



Illinois Department of Corrections

Administrative Directive

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| Number: 01.07.220 | Title: Central Numbering System | Effective: 2/1/2022 |
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| Authorized by: | <i>[Original Authorized Copy on File]</i> Rob Jeffreys Director |
| Supersedes: | 01.07.220 effective 3/1/2021 |

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| Authority: 730 ILCS 5/3-2-2 | Related ACA Standards: 5-ACI-1F-01, 02 and 06, 5-ACI-5A-01 |
| Referenced Policies: | Referenced Forms: |

I. POLICY

The Department shall assign each individual in custody committed to or released to the Department a Central Numbering System (C.N.S.) number upon admission.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines for staff in regard to assigning a C.N.S. number to each individual in custody committed to the Department.

B. Applicability

This directive is applicable to all correctional facilities 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. Central Numbering System

1. Each individual in custody committed to or released to the Department shall be assigned a C.N.S. number with a letter prefix.
 - a. For each individual received at a Reception and Classification Center, the letter prefix assigned shall designate the type of sentence he or she is serving.
 - b. For each individual released to the Department from another state and received by Interstate Compact, the letter prefix assigned shall designate an out-of-state releasee on parole status in the State of Illinois.
 - c. The assigned letter prefixes shall be as follows:
 - “C” - Committed prior to 1980 with an Indeterminate Sentence but had received a C.N.S. number prior to 1980.

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| | Illinois Department of Corrections Administrative Directive | Page 2 of 3 |
| Number: 01.07.220 | Title: Central Numbering System | Effective: 2/1/2022 |

“A” - Committed prior to 1980 with a Determinate Sentence entered under the law in effect after February 1, 1978, or committed with an Indeterminate Sentence and converted to a Determinate Sentence either by sentencing or opting for release dates set by the Prisoner Review Board under the law in effect after February 1, 1978.

“L” - Committed after 1980 with an Indeterminate Sentence entered under the law in effect prior to February 1, 1978.

“N” - Committed after 1980 with a Determinate Sentence entered under the law in effect after February 1, 1978, or committed with an Indeterminate Sentence and converted to a Determinate Sentence either by sentencing or opting for release dates set by the Prisoner Review Board under the law in effect after February 1, 1978.

“H” or “T” or “U” - Committed after 1990 with an Indeterminate Sentence entered under the law in effect prior to February 1, 1978.

“B” or “K” or “M” or “R” or “S” or “Y” -
Committed after 1990 with a Determinate Sentence entered under the law in effect after February 1, 1978, or committed with an Indeterminate Sentence and converted to a Determinate Sentence either by sentencing or opting for release dates set by the Prisoner Review Board under the law in effect after February 1, 1978.

“P” - Committed to a Transitional Security facility for Periodic Imprisonment.

“X” - Released to the Department from another state and received by Interstate Compact for parole supervision.

d. Any individual in custody serving an Indeterminate Sentence who currently has a “C” or “L” or “H” or “T” or “U” letter prefix shall retain the “C” or “L” or “H” or “T” or “U” letter prefix as long as he or she remains classified under an Indeterminate Sentence.

e. Any individual in custody serving an Indeterminate Sentence who currently has a “C” or “L” or “H” or “T” or “U” letter prefix and converts to a Determinate Sentence shall convert to either an “A” or “N” or “B” or “K” or “R” or “S” letter prefix respectively, regardless of when he or she opts for a fixed release date set by the Prisoner Review Board or regardless of when he or she enters the system again under a new sentence.

(1) An individual in custody who originally had a “C” letter prefix shall convert to an “A” letter prefix.

(2) An individual in custody who originally had an “L” letter prefix shall convert to an “N” letter prefix.

(3) An individual in custody who originally had an “H” or “T” or “U” letter prefix shall convert to a “B” or “K” or “R” or “S” or “Y” letter prefix.

f. Any individual in custody admitted to the Department on or after January 1, 1990 with an Indeterminate Sentence entered under the law in effect prior to February 1, 1978 who has no prior commitments to the Department shall be issued a “H” or “T” or “U” letter prefix. Also, the Chief Record Officer shall ensure the “L” letter prefix is assigned by the Information Services Unit to parole violators in accordance with Paragraph II.F.3.

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| | Illinois Department of Corrections Administrative Directive | Page 3 of 3 |
| Number: 01.07.220 | Title: Central Numbering System | Effective: 2/1/2022 |

- g. Any individual in custody admitted to the Department on or after January 1, 1990 with a Determinate Sentence entered under the law in effect after February 1, 1978 who has no prior commitments to the Department shall be issued a "B" or "K" or "M" or "R" or "S" or "Y" letter prefix.
- 2. In the event an individual is readmitted to the Department and is assigned a C.N.S. number at the time he or she is received at a Reception and Classification Center and it is subsequently learned that he or she was previously issued a C.N.S. number, the new C.N.S. number would become void and the old number would be reinstated.
- 3. For individuals released to the Department from another state and received by Interstate Compact for parole supervision, the number assigned shall be the next sequential number in the "X" series.

F. Requirements

- 1. The Department shall automatically assign a C.N.S. number, utilizing Offender 360, to every individual received at a Reception and Classification Center. Numbers shall be assigned in numerical order.
- 2. The Record Office Supervisor at each correctional facility shall ensure the letter prefix is designated if it becomes necessary to change the letter in accordance with this directive.
- 3. The Chief Record Officer shall ensure a C.N.S. number with the letter prefix "L" is assigned for individuals who were released on parole prior to the establishment of the C.N.S., who violated their parole, who have a parole violation warrant outstanding, and who were located in another jurisdiction after January 1980, and are being held in that jurisdiction.

NOTE: The series of numbers L69000 - L69999 are designated for use for individuals who were released on parole or bond or who escaped prior to the establishment of the C.N.S.

- 4. The Administrator of Interstate Compact shall ensure a C.N.S. number with the letter prefix "X" is assigned in sequential order for individuals released to the Department from other states for parole supervision in the State of Illinois.
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