

ILLINOIS DEPARTMENT OF CORRECTIONS

DECATUR CORRECTIONAL CENTER

FACILITY ORIENTATION MANUAL



Revised 05/10/2021

DECATUR CORRECTIONAL CENTER

GENERAL INTRODUCTION

Welcome to Decatur Correctional Center. This manual has been carefully prepared by our staff and will provide you with a general understanding of the facility, an overview of the rules/regulations and basic information regarding our programs/services offered. Your first responsibility is to read it in its entirety and familiarize yourself with its content. Your next responsibility is to follow the established rules, thereby creating a safe and secure environment not only for you, but for your fellow individuals in custody and the facility staff. Individuals in custody are assigned to this facility with the understanding that they may not initially need the increased security requirements of a more secure facility, however it is your responsibility to avoid disruptive and negative behavior and to utilize the resources offered you here in an effort to be as successful as possible before your potential release.

It is the intention of our staff to provide a secure and humane institutional environment based - upon mutual understanding, respect and fairness. YOU can make a contribution to a better living situation by avoiding conflicts with other individuals in custody and staff, by taking care of your authorized property and by being conscientious on your work assignment. Various clinical, mental health, substance abuse and personal development programs, as well as a variety of leisure time activities are available for your participation in addition to structured educational and correspondence opportunities through the library and on-site school program.

If you begin experiencing problems of any nature, you should talk to your housing unit officer, your assigned Clinical Services counselor, your assignment supervisor at your job placement, the Shift Commander or by writing to the appropriate Assistant Warden or Warden's office. Remember, we are here to help you make your time with us as successful as possible and to provide you with useful skills to assist you in a productive and lasting re-entry into the community. It is up to you to take full advantage of these offerings and make your time here at Decatur Correctional Center as beneficial as you possibly can.

BE CONFIDENT, BE OUTSTANDING, BE SUCCESSFUL!



Marlo Butler-Jones, Warden

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DECATUR CORRECTIONAL CENTER GENERAL INTRODUCTION

A. Mission Statement

To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.

B. Department Goals

- 1.) Establish the necessary types of physical security and levels of supervision required for the control of individuals committed to the Illinois Department of Corrections.
- 2.) Be in compliance with all pertinent laws, rules and regulations.
- 3.) Provide growth-promoting opportunities as alternatives to unlawful behavior.
- 4.) Provide an array of services that promote the humane care of and successful treatment/programming of individuals in our custody.

C. Decatur Correctional Center Mission Statement

The mission of the Decatur Correctional Center includes providing a continuum of programs and services to help individuals in custody reestablish and strengthen their relationships with their children and enhance their ability to grow within the family structure. The facility offers our population a variety of programs aimed at achieving these goals that also address the diverse needs of the individuals in custody, including medical, social, psychological and educational needs. All programs are intended to equip the individuals in custody for a successful reintegration back into the community.

D. Women and Family Services Mission Statement

Within a secure atmosphere, the Women and Family Services unit will provide programming and services under the supervision of a well-trained professional staff, beginning at reception and continuing through parole, addressing in an integrated way the unique medical, social, psychological, educational, vocational, and parental needs of individuals in custody to assist her in successful community reintegration.

E. Classification

It is a policy of the Department to classify each new admission on an individual basis to establish the level of security necessary for control, to identify programming needs and to assign to an appropriate institution, facility or program.

F. Institutional Placement

The individual in custody mailing address for Decatur Correctional Center is 2310 E. Mound Road, P. O. Box 3066, Decatur, Illinois 62524-3035. The telephone number is 217/877-0353. Emergency phone calls to individuals in custody concerning critical illness or death shall be screened/verified by the Clinical Services Department (Shift Commander during non-duty hours) prior to being passed to the individual.

G. Orientation

It is the policy of the Department of Corrections that all correctional centers provide to individuals in custody thorough orientation in all pertinent aspects of the center's expectations of them, and what individuals in custody may expect to derive from

institutional programs. Participation in the orientation program is mandatory for all individuals in custody. The completion of orientation must be documented by a statement that is signed and dated by individuals in custody and then made a permanent part of the Master Record File.

II INSTITUTIONAL ORGANIZATION

A. Responsibility of Major Departments

1.) Administration

The Warden is the Chief Administrative Officer of the institution, and, as such, is responsible for the Operations and Programs of the Decatur Correctional Center. The Warden is appointed by the Director of the Illinois Department of Corrections, as mandated by the Illinois Revised Statutes.

Those individuals in custody who wish to speak to the Warden on personal issues should write directly to the Warden, citing specific information as to why they need a personal interview. Individuals in custody will receive either a written response from the Warden's Office and/or receive information as to if/when an interview will be conducted.

2.) Operations

The Assistant Warden of Operations supervises staff in maintaining and enforcing disciplinary, safety, security and custodial measures. He/she also directly supervises Department Heads of Maintenance, Dietary, Security, and Industry functions.

Individuals in custody requesting a personal interview with the Assistant Warden of Operations should write him/her directly indicating specific information regarding the request. The Assistant Warden of Operations will respond to you in writing, arrange a personal interview, or refer the matter to a subordinate or other Department for handling.

3.) Programs

The Assistant Warden of Programs plans, organizes and directs programming available at the Decatur Correctional Center. He/she is responsible for supervising the various Department Heads for the programs area, which include Clinical Services, Library, Educational, Vocational, Chaplaincy, Medical, Family Services, Records, Leisure Time Services, and Hair Care.

The policy for obtaining a personal interview with the Assistant Warden of Programs is to send a letter directly to him/her with specific information regarding the interview or request.

4.) Maintenance

The Chief Engineer is responsible for providing repair and maintenance services. The Chief Engineer coordinates and facilitates electrical and other energy requirements and supervises new construction.

5.) Clinical Services

The Clinical Services Department is comprised of a team of administrative, professional and support staff. Their primary responsibility is for the day to day case management services of individuals in custody. This department houses the Correctional Counseling, Social Work, Clinical Assessment Specialist, Field Services and Grievance Office staff. The department is under the supervision of the Clinical Services Supervisor.

6.) Family Services Unit

The Family Services Unit will provide those individuals in custody with children assistance in resolving issues associated with child protection/custody and other issues. This unit will work closely with Department of Children and Family Services and other social service agencies to strengthen and maintain the relationship between individuals in custody and their children. This unit is under the supervision of the Family Service Administrator.

7.) Education

Educational Programs are directed by the Assistant Warden of Programs and coordinated through the Education Facility Administrator for the Office of Adult Education and Vocational Services. Education programming provides adult basic education and GED curriculum. On a contractual basis, Lakeland Community College provides post-secondary academic and vocational programming. The Educational Facility Administrator is in charge of this department.

8.) Health Care Unit

The Health Care Unit provides coordination of care and necessary medical services for individuals in custody, which include physical examinations, linkage and referral to outside facility providers and other services dictated by the individual in custody's immediate medical needs. Community service providers are consulted and utilized as necessary. The Health Care Unit is under the supervision of the Health Care Unit Administrator.

9.) Mail Room

The Mail Room coordinates all incoming and outgoing facility mail, including, but not limited to privileged mail, legal mail, regular first-class mail, books and periodicals etc.

10.) Record Office

The Records Office is responsible for the maintenance of all Master Files for incarcerated individuals, personal non-medical records, time calculations etc. The unit is under the supervision of the Records Office Supervisor.

11.) Business Office

The Business Administrator handles all matters concerning budgets, fiscal control, facility payroll and accounts, commissary, as well as necessary control

over supplies, equipment and clothing. This office also monitors the overall facility operating budget.

12.) Leisure Time Services

The Leisure Time Department coordinates all group recreational activity (yard and recreation room activities).

13.) Chaplaincy

Chaplaincy services will be provided. These services will include non-denominational coverage available at the Decatur Correctional Center.

14.) Food Services

The Corrections Food Service Manager supervises the preparation and serving of all food. Provisions are made for special, medically approved, dietary needs.

15.) Mental Health

Mental Health needs are addressed by the mental health professional for individual therapy, group therapy and psychiatric care on an as needed basis. Discharge planning includes a referral into the community for continuing mental health needs upon release. There is no co-pay for mental health services.

III. **INSTITUTIONAL OPERATION**

A. New Admission Procedure

There is a formal Orientation program in which all individuals in custody are required to participate. This program consists of orientation to the rules, regulations, programs and services of the Decatur Correctional Center. Every individual will receive a copy of the Facility Orientation Manual. During Orientation, all individuals in custody are eligible for recreation, religious services, library, educational, and other cultural interests. Everyone will be permitted to use the telephone and will have visitation privileges consistent with general population guidelines, unless otherwise restricted due to disciplinary or housing status limitations.

B. Living Units

The general population of the Decatur Correctional Center reside in seven (7) living units. Assignment to living units will be determined by the Placement Officer upon arrival at the facility.

In addition to general population, restrictive housing, temporary housing etc. Decatur Correctional Center has designated housing unit E as the Reunification/Mom's & Babies wing. This unit enables the individuals in custody to get re-acclimated with their children prior to release. Criteria has been developed to provide proper screening of individuals in custody for placement in this unit. You may submit a request slip to the Family Service Administrator, if interested.

Individuals in custody are responsible for the cleanliness of their living unit areas. Everyone is expected to follow the rules governing personal property and rights of others.

Upon being provided an initial housing assignment, or following an adjustment in housing assignment, incarcerated individuals will refrain from being in the bunk/bed of any other person. This includes the bunk/bed of another individual with whom they may share the same room assignment. Facility personnel, both security and non-security, routinely make unit rounds and may issue a disciplinary referral to those incarcerated individuals who are observed to be in an unassigned bunk/bed other than their own.

Facility staff are not required but may choose to inquire as to the reason why an individual may be in the incorrect bunk/bed and upon gathering additional information, verifying the correct bunk/bed assignment and identifying the individual(s) involved – determine whether a disciplinary referral is warranted. Depending on the nature of the incident or issue(s) noted, multiple charges may be included in the referral for discipline (including minor or major offenses as warranted)

C. Yard and Gym

Morning, afternoon and evening yard will be offered, the season and weather permitting, as posted. The evening gym schedule is posted monthly on the units. Individuals in custody may attend yard or gym as long as it does not conflict with their assignments.

D. Movement

All movement through the institution is escorted. Individuals in custody are to walk during periods of movement. Excessive noise and horseplay are not acceptable. Loitering in any areas is prohibited. During line movement, individuals in custody will be escorted in pairs and may converse in low tones only.

E. Assignment

All program and work assignments are made by the Institutional Placement Officer. Requests for assignment in those areas should be made in writing to the Assignment Office.

Room assignments for placement into general population will be made in accordance with institutional needs, bed space and recommendation of Program Assignment Committee. All requests for a change in room assignment shall be made in writing to the Institutional Assignment Officer.

F. Rights, Privileges and Rules

Fundamental to the successful operation of the Decatur Correctional Center is the need for both individuals in custody and staff to follow all established rules, bulletins, policy statements, and Department Rules. Copies of appropriate and applicable Warden's Bulletins are located in the living units and Library. Your counselor will be able to assist you with any questions you may have. All of the Department Rules are important and can be found in the Library. Ones to which you should pay particular attention are:

Diminution of Sentence, DR 107B

Statutory Good Time, DR 107.110

Earned Discretionary Sentence Credit, DR 107C

Earned Program Sentence Credits, DR 107.145 (DR 107F)

Assignment of Committed Persons, DR Part 420

Library Services and Legal Materials, DR Part 430

Committed Person's Business Ventures, DR Part 445

Offenders Manuscripts, DR 445.20

Cleanliness and Grooming for Committed Persons, DR Part 502B

Clothing, Bedding, Linens, DR Part 502C

Classification and Transfers, DR part 503B

Administration of Discipline, DR Part 504A (Table A)

Demotion and Restoration in Grade, DR 504.130

Restoration of Good Time, DR 504.150

Restrictive housing, Investigative Confinement and Administrative Detention, DR 504D

Grievance Procedures for Committed Persons, DR 504F

Grievance Procedures for Releasees, DC 504G

Visiting Privileges, DR 525.20

Attorney Visitation, DR 525.50

Mail and Telephone Calls, DR 525B

Publications, DR 525C

Marriage of Committed Persons, DR 525D

Personal Property, DR Part 535

HB 569 Request for Certificate of Relief from Disabilities

Offender Financial Status Report 730ILCS5/3-7-6 form DOC0146

Basic individuals in custody rules, privileges and regulations are listed, but not limited to, the following and individuals in custody assigned to housing units at the Decatur Correctional Center are expected to abide by the following rules. Any violation may result in disciplinary action.

1. Any type of pressuring, intimidation, etc., either of a verbal or physical nature, for commissary, etc., will not be tolerated at the Decatur Correctional Facility. No individual or group of individuals are permitted to have control or authority over another. If anyone is found committing such behavior, every effort will be made to seek an indictment in the county court if a crime has been committed, and the individuals in custody will also be disciplined under provisions of Departmental Rule 504A.

Individuals in custody will not be allowed in any housing unit except the specific unit in which they are assigned.

