



# Illinois Department of Corrections

## Administrative Directive

Number: <b>04.50.110</b>	Title: <b>Release Plans</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>	04.50.110 effective 2/1/2022

<b>Authority:</b> 730 ILCS 5/3-2-2 and 3-14-1	<b>Related ACA Standards:</b> 5-ACI-4B-29, 5-ACI-5E-02, 5-ACI-5F-01 – 04, 5-ACI-6A-04
<b>Referenced Policies:</b> 04.50.130	<b>Referenced Forms:</b> DOC 0183 – Public Housing Notification DOC 0185 – Release Material Checklist DOC 0202 – Information Request for Parole or MSR Residence DOC 0263 – Sex Offender Placement Interview DOC 0560 – Request for Mandatory Supervised Release Plan

### I. POLICY

The Department shall identify and approve release plans prior to the release of any individual in custody from a facility.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to provide written instructions to staff regarding responsibilities for preparation for release of individuals in custody.

#### 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. Definitions

Automated Management System (AMS) – provides case management support services for the parole division, which includes contractual staff support and an electronic system of record.

#### F. General Provisions

1. The Department shall automatically deny the placement of any individual in custody in public housing when:

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- a. The individual in custody has been deemed a sexually dangerous person;
  - b. The individual in custody has been convicted of an offense that a public housing agency has notified the Department in writing that they will never approve such residency; or
  - c. Federal, state or local laws or regulations prohibit the occupancy of an individual in custody who has been convicted of specific offenses in public housing.
2. Except where otherwise provided herein, prior to approval of any residence plan or changes to a residence of any individual in custody whose residence is located in public housing, the Field Service Representative or the Parole Agent, as applicable, shall:
- a. Advise both the individual in custody and the host to initiate screening approval through the appropriate housing agency in accordance with the agency's policies and procedures.
  - b. If designated as an R plan and the individual in custody does not have a violent conviction in their background; the Field Service Representative may approve the host site to public housing if the host site would otherwise meet the criteria for approval.
  - c. Submit the Public Housing Notification, DOC 0183, or ensure the Notice of Release is generated to the appropriate public housing agency of the individual in custody's intended residence.
  - d. Maintain a copy of the DOC 0183 in the individual in custody's field service tickler file when applicable.

**G. Release Plans**

1. The Chief Administrative Officer shall ensure that approximately 12 months prior to an individual in custody's projected release date for parole or mandatory supervised release (MSR), the Field Service Representative shall:
  - a. Obtain the individual in custody's release plan for placement in the community or assist the individual in custody in obtaining placement and developing a release plan.
  - b. All residence plans should be submitted using the Request for Mandatory Supervised Release Plan, DOC 0560. If an MSR plan is denied, the individual in custody shall be provided the denial reason in writing and sign the DOC 0560 indicating he or she received this information.
  - c. If a residence plan is submitted through another means other than DOC 0560, IDOC staff shall ensure the individual in custody receives proper assistance to complete the DOC 0560.
  - d. Ensure the individual in custody is informed that he or she has the opportunity to grieve the host site denial and allow for proper due process.
  - e. Ensure a release packet is prepared in accordance with paragraph II.H.
    - (1) Special Cases ("S") and Impact Program Plans ("B"):

The release packet shall be prepared and forwarded to the appropriate Parole Supervisor.

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(2) Out-of-State Releases:

Release packet shall be prepared and forwarded to the Interstate Compact Tracking System, ICOTS System..

**NOTE:** Additional materials shall be prepared and forwarded upon request of the Parole Supervisor, Parole Re-Entry Group (PRG) or the Interstate Compact Unit.

- f. Ensure the release plan is entered in Offender 360 (O360) and updated as necessary. If the intended residence of an individual in custody is in public housing and it has not automatically been denied, this fact shall be indicated on the appropriate residence plan screen and site approval shall be processed in accordance with Paragraph II.F.2.
  - g. Ensure the new plan is entered in O360 at the parent facility and transmitted to the the appropriate Parole Supervisor for the district where the individual intends to reside when there is a change in the individual in custody's release plan. Changes in release plans that were previously approved shall be conferenced with the appropriate Parole Supervisor.
2. If there is an outstanding warrant or detainer against the individual in custody, the facility Record Office shall ensure proper notification is given to the appropriate detaining authority to allow an adequate opportunity for exercise of the warrant or detainer prior to the individual in custody's release on supervision.

**H. Release Packets**

1. **In State Releases**

For all MSR releases, the release packet shall be forwarded to Automated Management System (AMS) via email with the subject line notating the individual in custody's name and IDOC number unless otherwise directed:

- a. Release Material Checklist, DOC 0185, with all applicable forms to include the checklist.
- b. Pre-sentence investigation report; or if not available, Statement of Facts; or if not available, Indictment, Information, or Complaint.

2. **Out-of-State Releases**

Out-of-State releases shall be processed in accordance with Administrative Directive 04.50.130.

**I. Release Plan Approval**

1. **Types of Release**

The Field Service Representative shall verify the appropriate type of release:

- a. **Type "B"** – Impact Program Graduates.
- b. **Type "S"** – Special Parole. Includes the release of all individuals in custody who are approved for the electronic detention program, class M and X individuals in custody, all individuals in custody with an indeterminate sentence, individuals in custody released from Dixon Psychiatric Center, Dixon Special Treatment Center, or those adjudicated Guilty but Mentally Ill, individuals in custody required to register under the Sex Offender Registration Act, stalkers, domestic violence and others with special supervision needs as approved by the Chief of Parole.

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c. **Type “R”** – Regular Parole (all other releasees).

