

REVOCAION AND REINSTATEMENT ORDERS

.01 GENERAL STATEMENT

At the conclusion of the revocation process, the Department's order may be to revoke or to return the client to supervision (reinstate). An order to reinstate may include tolled time if the client is found by the Administrative Law Judge to be in violation of the rules or conditions of supervision.

.02 REVOCATION ORDER AND WARRANT

The Regional Chief prepares the revocation order and related materials when a client waives the revocation hearing. If there is a final revocation hearing, the Administrative Law Judge prepares the revocation order and related materials.

Upon receipt of revocation order and warrant, if the client is not in custody, the agent shall seek custody of the client. If the client cannot be located, the agent shall issue an apprehension request [DOC-0058](#). A copy of the revocation order goes to the sentencing court for withheld sentences. For procedures on cancellation of Orders to Detain, see the Detention Procedures section of ECRM. If an exception to this requirement is appropriate, the agent will contact the Regional Chief to secure that exception.

On imposed and stayed, ES, or parole cases, issue an apprehension request and notify the Sheriff via memo or established practice.

The agent will provide the client and sheriff/detention facility with a copy of the revocation order and warrant.

For imposed and stayed cases, the agent will provide a copy of the Judgment of Conviction to the sheriff/detention facility. The local unit shall work with the Clerk of Courts Office to establish a procedure for communicating the amount of any court obligations that remain outstanding.

On sentence withheld probation cases, the revocation order and warrant, revocation summary, Notice of Violation, Recommended Action, Statement of Hearing Rights and

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Receipt ([DOC-414](#)), signed waiver (or copy of the Administrative Law Judge's findings and recommendation), Financial Obligation Screens (WICS Screens), and a memo shall be submitted to the sentencing court within 10 calendar days from the effective date of revocation (date Order and Warrant signed by Regional Chief or designee or final order from Hearings and Appeals). Each region should use their standing practice on the return of clients to court.

The court should be advised of the location of the client, other revocation actions and reincarceration recommendations, and any outstanding financial obligations.