2. Dayrooms will be open and available for use from 6:00 a.m. to 9:30 p.m. Lockup is at 9:30 p.m. daily.
Hours between 9:30 p.m. and 6:00 a.m. are **quiet hours**. Typing or other such noises are not to be heard in the units. Headphones are required for all audio equipment.
3. Dayrooms must be used in a manner that ensures the rights of others are taken into consideration. All equipment and facilities must be appropriately shared and maintained in a manner which guarantees their continued usage.
4. Furniture, chairs, tables, etc., will be left in the TV area. At no time will they be moved to an anyone's room. No chairs are allowed in the hallway outside individual rooms, in the shower area or at the phones. You are responsible for cleaning up after yourselves in the dayroom, showers, toilet facilities, etc.
5. At no time will anything be placed or thrown out of rooms into hallways or dayrooms.
6. Visiting is not permitted in the doorways of the housing unit entrance, foyer, or any other room.
7. Only one individual is allowed to be on each phone at any given time.
8. Housing Unit doors are not to be propped open or left open. They should be closed and secured at all times unless opened by a security or facility staff.
9. Radios, stereos, etc. will never be allowed in the dayrooms. They may be used in rooms only with headphones in. All audio/visual equipment will remain in your room. Radios and MP3 players may be taken to and utilized on the recreation yard. Individuals in custody are permitted to use MP3 players in the housing unit dayroom while exercising so long as headphones are being utilized.
10. It is your responsibility to notify staff of any damage to a room immediately upon being assigned that particular room. Those individuals assigned to a room are responsible for any damage done to or in the room or its contents once they have taken occupancy of the assigned room.
11. All rooms shall be searched periodically for contraband. All individuals in custody are subject to a body search at any time for any reason – no exceptions.
12. Nothing will be hung on the walls, bed frames, windows, doors, washbasins, or stools in any room. No items may be blocking observation windows (items taped to windows) at any time.
13. For safety reasons, sunglasses shall not be worn while indoors and shall be removed upon entrance to any building.
14. Containers not on the approved personal property listing will not be allowed. Containers purchased through commissary must contain the original contents and are to be disposed of after use.

15. Individuals in custody must be fully dressed (undergarments, state issued blue pants and white blouse, etc.) Individuals in custody must get dressed in the bathrooms and be properly dressed while sleeping. Sleeping in the nude or only wearing undergarments is prohibited. Mattresses and other bedding will be kept on the bed, not on the floor. Bedding and bed frames must be kept on floors and conform to approved placements within the room.
16. Individuals in custody are required to clean their rooms. Rooms are to be kept orderly at all times. Windows, walls, ceilings are to be kept clean. Writing, scratching and other defacing of walls, doors, ceilings or any other state property is prohibited.
17. Dry waste materials such as tea bags, paper, cups, rags, paper towels, baggies, cellophane plastic, sanitary napkins, plastic gloves or caps containing perm kits are to be put in trash can, NOT to be flushed down toilets.
18. You must not utilize paper bags to collect paper and trash, or to use paper bags as lining for wastepaper baskets.
19. Light fixtures in rooms are not to be covered, painted or altered in any way. No homemade electrical devices are permitted. No colored bulbs.
20. Ventilation and heating vents are not to be covered or tampered with in any way.
21. All electrical appliances will be turned off or unplugged when not in use. Also, electrical equipment is not to be altered in any way or utilized for any purpose other than what was originally intended. Electrical cords may not be spliced.
22. No one may have in their possession any recording device which is capable of recording conversation.
23. You are not authorized to store state issued cleaning supplies, including brooms, in their cells. Cleaning supplies must be returned to security staff or the unit porter. Cleaning supplies will be made available during approved times and upon request.
24. Tampering with light switches or door locks is prohibited and will result in discipline.
25. Ice is made available on the housing units. You may not hoard ice. Bagging of ice is prohibited, as plastic bags are made with recycled, non-food grade plastic and are often treated with pesticides and dangerous to your health.
26. All laundry will be done in accordance with the posted schedule. Issued blankets have to be cleaned by institutional laundry. Nothing shall stay in the machines overnight. Laundry is only to be done by assigned laundry porters.
27. Showers may be utilized during dayroom hours only. You must be appropriately covered with a bathrobe, etc. when in the hallway area during shower procedures.
28. You shall be allowed to make collect phone calls using the telephone system to relatives, friends, or attorneys within the Continental United States and Puerto Rico. Telephone calls shall be limited to **thirty (30) minutes in duration (per A.D.)** and access shall be available only between the hours of 7:00 a.m. until lock

up is called daily. Calls in the Restrictive Housing unit shall be limited to 15 minutes in duration. Calls must not interfere with regular institutional routines and will be terminated during counts. Abuse of the telephone (throwing, slamming, etc.) is not permitted and such behavior can result in a disciplinary ticket and/or loss of phone privileges. You are prohibited from using abusive, vulgar or threatening language during calls. Third party calls are not allowed. Only you will talk to the party called and will not hand the phone to another person to talk. Anyone in Restrictive housing, who is NOT in C grade, shall be permitted to make one (1) collect call per month for up to fifteen (15) minutes.

You are expected to be fully dressed (i.e., shoes/boots, blouse, and pants, undergarments, etc.), when leaving the housing unit. Those going to assignments and/or entering the Visiting Room for a visit will be required to wear either the white, buttoned blouse or the blue polo shirt and blue pants. No thermals or sweatshirts are allowed under smock while in the visiting room. Shirt must be fully buttoned with I.D's clipped to the left collar of the blouse/polo shirt or to the flap on the left side of the pullover. For all other types of shirts, the badge must be worn on the upper left side of the collar area. The ID badge must be "face out" at all times with nothing covering the ID, including hair. When anyone is outside of their living area, they are to have their identification cards in their possession at all times. At the discretion of the Chief Administrative Officer, they may be required to wear their identification cards. An identification card may be held at this facility whenever anyone is released on temporary status, such as a writ, medical furlough, etc. or as collateral for the withdrawal of recreational equipment, etc.

There will be a \$5.00 charge imposed when an identification card is reissued for one of the following reasons:

- a.) change in physical appearance
- b.) the card is unreadable, torn or broken in half, the photograph is damaged, the barcode is no longer machine readable; or
- c.) the card is missing

An identification card will also be reissued if the escape risk level, orientation status, religious affiliation, and/or personal appearance changes or if you are designated as a staff assaulter or weapons violator.

31. When individuals are in their housing units, including dayroom activity, informal dress is authorized. Gym shorts and tee shirts are permissible. No towels or underwear will be worn in the dayroom or the hallway areas. Shoes and/or thongs/slippers must be worn any time you leave their room. No plastic or paper type headgear will be worn out of the housing unit. Hair nets are only allowed while on your assigned Housing Unit.
32. You are required to wear a white, state-issued blouse, blue, state-issued polo shirt and state-issued blue pants on their respective assignments. You are expected to change clothes in the restrooms. Religious clothing and/or headgear cannot be worn except while you are in your room or the Chapel.
33. No clothing items, either state issued or personal, are allowed to be altered from their original condition.
34. Individuals entering Dietary for meals are required to wear state issued clothing. For sanitation/hygiene reasons, sweat clothes/gym clothes are not allowed in the Dining Room/Kitchen areas.

You are restricted from taking any item from Dietary. This includes food, drink, condiments, bowls, cups, trays, eating utensils, etc.

35. The only jewelry items allowed are as follows (per Department Rule 535):
 - a.) Wristwatch or pocket watch.
 - b.) One religious medal or medallion. The medal or medallion shall not be more than 2" in diameter attached to a necklace no more than 24" in length. The total value of both the medallion and necklace shall not exceed \$50.00. Religious medallion and chain shall be one color, either all silver or gold. Personal engravings are not permitted.
 - c.) One wedding band (no stone).
36. You will not be allowed to wear earrings on any part of their body or nose hooks. Additionally, you are not allowed to wear hair ties or dental floss on their wrist.
37. You are not allowed to congregate in groups of five or more (yard, etc.)
38. Possession of security threat group items is not permitted. Display of handkerchiefs is prohibited.
39. Anyone leaving the unit and returning must check with the housing unit officer, produce their ID and be logged in or out.
40. You are expected to behave in an adult, rational manner. Running, singing, yelling, horseplay etc. is forbidden. Security threat group activities, insignias, handshakes, or related action are not permitted and are considered serious violation of the rules and may result in a major ticket being issued.
41. Litter must be disposed of in proper containers.
42. No one is not allowed to carry any item outside the living units except those necessary for school, programming or recreation (i.e., books, gym shoes, etc.).
43. Animals or pets of any kind are not permitted. Plants or flowers are not allowed in unit rooms.
44. You are not to handle, provoke, or feed an animal on institutional grounds.
45. You are prohibited from signing petitions, however may address a request slip to appropriate staff on an individual basis to resolve a concern/problem.
46. Everyone must follow the directions and orders of any staff member, regardless of their position at the facility. It is necessary for you to comply with such orders as fully and quickly as possible. If you feel the order is unfair or inappropriate, you should comply with it and grieve the matter at a later time.
47. Movement is not permitted during count. You must remain in your own room until count has cleared. Your Assignment Area Supervisor will designate an area for count.
48. All individuals in custody are required to be fully dressed and ready to sign out of the housing unit ten minutes prior to scheduled activities. This includes work, school, religious services, yard, gym, etc. Late requests will not be allowed. If you miss the

regular scheduled chow line, they may be escorted to Dietary during the late chow line and may be issued an Institutional Disciplinary Report.

49. All call passes must be honored. Failure to do so may result in disciplinary action.

50. Individuals are not to be involved or attempt to involve others in trafficking of contraband and may not give, loan, trade or receive anything from another person.

Section. 11-9.2. Custodial Sexual Misconduct:

By the statutes and laws of the state of Illinois, it is a violation for employees of a penal system to engage in sexual conduct or sexual penetration with a person who is in the custody of that penal system. Please refer to 720 ILCS 5/11-9.2 for a more detailed description of this statute.

- A. A person commits the offense of custodial sexual misconduct when he or she is an employee of a penal system and engages in sexual conduct or sexual penetration with a person who is in the custody of that penal system.
- B. A probation or supervising officer commits the offense of custodial sexual misconduct when the probation or supervising officer engages in sexual conduct or sexual penetration with a probationer, parolee, or releasee who is under the supervisory, disciplinary, or custodial authority of the officer so engaging in the sexual conduct or sexual penetration.
- C. Custodial sexual misconduct is a Class 3 felony.
- D. Any person convicted of violating this Section immediately shall forfeit his or her employment with a penal system.
- E. For purposes of this Section, the consent of the probationer, parolee, releasee, or offender in custody of the penal system shall not be a defense to a prosecution under this Section. A person is deemed incapable of consent, for purposes of this Section, when he or she is a probationer, parolee, releasee, or offender in custody of a penal system.
- F. This Section does not apply to:
 - 1.) Any employee, probation, or supervising officer who is lawfully married to a person in custody if the marriage occurred before the date of custody.
 - 2.) Any employee, probation, or supervising officer who has no knowledge, and would have no reason to believe, that the person with whom he or she engaged in custodial sexual misconduct was a person in custody.
- G. In this Section:
 - 1.) "Custody" means:
 - (i) pretrial incarceration or detention;
 - (ii) incarceration or detention under a sentence or commitment to a State or local penal institution;
 - (iii) parole or mandatory supervised release
 - (iv) electronic home detention;
 - (v) probation.
 - 2.) "Penal system" means any system which includes institutions as defined in Section 2-14 of this Code or a county shelter care or detention home established under Section 1 of the County Shelter Care and Detention Home Act.
 - 3.) "Employee" means:
 - (i) an employee of any governmental agency of this State or any county or municipal corporation that has by statute, ordinance, or court order the responsibility for the care, control, or supervision of pretrial or sentenced persons in a penal system;
 - (ii) a contractual employee of a penal system as defined in paragraph (g) (2) of this Section who works in a penal institution as defined in Section 2-14 of this Code;

- 4.) "Sexual conduct" or "sexual penetration" means any act of sexual conduct or sexual penetration as defined in Section 12-12 of this Code.
- 5.) "Probation officer" means any person employed in a probation or court services department as defined in Section 9b of the Probation and Probation Officers Act.
- 6.) "Supervising officer" means any person employed to supervise persons placed on parole or mandatory supervised release with the duties described in Section 3-14-2 of the Unified Code of Corrections.

Renunciation Policy

Administrative Directive 05.08.105 provides individuals in custody an opportunity to renounce affiliation with a Security Threat Group. A request to renounce must be submitted in writing to the Casework Supervisor in Clinical Services. Requests will be considered no more than once every 180 days.

G. Drug and Alcohol Testing

As required by Administrative Directive 04.02.105, the following information is made available. All individuals are subject to drug or alcohol tests and are subject to disciplinary action in accordance with Department Rules 504 for any drug or alcohol related offense, such as:

1. Failure to provide a urine specimen within two hours of notification, unless it is medically determined by the Agency Medical Director that the committed person is unable to provide a specimen within the established time frames.
2. Destroying or tampering with or attempting to destroy or tamper with drug or alcohol tests or testing equipment.
3. Receiving a positive test result for which there is no medical justification.

Decatur Correctional Center has a zero tolerance for drug related offenses. If found guilty of the above offenses, an individual may receive six (6) months loss of good time, six (6) months C grade and a transfer, under a maximum-security classification. An individual will receive six (6) months suspended visits or non-contact visits.

