

ILLINOIS DEPARTMENT OF CORRECTIONS  
Visitation Rules & Information

**General Visitation Guidelines**

Visitation is encouraged to help incarcerated men and women maintain ties with family, friends, and others in the community. Facilities may restrict visitation based on safety and security concerns, and during times of facility lockdowns; this information is available at <https://www2.illinois.gov/idoc/facilities/Pages/AllFacilities.aspx>. There may be times when a facility is not available for visits for numerous reasons. Visitors are encouraged to call the facility if traveling great distances to ensure visits are allowed.

Visitors may only visit one incarcerated individual at a time, unless prior written approval from the Chief Administrative Officer is obtained. Visitors may visit more than one Illinois Department of Corrections facility in a day.

Incarcerated men and women who are confined in restrictive housing status as a result of a serious staff assault, as defined by Departmental Rule 504.102A, shall only be allowed attorney, clergy and video visits unless restricted.

A proposed visitor who has been convicted of a criminal offense or who has criminal charges pending, including, but not limited to, an individual on bond, parole, mandatory supervised release, probation or an ex-incarcerated person, may visit a person in IDOC custody only with the written approval of the Chief Administrative Officer. A person currently on parole or probation must have the prior written approval of both the Chief Administrative Officer and the individual's parole agent or probation officer.

Once a prospective visitor is granted written visitation approval at any Illinois Department of Corrections facility, that permission remains in effect for all Illinois Department of Corrections facilities during the individual's **current** incarceration.

Check to see if the facility is on lockdown before leaving. You can call (877) 840-3220 for a listing of facilities currently on lockdown. If a facility is on lockdown, visitors should call the respective facility or access information regarding the facility under the Facilities link by choosing All Facilities from the dropdown (<https://www2.illinois.gov/idoc/facilities/Pages/AllFacilities.aspx>) to check for special visiting restrictions due to the lockdown status.

**Visitor Approval**

All visitors, excluding children, government officials and legal visitors, must be on the incarcerated person's approved visitation list in order to be granted a visit.<sup>1</sup> Incarcerated men and women are responsible for arranging their visits and notifying their visitors of their visiting status. To check if you are on the incarcerated individual's visitor list, you should write a letter to them to inquire. IDOC staff cannot tell you whether you are on a person's visitation list if you call the facility.

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<sup>1</sup> Please note permission to allow visitation of minor children must be on file for minors between the ages of 12 and 17 who are not members of the incarcerated person's immediate family and for any minor children under the age of 12 regardless of relationship who is accompanied by a visitor who is not the minor's parent or guardian.

All adult visitors (age 18 and older), excluding legal visitors and government officials, will be required to complete a Prospective Visitor's Interview (PVI) form, a DOC 0148. To expedite the visiting process, prior to your first visit Prospective Visitor's Interview form, DOC 0148 can be found at ([https://www2.illinois.gov/idoc/aboutus/Documents/Prospective\\_Visitor\\_english.pdf](https://www2.illinois.gov/idoc/aboutus/Documents/Prospective_Visitor_english.pdf)) for English or ([https://www2.illinois.gov/idoc/aboutus/Documents/Prospective\\_Visitor\\_spanish.pdf](https://www2.illinois.gov/idoc/aboutus/Documents/Prospective_Visitor_spanish.pdf)) for Spanish.

### **Facility Procedures and Expectations for Visitors**

On your first visit to a facility you will be required to complete a "Prospective Visitor's Interview" form, unless prior approval has been received through the electronic PVI process. If visitors provide false information on the form, visitation privileges may be restricted or revoked. IDOC staff has the right to interview or request background information from potential visitors to determine whether the individual would pose a threat to the safety or security of the facility or any person or to the order of the facility. Visitors must submit to a body search by officers at the Visitor Center. Visitors who are intoxicated or under the influence of alcohol or drugs will not be permitted entry.

Upon entering the Visiting Room, the Visiting Room Officer will assign a table for seating during the visit. No moves will be permitted once seated unless approved by security staff. **Visits are subject to monitoring and recording** at any time by departmental staff, unless prior special arrangements have been made for confidential attorney visits or other privileged visits.

Visitors are expected to be courteous and cooperative with IDOC staff. Visitors are expected to comply with staff directives and keep noise down in respect for other visitors and staff.

