

# JACKSONVILLE CORRECTIONAL CENTER VISITING RULES

ATTACHMENT A; ID 05.01.106 OFFENDER VISITORS

## VISITING HOURS and LIMITATIONS

- Offenders are permitted seven (7) visits per month at Jacksonville CC; however, only three (3) visits per month may occur on the weekend, i.e. Saturday, Sunday, Holidays or State Observed Holidays. Additionally, visits should not be scheduled to interfere with school or outside work crew details at the work camps. If the frequency of an offender's visits at any site interfere; with facility operations (i.e., excessive absenteeism from work or program assignment), this privilege will be limited.
- Visiting hours at Jacksonville will be from 8:30 a.m. - 7 p.m. Visitors will not be admitted between the hours of 2:30 p.m. and 3:00 p.m. or after 6:00 p.m.
- Visitation at the Pittsfield Work Camp will be **by appointment only** Monday through Friday with (5) visits and only 2 on weekends or holiday per month. At the work camps offenders must submit a visit request form (JAC0090) at least one week prior to the requested visit and receive approval from the Superintendent before the visitor arrives. No scheduling will be necessary for Saturday, Sunday, or holiday visits. Visitation hours at the work camp will be from 9:00a.m. – 3:00p.m., with no entry allowed after 2:00p.m.
- Visitation at Greene County Work Camp will be **by appointment only seven (7) days a week**, with five (5) visits and only two (2) on the weekends or holiday per month. Offenders must submit a visit request form (JAC 0090) at least one week prior to the visit and receive approval from the Superintendent before the visitor arrives. Visitation hours at the work camps will be from 9:00 a.m. – 3:00 p.m., with no entry allowed after 2:00 p.m.
- There will be a maximum of a **four-hour** time limit on **all** visits. If severe overcrowding occurs, visits may be shortened through the authorization of the Warden and/or Duty Warden in order to provide all visitors with an opportunity to visit. If a visit is terminated due to overcrowding; that visitor will not be allowed to come back in to visit for the rest of that day. Offenders will be restricted to four (4) adult visitors at any one time. There is a limit of two (2) children when accompanied by their parent or legal guardian. Only visiting legal guardians may allow infant children to sit on their laps during the visit. Security, time and space considerations may also determine the number of persons allowed per visit. If the offender denies the visit, the visitors will not be allowed in that day to visit another offender. Visits at the Jacksonville site shall normally end and be escorted out on the hour and half-hour only. Exceptions to leave at other times shall require permission of the shift commander.
- A maximum of 20 adults are allowed on the offender's visiting list. Persons under the age of 17 need not be listed: Visitors under the age of 17 must be accompanied by their own parent or legal guardian. Visitors under the age of 17 must be accompanied by their own parent or legal guardian. However, if you are not the parent or legal guardian of a child whom you are bringing, you **MUST** receive permission from the legal parent or guardian and bring with you a completed **Notarized Visitation Consent Form** from the child's parent or legal guardian. The Notarized Visitation Consent Form shall include the following information
  - Name and date of birth of the child.
  - Parent/guardian's name, address and phone number.
  - Names of the individuals authorized to accompany the child.
  - Name and IDOC number of the offender the child may visit.
  - Relationship of the child to the offender.

**NOTE:** When a child has his/her 17<sup>th</sup> birthday, the visit list must be revised to include the individual as an adult. Children with relationships to the offender other than those listed above may only visit when accompanied by their own parent or legal guardian.

- An attorney and the attorney's law firm or government agency shall be listed as one visitor.
- Associate attorneys and student lawyers associated with the firm visit without a separate listing, provided they present proof of their affiliation with the firm or agency.
- Any other person working under the supervision of the attorney, such as paralegals and investigators MUST BE LISTED SEPERATELY and shall count as an additional visitor. To be treated as a LEGAL visitor, the name of the attorney or law firm he/she is working for must also be noted on the visiting list.
- Attorneys representing an individual other than the offender, who wish to visit with the offender as a potential witness must be listed in order to visit unless conducting business on behalf of IDOC or another government agency.
- Visitors are allowed access to the restroom in the Reception area prior to check-in.