Individuals being found guilty of a drug related offense will be subject to a referral for voluntary or mandatory alcohol or substance abuse intervention or treatment or both in accordance with Administrative Directive and Institutional Directive 04.02.105. A drug related offense includes the offenses listed as above and possession or being under the influence of any alcohol or drugs or drug paraphernalia.

H. Program Unit Hearing Procedures

- 1.) The Program Unit shall conduct a hearing on all disciplinary reports which charge the commission of a minor offense.
- 2.) The Program Unit Hearing Officer may recommend:
 - a.) Any of the actions authorized in Department Rules Section 504.20 (A) except that the Officer may not recommend placement in Restrictive Housing, revocation of good time, an increase in the committed person's security classification or transfer to another correctional facility.
 - b.) The ticket is referred to the Adjustment Committee if the hearing officer deems that the infraction is serious enough.

I. Adjustment Committee Hearing Procedures

- 1.) The Adjustment Committee shall conduct a hearing on all disciplinary reports which charge the commission of a major offense.

- 2.) The Adjustment Committee may recommend any of the actions authorized in Rule Section 504.20 (A).

J. Personal Property and State Issue Clothing/Bed Linens

Below is the outline of the procedures you are to follow upon entering or leaving Decatur Correctional Center.

INCOMING TRANSFER – When you arrive at Decatur Correctional Center, you will be issued your bed linens, towel, and washcloth. The same day you will be called to Clothing and issued your state clothing items. Once you have been issued your state clothing, you are to turn in the jumpsuit. (NOTE: You are responsible for your state issue clothing and bed linens. You will be required to turn them back in at Clothing when you leave Decatur Correctional Center.)

OUTGOING TRANSFER – The morning you are to be transferred from Decatur Correctional Center, you will be called to the Clothing Room where you will turn in your state clothing and you will be issued a jumpsuit. You will also be called to Personal Property to have your property inventoried and packed for transfer. On the day you are transferred, you will take your bed linens to the Clothing Room to be turned in prior to going to the Receiving Unit for transfer. (NOTE: You will be charged restitution for any state issue items not turned in; therefore, you need to have all items turned in prior to transfer.)

PERMIT ITEMS – Any violation of Decatur Correctional Center Rules governing a permit item may result in temporary or permanent revocation of the privilege to use the item. You must not loan, sell, trade or give any permit item to another resident; the **item will be confiscated**, classified as contraband and disposed of in accordance with Institutional Policy. If the item is no longer in working condition contact the Personal Property Officer by request slip and make arrangements to bring the item to Personal Property to be repaired through proper institution services, to be sent home at my expense, or to have this item destroyed by completing a Record of Consent. In the event you purchase another identical item, bring the old item to Personal Property and complete a Record of Consent for proper disposition of the item. You may not retain two identical contract items. If your permit is active at the time of your transfer to another institution or upon your release from this institution, bring the item with you to Personal Property to be inventoried and processed in accordance to Institutional Policy. Should the item be stolen, it is **your responsibility** to report the theft to the Personal Property Officer by completing a request slip and placing it in the Housing Unit Mailbox within twenty-four (24) hours of the theft. If you fail to meet these obligations, you will be subject to disciplinary action

K. Personal Property Storage Boxes

Standards have been established for the quantity, type, and storage of personal property items in the living areas other than restrictive housing. Personal property must be stored in designated Illinois Department of Corrections personal property boxes in order to enhance fire safety, security, and sanitation. The following is information regarding this initiative.

Everyone will be issued a personal property box and correspondence box. All property, with the exception of a combination of one each of any five of the following items: fan (no larger than 10" with plastic shroud and guard), television, AM/FM radio, AM/FM radio cassette player, Walkman, calculator, desk light, Hot Pot, typewriter, must fit into their

closed, assigned personal property storage box in order to accommodate a cell/unit/facility transfer or a cell search.

When someone is not in their living area, all property maintained in the living area shall be stored in a closed standard storage box, except: hygiene items (1 bar soap, 1 box laundry detergent, 1 roll toilet paper, 1 toothbrush, and 1 tube of toothpaste), eyeglasses, dentures, artificial eyes and limbs, 1 white towel, 1 white washcloth, equipment items named in above paragraph, headphones, earplugs, laundry bag, 1 photo album (not to be displayed), 1 drinking cup, mug or tankard, wet outerwear, 1 pair of footwear, 1 unfinished painting, 1 religious book (Bible, Torah or Koran), and 1 coat to be hung on the hook by the cell. Excess personal property that cannot be stored in one personal property storage box shall be confiscated and handled in accordance with DR 501C.

You shall store all personal belongings, not including exception items listed above, in the personal property or correspondence box during morning count, prior to a living area or institutional transfer and upon staff request. Personal Property storage boxes shall have their lids closed and stored under the individuals's bunk prior to inspection. Individuals who refuse to comply with the order to replace their property prior to inspection shall be subject to disciplinary action in accordance with DR 504A.

Due to the safety and security of the institution, correspondence storage boxes will not be allowed in the Restrictive Housing unit. Anyone in Restrictive Housing status shall be denied the privilege of possessing all audio-visual equipment until they are released from Restrictive Housing status or has their privileges restored in accordance with DR 504. Any individual in Restrictive Housing who has their audio-visual privileges restored may lose them again for any subsequent disciplinary infraction.

The correspondence box shall be utilized to store legal materials, books, magazines, newspapers and correspondence items. **OTHER ITEMS SHALL NOT BE STORED IN THIS BOX.**

Excess legal materials which cannot be stored in the correspondence box in all living areas shall be stored and maintained in the Personal Property storage area. To gain access to the material, you must submit a written request, seven days prior to the desired review date, to the Personal Property Officer; with the condition that you retrieve and return to your living area no more than what will fit into the box that is in their living area, and provided that the you have been allowed access no more than once a week. If anyone has a verified court, statutory or statute of limitations deadline, or another verified emergency, they should make note of that on the written request.

The affixing of posters/photographs/paper or any other items to the walls, ceilings, floors, doors, windows, bars, furniture or storage boxes shall be prohibited. Prayer Rugs shall be allowed only when in use.

Anyone who damages, defaces, or loses a property or correspondence box shall be subject to disciplinary action in accordance with the provisions outlined in Departmental Rule 504A.

For all excess property not to be stored in your living area, you have three options:

- a.) Mail it out at their expense
- b.) Send it out with a visitor; or
- c.) Authorize the institution to destroy it.

L. Smoking Policy

In accordance with state law, this is a non-smoking facility.

M. Individual Grooming Policy Notice

Pursuant to Department Rule 502, if the CAO has determined that a hairstyle presents a safety or security risk or sanitation problem you may be referred to the Individual Grooming Policy and or given a direct order to voluntarily comply and or sign a policy notice.

IV. INSTITUTIONAL PROGRAMS AND SERVICES

A. Counseling

- 1.) Individual and Group Counseling – Everyone has an assigned counselor who will assist them with day-to-day problems and casework issues. Counselors are pre-assigned to each housing unit. Counselors may provide individual and family counseling upon written request. Therapy groups are held by the psychologist and are accessible to you by written request.
- 2.) Crisis Counseling – When a crisis or emergency occurs, any staff member shall notify a Crisis Team Member who will immediately respond to the individual same day. A psychologist is available to assist as needed.
- 3.) Field Services – The Field Services Representative assists with preparing release plans. These plans are then submitted for review and approved/disapproved. Specific information is provided, and questions are answered at that time.
- 4.) TRAC and Parole School – TRAC 1 and Parole School I & II are mandatory programs in which all everyone must participate prior to release. These programs are designed to assist with fundamental skills, information and resources prior to release.
- 5.) Mental Health Programs – Mental Health Services currently being provided at Decatur Correctional Center consist of several categories of treatment services: Stress Management, Anger Management, Victims of Abuse Groups, Sobriety Groups, etc. The focus of each of these categories of service is on individual needs and, wherever feasible and/or appropriate, services are provided through individual sessions. Anyone interested in any or all of these programs may submit a request to the mental health department.
- 6.) Substance Abuse Education Class – The Substance Abuse Education Class provides information about substance abuse and its effects on the person, the family, and the community. Anyone interested in attending this twelve-week class may send a request slip to Clinical Services.
- 7.) Alcoholics Anonymous – This group requires that individuals are willing to admit that they have an alcohol problem and are motivated to do something about it. This group experience includes participation by outside volunteers with the community Alcoholics Anonymous organization.

B. Leisure Time Services

The recreational program focuses on leisure time activities. There are facilities and equipment available to everyone assigned for recreational activities, including indoor and outdoor activity centers, weekend and holiday videos, photo programs, and a variety of equipment (weight lifting apparatus), non-athletic games, crafts and supplies, music, basic drawing and painting, and intramural sports. Recreation schedules are posted in the living units.

C. Library

Access to the General Library and Law Library by the general population is open. Anyone in Health Care unit or Restrictive Housing unit are required to submit a request slip. Periodicals, books, reference materials, and other reading materials are available in the General Library. An up-to-date law collection is maintained in the Law Library. Other Library services include photocopying of legal materials, availability of typewriters and notary. Departmental Rules for these areas and services are available upon request.

1.) Library Hours

See posted hours of operation.

2.) Library Rules

- a.) Admittance to the Library is open to all individuals in custody, not currently in Restrictive Housing or the Health Care unit or on restriction.
- b.) An individual may have no more than **two (2)** items checked out at any time.
- c.) Library books may be renewed once, unless it is a new book.

Library Service to Restrictive Housing unit and Health Care unit

- 1. You must specifically ask for, and explain the reason why you need to see, a law clerk. The law clerks will provide law services on a rotating basis, when feasible.
- 2. You must specifically write requests for any materials that you might need. (Example: forms, cases, etc.).
- 3. You must specifically ask for books to be brought to you from the Library. Please name titles, authors or type of book that you want. (Example: Jackie Collins, THE CLIENT, science fiction). In addition, the Librarian will visit Restrictive Housing Unit on a weekly basis.
- 4. Physical access to the Library shall not be provided for you in the Restrictive Housing unit.

3.) Photocopying

Legal materials may be photocopied by the Library staff/workers at the cost of \$.10 per sheet. The Librarian will complete a Request for Payment Form, the Librarian will note on that form the number of copies made and the total cost. This form will be forwarded to the Trust Fund and funds will be taken out of your account. For individuals in custody who have no funds, forms are available from

the Librarian to have legal materials copied, which may not be reasonably duplicated by other means. These forms cannot be verified during evening Library hours, weekends, or holidays. Legal documents shall be deemed to mean pleadings, complaints or petitions, briefs, exhibits, affidavits, notices of filing or other documents to be filed in a court of law or other forum in which a suit may be filed or which are required to be served upon opposing counsel or parties.

4.) Notary

Notary services are provided during Library hours. Notary services are not provided on weekends and holidays. Individuals in custody housed in the Restrictive Housing or Health Care units may complete a request slip for Notary services.

5.) Overdue Library Materials

You are expected to return books on or before the day they are due. Overdue notices will be sent out after materials are **one (1) day** overdue. If books are not returned seven (7) days after the due date, an Institutional Disciplinary Report will be issued.

6.) Lost/Damaged Materials

When someone indicates that they have lost or damaged Library material, a procedure will be instituted to obtain reimbursement for lost/damaged materials.

7.) Resources and Services Available

A. General Library Resources

Periodicals
Hispanic Books
English Books
Encyclopedias
Dictionaries
General Information
College Catalogs
Adult Education

B. Law Library Resources

Law Collections
Legal Periodicals
Legal Forms
Offender Law Clerks

8.) List of Organizations for Legal Assistance

John Howard Association
70 E. Lake St. #140
Chicago, IL 60601
(312) 291-9183

Uptown Peoples Law Center

4413 Sheridan Rd.
Chicago, IL 60640
(773) 769-1411

Legal Assistance Foundation of Metropolitan Chicago
120 S. LaSalle St., Suite 900
Chicago, IL 60604

Illinois Bar Association-Springfield Office
424 S. 2nd. St.
Springfield, IL 62701-1779

Illinois Bar Association-Chicago Office
20 S. Clark St. Suite 900
Chicago, IL 60603-1802

Chicago Legal Aid to Incarcerated/Cabrini Green Legal Aid
Mothers (CLAIM)
740 N. Milwaukee
Chicago, IL 60642

Prairie State Legal Services
Administrative Offices
303 N. Main St., Suite 600
Rockford, IL 61101

Land of Lincoln Legal Assistance Foundation (central & southern IL)
8787 State Street, Suite 201
East St. Louis, IL 62203

State Appellate Defender 5th Judicial District
909 Water Tower Circle
Mt. Vernon, IL 62864

State Appellate Defender 1st
203 N. LaSalle St. 24th Fl
Chicago, IL 60601

State Appellate Defender 4th
400 W. Monroe, Suite 102
Springfield, IL 62705-5240

State Appellate Defender 2nd
1 Douglas Ave., 2nd Floor
Elgin, IL 60120

State Appellate Defender 3rd
770 E. Etna Rd.
Ottawa, IL 61350

D. Volunteer Programs

Volunteer programs will be organized according to the needs of individuals in custody and availability of community resources. These will include, but not necessarily be limited to, Religious/Bible study, Alcoholics Anonymous, Social Security needs, and Veterans Affairs needs.

