



Illinois Department of Corrections

Administrative Directive

Number: 01.07.806	Title: Individual in Custody Identification Cards	Effective: 3/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.07.806 effective 4/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-5A-01, 03 and 04
Referenced Policies: 04.01.111, 05.03.130, 05.05.110	Referenced Forms:

I. POLICY

The Department shall establish a standardized identification card system to provide accurate and proper identification of all individuals in custody housed in the Department facilities.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the issuance and control of identification cards for individuals in custody in all correctional facilities.

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. General Provisions

1. Individuals in custody shall be:
 - a. Issued new identification cards:
 - (1) Upon admission; and
 - (2) Every five years thereafter.
 - b. Reissued identification cards only if:
 - (1) Identifying information such as the individual in custody's escape level, pregnancy status or staff assaulter or weapons violator status changes;
 - (2) The individual in custody's physical appearance changes;

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- (3) The card is defaced so that any information is not readable, the photograph is damaged or the bar code is no longer machine readable; or
- (4) The card is missing.

NOTE: Identification cards shall not be reissued without updating the individual in custody's photograph unless it has been verified that his or her appearance has not changed.

- c. Charged a fee of \$5.00 when an identification card is reissued for one of the following reasons:

- (1) There is a change in the individual in custody's physical appearance;
- (2) The card is defaced so that any information is not readable, the photograph is damaged, the bar code is no longer machine readable or the identification card is torn or broken in half; or
- (3) The card is missing.

- 2. Identification cards for individuals in custody in all facilities, excluding Transitional Security facilities, shall display the following:

- a. On the front of the identification card:

- (1) A current photograph of the individual in custody.
- (2) Individual in custody's name, with last name first, and identification number as entered into Offender 360 (O360).
- (3) Individual in custody's bar code.
- (4) Designator of "SA" to identify staff assaulters, if applicable.
- (5) Designator of "WV" to identify weapons violators, if applicable.

NOTE: The Chief Administrative Officer (CAO) shall make the determination as to the length of time that the designation of "SA" or "WV" will remain on the individual in custody's ID card. Designation as a Staff Assaulter or Weapons Violator shall be for no more than three years, and shall also be recorded in O360.

- b. On the back of the identification card:

- (1) Two optional fields that may be used at the discretion of the facility, for example, to indicate a pregnant individual in custody, to identify an individual in custody as "youthful" and display his or her date of birth, or to indicate an Americans with Disabilities Act accommodation in accordance with Administrative Directive 04.01.111.

NOTE: Procedures for using the optional fields to indicate a pregnant individual in custody shall be in accordance with Administrative Directive 05.03.130.

- (2) Weapons Violator status, if applicable.
- (3) Staff Assaulter status, if applicable.

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- (4) The date the identification card was issued.

NOTE: An individual in custody's religious affiliation shall not be displayed in any manner on the individual in custody's identification card.

- c. Be color-coded in accordance with Paragraph II.E.4.
3. Identification cards for individuals in custody scheduled to be transferred to a Transitional Security facility shall:
- a. Display the following information:
- (1) A current photograph of the individual in custody;
- (2) Individual in custody's name, with last name first, and identification number as entered into O360;
- (3) "Transition Center" or program such as "Electronic Monitoring" (the specific name of the center or program shall not be listed);
- (4) Indication of staff assaulter or weapons violator, or both, if applicable; and
- (5) Indication of a pregnant individual in custody if applicable.
- b. Be color-coded white to show escape level as None.

NOTE: Any information required to be displayed on the identification card for transgender individuals in custody shall be in accordance with Administrative Directive 04.03.104.

4. Identification cards shall be color-coded in accordance with Administrative Directive 05.05.110 to designate the escape level. For best clarity, a light blue backdrop shall be used for the photograph of all identification cards. Color-coding for escape levels shall be as follows:
- a. White – None (Low or None).
- b. Blue – Level M (Moderate).
- c. Green – Level E (Extremely High).

F. Requirements

1. The CAO of each facility shall establish and maintain a written procedure on the issuance and reissuance of individual in custody identification cards in accordance with this directive.
2. During the classification process at a Reception and Classification Center, an individual in custody shall be:
- a. Issued a white color-coded identification card that shall be valid until:
- (1) A new card is issued in accordance with Paragraph II.E.1.a.; or
- (2) A card is reissued in accordance with Paragraph II.E.1.b.
- b. Advised:
- (1) That when they are outside their cell or room or facility, they are to have their

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identification cards in their possession at all times. At the discretion of the CAO, they may be required to wear their identification cards. Identification cards may be held at the facility where an individual in custody is released on temporary status, such as writ or medical furlough, or as collateral for the withdrawal of equipment or supplies such as recreational.

NOTE: For any facility classified as an inpatient facility, the CAO shall develop a local written procedure regarding possession of individual in custody identification cards by individuals in custody assigned to the facility.

- (2) Of the facility's local procedure for reporting a missing identification card and the process of having an identification card reissued.
3. Upon admission to a facility, the Bureau of Identification shall ensure:
 - a. The individual in custody's physical profile in O360 is reviewed and verified.
 - b. Any changes in physical identification, such as height, weight, hair color, eye color, marks, scars and tattoos, are updated in the O360 physical profile.
 - c. An identification card is issued or reissued, if necessary.
 4. All facility staff, especially the following, shall ensure each individual in custody's identification card matches his or her appearance and report any discrepancies in appearance through the chain of command to the Shift Supervisor.
 - a. Security staff that conduct positive identification counts shall notify the Bureau of Identification and the Shift Supervisor in writing when an individual in custody's appearance has changed and identification from his or her photograph is difficult.
 - b. The Barber or Beauty Shop Supervisor shall immediately notify the Bureau of Identification and the Shift Supervisor when an individual in custody receives barber services that significantly change his or her appearance. The initial notification may be verbal, but shall subsequently be made in writing.
 - c. Security staff shall compare the individual in custody's appearance with his or her identification photograph each time the individual in custody departs the facility for any reason. If the individual in custody's appearance does not match the photograph, a temporary photograph shall be taken with a digital or instant camera prior to departure, absent an emergency. The Bureau of Identification and the Shift Supervisor shall be notified in writing of the temporary photograph, or in an emergency the changes in the individual in custody's appearance, and the need to update the individual in custody's identification card.
 5. The Bureau of Identification shall ensure:
 - a. Each individual in custody's identification card and physical appearance are reviewed annually and updated when necessary; and
 - b. Each time a new identification card is issued or reissued; the individual in custody's physical description is compared to O360's physical profile and is updated when necessary.
 - c. All individual in custody identification cards are collected and destroyed if replaced or an individual in custody is released or discharged.

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6. When Bureau of Identification staff identify significant changes in an individual in custody's appearance, they shall update records and so advise the Shift Supervisor in writing. The Bureau of Identification shall maintain a historical file of photographs in the individual in custody's Bureau of Identification file.

 7. Upon notification that an individual in custody has made significant changes to his or her appearance, the Shift Supervisor shall:
 - a. Direct security staff to conduct a search of the individual in custody's cell or room and property.

 - b. Refer the individual in custody to appropriate staff, such as Clinical Services, who shall ensure that the individual in custody's assigned counselor makes documented contact with the individual in custody within 72 hours.

 - c. Ensure any indication via search or interview that an individual in custody is contemplating or preparing for an escape results in securing the individual in custody and contacting the Duty Administrative Officer.
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