### **Rules of Admission**

- Each offender will be provided a copy of the Visiting Rules and Regulations in Orientation. It is strongly recommended the offender provide a copy of these rules and regulations to their prospective visitors. These documents will also be available for visitors at the Reception Desk.
- Attorneys are to be included on the offender's visiting list but clergymen need not be included. All must visit during scheduled visiting hours unless other arrangements have been made with the Warden. Clergymen who present themselves at the institution for the purpose of visiting offenders who can produce evidence they are in good standing with a recognized religious faith shall be allowed access during regular visiting hours and during other hours as approved by the Warden.
- Any special arrangements for a legal visit shall be requested at least 2 days prior to the visit.
- Procedures for providing reasonable accommodations under the Americans with Disabilities Act (ADA) to qualified visitors with a disability.
  - The Department shall comply with all provisions of the Americans with Disabilities Act [42 USCA Section 12101 et seq.] that prohibits discrimination against qualified individuals with disabilities on the basis of their disability
  - The Department shall provide reasonable accommodations to qualified visitors with a disability. However, the Department shall not be required to make accommodations that cause an undue hardship, including, but not limited to, those that would fundamentally alter the nature of a service, program or activity; would result in undue financial and administrative burden; or would pose a threat to the safety or security of the facility.
  - Visitors requiring accommodation for a disability shall be subject to the same search procedures as other visitors
  - Inquiries and requests for accommodation for a disability received in advance of a visit shall be referred to the facility ADA Coordinator. The ADA Coordinator shall, as necessary, meet with the visitor for interactive dialogue and consult with operational and administrative staff to ensure the accommodations are feasible or to identify effective alternatives
  - Requests for accommodation received at the time of visit shall be directed to gatehouse staff or, if the request presents a concern, be immediately referred to the facility ADA Coordinator, or if not available, the Shift Supervisor who shall consult with the Duty Administrative Officer. Any determination resulting in a denied accommodation shall be forwarded to the facility ADA Coordinator who shall review the request in accordance with Paragraph II.G.3.d. above.
  - Final determinations by the facility ADA Coordinator to deny a request for accommodation shall be approved by the Warden and the requester shall be notified in writing. Documentation pertaining to requests for accommodation based on a disability shall be maintained by the facility for a minimum of five years.
- On the initial visit, all visitors, including legal, except for those identified as exempt, must complete a Prospective Visitors Interview (DOC0148).

- Prior to admittance to the institution, each visitor the age of 17 years or older must present two forms of identification, one of which **MUST** contain a current photograph with date of birth and a separate document which contains their name and date of birth or name and current address. Adequate identification shall include driver's license, state identification card, military identification, F.O.I.D. card, payroll stub with address, passport, etc.
  - Foreign nationals must present a current Passport, VISA or "Matricula". Foreign nationals will also be required to present two (2) forms of identification, one being a current photograph.
  - All visitors must also provide requested vehicle identification and other pertinent information.
  - Attorneys and law students must provide attorney registration or law student certification.
- Offender's immediate family members (spouse, parent, sibling, son, daughter, whether step, half or whole) and grandparents and grandchildren who have been convicted of criminal offenses or who have criminal charges pending, included but not limited to, a person on bond, parole, mandatory supervised release, or probation, or an ex-offender, may visit only with the written approval of the Warden. For persons currently on parole, probation or mandatory supervised release, a letter must be submitted by the Parole/Probation Agent requesting approval to visit before the visit will be allowed. In the case of an unmarried mother of an offender's child, the same procedures will apply, **EXCEPT** if the individual has previously served time in a state or federal prison, documentation to verify that the couple has a child in common, such as a certified copy of a birth certificate must be sent along with the request for visitation. The birth certificate will not be required if the child's mother is or has been on probation only.
- Individuals currently on parole, who have pending charges or who were previously incarcerated who are not immediate family members or as described in #6 may not visit at Jacksonville Correctional Center. Friends and other relationships may be considered if they are currently or have previously been on probation only. These individuals must request and wait for warden's approval prior to visitation.
- Visitors must be dressed appropriately, which includes requirement to wear undergarment. Failure to comply will result in visitation denial.

