



Illinois Department of Corrections

Administrative Directive

Number: 05.03.111	Title: Resident Personal Property	Effective: 9/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.03.111C effective 11/1/2021

Authority: 730 ILCS 5/3-2-2 20 IAC 501 and 535	Related ACA Standards: 5-ACI-3A-01, 19, 42, 5-ACI-5A-06 – 08
Referenced Policies:	Referenced Forms: DOC 0465 – Adult Transition Center Resident Personal Property Permit

I. POLICY

The Chief Administrative Officer of a Transitional Security facility shall determine the type and quantity of personal property residents placed in a Transitional Security facility may have in their assigned living quarters in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines regarding the quantity and types of personal property a resident in a Transitional Security facility may possess.

B. Applicability

This directive is applicable to all Transitional Security facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Definitions

Permit items – audio-visual equipment, jewelry, and any other item designated by the Chief Administrative Officer.

Personal Property Coordinator – a person designated, in writing, by the Chief Administrative Officer to ensure that the inventory of resident personal property is maintained on file in accordance with this directive.

E. Requirements

The Chief Administrative Officer (CAO) shall establish written guidelines which provide that:

1. The following are controlled within a resident's living area for reasons of safety, security, health and hygiene:
 - a. The quantity of electrical appliances and overall use of electrical power; and
 - b. Decorations, furnishings and any type of combustible personal property.

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2. Designated staff shall be responsible for:
 - a. Checking each resident's personal property (including consumable items, i.e., soap, toothpaste, etc.) upon reception to the center against the personal property inventory list received with the resident; and
 - b. Providing the personal property coordinator with the inventory list received with the resident.
3. The personal property coordinator shall maintain a current inventory list of each resident's personal property which requires a permit and ensure that any permit items obtained or disposed are documented on the Adult Transition Center Resident Personal Property Permit, DOC 0465.
4. If a resident's Transitional Security facility placement status is revoked, the resident's personal property shall be immediately inventoried and stored in a safe secure area until it is disposed of in accordance with Department Rule 535, Personal Property.
5. Only female residents are permitted to wear or have earrings in their possession.

F. Approved Personal Property Items

1. Possession of the following items shall be restricted to the quantities which may be properly and safely stored in the space provided within the resident's assigned living area, unless otherwise approved by the CAO.
 - a. Audio-visual Equipment
 - Clock (no radio or USB functions) – PERMIT ITEM
 - Television Set (up to 15") - PERMIT ITEM
 - Radio, AM/FM - PERMIT ITEM
 - Tapes
 - Earplugs or Headphones
 - Walkman – PERMIT ITEM
 - MP3 Player – PERMIT ITEM
 - DVD Player – PERMIT ITEM

NOTE: Audio-visual items may be in combination form, but they may not be duplicated.
 - b. Clothing and Accessories
 - c. Toiletries and Personal Hygiene Items (Hair Clippers with scissors removed – PERMIT ITEM)
 - d. Jewelry
 - e. Bicycles – PERMIT ITEM
 - f. Mattress and/or mattress topper (flame resistant) – PERMIT ITEM
 - g. Miscellaneous Items
2. A list of all approved items shall be posted in a location easily accessible by all residents in each Transitional Security facility or be provided to the residents.
3. Jewelry items shall be limited to \$50 in value.

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4. Cell phones shall be stored in accordance with the facility rules and regulations.
 5. Items not on the approved list and in the possession of a resident will be considered as contraband and shall be disposed of in accordance with Department Rule 501C, Searches for and Disposition of Contraband.
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