**Section 107.20 Required Admission Documents**

a) When an offender is delivered to the custody of the Department, the following information must be included with the items delivered:

1) Pursuant to Sections 3-8-1 and 5-4-1 of the Unified Code of Corrections [730 ILCS 5/3-8-1 and 5-4-1] and Section 5-33 of the Juvenile Court Act of 1987 [705 ILCS 405/5-33]:

A) The sentence imposed.

B) Any finding of great bodily harm made by the court.

C) Any statement by the court of the basis for imposing the sentence.

D) Any pre-sentence reports.

E) Any sex offender evaluations.

F) Any substance abuse treatment eligibility screening and assessment of the offender by an agent designated by the State to provide assessments for Illinois courts.

G) The number of days, if any, that the offender has been in custody and for which he or she is entitled to credit against the sentence. Certifications of jail credit time shall include any time served in the custody of the Illinois Department of Human Services-Division of Mental Health or Division of Developmental Disabilities, time served in another state or federal jurisdiction, and any time served while on probation or periodic imprisonment.

H) State's Attorney's Statement

i) The State's Attorney's Statement of Facts, including:

• the facts and circumstances of the offenses for which the offender was committed;

• any other factual information in regard to the offender accessible to the State's Attorney prior to the commitment to the Department relative to the offender's habits, associates, disposition and reputation; or

• other information that may aid the Department during the custody of the offender.

ii) If the statement is unavailable at the time of delivery, the statement must be transmitted within 10 days after receipt by the clerk of the court.

I) Any medical or mental health record or summaries.

J) Any victim impact statements.

K) The name of the municipalities where the arrest of the offender and the commission of the offense occurred, if the municipality has a population of more than 25,000 persons.

L) All additional matters that the court directs the clerk to transmit.

2) The mittimus or sentence (judgment) order that provides the following information:

A) The criminal case number, names and citations of the offenses, judge's name, date of sentence and, when applicable, whether the sentences are to be served concurrently or consecutively;

B) The number of days spent in custody; and

C) If applicable, the calculation of pre-trial program sentence credit awarded by the court to the offender, including, at a minimum, identification of the type of pre-trial program the offender participated in and the number of eligible days the court finds the offender spent in the pre-trial program multiplied by the calculation factor of 0.5 for the total court-awarded credit.

3) A record of the offender's time and his or her behavior and conduct while in the custody of the county. Any action on the part of the offender that might affect his or her security status with the Department, including, but not limited to, an escape attempt, participation in a riot, or a suicide attempt, should be included in the record.

b) If the required items listed in this Section are not received at the time of delivery of an offender, admission to the Department's facilities may be denied.

(Source: Amended at 37 Ill. Reg. 1598, effective February 1, 2013)