



Illinois Department of Corrections

Administrative Directive

Number: 01.12.107	Title: Reporting of Loss or Theft of Firearms	Effective: 1/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	01.12.107 effective 4/1/2006

Authority: 730 ILCS 5/3-2-2 20 IAC 112	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1F-01, 02, 06 – 08, 5-ACI-3A-01, 09, 33
Referenced Policies: 02.70.116	Referenced Forms: DOC 0434 – Incident Report

I. POLICY

Loss or theft of Department-owned or authorized firearms shall be reported immediately.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff for reporting the loss or theft of Department-owned or authorized firearms.

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 may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

The loss or theft of any firearms shall be reported up through the chain-of-command to the respective Deputy Director or Chief.

1. Any employee who discovers that any Department-owned or authorized firearm is lost or stolen shall immediately report the incident by submitting an Incident Report, DOC 0434, to his or her supervisor.
2. Upon receipt of a report on the loss or theft of any firearm, the supervisor shall immediately advise one of the following appropriate staff:
 - a. Shift Supervisor;
 - b. Chief of Security;
 - c. Assistant Chief Administrative Officer of Operations;

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- d. Chief Administrative Officer or Duty Administrative Officer;
 - e. Adult Transition Center Supervisor;
 - f. Manager of Staff Development and Training; or
 - g. Respective Deputy Director or Chief.
3. The armory coordinator, facility internal investigator or other staff as designated shall investigate the loss or theft and file a DOC 0434.
 4. Prior to the end of the supervisor's tour of duty, he or she shall ensure that LEADS and NCIC entries are prepared to report the loss or theft of the firearm. The LEADS and NCIC entries shall be made through the appropriate Illinois State Police District.
 5. When a lost or stolen Department-owned or authorized firearm has been recovered, the supervisor shall ensure that the LEADS and NCIC entries are cancelled.

NOTE: Copies of the initial and supplementary reports, the LEADS and NCIC entries and cancellation messages, and when applicable, the report of a firearm recovered by Department personnel shall be forwarded to the Chief of Operations in addition to normal distribution.
 6. Loss or theft of Department-owned firearms shall also be reported in accordance with property control procedures identified in Administrative Directive 02.70.116.
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