

LOGAN CORRECTIONAL CENTER **OFFENDER HANDBOOK & ORIENTATION MANUAL**



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WELCOME TO LOGAN CORRECTIONAL CENTER

The Logan Correctional Center will be your community for a while. We ask that you do your part to make it a safe place where you and other women can live with dignity and respect. Respectful and responsible living plays an important part in reaching that goal.

At Logan, we strive to offer a safe community where you can be active in the wide variety of programs and services offered. It is our hope that you find something to enrich your life - emotionally, intellectually, vocationally, physically and spiritually, and assist you with your return home.

It is our expectation that you become familiar with this handbook and hold yourself accountable to all the rules within. By doing so, you will be doing your part in helping us in create a safe community for all women residing here.

Please ask a staff person if you have questions during your stay here.

Thank you

STATEMENT OF PURPOSE

IDOC Mission and Vision

Mission

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

Vision

- We will operate safe, secure, and humane correctional facilities.
- We will provide quality services to those who require medical and mental health treatment.
- We will evaluate offenders individually and develop an appropriate course of action based on individual needs.
- We will reduce recidivism by offering seamless, efficient services that are geared toward offender rehabilitation.
- Staff is our greatest asset and we will ensure that all staff is trained to the highest professional level.
- This is a team-based environment where open communication and sharing new ideas are encouraged.
- We value the well-being of IDOC staff and offenders and will serve the people of Illinois with compassion and fairness

The mission of the Division of Women and Family Services is to provide, within the guidelines of appropriate custodial care, a continuum of programs and services under the supervision of 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 the committed female offender to assist her successful reintegration.

The mission of the Logan Correctional Center is to provide appropriate custodial care, a continuum of programs and services for the female offender in a safe and humane environment. Our goal is to address the female offender's needs, provide educational, vocational and industrial based programming that will enhance and support skill building within an entrepreneurial approach. Our mission is to provide independence for the female offender herself and her dependents.

Logan Correctional Center will house, manage and operate an onsite Institutional Transitional Unit (Women of Victory) that will provide linkage programs and services for women returning to the community.

Department goals include the following:

1. Establishing necessary types of physical security 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-prompting opportunities as alternatives to unlawful behavior.
4. Provide an array of services for human care and optional programs for activity and self-enhancement.

CLASSIFICATION/PLACEMENT

It is the policy of Logan Correctional Center to individually classify all offenders. Classification is designed to identify special needs, define appropriate security level, and orientate new offenders to the programs and regulation at this institution. Offenders are encouraged to participate in appropriate, integrated

programs that will assist them during their incarceration and subsequent release.

OUR LOCATION

Our address is: Logan Correctional Center
P.O. Box 1000
1096 1350th Street
Lincoln, Illinois 62656

All mail should be addressed as above and must include the name and registration number under which you are incarcerated. For more detailed information on offender mail, please see pages 44-47.

Please use the directions below in order to tell your friends and family how to get here:

From Chicago: Take Interstate 55 South to Lincoln Exit 123. Take Exit 123 to the Correctional Center highway marker. Turn right and follow the blacktop road to Logan Correctional Center.

From Southern Illinois and Springfield: Take Interstate 55 North to Exit 123. Take Exit 123 to the Correctional Center highway marker. Turn right and follow the blacktop to Logan Correctional Center.

From Peoria: Take Interstate 155 South to Exit 127. Take Exit 127 to Interstate 55. Take Interstate 55 South to Lincoln Exit 123. Take Exit 123 to the Correctional Center highway marker. Turn right and follow the blacktop road to Logan Correctional Center.

From Rockford: Take Interstate 39 South to Interstate 55. Take Interstate 55 South to Lincoln Exit 123. Take Exit 123 to the Correctional Center highway marker. Turn right and follow the blacktop road to Logan Correctional Center.

From the Quad Cities Area: Take Interstate 74 South to Interstate 155. Take Interstate 155 South to Exit 127. Take Exit 127 to Interstate 55. Take Interstate 55 south to Lincoln Exit 123. Take Exit 123 to the Correctional Center highway marker. Turn right and follow the blacktop road to Logan Correctional Center.

From the Champaign Area: Take Route 10 East to Old Route 66, (Lincoln Parkway.) Turn left and go about 3 miles until you see the Correctional Center highway marker. Turn left and follow the blacktop road to Logan Correctional Center.

From Decatur: Take Route 121 Northwest to Old Route 66, (Lincoln Parkway.) Turn left and go about 3 miles until you see the Correctional Center highway marker. Turn left and follow the blacktop road to Logan Correctional Center.

Public transportation to Logan Correctional Center is available from all bus and train terminals in Lincoln and is provided by The American City Cab Company and Safe Ride Cab Company.

ORIENTATION

Upon their arrival, offenders will be assigned to a Housing Unit. During the Orientation session, which new offenders are required to attend, information will be presented concerning rules, regulations, programs, services and assignments. Each offender will be interviewed by her Correctional Counselor. Each offender will receive a copy of this manual. During the Orientation session, offenders are eligible for religious, recreational, library and other institution services and programs.

RECEPTION AND CLASSIFICATION

The Reception and Classification Unit provides intake orientation to all new offenders and processes classification reports, which designate each offender's initial security and escape risk classification. Intakes (Diagnostic), Orientation Status offenders, and Boot Campers (IIP) make up the R & C Unit caseload.

ACCESSIBILITY OF STAFF

At Logan Correctional Center we utilize a referral system for offenders to communicate with all the departments within the institution. Referral forms are available on all housing units and assignments. They are completed by the offender and deposited in the institutional mail for delivery to the appropriate department. It is the policy of Logan Correctional Center that all offender referrals are responded to within a reasonable time frame, usually within five (5) days.

In addition to the referral system, the administration and staff at Logan are readily accessible to the offenders in person. The Warden, Assistant Wardens, Superintendent, Majors, Clinical Services Supervisor, Zone Supervisors, Chaplain, and Counselors routinely tour the grounds.

RESPONSIBILITIES OF MAJOR DEPARTMENTS

The following is a brief description of the role of the major departments in this institution.

WARDEN'S OFFICE:

The Warden is the Chief Administrative Officer of the Logan Correctional Center. The Warden has the ultimate responsibility for the entire operation of the institution. The Warden's office is in the Administration Building. Internal Affairs and Intelligence Departments report directly to the Warden. The Warden routinely tours the facility to address offenders' concerns.

ASSISTANT WARDENS' OFFICES:

The Assistant Warden – (Operations) oversees Security. The Assistant Warden -Operations also supervises the Maintenance Department, Mailroom, Industry, Bureau of Identification, Training, Internal Investigations, Personal Property, Food Services, Laundry, Placement Office and Security. This office is in the Program Center. The AWO routinely tours the facility to address offenders' concerns.

The Assistant Warden – (Programs) oversees offender program services. The Assistant Warden - Programs supervises Clinical Services, Volunteers, Health Care Unit, Leisure Time Activities, Chaplaincy, Library, Office of Adult Education and Vocational Services, Family Services, Gateway, Field Services and the Record Office. This office is in the Program Center. The AWP routinely tours the facility to address offender concerns.

MAJOR'S OFFICE:

The Major supervises all the Correctional Officers, Sergeants, and Lieutenants. The Major's office is in building 41.

SUPERINTENDENT:

The Superintendent supervises the operations functions in the Reception and Classification Center, and the transferring of all offenders. The Superintendent routinely tours HU-15 to address safety & sanitation issues and offender concerns.

CLINICAL SERVICES:

Each offender is assigned a correctional counselor according to living unit, who provides a managed system of offender services that includes personal counseling, parole planning and also addresses a wide range of institutional

issues including such areas as offender discipline, Supplemental Sentence Credit Time requests, requests for transfers and other issues that relate to the offender.

FAMILY SERVICES:

The Family Services Department acts as a liaison between IDOC and DCFS. If you have issues regarding DCFS, you may send a referral. Programs include Project Storybook Program, Day Camp, support for pregnant offenders and other programs to support reunification of the family.

EDUCATION: The Education Department provides a wide variety of educational programs consisting of adult basic education, G.E.D. preparation, vocational and academic college programs. Lake land College currently offers an Associate Degree program, Career Tech program and Vocational Courses.

HEALTH CARE UNIT:

All offenders are given a medical examination soon after their arrival at Logan Correctional Center. The Health Care Unit consists of qualified doctors and nurses who provide routine health care and assist in obtaining special medical attention, whenever necessary. For more detailed information, please refer to DR 415. For access to medical records, please refer to DR 107D. Dental and eye care is also available.

RECORD OFFICE:

The Record Office is responsible for maintaining all records and documents pertaining to an offender's incarceration. Master Record Files are confidential, and access is limited to authorized personnel only. Offender access to material in the files is governed by DR 107. Requests for access and review of criminal records should be directed to the Bureau of Identification. All calculation inquiries should be directed to the Record Office.

BUSINESS OFFICE:

The Business Administrator coordinates the functions of the Business Office and reports directly to the Warden. Areas which the Business Office is directly responsible for includes: Commissary, Clothing Room, and the Trust Fund Office which processes offender money and inmate disbursements.

LEISURE TIME SERVICES:

The Leisure Time Services Department provides a variety of recreational and leisure time programs for offenders. L.T.S. also supervises and organizes special activities throughout the year.

CHAPLAINCY SERVICES:

Protestant, Catholic and Jewish Chaplains are available at Logan Correctional Center to conduct religious services and provide spiritual counseling. In addition, there are volunteer church groups from a variety of denominations. Also care packages for offenders who have less than **\$20 and haven't shopped for \$100 or more in last 2 months**. No R/C and SEG offenders qualify for care packages.

COMMISSARY:

The Offender Commissary sells food, cosmetics, and other supplies for offender's personal use. Shopping at the Commissary is scheduled by Housing Unit, using pre-submitted Commissary Order Tickets, which are available at each housing unit. Each living unit is scheduled to pick up pre-ordered items on their assigned day of the week. A list of commissary items will be available in each living unit.

FOOD SERVICES:

The Food Service Department has trained staff responsible for the preparation and serving of nutritionally balanced meals for staff and offenders of Logan Correctional Center. Special diets are available for the offenders upon

recommendation from the Health Care Unit. Offenders assigned to work in the Dietary Department will be issued a Dietary Department Rule and Regulation Handbook. Religious diets are available to offenders who are members of faith groups that prescribe religious diets. Contact the Chaplain to request a religious diet.

FIELD SERVICES:

The Field Services Office is a liaison between offenders and the Prisoner Review Board, Parole Agents and Pre-Release staff throughout the states. Parole plans are processed within 6 months of offender's release date through the Field Services Office.

PERSONAL PROPERTY:

In accordance with DR 535, an offender may be in possession of those items approved by the Administration, purchased through the commissary, or issued by the State. Upon arrival at Logan Correctional Center, an offender's property will be searched. A personal property receipt form will be completed and signed by both staff and offender listing the approved property in the offender's possession.

OPERATIONS

RECOVERY OF THE COST OF INCARCERATION FROM OFFENDERS

Offenders are required to disclose their assets. The statutory requirement mandates each offender to complete the form DOC 0146, Offender Financial Status Report. Failure to cooperate shall be considered for parole determination and shall subject the offender to disciplinary action including loss of good conduct credits of up to 180 days.

THE SECURITY THREAT GROUP RENUNCIATION PROCESS

Administrative Directive 05.08.105 provides Offenders an opportunity to renounce affiliation with a Security Threat Group at any time; however, requests will only be considered no more than once every 180 days.

