



Illinois Department of Corrections

Administrative Directive

Number: 04.01.108	Title: Publication Review	Effective: 4/1/2026
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Latoya Hughes Director
Supersedes:	AD 04.01.108 effective 4/1/2024	

Authority: 730 ILCS 5/3-2-2 20 IAC 501, 504, and 525: Subpart C	Related ACA Standards: 5-7D-4490
Referenced Policies: 04.01.105	Referenced Forms: DOC 0211 – Publisher’s Notification of Publication Disapproval DOC 0212 – Publication Review Determination and Course of Action DOC 0213 – Program/Library Publication Review Determination

I. POLICY

It shall be the policy of the Department to ensure the safety and security of the facility, staff and individuals in custody by assessing and reviewing all publications entering the facility prior to distribution or making them available to individuals in custody.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish the assessment, review, and appeal procedures for the admissibility of publications to ensure the safety and security of the facility, staff, and individuals in custody.

B. Applicability

This directive is applicable to all correctional facilities within the Department and the Central Publication Review Committee.

C. Facility Review

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; however, such responsibilities may only be delegated to persons who have received the Department’s training on review procedures provided herein.

E. Definitions

Assessment – for the purposes of this directive, means the initial screening and evaluation of a publication upon entering the facility.

Chief Administrative Officer – is the highest ranking official of a correctional facility.

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Nudity – a pictorial depiction where genitalia or female breasts are exposed.

Program Coordinator – for the purposes of this of this directive, means the Assistant Warden of Programs, Chaplain, Librarian, Education Facility Administrator, or other staff members responsible for coordinating programs.

Publication – means any hard or soft-covered book, booklet, magazine, newsletter, newspaper, pamphlet, periodical, any electronic or digital publication, or similar materials. Publications shall not include individual or mass mailings of advertisements or letters.

Publisher – for the purposes of this directive, means any publisher, book club, or bookstore, any other book, magazine, or newspaper distributor, a religious organization or ministry, an educational institution, or a unit of government conducting mail order business or otherwise delivering publications to readers.

Review – for the purposes of this directive, means an examination of a publication by the Facility Publication Review Officer or by the Central Publication Review Committee for compliance with the standards set forth in Section II.H.2.

Sexually Explicit Material – for the purposes of this directive, means any publication that contains pictorial depictions of actual or simulated sexual acts, including intercourse, oral sex, or masturbation and any publication that by word or picture depicts or describes illegal activity of a sexual nature, sadomasochism, bestiality, or sexual activity involving children (whether actual or perceived) or any publication that depicts or describes any sexually explicit material that would otherwise be contrary to law. Publications that contain nudity without additional elements as provided above or publications that provide research or opinions, or news coverage on sexual assault, sexual health, reproductive issues, or are scientific in nature, shall not be considered sexually explicit.

Statewide Publications Determination List – is a listing of publications for which the Central Publication Review Committee, as the designee for the Director, has made an official determination of approval, disapproval, or conditional approval. The Statewide Publications Determination List shall be the official list used by all facilities.

F. General Provisions

1. Individuals in custody shall be informed of the procedures governing publications during orientation and 20 Ill. Adm. Code 525: Subpart C shall be available to individuals in custody.
2. Individuals in custody may receive, subscribe to, solicit free copies, or buy copies of publications for delivery to the facility from a publisher in accordance with 20 Ill. Adm. Code 525: Subpart C.
3. Publications received for individuals in custody shall only enter facilities through the mailroom. This shall not prohibit publications already included in the personal property of an individual in custody from entering through transfers between Department facilities.

NOTE: This does not include publications received for programs under the Office of Adult Education and Vocational Services, other approved programs, the facility library, and religious programs.
4. Facilities shall use the Statewide Publications Determination List and not maintain an individual list of publications.
5. Prior to reviewing a publication, staff shall receive appropriate training as approved by the Central Publication Review Committee and Staff Development and Training.
6. Publications shall be inspected for contraband and delivered promptly provided they are free of contraband and do not violate the standards set forth in Section II.H.2. If a publication appears to

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violate the standards, the publication shall first be referred to the Facility Publication Review Officer for review.

7. Used publications, including publications that have sustained normal wear and tear, shall be permitted provided that they are free of contraband and do not violate the standards set forth in Section II.H.2.
8. Publications received on behalf of or for a program, including publications brought by volunteers, shall be subject to the review procedures contained herein.
9. Recommendations to approve conditionally or disapprove a publication shall be referred to the Central Publication Review Committee, who shall, as the designee for the Director, make the final determination regarding admissibility.
10. Publications determined to be unacceptable shall be considered contraband and disposed of as contraband in accordance with 20 Ill. Adm. Code 501: Subpart C.

