



State of Indiana
Indiana Department of Correction

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01-04-103

ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

THE REQUESTING, ISSUING AND EXECUTION OF WARRANTS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(b)(3) IC 11-12-3-8(a)(6) IC 35-33-10-4	01-04-101 03-02-104 01-04-104 03-03-101 02-03-101 04-01-104	ACA: ACI: 3-4099

I. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. Absconder: A paroled/community supervised offender who failed to report as directed or has left home or place of employment without proper and timely notification provided to the supervising parole agent/youth service transition specialist or designee.
- B. Administrative Warrant: A department/Parole Board document that authorizes law enforcement officials to detain a wanted department/Parole Board offender until the Department obtains custody.
- C. Agreement on Detainer: Agreement by which offenders held in a state or federal facility can request a speedy trial on any untried indictment, information or complaint pending against them in another state that is a signatory to the Interstate Compact Agreement and the holding state agrees to relinquish jurisdiction temporarily for the purpose of disposition.
- D. Apprehension: The capture of an escapee, absconder, or parole/community supervision violator.
- E. Arrest Warrant: A document issued by a court following the filing of charges with the prosecutor against an offender that commands the arrest and appearance before the court of an offender; e.g., escapee.
- F. Central Office Packet: The department's records pertaining to an adult offender maintained in a jacket in the department's Central Office.

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- G. Central Warrant Unit (CWU): The department unit located at the Reception-Diagnostic Center that is responsible for receiving designated escapee, absconder and parole/community supervision violator reports; assign all department warrant numbers; issue all department Administrative Warrants; place all department wanted notices of offenders with IDACS/NCIC; and cancel all department wanted notices and warrants when appropriate.
- H. Central Warrant Unit (CWU) Packet: The packet of information which the Central Warrant Unit maintains for each offender who has been reported to be an escapee, absconder or parole/community supervision violator and for whom an Administrative Warrant has been issued.
- I. Commissioner: The chief executive of the department.
- J. Community Transition Program (CTP): The conditional release of an adult offender to county court supervision pursuant to Indiana Code 11-10-11.5.
- K. Count: A system of physically locating and identifying offenders to insure all offenders assigned to a facility are present or accounted for.
- L. Department: The Indiana Department of Correction.
- M. DOC Number: The number assigned by the department to identify an offender.
- N. Escape: An incident in which an offender committed to or court ordered to the department leaves a correctional facility or authorized off grounds activity without authorization or fails to return to a correctional facility as instructed. Failure of an offender participating in the Community Transition Program (CTP) to report to his/her probation officer, or designee, or to absent one's self from an approved placement without prior authorization shall also be considered an escape.
- O. Escapee: An offender who has committed an act of escape.
- P. Escape Kit: The ready-access material used by a search team.
- Q. Escape Plan: Emergency Security Plan developed at each facility outlining the identification and notification procedures implemented at the time it is determined an offender is missing.
- R. Extradition: The formal relinquishment of custody of a charged or convicted offender by one state head to another based on charges or convictions

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initiated in the receiving state.

- S. Facility: A unit of the department conducting departmental business which may or may not include housing offenders (e.g., Indiana State Prison, Plainfield Juvenile Correctional Facility, Henryville Correctional Facility, Evansville District Parole Office, Central Office).
- T. Facility Head: The chief administrative officer of a facility responsible for total facility operation.
- U. Facility packet: The department's records pertaining to an offender developed and/or maintained by the various facilities in which the offender is housed or assigned during the period of commitment or court ordered to the department. The records are maintained in a sectional jacket.
- V. FBI Number: A unique number assigned by the Federal Bureau of Investigation to an offender.
- W. Indiana Data and Communications System (IDACS): The statewide system network available to law enforcement, prosecutors, courts, corrections and other approved agencies for entering and receiving criminal history data.
- X. National Crime Information Center (NCIC): The national system network available to law enforcement, prosecutors, courts, corrections and other approved agencies for entering and receiving criminal history data.
- Y. Offender: A person who is either convicted of a crime by a criminal court or is adjudged delinquent by a juvenile court.
- Z. Original Requestor's Identification (ORI) number: The number assigned by the Indiana State Police to each facility for identification in IDACS.
- AA. Parole/Community Supervision: The conditional release of an offender to supervision in the community before the time of a mandatory or unconditional discharge from a commitment.
- BB. Parole Agent: Department employee who supervises adult and/or juvenile parolees in the community.
- CC. Parole Board: The five (5) member board appointed by the governor of Indiana that is responsible for making parole release and revocation decisions; issue parole violator warrants; making recommendations to the

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Governor concerning clemency, pardon, reprieve, and remission of sentence; maintaining records, reporting to the Governor; and public relations.