When an Offender decides to renounce affiliation with a Security Threat Group, a request to renounce must be submitted in writing to the Clinical Services Supervisor. Subsequently, the Offender shall be interviewed regarding the request to renounce Security Threat Group affiliation. In order to renounce affiliation, an Offender must cease all Security Threat Group Activity, and convince the Department she will no longer be a participatory member of a Security Threat Group.

EMERGENCY PROCEDURES FIRE/SEVERE WEATHER

In the event of an Emergency Situation all offenders will be alerted and made aware of the emergency status and be instructed by security staff in the event evacuation is necessary. Evacuation routes are posted in conspicuous areas on each Housing Unit Wing and other areas of the institution and security staff will instruct offenders of which exit will be used for evacuation. Fire/Evacuation drills will be routinely conducted on a quarterly basis to ensure compliance.

IDENTIFICATION CARD

All offenders are issued an identification card. There is a cost of \$5.00 to the offender when an ID card is reissued, and the offender will be required to sign a disbursement slip in B of I for the following services:

1. There is a change in the individual's physical appearance.
2. The card is defaced so that any information is not readable, the photograph is damaged, the bar code is no longer machine readable, or the identification card is torn or broken in half.
3. The card is missing, damaged, lost, or stolen.
4. No makeup will be worn when photos are taken.

5. ID's will be replaced at no charge every 4 years

A referral needs to be written to the B of I to have an ID replaced or fixed. ID badges are to be worn at chest level and left shoulder area with the photo showing and on the outermost article of clothing, so the ID is visible to staff.

Offenders are not allowed to tape any articles or to write on the front or back of the ID badge (this includes stickers, photos or writing on the ID badge). To change the religion on the back of the ID the offender must request this through the Chaplain.

Those offenders not complying with the above will be subject to disciplinary action.

HOUSING UNITS

***** Staff of the opposing gender will be working throughout your unit. You are to be fully dressed at any time when exiting your cell. You should also be dressed in your cell except prior and after showering. *****

It is the policy of the Logan Correctional Center to provide a healthy place in which to live. All housing units are inspected regularly for cleanliness, good sanitary practices, fire hazards, and adequate lighting and ventilation. The fire evacuation plan is posted on all housing units and assignments. All rooms are inspected for damages prior to an offender moving in and offenders will be held responsible for any damages to the room they are assigned. Offender housing units at Logan hold from 66 – 156 offenders. Housing units and room assignments are made in accordance with Administrative Directives.

HOUSING UNIT REGULATIONS and INSTITUTIONAL RULES

Depending on the housing unit and security classification, each housing unit has certain rules and regulations that must always be adhered to. These rules and regulations will be posted on all housing units. Any violation of the living unit rules and regulations or any violation of the following general rules and regulations will result in issuing of a Disciplinary Report:

1. No offender or group of offenders will have authority or control over other offenders.
2. The housing unit dayroom is designed for offender socializing. Room visitation is not allowed, and offenders will not be allowed to congregate in the housing unit hallways or stand at the door of another offender's room. In addition, offenders can only occupy their assigned beds.
3. Offenders are always expected to dress appropriately and modestly. **The only time an offender can be without clothing is while utilizing the showers.**
 - a. When out of the living unit and when out of your rooms on the living unit, all offenders are to be fully attired in uniform clothes with appropriate undergarments.
 - b. Grey colored t-shirts with job assignment name shall be worn by offenders assigned to special assignments (i.e. grounds crew).
 - c. No see-through garments are allowed.
 - d. Offenders are not to leave the living unit with hair rollers or scarves on their head.
 - e. Pajamas, robes, and authorized head wraps may not be worn outside of your room unless you are moving to and from the shower or bathroom.
4. In consideration of others on the living unit, all conversations on the housing unit should be kept at an appropriate volume. Dayroom hours may be pre-scheduled by Administration. Offenders are not allowed to yell or talk out of windows or doors to other offenders.

5. All housing unit dayrooms, laundry and other common areas will always be kept clean and orderly. It is the responsibility of each offender to leave the area clean after she uses it.
6. All offenders are responsible for completing their living unit cleaning assignments as designated for the individual housing unit.
7. All offenders must keep their room and living area clean. Offenders will make their bed before leaving their room for their assignments. No pictures or other items will be affixed to walls, doors, cabinets or floors either with glue, scotch tape or by any other means. Each offender must be in compliance with personal property regulations at all count times and before leaving the unit. Additionally, trash cans will be used for no other purpose than as a receptacle for garbage and are NOT to have paper sacks used as liners.
8. All telephone rules and regulations will be followed. Offenders will keep the noise to a minimum in the telephone area. Offenders will be allowed the use of the telephone every day. Offenders will sign up for their phone calls and report to the officer before and after they make their calls.
 - a. Offenders will be allowed the use of the phone for 30 minutes at a time.
 - b. Only one offender will talk on the phone on any one call.
 - c. Offenders may make additional calls as time permits, provided they have requested and are authorized additional time.
9. Offenders may only wash on their assigned laundry day in accordance with memorandum posted on Housing Unit Bulletin Boards.
10. Offenders are responsible to be up and ready for all scheduled movement to meals, work, school, commissary, recreation, etc. Being "ready" includes the bed being made and room presentable and appropriately dressed. Attendance at meals is optional, however, if an offender misses a line and insists on going, she shall be allowed to eat, but a disciplinary report shall be prepared.
11. All offenders are to sign up in advance for programs (i.e., library, recreation, church, sport activities) that they wish to attend. All offenders must be signed up no later than 30 minutes before departure time. Offenders arriving at any activities, who have not signed up, will be returned to their living unit and given a Disciplinary Ticket.
12. Offenders may not use curtains, cell coverings, or any other object in a manner that obstructs or otherwise impairs the line of vision into an offender's cell or which obstructs or otherwise impairs any viewing panel or surveillance equipment, both audio and visual, within the facility.
13. Any items carried into or out of the living unit are subject to search and must be properly authorized.
14. Will walk only in authorized routes.
15. Offenders must always wear I.D. badges at chest level and left shoulder area with photo facing forward whenever outside of assigned room. It shall be worn on the outermost garment facing forward.
16. Offenders will not be allowed to tape any articles on the front or back of the I.D. badge (this includes stickers, photos, or writing on the front or back of the I.D. badges).
17. All offenders coming to the Bureau of Identification for I.D. Badges and/or photos (parole, discharge, immediate release, work release, transfer, or updated mug shots) will not be allowed to wear articles such as hair rollers, hat, sun glasses, tinted glasses), scarf, etc., which may conceal her identity.
18. Offenders will report a lost identification badge to an officer, who will then write an Offender

Disciplinary Report. The offender will then write a referral to the Bureau of Identification requesting a new I.D. badge.

19. An identification badge shall be re-issued to an offender only if: the offender's physical appearance changes; the I.D. badge is lost or destroyed, I.D. broken in half, bar code and/or photo is defaced, the offender's escape risk level changes; or it has been five years since the I.D. badge was issued.
20. Any ID badge that is re-issued due to a change in the offender's physical appearance (hair color or major hair cut) or due to the ID Badge being lost or destroyed (I.D. broken in half or any identifying information on the offender's I.D. is defaced), the offender will be charged \$5.00 A disbursement slip will be signed at the Bureau of Identification on the same day the ID Badge is taken.
21. Offenders may have their hair cut at the Beauty Shop or Cosmetology School. Offenders confined to segregation are not eligible for a Beauty Shop appointment unless the offender is a long-term segregation offender. Any offender who goes to the institutional Beauty Shop or Cosmetology School to have her hair cut which changes her appearance will need to send a referral to the Bureau of Identification to have a new ID Badge and will be charged \$5.00.
22. No food items may be brought to the recreation yard or to recreation activities.
23. Television and radios may only be played with the use of personal ear or headphones and the volume is not to be excessive. Ear and headphones are to be worn properly when in use. Televisions and radios played without headphones will be subject to confiscation and discipline of the offender.
24. Personally, owned audio-visual equipment being utilized in a loud or inappropriate manner will be confiscated and restricted as indicated below:

First offense – I.D.R. issued and item confiscated for 30 days.
Second offense – I.D.R. issued and item confiscated for 60 days.
Third offense – I.D.R. issued and item must be sent out of facility at offender's expense.
25. Only two (2) electrical appliances may be operated at one time. Those offenders authorized to own hot pots shall not leave them unattended and they may only be used in the cell area.
26. Dorm lights will be turned off from 9:30 p.m. until 4:45 a.m., seven (7) days a week. Individual reading lamps may remain on **so long as they don't bother others**. Absolutely no talking or noisy behavior is permitted in the dorm areas during the lights out period and excessive movement to and from the rest room will not be allowed. Housing Unit Officers have the authority to order offenders to go to bed or turn off reading lamps.
27. Any disagreements, disturbances, etc. pertaining to the dayroom televisions (changing of channels, volumes, etc.) may result in immediate termination as determined by the Shift Commander.
28. The Shift Commander has the authority to terminate all dayroom activities due to inappropriate offender behavior or specific security considerations.
29. No gang activity of any kind will be tolerated. Offenders engaging in it in any form or manner will be dealt with in accordance with DR504.
30. Gambling will not be tolerated and will be dealt with in accordance with DR504. This includes, but not limited to, organizing, operating, or playing any type of game or wager for items of value. Possession of gambling paraphernalia (i.e. bet sheets, debt sheets, etc.) will not be allowed.
31. Offenders will not possess, give, loan, receive or use items (i.e. property, electronics, supplies, etc.) that are not authorized to be in their possession. This includes, but is not limited to, borrowing or loaning/trading or trafficking with staff and offenders

32. Offenders are required to report to their assigned work detail/school assignment thoroughly prepared for the entire day/session. Once the offender has arrived at this assignment, she will not be allowed to leave unless authorized by a call pass or a legitimate request by staff.
33. Offenders who refuse to report for their work assignments or work will be confined to their housing unit during their assigned work hours and disciplinary reports issued (exception: will be allowed to go to meals, medical appointments and call pass movement).
34. Sanitary napkins and tampons will be used only for their intended purposes.
35. Hugging, kissing and holding of hands or any other displays of affection or sexual misconduct will **not** be allowed.
36. Ball caps may be only worn with the bill forward not angled to the side or in the back.
37. Offenders shall stay at least five feet from perimeter fences unless engaged in approved lawn work and/or supervised activity. Climbing perimeter fences and/or other unauthorized breaches of the perimeter security may result in use of deadly force. Offenders will be prosecuted for such activity.
38. Running within the facility (unless an approved athletic activity) is prohibited.
39. Communicating or gesturing at visitors or other offenders through the perimeter fence or on the walkways is prohibited.
40. Loud, vulgar language is unacceptable. Where such language is used in open areas (i.e. where visitors and/or the public may overhear same), disciplinary reports will be issued.
41. Trafficking, socializing or otherwise fraternizing with staff members is prohibited. Offenders as well as staff shall be disciplined for entering such relationships.
42. Offenders shall maintain themselves in a clean and well-groomed manner.
43. Offenders may not enter into legal agreements, contracts or business ventures without the express permission of the Chief Administrative Officer.
44. Offenders may not place or receive calls on facility telephones, only the designated offender phones in living areas.
45. Offenders shall not utilize Xerox or other photocopying machines (exception: as otherwise provided for offender services at the Library).
46. Offenders are not allowed to have photos of other offenders unless they are immediate family member and have approval to correspond.
47. Offenders will be held accountable/responsible for any items found in their living area.
48. No more than five offenders may gather together at one time and place. More than five is considered as congregating and is not allowed. This does not apply to offenders who are seated at a picnic table during a picnic for the purpose of eating or to offenders seated in bleachers to watch or take part in an approved athletic activity or during line movement.
49. Offenders shall obey all lawful orders given to them by staff members. NOTE: this does not mean that the order is not subject to offender grievance procedures; simply that it will be obeyed at the time it is issued. Any debate will be resolved via the grievance process.
50. Offenders are NOT permitted to take the following items to their assignments:

- a. Radios/walkmans
 - b. Books, magazines, newspapers
 - c. Coffee mugs or cups
 - d. Games (including playing cards)
 - e. Correspondence
 - f. Food items
 - g. Personal cosmetic items (this does not include sanitary supplies)
51. Food and beverage items are not permitted in the Library.
52. Food and beverage items are not permitted in the Gym or Multi-Purpose area.
53. State loan items being utilized in a loud or inappropriate manner will result in the offender being issued an I.D.R., the item will be confiscated, and the offender will be removed from the State Loan Program.