Reception personnel will monitor incoming visitors to identify clothing that is too revealing, tight fitting, offensive in nature, and/or compromises the integrity of security. However, the Shift Commander will determine appropriateness of dress and whether or not to approve/deny a visit.

Upon discovery of potential inappropriate dress, Reception personnel shall respectfully ask the visitor to remain in the waiting area and immediately notify the Shift Commander. Once notified, the Shift Commander shall physically view clothing of concern and determine appropriateness. Notification to the Shift Commander and determination of appropriateness shall be done timely as we would like to avoid lengthy waiting periods that result in denial.

If deemed appropriate, the Shift Commander shall approve the visit. If deemed inappropriate, the Shift Commander shall use sound judgment and make determination to deny or issue a warning and allow the opportunity to become compliant.

Examples of clothing that may be deemed inappropriate include but are not limited to,

- Halter/tank top
- Swim tops/suits
- See-through clothing
- Extremely suggestive or short shorts, skirts, and dresses
- Tight Clothing
- Clothing with holes and tears
- With the exception of religious headgear and medical conditions, such as chemotherapy, etc., hats, gloves, scarves, or headbands **ARE NOT ALLOWED.**

- Jackets cannot be worn to cover otherwise unacceptable clothing.
- Allowable jewelry consists of one (1) ring, one (1) watch, earrings not to exceed 1-inch in diameter, and one (1) necklace (not to exceed 18 inches).
- The following jewelry items **ARE NOT ALLOWED**: Locketts, wrist or ankle bracelets, jewelry with offensive words, pictures (heavy in weight), and jewelry that could be intimidating to any person (replicas of guns, knives, ammo, or drug paraphernalia), or men's jewelry worn by female visitors.
- Bobbi pins, headbands, sunglasses, combs, picks, or umbrellas **ARE NOT ALLOWED**.
- A visitor may be placed on temporary or permanent visitor restriction for committing any disruptive behavior or violating institutional rules, or State laws.
- Visitors must submit to a body search (pat search) before being admitted into the institution. Any visitor refusing to be searched shall be denied entrance. Once inside the visiting room, before and after each use of the restroom, the visitor will again be pat searched.
- All visitor vehicles & possessions are also subject to search. Visitors who refuse to permit the search and those with any type of contraband in their vehicles or in their possessions will not be allowed to visit and will have their visiting privileges suspended pending placement on either temporary or permanent visitor restriction.

**NOTE:** Contraband includes but is not limited to illegal drugs, alcohol, weapons, ammunition, incendiary devices, pagers, mobile or cellular telephones, and excessive money. Weapons include all types of knives, box-cutters, utility knives, or any tools such as screwdrivers. Visitors are strongly encouraged to remove all such items from their vehicle PRIOR to arriving on State property. Any person who brings contraband into the facility or possesses it shall be subject to prosecution in accordance with 720 ILCS 5/31.A.et.seg.

- Packages of any type are not permitted into the institution. (Dress-out clothing must be mailed into the institution no sooner than 30 days prior to the offender's release date.) Lockers are provided in the Reception Desk area where visitors will be required to leave keys and I.D. Purses and other items must be left in their locked vehicles. Only visitors who arrive by bus or are dropped off may put their purses in lockers. A maximum of \$100.00 per visit is allowed to be placed in a locker. Only the following items will be allowed in the visiting room:

- Adult Visitors

- Institutional Debit Card with \$50 maximum per card.  
**NOTE:** Will require a one-time \$5.00 bill for purchase. Nothing else will work. The card will come out with a \$3.00 credit on it. You can then add additional monies to the card.
- One (1) green locker key & tag.
- Respiratory inhaler(s); Nitro tablets; other life support medication – will be left at the Desk in Visiting Room with the assigned Correctional Officer.
- One coat or jacket, appropriate for weather.
- Only adult visitors over the age of 17 may possess and use debit card.
- One pair prescription glasses; no sunglasses, no hair sticks, no hats,
- Winter: One (1) pair gloves.
- Religious headgear approved are a kufi, yarmulke, turban, habit, or fez. The headgear will be searched upon admittance.
- Any item approved for an ADA request for reasonable accommodation.

