



# Illinois Department of Corrections

## Administrative Directive

Number: <b>05.50.201</b>	Title: <b>Fugitive Case Management</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>	05.50.201 effective 1/1/2015

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1A-07 and 10, 5-ACI-1E-01, 02 and 05, 5-ACI-1F-01, 06 and 08, 5-ACI-3B-15
<b>Referenced Policies:</b> 01.07.926, 01.07.927, 04.50.150	<b>Referenced Forms:</b> DOC 0437 – Apprehension Investigation Report

### I. POLICY

The Department shall assign agents to locate and apprehend fugitives while ensuring the accurate recording, management and maintenance of case files.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to establish a written procedure governing fugitive case management.

#### B. Applicability

This directive is applicable to all facilities within the Department, the Parole Division and the Operations Center.

#### 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

Fugitive – a committed person under the care, custody and control of the Department of Corrections, for whom an arrest warrant has been issued pursuant to 730 ILCS 5/3-13-4 or 3-14-2.

Fugitive Warrant Packet – a group of documents required to be forwarded to the Operations Center immediately after a warrant has been issued.

#### F. Case Management

1. Upon receipt of the fugitive warrant packet from the appropriate facility or office, the Operations Center shall:
  - a. Review the packet to ensure all necessary documents are present and the information is complete in accordance with Administrative Directive 01.07.927.

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- b. Contact the Chief Administrative Officer of the sending facility or office to obtain any missing documents that are needed.
  - c. Ensure the appropriate LEADS and NCIC entries have been made. All pertinent information shall be entered, including any aliases; scars, marks and tattoos; and caution indicators, if appropriate.
  - d. Forward a copy of the fugitive warrant packet to any newly assigned agent, if appropriate.
  - e. File the fugitive warrant packet in alphabetical order.
2. The appropriate Deputy Chief of Parole or Deputy Director shall assign a priority status to the investigation. Generally, cases shall be prioritized in the following sequence:
- a. Escape from a facility;
  - b. Escape from a Transitional Security facility;
  - c. Electronic Detention Violators;
  - d. Failure to return from authorized absence (UA);
  - e. Electronic Monitoring Violators;
  - f. Absent Without Leave (AWOL):
    - (1) Sex offenders;
    - (2) With new criminal offense;
    - (3) Instant absconder; and
    - (4) Offense severity (current sentence and history); and
  - g. Other cases.
3. The Parole Commander shall ensure appropriate case management, in accordance with Administrative Directive 04.50.150.
- a. If arrested out of state, the case shall be transferred to the Extradition Unit. An email from the Operations Center with the notification of arrest shall be forwarded to the Extradition Officer and the case transferred in Offender 360.
  - b. When a case is closed, the closed case file shall be retained by the fugitive apprehension unit for a minimum of one year, or until no longer needed, and then shall be destroyed.

**G. Extradition Officer Reports**

All preliminary, supplemental and final Investigation Reports shall be documented on the Apprehension Investigation Report, DOC 0437. Only the type of report, narrative and signatures line of supplemental and final reports need to be completed. All other information should be contained in the preliminary report.

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1. Preliminary Report

The Extradition Officer shall prepare and file a preliminary report within seven days of receipt of the case.

2. Supplemental Reports

The Extradition Officer shall conduct a documented case file review every 30 days until closure of each case when the fugitive is in out of state custody and there are no pending felony charges in another state, or the fugitive has not been sentenced in the other state for commission of a felony.

3. Final Reports

The Extradition Officer shall document closure of the case when:

- a. It appears a fugitive will not be returned to the Department, based on a hearing in absentia in accordance with Administrative Directive 01.07.926, by the Prisoner Review Board; or
  - b. The fugitive has been returned to the Department.
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