SMOKE FREE ILLINOIS ACT

Effective July 23, 2007 Public Act 095-0017, the Smoke Free Illinois Act became law effective January 1, 2008. This means that there is a complete ban on tobacco products for offenders. Effective January 1, 2008, offenders are no longer able to purchase tobacco related products through Commissary or other means.

All housing units are smoke free. Tobacco products will be considered contraband for offenders, and Department Rule 504 will be enforced regarding possession of tobacco or tobacco related items.

A smoking cessation program has been established for those offenders. Cessation Programs are available by sending a referral to the Smoking Cessation Coordinator.

OFFENDER DRUG TESTING

All offenders housed at the Logan Correctional Center are subject to drug and alcohol tests at any time. Positive results from any drug or alcohol test will result in disciplinary action in accordance with Departmental Rule 504. Disciplinary action may also be imposed for any of the following drug or alcohol related offenses:

1. Failure to submit to drug and alcohol testing.
2. Failure to provide a urine specimen within two hours of notification unless the Agency Medical Director determines that the offender is medically unable to provide a specimen within the established time frame.
3. Destroying or tampering with or attempting to destroy or tamper with drug and alcohol tests or testing equipment.
4. Receiving a positive test result for which there is no medical justification.
5. Possession or being under the influence of any drugs or alcohol and/or possessing drug paraphernalia.

If an offender is found guilty of a drug related offense, in addition to disciplinary action, she will be subject to referral for voluntary or mandatory alcohol or substance abuse intervention or treatment.

LAUNDRY

The laundry schedule will be posted on the unit bulletin board.

Clothing Repair

- 1) Clothing staff will supervise one or two offenders who are assigned to repair staff and/or offender clothing.
- 2) The offender will complete a request slip to clothing requesting repairs for the clothing item. Offender will be issued a call pass.
- 3) Offender clothing will not be altered from original style and/or design (i.e., long pants made into short, long sleeves made into short sleeves, etc.)

LEISURE TIME

Listed below are typical LTS activities. Institutional bulletins are issued advising offenders of exact time frames based on security level, housing units, etc. Institutional bulletins are distributed to all housing units describing all one-time and special activities, any changes in current schedules, and rules for indoor and outdoor recreation. LTS encourages offender input in all LTS recreational activities.

NOTE: Offenders on recreational denial or "C" grade may not attend the following activities. Offenders on "C" grade may attend their regular recreation period only. The below listed suggested activities are seasonal and announced by bulletins:

Regular Activity

Curves/Aerobics
Weightlifting
Pilates for Pregnant Women

Seasonal Activity

Walking
Volleyball
Softball
Basketball

1. Movement to and from the yard may only occur as scheduled.
2. Congregating is prohibited. Offenders in crowds of five or more who are not engaged in an approved athletic activity are congregating. This does not apply while seated at picnic tables, or a picnic for the purpose of eating or to offenders seated in bleachers to watch or take part in an approved athletic and all program activity.
3. Equipment checked out shall be returned. Equipment shall be properly stored after use. Equipment shall not be taken from the designated area unless for proper storage purposes.
4. The officer or L.T.S. staff on duty shall settle disputes as to who has rights to an activity area. Scheduled events take priority over pick-up events.
5. Clothing allowed will be white crew neck T-shirt, blouse, sweatshirt, pants, sweatpants or shorts, and appropriate undergarments and shoes. Shower shoes are not permitted.
6. Tackle football, martial arts, sparring, tumbling/gymnastics are not allowed.
7. Drink containers are allowed on the Yard. Food items and personal cosmetic items are not permitted.
8. No sunbathing is allowed. Offenders must remain in appropriate dress while participating in outdoor activities.
9. Offenders must remain 10' away from all perimeter fencing while on the Yard.

RECREATION PERIODS

Recreation periods are provided when weather conditions and availability of staff permit. Evening recreation periods are provided in accordance with schedules as posted by seasonal bulletins.

COMMISSARY

Offenders may shop the Offender Commissary for up to \$100.00 per shop, not including clothing and appliances, unless they are restricted to "B" grade, "C" grade, or confined in a segregation unit. Commissary Order slips are available on each living unit.

1. Monday shoppers should complete their commissary slips by Friday. All other offenders in general population should complete their Commissary Order Slip and place them in the Commissary boxes prior to 7:00 AM each Monday morning. Intake and lockup units, i.e., Segregation, Boot Campers, Mental Health Unit and Hospital Unit are to be hand delivered by staff to the Commissary no later than 12:00 Noon each Tuesday. Trust Fund accounts will be checked the day prior to the offender's scheduled shop day.
2. All commissary orders must be filled out completely. Each offender must indicate their assignment and living unit on the Commissary Order slip. Incomplete Commissary Order slips will not be shopped.
3. Offenders are to report to the Offender Commissary when their unit is called. They will sign in and sit quietly until called by Commissary staff to the window to shop. Once shopped they will move to the other side of the room and again sit quietly until dismissed back to their unit by Commissary or Security staff. Before receiving your commissary order, be prepared to show your I.D. at the commissary window. When the sale is completed, you will receive a copy that is yours to keep for your records.
4. Offenders will not be allowed to approach the windows unless called by staff.
5. Offender Commissary appliance purchases will only be allowed during the week following the input of State Pay. Offenders will add any wanted clothing/appliance items on a separate Commissary Order slip. All necessary personal items will be shopped first and if money is available, clothing items will be shopped. Offenders purchasing electronics will be required to sign an electronics contract, a copy of which will be forwarded to Personal Property. All electronics will be engraved with Name and ID number at Personal Property and issued to you from there.
6. All electrical equipment purchased through Offender Commissary needing repair or replacement prior to the expiration of the manufacturer's warranty, must be returned to the manufacturer by the offender at her own expense. All TV's purchased at the Offender Commissary have a 30-day warranty from date of purchase. TV's needing repair during this 30-day period will be accepted at the Offender Commissary on Thursday mornings, during mass movement, except during State pay week. The TV signed contract and warranty papers must accompany the TV. TV's needing repair or replacement after the 30-day warranty period must be returned in the same manner as all other electrical equipment purchased at the Offender Commissary.
7. Once an offender is placed on "B" grade, her dollar amount will be set for \$60.00. This limit will include personals and the \$30 shop.
8. Once an offender is placed on "C" grade offenders may spend up to \$30.00 at each shop personals only. Additionally, "C" grade offenders may purchase a fan, which will not be considered in their

\$30.00 limit. "C" grade offenders, not confined in the segregation unit, are able to purchase clothing and electronics, but must be within the \$30.00 spending limit

9. Offenders requesting a clothing shop outside of their regular C-Grade shop will only be approved to do so once every six (6) months. Approved items for this outside shop include shoes, a coat, T-shirts, and underwear. These requests should be forwarded to the Assistant Warden of Operations office.
10. Offenders confined to a segregation unit will be allowed to purchase personal items only up to the \$30.00 limit per shop. Personal items will include the following items; no other items may be purchased while in segregation:

1 Deodorant (non-alcohol based)	2 Soap
1 Toothpaste	1 each shampoo and conditioner
1 Comb	1 Denture Adhesive
1 Denture Cleaner	1 Hair dressing (i.e. African Pride, TCB, or Bergmont)
20 Pre-Stamped envelopes	1 Legal pad
4 Legal envelopes (no metal clip)	4 Flex pens
1 Pair of shower shoes	1 Fan (during the months of June – September)

11. Offenders in Intake status will be allowed to purchase the following items only:

2 Soap	1 Shampoo
1 Toothbrush	1 Toothpaste
1 Denture brush	1 Denture cleanser
1 Denture cup	1 Vaseline
1 Deodorant	1 Lotion
1 Blistex/Chap it	1 pair of shower shoes
1 Hair Dressing/Grease	1 Conditioner
1 Comb (9 inch)	1 Brush
2 Pens	6 Greeting cards
1 Lined paper/legal pad	20 Pre-Stamped envelopes
1 unit of snack food	

12. Mental Health Unit offenders must have their Commissary Order slips signed by the Mental Health Supervisor or CAO/Duty Warden. These slips will be hand delivered to the Business Administrator or Supply Supervisor III by same.
13. The Commissary Order slip must be specific. Items should be placed on the Commissary Order slip in the order of importance. Items will be shopped from the top of the list down. It is suggested that an alternate item be listed. No items can be added to the Commissary Order Slip at time shop. Insufficient funds will have ordered items crossed off from the bottom of the list up.
14. All commissary limits are enforced by the Statewide Commissary list initiated by the Statewide Commissary Committee.
15. The Offender Commissary bathrooms are always locked.
16. Clear plastic trash bags are not to be used to carry purchased commissary items back to the housing units. Commissary bags can be purchased.
17. Shopping schedules will be communicated through posted bulletins.

18. Offenders who move from one living unit to another will shop on the scheduled day for the unit reflected on the Commissary Order slip received on Monday for that shop week.
19. The Offender Commissary will be closed for inventory on the last two days of every month. The Offender Commissary will also be closed the last week of June for year end inventory.
20. Shift Supervisors or above can make phone calls to the commissary in regard to offender shopping.
21. Commissary staff cannot answer questions about your financial account, nor can they call the Trust Fund Office. If you have questions about your financial account, you must send a request to the Trust Fund office.
22. Once you have signed for clothing and appliances and they have been marked or engraved, you may not exchange them.

ALL ITEMS, PRICES AND LIMITS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CHAPLAINCY SERVICE

Regular service schedule is listed on a bulletin, which is posted on housing units, the chapel and included in commissary bags. Special events are announced by bulletins.

All weekend services are nondenominational. Any Christian or Catholic may attend these services. Muslim service is scheduled on Monday. Roman Catholic Mass is held on Thursday. Muslim and Catholic services are limited to offenders who have the religious designation on their ID badge.

The Chapel Library is available to the general population. You must fill out a chapel library request on your unit. Please send these requests to the Chaplaincy Department. Books are signed out for two weeks only. You will receive a pass to pick up your selections and to return your selections.

To request a conference with a Chaplain, send a referral to the Chaplaincy Department.

LIBRARY & LAW LIBRARY

Access to the General Library and Law Library by the general population, offenders in Health Care Unit, or Segregation Unit, is made by submitting a request slip. (Directions for completing request slips for Library services follows) Newspapers, 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, notary, and access to inter-library loan materials. Departmental Rules are available upon request.

LIBRARY RULES

1. A schedule of Library hours will be posted. The Library is open to all students during their free time if they have a call pass, and the offender is coming to the library in accordance with the library schedule and it is the offender's respective housing unit library time. Offenders wishing to use the Library should sign out with their housing unit officer and sign in with the officer in the academic building. Movement to the Library will be accordance with the activity schedule.
2. Library patrons may have up to three books checked out at one time. All library books must be returned at the same time in order to check out new ones. To check out books, see the Library Clerk.
3. Library materials are due back two (2) weeks after they have been checked out. The due date is the last and the latest date stamped on the book's pocket. Overdue notices will be sent for overdue books. If no response

is made to the overdue notice, a disciplinary report will be issued for abuse of privileges.