- DD. Parole/Community Supervision Violation: Non-compliance with a condition of parole/community supervision by a parolee/community supervisee.
 - EE. Parole/Community Supervision Violator: An offender who has violated a condition of parole/community supervision.
 - FF. Parolee/Community Supervisee: An offender released to parole or a juvenile released to parole or community supervision.
 - GG. Probation Officer: An employee of a county court system to whom an offender released to CTP is required to report.
 - HH. Requisition: Request from one state to another for the return of a juvenile offender located in that state who has absconded, escaped, fled to escape prosecution or is a runaway.
 - II. Search Plan: The Emergency Security Plan adopted by a facility that details all phases in conducting a search and apprehension of an escapee.
 - KK. Search Team: Those staff members assigned to a search detail.
 - LL. State Police Number: A number assigned by the Indiana State Police to identify an offender.
 - MM. Warrant Number: A number assigned sequentially by the Central Warrant Unit or Parole Board to a warrant so as to identify an escapee/absconder or parole/community supervision violator.
 - NN. Working Day: Monday through Friday, excluding holidays.
 - OO. Youth Service Transition Specialist: Department employee who supervises juveniles on community supervision.
- II. CONFIRMATION AND APPREHENSION OF ESCAPEES AND ABSCONDERS:
- A. When it has been determined that an offender(s) has escaped from the facility or during transport the following actions shall be instituted:

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1. Follow applicable facility Emergency Security Plans as required by Policy 02-03-102, "Emergency Response Operations."
 2. Report to the Central Warrant Unit (CWU) by the most expeditious means that the offender is an escapee (see procedure IV).
 3. Contact the facility Victim/Witness Services Coordinator who shall determine if the offender is a notification offender. If the offender is a notification offender, the Victim/Witness Services Coordinator shall contact the Victim/Witness Services Supervisor in accordance with Policy 00-03-201, "Victim/Witness Resource Services."
- B. Escapee from Community Transition Program (CTP).
1. In the event of an escape from CTP, the Director, CTP shall notify the CWU of the escape.
 2. When notified of a CTP escape, the Director, CTP or designee shall:
 - a. Declare the offender to be an escapee.
 - b. Report to the CWU by the most expeditious means that the CTP offender(s) is an escapee (see procedure IV). CWU shall only issue a warrant for a CTP escapee upon instruction from the Director, CTP or designee.
 - c. Report to the Director of Classification that the CTP offender(s) is an escapee, including the known details relating to the escape.
 - d. Contact the facility Victim/Witness Coordinator who shall determine if the offender is a notification offender. If the offender is a notification offender, the Victim/Witness Coordinator shall contact the Victim/Witness Supervisor in accordance with Policy 00-03-201.
- C. Absconder from Parole/Community Supervision.
1. When a parole agent or youth service transition specialist has reason to believe that an adult or juvenile parolee/community supervisee has absconded, then the parole agent/youth service transition specialist shall prepare a State Form 30496, IDACS/NCIC/ABSCONDER/ESCAPEE REPORT (adult offenders) (ATTACHMENT A), or State Form 30493, PAROLE

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VIOLATOR REPORT (juvenile offender) (ATTACHMENT B)
alleging the absconding violation.

