# Illinois Department of Corrections
## Administrative Directive

<table>
<thead>
<tr>
<th>Number:</th>
<th>Title:</th>
<th>Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>05.01.106</td>
<td>Offender Visitors</td>
<td>2/1/2020</td>
</tr>
</tbody>
</table>

**Authorized by:**

**Supersedes:** 05.01.106 effective 10/1/2019

<table>
<thead>
<tr>
<th>Authority:</th>
<th>Related ACA Standards:</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 USCA Section 12101 et seq.</td>
<td>5-2E-4156, 5-2F-4169, 5-4A-4267, 5-4B-0022, 5-5A-4285, 5-7D-4497, 5-7D-4498, 5-7D-4499, 5-7D-4499-1, 5-7D-4500, 5-7D-4503</td>
</tr>
<tr>
<td>730 ILCS 5/3-7-2</td>
<td></td>
</tr>
<tr>
<td>20 IAC 525: Subpart A</td>
<td></td>
</tr>
</tbody>
</table>

**Referenced Policies:**

DR 525, 05.01.109, 05.01.115, 05.12.101  

**Referenced Forms:**

DOC 0004 – Offender Visiting List  
DOC 0148 – Prospective Visitor’s Interview  
DOC 0330 – Permission to Allow Visitation of a Minor Child  
DOC 0409 – Notice of Visitor Restriction  
DOC 0434 – Incident Report  
OERVI 101 – Active Stop Order Report

## I. POLICY

The Department shall control offender visitor access in order to preserve the security of correctional facilities.

## II. PROCEDURE

### A. Purpose

The purpose of this directive is to establish written procedures for controlling offender visitor access in 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. Definitions

- **Adult visitor** – for the purpose of this directive shall include visitors 18 years of age and older.

- **Government official** – for the purpose of this directive shall include, but is not limited to, law enforcement officers, social service workers, including Department of Children and Family Services (DCFS) caseworkers, and employees of the United States or Illinois Attorney General; it shall not include attorneys or their associates who are defending the offender.

- **Inappropriate behavior** – for the purpose of this directive shall refer to a violation of a facility regulation, Department Rule or state or federal law.
Legal visitor – for the purpose of this directive shall include registered attorneys retained by or appointed to represent, or prospective attorneys of an offender and legal support professionals working under the registered attorney’s supervision. Support professionals may include, but not be limited to, associate attorneys, law students certified under Supreme Court Rule 711, paralegals, law clerks, investigators, psychiatric professionals and mitigation specialists working under the offender’s attorney’s supervision. It shall not include attorneys or their associates that request to interview an offender as a possible witness in another individual’s case.

Permanent restriction – a restriction of a visitor for an indefinite period of time in excess of six months.

Temporary restriction – a restriction of a visitor for up to six months.

F. General Provisions

1. To receive visiting privileges, during reception to the Department and during orientation to each newly assigned facility, offenders shall be required to complete an Offender Visiting List, DOC 0004, indicating all persons, including minors under 18 years of age, with whom the offender wishes to visit.
   a. Offenders shall be limited to 30 visitors on the DOC 0004.
   b. The offender may change the names on the list no more than once per calendar month except in emergency situations.
   c. Each time the offender wishes to add or remove a visitor, a new DOC 0004 must be completed.

   NOTE: Legal visitors and government officials, including DCFS caseworkers, need not be listed on the DOC 0004 to be afforded a visit.

2. The DOC 0004 shall be reviewed and each requested visitor shall be approved or denied in accordance with Department Rule 525: Subpart A prior to admittance to the facility.
   a. Individual entries may be denied during review if each column of the DOC 0004 is not legible, accurate and complete.
   b. The review shall normally include a review of the offender’s master file and committing documents; and
   c. A name and date of birth search in Visitor Tracking on Offender 360 (O360).

3. The offender shall be notified of any individuals listed on the DOC 0004 who have been denied.

4. Offenders shall be advised that to be afforded a legal visit, special arrangements must be requested by the offender’s attorney or those working under the attorney’s supervision at least two days prior to the visit.

