



## Illinois Department of Corrections

### Administrative Directive

Number: <b>05.07.102</b>	Title: <b>Reception Status</b>	Effective: <b>8/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	05.07.102 effective 6/1/2017

<b>Authority:</b> 730 ILCS 5/3-2-2 and 3-7-2 20 IAC 504 and 525	<b>Related ACA Standards:</b> 5-ACI-5A-01 – 04, 5 ACI-5B-01
<b>Referenced Policies:</b> 01.07.806, 05.07.101	<b>Referenced Forms:</b>

#### I. POLICY

Upon admission to the Department through a Reception and Classification Center, individuals in custody shall be placed in reception status. During reception, individuals in custody shall be screened, classified and orientated to the Department and its rules and programs.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a reception period at a Reception and Classification Center and to establish the privileges and restrictions associated with the time spent in reception.

##### B. Applicability

This directive is applicable to all Reception and Classification Centers or any facility designated by the Director to accept individuals in custody with disabilities for a reception and classification center.

##### 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

Reception status – the time that an individual in custody must serve upon admission to the Department or upon return through a Reception and Classification Center as an escapee, a parole or mandatory supervised release violator, or an individual who has violated adult transition or electronic monitoring rules.

##### F. General Provisions

1. Individuals in custody shall be placed in reception status upon admission or return to any Reception and Classification Center.
2. While in reception status, individuals in custody may also be placed in Restrictive Housing status due to disciplinary reasons. (See matrix on Attachment A.)

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3. Reception status shall terminate for each individual in custody upon transfer to an assigned correctional facility.
4. Individuals in custody in reception status shall:
  - a. Be clothed in accordance with the guidelines for reception or Restrictive Housing status, except for individuals in custody with a Level E escape level designation.
    - (1) Individuals in custody who are in reception status shall be clothed in a light blue or yellow jumpsuit;

**NOTE:** The light blue jumpsuits shall be phased out of use with the Department and individuals in custody in reception shall be clothed in yellow jumpsuits. However, each facility shall deplete its supply of light blue jumpsuits before switching to yellow jumpsuits.
    - (2) Individuals in custody who are in Restrictive Housing status shall be clothed in a tan jumpsuit.
    - (3) Individuals in custody designated as Level E escape shall be clothed in a green jumpsuit.
    - (4) While being transferred, individuals in custody who are not designated as Level E escape shall be clothed in a yellow jumpsuit.
  - b. Be served nutritionally adequate meals three times a day.
  - c. Be prohibited from possessing any audio or visual equipment.
  - d. Be permitted access to reading materials and shall have access to materials from the facility library and legal library. Physical access to either library need not be provided.
  - e. Not receive any State pay.
  - f. Be provided with State issued clothing adequate for the season, bedding, soap and towels.
  - g. Except as provided herein, have limited commissary privileges up to a maximum of \$15 one time per month with purchases limited to the following:
    - (1) Basic personal hygiene items such as a toothbrush, toothpaste, shampoo and deodorant;
    - (2) Blank or pre-stamped envelopes;
    - (3) Fans during the months of May through August;
    - (4) Thermal underwear during the months of October through April;
    - (5) Gym shoes;
    - (6) Pencils and paper; and
    - (7) A drinking cup.

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- h. Have access to medical and mental health services during daily sick call and in an emergency.
  - i. Have access to chaplaincy services.
  - j. Have no restrictions on mail except as provided in 20 Ill. Adm. Code 525.
5. Identification cards shall be issued in accordance with Administrative Directive 01.07.806.

**G. Reception Status**

Reception status begins upon admission to any Reception and Classification Center of any facility designated by the Director to accept individuals in custody with disabilities for a reception and classification center, and continues until the individual in custody is transferred to an assigned correctional center. During reception status:

- 1. Individuals in custody shall receive Department orientation and be screened and classified in accordance with Administrative Directive 05.07.101.
- 2. Movement shall be escorted for individuals in custody.
- 3. Meals shall be served to individuals in custody in their cells.
- 4. Absent an emergency, out of cell movement shall be limited to:
  - a. Classification;
  - b. Recreation;
  - c. Showers;
  - d. Visits;
  - e. Medical and mental health care; and
  - f. Writs.
- 5. Individuals in custody shall not be permitted visits, except:
  - a. Legal visits in accordance with 20 Ill. Adm. Code 525; or
  - b. Emergency visits as approved by the Chief Administrative Officer.