E. Work Programs

The Decatur Correctional Center provides work experiences. Everyone is required to maintain a work assignment or program assignment unless unable due to medical reasons. After 60 days on an assignment, an individual may request an assignment change. Requests should be forwarded to the Placement Office or the Assignment Supervisor. Every effort is made to structure the workday according to the needs of the institution. Everyone is expected to report to work on time and will have specific job duties to perform.

Shift work is used in many cases, and every attempt is made to provide training and experience, which will be of value after release. You are paid for all work performed and must work 21 days per month in order to receive a full month's pay. In order for you to receive monetary compensation for a workday, you must work at least four (4) hours during that day on their assignment. Effort is made to place you on assignments for which they have some familiarity, skill, aptitude or prior experience. No individual in custody may refuse a work assignment.

The pay scale for placement assignments are as follows:

1. Skilled workers – Carpenters, electricians, plumbers, bricklayers, cement finishers, or other craftsmen/specialists with like skills and experience are paid within the range of \$1.43 to \$2.15 daily (\$30 to \$45 monthly).
2. Semi-skilled Workers – Beautician, painters, tailors, landscapers, individuals involved in food preparation, those functioning on assignments with like skills and experience, as well as trainees and apprentices for skilled worker positions are paid within the range of \$.95 to \$1.43 daily (\$20 to \$30 monthly).
3. Library Research Clerks - individuals in custody who work in the General Library or the Law Library and who perform functions related to collection, maintenance, legal research, or other technical functions with the Library are paid within the range of \$.95 to \$2.15 daily (\$20 to \$30 monthly).
4. Clerical Workers – those working in the Commissary, Library or other areas who are performing clerical functions, to include typing and maintaining records are paid within the range of \$.95 to \$1.43 daily (\$20 to \$30 monthly).
5. General Laborers – Office help, lawn workers, laundry handlers, janitors, general store workers, clothing room workers, commissary workers, warehouse workers, Bureau of Identification workers and like positions involving general labor work are paid within the range of \$.71 to \$.95 daily (\$15 to \$20 monthly). Runners are paid \$30 monthly.
6. Highway Road Program – When in place, this assignment will be paid within the range of \$.95 to \$2.15 daily (\$20 to \$45 monthly).
7. Students – individuals in custody assigned full-time to academic or vocational programs as students are paid \$15 monthly. Those that score below a 6th grade level on the TABE test must complete the Adult Basic Education program in accordance with Department Rule 405. Those who do not receive a 6.0 or better on the TABE test will be on pay restriction of \$15 per month until such a time that they receive a 6.0 or better on the TABE test.
8. Upon arrival, newly admitted individuals in custody are placed in orientation status and are paid at the rate of \$10 per month, prorated by the number of days

in the month. Those that are placed under medically unassigned status by the Health Care unit are also paid at the rate of \$10 per month, which is also prorated by the days on lay-ins and light duty and will remain at this pay rate until they are placed in an assignment or removed from medically unassigned status.

F. Education

The educational programs provided by the Office of Adult Education and Vocational Services include the following academic sections: Adult Basic Education (ABE), ADV ABE, GED, Literacy and Academic Tutoring. If interested in entering an education program, send a request slip to the Education Facility Administrator. Individuals in custody who have been committed to the Bureau of Operations general population on or after January 1, 1987, and were not tested at reception and classification, will be administered the TABE. Those who score below a sixth-grade level must complete the Adult Basic Education program in accordance with Departmental Rule 405.

Lakeland Community College, in conjunction with the Office of Adult Education and Vocational Services, offers vocational certificate programs in Horticulture, Custodial Services, and Food Service Technology. College Vocational Programs are under the direction of the College Coordinator. The college also offers college credit academic courses designed to prepare students for two-year academic degrees as well as the Certificate in Improving Family Circumstances. All college students must provide proof of High School graduation or GED completion. All college students must take the College Placement Test. Additionally, there are TABE score requirements for all college programs. Those interested in attending college should contact the College Coordinator. A three-week Job Preparedness program is available to all those nearing their release dates. Interested persons should contract the Job Preparedness Instructor/College.

Pursuant to Public Act 89-659, you are required to pay for the cost of a college education when awarded or earn the number of hours required for an associate, baccalaureate or higher degree from a community college, college, or university. You shall not be required to pay for their education until you earn the degree or the number of hours of credit required for a degree. You will not be required to pay for courses that began prior to January 1, 1997. Interest shall be charged at the rate of six (6) percent from the date of release from prison. Current rates are available from the college office.

G.) Services

1.) Hair Care

The Decatur Correctional Center allows freedom in personal grooming as long as it does not present a sanitary or security related problem. You are allowed to have any hair length or style as long as it is neat and clean. No insignias are allowed to be trimmed into the hair. Any noticeable changes in hair length, etc., are to be reported to the Housing Unit Officer in order for B of I to be notified.

Hair care services will be available to all individuals in custody.

2.) Business Office/Trust Office

The policy of the Decatur Correctional Center is to ensure that accurate records are kept of all trust funds. The responsibility for this rests with the Business

Office/Trust Office. Individuals in custody should direct inquiries regarding their Trust Fund to the Trust Office in writing. These inquiries should be specific, indicating dates, amounts, names, and so forth. Problems that cannot be resolved by corresponding with the Trust Office should be discussed with your Correctional Counselor so that the Counselor can assist in the resolution of the problem.

Business checks, other than checks from governmental agencies, financial institutions, insurance companies, courts of law and law firms shall be withheld from your Trust Fund account for a period of fourteen **(14) days** to ensure availability of the drawer's funds to cover the amount of the check.

You are able to purchase items from the Commissary with money you have deposited in your Trust Fund account. You may send money to a relative or friend by submitting to the Business Office an Offender Authorization for Payment (DOC 0296), properly completed, signed and witnessed by a Correctional employee. Money will be sent within ten (10) working days from the date the approved voucher is received in the Business Office. You will receive the pink copy of the voucher the day the money is mailed.

You may not open a checking or saving accounts while incarcerated.

Arrangements have been made with Western Union to receive money for trust funds. Fliers are available in the Visiting room. For more details, read the flier attached to this manual or see your Counselor.

How can Someone send money to you?

You may receive money via JPAY, Western Union, and GTL.

Electronic Payments: Funds up to \$5,000 may be sent via the following methods.

JPAY at www.jpay.com

Money Gram locations using the Blue Money Gram Express Payment Form - receiving code is 7364

Western Union locations using the Quick Collect Form – code city and state are ILDOC IL.

For all electronic transfer of funds, the IDOC number and incarcerated last name must be used. Funds are anticipated to be applied to the account within 3 business days. Funds sent during transfer between facilities may take longer than 3 business days.

Money Orders: You may receive money orders not to exceed \$999.99. The money orders must be sent with the lockbox deposit slip and must be complete with the name, IDOC number, sender's name and address. Deposit slips can be obtained at each facility and from the following link: <https://www.jpay.com/moneyorder.aspx>. The money orders should be made payable to JPay and sent with the deposit slip to: PO Box 260250 Hollywood, FL 33026.

3.) Commissary

The Commissary listing of items for sale will be posted in the Commissary.

Those individuals on commissary restriction/denial as a result of Adjustment Committee or Program Unit action will limit their purchases to the following items: bra/briefs, conditioner, curl activator, denture adhesive/cleaner, deodorant, dish soap, hair dressing, laundry detergent, lotion, maxi pads, perms, 5 pre-stamped envelopes, powder, razors, relaxer, and shampoo, shave cream, soap, tampons, toothbrush/toothpaste.

"C" grade status individuals may purchase a maximum of \$30 worth of Commissary once each 30-day period. The 30-day period shall commence on the date of placement into "C" Grade. Restrictive housing will limit their purchases to the following items: body deodorant, bar soap, toilet paper, shampoo, conditioner, denture adhesive/cleanser, toothpaste, 5 pre-stamped envelopes, manila envelopes, writing tablets or notebook filler paper.

Commissary shopping limit is \$200.00 once a week, excluding permit items or art supplies.

You must have your ID card, which has been bar-coded, with you in order to shop. You are responsible for maintaining copies of your Commissary purchase receipts as proof of items purchased.

4.) Crisis Intervention

If someone self-identifies they are having a crisis situation, they should contact their unit/wing officer, zone lieutenant or any available staff member. When a crisis or emergency is reported, a Crisis Team Member shall be promptly notified and will complete an interview on the same day. If any security or non-security staff member notices that someone may be in need of evaluation for a possible crisis situation, they shall promptly notify a crisis team member or mental health staff member for follow-up.

There are Crisis Team Members available on every shift. All mental health professionals, by default, are crisis team members. Additionally, nurses, correctional counselors, CAS and Social Work staff and some security staff members may also be crisis trained or active members of the facility's crisis response team.

A crisis assessment may be performed by any active crisis team member at the facility in consultation with a licensed mental health professional. Crisis team members have received advanced training to educate them on how to assess those individuals who may be experiencing a mental health related emergency. Each time a crisis assessment is performed by a crisis team member, they will consult with a licensed mental health professional who will make recommendations for the appropriate care or course of action. As a reminder, asking for a crisis assessment will not guarantee you are seen immediately by a mental health professional. Or, that the staff person of your choosing will be made available to you. Rather, it will ensure that you are assessed, and appropriate interventions are taken to prioritize your safety and the safety of others around you. While the reasons one may require a crisis intervention are numerous, it is important to note that issues with property, privileges, and cell placement are best addressed through non-emergent means by contacting your assigned correctional counselor or the casework supervisor."

5.) Medical/Mental Health

a.) Access

1. Everyone may participate in sick call by signing up for sick call at the officer's desk. A nurse will see you on nurse sick call and make any necessary referrals to the physician on MD sick call. The physician will then make any referrals deemed necessary to outside specialists. If you become suddenly ill or injured, report your problem to the nearest employee. Anyone that is evaluated for the same complaint three times within 30 days will be referred to the physician for evaluation.
2. Medical staff are on-site 24 hours per day. You can be examined at any time in cases of emergency.
3. Mental Health Services at Decatur Correctional Center consist of individual, group, and/or telepsychiatry services. Group topics include Stress and Anxiety Management, Coping with Depression, Trauma Management, Emotional Regulation and Wellness Topic Groups. The primary goal is to manage mental illness to maximize an individual's functioning to an outpatient level of care correctional environment. Anyone interested in mental health services may submit a request to "Mental Health."
4. A Mental health professional will be available in the Health Care unit for mental health evaluation and treatment. Anyone may send a request for services to the mental health professional or submit a request for services through a counselor or nursing staff. Group programs facilitated by the mental health professional or behavioral health technician are available by written request.

A psychiatrist is available via telehealth services. Please submit a request to mental health for a referral.

b.) Notification – Participation in sick call is a right, not a privilege. Sick call procedures are communicated orally during orientation and also distributed in writing. For non-English speaking individuals, information regarding sick call will be made available in their native language.

1. Everyone is informed of the health services available and how to obtain them.
2. The procedures for filing a complaint regarding health services is as follows: 1) Informally, you may request to see the Health Care Administrator or the Assistant Warden of Programs, 2) formally, an you may file a grievance with the grievance officer.

c.) Medication

1. All controlled medications will be given during medication lines at 8:00 a.m. and 8:00 p.m. All other times are assigned by the medical doctor.

2. Over the counter medications can be sent in 2-3-day supplies at the discretion of the nursing supervisor, per treatment protocols.
 3. Prescribed medications in blister packs can be sent in limited quantities. After your prescribed medication has arrived at Decatur Correctional Center from the pharmacy, the HCU will send you a call pass to pick up your medication.
 4. A medication line pass will be issued with the times you are to report for medication.
- d.) Health Education – Health education is provided either individually or to a group by the Health Care personnel. Health education programs are provided on various health topics. Date, time, and location of program will be posted in each unit bulletin board. Individuals in custody are to send a request to the Health Care Unit Administrator if they wish to attend. HIV/AIDS education is offered monthly.
- e.) Medical Records – you may obtain copies of your medical record by submitting a request to the Medical Records. Up to 50 sheets is free of charge per year, and then it is .15 cents a copy. Cost for copies may be waived if you are indigent.
- f.) Dental Services – those who need dental services are to submit a request to the Dental Unit. Be specific about your dental problem so that you can be scheduled accordingly.
- g.) Physicals – Routine physical exams will be done every two years during your birth month over the age of 40 and every three years age 30-39 and every 5 years under age 30. Everyone shall receive an annual TB skin test unless they previously received a positive result. The Health Care staff are available to discuss the testing procedures. Anyone who refuses a TB skin test shall be placed in Restrictive Housing status until they submits to the testing procedure.

You will be scheduled for a pap smear and pelvic exam every three years ages 21 through 65 unless otherwise clinically indicated. A pap smear shall not be required over age 65 provided you have received adequate prior screening and do not present as high risk for cervical cancer. Those individuals who have had a hysterectomy whereby the cervix has been removed and do not have a history of abnormal pap smears, shall not require additional screening.

All annual components are completed in the individual's birth month, after you have been in the custody of IDOC for twelve (12) full months.

