



Illinois Department of Corrections

Administrative Directive

Number: 01.07.805	Title: Identification of Individuals in Custody	Effective: 3/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	01.07.805 effective 4/1/2021	

Authority: 20 ILCS 2630/2.1 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1E-01-02, 5-ACI-1F-08, 5-ACI-3B-15, 5-ACI-5A-01
Referenced Policies: 01.07.806, 01.07.808, 01.07.935	Referenced Forms: DOC 0308 – Offender Fingerprint Card FD-249 – FBI Fingerprint Card ISP 6-402 – IBI Arrest Card ISP 6-407 – IBI Fingerprint Card

I. POLICY

The Department shall ensure individuals in custody are fingerprinted and photographed for identification purposes upon admission to a correctional facility.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the identification process of each individual in custody in a correctional facility.

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 Reception and Classification Centers shall ensure appropriate Federal and State Bureau of Identification offices are notified of each individual admitted to the Department.
2. The correctional facilities shall notify:
 - a. The Federal Bureau of Identification offices of any individual received at their facility who is returned directly to the facility from an escape.
 - b. The State Bureau of Identification office of any individual received at their facility who is returned directly to the facility from escape or appeal bond.
 - c. The Federal and State Bureau of Identification offices of any individual in custody who is being referred by the Department for prosecution for an offense allegedly committed while in the custody of the Department.
3. The number of photographs and fingerprint cards stated in this directive are minimum standards. The Chief Administrative Officer (CAO) may direct that additional photographs and fingerprint

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cards be made for internal use.

E. Requirements

1. Reception and Classification Centers

The Supervisor of the facility Bureau of Identification Office shall ensure that within the first two working days of admission:

- a. Each individual in custody is fingerprinted using the Livescan Digital Fingerprint System. Two additional copies of the fingerprint card shall be printed and processed in accordance with Paragraph II.E.1.c. and d.
- b. If data cannot be transmitted electronically, each individual in custody is fingerprinted on the IBI Fingerprint Card, ISP 6-407, (one copy) and the Offender Fingerprint Card, DOC 0308, (two copies). The ISP 6-407 shall be forwarded to:

Illinois State Police
Bureau of Identification
260 North Chicago Street
Joliet, Illinois 60432-4075
- c. One copy of the DOC 0308 shall be filed in the individual in custody's identification file in accordance with Paragraph II.E.1.h.
- d. One copy of the DOC 0308 shall be filed numerically in the fingerprint file that shall be permanently maintained in the facility Bureau of Identification office at the Reception and Classification Center.
- e. The Document Control Number (DCN) for the ISP 6-407 shall be entered into Offender 360 (O360) automatically.
- f. Photographs of the frontal and profile positions are made of each individual in custody in accordance with Administrative Directive 01.07.808.
 - (1) Photographs shall be distributed as soon as practical as follows:
 - (a) Identification file - 1 photograph;
 - (b) Facility Hospital - 1 photograph; and
 - (c) Record Office - 1 photograph.
 - (2) All existing negatives of all photographs shall be filed numerically in a file that shall be permanently maintained in the facility Bureau of Identification office at the Reception and Classification Center. All photo images produced by the automated identification system shall be stored and retrieved electronically.
- g. Each individual in custody is issued a computerized identification card in accordance with Administrative Directive 01.07.806.
- h. An identification file for each individual in custody is established and is transferred with the individual in custody. The DOC 0308 and the Mugshot Report shall be maintained in this file.

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2. Correctional Facilities

The Supervisor of the facility Bureau of Identification office shall ensure that:

- a. Within two working days of admission to the facility:
 - (1) Each individual in custody is fingerprinted on the FBI Fingerprint Card, FD-249. Under Custodial Transfer in the Livescan machine, fingerprints will upload into O360 and the FD-249 will print. Proper identification of the individual in custody shall be made by comparing the prints on the new card with the DOC 0308 in the individual in custody's identification file.
 - (2) The new FD-249 is filed numerically in the fingerprint file that shall be permanently maintained in the Bureau of Identification office at the facility.
 - (3) Each individual in custody is photographed in accordance with Administrative Directive 01.07.808. The photographs shall be distributed in accordance with Paragraph II.E.1.f. and to any other areas of the facility so designated by the CAO.
 - (4) Existing negatives of all photographs are filed numerically in a file that is permanently maintained in the Bureau of Identification office at the facility. All photo images produced by the automated identification system shall be stored and retrieved electronically.
- b. Upon return of an escapee, the correctional facility verbally notifies the Federal Bureau of Investigation of the admission.
- c. Upon return of an escapee or upon return of an individual in custody from an appeal bond, the correctional facility verbally notifies the Illinois State Police, Bureau of Identification (IBI).
- d. Upon alleged commission of any offense that the Department may refer for prosecution, the facility fingerprints the individual in custody via Livescan and four copies need to be printed on the IBI Arrest Card, ISP 6-402, prior to any transfers.
- e. Upon the Department's referral of an individual in custody for prosecution for an offense allegedly committed while in the custody of the Department, the holding facility at the time of commission of the alleged offense processes the fingerprint cards and:
 - (1) Forwards copies two and three of the ISP 6-402 to the prosecuting State's Attorney.
 - (2) Forwards the ISP 6-402 to:

Illinois State Police
Bureau of Identification
260 North Chicago St.
Joliet, Illinois 60432-4075
- f. Each individual in custody's identification file is updated as necessary to include any physical identification changes. The identification file is maintained until such time the individual in custody is transferred, released, discharged or dies.
 - (1) When an individual in custody is transferred to another correctional facility, the file shall be transferred with him or her. Upon admission at the receiving facility,

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the file shall be forwarded to the office of the Bureau of Identification.

- (2) When an individual in custody is released to parole or mandatory supervised release, is discharged in accordance with Administrative Directive 01.07.935 or dies while on parole or mandatory supervised release, the file shall be forwarded to the Field Services Representative for inclusion in the master file.
- (3) When an individual in custody is transferred to a Transitional Security facility, or is discharged or dies while housed in a correctional facility, the file shall be forwarded to the Record Office at the parent facility for inclusion in the master file.

NOTE: Electronic files may be retained on O360.