4. Offenders may renew books by bringing them to the Library to be re-stamped. Second renewals must be approved by the Librarian.
5. Each offender is responsible for the materials she checks out. Tickets will be issued for lost or damaged books. If an offender is found to be responsible for lost or damaged library materials, restitution may be required.
6. Magazines, newspapers, reference books and legal books may not be checked out. These materials must be used in the Library.
7. The Library is a place to read, write or study. Please respect other individuals. It is not a place to visit or converse with others.
8. Cards and other game playing are not permitted in the Library.
9. Offenders are to sit on chairs, not on tables or desks. Feet are to remain on the floor.
10. Food and drinks are not allowed in the Library.
11. Offenders must be appropriately attired in the Library. Blouses/sweatshirts, pants and appropriate undergarments shall be worn. Shorts and sweatpants are not allowed.
12. "C" grade offenders must send a written request to the Librarian so that he can make arrangements for them to use the legal library only; normal library privileges are not available in those in "C" grade. The Library provides a book cart for offenders housed in Segregation.

SEGREGATION REQUESTS

1. You must specifically ask for, and explain the reason, why you need to see the librarian.
2. You must specifically write a request to see the Law Clerk/Paralegal outlining your needs and/or the need for copies of any materials/forms/case material etc.
3. You may request 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).
4. A rotating collection of books is maintained on a book cart in the Segregation Unit.
5. Inter-Library loan books cannot be taken to the Segregation Unit.

HEALTH CARE UNIT REQUESTS

1. In order for a law clerk to come to the Health Care Unit or for books to be brought to you, you must write on the request slip that you cannot come to the Library. This will be verified.
2. You must write the specific reason you need to see the law clerk.
3. You must list the materials that you need. (Example: forms, cases, books).
4. If you want books, please indicate the title, author or type of book that you want. (Example: Jackie Collins, THE CLIENT, science fiction.)
5. Inter-Library loan books cannot be taken to Health Care.

PHOTOCOPYING

Legal materials only may be photocopied by the Library staff/workers at the cost of \$.10 per sheet. 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.

TYPEWRITERS

Typewriters are available in the Library. See Librarian to reserve one.

NOTARY

Notary services are provided during open hours. Offenders housed in the Segregation or Health Care Units may complete a request slip for Notary services.

INTER-LIBRARY LOANS

Logan Correctional Center is part of the Rolling Prairies Library System for inter-library loans. Offenders wishing to obtain material not available in our Library may request to borrow the item from another library. Request forms are available in the Library.

OVERDUE LIBRARY MATERIALS

Offenders are expected to return books on or before the day they are due. Overdue notices will be sent out after materials are 5 days overdue. If the material is not returned, a ticket will be written.

LOST/DAMAGED MATERIAL

When an offender indicates that she has lost or damaged Library material, a procedure will be instituted to obtain reimbursement from the offender for lost/damaged materials.

RESOURCES AND SERVICES AVAILABLE

A. General Library Resources

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

B. Law Library Resources

- Law Collections
- Legal Periodicals
- Legal Forms
- Envelops for Legal Mail
- Offender Law Clerks

Weekday Access: An offender who wishes to come to the Library must have a Pass issued by the Library. To receive a pass, an Offender must send a referral to the Library. The Librarian will then schedule the offender to visit the Library.

Law Library: Calls to speak to the Civilian Paralegal or the Law Clerks for legal advice or appointments will not be accepted. In order to use the Law Library an offender must send a referral stating that she needs a specific service from the Law Library and receive a pass that says Law Library on it. The offender must indicate in the referral if the assistance of a Law Clerk is needed. If you require assistance, state the service needed on the referral and you will be scheduled to see a Law Clerk. Offenders who need a Law Clerk's assistance will be given an appointment for the Law Library as soon as the Law Clerk and Offender's schedules permit. Offenders with a legal deadline should send a referral upon notice of the deadline. The referral must include the deadline date to enable the Law Library to schedule in a timely manner. The Law Clerks need two weeks advance notice on deadlines for straightforward legal matters, such as an appeal. For more complicated legal matters, extra time is needed. Do not delay sending a referral to the Law Library when there is a deadline.

General: Any Offender whose schedule interferes with coming to the Library when scheduled or who needs additional time to access Library materials (legal or otherwise) should send an additional referral to the Librarian stating specifically why she needs the additional time or why she is unable to come when scheduled. The Librarian will take the information provided by the offender into consideration when making a decision about the offender's request and schedule the offender accordingly.

MEALS

Meal schedules will be posted on all Unit Bulletin Boards.

NOTE: Offenders are not allowed to bring cups, bowls and/or containers of any type into the Central Dining Room (CDR) during meals. No food of any kind may be taken out of the CDR. With the exception of snack bags for diabetics which will be distributed at the CDR and are allowed to be taken back to the units.

PERSONAL PROPERTY

Personal Property will be posted on all Unit Bulletin Boards

Be advised you have to keep all receipts for all property bought at Commissary. If you do not have a receipt the property will be destroyed.

MOVEMENT

It is Departmental Policy that all adult facilities maintain a system for strict control of all offender movement within the facility. At Logan Correctional Center we utilize a Call/Pass system. A Call/Pass is issued by a staff person wishing to see an offender the day before the requested appointment.

If more than one Call/Pass is issued requesting the offender at the same time, the offender will be required to honor the tickets according to the following priority:

Health Care
Prisoner Review Board
Administrative Review Board
Adjustment Committee

Call/Passes are **mandatory** and are considered unauthorized movement if not honored.

Offender movement without a call/pass or individual staff escort is Line Movement.

A staff person will sign the offender out of her assignment or unit and upon arrival at her destination a staff will take the Pass until the offender is ready to leave, and then sign her out. Offenders are to return to the area they originally departed unless receiving an order by their Assignment supervisor and/or Officer.

All Offender movement is subject to the following procedure and any deviations from the procedure will result

in discipline.

1. Extremely High Escape and High Escape Risk Offenders shall always be under staff escort .
2. Will walk only in authorized routes.
3. Only allowed ten minutes to arrive at destination.
4. Must walk on the far-right side of the walkway in the direction traveling.
5. Must walk in pairs facing forward with ID on outer garment chest high and facing forward.
6. No drinking or talking in a loud or disruptive manner.
7. No running.
8. Cannot deviate from route/line to contact other offenders or employees without permission of the supervising employee.
9. Cannot enter a unit, assignment or program site unless there is a verified and authorized reason to be at that location.
10. Cannot report to any assignment until the instructor/supervisor/Correctional Officer is present to supervise the activity.

ASSIGNMENTS

Housing Unit Work Assignments

All housing unit work assignments are to be completed by House Help, unless otherwise specified, Monday through Friday. Offender House Help are to be awake, dressed, and ready to begin their assignments by 8:00 a.m., 3:00 p.m. depending on their assigned shift. The next shift officer will check the unit upon his/her arrival. If all assignments have been completed, the Officer will log that the unit is clean. If the unit is not clean, the officer will advise the House Help that the assignment needs to be completed.

Offenders not designated as House Help are required to do weekend work assignments on the unit on Saturday, Sunday, and all Holidays. Offenders with a regular assignment Monday through Friday are only required to do unit work assignments on Saturday, Sunday and Holidays unless otherwise specified. Weekend work assignments are to be completed by 1:30 p.m. each day. When work assignments are completed, the offender will report it to the Officer. The Officer will check the assignment and will log the exact time the assignment was completed.

Offenders using the Dayroom or Laundry Room are to leave the area clean and in order. Offenders are not to leave any litter for others to clean.

Laundry schedules are always to be maintained. Offenders are to launder their clothes only on their assigned day.

All offenders, under the supervision of the Officer, may volunteer to shovel snow and perform other outside details as authorized by the Shift Commander.

Offenders are always responsible for the cleanliness and order of their rooms. Offenders leaving their rooms disorderly and unclean will be issued disciplinary reports. Beds are to be made before leaving for assignments. Offenders must be in compliance with all property and property boxes when leaving the unit, no exceptions.

Work Assignments

All offenders are assigned to an educational or work assignment. Most job assignments are structured for an eight-hour workday.

In addition to program assignments and Industry, the following areas provide a variety of utility assignments to offenders.

Maintenance

Commissary

Dietary

Inside Grounds Mower	Workers/Tailors	Personal Property workers
Leisure Time Services	Grounds Crew	General Store
Laundry	Painters	Garbage Pickup
Clerical Work	Library Assistant	Floor Care
Clothing Room Worker	Receiving Clerks	Living Unit Clean Up
Office Clean Up	Department Clean Up	

CATEGORIES OF WORK ASSIGNMENTS AND WAGE RANGE

1. Skilled Workers (\$1.43 to 2.15 daily - \$30 to \$45 monthly)
Painters, Cooks, Bakers, or other craftsmen or specialists with like skills and experience.
2. Semiskilled Workers (\$0.96 to 1.43 daily - \$20 to \$30 monthly)
Printers, Tailors, offenders involved in food preparation, offenders who function on assignments
3. Library Research Clerks (\$0.96 to 1.43 daily - \$20 to \$30 monthly)
General library or the law library, functions related to collection maintenance, legal research, and/or other technical functions within the library
4. Clerical Workers (\$0.96 to 1.43 daily - \$20 to \$30 monthly)
Commissary, law library, general library, kitchen clerk, clothing room clerk or other areas that perform clerical functions, including typing and maintaining records
5. General Laborers (\$0.72 to 0.96 daily - \$15 to \$20 monthly)
Cell house help, Laundry Handlers, Commissary Workers, General store workers, Clothing room workers, Ground crew, Beauty shop worker and similar positions involving general labor work
6. Students (\$15 monthly)
Full-time Academic or Vocational
7. New Admissions, PCU and Unassigned (\$0.34 daily - \$10 monthly)
8. Segregation (\$0.00 daily)

COUNTS

It is Departmental Policy to make daily skin counts of offenders at regularly scheduled times. Formal skin count will be taken at 7:30 a.m., 3:30 p.m., 9:00 p.m. and 3:00 a.m. and 11:00 p.m. Additional counts may be taken at any time.

Upon notification that count is in progress, each offender must return to her assigned room and remain seated on her bed until count is completed for that living unit. Offenders on all housing units are to remain in their rooms until all formal counts have been cleared. Offenders at assignments during count will proceed to the area designated by the supervisor and will remain in the area until count is complete for that assignment. Offenders are not allowed to be on another living unit during count. Use of the telephone will be prohibited during count.

Offenders who work the midnight shift will be allowed to sleep through the 7:00 a.m. count. Offenders who work the 6:00 a.m. to 12:30 p.m. shift will be allowed to sleep through the 3:00 p.m. count.

All offenders are required to be in their rooms for the 3:00 a.m. count, unless authorized to work a night detail. Any offender found to be in violation of count procedures will be issued a disciplinary report.

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 of 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 inmate 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. Or drop a note to a trusted staff. Or call the PREA Report Line (217) 558-4013. Or write to any of the below addresses.
- Get victim services through mental health or medical staff or your counselor. They will know how to get services for 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 for the safety of all women at Logan. A thorough and impartial investigation will be conducted.