Visitors choosing to use the restroom during the course of their visit will be subject to search following the usage of the restroom. Staff will make every effort to ensure restroom facilities are available soon after being notified that a visitor needs to use the restroom facilities. All incarcerated men and women choosing to use the restroom during the course of the visit are also subject to search.

### **Visitor Property Policy**

Visitors are not allowed to bring electronic devices, such as cell phones or pagers, food, drink, smoking materials, currency, packages, purses, bags, sacks, books, magazines, sunglasses or personal keys into the Visiting Room. Visitors may place personal items in small lockers that will be available at each facility at no charge. The locker key may be carried into the facility after the visitor secures personal responsibility for these items. The facility will not assume responsibility for these items.

Items that a visitor may possess inside the visiting room or in a secured locker, unless otherwise approved by the CAO, shall include:

1. Any item approved for an ADA request for reasonable accommodation.
2. For adult visitors, excluding legal visitors and government officials:
  - (1) One identification card;
  - (2) One key fob or car door key without remote attachment;
  - (3) One locker key; if issued:
  - (4) One jacket or coat appropriate for the weather;

- (5) Religious headgear approved in accordance with 20 Ill. Adm. Code 525<sup>2</sup>; and
  - (6) Lifesaving medication. Any required medication shall be delivered to and held in the officer's station in the visiting room.
3. If required for an infant or toddler:
- (1) Three diapers and wipes;
  - (2) One blanket;
  - (3) Two filled clear plastic bottles or two sealed containers of baby food or a combination of one bottle and one sealed container of baby food;
  - (4) One change of clothes;
  - (5) One bib;
  - (6) One pacifier;
  - (7) One plastic spoon;
  - (8) One clear empty cup with lid;
  - (9) One coat or jacket and one hat;
  - (10) One pair of gloves or mittens during appropriate weather.

**NOTE:** All items shall be stored in a clear bag or plastic container.

Visitors and incarcerated men and women are not allowed to be in possession of tobacco or tobacco-less products inside any Illinois Department of Corrections facility.

With the exception of heart medication or asthma pump (inhaler) prescribed by a physician, no pills or medication of any type is to be taken into the Visiting Room. The heart medication must be in a properly labeled container and will be stored at the officer's desk in the Visiting Room. Medication taken into the Institution must be brought to the attention of the Visiting Room Officer. Other medication shall be left in the lockers at the Visiting Center. Insulin syringes must be secured at the Visiting Center and the Visiting Center staff notified of same. Visitors will be allowed to return to the Visiting Center for the purpose of administering an insulin injection if needed. Syringes must be removed from the facility at the end of the visit.

### **Required Identification**

All adult visitors shall be required to produce current photo identification, such as a driver's license, a state identification card or acceptable documentation of non-US citizenship including a current passport, Visa or Matricula, and documentation that includes their date of birth.

On all visits, adult visitors shall be required to show photo identification and provide vehicle information and other pertinent data, such as government identification, official credentials and attorney registration or law student certification. Visitors under 18 years of age shall not be required to show

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<sup>2</sup> A letter granting the permission can be provided to the perspective visitor for his or her records.

photo identification or a birth certificate but may be verbally identified by name, as appropriate. Visitors under the age of 18 will not be required to show a photo identification at any facility.

All adult visitors will be required to produce photo identification (ID) and verification of his or her date of birth. Be sure to bring 2 forms of identification with you; one should be a current state issued photo ID.

### **Dress Code**

All adult visitors must be dressed appropriately for a prison environment or the visit will not be permitted. Clothing must not advertise or suggest any items in such a manner to signify a Security Threat Group or other illegal activity. Visitors should not wear clothing that is sexually explicit, offensive, or degrading. All visitors must wear underwear and female visitors must wear a bra. Visitors should not wear clothing which reveals the buttocks or breasts.

Examples of appropriate and inappropriate dress for visitors are:

- Dresses, shorts or skirts must extend to the knee.
- Clothing that compromises the integrity of safety/security such as gang affiliated symbols and communication that may negatively impact ability to control the population.
- No see through/sheer clothing.
- No holes, tears or "cutouts" in clothing above the knee.
- No tube tops, halter tops, tank tops, swimsuits or swimsuit tops.
- Loose fitting clothing is encouraged but not required.

Visitors may be permitted to wear religious headgear if there is no safety or security concerns, the headgear has been removed and thoroughly searched, the visitor has indicated that the headgear has religious significance, and the headgear is a kufi, yarmulke, turban, habit, or fez. Headgear other than those specified may be permitted to wear if a written request is submitted to the Chief Administrative Officer at least 10 days prior to the visit and the Chief Administrative Officer approves the request. Failure to submit a timely request shall result in denial of the request. Wigs do not constitute headgear and will not result in the denial of visits.

