



Illinois Department of Corrections

Administrative Directive

Number: 05.10.110	Title: Use and Control of Individual in Custody Storage Boxes and Commissary Items	Effective: 10/01/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
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Authority: 730 ILCS 5/3-2-2 20 IAC 425, 501: Subpart C, 504: Subparts A and D, 525: Subparts B and C, and 535	Related ACA Standards: 5-ACI-1A-07, 5-ACI-2E-10, 5-ACI-3A-01 and 19, 5-ACI-3C-01 and 02, 5-ACI-4A-22, 5-ACI-4B-15 and 22, 5-ACI-5A-01, 03 – 08, 5-ACI-7D-02, 04, 05
Referenced Policies:	Referenced Forms: DOC 0410 – A Notice and Course of Action for Excess Personal Property DOC 0434 – Incident Report DOC 0650 – Jewelry Retention Permit DOC 0656A – Personal Property and Correspondence Storage Box Contract DOC 0656B – Correspondence Box Contract – Additional Box Request DOC 0657 – Individual in Custody Padlock Agreement

I. POLICY

The Department shall issue storage boxes to individuals in custody for the storage of their property within their living area in order to facilitate safety, security and sanitation, including, but not limited to, enhancing the ability to conduct searches, fire safety and to facilitate transportation of property, and establish spending limits and timeframes for individuals in custody to purchase art supplies and commissary items, based on security level of the facility and grade.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing spending limits and timeframes for purchasing art supplies and commissary items and the possession and storage of personal property items and control of the storage boxes within correctional facilities.

B. Applicability

This directive is applicable to all correctional facilities, excluding Transitional Security facilities and Impact Programs.

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.

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E. Definitions

Allowable personal property – items sold in the facility commissary and state issued items or as authorized by Department Rules.

Commissary – a store within a correctional facility in which individuals in custody may purchase items such as hygiene items, snacks, writing instruments, etc.

Correspondence storage box – a standard, departmentally approved, fire retardant storage container issued for use in the individual in custody’s living area for storage of his or her legal materials, correspondence and publications.

Legal materials – pleadings, complaints, petitions, motions, briefs, exhibits, Department Rules, affidavits, transcripts, expert reports; correspondence to and from attorneys or persons employed by attorneys in a legal capacity; correspondence to and from courts or expert witnesses; copies of case law; notices of filing or other documents to be filed in a court of law, court of claims or other forum in which a suit may be filed; documents to be filed in support of executive clemency; or any other documents that are or may be required to be served upon opposing counsel or parties.

Medical devices – for purposes of this directive, shall include walkers, canes, wheelchairs, prosthetics and orthotic braces.

Personal property storage box – a standard, departmentally approved, fire retardant storage container issued for use in the individual in custody’s living area for storage of his or her personal property.

Publications – for the purposes of this directive, shall include, but may not be limited to, hard or soft bound books, magazines, newspapers, periodicals and catalogs.

F. General Provisions

1. All individual in custody personal property shall be stored in a safe and secure manner in accordance with this directive.
2. All property in a living area shall be stored in a manner that will not obstruct lines of sight, paths of egress or access to the living area.
3. The overall use of electrical power within an individual in custody’s living area shall be controlled by facility administration for safety, security and other correctional concerns. Hot pots and typewriters shall be prohibited at Maximum Security facilities.
4. Decorations and furnishings of living areas shall be noncombustible and controlled by facility administration for safety and security and other correctional concerns.
5. The affixing of posters, photographs, paper or other items to the walls, ceilings, floors, doors, windows, bars, furniture or storage boxes and the open display of nude images and depictions shall be prohibited.
6. Staff shall complete and have an individual in custody sign:
 - a. A Personal Property and Correspondence Storage Box Contract, DOC 0656A, when issuing personal property and correspondence storage boxes to the individual in custody.
 - b. A Correspondence Box Contract – Additional Box Request, DOC 0656B, when an individual in custody requests additional storage boxes for storage of excess legal materials as outlined in Section II.1.8. of this directive.