NOTE: Upon request, publications may be returned to the publisher at the publisher's expense if the individual in custody does not choose a method of disposal.

11. Disposal or removal of the portion in violation shall not occur prior to the objection filing deadline in accordance with 20 Ill. Adm. Code 525: Subpart C and Section II.J.3. of this policy.

NOTE: Individuals in custody may file a grievance regarding a decision of the Central Publication Review Committee in accordance with 20 Ill. Adm. Code 504: Subpart F.

G. Requirements

1. The Director shall establish a Central Publication Review Committee (CPRC) consisting of at least four representatives, including one from the Operations Division and one from Program Services.
2. The CPRC shall:
 - a. As the designee for the Director, review and make final determinations regarding the admissibility of publications received at facilities.
 - b. Consult with representatives from other divisions and units when necessary.
 - c. Include a Department attorney, who shall serve as a non-voting legal advisor for the Committee.
 - d. Provide publication review training for Facility Publication Review Officers (FPROs), mailroom staff, Program Coordinators, and other staff in need of the training, as approved by the Manager of Staff Development and Training.
 - e. Refer publications written in braille or foreign languages to staff responsible for providing language assistance services, who can translate the publication for the Committee. All referrals shall be documented on the Statewide Publications Determination List.
 - f. Maintain the Statewide Publications Determination List.
 - g. Maintain an updated list of FPROs.
 - h. Meet as needed to review publications. Meetings need not be in-person provided all members are given the opportunity to review any publication on which a determination is

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to be made.

- (1) Meeting minutes shall be maintained by the CPRC Chairperson.
- (2) A majority vote shall be required for all determinations made by the CPRC.

3. The Chief Administrative Officer (CAO) shall:

- a. Designate at least two employees at the facility to serve as the FPROs, who shall be responsible for reviewing publications.
- b. Submit the names of the FPROs to the CPRC Chairperson and update the names as necessary.
- c. Ensure mailroom staff, FPROs, and Program Coordinators have access to the Statewide Publications Determination List.
- d. Ensure individuals in custody:
 - (1) Are informed of the procedures governing publications during orientation, have access to 20 Ill. Adm. Code 525: Subpart C, and are able to access the review procedures in the Orientation Manual in accordance with Administrative Directive 04.01.105.
 - (2) Have access to the Statewide Publications Determinations List in the facility library or another designated area.

H. Standards for Publications

1. Publications shall not be disapproved solely because the content is religious, philosophical, political, social, or sexual, or because the content is unpopular or repugnant.
2. Publications that meet one or more of the following criteria may be approved conditionally or disapproved if the publication:
 - a. Contains sexually explicit material;
 - b. Is written in code or facilitates communication between individuals in custody;
 - c. Depicts, describes, or blatantly encourages activities that may lead to the use of physical violence or group disruption, or it facilitates organizational activity without the approval of the CAO;
 - d. Overtly advocates or encourages violence, hatred, or group disruption, or it poses an intolerable risk of violence or disruption;
 - e. Encourages, instructs or facilitates the commission of criminal activity; or
 - f. Is otherwise detrimental to safety, security, good order, rehabilitation, discipline, or mental health: This shall include, but is not limited to, if the publication:
 - (1) Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
 - (2) Depicts or describes procedures for making alcoholic beverages or manufacturing drugs;

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- (3) Depicts, describes, or encourages methods of escape from a facility or provides material that may assist in an escape such as a detailed map of areas surrounding a facility; or
 - (4) Contains content concerning a security threat group (STG) or depictions of hand signs or symbols that appear to be related to a STG and could promote or enhance the image of a STG within the facility or may be interpreted as legitimizing gang behavior.
- g. Is determined by a mental health professional to be detrimental to mental health or rehabilitation. Disapproval of publications under this criterion shall be made on a case-by-case basis and written documentation of the mental health professional's determination shall be provided to the CPRC with the Publication Review Determination and Course of Action, DOC 0212.