5. Prior to the initial visit to any correctional facility:
   a. Adult visitors, excluding legal visitors and government officials, shall be required to complete a Prospective Visitor's Interview, DOC 0148.
   b. A Permission to Allow Visitation of a Minor Child, DOC 0330, must be on file for any minor 12 to 17 years of age who is not a member of the offender’s immediate family and for any minor under the age of 12 years, regardless of relationship, who will be accompanied by a visitor 18 years or older who is not the parent or guardian of the minor.
Illinois Department of Corrections
Administrative Directive

Number: 05.01.106
Title: Offender Visitors
Effective: 2/1/2020

Page 3 of 8

Offenders shall be notified of the requirements for visitors including the availability of forms on the Department’s website. It shall be encouraged that all visitors complete and submit for approval required forms prior to arriving at the facility.

On the initial visit to any correctional facility, all adult visitors shall be required to produce current photo identification, such as a driver’s license, a state identification card or acceptable documentation of non-US citizenship including a current passport, Visa or Matricula, and documentation that includes their date of birth.

On all visits, adult visitors shall be required to show photo identification and provide vehicle information and other pertinent data, such as government identification, official credentials and attorney registration or law student certification. Visitors under 18 years of age shall not be required to show photo identification or a birth certificate but may be verbally identified by name, as appropriate.

Legal visitors and government officials shall be required to list only their name and business address on the gatehouse sign-in sheet. All other visitors shall complete the gatehouse sign-in sheet in its entirety.

Visitors, their vehicles and their property shall be subject to search in accordance with Administrative Directives 05.01.109 and 05.01.115. Any visitor who refuses to submit to such searches shall be denied access to the facility and shall be subject to placement on visitor restriction.

Any detection of contraband shall be documented and visiting privileges shall be reviewed in accordance with Department Rule 525: Subpart A and appropriate directives. Any person who brings contraband into a penal institution or possesses contraband in a penal institution shall be subject to prosecution in accordance with 720 ILCS 5/31.A. et seq.

Prior to admittance of each approved visitor, Visitor Tracking on O360 shall be checked to determine whether there are any visiting restrictions or special search requirements for the visitor or any restrictions on the DOC 0004.

Excluding government officials and legal visitors, a visitor who is not on the offender's approved DOC 0004 shall not be permitted to visit without the approval of the Chief Administrative Officer (CAO).

Requirements

The CAO at each correctional facility shall ensure that a written procedure is established for visits. The written procedure shall include, but not be limited to:

1. Visiting rules, including the maximum numbers of visits per month, the maximum length of visits and visiting hours, which shall be accessible to offenders.
   a. Not including legal visits or visits by government officials, offenders may receive at least seven visits per month.
   b. Visits in Maximum Security facilities shall be limited to a maximum of four hours in length per visit.

   NOTE: Visitors who travel extensive distances may request extended visits by submitting a request to the CAO in advance of the visit. Approval shall be at the discretion of the CAO.

2. Procedures for providing reasonable accommodations under the Americans with Disabilities Act (ADA) to qualified visitors with a disability.
a. The Department shall comply with all provisions of the Americans with Disabilities Act [42 USCA Section 12101 et seq.] that prohibits discrimination against qualified individuals with disabilities on the basis of their disability.

b. The Department shall provide reasonable accommodations to qualified visitors with a disability. However, the Department shall not be required to make accommodations that cause an undue hardship, including, but not limited to, those that would fundamentally alter the nature of a service, program or activity; would result in undue financial and administrative burden; or would pose a threat to the safety or security of the facility.

c. Visitors requiring accommodation for a disability shall be subject to the same search procedures as other visitors.

d. Inquiries and requests for accommodation for a disability received in advance of a visit shall be referred to the facility ADA Coordinator. The ADA Coordinator shall, as necessary, meet with the visitor for interactive dialogue and consult with operational and administrative staff to ensure the accommodations are feasible or to identify effective alternatives.

e. Requests for accommodation received at the time of visit shall be directed to gatehouse staff or, if the request presents a concern, be immediately referred to the facility ADA Coordinator, or if not available, the Shift Supervisor who shall consult with the Duty Administrative Officer. Any determination resulting in a denied accommodation shall be forwarded to the facility ADA Coordinator who shall review the request in accordance with Paragraph II.G.2.d. above.

f. Final determinations by the facility ADA Coordinator to deny a request for accommodation shall be approved by the CAO and the requester shall be notified in writing. Documentation pertaining to requests for accommodation based on a disability shall be maintained by the facility for a minimum of five years.