1. You may talk to any staff member you feel comfortable with. This can be a security staff, counselor, nurse, ANYONE, (or)
2. Send a note, request slip, or file a grievance and place it into the facility mail. (or)
3. Report the incident to the **PREA Report Line 1 (217) 558-4013**. This number can be accessed from inmate 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. (or)
4. Write to either of the below addresses, providing a description of the event and the people involved.
 - a. John Howard Association
Attention: PREA
P.O. Box 10042
Chicago, IL 60610-0042
 - b. Illinois Department of Corrections
Attention: PREA
1301 Concordia Court
Springfield, Illinois 62794-9277

THERE IS MORE JOHN HOWARD PREA INFORMATION AT THE BACK OF THIS PACKET.

REPORTING IS THE FIRST STEP

What to Do If It Happens to You:

Sexual misconduct and/or assault by staff or offenders are 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 offenders. In an effort to provide for this environment any observance of sexual activity or assault should be reported. You can and should report an assault on behalf of someone who doesn't feel safe reporting it for themselves. 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, psychologist, medical personnel, or any other staff member that 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 the 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 your facility or to the Director of the Illinois Department of Corrections.

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 offenders 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 offenders while incarcerated, you should seek medical attention and be tested for pregnancy, HIV virus and other sexually transmitted diseases.

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 psychologist. Crisis counseling and other special services are available to you.

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 offender who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

Confidentiality

Information concerning the identity of an offender 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 offender-victim’s welfare and for law enforcement investigative purposes.

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 the offender population.

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, segregation time, and or additional criminal charges.

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

Custodial Sexual Misconduct (720 ILCS 5/11 -9.2)

- (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 officer, 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 officer, 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:
 - 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;
 - (i) 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.

GRIEVANCE FILLING FOR PREA INCIDENTS PER A.D. 04.01.114

- Offender Grievances involving alleged incidents of sexual abuse shall be exempt from any informal (counselor) grievance process. *Does not require a counselor review.*

- Offender grievances related to allegations of sexual abuse shall not be subject to any filing time limit. *60-day timeframe does not apply.*
- Offender must submit Grievance form, DOC0046, to Chief Administrative Officer for emergency grievance regarding “sexual abuse”.
- Grievances alleging sexual abuse:
 - a. An offender may submit the grievance without submitting it to any staff member who is the subject of the complaint.
 - b. No grievance shall be referred to any staff member who is the subject of the complaint.
 - c. The Department shall issue a final decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance.
 - (1) Computation of the 90-day time period shall not include time consumed by the offender in preparing any administrative appeal.
 - (2) The Department may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The offender shall be notified, in writing, of such extension and provided with a date by which a decision will be made.

NOTE: At any level of the grievance process, if the offender does not receive a response within the time allotted for reply, including any properly noticed extension, the offender may consider the absence of a response to be a denial at that level.

- d. Third parties, including other offenders, staff members, family members, attorneys, etc., shall be permitted to assist offenders in filing grievances relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of the offender.

NOTE: The Department shall require, as a condition of processing the grievance, the alleged victim to agree to have the grievance filed on his or her behalf. If the alleged victim declines, the decision shall be so documented.

- e. For emergency grievances alleging an offender is subject to a substantial risk of imminent sexual abuse, the Department shall provide an initial response within 48 hours and shall have a final decision provided within five calendar days. The initial response and final decision shall document the Department’s determination whether the offender is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

SPECIMEN COLLECTION FOR GENETIC MARKER

Illinois law (730 ILCS 5/5-4-3) requires that individuals convicted, found guilty, or incarcerated in the Department facility for a felony offense on or after August 22, 2002 submit a DNA specimen prior to their release as a condition of their release. The specimen shall be sent to the Illinois State Police for genetic marker grouping analysis.

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 criminal prosecution. Refusal to voluntarily submit to specimen collection shall result in the forcible collection of a specimen.

DEPARTMENT RULES

In addition to the policies, procedures, and regulations that are found in this handbook, the Logan Correctional Center also operates within the Department Rules of the Illinois Department of Corrections. The DR’s are available at the Institutional Law Library. Offender bulletins and Housing Unit Rules and Regulations will be posted on each living unit. Offenders will be responsible for being familiar with the bulletins and Unit Rules and Regulations posted on each living unit. In the event of language or literacy barriers or difficulties in interpretation, assistance will be provided upon request by a staff member.

The following are DR's which offenders should be familiar with:

DR 107 Diminution of Sentences

Offenders serving sentences imposed prior to 2/1/78 are eligible to earn Good Time on a monthly basis. Those sentenced after 2/1/78 earns one day good conduct credit for each day they serve in custody. When sentences are served consecutively, they are served one at a time, following each other. Good Time can be revoked only after such has been recommended by the Adjustment Committee for disciplinary reasons. Once Good Time has been revoked, an offender can petition for restoration no more than once every 90 days. Requests for restoration should be directed to the Adjustment Committee. The Adjustment Committee will hear the request for restoration of Good Conduct Credits.

DR 107.210 Sentence Credits

Offenders committed to the Department may be eligible to receive supplemental sentence credit for good conduct in addition to other credit awarded in accordance with this Part. The award of supplemental sentence credit shall be at the sole discretion of the Director, or his or her designee, and shall be awarded in accordance with the provisions of Subpart C.

DR 107 Program Sentence Credits

Committed persons who are enrolled in full-time vocational, academic, substance abuse or Industry programs approved by the Department may be eligible to receive earned good conduct credits. If eligible, earned good conduct credits shall be awarded at the rate of 0.50 days for each day during which goals have been achieved in education, substance abuse or Industry programs.

DR 420 Assignment of Committed Person

In accordance with DR 420 it is the purpose of the Assignment Officer to provide each offender with an appropriate security classification, living assignment as well as a suitable work and/or educational program.

In determining eligibility for placement in programs or assignments the Department shall consider, among other factors, the requirements for admission to the requested program or assignment, staff recommendations, administrative concerns, the safety and security of the facility or any person, and the offender's institutional behavior, educational record, projected release date and medical and mental health status.

All recommendations are subject to review and approval by the Duty Administrative Officer's office.

DR 430 Library Service and Legal Material

In accordance with Departmental Rule 430, offenders will have access to library services and legal materials. However, general library services and/or direct access to the Law Library may be limited, restricted or denied if library privileges have been abused or in the event that institutional safety or security may be jeopardized. An alternate means of access to legal materials and to prepare legal documents shall be provided in these instances.

An inventory of legal materials contained in the Law Library is available for review at the library. This inventory is also available upon request, Segregation, Protective Custody, Mental Health Unit, the Infirmary and R & C Unit. Names and addresses of organizations providing Legal Services are available in the Library or through the Librarian.

DR 445 Committed Person's Business Ventures

Manuscripts - An offender may submit a manuscript for publication but shall not enter into contractual agreement with publishers for a regularly published column. Offenders may submit manuscripts to any market listed in the latest edition of the book, WRITERS MARKET, published by Writer's Digest Books, 9933 Alliance Road, Cincinnati, Ohio 45242.

Business Ventures - All offenders are required to inform, the Chief Administrative Officer, in writing before entering any business venture. The Chief Administrative Officer will approve or deny the request based on appropriateness of the business venture considering safety and security, as well as the administrative burden generated by the business venture.

DR 502B Cleanliness and Grooming for Committed Persons

It is the responsibility of each offender to maintain good grooming habits on a regular basis. The Administrative Directive on Individual Grooming Policy and pursuant to Department Rule 502.110, the Department may enforce an individual grooming policy for any offender whose hairstyle, including facial hair, presents a health, sanitation or security risk. All offenders are issued basic hygiene items such as soap and toilet paper. Other personal items can be purchased at the commissary. State-issued feminine hygiene products are distributed on state-pay week at no charge to the offender. Feminine hygiene products are also available for purchase at the Offender Commissary. Any offender requesting an "Offender Care Package" due to indigence (lack of available monies) must follow the guidelines established:

1. All offender requests must be in writing, addressed to the Business Administrator and received by the Business Administrator by Monday of each week
2. All requests will be logged and reviewed to ensure compliance with the rules established for indigence. An offender may have no more than \$10.00 on her trust fund account and demonstrate an inability to purchase personal hygiene items for the previous 30 days. This would include any money spent at Offender Commissary and any other approved disbursements.
3. If approved, pickup is at commissary on Friday of the week requested.

Offenders may have any length of hair. If the growth, cut or color of hair significantly changes the individual's appearance, a new ID must be made at the offender's expense of \$5.00.

DR 504A Administration of Discipline

The offenders of the Illinois Department of Corrections are obligated to obey the rules and regulations. When an offender fails to do so, discipline shall be administered pursuant to the established procedures of DR 504. Corporal punishment and disciplinary restrictions on diet, medical or sanitary facilities, clothing, bedding, mail or access to legal materials are prohibited, as are reductions in the frequency of use of toilets, washbowls and showers.

DR 504 lists conduct, which shall be considered violations of regulations. Listed after each chargeable offense is the maximum penalty the Adjustment Committee may impose if an offender is found guilty of the violation at the disciplinary hearing. No offender shall be found guilty of any violation of these rules unless the Adjustment Committee/Program Team is reasonably satisfied that the offender committed the offense.

Offender Disciplinary Reports and Hearing Procedures

When an employee observes or discovers a chargeable offense, he/she prepares an Offender Disciplinary Report. This report is reviewed by the Reviewing Officer and an investigation is initiated within 24 hours of offense. If the report is determined to be valid and properly completed, it is signed by the Reviewing Officer. Offenses considered to be major are assigned to the Adjustment Committee. Minor offenses are assigned to the Program Committee.

The offender receives a copy of the Offender Disciplinary Report. With major disciplinary tickets, she may have 24 hours to prepare her defense prior to appearing before the Adjustment Committee. She may waive this right, in writing, if she prefers an earlier hearing. The Adjustment Committee is to convene, but not necessarily conclude, within 14 days of commission of the offense or discovery of the offense whenever possible. The offender may give her version of the events and present evidence to support her statement. She may request witnesses by tearing off the bottom of her copy of the ticket and returning it to the Adjustment

Committee or Program Committee in advance of the hearing.

The Adjustment Committee or Program Committee Members should investigate fully all aspects of the disciplinary report but may use their discretion not to call witnesses if their testimony "would be irrelevant, cumulative, jeopardize the safety of the institution, or disrupt the security of the facility". They may also rule on the admissibility of evidence and exclude any found to be irrelevant or cumulative. Written rationale for excluding witnesses or evidence must be provided. If testimony by witnesses is accepted, the witnesses may not be confronted or cross-examined by the offender. Based on all available evidence the Adjustment Committee or Program Committee members will make a disposition. The offender may be found not guilty or guilty. If guilty, discipline may be recommended in accordance with guidelines established in DR 504.

The Warden reviews all recommendations before discipline is imposed and may:

- a. Confirm the disposition in whole or part.
- b. Order additional or new proceedings.
- c. Suspend or overturn the disposition.
- d. Offer a work assignment, which if accepted and satisfactorily completed, may result in reduction of original disciplinary sanctions.

A copy of the Adjustment Committee or Program Committee Summary will be delivered to the offender. The offender has the right to appeal an adverse decision through the grievance procedure as contained in DR 504F.

Minor Violations

The Program Team is the Institution's vehicle for dealing with offender behavior which is considered improper but not of a serious nature. It consists of a group of approved staff persons that individually hear minor disciplinary violation reports on a rotating basis.

The dispositions that the Program Committee may utilize are: dismissal of charges, reprimand and counsel, recommendation for programming or housing change, referral to other staff for evaluation and/or treatment, denial of specific institutional privileges, room restriction, room lockup, restitution and C-Grade. The privileges denied should, whenever possible, be associated with the violation.