- h.) Communicable Disease Control
- a.) To prevent the spread of communicable diseases, DO NOT SHARE personal items (razors, towels, toothbrushes, etc.) with other individuals.
 - b.) Good basic cleanliness, such as regular handwashing, regular bathing, etc., helps prevent the common communicable diseases such as colds and flu.

- c.) Avoiding sexual activity with other individuals or any needle sharing, including shooting drugs or tattooing, can lower the risk of getting communicable diseases like AIDS, hepatitis, and venereal Diseases while you are incarcerated. These diseases are not transmitted by casual contact.
- d.) Sexual Assaults

It is a policy of Decatur Correctional Center to provide a safe and secure environment for all individuals and to maintain a program for the prevention of sexual assaults. Prompt staff intervention shall be provided in the event of a suspected or actual sexual assault.

You shall immediately report sexual assaults to staff members. You will be referred to the Medical unit for examination/treatment and evidence collection and will be evaluated by the Facility Program Coordinator/Supervising mental health professional. Then offered counseling and supportive services such as mental health services, chaplaincy services, correctional counselors, group therapy, etc. **Individuals need not name their attacker.**

Sexual Abuse / Assault / Misconduct Prevention and Intervention

What to Do If It Happens to You;

Sexual misconduct and/or assault by anyone is prohibited by state law and IDOC policy. Individuals who are guilty of this behavior can only be disciplined and/or prosecuted if the abuse is REPORTED. It is the policy of the IDOC to provide a safe and secure environment for all individuals. In an effort to provide for this environment any observance of sexual activity or assault should be reported. You can report sexual misconduct and/or assault in the following ways:

1.) Tell a Staff Member

You should immediately report the incident to a staff member. You can tell your counselor, chaplain, mental health professional, medical personnel, or any other staff member you trust. All staff members are mandated to report such incidents and to remain confidential as to the nature of such events. Reporting staff will only discuss the incident with appropriate officials on a need to know basis.

2.) Fill Out A Request Slip

If you have knowledge of such activity or feel as though you need to discuss such activity you may "drop" a request slip to speak with "Internal Affairs", Assistant Wardens, or Warden.

3.) Sealed Administrative Letter

You may also send a sealed letter describing the allegations of such activities to the Warden of your facility. If you feel as though the allegations are too sensitive, you may also send a sealed letter to the Deputy Director of you facility or to the Director of the Illinois Department of Corrections.

II. Seeking Medical Assistance

You must seek medical assistance if:

- 1.) You have been sexually assaulted,

- 2.) You may be pregnant,
- 3.) You may have been exposed to the HIV virus or other sexually transmitted diseases.

If you have been sexually assaulted, you must get medical attention immediately. You should request that a "rape kit" be performed. Even though you may want to clean up after the assault, it is important to see medical staff before you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries, which may or may not be readily apparent to you. They can also examine you for sexually transmitted diseases and gather any physical evidence of assault. The individuals who engage in sexual activity with another individual can only be disciplined and/or prosecuted if the abuse is REPORTED.

Even though there is no such thing as Consensual Sex, if you have had sexual relations with staff or another individual in custody while incarcerated, you should seek medical attention and be tested for pregnancy, HIV virus and other sexually transmitted diseases.

III. Counseling

If you have been the victim of sexual abuse/assault or custodial sexual misconduct, you may want to seek counseling or advice from a mental health professional. Crisis counseling and other special services are available to you.

IV. Understanding the Investigative Process

Once the misconduct is reported, the department is required to conduct an investigation. The purpose of this investigation is to determine the nature and extent of the alleged abuse. You may be asked to testify during criminal proceedings. Any individual who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

V. Confidentiality

Information concerning the identity of an any victim reporting a sexual assault or an act of misconduct, and the facts of the report itself, shall be limited to those who have a "need to know" in order to make decisions concerning the victim's welfare and for law enforcement / investigative purposes.

VI. Summary

Sexual assault and misconduct are serious and sometimes criminal. The Illinois Department of Corrections will investigate all allegations of a sexual nature reported by anyone.

If YOU are found guilty of sexual assault or of false allegations, you will be subject to disciplinary action. This may include a loss of good time, restrictive housing time, and/or additional criminal charges and time on your sentence.

You have the right to be safe from sexual assault while you are incarcerated. At no time does anyone have the right to pressure or force you into sexual activity. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual – gender conforming, non-conforming,

transgender etc. you have the right to be safe from unwanted sexual advances and acts.

6.) Grievance Procedure

It is the policy of the Decatur Correctional Center that all individuals be free to file grievances according to Departmental Rule 504F. This procedure is posted in the living units. Spanish and English grievance forms are available in each housing unit. Additional forms are available from the housing unit control officer or counselor.

A committed person shall first attempt to resolve incidents, problems or complaints (other than complaints concerning a disciplinary proceeding) through their counselor. If a committed person is unable to resolve their complaint informally or if the complaint concerns a disciplinary proceeding, the individual may file a written grievance on a Grievance Form (DC 0046).

You will complete the top portion of the form and sends the grievance to Clinical Services. The Grievance Form shall be deposited in institutional mailboxes marked for grievances.

Grievances concerning disciplinary proceedings are sent directly to the Lead Grievance Officer.

A committed person must file her grievance within 60 days after the discovery of the incident, occurrence or problem which gives rise to the grievance.

If it's not a disciplinary issue, the counselor will complete their portion of the grievance form. The counselor returns the form to you and you make the determination whether or not to appeal the decision and forward to the grievance officer.

If the grievance officer is responding, upon completion of their review, the grievance officer forwards the form to the Warden. The Warden or designee shall advise of the decision in writing within 60 days of the date the written grievance was filed, where reasonably feasible under circumstances. If you are not satisfied with the Warden's response, you may send your grievance to the Director of the Department of Corrections within **30 days** after the date of the local decision, not within 30 days of receipt of the response. All institutional reports on an individual's grievance will be reviewed and a decision made as to whether or not a hearing is required. If not, you will be notified of the action taken.

Grievances appealed to the Director shall be responded to in writing within 60 days of receipt by the Office of Inmate Issues or by the Administrative Review Board, whichever is appropriate.

Staff assistance is available for those committed persons who cannot prepare their grievances unaided as determined by institutional staff.

All committed persons are entitled to invoke the grievance procedure regardless of their disciplinary status or classification.

The Administrative Review Board may personally interview you and may talk with anyone who has direct knowledge of the grievance. Hearings will be scheduled as necessary and the Director's final determination is made within six (6) months after receipt of the appeal, where reasonably feasible under the circumstances. Emergency appeals will be expedited. The following is the address of the Director:

Director
Illinois Department of Corrections
Attn: Administrative Review Board
1301 Concordia Court, P. O. Box 19277, Springfield, IL 62794

7.) Laundry

Laundry porters are responsible for the washing of all facility laundry. Blankets will be washed quarterly. Laundry detergent is available in the Commissary. Washers and dryers are available during dayroom hours only. They operate on an approved schedule posted on each Housing Unit.

Individuals in custody are responsible for the clothing issued to them by the Clothing Room. Unserviceable clothing must be returned to the Clothing Room to be exchanged.

Everyone will be held accountable for any and all state issued clothing, bedding or linen. This includes state issued protective clothing and equipment (i.e., safety goggles, dietary whites). In cases where it is determined that anyone has violated this accountability, disciplinary action may be taken, including restitution for the item.

8.) Mail Services

You may write to whomever in the free community you wish. If someone wishes to write to a person in the free community that is currently on parole, you are required to obtain the Wardens approval. You may write to an imprisoned, immediate family member with the approval of the Warden at each institution. The family relationship must be verified. The Assistant Warden of Operations office will process these requests. Send a request slip with the members full name, date of birth and institutions name and full address.

All outgoing mail must have the name and assigned inmate id number, as well as the correct and complete mailing address of the Decatur Correctional Center affixed legibly on the front of the envelope. Correspondence (exception: privileged correspondence) must be left unsealed or it will be returned. This correspondence must not violate any state or federal law.

Note that outgoing mail to clerks of courts is privileged mail; however, incoming mail sent and provided from clerks of courts is non-privileged mail. If privileged mail is over the one-ounce weight limit, it may be paid for from your trust fund account by voucher. A reasonable amount of legal mail will be paid for by state funds when an individual's funds are insufficient, but not privileged mail.

Incoming mail/envelopes are not to be decorated with stickers and stickers are not to be attached to the inside contents. We strictly enforce the prohibition of stickers. Any envelope or document received at the facility that has stickers attached will be returned to sender.

Finger-painted pictures are not allowed.

Black & White composition books are not allowed. Plastic covered composition books are allowed. You may receive composition books in the mail any size and color (excluding black) as long as there is no wire.

Mail office staff may spot check and read incoming, non-privileged mail. Incoming mail may be inspected, reproduced, or withheld from delivery if it poses a threat to the security of the institution, public officials, the general public, or is being used to further illegal activities.

If for some reason the letter contains contraband, the contraband item will be confiscated.

All incoming mail must include a name and return address in the top left-hand corner of the envelope. No cardboard boxes for incoming mail.

The acceptable material/letter will be forwarded, along with a Contraband Return Form outlining what items were received and who it was sent by. The form contains three options in which the contraband can be disposed. This form should be sent back to the Mailroom after indicating the disposition of the contraband. Example: If an envelope is received containing a letter and postage stamps, the postage stamps will be held in the Mailroom and a Contraband Return Form sent to you. You will need to choose one of three options: 1) attach a voucher for postage to mail the contraband to the sender; 2) make arrangements to have the contraband picked up by a visit; 3) have the contraband destroyed. Upon deciding which option and marking such, the Contraband Return Form should be sent back to the Mailroom.

Individuals in custody may receive books and periodicals (excluding the local paper) in accordance with Departmental Rule 525, Subpart C. Other packages may be received only as approved by the Chief Administrative Officer. All packages shall be opened and searched prior to delivery. **All packages must have a list of contents clearly marked on the outside of the package and there is a limit of 5 items per package.**

Below is an example of items that are **NOT** permitted to be sent in:

Picture Albums of any kind	Postage, Stamps, Pens, and Pencils
Metal spiral tablets/calendars	Jewelry
Candy or Food items	Stickers/Decals
Nude Photos	Cash
Packets of perfume/cologne (any foreign substance)	Personal checks/Money Orders
Hard Plastic card	Ribbon
Pictures containing weapons	Cloth
Watches	Video Cassettes
Audio Cassettes from other than vendors/churches	Money orders or certified checks

Incoming mail will be opened, examined for contraband and distribution within 24 hours after processing under normal conditions. If transferred or released, First Class mail will be forwarded to you. If no forwarding address is known, the mail will be returned to the sender. If someone is out on medical furlough, writ, or bond, mail will be held until her return.

All incoming mail must be addressed to the name under which you are being held, and, if an alias is used, both your alias and the name under which you are being held must appear on the envelope. Also, your full and correct institutional number and your full correct address must appear. Your correct address is: Box 3066, Decatur, Illinois 62524.

Example:	Jane Doe, N00000	Jane Smith, N00000
	Box 3066	AKA Jane Doe
	Decatur, IL 62524	Box 3066
		Decatur, IL 62524

If the envelope is not properly addressed (no registration number, name and number do not correspond, or an incomplete institutional number), it will be returned to the sender.

All checks (personal checks not accepted) and money orders must be made out to the name under which you are being held and show your full, correct institutional number. Pictures should also have your correct name and number on them.

The only incoming mail that is recorded in the Mail Office is checks, special delivery, registered, certified, privileged, or any tagged mail (see below). All other mail is shaken down and sent to the living units for delivery. Privileged mail, as listed in Department Rule 525B, goes into you sealed and unopened. The piece of mail will be tagged and posted in the Mail Office. You will be required to sign the tag. This tag will be returned to the Mail Office to become part of your permanent mail jacket. It will be opened in your presence to check for contraband, to verify the identity of the sender, and to determine that nothing other than legal or official matter is enclosed. If non-privileged material or correspondence from a third party is found to be enclosed, such material shall be treated as non-privileged mail. It then will be handed directly to the addressee in accordance with Department Rule 525B. It must be clearly marked as privileged and be clearly marked with the name, title, and address of the sender.

Outgoing Mail

Mail Room staff may spot check and read outgoing non-privileged mail. All mail, other than clearly marked privileged mail, shall be unsealed when collected or placed in housing unit mailboxes. Outgoing non-privileged mail shall be inspected for contraband. Outgoing non-privileged mail may be spot checked and read by Department employees. It may be reproduced or withheld if it presents a threat to security or safety. If a letter is confiscated because it contains contraband, you will be notified in writing.

Postage paid envelopes may be purchased at the Commissary per Commissary visit and may be mailed in unlimited number. Or if you are using a non-postage paid envelope, you will have to attach a voucher that has been properly filled out

and made out to "U.S. Postage." The piece of mail will be weighed and posted and then sent to the Business Office. The procedure is the same for registered and certified mail, but the voucher should be made out to certified mail or registered mail. Also, if return receipt is desired, this requires additional postage over and above the regular fee for registered or certified mail. Any outgoing letter may be stopped and returned to the sender if the person to whom it is addressed (or a parent or guardian, if the addressee is a minor or incompetent) has notified the Warden, in writing, that he/she does not wish to receive mail from the committed person. This rule shall not be construed to prevent a committed person from corresponding with her children, unless parental rights have been terminated.