I. Assessment Procedures

1. Publications received for individuals in custody shall only enter facilities through the mailroom. This shall not prohibit publications already included in the individuals in custody's personal property from entering through transfers between Department facilities. This does not include publications received for programs under the Office of Adult Education and Vocational Services, other approved programs, the facility library, and religious programs.
2. Within seven days of receipt of a publication by the facility, mailroom staff shall conduct an assessment of the publication, which includes using the Statewide Publications Determination List to verify the publication's status. When necessary, the Assistant Warden of Programs, the Education Facility Administrator, the Chaplain, or Librarian shall provide further evaluation prior to action taken.
3. Staff assessing a publication that is listed as approved on the Statewide Publications Determination List and is free of contraband, shall:
 - a. Deliver the publication to the individual in custody if it was received from a publisher; or
 - b. Deliver the publication to the applicable Program Coordinator if the publication was delivered for program related purposes including publications for educational, vocational, or religious programs, publications for the library, publications for approved individual in custody correspondence courses, or publications for other approved programs.

NOTE: Approved publications for the facility library shall be entered into circulation and made available to individuals in custody in accordance with the facility's library procedures.
4. Staff assessing a publication shall forward the publication, provided it is free of contraband, to the FPRO for review in accordance with Section II. J. if the publication:
 - a. Does not appear on the Statewide Publications Determinations List and violates the standards set forth in Section II.H.2.; or
 - b. Is listed on the Statewide Publications Determinations List as disapproved or approved conditionally.

NOTE: A publication that has been previously reviewed but appears to be updated or revised shall also be forwarded to the FPRO for further review.

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J. Review Procedures

1. Upon receipt of a publication from the mailroom the FPRO shall:
 - a. Review the publication as soon as reasonably practicable but not to exceed 30 days from the date the facility received the publication.
 - b. Where a determination has been rendered by the CPRC and the publication is listed as disapproved or approved conditionally on the Statewide Publications Determination List:
 - (1) Document the previous determination on the DOC 0212 or the Program/Library Publication Review Determination, DOC 0213, as applicable, and forward it along with the publication to the CAO.

- (2) Notify the individual in custody or Program Coordinator using the DOC 0212 or DOC 0213, as applicable, of the previous determination:

- (a) If the publication is for an individual in custody, advise the individual in custody that failure to authorize the disposal of the entire publication or portion in violation, or to authorize mailing at the individual in custody's expense, shall result in disposal of the entire publication.

Request the individual in custody complete Section V of the DOC 0212 to authorize a method of disposal in accordance with Ill. Adm. Code 501: Subpart C. Upon authorization, the facility shall:

- i. Dispose of the entire publication or only remove and dispose of the portion that violates the standards; or
- ii. Mail the entire publication or the portion that violates the standards to an address of the individual in custody's choice at the expense of the individual in custody.

- (b) If the publication is for or on behalf of a program or the library consult with the Program Coordinator regarding the method of disposal, removal of pages, or mailing.

NOTE: CPRC review is not required when the CPRC has previously rendered a determination on a publication, unless the publication appears to have been updated or revised and the CAO determination is to disapprove or approve conditionally.

- c. Where a determination was previously rendered by the CPRC and the publication is listed on the Statewide Publications Determination List but the content appears to be updated, revised, or appears to violate the standards set forth in Section II.H.2.:
 - (1) Review the publication in its entirety and document the facility recommendation on the DOC 0212 or DOC 0213, as applicable.
 - (2) Within three days, complete and forward the DOC 0212 or DOC 0213, as applicable, along with the publication, to the CAO. The CAO shall review the publication, render a determination and forward the documentation and publication to the CPRC for final determination.
- d. Where a determination has not been rendered by the CPRC and the publication is not listed on the Statewide Publications Determination List:

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(1) Review the publication in its entirety and document the facility recommendation on the DOC 0212 or DOC 0213, as applicable;

(a) If it is determined that the publication does not violate the standards set forth in Section II.H.2., it shall be approved and immediately forwarded to the individual in custody or Program Coordinator, as applicable, for circulation into the program or library.

NOTE: The FPRO shall provide the title and issue number of the approved publication to the CPRC.

(b) If it is determined that the publication violates the standards set forth in Section II.H.2., within three days, complete and forward the DOC 0212 or DOC 0213, as applicable, along with the publication, to the CAO.

NOTE: Program related publications shall also be reviewed by the applicable Program Coordinator at the facility prior to submission to the CPRC.

2. Within 14 days of receipt of a publication and a DOC 0212 or DOC 0213 from the FPRO, the CAO shall:

a. Review the publication and the DOC 0212 or DOC 0213, as applicable, and:

(1) If the CAO does not concur with a FPRO recommendation to disapprove or approve conditionally and finds that the content does not violate the standards in Section II.H.2., the CAO shall render a determination and immediately forward the approved publication to the individual in custody or Program Coordinator, as applicable.