Major Violations

The Adjustment Committee deals with more serious offenses. The Committee is comprised of two (2) members. One member must be a minority staff person. The individual circumstances and the needs of the offender should be considered. The maximum allowable disciplinary action for any rule infraction is specified in DR 504. In addition to segregation, demotion in grade, and/or loss of good time, the Adjustment committee may recommend suspension of specific privileges for not more than 90 days, program or housing changes, an increase in security classification, and restitution.

SECTION 504. TABLE A: Offenses and Maximum Penalties

Section 504. TABLE A Maximum Penalties

Offense	Maximum Penalties for Offenders			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
100. Violent Assault of any Person	1 year	1 year	1 year	Indeterminate

Offense	Maximum Penalties for Offenders			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
Definition: Causing a person, substance or object to come into contact with another person in a deadly manner or in a manner that results in serious bodily injury.				
101. Arson	1 year	1 year	1 year	6 months
Definition: Setting fire in any location whether public or private, including, but not limited to, any part of the facility, its grounds, or State vehicles.				
102a. Assault with Injury	1 year	1 year	1 year	1 year
Definition: Causing a person, substance or object to come into contact with, and resulting in injury to, a staff member, contractual employee, official visitor, visitor or volunteer				
102b. Assault	1 year	1 year	6 months	3 months
Definition: Causing a person, substance or object to come into contact with a staff member, contractual employee, official visitor, visitor or volunteer in an offensive or provocative manner; or fighting with a weapon.				
102c. Assault of an Offender	6 months	6 months	6 months	3 months
Definition: Causing a person, substance or an object to come into contact with any offender in an offensive, provocative or injurious manner; or fighting with a weapon.				
103. Bribery & Extortion	1 year	1 year	1 year	6 months
Definition: Demanding or receiving anything of value in exchange for protection, to avoid bodily injury, or through duress or pressure. Giving or receiving money or anything of value to violate State or federal law or to commit any act prohibited under this Part.				
104. Dangerous Contraband	1 year	1 year	1 year	1 year
Definition: Possessing, manufacturing, introducing, selling, supplying to others or using without authorization any explosive, acid, caustic material for incendiary devices, ammunition, dangerous chemical, escape material, knife, sharpened instrument, gun, firearm, razor, glass, bludgeon, brass knuckles, cutting tools, tools which may be used to defeat security measures such as hacksaw blades, keys and lock picks, any other dangerous or deadly weapon or substance of like character or any object or instrument that is made to appear to be or could be used as a deadly or dangerous weapon or substance.				
105. Dangerous Disturbance	1 year	1 year	1 year	6 months
Definition: Causing, directing or participating in any action or group activity that may threaten the control or security of a facility or seriously disrupt or endanger the operations of a facility, persons or property, including the taking or holding of hostages by force or threat of force and engaging in prohibited group activities such as work stoppages or hunger strikes.				
106. Escape or Runaway	1 year	1 year	1 year	1 year
Definition: Leaving or failing to return to lawful custody without authorization, including the failure to return from furlough, leave or authorized absence within two hours after the designated time.				
107 Sexual Misconduct	6 months	6 months	6 months	6 months
Definition: Engaging in sexual intercourse, sexual conduct or gesturing, fondling or touching done to sexually arouse, intimidate or harass either or both persons; or engaging in any of these activities with an animal. However, private masturbation in the offender's living area, excluding a deliberate display of the				

Offense	Maximum Penalties for Offenders			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
act or to affront others, shall not be considered sexual misconduct.				
108. Sexual Assault	1 year	1 year	1 year	Indeterminate
Definition: Causing unwilling contact between the sex organ of one person and the sex organ, mouth or anus of another person or any intrusion of any part of the body of one person or object into the sex organ or anus of another person by use of force or threat of force, including pressure, threats or any other actions or communications by one or more persons to force another person to engage in a partial or complete sexual act.				
109. Electronic Contraband	1 year	1 year	1 year	6 months
Definition: Possessing, selling, receiving, supplying to others, or using without authorization any electronic device, video recording device, computer or cellular communications equipment, including, but not limited to, cellular telephones, cellular telephone batteries, pagers, computers and computer peripheral equipment.				
110. Impeding or Interfering with an Investigation	3 months	3 months	3 months	3 months
Definition: Obstructing, impeding or refusing to provide information relevant to an investigation in an attempt undermine or alter the course of the investigation.				
111. Security Threat Group or Unauthorized Organizational Leadership Activity	1 year	1 year	1 year	1 year
Definition: Knowingly accepting or assuming any leadership position or a position of authority over other offenders in any security threat group or unauthorized organization; or pressuring, recruiting, organizing, authorizing or directing others to engage in security threat group or unauthorized organizational activities, meetings or criminal acts on behalf of an organization not approved pursuant to 20 Ill. Adm. Code 445 or 450.				
201. Concealment of Identity	6 months	6 months	6 months	3 months
Definition: Wearing a disguise or a mask, impersonating another or otherwise concealing one's identity.				
202. Damage or Misuse of Property	6 months	6 months	6 months	3 months
Definition: Destroying, damaging, removing, altering, tampering with, or otherwise misusing property belonging to the State, another person or entity, including the obstruction of locks or security devices, destroying or tampering with bar codes or identification cards, or the use of another person's identification card.				
203. Drugs and Drug Paraphernalia	6 months	6 months	6 months	6 months
Definition: Possessing, manufacturing, introducing, selling, supplying to others, or receiving alcohol, any intoxicant, inhalant, narcotic, syringe, needle, unauthorized controlled medication, controlled substance, unidentifiable medication or marijuana; or being under the influence of any of the above substances; or refusing to be tested for drug or alcohol use, including failure to provide a specimen within two hours after the request; or destroying or tampering with drug or alcohol tests or testing equipment.				

Offense	Maximum Penalties for Offenders			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
204. Forgery	3 months	3 months	3 months	1 month
Definition: Forging, counterfeiting or reproducing without authorization any document, article of identification, money, security or official paper.				
205. Security Threat Group or Unauthorized Organizational Activity	6 months	6 months	6 months	3 months
Definition: Engaging in security threat group or unauthorized organizational activities, meetings or criminal acts; displaying, wearing, possessing or using security threat group or unauthorized organizational insignia or materials; or giving security threat group or unauthorized organizational signs. .				
206. Intimidation or Threats	6 months	6 months	6 months	3 months
Definition: Expressing by words, actions or other behavior an intent to cause harm to any person or property that creates the reasonable belief that physical, monetary or economic harm to that person or to another will result; or any unauthorized contact or attempt to contact staff outside of official Department business.				
208. Dangerous Communications	6 months	6 months	6 months	6 months
Definition: Engaging in verbal or written communication that is likely to encourage violence against persons or that is likely to disrupt or endanger the safety and security of the facility, including, but not limited to, escape plans and manufacture of weapons				
209. Dangerous Written Material	6 months	6 months	6 months	6 months
Definition: Possessing or causing to be brought into the facility written material that presents a serious threat to the safety and security of persons or the facility, including, but not limited to, written material relating to methods of escape and the manufacturing of weapons.				
210. Impairment of Surveillance	6 months	6 months	6 months	3 months
Definition: Using curtains, coverings or any other matter or object in an unauthorized manner that obstructs or otherwise impairs the line of vision into an offender's cell or room or that obstructs or otherwise impairs any viewing panel or surveillance equipment, both audio and visual, within the facility.				
211. Possession or Solicitation of Unauthorized Personal Information	6 months	6 months	6 months	3 months
Definition: Possessing or soliciting unauthorized personal information regarding another offender, releasee, employee, former employee or volunteer, including, but not limited to, personnel files, master files, medical or mental health records, photographs, social security numbers, home addresses, financial information or telephone numbers, except as authorized by a court order or as approved in writing by the Chief Administrative Officer				
212. Frivolous Lawsuit	0 days	0 days	6 months	0 days
Definition: A pleading, motion or other paper filed by the offender for which the court, in accordance with 730 ILCS 5/3-6-3, has found to be frivolous.				

Offense	Maximum Penalties for Offenders			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
213. Failure to Reveal Assets	0 days	0 days	6 months	0 days
Definition: Failing to fully cooperate in revealing financial assets on the form provided, including tangible and intangible property and real and personal property; providing false or inaccurate information regarding financial assets or dependents on the forms provided; or refusing to cooperate in revealing financial assets on the form provided.				
214. Fighting	6 months	6 months	3 months	3 months
Definition: Fighting with another person in a manner that is not likely to cause serious bodily injury to one or the other and that does not involve the use of a weapon.				
215. Disobeying a Direct Order Essential to Safety and Security	6 months	6 months	3 months	3 months
Definition: Willfully refusing, or neglecting to comply with, an order when continued refusal results in a use of force to maintain the safety and security of a facility. This shall include, but not be limited to, refusing to submit to a search, refusing to submit to the application of mechanical restraints, refusing a designated housing assignment or refusing to leave an area.				
302. Gambling	3 months	3 months	3 months	0 days
Definition: Operating or playing a game of chance or skill for anything of value, making a bet upon the outcome of any event, or possessing any gambling device. This shall include participating in any lottery				
303. Giving False Information to an Employee	3 months	3 months	3 months	0 days
Definition: Lying or knowingly providing false information to an employee, either orally or in writing.				
304. Insolence	3 months	3 months	3 months	0 days
Definition: Talking, touching, gesturing or other behavior that harasses, annoys or shows disrespect.				
305. Theft	6 months	6 months	3 months	0 days
Definition: Taking property belonging to another person or entity or the facility without the owner's authorization.				
306. Transfer of Funds	3 months	3 months	3 months	0 days
Definition: Causing money to be transferred from one trust fund to another or through an outside source to the account of another offender or entering into contracts or credit agreements without written approval from the Chief Administrative Officer.				
307. Unauthorized Movement	3 months	3 months	1 month	0 days
Definition: Being anywhere without authorization or being absent from where required to be or returning late or not traveling directly to or from any authorized destination without prior staff approval.				
308. Contraband or Unauthorized Property	6 months	6 months	3 months	0 days
Definition: Possessing, giving, loaning, receiving or using property that an offender has no authorization to have or to receive and that was not issued to the individual through regular procedures, including the unauthorized possession of food or clothing or the possession of property in excess of that authorized by				

Offense	Maximum Penalties for Offenders			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
the facility; or property that has been altered from its original state. This offense includes prescribed medication misuse, such as, but not limited to, prescribed medication that is expired, loose or altered from its original state.				
309. Petitions, Postings, and Business Ventures	3 months	3 months	1 month	0 days
Definition: Writing, signing or circulating a petition without authorization; unauthorized distributing or posting of any printed or written materials, including surveys; engaging in an unauthorized business venture; or representing oneself as a corporation or official of a corporation without authorization.				
310. Abuse of Privileges	3 months	3 months	3 months	0 days
Definition: Violating any rule regarding visits, mail, the library, yard, commissary, telephone, authorized electronic communication or recreational activities. This includes unauthorized telephone usage, three-party calls, call forwarding, corresponding or communicating, by any means, with a victim, a victim's family member or any other person after the offender has received notice that such person has informed the Department that he or she does not wish to receive correspondence from the offender. However, if the conduct also constitutes a violation of federal or State law, a committed person may also be charged under #501.				
311. Failure to Submit to Medical or Forensic Tests	3 months	3 months	3 months	0 days
Definition: Willfully refusing to submit to, or cooperate with, testing, examinations or the provision of samples required by court order, State law or current standards of public health and safety, including the refusal to submit to annual tuberculosis screening and mandatory HIV or DNA testing.				
312. Possession of Money	3 months	3 months	3 months	0 days
Definition: Possessing or causing to be brought into the facility any coin, currency or other negotiable instrument without authorization or for residents of transition centers, failure to promptly submit all income to center staff, including wages, tips, gifts or any check for social security, disability, veteran's benefits, grants, scholarships or loans.				
313. Disobeying a Direct Order	6 months	6 months	6 months	0 days
Definition: Willfully refusing or neglecting to comply with an order, including the refusal to participate in educational testing; to accept a work, educational or housing assignment; or to perform a work assignment.				
402. Health, Smoking, or Safety Violations	3 months	3 months	1 month	0 days
Definition: Smoking; tattooing or body piercing, including, but not limited to, piercing of the ear, nose or lip; or disregarding basic hygiene of any person, cell, living or work area, or other place in the facility or its grounds.				
404. Violation of Rules	1 month	1 month	1 month	0 days
Definition: Willfully disobeying any rule of the facility. If the specific offense is stated elsewhere in this Part, a committed person may not be charged with this offense. The rule violated must be specified in the disciplinary report.				

