



## Illinois Department of Corrections

### Administrative Directive

Number: <b>01.07.808</b>	Title: <b>Standards for Individual in Custody Photographs</b>	Effective: <b>3/1/2024</b>
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Authorized by:	<i>[Original Authorized Copy on File]</i> <b>Latoya Hughes</b> Acting Director
Supersedes:	01.07.808 effective 3/1/2022

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-5A-01
Referenced Policies: 01.07.805, 04.25.101	Referenced Forms:

#### I. POLICY

Photographs shall be taken of each individual in custody upon admission for identification purposes and shall be reviewed periodically. Whenever the individual in custody's physical appearance significantly changes, the photograph shall be updated.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a written procedure governing the standards for taking photographs of individuals in custody.

##### B. Applicability

This directive is applicable to all correctional facilities within the Department.

##### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

##### D. Requirements

1. All photographs of individuals in custody shall be taken in the following manner:
  - a. A photograph shall be taken of the frontal (face) position and a photograph shall be taken of the profile position with the right side of the face turned to the left. The photograph shall be produced on the top half of an eight and one-half inch by eleven inch page. The photograph shall be dated and stored electronically until archived. Photos may be printed in color or in black and white.
    - (1) The individual in custody shall not wear any articles, such as a hat, sunglasses, etc., which may conceal their identity.

**NOTE:** In accordance with Administrative Directive 04.25.101, religious headwear specific to a declared and identified religious tradition may be worn by individuals in custody of their identified religious tradition when taking a photograph.
    - (2) The individual in custody profile shall be photographed with shoulders perpendicular to the light blue backdrop. Height charts shall not be used. Lighting and exposure for all photographs shall be such that the individual in custody's physical features are clearly distinguishable.

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- (3) The facility shall not be identified in the photograph.
  - b. Identifying information shall appear on the bottom portion of the page. Identifying information shall include:
    - (1) Individual in custody name and identification number, as well as Federal Bureau of Investigation (FBI) number; Individual Record (IR) number; and Illinois Bureau of Investigation (IBI) number, when available;
    - (2) Personal data including: alias; height; weight; hair color; eye color; race; place of birth (POB); date of birth (DOB); gender (SEX); and social security number (SSN), when available; and
    - (3) Arrest data including: current admit date; committing county; sentence for felons; scars, marks and tattoos (SMT); projected mandatory supervised release date (PROJ MSR DATE); projected discharge date (PROJ DISC DATE); and crime and county to which the individual in custody is to be released.
  2. Photographs are to be reviewed on an annual basis. New photographs shall be taken if the individual in custody's appearance has changed significantly and are to be distributed in accordance with Administrative Directive 01.07.805.
  3. Photographs are to be taken of each individual in custody released or discharged.
  4. Each time a new photograph is taken, the individual in custody's physical description shall be compared to the Offender 360 (O360) physical profile. Any significant changes, such as weight, scars, tattoos, etc., shall be entered in O360.
  5. Existing negatives of all photographs are to be filed numerically in a file which shall be permanently maintained in the facility Bureau of Identification office. All photo images produced by the Automated Identification System shall be stored and retrieved electronically.
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