



Illinois Department of Corrections

Administrative Directive

Number: 05.07.101	Title: Reception and Classification Process	Effective: 10/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	05.07.101 effective 11/1/2005

Authority: 730 ILCS 5/3-2-2 20 IAC 107: Subpart A, 501.230 and 535.80	Related ACA Standards: 5-ACI-1E-01 and 02, 5-ACI-2C-02, 11, 5-ACI-3A-19 – 21, 5-ACI-3C-01 – 03, 05, 06, 5-ACI-3D-09, 10, 14, 15, 19, 5-ACI-4A-05 and 08, 27, 5-ACI-4B-34, 5-ACI-5A-01 – 08, 5-ACI-5B-01 – 05, 07, 10, 11, 19, 5-ACI-5D-08, 12, 14, 5-ACI-6A-01, 19, 19-1, 21 – 25, 28, 31, 32, 37 and 40, 5-ACI-6C-06 and 12, 5-ACI-6D-06
Referenced Policies: DR 107, 503, 504 and 535 04.01.260, 04.03.101, 04.03.102, 04.03.104, 04.50.103, 05.05.105, 05.05.110, 05.07.102	Referenced Forms: DOC 0004 – Offender Visiting List DOC 0193 – Offender Telephone Number List Request

I. POLICY

The Department shall ensure, upon entry to the Department, each offender's medical, mental health and social history are assessed and the offender referred for appropriate placement at a correctional facility.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff regarding offender processing while at a Reception and Classification Center.

B. Applicability

This directive is applicable to all correctional facilities designated as Reception and Classification Centers.

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. Definition

Qualified Interpreter – an interpreter who, via a video remote interpreting service or an on-site appearance, is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified Interpreters include, for example, sign language interpreters, oral transliterators, certified deaf interpreters and cued-language transliterators. A Qualified Interpreter must be licensed to practice in the State of Illinois pursuant to the Interpreter for the Deaf Licensure Act of 2007.

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Security Threat Group (STG) – individuals or groups of individuals, both within and outside of the Department, who pose a threat to the safety of the public, staff and offenders and to the security and orderly management of a correctional facility.

F. Requirements

1. Upon delivery of an offender to a Reception and Classification Center by the sheriff's office:
 - a. The Record Office shall:
 - (1) Check to ensure legal documents that are required under Department Rule 107.20 are received and are in order for acceptance of the offender; and
 - (2) Issue a new offender identification number if warranted or verify the previously issued number.
 - b. Security staff shall receive offenders and search the offenders and their personal property.
 - c. Medical staff shall determine whether the offender is on medication or has any health issue of an emergency nature.
 - d. Transgender offenders, whether gender identity is confirmed or non-confirmed, shall be identified and processed in accordance with Administrative Directive 04.03.104.
 - e. The Personal Property Officer shall inventory each offender's personal property and obtain the offender's authorization for disposal of any non-approved items in accordance with Department Rules 501.230 and 535.80. Authorized items shall subsequently be returned to the offender as soon as possible thereafter.

NOTE: Immigration and Customs Enforcement (ICE) agents will not maintain a presence at any of the Department's Reception and Classification Centers. The Department shall not permit agents from ICE to conduct interviews with or collect information from offenders as part of the intake process at its Reception and Classification Centers.

2. On the offender's first full day of admission, whenever possible:
 - a. A counselor shall provide offenders with an orientation to the Department in accordance with Administrative Directive 05.07.102. This shall include a brief explanation of disciplinary rules, grievance procedures, the STG renunciation process, protective custody, and information regarding the Department's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or harassment.
 - (1) All videos used during orientation shall include closed captioning subtitles and closed captioning utilizing American Sign Language which has been reviewed for accuracy of the interpretation by the Illinois Deaf and Hard of Hearing Commission or a Qualified Interpreter.
 - (2) For all offenders attending orientation who the Department has reason to believe are or may be Deaf or Hard of Hearing, the Department shall meet with the offender in a separate, subsequent orientation session to go over all orientation content provided orally at the initial orientation session. If the offender communicates through American Sign Language, then during the second, separate orientation session, the Department shall provide a Qualified Interpreter to assist the offender in understanding any orientation content provided orally.