3. Procedures for allowing an offender to request special visits when his or her immediate family is larger than the number of visitors the facility generally allows during a single visit.

4. Items that a visitor may possess inside the visiting room. Typically, unless otherwise approved by the CAO, permitted items shall include:

a. Any item approved for an ADA request for reasonable accommodation.

b. For adult visitors, excluding legal visitors and government officials:

   (1) One Identification card;

   (2) One key fob or car door key without remote attachment;

   (3) One locker key, if issued;

   (4) One vendor debit card not to exceed $50 in value, or $25 cash if vendor debit cards are not available at the facility;

   (5) One jacket or coat appropriate for the weather;

   (6) Religious headgear approved in accordance with 20 Ill. Adm. Code 525; and

   (7) Lifesaving medication. Any required medication shall be delivered to and held in the officer’s station in the visiting room.
c. If required for an infant or toddler:

   (1) Three diapers and wipes;
   (2) One blanket;
   (3) Two filled clear plastic bottles or two sealed containers of baby food or a combination of one bottle and one sealed container of baby food;
   (4) One change of clothes;
   (5) One bib;
   (6) One pacifier;
   (7) One plastic spoon;
   (8) One empty cup with lid;
   (9) One coat or jacket and one hat;
   (10) One pair of gloves or mittens during appropriate weather.

**NOTE:** All items shall be stored in a clear bag or plastic container.

5. Required dress code for visitors and procedures for non-admittance due to failure to comply. Visitor dress code shall prohibit any clothing that may jeopardize the safety and security of the facility, is revealing or displays a security threat group affiliation.

6. Procedures for visitor access to restrooms including search procedures for visitors, offenders and restroom facilities.

7. Procedures for visitors who express the need to breastfeed during a visit.

   a. The facility shall identify a secure, private area to be designated for use by visitors for breastfeeding.

   **NOTE:** Restroom facilities shall not be designated as areas to be used by visitors for breastfeeding.

   b. The visitor will notify the visiting room officer of the need to breastfeed.

   c. Security staff shall escort the visitor to the designated area to breastfeed and back to the visiting room after breastfeeding. A pat search of the visitor shall be conducted prior to entering the designated area and immediately upon conclusion of breastfeeding, prior to allowing re-entry into the visiting room.

   d. Security staff shall search and secure the designated area prior to the visitor breastfeeding and again once the visitor has finished breastfeeding.

8. For facilities within the Women’s Division, written procedures for offenders who request accommodations for breastfeeding their child during a visit.

   a. The facility shall identify a secure, private area to be designated for use by offenders for breastfeeding.
NOTE: Restroom facilities shall not be designated as areas to be used for breastfeeding.

b. Offenders shall be advised that requests for accommodations for breastfeeding should be submitted in advance to the CAO.

c. Security staff shall escort the offender to the designated area to breastfeed and back to the visiting room after breastfeeding. A pat search of the offender shall be conducted prior to entering the designated area and immediately upon conclusion of breastfeeding, prior to allowing re-entry into the visiting room.

d. Security staff shall search and secure the designated area prior to the offender breastfeeding and again once the offender has finished breastfeeding.

e. The offender shall be allowed reasonable privacy while breastfeeding their child.

9. Procedures identifying and reporting inappropriate behavior while visiting an offender and restricting future visits.

a. If any inappropriate behavior of a visitor is observed by an employee or if contraband is detected, the employee shall immediately notify the Shift Supervisor who shall determine whether to terminate the visit.

   (1) The reporting employee and any other employee who witnessed the incident shall immediately prepare an Incident Report, DOC 0434, fully outlining the exact details; and

   (2) The Shift Supervisor shall contact the Duty Administrative Officer who may issue a temporary restriction on the visitor.

b. After a review of all written reports, the CAO shall determine whether a written warning or a temporary or a permanent restriction shall be issued in accordance with Department Rule 525: Subpart A.

   (1) If it is determined that a written warning will suffice, the CAO shall prepare a Visitor Restriction Notification, DOC 0409, to the visitor, with a copy to the offender, outlining the incident and indicating that any future occurrences may result in either a temporary or a permanent visiting restriction. A copy of the letter shall be retained in the offender's master file.