**NOTE:** Individuals in custody who have been in reception status for more than 60 days shall be permitted two visits per month; each not to exceed two hours in length.

- 6. Individuals in custody shall be permitted access to shower facilities at least three times per week.
- 7. Individuals in custody shall be permitted to make one collect telephone call prior to transfer, not to exceed ten minutes in duration. This limitation shall not include attorney telephone calls and court ordered calls or calls permitted in emergency situations as approved by the Chief Administrative Officer.
- 8. Individuals in custody shall have the opportunity to recreate outside of the cell a total of eight hours per week.

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9. Individuals in custody shall have access to legal materials in their cells.

**H. Restrictive Housing Status During Reception Period**

While in reception status, an individual in custody may also be placed in Restrictive Housing status for disciplinary reasons. Unless further limited by the privileges associated with the individual's in custody reception status, during this time:

1. Individuals in custody shall be dressed in tan jumpsuits.
  2. Movement shall be restrained and escorted for individuals in custody.
  3. Absent an emergency, out of cell movement shall be limited to:
    - a. Recreation;
    - b. Showers;
    - c. Visits;
    - d. Medical and mental health care;
    - e. Writs; and
    - f. Other activities approved by the Chief Administrative Officer.
  4. Meals shall be served to individuals in custody in their cells.
  5. Individuals in custody visits shall be permitted in accordance with Paragraph II.G.5.
  6. Individuals in custody shall be provided access to shower facilities three times per week.
  7. Individuals in custody shall be permitted to make one collect telephone call prior to transfer, not to exceed ten minutes in duration. This limitation shall not include attorney telephone calls and court ordered calls or calls permitted in emergency situations as approved by the Chief Administrative Officer.
  8. Individuals in custody shall receive recreation in accordance with 20 Ill. Adm. Code 504.670.
  9. Individuals in custody shall have limited commissary privileges up to a maximum of \$15 one time per month and shall be limited to basic personal hygiene items such as a toothbrush, toothpaste, shampoo and deodorant.
  10. Individuals in custody shall be provided access to legal materials at the cell.
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**ATTACHMENT A**  
**Reception Status/Restrictive Housing Status**

	<b>Reception</b>	<b>Restrictive Housing</b>
<b>Duration</b>	Entire stay at any R & C	Any Restrictive Housing status during Reception Status
<b>Clothing</b>	*Yellow or light blue jumpsuit or green jumpsuit if Level E escape risk	Tan jumpsuit or green jumpsuit if Level E escape risk
<b>Meals</b>	In cell	In cell
<b>Movement</b>	Escorted	Restrained and escorted
<b>Visits (non-contact)</b>	**None, except legal or as otherwise authorized by the Chief Administrative Officer	**None, except legal or as otherwise authorized by the Chief Administrative Officer
<b>Telephone</b>	None, except legal, court ordered, and emergency, and a 10-minute call prior to transfer	None, except legal, court ordered, and emergency, and a 10-minute call prior to transfer
<b>Law Library &amp; Legal Materials</b>	At cell	At cell
<b>Showers</b>	Minimum 3 per week	3 per week
<b>Programming</b>	Religious (in cell)	Religious (in cell)
<b>Commissary</b>	Limited items as provided in paragraph II.F.4.g. up to a maximum of \$15 one time per month	***Limited to basic personal hygiene items only up to a maximum of \$15 one time per month
<b>Assignments</b>	None; except as approved by Chief Administrative Officer	None
<b>State Pay</b>	None	None
<b>Audio/Visual</b>	None	None
<b>Recreation</b>	8 hours per week outside of cell	In accordance with 20 Ill. Adm. Code 504.670

**NOTE:** \* Each facility's supply of light blue jumpsuits shall be depleted before switching to the use of yellow jumpsuits.  
\*\* Individual in custody who have been in reception status for more than 60 days shall be permitted two visits per month; each not to exceed two hours in length.  
\*\*\* Toothbrush, toothpaste, shampoo, and deodorant.