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7. Any individual in custody who damages, defaces or loses a storage box shall be subject to disciplinary action in accordance with Department Rule 504A.
8. Unless otherwise specified in this directive, an individual in custody's personal property shall be stored in the personal property storage box. Correspondence may be stored in the personal property storage box; however, only correspondence shall be stored in the correspondence storage box.
9. In accordance with Department Rule 525, publications shall not be limited to those received from publishers and shall be permitted to be ordered, solicited or brought to the facility by a family member or friend, subject to screening for contraband and review by the Publication Review Committee.
10. A Department Commissary Committee shall be established to oversee commissary functions at facilities.
 - a. The Chief of Operations shall appoint:
 - (1) The Committee chairperson; and
 - (2) Committee members from facility staff, including Chief Administrative Officers, and Concordia staff per need.
 - b. Appointments to the Committee shall not have a term limit.
 - c. Meeting minutes shall be shared with all Committee members.
 - d. All changes and updates made shall be distributed to applicable staff by the Committee Chairperson.
11. Commissary spending limits and time frames shall be:
 - a. Established by security level for each facility by the Commissary Committee Chairperson; and
 - b. Adhered to at all times, unless approval is received from the Chief of Operations.
12. All individuals in custody shall be held accountable for established limits.
13. The Shift Supervisor shall ensure property compliance checks are conducted daily and noted on the daily shift report.

G. Allowable Equipment and Jewelry Personal Property

1. An individual in custody may possess a combination of one each of any six of the following equipment items:

NOTE: Individuals in custody shall be allowed to possess seven equipment items only if the equipment is an additional fan.

 - a. Fan – no larger than 10" with plastic shroud and guard (Permit item).
 - b. Television (Permit item).
 - c. Headphones (Permit item).

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- d. AM/FM radio (Permit item).
- e. AM/FM radio cassette player - single deck, no recording devices, no detachable speakers (Permit item).
- f. Walkman (Permit item).
- g. MP3 player (Permit item).
- h. Electronic tablet (Permit item).
- i. Calculator – clear, pocket size.
- j. Clip-on light with LED bulb (Permit item).
- k. Book light (Permit item).
- l. Electric shaver (Permit item).
- m. Beard trimmer (Permit item).
- n. Hot pot (Permit item) (Minimum and Medium Security only).
- o. Typewriter – standard portable or electric (with battery operated capacity), only one-line memory capability (Permit item) (Minimum and Medium Security only). Typewriters may have one line of reprint capability, but shall not have other memory capability or removable storage media such as floppy discs, tapes, chips, etc. Typewriters shall not have any attachments or removable parts such as monitors or displays. The Chief Administrative Officer (CAO) shall determine whether an electric typewriter shall be operated on alternating current (AC, electric outlet) or direct current (DC, battery), or whether it may be operated on either current.

2. Jewelry Permit Items

- a. An individual in custody may possess one each of the following jewelry permit items:
 - (1) Department approved wristwatch - not to exceed \$50 in value; purchased through the individual in custody commissary.
 - (2) Religious medallion (no stones or screws permitted) – not to exceed two inches in height or width or weight of 12 grams; with chain not to exceed 24 inches in length or 3 mm gauge; purchased through individual in custody commissary or approved vendor; and not to exceed \$50 in combined value documented on a receipt with the vendor name and phone number included.
 - (3) Wedding ring (no stones permitted) - not to exceed \$50 in value documented on a receipt with the vendor name and phone number included.

NOTE: A jewelry permit item shall not be allowed if a receipt is not submitted by the individual in custody.

- b. Jewelry permit items and receipts received by the mailroom shall be delivered to the Personal Property Officer, or other staff designated by the CAO to review jewelry, for approval.

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NOTE: If staff other than the Personal Property Officer review jewelry for approval, the jewelry shall be returned to the Personal Property Officer once approved.