Visitors may possess two rings (inclusive of one wedding ring), one pair of earrings, and piercings that cannot be removed.

### **Contraband**

Bringing contraband into a IDOC facility is a criminal offense as specified in the Illinois Criminal Code of 1961.

"Contraband" means items which are prohibited by criminal law, departmental or facility rules or posted notices. They are items which an offender has no authority to possess; or property which is in excess of that which is authorized by the facility.

**ALL VISITORS, THEIR VEHICLE, AND THEIR PROPERTY ARE SUBJECT TO SEARCH.**

Failure to submit to a search will result in denial, suspension or restriction of visiting privileges.

Any visitor who is in possession of contraband, such as weapons, drugs, etc., will be prohibited from visiting. The individual will be reported to the State Police and criminal charges may be filed. Incarcerated men and women are not allowed to receive any items, such as clothing, jewelry, books, magazines, paperwork, etc., from visitors.

Incarcerated men and women will be strip searched when entering and leaving the visiting room. Any items in the offender's possession after a visit that were not present before the visit will be considered contraband and may be cause for disciplinary action.

The only items incarcerated men and women will be allowed to take from the visiting room to their living areas include:

- Photographs from the Offender Photo Program
- Drawings, notes, or coloring pages made in the visiting room from the designated kid friendly area.
- Legal documents from an attorney

**NOTE:** All items will be examined by staff prior to exiting the visiting room.

#### **Termination of Visit/Loss of Visiting Privileges**

In accordance with Illinois Administrative Code, the Chief Administrative Officer may deny, suspend, or restrict visiting privileges based, among other matters, upon the following: security and safety requirements; space availability; disruptive conduct of the incarcerated person or visitor; abuse of the visiting privileges by the incarcerated person or visitor; or violation of state or federal laws or departmental rules by the incarcerated person or visitor.

Inappropriate actions on the part of a visitor may result in the temporary or permanent loss of that person's visiting privileges. Disruptive behavior by incarcerated men and women and/or visitors, or violations of any of the rules, shall be cause for the termination of visiting privileges. The Visiting Room Officer will give one warning for a minor violation of the visiting rules but must report any further disruption.

Written notification of temporary restriction (a restriction of a visitor for up to six months) of visiting privileges shall be sent to the visitor and to the offender. Any person excluded from an offender's visiting list at one correctional facility shall be excluded at all facilities. The notice of temporary restriction shall state the exact length of the restriction.

A visitor who has been placed on permanent visitation restriction (a restriction of a visitor for an indefinite period of time in excess of six months) may write to the facility where the restriction was imposed for review by the Chief Administrative Officer. Section 525.60 of the Illinois Administrative Code, Restriction of Visitors, specifies: "Notices of permanent restrictions shall inform visitors and incarcerated men and women that they may request that the Chief Administrative Officer review the decision after a six-month period. After the initial six-month review, permanent restrictions shall be reviewed by the Chief Administrative Officer on an annual basis upon request of the incarcerated men and women or their visitors. There may be special circumstances where it can be reviewed more frequently. Written notification of the decision shall be sent to the visitor and to the incarcerated person."

### **Breast Feeding Accommodations**

Procedures for visitors who express the need to breastfeed during a visit.

The facility shall identify a secure, private area to be designated for use by visitors for breastfeeding.

**NOTE:** Restroom facilities shall not be designated as areas to be used by visitors for breastfeeding.

- The visitor will notify the visiting room officer of the need to breastfeed.
- Security staff shall escort the visitor to the designated area to breastfeed and back to the visiting room after breastfeeding. A pat search of the visitor shall be conducted prior to entering the designated area and immediately upon conclusion of breastfeeding, prior to allowing re-entry into the visiting room.
- Security staff shall search and secure the designated area prior to the visitor breastfeeding and again once the visitor has finished breastfeeding.

For facilities within the Women's Division, procedures for incarcerated men and women who request accommodations for breastfeeding their child during a visit.

The facility shall identify a secure, private area to be designated for use by incarcerated men and women for breastfeeding.

