



Illinois Department of Corrections

Administrative Directive

Number: 05.01.111	Title: Searches of Individual in Custody Living Areas	Effective: 12/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.01.111 effective 1/1/2021

Authority: 730 ILCS 5/3-2-2 20 IAC 501C	Related ACA Standards: 5-ACI-1A-07, 10, 12 – 14, 5-ACI-1C-01 and 22, 5-ACI-1D-03, 10 – 13, 5-ACI-1F-02 and 11, 5-ACI-3A-01, 04, 05, 09, 19, 42, 5-ACI-3C-01 – 04, 07, 08, 11, 5-ACI-3D-08 and 17
Referenced Policies: 05.01.112	Referenced Forms: DOC 0300 – Search Record/Confiscated Contraband DOC 0317 – Disciplinary Report

I. POLICY

The Department shall ensure individual in custody living areas are searched routinely to deter the presence of contraband and maintain the safety and security of the facility.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure regarding searches of individual in custody living areas.

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 quarterly.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Search of individual in custody living area – for purposes of this directive, means a thorough search of an individual in custody's cell or immediate living area.

F. Requirements

1. Searches of individual in custody living areas shall be conducted in accordance with Department Rules and Administrative Directives, and any local procedures established by the Chief Administrative Officer (CAO).
2. The respective Deputy Director may establish additional requirements for search procedures, including, but not limited to, the use of gender-responsive, trauma-informed language. Any

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additional requirements shall be in writing, included in local procedure and delineated to respective staff.

3. The CAO of each facility shall establish a written local procedure defining the responsibilities of authorized personnel in conducting searches of individual in custody living areas, which shall include:
 - a. Specific step-by-step instructions outlining the process of conducting searches of individual in custody living areas.

NOTE: Staff shall provide clear communication of the search procedure to individuals in custody by highlighting the process from one stage to the next.
 - b. Issuance of a search procedure instruction card outlining the process for searching individual in custody living areas, as a reference to the search procedure and to aid with adherence to same.
4. The Assistant Warden of Operations shall ensure that each individual in custody living area is searched no less than one time every 60 days.
 - a. The Shift Supervisor shall maintain a check-off list documenting that no more than 60 days has elapsed between searches of individual in custody living areas.
 - b. The check-off lists shall be maintained by the Assistant Warden of Operations for a period of one year.
5. All searches of individual in custody living areas shall be authorized by the Shift Supervisor or above.
6. Prior to occupancy by a new individual in custody, an unoccupied living area shall be searched.
7. In every instance where a living area is searched:
 - a. The staff member conducting the search shall initiate a Search Record/Confiscated Contraband, DOC 0300, at the time of the search.
 - (1) If contraband is found, the staff member shall:
 - (a) Provide as much of the information required on the left side of the DOC 0300 that is known or available;
 - (b) Sign and date the DOC 0300;
 - (c) Give the fifth copy to the individual in custody;
 - (d) Attach the fourth copy to the Disciplinary Report, DOC 0317, if one is issued; and
 - (e) Attach the remaining copies to the contraband and turn it over to the Shift Supervisor in accordance with Administrative Directive 05.01.112.
 - (2) If no contraband is found, the staff member shall:
 - (a) Provide as much of the information required on the left side of the

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DOC 0300 that is known or available and indicate no contraband was found;

- (b) Sign and date the DOC 0300;
- (c) Give the fifth copy to the individual in custody; and
- (d) Turn the remaining copies over to the Shift Supervisor.

NOTE: In cases where a dormitory is searched and no contraband is found, one copy of the DOC 0300 may be used for the entire dormitory provided that each individual in custody housed in the dormitory receives a copy or photocopy of the DOC 0300. The names and numbers of the individuals in custody shall be listed in the space provided for items. Where there are no more than three individuals in custody involved, the first, fourth and fifth copies may be used to give to the individuals in custody. The staff member and the Shift Supervisor shall retain their copies.

- b. The Shift Supervisor's copy of the DOC 0300 documenting the search shall be retained on file in the Assistant Warden of Operations' office or in a designated central location for a period of at least two years.
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