- (1) Upon approval of a jewelry permit item, the Personal Property Officer shall contact the individual in custody and have him or her complete a Jewelry Retention Permit, DOC 0650.
- (2) The original completed DOC 0650 shall be placed in the personal property file.
- (3) The individual in custody shall be given the following with approved jewelry permit items:
 - (a) A copy of the DOC 0650; and
 - (b) The receipt submitted with the jewelry, to be maintained by the individual in custody.

H. Storage of Allowable Personal Property

When an individual in custody is not in his or her living area, all property maintained in the living area shall be stored in a closed, personal property storage box, except:

1. Hygiene items:
 - a. One bar of soap;
 - b. One rubber soap dish;
 - c. One roll of toilet paper;
 - d. One toothbrush;
 - e. One tube of toothpaste;
 - f. Menstrual products; and
 - g. Deodorant.
2. Eyeglasses.
3. Dentures and denture cup.
4. Artificial eyes, artificial eye receptacle and artificial limbs.
5. One white towel.
6. Shampoo.
7. Conditioner.
8. One white washcloth.
9. Equipment items:
 - a. Fan;

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- b. Television;
 - c. AM/FM radio;
 - d. AM/FM radio cassette player;
 - e. Clip-on light with LED bulb;
 - f. MP3 player or electronic tablet;
 - g. Headphones;
 - h. Typewriter (Minimum and Medium Security only); and
 - i. Hot pots (Minimum and Medium Security only).
10. Earplugs.
 11. One approved mesh laundry bag (no string).
 12. Soiled clothing items located inside the laundry bag.
 13. One photo album.
 14. One drinking cup, mug or tankard.
 15. Wet outerwear.
 16. Two pair of footwear (one pair tennis shoes or boots, one pair shower shoes).
 17. One coat to be hung in designated area.
 18. One religious book, such as a Bible or Koran.

I. Personal Property Procedures

1. The CAO shall ensure that personal property procedures are followed in accordance with this directive.
2. A priority packing list shall be developed by the facility CAO to be used by staff in the event an individual in custody cannot pack his or her own property.
3. Each facility shall locally track their personal property storage boxes and correspondence storage boxes to allow accountability for damages caused by the individual in custody.
4. Individuals in custody shall be notified of personal property procedures.
5. A personal property storage box shall be issued for each individual in custody received at a facility unless a personal property storage box was transferred in with the individual in custody. The assignment or transfer of all personal property storage boxes shall be tracked locally. Excess personal property that cannot be stored in one personal property storage box shall be confiscated and handled in accordance with the provisions outlined in Department Rule 501C. A Notice and Course of Action for Excess Personal Property, DOC 0410, shall be processed and a copy shall be given to the individual in custody.

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6. Upon an individual in custody's request, a correspondence storage box shall be issued to him or her, unless a correspondence storage box was transferred in with the individual in custody or he or she already has a correspondence storage box in the living area. The correspondence storage box shall be tracked locally.
7. Individuals in custody shall be allowed a combination of up to 25 approved publications which shall be stored in their correspondence storage box.

NOTE: Publications which do not fit in the correspondence storage box may be stored in the individual in custody's personal property box.

8. Excess legal materials that cannot fit into the individual in custody's correspondence storage box shall be stored and maintained in a secure area designated by the CAO.
 - a. The individual in custody may inventory and pack the additional correspondence storage box(es). Cardboard storage boxes may be used for materials not stored in the individual in custody's living area.
 - b. The completed DOC 0656B shall serve as a receipt for the correspondence storage box(es), and a copy of the DOC 0656B shall:
 - (1) Be placed in each of the box(es) in the presence of a staff person;
 - (2) Be maintained in the individual in custody's master file; and
 - (3) Be issued to the individual in custody.
 - c. The correspondence storage box shall be sealed by the designated staff person in the presence of the individual in custody and clearly labeled with the individual in custody's name, ID number, the designation of "excess legal material" and the total number of storage boxes (i.e. 1 of 2, 2 of 2, etc.).
 - d. To gain access to the material, the individual in custody must submit a written request seven days prior to the desired review date, absent verified court, statutory or statute of limitations deadlines or other verified emergency. The individual in custody shall be allowed access to the material:
 - (1) With the condition that he or she retrieve and return to his or her living area no more material than what will fit into the storage box(es) that are in his or her living area; and
 - (2) Provided that he or she has been allowed access no more than once a week, absent verified court, statutory or statute of limitations deadlines or other verified emergency.

