



Illinois Department of Corrections

Administrative Directive

Number: 01.07.230	Title: Illinois Federal/State Concurrent Sentences	Effective: 2/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	01.07.230 effective 5/1/2021	

Authority: 730 ILCS 5/5-8-1, 5-8-5 and 5-8-6	Related ACA Standards: 5-ACI-1E-01 – 03, 5-ACI-1F-01, 02, 06, 08, 5-ACI-5A-01 and 02, 5-ACI-5F-05
Referenced Policies:	Referenced Forms: DOC 0104 – Parole or Mandatory Supervised Release Agreement DOC 0179 – Notification to Register for Selective Service DOC 0190 – Agreement to Report DOC 0611 – Docket/Release Card

I. POLICY

Record Offices at Reception and Classification Centers shall accept commitment papers from normally proscribed counties regarding persons sentenced to concurrent Illinois sentences while incarcerated in other jurisdictions.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for processing records for individuals sentenced to concurrent Illinois sentences while incarcerated in other jurisdictions.

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. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

730 ILCS 5/5-8-1(e) enables an Illinois court to order an individual to serve a sentence concurrently with a prior sentence in another state while in the custody of that state. Additionally, it provides for the individual's return transfer to the Illinois Department of Corrections, when appropriate, by the sheriff of the committing county. 730 ILCS 5/5-8-5 similarly provides for the same service of subsequently imposed Illinois sentences for individuals in the custody of the Attorney General of the United States.

1. The individual's records shall be processed as though he or she is physically present. Copies of the records shall be submitted to:
 - a. The Prisoner Review Board (PRB) for docketing when eligible; and

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- b. The Office of the Transfer Coordinator.
- 2. Inquiries shall be made of the holding jurisdiction as to the individual's sentence status. Also, a request shall be made for descriptive information.

F. Requirements

- 1. Receipt of Mittimus or Court Order

Upon receipt of a mittimus or court order, the Record Office shall:

- a. Assign a Department number in sequence as though the individual is physically present.
- b. Establish a master record file.
- c. Request the holding jurisdiction for the following information in writing, using facility letterhead:
 - (1) Mounted photographs (2);
 - (2) Fingerprint cards (2);
 - (3) Social history and institutional adjustment;
 - (4) Projected release date; and
 - (5) Notification of the individual's release date to be given 60 days prior to release to the sheriff of the committing county with a copy to the facility.

NOTE: Copies of (3) and (4) shall be submitted to the PRB. A copy of (3) shall be submitted to the Office of the Transfer Coordinator.

- d. Calculate the sentence, crediting all jail time credits and making inquiries when necessary.
- e. Share the results of the calculation in writing with the:
 - (1) Individual;
 - (2) Chief Administrative Officer (CAO) of the holding facility;
 - (3) Committing court;
 - (4) Sheriff of the committing county; and
 - (5) PRB.
- f. Prepare a Docket/Release Card, DOC 0611, with a notation indicating the individual is serving the sentence in another jurisdiction. The DOC 0611 shall be filed by eligibility with the in-house docket/release cards.
- 2. Docketing

When the case is eligible for docketing:

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- a. The Record Office shall ensure that the case is docketed on the appropriate docket under the heading Illinois - Federal/State Concurrent Sentences.
- b. Clinical Services staff shall request a current progress report from the holding jurisdiction in writing, using facility letterhead. After receipt of same, a copy shall be forwarded to the PRB.

3. Prisoner Review Board's Decision

After the PRB hearing, the CAO of the holding jurisdiction and the individual shall be advised of the PRB's decision in writing, using facility letterhead.

- a. If parole was denied, the Record Office shall forward to the CAO of the holding jurisdiction two copies of the PRB's decision with a cover letter which specifies the date of the PRB's next hearing and a request that the individual be given a copy of each.
- b. If a release date was offered, the Record Office shall forward two copies of the PRB's order and an option form to the CAO of the holding jurisdiction with a cover letter. The cover letter shall request that:
 - (1) The individual be given a copy of the PRB's order and the option form and an explanation of his or her options;
 - (2) If the individual decides to accept the release date or requests reconsideration, two copies of the option form be signed by the individual and witnessed by an institutional official and returned to the requesting facility; and
 - (3) The individual be advised that the absence of a signed form within 60 days will automatically serve as a rejection of the date offered, and that he or she will be continued under the parole provisions.
- c. If parole was granted or mandatory supervised release was approved, the Record Office shall forward the master record file and the PRB's orders to the Field Service Office for processing. The Field Service Representative shall:
 - (1) Verify by telephone the individual's current location and release date from the holding jurisdiction.
 - (2) Forward to the CAO of the holding jurisdiction written correspondence, using facility letterhead, which outlines the individual's current status and requests the individual's release plans, if not previously obtained; and forward the below listed documents with a request for assistance in processing:
 - (a) Prisoner Review Board order (2 copies).
 - (b) Reporting Instructions, Offender 360 report OERPP129 (3 copies).
 - (c) Parole or Mandatory Supervised Release Agreement, DOC 0104 (3 copies).
 - (d) Agreement to Report, DOC 0190 (3 copies).
 - (e) Notification to Register for Selective Service, DOC 0179 (3 copies).

NOTE: The holding jurisdiction shall be advised that the copies of the Reporting Instructions, DOC 0104 and DOC 0190 must be signed by the

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individual and two signed copies must be returned to the Field Services Office. The individual shall retain one signed copy of each form.

- (3) Forward to the appropriate Interstate Compact Unit:
 - (a) Copies of the release material and any correspondence between the facility and the holding jurisdiction;
 - (b) An explanation of the individual's current location, out date from the holding jurisdiction and release plans; and
 - (c) Any additional information received in regard to the individual case.
 - (4) Ensure that on the individual's release date the following information is entered into the computer:
 - (a) Release type;
 - (b) Discharge date; and
 - (c) Interstate Agent.
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