



Illinois Department of Corrections

Administrative Directive

Number: 01.12.106	Title: Reporting of Discharged Firearms	Effective: 3/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.12.106 effective 4/1/2006

Authority: 720 ILCS 5/7-1, 7-8 and 7-9 730 ILCS 5/3-2-2 and 3-6-4 20 IAC 112 and 501	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1C-01, 24, 5-ACI-1D-19, 20, 5-ACI-3A-09, 31 – 35, 42
Referenced Policies: 01.02.115, 01.12.105, 01.12.111, 01.12.112, 05.01.123	Referenced Forms:

I. POLICY

Every action that results in the discharge of a Department authorized firearm, except as noted herein, shall be reported regardless of the location or circumstances surrounding the discharge of the firearm and investigated, when warranted.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff for reporting and investigating the discharge of a Department authorized firearm.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services 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 shall **NOT** delegate stated responsibilities to another person or persons unless otherwise specified.

E. Definitions

For purposes of this directive, terms included herein shall have the following meanings ascribed.

Armorer – an individual trained in the operation, care and repair of firearms who is authorized by the Department to inspect firearms.

Chief Administrative Officer – the highest ranking official of a facility, unit or office such as a Warden, Parole Supervisor, Commander, or Unit Supervisor or Manager.

Department authorized firearm – any State owned firearm issued by the Department and any personally owned firearm that the owner has been authorized by the Department to use or carry while on duty or as otherwise approved by the Director in accordance with Administrative Directives 01.02.115 or 05.01.123.

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Discharge of a firearm – any action that results in a live round of ammunition being fired from a Department authorized firearm including accidental discharges and excluding routine discharges during scheduled events such as memorial services or firearms competition, training, practice and qualification.

F. General Provisions

1. The respective Chief or Deputy Director shall ensure that every incident of firearms discharge is reported immediately to the Chief of Operations, if appropriate, the Chief of Investigations and Intelligence, and the Director.
2. The Chief of Investigations and Intelligence shall:
 - a. Ensure that reported incidents, when warranted, are investigated immediately.
 - b. Following a completed investigation, forward the investigation to an Administrative Review Team for review and disposition.
3. The Administrative Review Team shall be led by the Operations Security Specialist and may consist of the following members as designated by the Administrative Review Team Leader:
 - a. An investigator from the Investigations Unit of the Office of Investigations and Intelligence;
 - b. An armorer;
 - c. A qualified mental health professional if death or injury occurred as a result of the incident;
 - d. An internal investigator from the facility involved, if applicable; and
 - e. Others as approved by the Director.

G. Requirements

The Chief Administrative Officer (CAO) of each facility, office or unit where any employee is authorized to be issued or carry a firearm shall establish a local written procedure for the reporting of discharge of a firearm in accordance with the provisions herein.

1. The CAO shall:
 - a. Immediately notify the respective Chief or Deputy Director of every incident involving discharge of firearms as defined in Paragraph II.E.
 - b. Ensure compliance with all other reporting requirements in accordance with Administrative Directives 01.12.105 and 01.12.111.
 - c. Have the scene protected and the chain-of-evidence preserved in accordance with Administrative Directive 01.12.112, where applicable. The chain-of-evidence shall include the weapon used, any spent shell and the remaining ammunition.
 - d. Have the crime scene processed by a member of the Illinois State Police, Division of Forensic Services, if a death or serious injury has resulted, where applicable.
2. The respective Chief or Deputy Director shall in turn immediately notify the Director and the Chief of Operations, if applicable, and the Chief of Investigations and Intelligence.

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3. The Chief of Investigations and Intelligence shall evaluate the reported incident and initiate an investigation.
 4. Upon the conclusion of the investigation, the Administrative Review Team shall:
 - a. Review the shooting incident, including the events leading up to and after the shooting.
 - b. Report their findings and recommendations, if any, to the Chief of Operations, if applicable, and Chief of Investigations and Intelligence.
 5. When an employee is directly involved in use of deadly force resulting in death:
 - a. The CAO may place the employee on administrative leave with full pay and benefits after consulting with the respective Chief or Deputy Director. The employee may be recalled to duty when recommended by the CAO and approved by the respective Chief or Deputy Director.
 - b. The employee may be requested to undergo briefing with a qualified mental health professional designated by the Department within 48 hours after the incident.
 - c. The employee and his or her family shall be afforded Department chaplaincy services.
 - d. The employee shall have legal representation and services available to him or her consistent with terms of the State Indemnification Act.
 - e. All contractual agreements regarding union representation shall be afforded.
 - f. Employees shall be made aware of the Employee Assistance Program.
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