NOTE: Individual in custody law library clerks shall not be subject to the once per week access restriction in relation to the work he or she does on cases for other individuals in custody.
 - e. Individual in custody names and ID numbers, access request dates, date of approval or denial, and, if applicable, the reason for denial shall be documented.
9. Individuals in custody shall store all personal belongings, except those items in Paragraph II.H., in the personal property storage box or correspondence storage box prior to movement.

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- a. In preparation for morning count or a cell or institution transfer, or upon staff request, all property must be returned to the appropriate storage box; the box lids shall be closed; and the storage boxes shall be stored under the bunks prior to inspection.
- b. Individuals in custody who refuse to comply with the order to return their property to the appropriate personal property storage box and correspondence storage box prior to movement:
 - (1) Shall not be permitted movement;
 - (2) May be refused the service or privilege for which the movement is needed; and
 - (3) Shall be subject to disciplinary action in accordance with Department Rule 504A.

NOTE: Exceptions to this policy shall be made for court ordered writs, attorney telephone calls, medical reasons and Administrative Review Board and Prisoner Review Board proceedings.

- 10. Individuals in custody in Minimum Security dorm-style facilities (excluding Decatur Correctional Center and East Moline Correctional Center) may be allowed to utilize padlocks. Padlocks shall be:
 - a. Monitored by security staff and signed for by the individual in custody using the Individual in Custody Padlock Agreement, DOC 0657.

NOTE: Individuals in custody shall be issued no more than two (2) padlocks.
 - b. Utilized to secure the individual in custody's personal property storage box and/or correspondence storage box.
 - c. Secured only to the individual in custody's:
 - (1) Personal property storage box and/or correspondence storage box; or
 - (2) Bed frame.
- 11. Operations shall develop a list of personal property allowed in restrictive housing and Administrative Detention within the Department.
 - a. The list shall:
 - (1) Be provided to the CAO for approval at each facility.
 - (2) Meet the minimum standards set forth in Department Rule 504.620.
 - b. Individuals in custody within restrictive housing shall be permitted personal property as approved by the CAO.
 - c. The possession of religious items shall be governed by Department Rule 425.
 - d. Unless there is a safety or security concern, individuals in custody shall be permitted to retain medical devices. Any medical device flagged by security staff as a safety or security concern shall:

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- (1) Require review by facility medical staff to confirm that the device is medically necessary.

NOTE: If medical staff find the device is not medically necessary, medical staff shall document the review in the individual in custody's medical chart and the medical device shall not be approved for the individual in custody and shall be confiscated.

- (2) If confirmed as medically necessary by facility medical staff, be forwarded to the CAO to confirm whether the device is a legitimate safety or security concern.

- (a) If the device is not a safety or security concern, the item shall be delivered to the individual in custody.

- (b) If the device is a safety or security concern, the medical device shall be denied. Such denial shall be documented in writing.

NOTE: If a medical device is denied due to safety and security concerns, the Facility ADA Coordinator shall be notified to review and provide and/or make recommendations for appropriate alternative accommodations.

12. Unless otherwise approved by the CAO, when an individual in custody is placed in restrictive housing:

- a. The correspondence storage box shall be maintained in the living area.

- (1) Individuals in custody who are permitted a correspondence storage box shall be allowed to possess in the cell a combined total of 25 publications that can be stored in said box.

- (2) Individuals in custody who are not permitted a correspondence storage box shall be allowed to possess in the cell a combined total of 25 publications.

- b. The personal property storage box shall be stored and maintained in a secure area outside the cell designated by the CAO.

NOTE: In accordance with Department Rule 504.620, property may be removed or restricted, as approved by the CAO, if the individual in custody destroys, damages or abuses property in a manner that jeopardizes the safety of any person or the facility or disrupts institutional safety or order.

