



Illinois Department of Corrections

Administrative Directive

Number: 01.07.815	Title: Release of ID Documents to Federal/State Agencies	Effective: 9/1/2022
-----------------------------	--	-------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	01.07.815 effective 7/1/2020	

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1E-01
Referenced Policies: 01.07.805	Referenced Forms: ISP 6-411 – Death Notice R-84 – FBI Disposition Report

I. POLICY

The Federal and State Bureau of Identification offices shall be notified of all individuals in custody who have been released on parole or mandatory supervised release, who have escaped, who have died or who have been discharged from the jurisdiction of the Department. The State Bureau of Identification office shall be notified of all individuals in custody who have been released on appeal bond.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for notifying Federal and State Bureau of Identification offices of individuals in custody who have been released or discharged or who have escaped or died while under the jurisdiction of the Department.

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. Requirements

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

1. When an individual in custody is released on parole or mandatory supervised release or is discharged, the FBI Disposition Report, R-84, is completed and forwarded to:

Illinois State Police
Bureau of Identification Office
ATTN: Quality Assurance Unit
260 N. Chicago Street
Joliet, IL 60432-4075

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 01.07.815	Title: Release of ID Documents to Federal/State Agencies	Effective: 9/1/2022

The Illinois State Police, as the state central repository for Illinois, will report custodial status changes to the FBI.

2. When an individual in custody is released on parole, mandatory supervised release or appeal bond, or when an individual in custody escapes or is discharged, the Illinois Bureau of Identification is notified electronically from the daily file. This only applies to status changes.
 3. When an individual in custody dies, post-mortem prints of the deceased individual are taken on the deceased body fingerprint card, Death Notice, ISP 6-411, and forwarded to:

Illinois State Police
Bureau of Identification Office
260 N. Chicago Street
Joliet, IL 60432-4075
 4. When an individual in custody is released on parole or mandatory supervised release or is discharged or dies, the individual in custody's identification file is forwarded to the Field Service Representative or the Record Office in accordance with Administrative Directive 01.07.805.
-
-