Every effort is made to ensure that outgoing mail is processed and delivered to the U.S. Postal Service the same day that it is received in the institutional Mail Office.

Privileged outgoing mail is separated from other outgoing mail and is processed first as priority mail. It must clearly be marked as "privileged." It can be sealed and may not be opened for inspection.

Privileged Mail Addresses:
John Howard Association
P.O. Box 10042 Chicago, IL 60610-0042

Chief of Women's Division, IDOC
1301 Concordia Court
PO Box 19277
Springfield, IL 62794-9277

The name under which you are being held and full institutional number must appear in the upper left-hand corner of all outgoing mail, both state paid, and postage paid envelopes. Outgoing mail should not be sealed (exception: privileged mail).

9.) Books and Magazines

You may subscribe to, solicit free copies of, or purchase individual copies of approved newspapers, magazines, books and other publications for delivery to the institution. The mailing label on the incoming periodical must show the name under which you are being held and you're full and correct registration number in order for the publication to be delivered to you.

If you are transferred, paroled or discharged, it is your responsibility to inform the publisher of your change of address. (Periodicals will not be forwarded).

10.) Mail Order

No "bill later" items may be submitted. All items received in the Mailroom which have not been paid for and are considered "bill later" items will be returned to the sender. This shall include book clubs or music clubs. You will not be allowed to join such clubs.

The following items are the only items that you may purchase from outside sources. HOWEVER, PURCHASES MUST BE THROUGH USE OF THE REQUEST FOR PAYMENT FORM (MONEY VOUCHER), AND MUST BE SUBMITTED THROUGH OUR BUSINESS OFFICE FOR ALL PURCHASES.

- a.) Books
- b.) Magazines
- c.) Religious medallion or Rosary, not to exceed 2" in diameter attached to a necklace, no more than 24" long not to exceed a combined total of \$50 in value. Send a request slip to the Chaplain's Office for approval.
Crosses and chains, or medallions must be either a silver or a gold tone: No two-toned or colorful metal permitted. No engraving. Also, gemstones are NOT permitted.

Mail orders must be accompanied by a trust fund voucher authorizing a disbursement from your trust account. Mail orders must also meet approved personal property guidelines.

The outside vendor of any article ordered through a trust fund voucher will ship the article directly to Decatur Correctional Center.

11.) Chaplaincy/Religion

- a.) A Chaplain and/or other selected religious representative will be available throughout the month as per the posted monthly religious calendar.
- b.) Committed persons shall be requested to designate their religious affiliation during the Orientation process. Such designation of religious affiliation does not constitute endorsement or recognition of that religion by the Department.
- c.) Committed persons may only attend the religious activities of their designated religion or non-denominational religious activities.
- d.) Committed persons interested in attending religious services and study groups should review the calendar posted on their Housing Units, giving dates/times of the meetings/services, and sign up on the sign-up sheet posted on their unit. If a committed person goes to Restrictive Housing, they will automatically be dropped from the lists of all activities. They will need to re-apply as soon as they're released from Restrictive Housing status.
- e.) Committed persons requesting to attend a religious activity of a faith other than their designated faith shall submit a written request to the Chaplain who will determine whether attendance at the activity can be accommodated.
- f.) Clergymen from recognized religious groups may visit any committed persons in the Visiting Room during regularly scheduled visiting hours.
- g.) Committed persons in the Illinois Department of Corrections' adult facility shall be permitted to possess hardbound religious publications such as Bibles and Korans.
- h.) Written request for religious services and alternative diet for specific religious reasons may be submitted to the facility Chaplain or Assistant Warden of

Programs in their absence. Requests are processed in accordance with Title 20 of the Illinois Administrative Code, Chapter 1, Section 425.

12.) Record Office

The Record Office maintains accurate and up-to-date master files and provides accurate sentence calculation. Parole dockets are compiled at the Record Office. In addition to time calculation, information as to executive clemency and good time may be obtained through written request to the Record Office. If legal documents are given to anyone, they're required to sign the receipt for legal papers.

Master Record File contents are confidential. Your access to these materials is covered in Department Rule 107, Subpart D, and Department rule 107.330. Arrest records can be obtained through contacting the B of I.

13.) Visiting Privileges

Policy: It is the policy of the Decatur Correctional Center to permit individuals to receive visits in accordance with Departmental and Institutional Regulations. (Refer to D.R. 525A)

You will be permitted visits as outlined below;

Visitors must park in the designated areas.

Decatur Correctional Center reserves the right to reduce the hours of visiting due to overcrowding in the visiting room.

Visiting hours for general population will be from 9:00 a.m. until 8:00 p.m. However, no visitor will be allowed in past 6:30 p.m. due to the notification time and time delay in visit processing. There will be a **five (5) hour** time limit on weekday visits. If severe overcrowding occurs visits may be shortened through the authorization of the Warden or Duty Warden in order to provide all visitors an equal opportunity to complete a visit.

You will be restricted to **four (4)** adults at any one time with no limitation placed on the number of children. Security, time and place considerations may also determine the number of persons allowed to visit.

Each visitor 18 years of age and older shall be required to complete the Prospective Visitors Interview form and produce a state issued driver's license or state issued identification card.

Persons under the age of 18 must be on the approved visiting list in order to visit. Persons under the age of 18 may visit only when accompanied by an approved visitor who is 18 years of age or older, and when prior written consent has been given by a parent or legal guardian (who is in the free community) for the child to visit with another visitor who is at least 18 years of age. Notarized written consent must be mailed to the Warden prior to the day of the visit.

A Permission to Allow Visitation of a Minor Child must be on file for any minor 12 to 17 years of age who is not a member of the individual in custody's immediate family and for any minor under the age of 12 years, regardless of relationship, who will be accompanied by a visitor 18 years or older who is not the parent or

guardian of the minor. Immediate family shall include children, brothers, sisters, grandchildren (whether step, adopted, half, or whole), and spouses.

Visitors under 12 years of age may only be permitted:

- a.) When accompanied by a parent or guardian who is an approved visitor;
- b.) When prior written, notarized consent has been given by a parent or guardian who is in the free community for the child to visit with another approved visitor who is at least 18 years of age; or,
- c.) As otherwise approved by the Chief Administrative Officer.

A visitor (this does not include attorneys or clergy) may only visit once each day. Family joint visits may be approved as an exception. Approval must be determined prior to the visit. You shall submit her joint visit request to the Assistant Warden of Programs.

Individuals in custody may receive a total of eight (8) visits per month, excluding attorneys and clergy. Extra visits, for unusual circumstances may be approved as an exception. Approval must be obtained prior to the visit. You shall submit your extra visit request to the Assistant Warden of Programs for approval.

All visitors must sign in and out for themselves except children under 17 years of age.

No person will be admitted who appears to be under the influence of drugs or alcohol.

A person who has been convicted of a criminal offense or who has criminal charges pending (e.g. on bond, parole, mandatory supervised release, ex-offender, etc.) may visit a committed person **only with the written approval of the Chief Administrative Officer.**

Visitors must clear the metal detector prior to entry into the institution and submit to a body search before being admitted into the institution, which includes a search of the head (and hair thereon). A visitor refusing to be searched shall be denied entrance to the institution.

Visitors will not be permitted to bring cash into the visiting room. Visitors wishing to make purchases while in the visiting room must purchase a debit card prior to entering the visiting area. Visitors will not be permitted to return to the lockers for more money during the course of a visit.

Lifesaving medication. Any required medication shall be delivered to and held in the officer's station in the visiting room.

Visitors may bring the following items into the visiting room. Any item not on this list will either be placed in the visitor's auto or in a locker in the Reception area.

Baby items:

- Three diapers and wipes
- one blanket

- two filled clear plastic bottles or two sealed containers of baby food or combination of one baby bottle and one sealed container of food
- one change of clothing
- one bib
- one pacifier
- one plastic spoon
- one empty cup with lid

NOTE: All items shall be stored in a clear bag or plastic container. No diaper bags shall be permitted.

Visitors in the visiting room are not allowed to rearrange any of the furniture.

It is the responsibility of the individual in custody and their visitor(s) to keep their children's behavior under control. You and your visitor will personally supervise the children with you.

Disruptive behavior will be just cause for termination of visiting privileges.

Visitors may greet you with a kiss and hug upon entering and leaving the visiting room. While seated at the table, visitors may hold hands above the table. No other intimate behavior is permitted. There will be no sitting on laps except for children.

Once the visit has started, you will be required to remain at your assigned table until the visit has ended. The only time they can leave their table is to play with their children in the assigned play area, have a picture taken or to use the restroom. There will only be one person at a time allowed in the photo area with the individual in custody.

Persons entering the correctional center are subject to the Illinois Compiled Statutes, 720 ILCS/31A-1.1, effective 07/01/95. Bringing in any item of contraband to a penal institution is an offense punishable by law.

No one is allowed to accompany their visitor(s) out of the Visiting Room.

You will be strip-searched each time you arrive to and leave from the Visiting Room.

Legal visits include visits relating to the legal representation by an attorney or an associate attorney, student lawyer certified under Supreme Court Rule 711, paralegals or investigators. It shall not include social workers, psychologists, etc. employed or contracted by the firm or governmental agency or interviews with an you as a possible witness in another individual's case. Legal visits shall occur during regular visiting hours, or special permission may be granted for attorneys to visit outside regular visiting hours. Your attorney should make previous arrangements with the Clinical Services Supervisor for any visit outside of regular visiting hours.

Legal visitors and government officials, including DCFS caseworkers, need not be listed on you Visiting List to be afforded a visit.

Clergymen must provide proof of same, prior to entering the institution. Visiting takes place at normal hours. Bibles will be allowed in the Visiting Room during pastoral counseling.

Shared visits will be permitted only under the following conditions:

- a.) Individuals in custody are members of the same immediate family and can be verified as such.
- b.) Approved group visits with clergy or attorneys.

Anyone with medical problems who are confined to a medical unit will be approved for visits on an individual basis. Visiting hours for such individuals will be for a maximum of two (2) hours and may be restricted further, depending on the medical condition or other appropriate factors.

All visitors must wear appropriate clothing, undergarments, and footwear. The following items are examples of inappropriate dress for visitors:

- a.) Halter top/Tank top
- b.) Swim tops or suits
- c.) See through clothing
- d.) Short shorts
- e.) Any clothing with tears or holes in a suggestive area
- f.) Extremely suggestive skirts or dresses
- g.) Tight clothing (leggings)
- h.) Sweatpants

Any visitor wearing one of these prohibited items will be turned away from the institution and will not be allowed to visit on that day. The Shift Commander will have the authority to review the dress of each visitor and to deny any visits based on the above listed code. The Shift Commander's decision is final. It is your responsibility to notify any/all visitors of this code.

No monetary gifts may be brought in during a visit.

A visitor may be excluded for any of the following reasons:

- a.) Security and safety requirements.
- b.) Space availability.
- c.) Disruptive conduct of the committed person or visitor.
- d.) Being under the influence of alcohol or drugs.
- e.) Refusal to submit to a search.
- f.) Failure to produce identification or falsification of identifying information.
- g.) Abuse of visiting privileges by the committed person or visitor.
- h.) Violation of State or Federal laws or Departmental Rules by the committed person or visitor.

You are not to receive any items from any visitor with the exception of photographs taken during that particular visit by facility staff.

Any visitor who violates a visiting regulation may be temporarily or permanently refused privileges to visit at this or all IDOC facilities and permanent bans will not be reversed, unless authorized by the facility CAO.

You may have only one visit per day, no exceptions unless made by the facility CAO.

You cannot bring any item with you to the visiting room. The only exception is if you are visiting with an approved religious clergyman. If visiting with an approved religious clergyman, you may bring a Torah, Bible or Koran.

Cross visiting (visiting more than one individual in custody at a time) is not allowed unless prior approval is granted by either the Assistant Warden of Programs or Operations and documentation of this is in your visiting record.

Individuals in custody will submit a list of visitors to the Orientation Counselor for approval during the initial Orientation program. You may change the names on the visiting list no more than once a calendar month except for the purposes of adding attorneys or in approved emergency situations. Additions or exceptions to the once monthly rule should be forwarded to the Clinical Services Supervisor for review and approval. Each time you wish to add or remove a visitor, an entire new list must be completed and indicate any additions deletions or existing visiting information.

Restrictive housing/Non-contact Visits:

Any committed person who has been found guilty of any of the following disciplinary infractions will not be allowed contact visits for a period of at least **six (6) months**:

- 203-Possession of Illegal Drugs/Positive Drug Test (this includes refusals).
- 205-Involvement in Gang Activities
- 100, 102, 108-Assault Committed Against a Department Employee

In accordance with Department Rule 504.610, Restrictive housing status includes anyone in temporary confinement pending a disciplinary hearing or investigation; disciplinary restrictive housing resulting from disciplinary reports; or administrative detention.

Those individuals in restrictive housing status or in non-contact visiting status, will be allowed a two (2), one (1) hour visits per month. Restrictive housing and non-contact visiting hours will be between the hours of 10:00 a.m. to 2:00 p.m., Monday thru Friday, with admission required by 1:00 p.m. There will be no turnarounds or extensions of Restrictive housing visits. Those in Restrictive Housing will not be allowed visits on weekends or holidays without prior approval of the Chief Administrative Officer or designee. Due to the size of the non-contact visiting area, only two (2) persons may visit at a time, regardless of age.

