



Illinois Department of Corrections

Administrative Directive

Number: 02.42.116	Title: Resident Loans	Effective: 9/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.42.116 effective 1/1/2000

Authority: 730 ILCS 5/3-2-2 and 3-13-6	Related ACA Standards: 5-ACI-1B-07, 20 - 21
Referenced Policies:	Referenced Forms: DOC 0487 – Loan Agreement

I. POLICY

Transitional Security facilities may grant loans to regular individuals in custody from the appropriate Benefit Fund.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for individual in custody loans.

B. Applicability

This directive is applicable to Transitional Security 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 may apply for and receive a loan at any time as approved by the Chief Administrative Officer (CAO).
2. An individual in custody may be granted loans to purchase items directly related to the job assignment including, but not limited to tools, clothing and personal hygiene, as well as to pay for transportation.
3. The total outstanding balance of all loans shall not exceed \$150 unless otherwise approved by the CAO.
4. The CAO shall establish terms for repayment prior to the approval of the loan. Interest or other charges shall not be made.
5. Loan terms shall be recorded in the blank space provided on the Loan Agreement, DOC 0487. Loans shall be repaid in accordance with the established terms for repayment.
6. Failure to repay in accordance with the DOC 0487 may result in disciplinary action or revocation of work release status.
7. To avoid the bank charges incurred with disbursements of small amounts due, loan payments may be restricted in the trust fund until the total amount due is available. The total payment shall be computed by the Business Office.

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E. Requirements

1. When an individual in custody requests a loan, the counselor shall advise the CAO in writing. The individual in custody shall be notified within 10 days of the action taken on his or her loan request.
 2. Upon securing a loan from the Department, the individual in custody shall be required to sign a DOC 0487 which stipulates the terms for loan repayment.
 3. The DOC 0487 shall be placed in the individual in custody's financial folder until the loan is repaid.
 4. The oldest loan shall be repaid first in accordance with the terms specified on the DOC 0487.
 5. Loan payments due shall be computed by the Business Office.
 6. When the loan is repaid, the DOC 0487 shall remain in the individual in custody's financial folder.
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