



Illinois Department of Corrections

Administrative Directive

Number: 01.07.250	Title: Docket/Release Cards	Effective: 2/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.07.250 effective 4/1/2021

Authority: 730 ILCS 5/3-5-2	Related ACA Standards: 5-ACI-1E-01 – 03, 05, 5-ACI-1F-01, 02, 06, 08, 5-ACI-5A-01
Referenced Policies:	Referenced Forms: DOC 0611 – Docket/Release Card

I. POLICY

A docket/release card shall be prepared and maintained for each individual committed to the Department.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the preparation and maintenance of docket/release cards.

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. General Provisions

1. The Record Office at each Reception and Classification Center shall be responsible for:

- a. Preparing a Docket/Release Card, DOC 0611, for each individual received; and

NOTE: The Department shall provide each facility with a stamp formatted to match the layout of the DOC 0611. The stamp may be utilized to create the Docket/Release Card in place of the DOC 0611 in accordance with this directive.

- b. Ensuring that the DOC 0611 is transferred with the master record file when the individual in custody is transferred to a correctional facility.

2. The Record Office at each correctional facility shall be responsible for:

- a. Maintaining each individual in custody's DOC 0611 which was prepared at a Reception and Classification Center.

NOTE: If a master record file is received without a DOC 0611, the Record Office at the correctional facility shall prepare one.

- b. Ensuring that the DOC 0611 is transferred with the master record file when the individual in custody is transferred to another correctional facility.

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NOTE: When an individual in custody is transferred to a Transitional Security facility or to a federal or out-of-state correctional facility under the Interstate Corrections Compact, the sending correctional facility shall maintain the DOC 0611.

E. Requirements

1. Preparation of Docket/Release Cards

Each DOC 0611 shall be completed in its entirety with the following information:

- a. Name;
- b. Number;
- c. Custody date;
- d. Projected minimum/release date (strike out the one not applicable);
- e. Projected maximum/mandatory outdate (strike out the one not applicable); and
- f. Other appropriate information.

NOTE: To facilitate changes, items noted in Paragraphs II.E.1.c. – f. above are to be recorded in pencil.

2. Maintenance of Docket/Release Cards

- a. The DOC 0611 shall always be filed accordingly in one of the following files:

- (1) Prisoner Review Board docket file – Contains cases requiring a Prisoner Review Board hearing or review prior to release.

- (a) The DOC 0611 for individuals in custody who are within a minimum of two years of their hearing or review date shall be filed by eligibility date (docket month and year) in numerical order.

- i. If parole is denied and/or continued, the DOC 0611 shall be so noted and filed according to the new eligibility date.

- ii. If parole is ordered or a release approved, the DOC 0611 shall be filed in the release docket card file by release eligibility.

- (b) The DOC 0611 for all other individuals in custody not filed in accordance with Paragraph II.E.2.a.(1)(a) shall be filed numerically under the heading Future.

- (2) Release docket card file – Contains cases requiring no hearing due to discharge eligibility or release order entered by the Prisoner Review Board. The DOC 0611 shall be filed in the release docket card file by release eligibility.

NOTE: A release list shall be prepared and published within the facility at least every 30 days and shall be updated as required due to changes in release dates.

- (3) Master record file – The DOC 0611 shall be filed in the pocket prior to the individual in custody's release.

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- b. The DOC 0611 shall be updated when a change in sentence structure occurs including, but not limited to, jail credits, revocation/restoration of time and granting of programming credits.
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