- Infants & Children

- Three (3) diapers or pull-ups.
- Baby wipes in clear plastic bag (only amount needed to change diapers 3 times).
- Two (2) clear plastic, sealed containers of baby food (no Glass containers);

- One (1) plastic feeding spoon.
  - Two (2) clear plastic see-through bottles.
  - One (1) sealed plastic juice bottle.
  - Both water and formula must be in unopened, sealed containers. If powdered formula needs to be mixed, it must be mixed in the presence of security staff and placed in a clear see-through bottle. The remainder of the powder and/or water must stay in the plastic container and placed in the assigned visitor locker.
  - One baby bib.
  - No diaper bags, car seats, carriers or strollers allowed in visiting room. Diaper bags, car seats, carriers or strollers should be secured in vehicle prior to entering institution.
  - One baby blanket or receiving blanket.
  - One plastic pacifier (no pacifier buddies with metal clips).
  - One plastic sippie cup without a metal strainer.
  - One baby bonnet or baby hat.
  - One coat/jacket.
  - One change of clothes.
  - No toys
  - Winter wear includes one stocking hat free of logos; one pair of gloves.
  - The child's diaper must be changed in the shakedown room in the presence of security staff prior to the visit.
- Any visitor who appears to be under the influence of alcohol or drugs will not be permitted into the institution.
  - Visitors may not bring any candy, gum, cigarettes, beverages, etc.
  - Literary materials may be brought into the institution by a visitor; however, this material is to be left at the Reception Desk and processed to the offender through Personal Property procedures. Literary materials are limited to 3 per visit and shall not be packaged, wrapped, or otherwise contained in any way.
  - Visitors may not possess camera or any type of photographic equipment. Photographs may not to be taken by any visitor either inside or outside the facility.
  - Cell phones are not permitted into the facility. They must be left in the vehicle.
  - Visitors may be allowed to wear religious headgear if there are no safety concerns, the headgear has been removed and thoroughly searched, and the visitor indicated that the headgear had religious significance. Either the headgear is a kufi, yarmulke, turban, habit, or fez; or a written request to wear headgear other than those listed in subsection III.B.14 of the directive was submitted to the Warden at least 10 days prior to the visit and the Warden approved the request. Failure to submit a timely request shall result in denial of the request.
  - No glass items are allowed.

### **Rules of Admission**

- Visitors and offenders may only briefly kiss once upon entering or leaving. No other contact is permitted. Holding of hands is permitted but only on or above and in center of the table. Hands should remain above the table at all times.
- Visitors are subject to a pat search prior to and after using the restroom. All minors will be accompanied by an adult visitor who is subject to a pat search also.
- No rearranging of furniture in the visiting room is permitted.
- Visitors are responsible for maintaining control of their children during visits. Example: No

running, screaming, yelling, jumping, etc. Children should remain seated at all times, unless accompanied by an adult.

- Visits may be assigned certain seating arrangements and seated at tables designated by security staff. Offenders are to remain seated and are not to wander or go to the vending machines.
- Offenders are not to be in possession of money or debit cards at any time. ONLY adult visitors may possess and use debit cards.
- Disruptive behavior by offenders and/or visitors shall be cause for termination of visit and possible loss of visiting privileges.
- Playing of cards is allowed; however, gambling is prohibited.
- Visitors are not allowed to bring any items, including food, personal property, clothing, etc., into the institution for the offender. Offenders and visitors may not exchange anything such as legal documents, papers, letters, etc., during a visit unless there is prior approval from the Warden.
- Shared visits must be requested and approved by the Warden prior to occurring and may occur only when offenders are members of the same immediate family or for approved group visits by clergymen.
- Offenders may request to send property home with a designated visitor. However, any property items cleared to be sent home with visitors will be left at the Reception Desk for the visitor designated by the offender to pick up as they exit the institution. It is the designated visitor's responsibility to ensure this property is retrieved at the time they exit the institution. All property will be processed through the Personal Property Office.
- Offenders may not wear anything except state issued clothing into the visiting room. (No hats) Shirts are to be buttoned with the exception of the collar button and must be tucked in at all times. Offenders with braids will be required to remove braids prior to entry and exit of the shakedown room. They may bring one hair tie.
- Offenders are responsible for making sure their table and the area below it are clean after each visit.