2. **Processing Type “R” Placements**

Twelve months prior to release, the Field Service Representative shall:

- a. Interview the individual in custody to obtain possible host sites and to determine whether the site is in public housing and enter the release plan in O360. Public housing sites shall be processed in accordance with Paragraph II.F.1.
- b. Verify information and call the prospective host or hosts. If there is no phone or the representative is unable to contact the host by phone, an Information Request for Parole or MSR Residence, DOC 0202, shall be sent.
- c. When a host site is approved, update the plan in O360 and, if the housing information was verified by phone, advise the host of the individual in custody’s tentative release date. Approval shall be based upon address verification and host acceptance.
- d. If there are no acceptable host sites, refer the individual in custody to the Parole Re-Entry Group. The Parole Re-Entry Group shall determine the release site and enter the plan into O360.

3. **Processing Type “S” Placements (Excluding individuals in custody approved for the electronic detention program.)**

a. Six to twelve months prior to release, the Field Service Representative shall:

- (1) Interview the individual in custody to obtain possible host sites and to determine whether the site is in public housing, enter the release plan in O360, and prepare the release packet in accordance with Paragraph II.H. Public housing sites shall be processed in accordance with Paragraph II.F.1.
- (2) Submit release packets to the appropriate Parole Supervisor who shall assign the case to a Parole Agent based on the release plan address.
- (3) Develop alternative release plans and enter in O360 if previous release plans have been denied as notified daily via O360. If no alternative plan is developed, the Field Service Representative shall contact the Parole Re-Entry Group who shall develop and enter alternative plans. The Parole Re-Entry Group shall:
  - (a) Approve alternative residential facility placements; and
  - (b) Refer proposed community host placements to the appropriate Parole Supervisor who shall assign the placement investigation to a Parole Agent.

b. For Type “S” placements, excluding Sex Offender placements, the Parole Agent shall:

- (1) Receive the release packet from the Field Service Office and become familiar with the documents, including the individual in custody’s background, statement of facts, victim information and issues, and other relevant information.
- (2) Meet with prospective hosts to conduct a site investigation.
- (3) Approve or deny the placement.

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- (4) Call in results of the investigation to the designated location for immediate input of approval or denial of release plans or any changes in names, addresses, phone numbers, or other relevant information into O360. If denied, the reason for denial shall be provided for input into O360.

**NOTE:** The Parole Agent may immediately enter approval or denial in O360; however, denials must be approved by the Parole Supervisor prior to input into O360.

- (5) Enter parole plans into AMS web-based Case Management System as able.
- (6) Continue to develop, investigate and process alternative community host plans as necessary.
- (7) If all host sites are denied and there are no alternative sites, refer the individual in custody to the Parole Re-Entry Group. All denials shall be reviewed by the Parole Supervisor.

c. For Type “S” Sex Offender placements, the Parole Agent shall:

- (1) Receive the release packet from the Field Service Office and become familiar with the documents, including the individual in custody’s background, statement of facts, victim information and issues, and other relevant information.
- (2) Meet with prospective host or hosts to conduct a site investigation.
- (3) Call in results of the investigation to the designated location for immediate input of the initial approval or denial of release plans or any changes in names, address, phone numbers, or other relevant information into O360. If denied, the reason for denial shall be provided for input into O360.

**NOTE:** The agent may immediately enter approval or denial in O360; however, the call in shall still be required.

- (4) Complete and forward the Sex Offender Placement Interview, DOC 0263, to the Parole Supervisor for approval or denial of the host site. Upon receipt, the Parole Supervisor shall:
  - (a) Review the DOC 0263 and O360 Residence Plan Investigation Reports, as applicable.
  - (b) If approved, forward the DOC 0263 to the Coordinator for Sex Offender Services for final review and approval or denial of the host site.
  - (c) Enter the approval or denial into O360.
- (5) Continue to develop, investigate and process alternative community host plans, as necessary. If all sites are denied, the Parole Agent shall review with the Parole Supervisor all options and reasons for denial and refer the individual in custody to the Parole Re-Entry Group.

d. Parole Supervisors shall monitor statewide by reviewing the appropriate O360 Residence Plan Investigation report twice weekly.

4. **Processing Type “B” Placements and Type “S” Placements for Individuals in Custody Approved for the Electronic Detention Program**

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- a. The Field Service Representative or the Impact Program (IP) Counselor shall interview the individual in custody to obtain possible host sites and to determine whether the site is in public housing.
  - (1) The individual in custody shall be interviewed within the first two weeks of admission to the IP.
  - (2) Public housing sites shall be processed in accordance with Paragraph II.F.1.
- b. The Field Service Representative or IP Counselor shall enter the possible host site into O360.
- c. On a daily basis, each Parole Supervisor shall print out new host site plans from O360 and ensure Parole Agents conduct field investigations of the host sites.
- d. The Parole Agent shall complete a field investigation and contact the designated location with dispositions, approved or denied.
- e. The staff of the designated parole office shall update O360 entering "A" for approved or "D" for denied.
  - (1) If approved, the Transfer Coordinator shall generate a report to the automated management service center and to the vendor that lists the individuals in custody who are scheduled to be placed on electronic monitoring the following week.
  - (2) If a denial is indicated on the daily O360 report, alternative sites shall be obtained by the Field Service Representative or the IP Counselor and the new site shall be investigated.
- f. Each Parole Supervisor shall print and review the appropriate O360 report weekly and follow up with the assigned Parole Agent to resolve any outstanding plans designated by an asterisk.
- g. If all sites are denied or there are no alternative sites, the case shall be referred to the Parole Re-Entry Group.

**5. Out of State Placement**

Field Service Representatives shall enter the residence plan on O360 under investigation after processing interstate compact request via ICOTS system. Within three working days of receipt from the other state, the approval or denial of the residence plan shall be entered in O360.

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