



# Illinois Department of Corrections

## Administrative Directive

Number: <b>05.03.107</b>	Title: <b>Special Placement Double Celling Review</b>	Effective: <b>5/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	05.03.107 effective 2/1/2020

<b>Authority:</b> 730 ILCS 5/3-2-2 20 ILCS 504.620	<b>Related ACA Standards:</b> 5-ACI-4A-04
<b>Referenced Policies:</b>	<b>Referenced Forms:</b> DOC 0303 – Offender Special Placement Double Cell Assessment

### I. POLICY

The Department shall review all offenders in restrictive housing and protective custody for the possibility of double celling.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to establish a written procedure governing the review of offenders for double celling in restrictive housing and protective custody.

#### B. Applicability

This directive is applicable to all facilities that are designed to double cell restrictive housing or protective custody offenders.

#### 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. Nothing in the provisions herein shall be construed to limit the authority of the Director to house or transfer an offender in any institution, facility or program.
2. Procedures outlined in this directive shall be used for routine restrictive housing and protective placement.
3. Offenders who are placed in restrictive housing or protective custody in non-routine circumstances as determined by the Duty Administrative Officer shall be screened for double celling as soon as practical.

#### F. Requirements

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The Chief Administrative Officer (CAO) of each facility with restrictive housing and protective custody units designed to double cell offenders shall develop a written policy that includes, but is not limited to, the following for routine restrictive housing and protective custody placement.

1. For Restrictive Housing:
  - a. Upon delivery of an offender to the restrictive housing unit, staff shall place offenders in a secure holding area separate from other offenders.
  - b. Offenders shall be strip searched and placed alone in a cell.
2. For protective custody, upon request by an offender or staff recommendation, the offender shall be placed in protective custody alone in a cell.
3. An Offender Special Placement Double Cell Assessment, DOC 0303, shall be initiated and completed by documenting a review of Offender 360, the offender's master file, medical and mental health records and intelligence information.
4. Upon completion of the DOC 0303, the CAO shall review the DOC 0303 and make a final determination as to whether the offender is a good candidate for double celling. If the recommendation of double celling is:
  - a. Denied:
    - (1) The offender shall NOT be placed in a cell with another offender for the duration of the placement in protective custody or restrictive housing resulting from the current disciplinary action; and
    - (2) The original DOC 0303 shall be placed in the offender's master file and a copy shall be placed in the restrictive housing or protective custody double celling file.
  - b. Approved, the offender may be considered for double celling. A copy of the DOC 0303 shall be sent to the respective zone Lieutenant or above.
5. Prior to housing two offenders in a cell, the respective Lieutenant or above shall review the DOC 0303 for each offender. The review shall consider compatibility contraindications such as difference in age or physical size; security threat group affiliation; projected release dates; security issues; medical or mental health concerns; history of violence with cellmates; reason for restrictive housing or protective custody placement; racial issues and significant negative life changes, such as additional time to serve, loss of spouse or children, etc.

**NOTE:** Reviews may include, but not be limited to, disciplinary reports, investigative reports and past history of movement.

- a. If it is determined that double celling the two offenders is not recommended, an additional review shall be conducted with other offenders.
- b. If it is determined that the two offenders can be celled together, the respective Lieutenant or above shall:
  - (1) Document on the DOC 0303 for each offender the other offender's identification number and sign indicating that a review was conducted and these offenders appear to be compatible.
  - (2) Within 72 hours after placement in a restrictive housing or protective custody double cell, perform a suitability review of the double cell placement and

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document accordingly on the DOC 0303. If it is determined the placement of either offender is not appropriate, the cell house Lieutenant shall be contacted immediately to ensure alternate cell placement occurs.

- (3) Upon release from restrictive housing or protective custody, ensure the original DOC 0303 is placed in each offender's master file and a copy is placed in the restrictive housing or protective custody double celling file.

**NOTE:** The review in Paragraph II.F.5. shall be conducted prior to offenders receiving new cell mates.

6. Any time an offender in restrictive housing or protective custody who was previously approved for double celling receives a disciplinary report for any 100 series or 214 violation:
    - a. A new DOC 0303 shall be completed in accordance with Paragraphs II.F.2. through 4; and
    - b. The offender shall be reassessed for double celling in accordance with Paragraph II.F.5.
  7. A new DOC 0303 shall be completed each time an offender is placed in restrictive housing or protective custody.
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