(2) If the CAO concurs with a FPRO recommendation to disapprove or approve conditionally and finds that the content does violate the standards in Section II.H.2., the CAO shall render a determination and forward the publication and the DOC 0212 or DOC 0213, to the CPRC for final review and determination.

NOTE: Detailed justification including, citation of page numbers and specific rationale or examples of standards violated, shall be documented on the DOC 0212 or DOC 0213 for any facility recommendation or CAO determination of disapproval or conditional approval.

3. Within seven business days of receipt of a publication and the DOC 0212 or DOC 0213, as applicable, the CPRC shall:

a. Review the publication and the DOC 0212 or DOC 0213 and:

(1) If the publication does not violate the standards set forth in Section II.H.2., document the approved final determination on the DOC 0212 or DOC 0213 and enter it on the Statewide Publications Determinations List.

(2) If the complete publication or a portion of the publication is found to clearly violate the standards set forth in section Section II.H.2., document the disapproved or approved conditionally final determination and violation(s) on the DOC 0212 or DOC 0213 and enter them on the Statewide Publications Determination List.

(3) If a publication, in whole or part, is found to be questionable as to whether the publication violates the standards for approval, the publication shall be brought

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before the CPRC and be reviewed at the next meeting or no later than 14 business days of receipt of the DOC 0212 or DOC 0213, and the publication.

- b. If a publication is disapproved or approved conditionally and was received directly from the Publisher, the CPRC Chairperson shall, within 35 days of the official determination, complete the Publisher Notification of Publication Disapproval, DOC 0211 and notify the publisher in writing that they may file an objection and submit a written supportive statement or other documentation within 35 days of the notice date.
- c. Document on the Statewide Publications Determination List the date the DOC 0211 was sent to the Publisher.
 - (1) Any publications for which a DOC 0211 was sent to the publisher shall be held by the CPRC Chairperson for no less than 45 days from the date of the notice.
 - (2) Any appeal received from a publisher shall be forwarded to the Chief of Operations and Chief of Programs for appropriate consideration. A written determination shall be provided to the publisher within 60 days of receipt of the appeal. Detailed justification of the determination shall be provided.
- d. Return the publication and the DOC 0212 or DOC 0213 indicating the final determination of the CPRC to the FPRO, who shall:
 - (1) If the publication is approved by the CPRC, immediately forward the publication to the individual in custody or Program Coordinator, as applicable.
 - (2) If the publication is disapproved or approved conditionally by the CPRC:
 - (a) If the publication is for an individual in custody, advise the individual in custody that failure to authorize the disposal of the entire publication or portion in violation, or to authorize mailing at the individual in custody's expense, shall result in disposal of the entire publication.

Request the individual in custody complete Section V of the DOC 0212 to authorize a method of disposal in accordance with Ill. Adm. Code 501: Subpart C. Upon authorization, the facility shall:

 - i. Dispose of the entire publication or only remove and dispose of the portion that violates the standards; or,
 - ii. Mail the entire publication or the portion that violates the standards to an address of the individual in custody's choice at the expense of the individual in custody.

NOTE: If the individual in custody does not return the DOC 0212 indicating their requested course of action, the publication shall be held for 45 days from the date the individual in custody was notified. After 45 days, the publication shall be disposed of in accordance with 20 Ill. Adm. Code 501.
 - (b) If the publication was received for or on behalf of a program or the library, consult with the Program Coordinator regarding the method of disposal, removal of pages, or mailing:

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- i. Forward the publication and a copy of the DOC 0213 to the Program Coordinator and advise that the publication may not be introduced into the program or library.
- ii. If the request to introduce the publication was received from a volunteer or outside person or organization, forward a copy of the DOC 0213 including the reason for disapproval and a statement that they have 35 days from the date of notice to file an objection. Any appeal received shall be brought before the CPRC for appropriate consideration.

NOTE: The approval of the Program Coordinator and, if applicable, the volunteer or outside entity shall be obtained before removing any pages from a publication for which conditional approval was granted.

K. Approved Conditionally

In accordance with 20 Ill. Adm. Code 525, the CPRC may approve a publication in whole or in part. Publications found to have a minimal number of pages that violate the standards for approval may, upon confirmation from the individual in custody, if applicable, have the disapproved portion removed while allowing the remaining portion of the publication to be provided to the individual in custody.

1. Any determination for conditional approval shall be limited to a number of pages whereby the integrity of the original publication, taken as a whole, is not altered.
2. Disapproved pages shall be disposed of as contraband in accordance with 20 Ill. Adm. Code 501.

NOTE: Disapproved pages may also be mailed to an address of the individual in custody's choice at the individual in custody's expense.