2. For adult offenders, the Supervisor/Parole Services or designee after reviewing the report shall:
 - a. Forward the report of violation to Indiana Parole Board and request that the parolee be declared delinquent from parole supervision and that the Board issue a warrant.
 - b. The Indiana Parole Board shall place the offender's name and comments on paroling authority's official minutes.
 3. For juvenile offenders, the Director/Juvenile Transition Program, or designee after reviewing the report shall determine and document the parolee's/community supervisee's status and issue a warrant.
 4. When a parolee/community supervisee is declared an absconder, the Supervisor/Parole Services or Director/Juvenile Transition Program or designee, as appropriate, shall notify the following:
 - a. Central Warrant Unit (See procedure IV).
 - b. Parole District Supervisor who shall notify the parole agent or youth service transition specialist, who in turn shall notify:
 - (1) Local law enforcement agency(ies); and,
 - (2) The facility Victim/Witness Coordinator who shall determine if the offender is a notification offender. If the offender is a notification offender, the Victim/Witness Coordinator shall contact the Victim/Witness Supervisor in accordance with Policy 00-03-201.
- D. Immediately subsequent to the determination that an offender is an escapee or the declaration of delinquency and issuance of a warrant for the absconder, staff shall assemble the following information, as available, pertaining to each escapee/absconder in preparation of the submission of the report to the CWU:
1. Commitment name
 2. Alias(es)
 3. State Police Number

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4. FBI Number
5. DOC Number
6. Social Security Number
7. Date of birth
8. Place of birth
9. Race
10. Sex
11. Height
12. Weight
13. Eye color
14. Hair color
15. Fingerprint classification
16. Scar(s), mark(s), tattoo(s), peculiarity(ies)
17. Committing court, cause number, county
18. Committing offense(s)
19. Sentence length(s)
20. Date of sentence(s)
21. Offender's last known home address
22. Person to be notified in case of emergency and address
23. Photograph
24. Clothing description
25. Location and time last seen
26. Description of vehicle, if used
27. Other significant factors; e.g., armed, psychotic, etc.
28. Copy of the Arrival and Identification Sheet and Commitment Order.

III. CONFIRMATION AND APPREHENSION OF PAROLE VIOLATORS,
EXCLUDING ABSCONDERS:

- A. When a parole agent or youth service transition specialist has reason to believe that an adult or juvenile parolee/community supervisee has violated a condition(s) of parole/community supervision, then the parole agent or youth service transition specialist shall prepare a Parole Violation Report/Community Supervision Violation Report alleging the violation(s). This report shall be submitted to the Parole District Supervisor for review and concurrence. After review, this report shall be submitted to Supervisor/Parole Services or Director/Juvenile Transition Program, or designee.
- B. For adult offenders, the Supervisor/Parole Services or designee after reviewing the report shall:
 1. Forward this report to the Parole Board and request that the parolee

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be declared delinquent and a warrant be issued.

2. The Parole Board shall place the offender action and comments on paroling authority's official minutes.
- C. For juvenile offenders, the Director/Juvenile Transition Program, or designee in conjunction with the parole agent/youth service transition specialist shall determine the parolee's/community supervisee's status and decide whether a warrant shall be issued.
- D. Subsequent to the determination that a parolee/community supervisee is a parole/community supervision violator and a warrant issued, the Supervisor/Parole Services, Director/Juvenile Transition Program or designee shall assemble the information in procedure II.D.1-28, above.
- E. When a parolee/community supervisee is declared delinquent and a warrant is issued, the Supervisor/Parole Services, Director/Juvenile Transition Program or designee shall notify the same officials as in procedure II.C.4, above.

IV. CENTRAL WARRANT UNIT (CWU):

- A. The department shall establish a Central Warrant Unit (CWU) as a unit within the Reception-Diagnostic Center. The CWU responsibilities include:
 1. To serve as the centralized unit for all department facilities to contact regarding the input and removal of information and inquiries about data in the IDACS/NCIC.
 2. To assign all department warrant numbers and record and track Indiana Parole Board warrant numbers.
 3. To act as the department's and Parole Board's contact for communication with IDACS/NCIC; i.e., data input to and output from IDACS, department deletions/recalls from IDACS data bank, and exchange of information and reports.
 4. Respond to department inquiries concerning IDACS/NCIC data including "wanted;" e.g., outstanding warrants, etc.
 5. To develop and distribute and escape/apprehension reports.
 6. To maintain records of absconders, escapees and parole/community

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supervision violators.

