



# Illinois Department of Corrections

## Administrative Directive

Number: <b>04.50.100</b>	Title: <b>General Provisions</b>	Effective: <b>9/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i>	<b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	04.50.100 effective 4/1/2015	

<b>Authority:</b> 730 ILCS 5/3-2-2 and 3-14-1	<b>Related ACA Standards:</b> 5-ACI-5F-01, 02, 03
<b>Referenced Policies:</b> 03.03.103, 04.50.110, 04.50.115, 04.50.150	<b>Referenced Forms:</b> DOC 0183 – Public Housing Notification

### I. POLICY

The Department shall ensure individuals in custody are prepared for placement on electronic monitoring, electronic detention, mandatory supervised release or parole. Release plans shall be identified and approved and parolees shall be supervised by parole staff until discharge.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to provide written instructions to staff regarding responsibilities for preparation for release, and supervision after release, of individuals.

#### 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. Field Service Representatives

Field Service Representatives shall:

1. Initiate pre-release procedures in accordance with Administrative Directive 04.50.110.
2. Immediately notify the Parole Commander, Parole Reentry Group (PRG), Interstate Compact and the Transfer Coordinator, as applicable, of any change in an individual in custody's situation that may affect release status.
3. Ensure the individual in custody's release is processed in accordance with Administrative Directive 04.50.115.
4. Ensure appropriate information is entered into Offender 360.

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5. Maintain master files on all active parolees and active parole violators, including warrants, discharges and related file material.
6. Ensure all relevant materials are sent to appropriate parole offices and agents, to State's Attorneys, Sheriffs and law enforcement agencies and to Interstate Compact, as applicable.
7. Assist the Prisoner Review Board (PRB) at the facility.
8. Serve individuals in custody with charges prior to a PRB hearing, as needed.
9. Conduct preliminary hearings on returned technical violators, as needed.
10. Complete host site investigations on all regular release plans in accordance with Administrative Directive 04.50.110.
11. Notify a public housing agency using the Public Housing Notification, DOC 0183, of any felon's past, current or intended residence upon receipt of such information from a Reception and Classification Center, a Parole Agent or the Statewide Housing Coordinator.

**F. Parole Agents**

Parole Agents shall:

1. Investigate and approve host sites for electronic monitoring of individuals placed on electronic detention, Impact Program graduates, individuals in custody with PRB orders for electronic monitoring and special parole ("S" Plans) in accordance with Administrative Directive 04.50.110.

**NOTE:** Special parole includes all Class M and X individuals, all individuals with an indeterminate sentence, individuals released from Dixon Psychiatric Unit, Dixon Special Treatment Unit, Pontiac Residential Treatment Unit, Logan Residential Treatment Unit, Joliet Treatment Center, Joliet Inpatient Treatment Center, those adjudicated Guilty But Mentally Ill, individuals required to register under the Sex Offender Registration Act, stalkers and others with special supervision needs as approved by the Chief of Parole.

2. Supervise parolees in accordance with Administrative Directive 04.50.150.
3. Maintain caseloads on a current basis in accordance with Administrative Directive 04.50.115.
4. Maintain all authorized equipment in good working order and using same for authorized purposes only.
5. Apprehend and transport parolees as directed by the Parole Commander.
6. Maintain proficiency in the use of firearms in accordance with Administrative Directive 03.03.103.

**G. Parole Commanders**

Parole Commanders shall ensure Parole staff:

1. Are properly trained;
2. Supervise parolees in accordance with established procedures; and
3. Maintain appropriate case management.

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**H. Parole Reentry Group (PRG)**

The PRG shall:

1. Coordinate supportive services for individuals being released;
2. Coordinate placement of parolees who do not have an approved residence; and
3. Develop, monitor and maintain approved community based programs.

**I. Interstate Compact Unit**

The Interstate Compact Unit shall:

1. Coordinate the placement of Illinois parolees in other states;
2. Coordinate the placement of parolees from other states in Illinois; and
3. Supervise Illinois parolees who are released to other states.

**J. Statewide Housing Coordinator**

The Statewide Housing Coordinator shall:

1. Maintain and distribute the following to all Field Service Representatives and Parole Commanders:
    - a. A list of current public housing sites; and
    - b. A list of public housing agencies that have notified the Department in writing that, in accordance with their occupancy rules or state, federal or local laws, they are prohibited from accepting occupancy of a felon who has been convicted of specific offenses.
  2. Ensure the Field Service Representative has notified a public housing agency of any felon's past, current or intended residence in accordance with Paragraph II.E.11.
  3. Determine whether parolees are illegally residing in public housing.
    - a. Any illegal residence shall be reported to the Parole Commander for investigation and approval of an alternative housing site.
    - b. The residency shall be reported to the public housing agency in accordance with Paragraph II.E.11.
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