Infant or toddler age children, when accompanied by their parent or legal guardian, will not be counted if they are seated on an adult's lap.

At no time before, during, or after the visit will any personal contact be allowed. The rules governing conduct during visits will not be changed. There will be no items shared during the visiting situation. Visitors visiting under non-contact visiting rules shall not be allowed access to the regular Visiting Room for vending machine or photography purposes.

Video Visits

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 another 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, including minors but excluding government officials and legal visitors, must be on the approved visitation list in order to be granted a visit. To check if you are on the approved visitors list, you should write a letter to the individual in custody to inquire. IDOC staff cannot tell you whether or not you are on an approved 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. The facility cannot tell a potential visitor if a date or time will work with the daily schedule. The facility will inform of the pending visit and arrange for the individual in custody to be present.

In order to accommodate everyone in a given facility:

- a. Individuals in custody may only receive 1 video visit per day.
- b. No more than three approved visitors per video visit for individuals in custody confined in general population or protective custody status.
- c. An individual in custody may receive only 4 video visits per week, this is counted against allotted visits.
- d. Visitors may only schedule one video visit per day.
- e. All video visits must be schedule at least 7 days in advance.
- f. Visits may be scheduled up to 30 days in advance.
- g. Only scheduled visitors may appear in the video visit monitor.
- h. One visitor on screen at a time, excluding children who need assistance sitting for the visit.

Video Visitation is a privilege and is only available to general population or in the Health Care Unit. Individuals in custody housed in Restrictive housing, in orientation or temporary housed at our facility will not be permitted video visitation. If individuals in custody receive 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 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.

The following conduct is prohibited.

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

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

14.) Business Ventures

Committed person's business ventures are governed by Department Rule 445.30.

15.) Reimbursement for Expenses – 110

Section 110.10 Applicability

This Part applies to the adult and juvenile facilities within the Department of Corrections.

(Source: Amended at 27 Ill. Reg. 4357 effective March 1, 2003)

Section 110.15 Definitions

"Assets" as defined in Section 3-7-6 of the Unified Code of Corrections [730 ILCS 5/3-7-6] means any property, tangible or intangible, real or personal, belonging to or due to an offender from social security, worker's compensation, veteran's compensation, pension benefits, or from any other source whatsoever and any and all assets and property of whatever character held in the name of the offender, held for the benefit of the offender, or payable or otherwise deliverable to the offender. Any trust, or portion of a trust, of which an offender is a beneficiary shall be construed as an asset of the person if under terms of the trust benefits are required to be payable to the offender.

"Average per capita cost" means the amount calculated for the average per capita cost per day for all offenders of a particular correctional facility for the fiscal year for which the rate is being calculated.

"Offender" means a person who, through judicial determination, has been placed in the custody of the Department based on a conviction as an adult.

"Department" means the Department of Corrections.

"Director" means the Director of the Department of Corrections.

"Gang-related activity" has the same meaning ascribed to it in Section 10 of the Illinois Street gang Terrorism Omnibus Prevention Act [740 ILCS 147/10].

(Source: Amended at 27 Ill. Reg. 4357 effective March 1, 2003)

Section 110.20 Responsibilities

- a.) Unless otherwise specified, the Director or Chief Administrative Officer may delegate responsibilities stated in this Part to another person or persons or designate another person or persons to perform the duties specified.
- b.) No other individual may routinely perform duties whenever a Section in this Part specifically states the Director or Chief Administrative Officer shall personally perform the duties. However, the Director or Chief Administrative Officer may designate another person or persons to perform the duties during periods of his or her temporary absence or in an emergency.

Section 110.25 Charges for Expenses for Costs of Incarceration

- a.) The time period for determining the costs of incarcerating an offender shall be calculated from the date the offender was confined within the Department or from July 1, 1982, whichever date is later, until the date the offender is released.
- b.) The maximum rate at which sums shall be charged for the expenses incurred by an offender for his or her incarceration shall be computed as the average per capita cost for all offenders of the particular correctional facility in which the offender is incarcerated for the fiscal year during which the offender was incarcerated or the average per capita cost for the most recent fiscal year in which a final average per capita cost is known.
- c.) The average per capita cost of incarceration for a given Department correctional facility shall be computed by determining the total amount of operational expenditures for a given fiscal year for the particular correctional facility and dividing the expenditures by the average daily offender population for that particular correctional facility during that fiscal year.
- d.) The average per capita cost for each Department correctional facility shall be recalculated annually by the Department as soon as the figures of the preceding fiscal year are available.

- e.) The offender shall be charged for the time housed at each correctional facility.
- f.) Payments received on behalf of a particular offender, regardless of source, shall be accepted and credited against the expense charged to a particular offender.

(Source: Amended at 27 Ill. Reg. 4357 effective March 1, 2003)

Section 110.30 Responsibility of Offender

- a.) An offender shall be responsible for reimbursing the Department for the expenses incurred by their incarceration or for the expense incurred during incarceration as provided by statute and 20 Ill. Adm. Code 405 and 415, such as educational, medical, or dental expenses.
- b.) Offenders shall fully cooperate with the Department by providing complete financial information on the financial status report form. The form shall include, but not limited to:
 - 1.) Offender's age;
 - 2.) Offender marital status;
 - 3.) Number and ages of the offender's dependent children and other dependents;
 - 4.) Type and value of real estate;
 - 5.) Type and value of personal property;
 - 6.) Cash and bank accounts;
 - 7.) Location of any lock boxes;
 - 8.) Type and value of investments, pensions, annuities;
 - 9.) Other assets of significant cash value such as jewelry, artwork, collectables,
- 10.) Other information deemed pertinent in the investigation of assets.
 - a.) All offenders in the custody of the Department on January 1, 2003 and all offenders entering the Department thereafter shall complete the financial information form and shall swear under oath or affirm that that to the best of their knowledge, the information is complete and accurate. Offenders enrolled in two- and four-year programs are not required to reimburse educational expenses.
 - b.) Offenders shall periodically update their financial information as requested by the Department.

- c.) Any offender who willfully refuses to cooperate in providing financial information shall be subject to disciplinary action, including loss of good conduct credits towards their sentence up to 180 days.

(Source: Amended at 27 Ill. Reg. 4357 effective March 1, 2003)

Section 110.35 Guidelines for Referral to Attorney General

- a.) The Director may, when he or she knows or reasonably believes that an offender or the estate of that offender has assets which may be used to satisfy all or part of a judgement rendered under Section 3-7-6 of the Unified Code of Corrections [730 ILCS 5/3-7-6] or when he or she knows or reasonably believes that an offender is engaged in a gang related activity and has substantial sum of money or assets.
- b.) Provide for the forwarding to the Attorney General of a report on the and that report shall contain a complete financial status form together with all other information available concerning assets of the offender and an estimate of the total expenses for that offender.
- c.) Authorize the Attorney General to institute proceedings to require the offender or the estate of that offender to reimburse the Department for expenses incurred by the offender's incarceration.

(Source: Amended at 27 Ill. Reg. 4357 effective March 1, 2003)

16.) Specimen Collection for Genetic Marker Indexing

Illinois law (730 ILCS 5/5-4-3) requires that individuals convicted, found guilty, or incarcerated in a department facility for a felony offense on or after August 22, 2002 submit a DNA specimen while incarcerated prior to their release as a condition of their release and that individuals seeking to transfer to a residence in Illinois under the Interstate Compact for Adult Offender Supervision or Interstate Agreement on Sexually Dangerous Persons Act submit a DNA specimen. The specimen shall be collected by, but is not limited to, either buccal swab or blood draw genetic marker indexing kits. The specimen shall be sent to the Illinois State Police for genetic marker grouping analysis.

As the offender is subject to this law, their specimen collection will be scheduled. The law provides that persons subject to specimen collection shall cooperate with collection. An offender's failure to cooperate with the specimen collection shall result in disciplinary action including, but not limited to, the revocation of good conduct credits and may result in a referral to the State's Attorney for criminal prosecution. The offender's refusal to voluntarily submit to specimen collection shall result in the forcible collection of a specimen.

17.) HIV and AIDS Counseling and Testing

Pursuant to Public Act 94-0629 effective January 1, 2006, prior to your release you will be offered counseling regarding HIV disease and offered a test for HIV (Human Immunodeficiency Virus) at no cost to you. The purpose of the test is to determine whether or not you have the virus that causes AIDS (Acquired Immunodeficiency Syndrome). The initial HIV test is conducted at Logan R&C.

We strongly consider you requesting a test if you fall within one of the following areas: history of IV (Intravenous) drug abuse and sharing needles, history of sexual contact or sharing of needles with a person known to have AIDS, history of Tuberculosis skin test reacting 5mm or more, tested positive for syphilis, or display signs and symptoms consistent with person having the AIDS virus.

Test results will be kept confidential. Only physicians and health care professionals providing your care will have access to the test results without your written consent.

Please ask the nurse assisting you any questions you may have or for clarification on anything you do not understand.

18.) Release Planning, Certificate of Relief from Disabilities and Issuing a Temporary ID

Field Services

The Field Services representative assists individuals in custody with preparing release plans. These plans are then submitted for review and approved/disapproved. Requests for Social Security applications should be addressed to Clinical Services.

Issuance of Parolee Temporary State Identification Cards

It is the policy of the Illinois Department of Corrections to assist individuals in custody with obtaining legal state identification. One of the obstacles individuals in custody may be faced with when the parole is the inability to secure legitimate employment due to their lack of identification. We cannot stress enough the importance in obtaining proper identification. Staff are trained and ready to assist the individual in securing identification, however, it is the responsibility of the individual to initiate the request for assistance. A request for assistance should be sent to your assigned Correctional Counselor.

Social Security Card	No Cost
Birth Certificate	See Below
IDOC Temporary Identification Card	\$1.00
IL State Temporary Identification Card	No. Fee (if paperwork is correct in hand)

Effective July 1, 2017 the Secretary of State will issue a standard Illinois Identification Card to an individual in custody upon release from the Illinois Department of Corrections.

In order to receive an Illinois Identification Card, individuals in custody must provide the following documents to a Secretary of State office no longer than 30 days after release.

- Certified copy of his/her birth certificate (Beginning on January 1, 2018 the search fee for this will be waived for Illinois born offenders.)
- Social Security Card
- Signed and Stamped Identification Card Verification form which will serve as the proof of residency. This form will be provided before release. The individual in custody must submit the original stamped form to the Secretary of State and this form must indicate the address in which he/she intends to reside in the State of Illinois.

All Illinois born individuals in custody who arrive at their parent facility who have not already obtained their documents will be required to complete an Illinois Department of Public Health (IDPH), application for Search of Birth. In order to obtain a copy of the birth certificate, IDPH requires verification form completed by DOC verifying the released person's date of birth and social security number. Per 410 ILCS 535/25 if the offender submits this, the search fee will be waived beginning January 1, 2018. The fee waiver is only good one time.

Individuals in custody should attempt to complete the form during their orientation. It is understood that they may need to contact family for additional information prior to turning the form in. Those who have not returned the form will be contacted during routine 60-day contacts to determine the status of their applications.

Individuals in custody not born in Illinois will be provided with the applicable applications and fee notices for the state they were born in. When the birth certificate is received at the facility, staff will notify the offender in writing that it has arrived and will be placed in his/her Masterfile.

Clinical Services will contact the individual and secure the application for the Social Security Administration in order to obtain a copy of his/her social security card. When the social security card is received at the facility, staff will notify in writing that it has arrived and will be placed in the Masterfile.

Upon release from the facility, Field Services will ensure any original documents (birth certificate/social security card) are released. Field Services will provide an Identification Card Verification form which will serve as the proof of residency. The form must be filled out and signed by IDOC staff in its entirety and stamped with an embossed seal. If an individual does not provide an address, he/she will not be afforded the opportunity to receive a free ID through this process.

If individuals in custody do not apply for a Secretary of State issued Identification Card within 30 days upon release, they will not be eligible for a no-fee Identification Card and must pay the statutorily required fee set forth in Section 12 of the Illinois Identification Card Act.

H.) **Directions to the Decatur Correctional Center**

In order to inform your family and friends of the location of the Decatur Correctional Center, the following directions may be helpful:

From Chicago: I-55 South to Bloomington, Route 51 South to Decatur. Proceed into Decatur on Business Route 51 South to Mound Road. Turn left on Mound Road; proceed to 2310 East Mound Road.

From Southern Illinois: Route 51 North to Decatur. Proceed North through Decatur to Mound Road. Turn right on Mound Road and proceed to 2310 East Mound Road.

From Quad Cities/Peoria Area: I-74 to Bloomington. Route 51 South to Decatur. Proceed into Decatur on Business Route 51 to Mound Road. Turn left on Mound Road and proceed to 2310 East Mound Road.

From Rockford: I-39 South to Bloomington. Route 51 South to Decatur. Proceed into Decatur on Business Route 51 to Mound Road; turn left on Mound Road. Proceed to 2310 East Mound Road.