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- (3) The Department shall reserve the first row of seats during orientation for offenders who are disabled.
- b. The offender shall be strip searched.
- c. The offender shall receive a medical assessment in accordance with Administrative Directive 04.03.101.
- d. The offender shall be issued a copy of the reception and classification offender orientation manual that includes Department Rule 504 (Appendix A and Table A) and a copy of the cell house rules. If an offender does not speak English, reasonable efforts shall be made to explain the rules to the offender in a language he or she understands.
- e. The offender shall be advised how to initiate the process for requesting copies of his or her birth certificate, social security card and free Illinois state identification card, in accordance with Administrative Directive 04.50.103.
- f. The offender shall be allowed to purchase basic personal hygiene items or be provided with State issued personal hygiene items such as a toothbrush, toothpaste, shampoo and deodorant if the offender is found to be indigent. Offenders shall be considered indigent if during the entire term or his or her incarceration the offender is without funds to pay for the personal hygiene items.
- g. The offender shall be provided access to or be given the following State issued items:
 - (1) Undershirts (males) - 2
 - (2) Underpants (males) - 2; (females) - 4
 - (3) Bras (females) - 2
 - (4) Socks - 3 pair
 - (5) Jacket - 1 (during appropriate months)
 - (6) Jumpsuits - 1 (in accordance with Administrative Directive 05.07.102)
 - (7) Shoes, Gym - 1
 - (8) Blanket - 1
 - (9) Sheet – 1 set (includes minimum of two sheets)
 - (10) Towel, Bath - 1
 - (11) Wash Cloth - 1
 - (12) Soap - 1
 - (13) Mattress – 1

NOTE: In accordance with Administrative Directive 04.03.104 and upon request, transgender offenders shall be issued items specific to his or her gender identity, not to exceed the limits provided herein.

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- h. The Bureau of Identification shall take an admitting picture, obtain fingerprints and issue an identification card to each offender using the offender identification number assigned by the Record Office.
3. Subsequently, the offender shall:
- a. Receive a medical intake screening and a complete physical examination in accordance with Administrative Directive 04.03.101.
 - (1) Medical personnel shall interview each offender to obtain medical history.
 - (2) Vital signs, height and weight shall be taken and recorded.
 - (3) A vision test and hearing screening shall be given and results shall be recorded.
 - (4) Blood specimens shall be obtained from each offender at the health care unit.
 - (5) A DNA sample shall be obtained in accordance with Administrative Directive 04.01.260.
 - (6) Each offender's general physical condition shall be evaluated.
 - (7) A PPD test shall be given, and if positive, the offender's chest shall be x-rayed.
 - b. Receive a complete dental examination in accordance with Administrative Directive 04.03.102 and panorex dental x-rays shall be taken.
 - c. Be interviewed by:
 - (1) A mental health professional to determine the offender's general mental health condition;
 - (2) A counselor to determine any program needs, such as drug counseling or family counseling; and
 - (3) A Substance Abuse Counselor when determined by medical, mental health or counseling staff to be necessary.
 - d. Be assigned to a double cell unless single celling is approved by the Chief Administrative Officer. The offender shall be issued clean bedding in accordance with Paragraph II.F.2.f. Housing shall be in accordance with security and programmatic considerations.
 - e. Be provided with the Offender Visiting List, DOC 0004, and the Offender Telephone Number List Request, DOC 0193, to be completed to indicate persons with whom the offender wishes to visit and telephone numbers that the offender wishes to call once the offender is transferred to an assigned correctional facility. The offender shall be limited to 30 visitors and 30 telephone contacts.
 - f. Undergo mental health testing, where indicated.
 - g. Receive follow-up on medical, dental and mental health concerns as determined necessary by appropriate staff.
 - h. Continue to be contacted by a counselor to determine any additional concerns or needs.

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4. The offender shall be initially classified using a classification instrument in accordance with Administrative Directive 05.05.105 to determine the offender's security level. This determination shall be based on factors including, but not limited to, age, offense, length of sentence, prior criminal behavior, history of escapes and special needs.
 5. An escape level shall be designated for the offender in accordance with Administrative Directive 05.05.110 based on the offender's history of escapes, attempted escapes or escapist behavior.
 6. A parole plan, including identification of a host site, shall be developed by field services for any offender who is found not to be a violator by the Prisoner Review Board while in Reception and Classification.
 7. Upon completion of the classification instrument and all medical and mental health reviews, a classification report shall be compiled and forwarded to the Transfer Coordinator. The report shall contain:
 - a. Information from counseling;
 - b. An educational assessment; and
 - c. An assessment of medical and mental health services required, including any recommendations made by the Transgender Committees for transgender offenders in accordance with Administrative Directive 04.03.104.
 8. The Transfer Coordinator shall review the classification material and assign each offender to a facility.

NOTE: In accordance with Administrative Directive 04.03.104, transgender offenders may be reassigned to a facility other than as initially assigned by the Transfer Coordinator, based on a review and recommendations made by the Transgender Administrative Committee.
 9. The facility shall place each offender on a transfer list for transfer to the facility assigned by the Transfer Coordinator and the offender shall be transferred as soon as practicable.
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