



## Illinois Department of Corrections

### Administrative Directive

Number: <b>01.07.420</b>	Title: <b>Earned Program Sentence Credit Calculations</b>	Effective: <b>8/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.07.420 effective 8/1/2019

<b>Authority:</b> 730 ILCS 5/3-6-3 20 IAC 107F	<b>Related ACA Standards:</b> 5-ACI-1E-01, 03, 5-ACI-1F-01, 02, 06
<b>Referenced Policies:</b>	<b>Referenced Forms:</b> DOC 0147 – Earned Program Sentence Credit Determination DOC 0356 – Earned Program Sentence Credit Goals Statement DOC 0483 – Sentence Calculation Worksheet – Earned Program Sentence Credit

#### I. POLICY

Pursuant to 730 ILCS 5/3-6-3 and 20 Illinois Administrative Code 107F, the Department shall ensure the accurate calculation of Earned Program Sentence Credit which may be earned by eligible individuals in custody who are enrolled in full-time programs and who attain established levels of achievement.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a written procedure for the recalculation of sentences when Earned Program Sentence Credit is awarded.

##### 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. Requirements

1. Earned Program Sentence Credit (EPSC) may serve to reduce the projected release date of individuals in custody.
2. Upon receipt of the completed Earned Program Sentence Credit Determination, DOC 0147, completed Earned Program Sentence Credit Goals Statement, DOC 0356, or a completed goal statement which includes the determination, the Record Office Supervisor shall ensure:
  - a. Where EPSC is not recommended by the Facility Program Administrator or the Education Facility Administrator, the DOC 0147 or DOC 0356, as applicable, is filed in Section four

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of the individual in custody's master record file.

- b. Where the award of EPSC is recommended, the master record file is reviewed to verify the individual in custody is eligible to receive EPSC. The Record Office Supervisor shall complete said review and approve or disapprove the decision in Offender 360 (O360).
  - (1) If the individual in custody is not eligible, the determination of ineligibility shall be documented on the DOC 0147 or DOC 0356, which shall be filed in Section four of his or her master record file. The individual in custody shall be notified in writing of the determination of ineligibility.
  - (2) If the individual in custody is eligible for the award of EPSC, the original DOC 0147 or DOC 0356 shall be filed in section one of his or her master record file.
- c. The projected release date is recalculated on the Sentence Calculation Worksheet – Earned Program Sentence Credit, DOC 0483, if EPSC is awarded;
- d. EPSC awards are entered in O360;
- e. A copy of the award of EPSC is filed in Section one of the individual in custody's master record file;
- f. The individual in custody is notified in writing of the award of EPSC or the determination of ineligibility; and
- g. If the individual in custody is currently assigned to a Transitional Security facility, the Center Supervisor is also advised in writing of the award or determination of ineligibility.

**F. Calculations**

1. Record the number of days of EPSC awarded and the date the credits were awarded.
2. Record the custody date as established in the individual in custody's master record file and add the sentence less earned statutory sentence credit, statutory sentence credits, statutory good time or good conduct credits to determine the projected release date. If this sentence was entered under the Indeterminate Law and the individual in custody has accepted dates set by the Prisoner Review Board, record the projected release date as set by the Board. Add or subtract any previous time lost or awarded to determine the projected release date. Subtract the number of days of EPSC awarded in Step 1 on the DOC 0483 to determine the adjusted projected release date.

**NOTE:** Results of the calculations shall be shared with the individual in custody.

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