



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.70.105</b>	Title: <b>Numbering and Tag System</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>	02.70.105 effective 2/1/2015

<b>Authority:</b> 30 ILCS 605/1 and 605/8 730 ILCS 5/3-2-2 44 IAC 5010	<b>Related ACA Standards:</b> 5-ACI-1B-01, 03, 13, 5-ACI-3A-01
<b>Referenced Policies:</b> 05.02.101	<b>Referenced Forms:</b> DOC 0013 – Request for Change of Status of Equipment

#### **I. POLICY**

The Department shall identify or tag each piece of State-owned controlled property in its possession with a unique identification number.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this procedure is to establish a uniform Department property control numbering system and a standard tagging procedure for newly acquired property, with the exception of vehicles and cellular equipment. Vehicle equipment numbers are assigned by the Department of CMS and are defined as vehicle tag numbers. Cellular equipment is controlled by telephone numbers and electronic serial numbers.

##### **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. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### **E. Requirements**

1. Each facility shall maintain a standard property control numbering system and tagging procedure in accordance with this directive.
2. A numbering system shall be established as follows:
  - a. A sequentially numbered tag shall be used for property valued at over \$500 and for high theft items valued at greater than \$100 and less than \$500, except for radios, weapons, land and buildings.
    - (1) Refer to Attachment B for a listing of high theft items.

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- (2) Refer to Attachment C for the alpha prefixes to be used by the facilities followed by the four sequential numerical digits.
- b. Radios, weapons, land, and buildings regardless of value, shall be numbered with an alpha prefix and five numerical digits.
  - (1) The alpha prefix shall be "R" for radios and "W" for weapons. The numerical digits for radios shall be derived from the last five numerical digits of the serial number. The numerical digits for weapons shall be five sequential numerical digits.
  - (2) The prefix for buildings shall be as assigned by the Capital Development Board (CDB). This shall generally be a "C" for Corrections; however, buildings that have been transferred from another agency may continue to reflect a different prefix as assigned by CDB. CDB assigned building numbers are available on the building plans. If this information is not available, the Division of Finance and Administration, Capital Programs Unit shall be contacted for assistance in obtaining the correct number.
  - (3) Land acquired after January 1, 1992, shall be assigned a number from the facility tag book. The alpha prefix for land shall be an "L".
  - (4) If less than five numerical digits are within the serial number or building number, the numerical position shall be zero filled from the left.

**EXAMPLES:**

Radio Serial Numbers -	5C578Z69	62CDA57
Property Control Numbers -	R57869	R06257
CDB Assigned Bldg. Numbers -	4039	028
Property Control Numbers -	C04039	C00028

**NOTE:** If duplicate property control numbers arise using this method, the Property Control Unit shall be contacted for instructions. The Property Control Unit or the Telecommunications Coordinator may also instruct use of a variation of the above when manufacturers' serial number patterns are changed.

- 3. The Clerical Control Officer at the facility shall establish a tag book and ensure tag numbers are affixed as they are assigned. The tag book shall include, at a minimum, columns for the tag number and a brief description of the property. Other information may be included if the facility deems necessary.
- 4. Upon receipt, property shall be identified with the appropriate property control number.
  - a. Property control numbers shall be etched on radios by an electronic engraver or by inscribing the property control number on the unit with an indelible marker where there is evidence the serial number marker may fall off.
  - b. Property control numbers shall not be etched, inscribed or affixed in any manner to weapons, land or buildings.
  - c. Property control tag numbers shall be affixed on all controllable property in accordance with Attachment A.

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5. When equipment is purchased in sets, such as tools, books, shelving or partitions, the following procedures shall apply.
- a. If the average price of each unit within the set is valued at over \$500, each individual unit shall be tagged with a separate property control number and the average unit value shall be used on all property control records. **Example:** A set of 4 shelving units valued at \$2400 per set shall be considered as 4 individual property items valued at \$600 each.
  - b. If the average price of each unit within the set is valued at \$500 or less the following procedure shall be followed:
    - (1) The set shall be tagged with the appropriate property control number and the set value shall be used on all property control records.
    - (2) A Request for Change of Status of Equipment, DOC 0013, shall be prepared and submitted to the Property Control Unit for approval to delete the set from the property control records and to have each item of the set considered as equipment with a value of \$500 or less. The number of units and a description for each item or group of items in the set shall be listed on the DOC 0013. Upon approval, the deletion shall be entered using transaction code 22 and the property control number shall be removed. When entering the transaction, "Purchased as a set, contains (number of units) with a value of \$500 or less per unit" shall be entered in the description area.
  - c. In either case, the average price application shall be used only when the component units are exactly alike, such as books or shelves. When a set is composed of dissimilar units such as pots, pans or lids, a unit price may be estimated to ensure an appropriate cost is assigned to each unit.
  - d. Sets of commodity items costing more than \$500 per set that were purchased with Capital Development Board Bond Funds shall not be subject to tagging as an equipment set. Such items shall be considered commodities and shall be controlled and expensed or capitalized accordingly.

**NOTE:** Tools are not assigned property control numbers, with the exception of power tools that exceed the tagging threshold identified above. They are controlled in accordance with Administrative Directive 05.02.101.