Offense	Maximum Penalties for Offenders			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
405. Failure to Report	1 month	1 month	1 month	0 days
Definition: Failure to report for a work, educational or program assignment or for transport.				
406. Trading or Trafficking	2 months	2 months	1 month	0 days
Definition: Trading or trafficking with any person.				
501. Violating State or Federal Laws	1 year	1 year	1 year	1 year
Definition: Committing any act that would constitute a violation of State or federal law. If the specific offense is stated elsewhere in this Part, an offender may not be charged with this offense except as otherwise provided in this Section. The State or federal offense must be specified in the disciplinary report.				
601. Aiding and Abetting, Attempt, Solicitation, or Conspiracy	Same as underlying offense	Same as underlying offense	Same as underlying offense	½ as underlying offense
Definition: Aiding and abetting any person in the commission of any of these offenses; attempting to commit any of these offenses; making plans to commit any of these offenses; soliciting another to commit any of these offenses; or conspiring to commit any of these offenses shall be considered the same as the commission of the offense itself and shall carry the penalty prescribed for the underlying offense. The underlying offense must be specified in the disciplinary report.				

(Source: Amended at 41 Ill. Reg. 3869, effective April 1, 2017)

CONFINEMENT & SEGREGATION

DR 504 establishes departmental policy providing for placement of offenders in confinement status and establishes standards for living conditions in the Confinement and Segregation Unit.

An offender may be placed in segregation for a variety of reasons. She may be confined there for a specified period of time by the Adjustment Committee when found guilty of an offense. She may be confined in segregation pending the disposition of a disciplinary report when it is a serious offense and the Warden determines that for the safety and security of the institution she should be removed from general population. The Adjustment Committee hearing shall be convened, but need not be concluded, within 14 days after the commission of the offense by an offender or its discovery, whenever possible, unless the offender has received a continuance or is unable or unavailable for any reason to participate in the hearing. She may also be confined in segregation while an investigation is being conducted. This investigation may be ordered by the Adjustment Committee and must be completed within 30 days (extensions to this time limit may be granted only in an emergency).

While confined pending a hearing or on investigation status, offenders retain all their institutional privileges except that they must not leave the unit. If, found guilty time spent in this status counts towards any segregation sentence. If found not guilty, she will be restored to her previous assignment and housing unit, if possible, and receive appropriate state pay. Only Seg offenders who are not C Grade status shall be permitted to make one collect telephone call per month for a period of no more than 15 minutes.

A copy of DR 504 which explains all restrictions and procedures which apply to those confined to segregation is available in the library and on the Segregation Unit. In addition, the offenders may petition the Adjustment Committee no more often than every 90 days to reduce their segregation term based on their conduct while in segregation.

The Adjustment Committee may deny the petition or recommend a reduction in segregation placement. The CAO will make the final decision on the recommendation.

GRADE REDUCTIONS

Privileges shall be afforded to offenders based upon their current grade, in the following manner:

1. Offenders in "A" grade shall be eligible to receive all institutional privileges. Newly admitted Offenders shall be placed in "A" grade.
2. Offenders in "B" grade shall be eligible to receive all institutional privileges except for gym and day release program/furlough other than a medical or funeral furlough. Offenders in "B" Grade shall have limited commissary and will only shop once every 30 days and the shop will be limited to \$30 in personal hygiene and \$30 in other items. In addition, offenders in "B" grade shall only be authorized to make 2 phone calls per month.
3. Offenders in "C" grade shall be eligible to receive no privileges except general population, yard recreation, limited commissary, and visits. An offender in "C" Grade may only shop once every 30 days and may spend on \$30 in personal hygiene items only. The 30-day period shall commence on the date of placement into "C" grade. Other items may be approved by the Chief Administrative Officer. In addition, offenders in "C" grade shall only be authorized to make 1 phone call per month.

An offender who has been demoted to "B" or "C" grade as a result of a disciplinary infraction shall be automatically promoted to the next highest grade at the expiration of the time period specified by the Adjustment Committee.

An offender who has been demoted to "C" grade and automatically placed in "B" grade after expiration of the time period specified by the Adjustment Committee shall be required to spend the same time period in "B" grade as in "C" grade. Upon expiration of this time period, the offender shall be restored to "A" grade.

Restoration or advancement in grade is to be automatically made at the expiration of the maximum period of time set by the Adjustment Committee, unless the retention in a reduced grade has been ordered by the Adjustment Committee due to an additional infraction(s). Demotion in grade due to a different infraction shall run consecutively, unless ordered otherwise by the Adjustment Committee.

An offender may request, in writing, an Adjustment Committee hearing on a grade demotion in excess of three months to obtain a restoration in grade, but not more than once every 90 days.

DR 501D - Protective Custody

It is the policy of the Logan Maximum Security Unit of the Logan Correctional Center to provide adequate housing space, which is separate from the general population, for offenders who indicate/demonstrate that their safety and security are threatened in the general population and who request Protective Custody.

****NOTE**** Offenders housed in Logan Correctional Center should submit request slips to placement and/or the Clinical Services Department when addressing housing concerns. Offenders outside of the Logan Maximum Security Unit are not eligible for direct placement into Protective Custody.

Placement in Protective Custody

- a. Voluntary Placement

- (1) An offender may make a request for protective custody placement to any staff person. The staff person shall ensure that the respective Zone Lieutenant is notified.
- (2) The offender should then be provided a DOC0054 Protective Custody Form.
- (3) The Zone Lieutenant should immediately notify the Shift Commander.
- (4) The Shift Commander should then notify the Duty Administrative Officer (DAO) and then the offender is moved to the Protective Custody Unit immediately located in the screened area of HU15-B or as determined by the Chief Administrative Officer.
- (5) The DOC0054 should be forwarded to the Chief Administrative Officer pending review.

b. Involuntary Placement

- (1) If an employee becomes aware of specific information that indicates that the safety or security of an offender may be threatened, the staff person is to inform the Shift Commander or the Duty Administrative Officer.
- (2) If the Duty Administrative Officer determines that a clear and immediate threat to the safety of the offender exists, the offender will be offered protective custody placement. If the offender refuses placement, the Warden or designee may assign the offender to protective custody. The offender will receive notice of the decision and a hearing before the Protective Custody Unit Assignment Officer within three (3) working days after such placement. The Protective Custody Unit Assignment Officer shall forward his/her recommendation regarding the placement to the Warden or designee who shall make a final determination and provide the offender with a copy of it within seven (7) working days after the hearing.

DR 504F Grievance Procedures

Grievance Guidelines:

- Grievances must be filed within **60 days** after the discovery of the incident, occurrence or problem, which gives rise to the grievance.
- However, if an offender can demonstrate that a grievance was not timely filed for good cause, the grievance shall be considered.
- Grievances must be placed directly into the secured grievance box on the offender's unit. Grievances cannot be sent directly to the Warden or any other staff member. Do not give your grievance to a staff member to have them place it in the secured box for you. Grievances must be placed in the secured grievance box by the offender personally. This is for logging purposes and to ensure the chain of custody. The Grievance Officer will pick up the grievances out of the secured box daily. They will then be logged and given to their respective Counselor. Once the grievance has been assigned to the offender's Counselor, that Counselor will then send the offender confirmation of receipt for said grievance via Institutional mail.

- The grievance form shall be addressed to the Grievance Officer (mark the box indicating Grievance Officer) and shall be deposited in the living unit mailbox or other designated repository.
- The grievance shall contain factual details regarding each aspect of the offender's complaint including what happened, when, where, and the name of each person who is the subject of or who is otherwise involved in the complaint.
- If an offender is unable to resolve the complaint informally or if the complaint concerns a disciplinary proceeding, the individual may file a written grievance on a grievance form that shall be made available in all living units.
- The grievance procedure shall not be utilized for complaints regarding decisions that are outside the authority of the Department, such as parole decisions, clemency, or orders regarding length of sentence or decisions that have been rendered by the Director

Emergency Procedure:

An Offender may forward a grievance directly to the Warden if there is a substantial risk of imminent personal injury or other serious harm to the Offender. The box emergency grievance shall be checked on the grievance form (DOC0046). Once the Warden receives the grievance then they will indicate on the grievance form whether it is confirmed as an Emergency or whether it was denied as an Emergency. You will receive a Memo back from the Warden that will indicate either:

- Your Grievance was found to be an Emergency in nature and was forwarded directly to the Institutional Grievance Officer. Or
- Your Grievance was not found to be an Emergency in nature and is being returned to you. If you wish to continue to have your issue addressed, you should follow the protocol of filling a grievance and forward your grievance directly to the Institutional Grievance Officer.

Grievance concerning Sexual Harassment Prevention and Intervention Program (PREA):

- Offender Grievances involving alleged incidents of sexual abuse shall be exempt from any informal (counselor) grievance process. *Does not require a counselor review and should be sent directly to the Institutional Grievance Officer.*
- Offender grievances related to allegations of sexual abuse shall not be subject to any filing time limit. *60-day timeframe does not apply.*
- Offender must submit Grievance form, DOC0046, to Chief Administrative Officer for emergency grievance regarding "sexual abuse".
- Grievances alleging sexual abuse:
 - a. An offender may submit the grievance without submitting it to any staff member who is the subject of the complaint.
 - b. No grievance shall be referred to any staff member who is the subject of the complaint.
 - c. The Department shall issue a final decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance.
 - (1) Computation of the 90-day time period shall not include time consumed by the offender in preparing any administrative appeal.
 - (2) The Department may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The offender shall be notified, in writing, of such extension and provided with a date by which a decision will be made.

NOTE: At any level of the grievance process, if the offender does not receive a response within the time allotted for reply, including any properly noticed extension, the offender may consider the absence of a response to be a denial at that level.

- d. Third parties, including other offenders, staff members, family members, attorneys, etc., shall be permitted to assist offenders in filing grievances relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of the offender.

NOTE: The Department shall require, as a condition of processing the grievance, the alleged victim to agree to have the grievance filed on his or her behalf. If the alleged victim declines, the decision shall be so documented.

- e. For emergency grievances alleging an offender is subject to a substantial risk of imminent sexual abuse, the Department shall provide an initial response within 48 hours and shall have a final decision provided within five calendar days. The initial response and final decision shall document the Department's determination whether the offender is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

Once an Offender receives a response back from the Warden and if they are not in agreement with the decision, they can appeal the decision. Appeals are to be filed to the Administrative Review Board within 30 days after the date of the Chief Administrative Officer's decision at the following address:

Administrative Review Board
Illinois Department of Corrections
1301 Concordia Court
P.O. Box 19277
Springfield, Illinois 62794-9277

Direct review by the Administrative Review Board includes protective custody placement, involuntary administration or psychotropic medication and disciplinary proceedings or other issues aside from personal property issued that were initiated at a facility other than the currently assigned facility, including transfer denials by the Office of the Transfer Coordinator.

