



Illinois Department of Corrections

Administrative Directive

Number: 01.07.935	Title: Processing of Releasees' Discharge Records	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.07.935 effective 12/1/2020

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1E-01, 5-ACI-5F-05, 5-ACI-6C-16
Referenced Policies: 01.07.111	Referenced Forms: DOC 0334 – Recommendation for Early Discharge

I. **POLICY**

The Department shall process and maintain records of discharges of individuals in custody on parole or mandatory supervised release in accordance with the procedure established herein.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure defining the responsibilities of Field Services' staff for ensuring the timely discharge of releasees.

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. **Requirements**

The Field Service Representative shall:

1. Process and maintain all records of discharge of individuals in custody on parole or mandatory supervised release by:
 - a. Recommendation for Early Discharge, DOC 0334;
 - b. Court Order;
 - c. Expiration of sentence; and
 - d. Death.
2. Notify the Parole Commander upon notification of a DOC 0334, Court Order, or receipt of a death notification from a Parole Agent.

NOTE: At the first of each month, the Information Services Unit shall make available to the Prisoner Review Board (PRB) an Offender 360 (O360) Report, Discharges for Microfilm, identifying all of the previous month's discharges, excluding expiration of sentences and PRB ordered discharges.

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3. Check O360 and the individual in custody's master file for any outstanding warrants in accordance with Administrative Directive 01.07.111.
 4. Prepare discharges according to the expiration date listed.
 5. Enter discharge information in O360.
 6. File a record of the DOC 0334 or Court Order discharge, or death notice or certificate, in the master file and forward the master file to the facility's Record Office for final recomputation.
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