



Illinois Department of Corrections

Administrative Directive

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| Number: 04.50.155 | Title: Early Discharge Recommendation | Effective: 9/1/2022 |
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| Authorized by: | <i>[Original Authorized Copy on File]</i> Rob Jeffreys Director |
| Supersedes: | 04.50.155 effective 6/1/2008 amended 10/1/2008 |

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| Authority: 730 ILCS 5/3-2-2 and 3-3-8 | Related ACA Standards: 5-ACI-5B-01-05, 5-ACI-5F-01-08 |
| Referenced Policies: | Referenced Forms: DOC 0333 – Individual in Custody Recommendation for Consideration of Early Discharge DOC 0334 – Individual in Custody Recommendation for Early Discharge |

I. POLICY

The Department shall consider recommending individuals in custody who meet the requirements outlined in this Administrative Directive for early discharge to the Prisoner Review Board.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for recommendation of individuals in custody for early discharge to the Prisoner Review Board.

B. Applicability

This directive is applicable to all Transitional Security facility and the Parole Division.

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.

Discharge – the final termination of a commitment to the Department.

F. General Provisions

1. Individuals in custody who have successfully served six to 12 months in a Transitional Security facility and have subsequently been released on parole/MSR from the Transitional Security facility may be eligible for a recommendation of early discharge to the Prisoner Review Board (PRB) upon successful completion of 90 days on parole.

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2. To be considered to have successfully served in a Transitional Security facility, the individual in custody shall meet criteria, including but not limited to:
 - a. Holding a GED or High School Diploma or successful participation in or completion of the educational ABE and GED programs or vocational programs.
 - b. Holding a steady job or, if participating in post-secondary education, having a proposed stable host site for their term of parole supervision and an identifiable family or other means of support.
 - c. Having no major disciplinary violations at the Transitional Security facility.
 - d. Having no more than five minor disciplinary violations.
 - e. Successful participation in programming deemed necessary in the Transitional Security facility or in the community such as substance abuse education, parenting skills, anger management and job preparedness.
 - f. Other considerations affecting recommendation for early discharge.
3. To be considered to have successfully completed parole, individuals in custody shall comply with the conditions of their parole.

G. Requirements

1. Adult Transition Center Counselors shall:
 - a. Screen all individuals in custody who have successfully completed six to 12 months in their facility and are being released on parole for eligibility for consideration of recommendation for early discharge.
 - b. Complete and forward an Individual in Custody Recommendation for Consideration of Early Discharge, DOC 0333, to the Adult Transition Center Supervisor for all individuals in custody deemed eligible.
2. The Adult Transition Center Supervisor shall review and:
 - a. If approved, forward the DOC 0333 to:
 - (1) The Chief of Women and Family for female Transitional Security facilities; or
 - (2) The office of the appropriate Deputy Director for male Transitional Security facilities.
 - b. If denied, return the DOC 0333 to the Adult Transition Center Counselor.
3. The Deputy Director of Community Services or Women and Family, respectively, shall review the DOC 0333 and:
 - a. If approved, forward the DOC 0333 to the office of the Chief of Parole.
 - b. If denied, return the DOC 0333 to the Adult Transition Center Supervisor.
4. The Chief of Parole shall review the DOC 0333 and:
 - a. If approved, forward the DOC 0333 to the respective Parole Supervisor.

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- b. If denied, return the DOC 0333 to the respective Deputy Director who shall forward the denial to the Adult Transition Center Supervisor.
5. The Parole Supervisor shall advise the assigned Parole Agent of a recommendation for consideration of early discharge and ensure the recommendation is documented in Automated Management Systems (AMS).
6. When the Parole Agent receives notification through AMS that an individual in custody who has been recommended for early discharge is 20 working days prior to his or her 90th day on parole supervision, the assigned Parole Agent shall review the individual's adjustment and:
 - a. Concur with the recommendation for early discharge based on the individual in custody's successful and positive adjustment parole and complete the Individual in Custody Recommendation for Early Discharge, DOC 0334; or
 - b. Not concur with the recommendation based on negative adjustment as demonstrated by factors including, but not limited to:
 - (1) Positive urinalysis.
 - (2) Failure to report any arrest.
 - (3) Possession of any dangerous weapon such as firearms, knives or explosives.
 - (4) Failure to provide a Parole Agent access to host site or consent to search.
 - (5) Unauthorized movement violations.
 - (6) Non-compliance with PRB orders and conditions of release.
 - (7) Failure to follow instructions provided by the assigned Parole Agent.
7. The Parole Agent shall submit the DOC 0334 or his or her recommendation for denial to the respective Parole Supervisor.
8. The Parole Supervisor shall review the DOC 0334 or denial and forward along with his or her comments to the Chief of Parole.
9. The Chief of Parole shall review the DOC 0334 or denial and:
 - a. For approvals, forward the DOC 0334 to the PRB for disposition.
 - b. For denials, advise the Parole Supervisor to notify the Parole Agent who shall notify the individual in custody and ensure the denial is documented in AMS.
10. The PRB will review the recommendation and:
 - a. Notify the Parole Supervisors via electronic submission of approval or denial.
 - b. If approved, notify the Field Service Representative at the parent facility via electronic submission of the approval.
11. Upon receipt of the approval from the PRB, the Field Service Representative shall generate a Discharge Letter, OERRM159, via Offender 360 (O360) to the Parole Supervisor.
12. Upon receipt of the approval or denial from the PRB, the Parole Supervisor shall:

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- a. If approved, print the OERRM159 from O360 and close out the parole file.
 - b. If denied, notify the Parole Agent who shall notify the individual in custody and ensure the denial is documented in AMS.
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