   (2) If it is determined that a temporary or a permanent restriction is warranted, the CAO shall prepare a DOC 0409 to the visitor, with a copy to the offender, outlining the incident and indicating the type of restriction. If a temporary restriction is issued, the exact timeframe for the restriction shall be identified. A copy of the letter shall be retained in the offender's master file. The restriction, whether temporary or permanent, shall be input into Visitor Tracking in O360.

c. A review of restrictions for possible restoration of visiting privileges shall be conducted upon written request of the restricted visitor or offender, provided requests are submitted after six months of restriction, after a year of restriction or on an annual basis thereafter. However, the CAO may review and restore visiting privileges at any time.

NOTE: The review shall be conducted by the facility that placed the visitor on restriction. If the offender who was involved in the original incident that resulted in a visitor restriction has been released or discharged, and the restricted visitor requests to visit another offender, the facility that initiated the restriction shall conduct the review.
(1) If visitor privileges are reinstated, the notice of reinstatement shall be sent to the visitor, a copy shall be retained in the master file of the offender who was involved in the original incident and a copy shall be provided to or be retained by the facility that originally issued the restriction. The visitor restriction shall be inactivated on Visitor Tracking in O360.

(2) If visitor privileges are not reinstated, a letter denying reinstatement shall be sent to the visitor, a copy shall be retained in the master file of the offender involved in the original incident and a copy shall be provided to and retained by the facility that originally issued the restriction.

10. Prior to allowing the visit, appropriate staff shall do a "name search" and a “date of birth search” on Visitor Tracking in O360. Any visitor who has been restricted from one facility shall be restricted from all facilities within the Department.

H. Visitor Restriction Guidelines

1. If contraband is discovered in the possession of an offender either during or after a visit, it will be assumed the contraband was introduced by the visitor.

2. When an offender's visitor has been confirmed as testing positive for contraband with the ion scan or other approved detection equipment, visiting privileges shall be restricted for a minimum of six months for the first occurrence.
   a. If a second occurrence is within one year of the first occurrence, visiting privileges shall be restricted permanently.
   b. If a second occurrence is more than one year after the first occurrence, visiting privileges shall be restricted for a minimum of six months as a first occurrence.

3. Restrictions for other reasons may be more or less stringent as determined necessary by the CAO or as otherwise directed by the respective Deputy Director or Chief of the Women’s Division or above.

4. Any deviation in visiting restriction shall require the approval of the Director or Chief of Operations.

5. When a visitor is restricted, a review shall be conducted to determine any security concerns regarding the involved offender.

I. Non-Contact Visits

1. Visits shall be restricted to non-contact for offenders:
   a. In disciplinary segregation;
   b. In administrative detention, unless otherwise provided in Administrative Directive 05.12.101;
   c. Designated as extremely high escape risks; or
   d. Determined by the CAO to be a threat to safety, security or order.

2. Visits shall be restricted to non-contact for a minimum of six months for offenders:
   a. Found in possession of illegal drugs;
b. Who have failed a drug test;

c. Involved in security threat group activities;

d. Found guilty of assaulting a Department employee; or

e. Determined by the CAO to be a threat to safety, security or order.

J. Master Roster of Visitor Restrictions

1. All visitor restrictions at all facilities within the Department shall be maintained on Visitor Tracking in O360.

2. On a daily basis, facilities shall update notification of all new visitor restrictions and reinstatements in Visitor Tracking in O360. The notification of new visitor restrictions and reinstatements shall include the following available information:

   a. The name, gender, race, home address, date of birth, driver's license or other identification number, if applicable, of each visitor restricted, the type of restriction, the reason for the restriction and the date the restriction was issued.

   b. The name, gender, race, home address, date of birth, driver's license or other identification number, if applicable, of each visitor who has had their visiting rights restored, the type of previous restriction, the reason for the restriction and the date the restriction was issued.

3. An electronic backup of the Active Stop Order Report, OERVI 101, shall be maintained by each facility. The electronic backup report shall be updated no less than once per month and serve only as a back-up when Visitor Tracking in O360 is down; it shall not be used for routine checks of visitors.