- B. Any circumstance involving an absconder, escapee, or parole/community supervision violator that involves the issue or recall of an Administrative Warrant shall be communicated to CWU by the facility or other government agency.
- C. All inquiries concerning the status of an absconder, escapee or parole/community supervision violator shall be directed to CWU.
- D. Parole district offices shall report to the CWU concerning absconders apprehended outside of the NCIC/IDACS notification procedures. The Director/CTP or Facility Head should likewise notify CWU of such apprehensions of CTP violators or escapees.
- E. The Supervisor/Parole Services, Director/Juvenile Transition Program or designee shall report to the CWU incidents of offender absconder and parole/community supervision violator apprehensions.
- F. Each facility shall adhere to the following as applicable:
 - 1. Assign staff persons to contact the CWU.
 - a. At a minimum for each facility there shall be one designated staff person on duty and available at all times, 24 hours a day and seven days a week.
 - b. At a minimum for each Parole District, Parole Services and Youth Services office there shall be one designated person available during each working day.
 - c. Inform the CWU of the names of the currently assigned staff persons.
 - 2. When an offender is determined to be an absconder, escapee, or parole/community supervision violator status, the assigned staff person from the appropriate facility shall report verbally as soon as possible to the CWU by the most expeditious means available; e.g., telephone, facsimile (fax) or electronic mail. The telephone number is 317-839-7727 or 317-839-7728, extension 3083; the fax number is 317-233-8619. Electronic mail is rdcidacs@ iycdoc.doc.state.in.us.
 - a. For an absconder or escapee, the information reported shall

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be in the sequence of and include the data requested on State Form 30496.

- b. For adult parole violators, the information shall be in the sequence of and include a copy of the Parole Board's order as noted on the State Form 6834, TRANSMITTAL – PAROLE BOARD ACTION (ATTACHMENT C). The transmittal form shall be included to clarify the perimeters of the warrants entry for guarantee of extradition as ordered by the Board.
3. The staff members who complete either State Form 30496 shall distribute the forms as follows:
 - a. Original to the CWU on the first working day following the contact with CWU.
 - b. Copy to the facility packet.
 - c. Copy to investigator (State Form 30496 only).
 - d. Copy to central office packet.
4. For adult offenders, the reporting facility or parole services staff shall provide a copy of each of the following current completed forms relating to the escapee/absconder parole violator to the CWU on the first working day following the initial contact with CWU:
 - a. State Form 8466, ABSTRACT OF JUDGEMENT
 - b. State Form 4837 or OIS Report RPT070, ADULT OFFENDER ARRIVAL AND IDENTIFICATION.

The following completed forms shall also be provided to the CWU on the first working day following the initial contact with CWU:

- a. INTER-DEPARTMENTAL TRANSMITTAL FORM – PAROLE VIOLATION.
- b. State Form 38928, WARRANT FOR RETAKING OFFENDER.
- c. ADDENDUM PAROLE VIOLATION REPORT, if applicable.

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5. For juvenile offenders, the reporting facility shall provide a copy of the following current completed forms relating to the offender to the CWU on the first working day following the initial contact with CWU:
 - a. State Form 9176, DISPOSITIONAL ORDER.
 - b. JDS Report JDFIPER1, JUVENILE DATA SYSTEM PERSONAL DATA SUMMARY 1 & 2 or State Form 20840, JUVENILE OFFENDER ARRIVAL AND IDENTIFICATION.
6. When an absconder or escapee is apprehended by the department or other local/state agency and the apprehension is reported directly to a department facility, parole district field office or youth services office rather than through the CWU (NCIC/IDACS), it is responsibility of the facility or parole/youth services office to:
 - a. Complete State Form 30599, IDACS/NCIC ABSCONDER/ESCAPEE APPREHENSION REPORT, (ATTACHMENT D), or electronic facsimile of this report.
 - b. Immediately notify the CWU of the apprehension by the most expeditious means available. The information reported shall be in the sequence of and include the data requested in State Form 30599.
 - c. Distribute the completed State Form 30599, within five (5) working days following the verbal report of apprehension to:
 - (1). Original to CWU packet.
 - (2). Copy to facility packet.
 - (3). Copy to central office packet.
7. Validation Reports are generated by Indiana State Police as the IDACS coordinating agency and supplied monthly to each IDACS listing agency for validation of randomly selected entries. CWU forwards this list to the entering agency to confirm status as still actively wanted each month. This list is updated and returned to CWU by the 15th of each month. The Facility Head or Central

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Office Parole Services designee shall ensure that the validation reports distributed by the CWU are reviewed to verify that all appropriate offenders listed continue to be wanted by the department. Written responses to the validation report indicating accuracy or changes of status shall be submitted to CWU within five (5) working days after receipt or by the 15th of each month.