### **No Contact & Segregation Visits**

- Offenders on no contact visiting restriction will have the same visiting privileges as general population offenders except:
  - Visits will be allowed as two (2) one hour visits per calendar month and are limited to two (2) adult visitors and no children. Any exceptions must be approved by the DUTY ADMINISTRATIVE OFFICER. Any visits an offender had for the month prior to receiving non-contact visitation will be counted as visits toward that allotted (2) per month. Visiting hours are restricted to 9 a.m. – 3 p.m. No visits allowed on weekends, holidays or state holidays.
  - Visits may be no longer than one (1) hour in duration
  - Visits are restricted to two (2) adults at any one time
  - There will be no physical contact between the offender & the visitor
  - No contact offenders will not be allowed to have food and/or drinks during visits
  - Visits must begin before 2:00 p.m.
- Offenders in Segregation will have no contact visits between the hours of 9 a.m. – 3 p.m. and will be conducted according to the following procedures: No visits allowed on weekends, holidays or state holidays.
  - Visits will be for no longer than one (1) hour.
  - Only one (1) adult visitor will be allowed at any time with no children
  - Visits must commence before 2 p.m.
  - Only one (1) visit per month is allowed.
  - There will be no physical contact between the offender & his visitor

- No contact segregation offenders will not be allowed to have food and/or drinks during visits.

### **Attorney Visits**

- Licensed attorneys and any investigators, law students, or paralegals working under their supervision may routinely visit offender clients during the regular visiting hours unless permission has been granted by the Warden to visit during other hours.
- Investigators, law students, or paralegals shall be required to present a written statement from a registered attorney indicating that they are working under the supervision of an attorney and indicating the names of the committed persons with whom they are authorized to visit.
- Attorneys or those working under their supervision are requested to notify the facility of the designated time and date of the visit at least two (2) days in advance of the visit in order to make special visiting room arrangements.

The following is an excerpt from Chapter 38, Article 31-A: Interference with Penal Institutions:

#### Section 31A-1. Bringing Contraband into penal institutions.

- a. A person commits the offense of bringing contraband into a penal institution when he knowingly and without authority (1) brings an item of contraband into a penal institution; or (2) causes another to bring an item of contraband into a penal institution; or (3) places an item of contraband in such proximity to a penal institution as to give an offender access to the contraband.
- b. "Items of Contraband" means any of the following:
  - (1) Alcoholic liquor as such term is defined in Section 2.05 of "An act relating to alcoholic liquors", approved January 21, 1934, as such Act may be now or hereafter amended.
  - (2) "Cannabis" as such term is defined in subsection (a) of Section 3 of the "Cannabis Control Act", approved August 16, 1971; as such Act may be now or hereafter amended.
  - (3) "Controlled substance" as such term is defined in the "Illinois Controlled Substance Act", approved August 16, 1971; as such Act may be now or hereafter amended.
  - (4) "Hypodermic syringe" or hypodermic needle, or any instrument adapted for use of controlled substances or cannabis by subcutaneous injection.
  - (5) "Weapon" means any knife, explosive, or firearm, whether loaded or unloaded, or ammunition for any such firearm. Such items includes any of the firearms, devices, or implements designated in subsections (1), (2), (3), (4), (6), or (7) of Section 24-1 of this Act.
- c. Bringing an item of contraband into a penal institution is a Class 4 felony. Class 4 felony is punishable by a 1-3 year sentence in a State penitentiary.

For more detailed information on visits, refer to the Departmental Rule 525

Approved by:

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Carolyn Gurski, Warden

This supersedes any other procedure/letter pertaining to visiting at the Jacksonville Correctional Center, the Pittsfield Work Camp and Greene County Work Camp.