



COOK COUNTY DEPARTMENT OF CORRECTIONS

SECURITY GUIDELINES FOR ATTORNEYS

Attorney Access pursuant to Cook County Department of Corrections General Orders 9.7.1, 14.3 and 24.14.12.0

ATTORNEY CONTACT VISITS

Attorney contact visits are recognized as necessary in order for an inmate to expeditiously adjudicate his or her legal proceedings. The Cook County Department of Corrections ("CCDOC") acknowledges the importance of these visits and provides hours and space to accommodate attorneys.

CREDENTIALS: Attorneys are permitted to have contact visits with their inmate-clients at the CCDOC upon presentation of proper credentials at the Visitor Desk at each of the CCDOC divisions:

- All Attorneys are required to present his or her Attorney Registration and Disciplinary Commission ("ARDC") Card and a copy of a Record of Appearance (first visit for a specific defendant).
- **An Attorney from the Office of the Public Defender is only required to present his or her County Identification Card.**
- If the visit requires the CCDOC to set up audio or visual equipment, the expected time of the visit should also be included. Electronic equipment may be brought in pursuant to court order and written request, specifying the date(s) of the visit(s).
- Copies of any relevant court orders must be included along with a written request. Requests must be received 3 business days before the date of the expected visits (not including weekends and holidays) by the Legal Office.

Each division is expected to permit credentialed attorneys prompt access into the division upon presentation of proper identification and clearance through security. In addition to presentation of credentials, a Visitor Registration Form must be completed by the Reception Officer, including the attorney's name, address (Law Firm), and relationship to the inmate, date of the visit, and start and end time of the visit. **Persons refusing to provide this information will be denied the visit.**

ATTORNEY-CLIENT VISITATION HOURS: The hours for Attorney-Clients contact visits are 9:00 a.m. until 8:30 p.m. seven days per week.

NON-ATTORNEY CONTACT VISITS

Non-attorneys who are employed by or are under the direction of attorneys representing inmates housed at the CCDOC may receive pre-approval for contact visits with detainee-clients at the CCDOC. Persons admitted under these provisions are admitted solely to facilitate the detainee's legal representation and shall not be admitted for contact visits to initiate or maintain a personal relationship with the detainee.

CREDENTIALS: All non-attorneys seeking contact visits with detainee-clients at the CCDOC must take the following steps in order to obtain a credential for CCDOC admittance prior to their visit:

- Submit a written request, on letterhead, to the CCDOC Legal Office no less than 3 business days prior to the date of the expected visit. The request must provide the detainee's name, ID number, Division number, court case number and date(s) of the expected visit(s).
- If the visit requires the CCDOC to set up audio or visual equipment, the expected time of the visit should also be included. Electronic equipment may be brought in pursuant to court order.
- The request must also state the visitor's name, and their role in the litigation.
- Copies of any relevant court orders must be included with the written request. Requests must be received 3 business days before the date of the expected visits (not including weekends and holidays) by the Legal Office:

CREDENTIALS FOR INVESTIGATORS FOR THE OFFICE OF THE PUBLIC DEFENDER

Only Investigators for the Office of the Public Defender who have an authorized CCDOC-Issued Identification Badge are permitted to have contact visits with their inmate-clients at the CCDOC upon presentation of their credentials at the Visitor Desk at each of the CCDOC divisions.

- Investigators for the Office of the Public Defender **who have an authorized CCDOC-Issued Identification Badge and who also have a court order authorizing taking of photographs** (which states the detainee's name, ID number, Division number, court case number and date(s) of the expected visit) will be permitted to bring in their official camera into the CCDOC solely for the purpose of implementing the court order during their contact visit with their detainee-client at the CCDOC.

Each division is expected to permit credentialed non-attorneys prompt access into the division upon presentation of proper identification and clearance through security. In addition to presentation of credentials, a Visitor Registration Form must be completed by the Reception Officer, including the non-attorney's name, address, and relationship to the inmate, date of the visit, and start and end time of the visit. **Persons refusing to provide this information will be denied the visit.**

NON-ATTORNEY-CLIENT VISITATION HOURS: The hours for Non-Attorney/Client contact visits are 9:00 a.m. until 8:30 p.m., unless otherwise authorized by the CCDOC Legal Office.

SEARCH PROCEDURES

The following are conditions pertaining to the search of inmate visitors, including attorneys and their non-attorney litigation professionals.

- All visitors shall be searched by a scanning device or frisked. If there is still reasonable suspicion that the person is carrying contraband, a further consensual search may be undertaken. Visitors shall be requested to submit to further searches only following the approval of a security official.
 - For more information on Contraband, please refer to CCDOC General Order 9.7.1 and Security Guidelines for Attorneys/Contraband.

- No body cavity (anal or genital) searches shall be conducted by correctional personnel. If a less intrusive search is insufficient to allay suspicions of the visitor's smuggling, the visitor shall be denied access to the visiting area or denied admission to the institution, as decided by the Superintendent or Shift Commander.
- If contraband is found on the person or in the clothing of a visitor, a report shall be submitted pursuant to General Order 9.7.1, the contraband will be confiscated and the visitor will be detained for Investigations Section.
- The visitor's refusal to be searched shall be sufficient cause for denial of the visit.

VISITOR SUSPENSION OR RESTRICTION

Visits by attorneys shall only be suspended or restricted by order of the appropriate Assistant Executive Director.

Reasons for termination may include:

- Visitors under the influence of drugs or alcohol. Visitors attempting to bring drugs into the institution shall be permanently restricted from visiting.
- Visitor refuses to submit to search procedures.
- Visitor refuses or fails to produce sufficient or falsifies identifying information.
- Visitor violates visiting rule, provided such rules are posted.
- Other reasons existing for denial, termination or suspension of a visit which is necessary to preserve the security of the institution and reasonable order in the visiting room.

Prior to termination of a visit or suspension of visiting privileges for any of the above reasons, less restrictive alternatives shall be employed if possible. Such alternatives may include warning the inmate and/or the visitor of improper conduct.

VISIT LOCATION

Attorneys and their non-attorney professionals may use the Attorney-Client Interview rooms available in each division. To pre-schedule the use of an interview room, or to request another means of communication with a client, such as a court-ordered conference call for the inmate, a letter may be sent to the Legal Office at least 3 business days in advance.

All conversations between inmates and attorneys may be observed visually by supervising officers, but shall not be overheard, recorded or listened to in any manner.

For more information, please contact the CCDOC Legal Office at (773) 674-3718, (773) 674-7683 or (773) 674-2383.