8. When a department escape warrant (for which a local escape warrant was issued) is to be recalled, the facility shall notify the prosecutor's office of the recall and verify this action with CWU.
 9. When a warrant for a parole/community supervision violator is recalled, the Supervisor/Parole Services, Director/Juvenile Transition Program or designee shall expeditiously notify the CWU of this action to void the warrant.
 10. When a facility or individual discovers that information previously submitted to the CWU is inaccurate, incomplete or should be modified, the facility or individual shall notify the CWU by the most expeditious means; e.g., telephone, facsimile or electronic mail, and follow with a modified report not later than the next working day. The modified report shall have the same distribution as the original report.
 11. Prior to receiving offenders, the Facility Head of each new facility shall request a new ORI number from the current Major of the Indiana State Police. The facility head shall also obtain and complete a non-terminal user agreement from CWU.
- G. The Central Warrant Unit: Duties and responsibilities.
1. Receive all absconder, escapee, and parole/community supervision violator reports.
 - a. Record pertinent information from:
 - (1). State Form 30493,
 - (2). State Form 30496, and
 - (3). State Form 30599.

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- b. Upon notification of absconding, escape or parole/community supervision violation, enter relevant information into IDACS from OIS or JDS in the most expeditious manner possible. The CWU shall contact the reporting facility for verification prior to completing data entry.
 2. Assign all department issued warrant numbers and issue all department warrants.
 - a. Warrant numbers shall be issued sequentially. The first two digits of the warrant number shall reflect the year in which the warrant was issued. The remaining digits reflect the sequence of the warrant issued within that year; e.g., 02-1, 02-2, 02-3.
 - b. A certified copy of Administrative Warrant shall be forwarded to the notifying facility for placement in the offender's facility packet, or as directed by the notifying authority.
 - c. Warrant numbers and warrants shall be issued for adult parole violators by the Indiana Parole Board. However, a wanted notice is not to be placed with IDACS/NCIC unless delinquency is declared by the Board or specifically ordered as entered for safety or for assistance of law enforcement or otherwise as ordered by the Parole Board or Supervisor/Parole.
 - d. Warrant numbers and warrants may be issued for CTP violators. IDACS entry for CTP violators shall be done by the Director/CTP.
 - e. Warrant numbers and warrants shall be issued for juvenile absconders, escapees, and parole/community supervision violators. IDACS may or may not be contacted. This shall be determined by the Director/Juvenile Transition Program or designee.
 3. Place all wanted notices with IDACS/NCIC in accordance with IDACS Operation Manual. Wanted notices shall be placed with IDACS/NCIC for escapees from minimum, medium, and maximum security facilities, adult parole delinquent absconders, CTP escapees

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and special entry cases.

4. Maintain a log containing the allocation of warrant numbers and notifying facilities.
5. Maintain a CWU packet on each offender issued a warrant and warrant number. This packet will contain, as appropriate, the following:
 - a. State Form 30496, IDACS/NCIC ABSCONDER/ESCAPEE REPORT,
 - b. The original State Form 38928, WARRANT OF RETAKING OFFENDER,
 - c. State Form 8466, ABSTRACT OF JUDGMENT,
 - d. OIS Report RPT070 or State Form 4837, ADULT OFFENDER ARRIVAL AND IDENTIFICATION,
 - e. State Form 9176, DISPOSITIONAL ORDER,
 - f. JDS Report JDFIPER1, JUVENILE DATA SYSTEM PERSONAL DATA SUMMARY 1 & 2 or State Form 20840, JUVENILE OFFENDER ARRIVAL AND IDENTIFICATION,
 - g. State Form 30599, IDACS/NCIC ABSCONDER/ESCAPEE APPREHENSION REPORT.
6. Respond to all inquiries regarding warrants, wanted notices, etc.
7. Update active file of department warrants and wanted notices and IDACS/NCIC.
8. Receive all notices of apprehension.
 - a. Review the active file and OIS/JDS as necessary to verify that the subject is wanted by the department.
 - b. If the subject is wanted by the department, then a certified copy of the State Form 38928 shall be sent to the apprehending agent, or agency, to be placed as a detainer against the offender.