From East St. Louis: I-55 North to Springfield. I-72 East to exit 141 (the Decatur/Forsyth exit). Proceed South into Decatur on Business Route 51 to Mound Road. Turn left on Mound Road and proceed to 2310 East Mound Road.

From Springfield: I-72 East to Exit 141 (the Decatur/Forsyth exit). Proceed South into Decatur on Business Route 51 to Mound Road. Turn left on Mound Road and proceed to 2310 East Mound Road.

From Champaign: I-72 West to Exit 141 (the Decatur/Forsyth exit). Proceed South into Decatur on Route 51 to Mound Road. Turn left on Mound Road and proceed to 2310 East Mound Road.

From Kankakee: I-57 South to Champaign. Then I-72 West to Exit 141 (the Decatur/Forsyth exit). Proceed South into Decatur on Business Route 51 to Mound Road. Turn left on Mound Road and proceed to 2310 East Mound Road.

I.) **Emergency Procedures**

In the event of an emergency situation within the confines of the Decatur Correctional Center, it is essential that you understand the procedures to be followed.

You should become familiar with floor plan drawings as posted. Such drawings can be found in all common areas of the facility such as in hallways and corridors. Be especially aware of primary and secondary evacuation routes.

Exits and evacuation routes will be distinctly and permanently marked. Whenever a fire alarm is sounded and/or an evacuation order is given, all individuals in custody are to proceed in an orderly fashion toward the primary exits. If these exits are inaccessible, you are to utilize the secondary evacuation routes as instructed by the supervising employee.

Upon departure from the building, you will be directed to available spaces within the facility. Be advised that a head count will occur following the evacuation of all offenders. You are to remain in the specified area until further instructions are received from the supervising employee.

Earthquake procedures: In the event of an earthquake, if you are outdoors, stay outdoors. If indoors, take cover, preferably in a hallway under something solid. Refrain from lighting matches, using lighters, or other open flames, until it is determined safe from gas leaks. If in a vehicle during an earthquake, stay in the vehicle.

J. AMERICANS WITH DISABILITIES (ADA)

It is the policy of the Illinois Department of Corrections to comply with the provisions of the ADA Amendments Act of 2008. Programs, activities, and services of the Department shall not be denied to qualified individuals in custody based upon disability.

REQUESTS FOR ADA ACCOMODATIONS

Requests for an accommodation shall be made in writing on the "Offender Request" form (DOC 0286) and directed to the Facility ADA Coordinator. If you have limited writing or language skills, you may request assistance from your counselor in completing the Offender Request form. When completing an Offender Request for an ADA accommodation, identify: **(1)** the program, activity, or service being offered by your facility, **(2)** how your disability limits your ability to use the service, activity or program in the same way that other individuals in custody would be able use it, and **(3)** what assistance you would like your facility to give you that will help you overcome your limitations and make it possible for you to use the service, activity, or program.

The Department will determine whether an accommodation is appropriate on a case-by-case basis.

DEAF and HARD OF HEARING: COMMUNICATION PLAN

If you are Deaf or Hard of Hearing, or think you have trouble hearing, there are accommodations available:

You may request a hearing screening to assess your level of hearing. Individuals who are determined to be Deaf or Hard of Hearing will have an assessment completed by a Qualified Specialist that visits the facility on a periodic basis. The Qualified Specialist will complete a communication plan for everyone they assess. In the meantime, those who need to be accommodated for a Deaf or Hard of Hearing issue should have an interactive dialogue with the facility ADA Coordinator.

Accommodations may include written material, notification of daily activities, sign language interpretation services, amplifying/assistive listening technology, teletypewriter (TTY) phone usage, closed captioned televisions, and other auxiliary aids and services.

MEDICAL: All requests of a medical nature such as hearing aids will require a medical examination.

TELECOMMUNICATIONS EQUIPMENT: All phones in the facility have been adjusted to a minimum volume of 65 dB with background noise cancellation activated to allow those who are Hard of Hearing to communicate more effectively. Individuals using TTY equipment will be allowed three times the amount of time allowed for regular phone calls. Like regular phone calls, TTY calls are subject to monitoring except for scheduled legal calls. Video Relay Service phones are also available. Work with your counselor to gain access to these devices.

SIGN LANGUAGE: If sign language is your primary language, tell your counselor and request that the facility ADA Coordinator be notified. You may request a sign language interpreter for interactions that are complex, lengthy, or involve legal due process. Significant interactions that may require a sign

language interpreter include: introduction to facility rules, counseling sessions, educational and vocational programs, medical and mental health services, religious and other group setting services, process procedures including disciplinary hearings and Prisoner Review Board hearings, and field services pre-release instructions.

The following are the Agency's Designated Coordinators for ADA issues:

Legal Services

100 West Randolph Street, Suite 4-200
Chicago, Illinois 60601
PH: 312/814-3017

Coordinator/Office of Offender Issues

1301 Concordia Court, P. O. Box 19277
Springfield, IL 62794-9277, PH: 217/558-2200

SHOTS FIRED PROCEDURE: Prior to warning shots being fired and/or during facility emergencies where individuals in custody would need to get down on the ground – where time allows without sacrificing safety and security of individuals in custody, staff or the facility – exterior warning strobe lights shall be activated. If the exterior warning strobe lights cannot be activated prior to warning shots being fired and/or a facility emergency, the lights shall be activated as soon as operationally possible thereafter. All exterior security towers, if the facility is equipped, shall also activate the exterior warning strobe lights.

This will serve as a notification for those that may be deaf, hard of hearing or who may need a visual cue that there is a facility emergency that requires immediate compliance to an on the ground position. Everyone will then be notified when the emergency has been cleared and they can resume to a normal position.

K. Fire Prevention

Fire extinguishers are the most common fire protection appliances in use today. It is important that individuals in custody understand the different types of fire extinguishers. The different types of fire extinguishers are as follows:

Water Extinguishers – Which are good for paper and wood products. Class A.

Dry Chemical Extinguishers – Which are good for flammable liquids and electrical fires. Class B & C. There is also a Multi-purpose Dry Chemical which is good for dousing paper, wood, flammable liquid and electrical fires. Class A, B, and C.

Halon 1211 or 1301 Extinguishers – Which are good for electrical and flammable liquid fires. Class B & C.

Carbon Dioxide Extinguishers – Which are good for flammable liquid and electrical fires. Class B & C.

The types of fire extinguishers in use at Decatur Correctional Center are: 1) Multi-Purpose Dry Chemical, and 2) Carbon Dioxide.

Before an extinguisher is used, ensure that the gauge is in the green.

The four basic components of a fire extinguisher are as follows: 1) tank, 2) gauge, 3) handle and squeeze hand, and, 4) hose.

To use a fire extinguisher, remember the P.A.S.S.

- P. Pull the pin.
- A. Aim the nozzle towards the base of the fire.
- S. Squeeze the handle.
- S. Sweep the nozzle back and forth at the base of the flames.

Definition of Fire: A rapid, persistent chemical reaction that releases heat and light.

Fire Behavior: Fire consists of four things: (Fire Tetrahedron)—fuel, temperature, oxygen, and a chemical chain reaction. Each one of these, except the chemical chain reaction, are present every day in our lives. The chemical chain reaction can happen in two ways: 1) by a chemical reaction, or, 2) by human intervention.

When all of these factors come together, there will be a fire. At this stage, a fire is called an incipient phase. At this stage of a fire, we can use a fire extinguisher to put it out. But remember that a fire can double its size in one minute. The different classes of fire are:

Class A – Ordinary combustible	Class B – Electrical
Class B – Flammable liquids	Class D – Combustible metals

L. Toxic Substance Safety

This plan covers two general areas: Fire Safety and Chemical Safety.

You need to make yourself familiar with this material as at some time it could prevent you from having an accident which could result in injury.

While at Decatur Correctional Center, there will be times that you shall be required to use certain chemicals, whether to clean your cell or in a work assignment. The most important things for you to remember are:

- 1.) Always sign out the chemical from a staff member.
- 2.) All chemicals must be labeled (either in the original container or a marked spray bottle).
- 3.) **NEVER MIX CHEMICALS!!!**
- 4.) When finished with the chemical, return it to the staff who assigned it.
- 5.) If you have a spill, report it to staff immediately.
- 6.) If a chemical causes you to have problems breathing, causes skin irritation, comes into contact with your eyes or causes any other type of medical problem, contact a staff member immediately.

Assignments have goggles and gloves on hand for your safety. Use these when handling chemicals.

M. **Prison Rape Elimination Act (PREA) / Sexual Assault Awareness & Prevention**

Sexual Abuse and custodial sexual misconduct are against the law.

The Department is committed to your safety and the safety of staff. Sexual abuse compromises everyone's safety.

The Department has ZERO TOLERANCE for sexual abuse. That means we are committed to investigating EVERY allegation, getting services to EVERY victim, and punishing EVERY perpetrator. That includes involving law enforcement and prosecutors.

What is sexual abuse

- Anytime another person sexually touches the sexual parts of your body, forces you to touch the sexual parts of their body, has sex with you without your ok, or forces you to have sex with someone else without your ok, it is against the law.
- Anytime a staff member makes sexual advances or comments, sexually touches you, or has sex with you, it is against the law. Even if you wanted or invited it, the staff person is not allowed to respond. This does not include routine searches or touching for certain medical procedures.
- Anytime you sexually touch a staff member or force them to touch you, it is against the law.

Examples of sexual abuse

- Rape
- Someone forcing you to have sex with them or another person to repay a debt
- Someone offering you protection in exchange for sex
- A staff person offering you a privilege or a favor in exchange for sex

How to prevent sexual abuse

- Anyone offering you favors, lending you things, or providing you protection, may be setting you up for an assault or targeting you as a potential victim. DON'T DO IT!
- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, leave or call out for a staff member. It's your right to say "NO," "STOP IT," or "DON'T TOUCH ME!"
- If you or someone else is being pressured for sex, tell a staff member immediately. You don't need to wait for an assault to happen to ask for help.

- Be aware of areas where it may be hard to be seen by staff or where you would have trouble getting help if you needed it.
- Stay out of other people's cells and keep them out of yours.
- Be alert – contraband such as drugs and alcohol will make it hard for you to stay alert and make decisions.

What to do if you've been sexually abused

- Get to a safe place.
- Even if you want to clean up immediately after the event, it is important to save the evidence.
- Don't use the bathroom, brush your teeth, shower, or change your clothes.
- Report it, even if you don't have any evidence. It doesn't matter when the abuse happened.
- Tell ANY staff person, drop a note to a trusted staff or call the PREA Report Line (217) 558-4013. You may also write to any of the below addresses.
- Get victim services through mental health, medical staff or your counselor. They will know how to best assist you.

How to report sexual abuse

If you are a victim of sexual abuse OR you suspect someone else has been sexually abused or involved in sexual misconduct with a staff member, you need to report it. A thorough and impartial investigation has to be conducted.

- 1.) Talk to any staff member you feel comfortable with. This can be a security staff, counselor, nurse, ANYONE.
- 2.) Send a note, request slip, or file a grievance and then place into the facility mail.
- 3.) Report the incident to the **PREA Report Line (217) 558-4013**. This number can be accessed from all phones. Simply enter your pin and dial this number, like any other phone call. This call is free.
 - a. You will get a recorded message and you need to leave all the information you can or are comfortable giving. Remember, we cannot conduct an investigation if we do not have enough information.
 - b. What occurred, Who is involved, Where did this occur. All information will be kept in strict confidence.
- 4.) You may also write to the following address, if you do not feel comfortable reporting this to your facility:

Illinois Department of Corrections
Attention: PREA
1301 Concordia Court
Springfield, IL 62794-9277
- 5.) If you do not feel comfortable reporting to anyone at your facility or through the PREA Report Line, you may also make a PREA report about sexual

abuse or harassment to IDOC PREA officials by reporting through an independent outside entity, the John Howard Association of Illinois (JHA).

Please remember that mail is not the quickest way for you to get a response to your issue.

JHA is a private non-profit entity that is not part of IDOC or the government that has "Privileged" mail status within IDOC, meaning that mail to JHA can be placed in a sealed envelope and labeled "Privileged" and should not be read by anyone at the facility. See 20 Ill. Admin. Code 525.110 and 525.130.

JHA is able to receive PREA reports and will forward reports relating to sexual abuse and sexual harassment to IDOC PREA officials. You can request to be anonymous. Please state in your letter if you want your name to be included or not in the report that is sent to IDOC PREA officials.

For PREA reports, JHA does not provide independent investigation or rape crisis counseling and JHA can only forward reports to IDOC PREA officials.

Write "**Attention: PREA**" on the top of your letter to JHA inside the envelope, if you want it to be forwarded to IDOC for investigation of sexual abuse or harassment concerns. If a letter to JHA is **not** marked "Attention: PREA" or does not report a PREA concern, relating to sexual abuse or harassment, JHA **will not** forward it to IDOC for investigation. Do not mark your letter "Attention: PREA" if it is not related to sexual safety concerns.

Remember that you may also send JHA privileged letters about other, non-PREA issues that JHA will respond to. See your facility library or write to JHA for information about JHA's work.

Send mail, including PREA reports, marked "**Privileged**" on the envelope to:
John Howard Association
P.O. Box 10042 Chicago, IL 60610-0042