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### ATTACHMENT A

**ITEM**

**PLACEMENT LOCATION**

Adding Machines or Calculators	Right side near back of machine.
Antiques and other finished furniture	Inconspicuous place so as not to mar or damage finish.
Books	Inside front cover.
Chairs or Stools with backrest	Back of backrest, centered as near bottom as possible.
Classroom Chairs	Inside right rear leg.
Desks	Inside pedestal, right side near top.
Dietary, medical, or laboratory equipment	Engrave on front.
File Cabinets	Top front above top drawer.
Items with manufacturer's identification plate	Near identification plate, unless otherwise specified.
Livestock	Right ear.
Lounge Furniture	Inconspicuous place so as not to mar or damage finish. Possibly inside right rear leg as viewed from the front.
Off-road equipment	Dashboard or passenger compartment.
Serial numbered equipment	As near serial number as possible, unless otherwise specified.
Storage Cabinets	Upper right on front of cabinet.
Stools without backrests	Inside right rear leg.
Tables	Front right on side panel, apron, or immediately under top.
Typewriters	Right side near back of machine.
Window Air Conditioners	Right side as viewed from front, near front and at the top.

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**ATTACHMENT B  
HIGH THEFT ITEMS**

<u>1</u>	<u>AIR CIRCULATORS</u>
<u>2</u>	<u>AIR COMPRESSORS</u>
<u>3</u>	<u>BATTERY CHARGERS</u>
<u>4</u>	<u>CAMERAS</u>
<u>5</u>	<u>CHAIN SAWS</u>
<u>6</u>	<u>CLIPPERS</u>
<u>7</u>	<u>COMPUTER EQUIPMENT &amp; MONITORS</u>
<u>8</u>	<u>CUTTING TORCH</u>
<u>9</u>	<u>DIGITAL CAMCORDER</u>
<u>10</u>	<u>DRAFTING STOOL</u>
<u>11</u>	<u>DVD/VCR</u>
<u>12</u>	<u>ENGINE STANDS</u>
<u>13</u>	<u>PORTABLE LIGHTING</u>
<u>14</u>	<u>EXTENSION LADDERS</u>
<u>15</u>	<u>FIRE EXTINGUISHERS</u>
<u>16</u>	<u>GUNS</u>
<u>17</u>	<u>RADIOS</u>
<u>18</u>	<u>INDUSTRIAL PALLET JACK</u>
<u>19</u>	<u>LEVEL MACHINES</u>
<u>20</u>	<u>METAL DETECTORS</u>
<u>21</u>	<u>OTOSCOPE/OPHTHALMOSCOPE</u>
<u>22</u>	<u>PALLET TRUCKS</u>
<u>23</u>	<u>POWER TOOLS</u>

<u>24</u>	<u>PRINTERS</u>
<u>25</u>	<u>PROJECTORS</u>
<u>26</u>	<u>PROPERTY CARTS</u>
<u>27</u>	<u>RIOT HELMETS</u>
<u>28</u>	<u>SANDERS/GRINDERS</u>
<u>29</u>	<u>SAWS</u>
<u>30</u>	<u>SEARCH MIRRORS</u>
<u>31</u>	<u>SHREDDERS</u>
<u>32</u>	<u>SPREADERS</u>
<u>33</u>	<u>STEP LADDERS</u>
<u>34</u>	<u>TELEVISIONS</u>
<u>35</u>	<u>TOWER STOOLS</u>
<u>36</u>	<u>TRIMMERS</u>
<u>37</u>	<u>VACUUMS</u>
<u>38</u>	<u>VESTS</u>
<u>39</u>	<u>WEED SPRAYERS</u>

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**ATTACHMENT C**

<b>FACILITY/DIVISION</b>	<b>LOCATION</b>	<b>PREFIX</b>	<b>FACILITY/DIVISION</b>	<b>LOCATION</b>	<b>PREFIX</b>
Big Muddy CC	42652	BM	Robinson CC	42684	RO
Centralia CC	42654	CE	Rushville	42637	RV
Correctional Industries	42698	CI	Sheridan CC	42688	SE
Decatur CC	42657	DE	Shawnee CC	42685	SH
Danville CC	42656	DV	Shared Services	42689	SS
Dwight CC	42660	DW	Stateville CC	42692	ST
Dixon CC	42658	DX	Southwestern CC	42665	SW
East Moline CC	42663	EM	Tamms CC	42691	TM
Adult Education	42604	AE	Taylorville CC	42693	TA
Field Services	42609	FS	Vandalia CC	42694	VA
General Office	42601	GO	Vienna CC	42696	VI
Graham CC	42668	GR	Western CC	42697	WE
Hill CC	42670	HI			
Illinois River CC	42669	IR			
Joliet Treatment Center	42672	JT			
Joliet CC	42673	JO			
Jacksonville CC	42671	JA			
Kewanee Life Skills	42667	KW			
Lawrence CC	42674	LA			
Lincoln CC	42675	LI			
Logan CC	42677	LO			
Menard CC	42679	ME			
Pinckneyville CC	42682	PK			
Pontiac CC	42683	PO			