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- c. IDACS/NCIC shall be contacted expeditiously so that the wanted notice is cancelled on apprehended offenders.
- d. Ensure that each State Form 38928 that has been previously issued is recalled.
- e. When an absconder or escapee is apprehended by another department or agency and the information is conveyed directly to the CWU, the CWU shall:
 - (1). Secure the verification IDACS/NCIC transmission from the reporting agency and file the verification IDACS/NCIC transmission in CWU packet and forward a copy to the appropriate facility or parole/CTP office.
 - (2). Notify the appropriate facility of the apprehension as soon as possible.
- 9. When an apprehended absconder, escapee, or parole/community supervision violator refuses to waive extradition and extradition proceedings are to be initiated to extradite, forward all relevant information to the department's Interstate Compact Administrator or Deputy.
- 10. Copy and forward monthly the IDACS VALIDATION REPORT to each facility with active warrants for that month that lists the active names and DOC numbers of absconders, escapees and parole/community supervision violators who have a wanted notice and/or a warrant currently placed against them. The Facility Head or designee shall respond as required in procedure IV.F.7, above.

V. FILING OF ESCAPE CHARGES:

These procedures do not replace the facility practice of filing local escape charges and obtaining an arrest warrant(s) for the apprehension and detention of the escapee.

- A. The facility shall contact the prosecutor's office in the county in which the escape occurred so that an escape charge may be filed against the adult offender. The Facility Head or designee shall inform the appropriate Regional Director/Adult Operations of the action.

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- B. Each juvenile Facility Head shall consult with the Deputy Commissioner of Juvenile Services prior to contacting the appropriate prosecutor's office to recommend that an escape charge be filed.

VI. DISPOSITION OF APPREHENDED ABSCONDERS, ESCAPEES, AND PAROLE/COMMUNITY SUPERVISION VIOLATORS:

- A. When the department or an Indiana agency apprehends an adult or juvenile offender who has escaped from a facility, the apprehended escapee shall be returned to that facility or local jail for disposition.
- B. Absconders, parole/community supervision violators and CTP escapees:
 - 1. When CWU receives notice from the department or an Indiana or an out-of-state agency that they have apprehended an adult or juvenile absconder or parole/community supervision violator or CTP escapee, the CWU desk shall notify the appropriate reporting Facility Head.
 - 2. CWU staff shall request that the apprehending authority "hold" the offender in accordance with local agency guidelines pending disposition instructions.
 - 3. In accordance with Policy 01-04-101, "Adult Offender Classification or Policy 03-02-104, "The Development and Implementation of Juvenile Classification and Comprehensive Case Management," except for parole/community supervision violators with new pending change(s), the Supervisor Parole, Director/Juvenile Transition Program or designee shall contact the Transportation Office at RDC to arrange return of offenders if apprehended out-of-state and now available for return.
- C. Apprehensions by out-of-state agencies shall be processed in accordance with applicable IDACS, NCIC and Interstate Compact Procedures.

VII. RELEASE OF INFORMATION:

Release of information to the media, general public or other non-criminal justice individual(s)/agency(ies) shall be in accordance with Policy 00-03-101, "Distribution of Information" and Policy 01-04-104, "The Establishment, Maintenance, and Disposition of Offender Records."

VIII. STAFF TRAINING:

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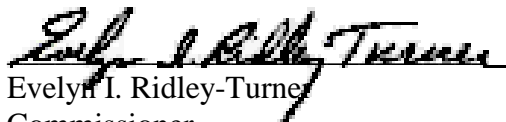
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- A. Each Facility Head shall provide initial and continuing staff training pertaining to these procedures and for the development of operational procedures in support of these administrative procedures.
- B. Training assistance may be requested from the Correctional Training Institute or the IDACS Coordinator.

IX. APPLICABILITY:

These administrative procedures are applicable to all department facilities, staff and offenders.


Evelyn I. Ridley-Turner
Commissioner

Date 1/23/04