



Illinois Department of Corrections

Administrative Directive

Number: <b>01.12.125</b>	Title: <b>Uniform Investigative Reporting System</b>	Effective: <b>7/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.12.125 effective 1/1/2021

<b>Authority:</b> 730 ILCS 5/3-2-2 20 IAC 112	<b>Related ACA Standards:</b> 5-ACI-1A-07, 5-ACI-1F-01, 02, 04, 06 and 07, 5-ACI-3C-09
<b>Referenced Policies:</b> 01.12.115 01.12.120	<b>Referenced Forms:</b> DOC 0069 – Truth Verification Examination Consent DOC 0080 – Investigational Interview DOC 0101 – Constitutional Rights of Person to be Questioned (Miranda Warning) DOC 0262 – Report of Investigation

**I. POLICY**

The Department shall use standard investigative reports and forms for all investigations, and investigative information shall be entered in the Composite List of Incidents and Crimes System.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a written procedure governing responsibilities for reporting investigative information.

**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. Definitions**

Inquiry – a preliminary review of the facts, circumstances, and collection of evidence that may be conducted prior to an investigation to determine whether an investigation is warranted.

Investigation – a thorough and formal examination of all facts and circumstances, including the gathering of evidence, to be used to determine whether there are sufficient grounds to pursue criminal prosecution or disciplinary proceedings due to a violation of State or Federal law or a violation of Department Rules.

**F. General Provisions**

1. All facility Internal Affairs Investigators or persons performing investigative functions shall receive training in accordance with Administrative Directive 01.12.115.

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2. All correctional facilities shall be required to input inquiries and investigative information into the Composite List of Incidents and Crimes (CLIC) System maintained by the Investigations and Intelligence Unit.
3. The facility Internal Affairs Supervisor and CLIC Data Input Operator, who are designated by the Chief Administrative Officer (CAO) and approved by the Chief of Investigations and Intelligence to input information into CLIC, shall receive three hours of class training prior to receiving authorization to access CLIC. The training shall be provided by the Department's Internal Investigations Unit.
4. The Department's Internal Investigations Unit and the Information Services Unit shall maintain a list of all facility Internal Affairs Supervisors and CLIC Data Input Operators who are authorized to use CLIC.

**G. Requirements**

1. Inquiries shall be reported as required by the CAO.
  2. Investigations shall be reported in accordance with Administrative Directive 01.12.120 on the Report of Investigation, DOC 0262. In addition, the following reports and forms shall be utilized, when applicable:
    - a. Constitutional Rights of Person to be Questioned (Miranda Warning), DOC 0101.
    - b. Investigational Interview, DOC 0080.
    - c. Truth Verification Examination Consent, DOC 0069.
  3. Facilities shall input inquiries and investigations into CLIC.
    - a. Inquiries or initial investigation information shall be entered into CLIC upon initiation of the inquiry or investigations.

**NOTE:** If it is determined that an investigation is not warranted, following a review of all available information and evidence, a written report of inquiry shall be completed and maintained on file.
    - b. Information shall be updated in CLIC as often as necessary, but no later than five working days of the date of the final report upon closure of the case. A case involving criminal charges shall not be closed until final disposition of the criminal proceedings, if any.
    - c. The disposition of criminal charges, up to and including the final disposition, shall be updated within five working days of receipt of more current information.
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