



Illinois Department of Corrections

Administrative Directive

Number: 01.07.930	Title: Master Files of Violators	Effective: 6/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.07.930 effective 7/1/2020

Authority: 730 ILCS 5/3-2-2	Related ACA Standards:
Referenced Policies:	Referenced Forms: DOC 0066 – Master and Medical File Receipt

I. POLICY

The Department shall forward the master files of individuals who are returned to a Reception and Classification Center in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide guidelines to staff for forwarding master files when a violator is returned to a Reception and Classification Center.

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

1. Upon receipt of the violator's master file received from the Field Services Representative or parent facility, as applicable, the Reception and Classification Center Record Office Supervisor shall:
 - a. Place the master file in an envelope or box;
 - b. Batch together all master files being forwarded to the same facility;
 - c. Complete the Master and Medical File Receipt, DOC 0066; and
 - d. In a timely manner, forward the packet to:
 - (1) The new parent facility after they have transferred out of Reception and Classification for male violators; or
 - (2) Logan Correctional Center for female violators.

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NOTE: The master files of violators who were released from Dwight and returned to the Logan Correctional Center shall remain at the Logan Correctional Center; and the master files of male violators returned to the Northern Reception and Classification Center shall be forwarded to the new parent facility when the individual in custody has been transferred out of Reception and Classification.

2. The Record Office Supervisor at the receiving facility shall:
 - a. Verify the correct master files are received in the packet per the DOC 0066; and
 - b. Retain the pink copy of the DOC 0066 for tracking purposes for a period of no less than two years.
 3. After the individual in custody has been assigned to a facility, the master file shall be routed to the assigned facility.
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