



Illinois Department of Corrections

Administrative Directive

Number: 05.02.122	Title: Plot Plans and Building and Exterior Lighting Numbers	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	05.02.122 effective 4/1/2021	

Authority: 730 ILCS 5/3-2-2	Related ACA Standards:
Referenced Policies:	Referenced Forms:

I. POLICY

All Department-owned correctional facilities shall develop and maintain a plot plan, a building numbering system and an exterior lighting numbering system.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure to ensure the development and maintenance of an accurate plot plan, a building numbering system and an exterior lighting numbering system.

B. Applicability

This directive is applicable to all Department-owned correctional facilities.

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

The Chief Administrative Officer shall ensure that a plot plan, a building numbering system and an exterior lighting numbering system are developed for the facility.

1. Plot Plans

a. The following items, if applicable, shall be included in the plot plan:

- (1) Property lines;
- (2) Location of buildings;
- (3) Identification number on each building;
- (4) Index to building numbers and names;

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- (5) Location of roads;
 - (6) Location of walls or fences;
 - (7) Location of sally ports;
 - (8) Location of towers; and
 - (9) Location and code number of each exterior security light.
- b. Plot plans shall be updated within 90 days following completion of any physical changes to the items listed in Paragraph II.E.1.a.
2. All buildings constructed since January 1975 (the date Department-owned buildings were renumbered) shall be numbered.
- a. New buildings shall always be assigned new numbers. Numbers of demolished buildings shall not be reused.
 - b. New buildings in existing facilities or buildings in a new facility shall be numbered to correspond with those numbers assigned by the Capital Development Board.
 - c. Building numbers shall not be assigned without prior approval of the Capital Development Board. Facilities shall submit requests for assignment of numbers to the Capital Programs Unit who shall:
 - (1) Submit the requests to the Capital Development Board, so that mutually satisfactory numbers may be assigned.
 - (2) Maintain a list of facility building numbers.
3. Exterior security lighting shall be identified.
- a. Each street lamp post shall be specifically designated with a code number affixed thereon and the code number shall be entered on the plot plan.
 - b. Any exterior lamp mounted to a fence, wall or other structure shall be identified by a lighting code number.
 - c. A new series of numbers for street lamps and other exterior lamps shall be started by each circuit.
 - d. The building number where the disconnect is located shall be shown so that in emergencies the circuit can be pulled if necessary.
 - e. The following is a diagram illustrating the notations that are used to designate exterior security lighting:

