release and date of release. If the individual in custody is a sex offender, a notation of "sex offender" and whether the victim is under 18 shall be also be documented.
 - (2) The notification, two photographs with the standard identification, and if available, the Chicago Police Department Individual Record (IR) number shall be sent to the following address. If the IR number is not available, one fingerprint card shall also be included.

Chicago Police Department
Identification Section – Unit 166
3510 S. Michigan
Chicago, Illinois 60653

2. Post Community Placement

- a. On the last working day of each week, the CAO shall ensure that a notification letter is generated listing all individuals in custody received at the Transitional Security facility and all individuals in custody placed on electronic detention.
- b. The notification shall include the individual in custody's name, identification number and parent correctional facility. If the individual in custody is being placed on electronic detention, the host site address shall also be documented.
- c. The notification, one photograph and the standard identification shall be sent to the:
 - (1) Chief of Police in the community where the individual in custody is being placed, unless placement is in the city of Chicago.
 - (2) Chicago Police Department at the following address for individuals in custody placed in the city of Chicago.

Chicago Police Department
Commanding Officer, Unit 166
Identification Section,
3510 S. Michigan
Chicago, IL 60653

H. Information Services Unit Post Notification Requirements

- 1. On a daily basis, the Manager of ISU shall electronically share individual in custody information with the Illinois State Police.

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2. By the tenth working day of each month, the Manager of ISU shall, via the appropriate Tracking System, distribute a listing of all individuals in custody released or placed in the community.
 - a. The Notification 15/30 and Notification of Final Discharge shall be distributed to the Sheriff and the State's Attorney of the committing county and the county to which the individual in custody has been placed, and shall include:
 - (1) Individual in custody's or releasee's name and register number;
 - (2) Identifying information such as race, gender and date of birth;
 - (3) Parent or assigned Transitional Security facility;
 - (4) State Identification (SID), Federal Bureau of Investigation (FBI) and IR numbers, if applicable and available;
 - (5) Type of community status such as, release, Transitional Security, or electronic detention, release date and projected discharge date;
 - (6) Address of residence;
 - (7) Committing county; and
 - (8) Holding mittimus number.
 - b. A microfiche of all individuals in custody statewide that have been released or are on community placement within Illinois shall:
 - (1) Be sent to the:

Chicago Police Department
Commanding Officer, Unit 166
Identification Section
3510 S. Michigan
Chicago, IL 60653
 - (2) Include the following:
 - (a) Individual in custody's name and register number;
 - (b) SID, FBI and IR numbers, if applicable and available;
 - (c) Release date or projected discharge date;
 - (d) Name of Agent or Parole Office;
 - (e) Most serious crime or holding offense;
 - (f) If on parole, current residence address; and
 - (g) Parent institution.