



Illinois Department of Corrections

Administrative Directive

Number: 01.07.215	Title: Information Packets for Escorted Writs, Furloughs or Day Releases	Effective: 8/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.07.215 effective 11/1/2020

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1E-01, 02, 5-ACI-3A-01, 03, 05 – 07, 09, 13 – 17, 19 – 26, 28, 29, 31, 32, 33 – 35, 5-ACI-6A-05 – 07, 43, 44, 5-ACI-6B-08, 09, 5-ACI-6C-03, 5-ACI-6D-06
Referenced Policies: 05.03.123	Referenced Forms: DOC 0012 – Security Summary for Escorts DOC 0026 – Information Packet for Escorts DOC 0027 – Temporary Firearms Storage Permit DOC 0119 – Receipt for Temporary Transfer of Custody

I. POLICY

The Department shall ensure an information packet is prepared for each individual in custody leaving the facility on an escorted writ, furlough or day release.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff in preparing information packets.

B. Applicability

This directive is applicable to all correctional facilities, excluding Transitional Security facilities, 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. An Information Packet for Escorts, DOC 0026, shall be prepared in accordance with this directive for individuals in custody leaving the facility on an escorted writ; furlough such as medical, funeral or critical illness; or day release.

a. The Record Office shall normally initiate the DOC 0026.

b. In the event of an emergency, the Shift Supervisor may initiate the DOC 0026.

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NOTE: A DOC 0026 shall not be prepared for video conference writs conducted at the facility housing the individual in custody.

2. Additional items may be placed in the packet if required by separate Department policy.
3. Items that are too large for inclusion in the packet shall be enclosed in a separate container attached to the packet.
4. A DOC 0026 shall not be reused except in cases where an individual in custody is scheduled for a specifically planned escorted writ, furlough or a day release involving a series of releases. In this case, the same packet may be used for each release.

F. Requirements

1. Upon receipt of an approved request for escorted writ, furlough or day release, the Record Office Supervisor shall ensure the Record Office initiates a DOC 0026 by:
 - a. Filling in the name of the facility and the following information:
 - (1) Individual in custody's name and Identification Number;
 - (2) Record information;
 - (3) Type of release and information regarding release destination; and
 - (4) The contact information of the appropriate law enforcement agency near the destination.
 - b. Attaching each page of the DOC 0026 to the front and back of a pocket envelope.
 - c. Placing the following documents and items in the packet and verifying same by placing a check box in the designated box under the Enclosed Contents section:
 - (1) Sealed envelope received from the Health Care Unit containing medical documentation; and
 - (2) All other documents and items listed in the Enclosed Contents section as appropriate for the specific type of release.

NOTE: If the individual in custody is to be transferred to a different facility for transportation on the escorted writ, furlough or day release, the parent facility shall initiate the DOC 0026 as outlined above. The DOC 0026 shall be sent with the individual in custody and completed by the transporting facility.

2. The Security Specialist, Shift Supervisor or Assistant Chief Administrative Officer (CAO) of Operations (no designees) at the transporting facility shall:
 - a. Review the individual in custody's master file for any unusual concerns, including pregnancy.
 - b. Complete the Security Summary for Escorts, DOC 0012, and place two copies in the packet.

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- c. Document the review and note any unusual concerns, including pregnancy, in the Security Review section of the DOC 0026.
 - d. Sign and date the Security Review section as the reviewer.
3. Prior to leaving the transporting facility, security personnel assigned to the escort team shall document the following on the DOC 0026:
 - a. The designated driver and designated weapons officer, including the weapon number of any firearms issued.
 - b. The items of clothing worn by the individual in custody, including clothing color.
 - c. Searches of the vehicle, the individual in custody and his or her property; inventory of required equipment; inspection of the security barrier, fuel level and radios; and securing of the individual in custody.

NOTE: The escort team member performing each search, inventory or inspection shall initial next to each item on the checklist as each is completed.
 4. The Shift Supervisor or Lieutenant at the transporting facility shall:
 - a. Ensure the following items are in the packet and verify same by placing a check mark in the designated space on the DOC 0026:
 - (1) Escort team post descriptions (1 copy);
 - (2) Medication, if necessary, with medical documentation (1 copy);
 - (3) Birthing Support Person Contact Information, if applicable (1 copy);
 - (4) Temporary Firearms Storage Permit, DOC 0027 (1 copy); and
 - (5) GPS or a printed map and directions showing the route of travel (1 copy).
 - b. Ensure the information documented on the DOC 0026 is accurate and all appropriate items are contained within the packet.
 - c. Verify the individual in custody's ID, inspect the individual in custody's restraints and verify that the escort team completed the necessary searches and inspections, obtained the required documents, checked out weapons and that the individual in custody is approved for transport. If approved for transport, the Shift Supervisor or Lieutenant shall sign and date the DOC 0026.
 5. The escort team shall ensure the following is documented on the DOC 0026:
 - a. The time the escort team notified the transporting facility of leaving the facility, arriving at the destination and leaving the destination to return to the transporting facility.
 - b. The facility zones driven through and the time contact was made with each facility.
 - c. Restroom or fuel stops, including the location of the stop, who approved the stop and the time of the stop.

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- d. Any unscheduled stops including reason for stopping, the location of the stop, who approved the stop and the time of the stop.

NOTE: If an emergency or unscheduled stop is required, the escort team shall obtain the approval of the Shift Supervisor or above (no designee) and document same on the DOC 0026.

6. Upon return to the transporting facility, the Shift Supervisor shall ensure the packet is delivered to the Record Office.

- a. The escort team shall sign the completed DOC 0012 prior to delivering the packet to the Record Office. The signed DOC 0012 shall be placed in the individual in custody's master file.

NOTE: If a judge was not provided with the second copy of the DOC 0012 in accordance with Administrative Directive 05.03.123, the second copy may be removed from the packet by the Record Office and destroyed.

- b. If the individual in custody was remanded and the packet was left with the Sheriff, a signed Receipt for Temporary Transfer of Custody, DOC 0119, shall be given to the Record Office.

- c. If the escort team returns to the facility after normal working hours, the Shift Supervisor shall ensure the packet is returned to the Record Office.

7. The Record Office Supervisor at the transporting facility shall remove all documents from the returned packet and remove the DOC 0026 from the exterior of the envelope.

- a. The DOC 0026 shall be forwarded to the Shift Supervisor or the Assistant CAO of Operations, who shall:

(1) Review the DOC 0026 and verify the form has been completed; and

(2) Document his or her review by signing and dating the form.

NOTE: If the transporting facility is not the individual in custody's parent facility, the Assistant CAO of Operations or Shift Supervisor at the transporting facility shall return the completed DOC 0026 to the facility's Record Office Supervisor, who shall ensure the returned packet and completed DOC 0026 are sent with the individual in custody when transferred back to the parent facility.

- b. The printed map and directions for route of travel may be maintained separately for use with other packets.

8. The Assistant CAO of Operations or Shift Supervisor at the parent facility shall:

- a. Retain the returned DOC 0026 on file for a period of no less than one year for the purposes of roster management review, security review and facility reviews.

- b. Maintain a list of all packets that are not returned. The list shall show the type of release and the reason the packet was not returned, such as left with the remanding Sheriff.