**NOTE:** Restroom facilities shall not be designated as areas to be used for breastfeeding.

- Incarcerated men and women shall be advised that requests for accommodations for breastfeeding should be submitted in advance to the CAO.
- Security staff shall escort the offender to the designated area to breastfeed and back to the visiting room after breastfeeding. A pat search of the incarcerated individual shall be conducted prior to entering the designated area and immediately upon conclusion of breastfeeding, prior to allowing re-entry into the visiting room.
- Security staff shall search and secure the designated area prior to the incarcerated individual breastfeeding and again once the incarcerated individual has finished breastfeeding.
- The incarcerated individual shall be allowed reasonable privacy while breastfeeding their child.

### **Visitor ADA Accommodations**

It is the policy of the Illinois Department of Corrections ("Agency") to comply with the provisions of the Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et. seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service, or activity offered by this Agency. The agency is not required, however, to take any action that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.

The Agency is committed to providing reasonable accommodations to its visitors with disabilities. Depending on the nature of the accommodation request, advance notice may be required. Visitors with questions or requests concerning reasonable accommodation should first contact the facility ADA

Coordinator by calling the number provided and/or indicate what assistive devices or accommodation is needed on the Prospective Visitor Inquiry form.

### **Video Visitation Guidelines**

DOC has partnered with Global Tel\*Link (GTL) to provide video visitation services.

All potential visitors must register with GTL (<https://ildoc.gtlvisitme.com>). Registration process will include completing a Prospective Visitor Interview Form; all visitors must fully complete this form with GTL, even if they have completed this form at a facility, any omissions of required information on the form may result in your registration not being accepted causing unnecessary delays. Adults are encouraged to register themselves first, and then add their minor children or guardians to the system.

**All visitors, excluding government officials and legal visitors, must be on the incarcerated individual's approved visitation list in order to be granted a visit.** To check if you are on the individual's visitor list, you should write a letter to them to inquire. IDOC staff cannot tell you whether or not you are on an incarcerated person's visitation list if you call the facility. Visiting privileges may be denied if the institution or a portion of the institution is on lockdown.

All video visits will be schedule through the GTL website; do not call the facility to schedule a video visit. The visitor should check before scheduling the video visit of dates and times that are available for the incarcerated person. The facility cannot tell a potential visitor if a date or time will work with an incarcerated individual's daily schedule. The facility will inform the incarcerated individual of the pending visit and arrange for them to be present.

In order to accommodate all incarcerated men and women in a given facility:

- An incarcerated person may only receive 1 video visit per day. This visit does not count against their allotted visits. No more than three approved visitors per video visit for incarcerated men and women confined in general population or protective custody status.
- All video visits must be schedule at least 7 days in advance.
- Visits may be scheduled up to 30 days in advance.

Video Visitation is a privilege and available to all incarcerated men and women, except for; incarcerated men and women housed in orientation, or those temporarily housed at a facility will not be permitted video visitation. If an incarcerated person receives discipline between the time a visit is confirmed and the time of the visit, the visit may be cancelled; the visitor will receive an email of the cancellation. If the facility goes on lock down prior to a schedule video visit, the visitor will receive an email. Please see the GTL website for refund policy.

### **All visits are subject to monitoring and recording.**

All video visits are monitored live and recorded, any violation of visitation rules, inappropriate conduct, or language may be subject to immediate termination of the video visit with or without warning. This may also include suspension from future all visitation privileges based upon the seriousness of the infraction. Any visitation that is not stationary in a seated position will be terminated. Your use of video visitation and acceptance of the rules is consent to have both audio and video recorded of the video visit. Attorney/Client privileges do not apply to video visitation, ALL visits are recorded. Dress Code

policy below applies to video visitation. Termination of Visit/Loss of Visiting Privileges applies to video visitation.

No video visitation visits will be scheduled between 2:30pm – 4:30pm due to institutional count procedures.

**The following conduct is prohibited on all visits.**

- Any display of nudity.
- ANY behavior or actions that are of a sexual nature.
- Use or display of any weapons, drugs/alcohol, or related paraphernalia.
- Activity or display of graphics/paraphernalia associated with any Security Threat Group.
- Unlawful activity or depiction of unlawful activity.
- Recording or filming a visit by any visitor participant or any third party.
- If ANY inappropriate behaviors are displayed the Video visit **WILL BE TERMINATED.**

The Chief Administrative Officer may further restrict or limit visits at any time due to the availability of space and staff, institutional emergencies, lockdowns and for a reasonable period thereafter, or for violations of state or federal law or department rules by the incarcerated person or visitor.