13. When an individual in custody is transferred:

- a. To any facility utilizing storage boxes, the individual in custody's personal property storage box and correspondence storage box shall also be transferred and tracked locally at the receiving facility.

- b. To any facility that does not utilize personal property or correspondence storage boxes, the individual in custody's property shall be inventoried and packed in standard transfer boxes in accordance with Department Rule 535. The personal property and correspondence storage boxes shall be retained at the sending facility and tracked locally.

14. In accordance with the provisions of Department Rule 535, staff shall pack an individual in custody's property in the event of an emergency or when during a cell, unit or facility transfer, the individual in custody's behavior is threatening, violent or dangerous or he or she must be

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immediately moved. In all such cases:

- a. A staff witness shall be present with the packing staff person, and whenever possible, the staff witness shall be a Correctional Lieutenant; and
- b. Excess property items shall be confiscated and handled in accordance with the provisions outlined in Department Rule 501C. A DOC 0410 shall be processed and a copy shall be given to the individual in custody.

J. Commissary

1. Individuals in custody shall be permitted to shop with the following commissary spending limits as follows, based on security level of the facility:

NOTE: The listed spending limits in this Section do not include permit items, art supplies, shoes, clothing, phone minutes, link minutes, music downloads or text/email messages.

- a. Maximum Security Facilities – Permitted to shop two times per month with allowable spending of \$100.00 per shop.
- b. Women and Family Multi-Level (Logan Correctional Center) – Permitted to shop two times per month with allowable spending of \$150.00 per shop.
- c. Medium Security Facilities – Permitted to shop once per week with allowable spending of \$150.00 per shop.
- d. Minimum Security Facilities – Permitted to shop once per week with allowable spending of \$200.00 per shop.
- e. Reception and Classification Units (R&C) – Permitted to shop once per month with allowable spending of \$30.00 per shop.

NOTE: Each R&C Unit shall determine allowable items to be purchased.

- f. Restrictive Housing/C-Grade – Permitted to shop one time every 30 days with allowable spending of \$30.00 per shop. Personal hygiene items plus stationary and pre-stamped envelopes.

NOTE: The CAO may override the \$30.00 limit to allow an individual in custody to purchase a fan.

- g. B-Grade Shops – Permitted to shop once per month with allowable spending of \$30.00 per month.
- h. Residential Treatment Unit (RTU)/Modified RTU/Behavioral Management Unit – Spending limits and shopping frequency shall be the same as each respective facility's designation above (Statewide Commissary List on the Department intranet shall be followed). The Multidisciplinary Treatment Team shall determine restrictions, if any, on allowed items individuals in custody may purchase.
- i. Administrative Detention – Spending limits and shopping frequency for individuals in custody in A and B Grade shall be the same as population. Individuals in custody in C Grade shall be permitted one shop per month with allowable spending of \$30 per shop.

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2. When an individual in custody is within:
 - a. Sixty (60) days of his or her mandatory supervised release (MSR) date, he or she shall only be allowed to spend up to \$15.00 per shop, and shall be limited to hygiene items, stationary/writing items, liquid laundry detergent and coffee.
 - b. Within thirty (30) days of his or her MSR date, he or she shall only be allowed to purchase the override items (gym shoes and clothing).

3. Trade-in Policy

When purchasing new 6' extension cords, razors or batteries, the individual in custody shall turn in the same quantity of the item being purchased (i.e., 1 for 1 on extension cords; AA batteries up to 8).

NOTE: Razors shall be exchanged at a 1 for 1 ratio, not to exceed a quantity of 3. Used razor blades shall be secured in a sharps container or locked box. Missing razor blades shall be documented on an Incident Report, DOC 0434.

K. Art Supplies

Individuals in custody shall be permitted to purchase art supplies through the individual in custody commissary one time per month, with allowable spending of \$75 per shop.

NOTE: The individual in custody shall receive a receipt for any items purchased.
