



**COOK COUNTY SHERIFF'S OFFICE
DEPARTMENT OF CORRECTIONS
JAIL TOUR APPLICATION/INFORMATION**

GENERAL INFORMATION

The Cook County Sheriff's Office Department of Corrections ("DOC") is a secure and operational correctional facility. By signing and submitting this Application you are requesting a tour of the DOC and are informed of the following risks. The risks include, but are not limited to the following; assault by detainees, exposure to offensive or obscene language or behavior, and wet or slippery floors.

PROCEDURE FOR PUBLIC TOURS

- Leave as much personal property secured in your vehicle as possible. There will not be any weapons, cameras, cell phones, recording devices or other contraband allowed when touring the DOC. A list of contraband will be provided prior to the tour.
- Visitors will be searched before going on the Jail Tour. Visitors may be required to submit to a rub or pat down search as a condition of entering the DOC. Visitors may decline to be searched. Visitors refusing to be searched will not be allowed on the tour and will be asked to leave the DOC. All searches will be conducted by a member of the same sex as the visitor.
- Visitors must wear appropriate attire while taking a DOC Tour.
- During DOC Tour, all visitors must stay with the DOC Tour group and will not separate or lag behind the DOC Tour group.
- Visitors will not in any way communicate with a detainee, unless allowed by DOC personnel. Any disruptive behavior during the tour or refusal to follow the rules as instructed are grounds for tour termination and removal from the DOC.
- Identification is required for the Jail tour. Please submit a photocopy of current government issued picture identification with a date of birth for all visitors sixteen (16) years and older. Parental consent is required for juvenile persons under the age of 18. Applicants for the DOC tour must provide the requested information at the time in which this form is submitted. The Sheriff's Office will conduct a criminal background check on all tour applicants. Any person that has served time in a correctional facility in the past year to date, is out on bond, bail, pre-trial, judge's order, has active warrants, or has violated a DOC Visiting rule in the past will not be allowed access.

TOUR REQUESTOR INFORMATION

NAME OF REQUESTOR (PRINT)	TITLE:	EMAIL ADDRESS:
PHONE NUMBER:	NAME OF ORGANIZATION:	REASON FOR TOUR:
DATE OF REQUESTED TOUR:	TIME OF REQUESTED TOUR:	NUMBER OF ATTENDEES:
SIGNATURE:		DATE:

(FCN-08)(APR 16)