



Illinois Department of Corrections

Administrative Directive

Number: 05.03.120	Title: Temporary Transfers to Writ Facilities	Effective: 9/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	05.03.120 effective 2/1/2015	

Authority: 730 ILCS 5/3-2-2 and 3-6-7 20 IAC 425	Related ACA Standards: 5-ACI-5B-11, 5-ACI-6A-08, 21, 5-ACI-6C-12, 5-ACI-7D-10
Referenced Policies: 01.07.215, 01.07.806, 05.07.102	Referenced Forms: DOC 0004 – Visiting List DOC 0026 – Information Packet for Escorts DOC 0090 – Health Status Transfer Summary DOC 0461 – Allocation of Trust Fund on Temporary Transfer DOC 0462 – Court Writ Transfer via the Central Transportation Unit

I. POLICY

The Department shall, when reasonable, temporarily transfer individuals in custody who are scheduled to be released on court writs to designated writ facilities that will provide security staff to escort the individuals in custody to and from court.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff with respect to temporarily transferring individuals in custody released on court writs to designated writ facilities.

B. Applicability

This directive is applicable to all correctional facilities, excluding Transitional Security 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

Writ Coordinator – the employee at the writ facility designated by the Chief Administrative Officer to coordinate the writ transfers with the Office of the Transfer Coordinator.

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F. Writ Facilities

1. The Transfer Coordinator may designate any facility within the Department to serve as a writ facility.
2. Writ facilities shall:
 - a. Receive and house on a temporary basis individuals in custody who have been released on court writs from other facilities and who have been transferred to their facilities via the Central Transportation Unit.
 - b. Ensure the individuals in custody:
 - (1) Appear in court at their scheduled times;
 - (2) Are escorted by security staff to and from court; and
 - (3) Are scheduled for return to their parent facilities as soon as possible after the court proceedings are over.

G. Requirements For Transfer

1. Any facility desiring to have an individual in custody transferred via the Central Transportation Unit to a designated writ facility shall submit a request on the Court Writ Transfer via the Central Transportation Unit, DOC 0462, to the Transfer Coordinator's Office for approval.
2. The Transfer Coordinator's Office shall:
 - a. Review the request and notify the parent facility, via telephone, if approved or disapproved. If the request is approved, the facility shall be advised of the date of transfer and the name of the designated writ facility.
 - b. Forward a copy of the DOC 0462 to the writ coordinator at the designated facility. The DOC 0462 shall contain the following information:
 - (1) Individual in custody's name and number;
 - (2) Name of the parent facility;
 - (3) Individual in custody's current security level and grade;
 - (4) Individual in custody's mandatory supervised release date;
 - (5) Date and time the individual in custody is to appear in court;
 - (6) Location of the court (street address, city and county);
 - (7) A brief summary of the individual in custody's disciplinary record and medical record; and
 - (8) Any available information in regard to escapes, enemies, security threat group affiliations, rap partners, protective custody, etc.
3. Upon completion of the court proceedings, the writ coordinator shall notify the Transfer Coordinator's Office to make arrangements to transfer the individual in custody back to the parent facility on the first available bus.

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H. Parent Facility

1. Prior to transfer, the parent facility shall ensure the following preparations are made.
 - a. A security review is conducted of the individual in custody's master file.
 - b. An Information Packet for Escorts, DOC 0026, is prepared in accordance with Administrative Directive 01.07.215; including three photographs, one fingerprint card, a copy of the Health Status Transfer Summary, DOC 0090, and a copy of the individual in custody's most recent Visiting List, DOC 0004. If any item is too bulky for inclusion in the packet, it shall be enclosed in a separate container attached to the packet.

NOTE: The individual in custody's medical file shall stay at the sending facility.

- c. The individual in custody is advised:
 - (1) Of the type and quantity of personal hygiene items that may be taken.
 - (2) Legal materials in the individual in custody's possession may be taken if they are needed for the court appearance or for the pursuit of matters that cannot be continued during the individual in custody's absence without such materials.
 - (3) The individual in custody's trust fund account may remain at the parent facility or be transferred to the writ facility. The individual in custody's preference shall be indicated on the Allocation of Trust Fund on Temporary Transfer, DOC 0461. The original copy of the DOC 0461 shall be retained by the Trust Officer, one copy shall be placed in the Information Packet and one copy shall be placed in the individual in custody's master file.
 - (4) Upon request, one Bible, Koran or other holy book may be taken. Any questions as to what constitutes a holy book shall be directed to the Religious Practice Advisory Board as established in 20 Ill. Adm. Code 425.
2. If the individual in custody's trust fund account is transferred to the writ facility, the Business Office shall prepare a check in the full amount of the individual in custody's account balance made payable to the trust fund of the writ facility in the name of the individual in custody. The check shall be placed in the individual in custody's Writ Packet.

NOTE: During emergency transfers, staff may send checks overnight via US mail and shall document the check is being sent via US mail on the DOC 0461.

3. At the time of transfer, the individual in custody shall be dressed in the appropriate colored jumpsuit in accordance with Administrative Directive 05.07.102 and the Central Transportation Unit procedures. The individual in custody shall also be in possession of their identification card in accordance with Administrative Directive 01.07.806.

I. Writ Facility

1. The writ coordinator shall:
 - a. Upon verbal notification from the Transfer Coordinator's Office of the scheduled transfer of a writ case, notify the Record Office Supervisor and the Administrative Major. The Record Office Supervisor shall notify the Bureau of Identification staff, the Clinical Services Supervisor, the Shift Supervisor, the Business Office, the Health Care Unit and the clothing room of the scheduled transfer of a writ case.

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- b. Upon receipt of the DOC 0462 from the Transfer Coordinator's Office, provide the Record Office Supervisor with a copy.
 2. Upon admission of the individual in custody to the writ facility, the Record Office Supervisor shall:
 - a. Inspect the Writ Packet, prepared at the parent facility, to ensure that all required items are included.
 - b. Forward the fingerprint card and one photograph to the Bureau of Identification Office. The Record Office shall keep two photographs for the purpose of checking the individual in custody in and out of the facility.
 - c. Forward the DOC 0090 to the health care unit.
 - d. Forward any clothing received with the individual in custody to the clothing room. If the parent facility did not forward appropriate clothing, the writ facility must provide suitable clothing for the individual in custody's court appearance. Absent special circumstances, suitable clothing means State issued blue pants and blue shirts, except for females who may wear white shirts for any non-video court appearance.
 - e. Forward the DOC 0461 and the trust fund check, if a check was forwarded by the parent facility, to the Business Office Trust Officer.
 - f. Forward a copy of the DOC 0004 to the visiting room, and maintain a copy in the writ packet.
 3. At the writ facility:
 - a. The individual in custody shall remain in the appropriate colored jumpsuit. Additional jumpsuits and undergarments shall be provided by the writ facility.
 - b. If the individual in custody receives a disciplinary report, the writ coordinator shall advise the Office of the Transfer Coordinator and the parent facility.
 - c. The individual in custody shall be granted commissary privileges comparable to what the individual in custody had at the parent facility only if funds are available in the individual in custody's trust fund account at the writ facility.
 4. The Writ Coordinator shall ensure that when the court proceedings are over:
 - a. The Writ Packet, with all the required documents, any clothing received with the individual in custody and any personal items the individual in custody may have, accompany the individual in custody back to the parent facility.
 - b. The Business Office is advised of the transfer in order for the Trust Officer to prepare a check in the full amount of the individual in custody's account balance, if any, made payable to the parent facility in the name of the individual in custody. The check shall be placed in the Writ Packet and accompany the individual in custody back to the parent institution.