



## Illinois Department of Corrections

### Administrative Directive

Number: <b>01.07.620</b>	Title: <b>Calculation of Demotion and Restoration of Grades</b>	Effective: <b>2/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.07.620 effective 3/1/2021

<b>Authority:</b> 730 ILCS 5/3-2-2 20 IAC 504, Subpart A	<b>Related ACA Standards:</b> 5-ACI-1E-01, 5-ACI-3C-01, 03, 07
<b>Referenced Policies:</b>	<b>Referenced Forms:</b> DOC 0210 – Grade Status Card DOC 0319 – Adjustment Committee Summary

#### I. POLICY

The Department shall calculate grade demotions and restorations in accordance with this directive.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a written procedure for the calculation of the demotion and restoration of grades by the Record Office.

##### 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. General Provisions

1. An individual in custody who violates facility rules, procedures or policy may, upon the recommendation of the Adjustment Committee and with the approval of the Chief Administrative Officer (CAO), be demoted to either "B" or "C" grade for a period not to exceed the amount of time specified in Departmental Rule 504. The individual in custody may be demoted more than one grade.
2. Restoration or advancement in grade is to be automatically made at the expiration of the maximum period of time set by the Adjustment Committee, provided for by Departmental Rule 504 for the infraction, unless retention in a reduced grade has been ordered by the Adjustment Committee due to an additional infraction(s). Demotion in grade due to a different infraction shall run consecutively, unless ordered otherwise by the Adjustment Committee.
3. When an individual in custody is demoted to "C" grade for an infraction, the maximum time period he or she shall remain in "C" grade is also the maximum time period he or she shall remain in "B" grade, once promoted and prior to restoration to "A" grade.
4. An individual in custody who is demoted to "C" grade **shall not** automatically be assigned to maximum security classification.

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5. An individual in custody may request, in writing, that the Adjustment Committee conduct a review on a grade to obtain a restoration in grade, but not more often than once every 90 days.
6. An individual in custody released on parole or mandatory supervised release shall automatically be placed in "A" grade.
7. Any demotion in grade shall be recorded on the Grade Status Card, DOC 0210, maintained in the Record Office. The following information shall be listed under each column.
  - a. EFFECTIVE DATE - the effective date of the demotion as approved on the Adjustment Committee Summary, DOC 0319. This date will be the date the CAO renders his or her final determination of the recommended action.
  - b. "C" GRADE - the date the "C" grade demotion becomes effective.
  - c. "B" GRADE - the date the individual in custody is demoted to or will be promoted into "B" grade.
  - d. "A" GRADE - the date the individual in custody will be promoted into "A" grade.

**E. Calculation**

Demotions are consecutive and shall be calculated per the foregoing examples, unless the summary states "concurrent with another report." All concurrent reports are to be calculated as one demotion.

**Example 1.**

An individual in custody received a disciplinary report on April 5, 2017. The CAO rendered his or her final determination of the recommended action by the Adjustment Committee on April 7, 2017 and ordered demotion to "C" grade for three months. This was the first demotion. The DOC 0210 would have the following entries recorded on it:

CAO Decision Date	Length of Demotion	"C" Grade	"B" Grade	"A" Grade
04-07-2017	3 months	04-07-2017	07-07-2017	10-07-2017

**Example 2.**

On May 18, 2017 the same individual in custody received another disciplinary report. The CAO rendered his or her final determination of the recommended action by the Adjustment Committee on May 20, 2017 and ordered demotion to "C" grade for two months. The DOC 0210 would have the following entries on it:

CAO Decision Date	Length of Demotion	"C" Grade	"B" Grade	"A" Grade
04-07-2017	3 months	04-07-2017	07-07-2017	10-07-2017
05-20-2017	2 months	05-20-2017	09-07-2017	02-07-2018

**NOTE:** If an individual in custody received a subsequent demotion to "C" grade for two months and is presently in "C" grade, two months are added to the previous date listed in the column "B" grade. Then four months (doubled) would be added to the previous date listed in the column "A" grade. This process is continued with each demotion.

**Example 3.**

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An individual in custody was demoted to "C" grade on January 10, 2017 for two months. On March 10, 2017 he or she was promoted to "B" grade. The individual in custody would have been promoted to "A" grade on May 10, 2017; however, he or she received another disciplinary report on April 5, 2017. The CAO rendered his or her final determination of the recommended action by the Adjustment Committee on April 7, 2017 and ordered a demotion to "C" grade for three months. The DOC 0210 would have the following entries recorded:

CAO Decision Date	Length of Demotion	"C" Grade	"B" Grade	"A" Grade
01-10-2017	2 months	01-10-2017	03-10-2017	05-10-2017
04-07-2017	3 months	04-07-2017	07-07-2017	11-10-2017

**NOTE:** In this example the individual in custody was already in "B" grade so the three months was added to the April 7, 2017 entry instead of the previous "B" grade entry of March 10, 2017. However, since the individual in custody had not been promoted to "A" grade, the length of demotion was still doubled and added to the previous entry in "A" grade.

**Example 4.**

An individual in custody was demoted to "C" grade on March 15, 2017 for three months and would have been promoted to "B" grade on June 15, 2017; however, he or she received a disciplinary report on April 8, 2017. The CAO rendered his or her final determination of the recommended action by the Adjustment Committee on April 10, 2017 and ordered a demotion to "B" grade for two months. The DOC 0210 would have the following entries recorded:

CAO Decision Date	Length of Demotion	"C" Grade	"B" Grade	"A" Grade
03-15-2017	3 months	03-15-2017	06-15-2017	09-15-2017
04-10-2017	Dem. to B for 2 Mos.	03-15-2017	06-15-2017	11-15-2017

**NOTE:** In this example the individual in custody was still in "C" grade at the time the CAO ordered the demotion to "B" grade for two months; therefore, a note that this was a demotion to "B" grade was added in the Length of Demotion column. Also, in the "C" grade column, the date March 15, 2017 remained because that was the last date the individual in custody was demoted to "C" grade and the "B" grade column remained the same because he or she would go into "B" grade on June 15, 2017. However, two months was added to the previous date in the "A" grade column that indicates the individual in custody would not go into "A" grade for two additional months that was the length of the demotion to "B" grade.

**Example 5.**

An individual in custody was previously demoted to "C" grade on April 10, 2017 for four months. The individual in custody would have been promoted to "B" grade on August 10, 2017 and to "A" grade on December 10, 2017; however, on June 10, 2017 he or she was restored to "B" grade by recommendation of the Adjustment Committee and by the approval of the CAO. Effective June 10, 2017 the individual in custody would be in "B" grade and inasmuch as the demotion was for four months the individual in custody would be required to serve four months in "B" grade, unless restored earlier by the CAO. The DOC 0210 would have the following entries recorded:

CAO Decision Date	Length of Demotion	"C" Grade	"B" Grade	"A" Grade
04-10-2017	4 months	04-10-2017	08-10-2017	12-10-2017
06-10-2017	Rest. to "B" grade		06-10-2017	10-10-2017

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