



Illinois Department of Corrections

Administrative Directive

Number: 04.40.110	Title: Status of Warrants	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	04.40.110 effective 9/1/2020

Authority: 730 ILCS 5/3-14-2	Related ACA Standards: 5-ACI-5F-05
Referenced Policies: 01.07.930	Referenced Forms:

I. **POLICY**

The Department shall ensure all warrants, warrant dispositions and warrant withdrawals are noted in the master file and filed on a daily basis.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure defining the responsibilities of Field Services staff for ensuring that all warrants, warrant dispositions and warrant withdrawals are properly noted in the master file and filed on a daily basis.

B. **Applicability**

This directive is applicable to all Field Services Offices in 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. **Definition**

Releasee – a male or female individual in custody released from a facility under conditional supervision.

F. **Requirements**

The Field Service Representative shall:

1. Upon receipt of a warrant or warrant disposition:
 - a. Identify the status of the listed individual in custody or releasee;
 - b. Ensure the individual in custody identification number matches the name given; and
 - c. Ensure any discrepancies are reported to the issuing office.

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2. If a warrant or warrant disposition is inadvertently received for a releasee who was not released from that facility, forward the warrant or warrant disposition to the appropriate facility.
 3. Once a warrant or warrant disposition has been identified as being lodged against a releasee released from that facility:
 - a. Place the warrant or warrant disposition in the master file and record the issuing date at the bottom of the face sheet.
 - b. Place the master file in a separate warrant file until the warrant or warrant disposition is either withdrawn or the releasee is returned to a Reception and Classification Center as a violator or as an escapee. When such a releasee is returned to a Reception and Classification Center, the individual in custody's master file shall be forwarded in accordance with Administrative Directive 01.07.930.
 4. Ensure all warrants or warrant dispositions are marked as "in warrant status".
 5. When it is determined that a releasee is not in violation of parole or mandatory supervised release, ensure a warrant withdrawal is received from the office that issued the original warrant or warrant disposition, and:
 - a. The warrant or warrant disposition is withdrawn after first verifying that the releasee's name and identification number are correct and the number of the original warrant or warrant disposition matches the one listed on the withdrawal.
 - b. The master file is removed from the warrant file; the discharge date is checked to determine active status; and in the event the warrant withdrawal has occurred after the releasee's discharge date, the file is processed for discharge. If the discharge date is in the future, the master file is returned to the active release files.
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