



Illinois Department of Corrections

Administrative Directive

Number: 01.05.102	Title: Individual in Custody Data Systems	Effective: 4/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	01.05.102 effective 7/1/2013	

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1F-01,02,06-07,09-10
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall maintain records through Offender 360 for the purpose of tracking individuals in custody classification and movement, management information, planning and research.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure and assign responsibility for Offender 360 or any other client server application.

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. Definitions

Classification – the assessment of security, program and special needs relative to intake, placement, program assignment, appropriate supervision level, transfer and discharge of offenders.

Classification data – all information about an offender’s personal, medical, legal and commitment status.

Client Server Applications – Software programs and related operational systems.

Re-classification – the re-assessment of security, program and special needs relative to changes in an offender’s behavior, administrative concerns or an offender’s request.

Offender 360 – web cloud-based system for managing individual in custody information.

E. General Provisions

Offender 360 shall be designated as the Department’s official data system of record.

F. Requirements

1. Upon receipt of an offender by the Department, upon reclassification, upon all individual of custody movements and upon collection of any additional information maintained by Offender 360

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and client server applications, authorized staff shall record any classification data in the appropriate systems according to the procedures outlined in the appropriate system manual: Procedure Manual, Screens Manual or Reports Manual.

2. Data collection, data entry and timeliness of the entry into the appropriate data system shall be the responsibility of the person shown within the "Responsibility" box as indicated in the manuals.
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