DR 525 Rights & Privileges

Offender Visiting Privileges

The Gatehouse and Visiting Room are non-smoking. The offender visitation program is designed to maximize contact with family, relatives, friends and others concerned with the overall well being of the individual offender.

We feel such communication is essential to the morale of the offender, maintenance of her family ties, and her reintegration into the community.

Offenders must complete a Visiting List Request and have it on file at the Gatehouse before they can have visits. Anyone not on the offender's Visiting List will not be allowed to enter the institution. An offender may receive visits from members of her immediate family and other persons designated by her. All visitors will be interviewed at the time of their first visit to determine whether or not their visit would jeopardize the security, safety and/or morale of the institution.

Changes or additions to the approved list may be made by an offender through the assigned counselor. The name of a visitor may be temporarily or permanently removed for good cause on authorization of the Chief Administrative Officer.

A. Minor Visits

Persons 17 years of age or older must be on the approved list in order to visit.

1. A person 12 years through 16 years of age who is not a member of the offender's immediate family may be on the approved list only with the written consent of his/her parent or guardian. Immediate family includes children, brothers, sisters, grandchildren (whether step, adopted, half, or whole), and spouses.
2. When visiting, persons under the age of 17 years must be accompanied by a person who is 17 years of age or older and who is an approved visitor, unless prior written approval has been granted by the Warden or designee.
3. Persons under 12 years of age need not be on the approved list. However, such persons may visit only:
 - a. When accompanied by a parent or guardian who is an approved visitor;
 - b. When prior written consent has been given by a parent or guardian who is in the free community for the child to visit when accompanied by the person(s) designated in writing who is an approved visitor and who is at least 17 years of age; or
 - c. As otherwise approved by the Warden or designee.
4. In determining whether an exception will be granted, the Warden may consider, among other factors, the person's age, emancipation and relationship to the offender, whether a legal guardian has been appointed for the person, the inability of an approved visitor to accompany the person, and any applicable court order.

B. Legal Visits

Placement on Visiting List

Prior to receiving a legal visit from an attorney, the offender must name the attorney and/or the attorney's firm, agency or office on her visiting list, noting the relationship as "attorney". If she indicates the name of the legal firm, agency or office on her visiting list, attorneys and 711 law students working for the firm, agency or office will be allowed to visit, provided they furnish proof of their affiliation with the named organization. (711 law students are senior law students who have received Supreme Court Rule 711 certification). If the firm agency or office is not noted on her visiting list, attorneys and 711 law students must be individually named on her visiting list. Investigators, paralegals and non-711 law students must be individually named on her visiting list in all cases. With the exception noted in the following paragraph, individuals not appropriately named on her visiting list who appear at the correctional facility to visit will be turned away.

Absent security issues, IDOC will make an exception for an attorney recently appointed by the court. A court-appointed attorney who is not on the approved visiting list will be allowed to visit during the first 30 days of the appointment if the attorney presents the court's order of appointment at the time of the visit and the offender agrees to the visit.

Legal Visiting Hours

Legal visitors may visit during regularly scheduled visiting hours daily from 9:00 a.m. to 8:00 p.m. Visitors must be registered at the Gatehouse by 6:30 p.m. in order to visit. Visitors, including legal visitors, shall be processed in order of their arrival at the Gatehouse.

Reserving a Private Visiting Room

Attorneys and other legal visitors wishing to reserve a private visiting room for a legal visit must contact the Assistant Warden-Operations Office at Logan Correctional Center by telephone or fax at least two

working days before the visit. Calls will be taken Monday-Friday 8:00 a.m. to 4:00 p.m. on non-state holidays. Private visiting rooms may be reserved for no more than two hours, absent extraordinary circumstances, which must be approved in advance of the visit. A written request should include the following information:

- Date, time and length of requested visit
- Offender's name and IDOC identification number
- Name of each individual attending the legal visit
- An explanation of any extraordinary circumstances necessitating a visit longer than two hours.

Reserved legal visitors are encouraged to arrive at the facility 30 minutes prior to their scheduled time to ensure adequate time for processing and movement to the visiting room before their scheduled legal visit. Reservations for a private visiting room shall be made for a specific time period. Reserved legal visitors who arrive late may be asked to leave the private visiting room at the end of their reserved time period if the room is needed for another reserved or unreserved legal visit or a non-contact visit.

Location of Legal Visits

Legal visits for offenders in general population or protective custody that have not been restricted to non-contact visits shall be conducted in a private visiting room whenever space permits. Attorneys and other legal visitors wishing to reserve a private visiting room for a legal visit can contact the Assistant Warden-Operation Office by telephone or fax at least two working days before the visit. Legal visits for offenders in disciplinary segregation, offenders identified as extremely high escape risks or offenders who have been restricted to non-contact visits shall be conducted as non-contact visits in a private visiting room. Use of a private visiting room for legal visits for which reservations have not been made in advance will be provided as available in the order of the legal visitor's arrival in the visiting room. Logan has two private visiting rooms, which must be used for both non-contact visits and legal visits. One private visiting room is equipped with a security booth to accommodate non-contact legal visits.

Identification

Each legal visitor must have two (2) forms of appropriate identification, either of which should include a photo, date of birth, current address and social security number. Attorneys must have a valid Illinois Attorney Registration and Disciplinary Committee ("ARDC") card or similar card from another state. In addition to other required identification, 711 law students must have a copy of their 711 certifications. Paralegals, all law students and investigators visiting without an attorney must also have written credentials signed by the supervising attorney on the firm's, agencies, or office's letterhead to conduct a legal visit. These credentials must verify that the individual is authorized to visit the specified offender and is working under the supervision of the attorney.

Legal Documents

Legal visitors may bring into the facility reasonable amounts of legal materials (including a legal pad or paper) necessary to conduct their legal business. All legal materials brought into the facility are subject to search for contraband and review to determine they are legal materials but will not be read for content. Documents may be passed between an offender and a legal visitor during a non-contact legal visit by security staff after inspection of the material. Legal materials will not be read for content.

C. Clergy Visits

Clergy and religious leaders from religious groups may visit offenders during regularly scheduled visiting hours and during other hours as approved by the Warden subject to safety and security concerns. Clergy must be named on the offender's Visiting List Request. Clergy visits will not count against offenders monthly allotted visits.

D. Visits by Ex-Offenders or Persons on Bond, Parole, Supervised Release Or Probation

A person who has been convicted of a criminal offense or has criminal charges pending, including, but not limited to, a person on bond, parole, mandatory supervised release, probation or an ex-offender, may visit an offender only with the written approval of the Chief Administrative Officer. Parolees must have written approval of their Parole Agent before applying for approval from the Chief Administrative Officer.

E. Visiting Room Rules for Visitors

1. Visitors must be on offender's visiting list in order to be admitted to the institution. Additionally, visitors (except children under 16) must:
 - a. Complete a Prospective Visitor Interview form, DOC0148, on their first visit.
 - b. Present photo identification and one other form of identification.
 - c. Documentation must include their social security number.
2. Only four (4) persons, excluding children in arms, can visit an offender at one time.
3. Visiting hours are: 9:00 a.m. – 8:00 p.m. daily. No visits admitted after 6:30 p.m. Visiting length is based on availability of space, however generally:
 - a. Visits on weekdays are all day (9:00 a.m. – 8:00 p.m.)
 - b. There is a two (2) hour minimum visit on weekends and holidays.
 - c. Requests for additional time for persons traveling over 150 miles must be made through the Assistant Warden – Operations' office at least twenty-four (24) hours in advance.
 - d. Offenders in segregation status are limited to a (1) hour non-contact visit only. This will include no vending machine privileges for the offender.
 - e. Offenders in R & C status or diagnostic status will not be allowed to have a visit until the diagnostic process is complete.
4. Persons planning to visit should coordinate their visits with other regular visits as offenders are afforded only a certain number of visits:
 - a. General population offenders are allowed two (2) visits per week, with the week beginning on Sunday and ending on Saturday, unless exception is granted by the Chief Administrative Officer.
 - b. Offenders confined in disciplinary segregation status shall be allowed two (2) visits per calendar month.
5. Visitors must park in appropriately marked spots on the north side of the facility. Visitors, their vehicle and their property are subject to search in accordance with Administrative Directives. A visitor may be required to submit to a search before, during or after a visit. Refusal to submit to such searches shall be reason for denial of access to the facility and review for placement on visitor restriction.
6. Any detection of contraband either on a visitor or in their vehicle or property shall be documented and visiting privileges immediately suspended. Any person who brings contraband into a penal institution or possess contraband in a penal institution shall be subject to prosecution in accordance with 720 ILCS 5/31.A. et seq.
7. Visitors will not be admitted if:
 - a. They smell of liquor or appear intoxicated
 - b. They refuse to submit to a search
 - c. They attempt to bring in any unapproved items
 - d. They engage in disruptive behavior

8. Two types of personal searches are utilized at the facility: a body search and a strip search. A body search will be conducted on all offenders' visitors entering the institution:
 - a. A "body search" means the removal and search of all outer garments such as coats, jackets, sweaters covering shirts, shoes, hats and gloves, with a "pat down" of the person subsequent to removal of the outer garment. Contents of all bags, purses, etc. will be searched.
 - b. A "strip search" of a visitor will be conducted by a correctional employee of the same sex, with the written consent of the visitor, when there is reasonable suspicion that the visitor may be in possession of contraband or be attempting to transport contraband into the institution.

The visitor may refuse to submit to such a search, but refusal may result in denial, suspension or restriction of visiting privileges.

All visitors will be required to be processed thru the metal detector unless exception is medically supported. Visitors may be searched with the assistance of a detector dog or any other contraband detection equipment.

9. Search of vehicles:
 - a. All visitors' vehicles, including those legal visitors, entering and leaving the facility grounds are subject to search. State or local law enforcement officials may conduct or assist in the search.
 - b. If the driver/owner of a visitors vehicle refuses to consent to its search, the vehicle shall not be permitted to enter or remain on facility grounds, or if there are reasonable grounds to believe that a crime is being committed, a vehicle that is on State property may be detained for a reasonable time while law enforcement officials are summoned to effect a search.
 - c. Prior to search, the driver must turn off the ignition, remove the car keys and exit the vehicle, along with other occupants.
 - d. All areas of the vehicle, such as the glove compartment, trunk, etc., and all packages and parcels contained within the vehicle are subject to search.
 - e.
10. Visitors must conduct themselves appropriately during the visit:
 - a. Visitors may purchase items for themselves and their offender visitor only. Visitors must not pass any items other than food purchased from vending machines. Offenders must consume all food items. NO food items are allowed out of the Visiting Room.
 - b. Visitors must not engage in loud talking, necking, petting or any disruptive conduct.
 - c. Visitors must be appropriately dressed. Shirt and shoes must always be worn during the visit. Inappropriate or provocative clothing (such as see-through, short, or gang-related items) is not permitted.
 - d. All visitors must use washrooms specified for "Visitors".
 - e. Cross visits are not allowed. Visitors and offenders can only visit with the listed visitor/offender.
 - f. Offenders are not to be given United States currency.
11. If a baby is brought to visit, only two (2) diapers, one (1) bottle and one (1) sealed jar of baby food will be allowed in the facility. No glass items are allowed, plastic only.
12. Visits of offenders hospitalized in the community may be restricted to the immediate family and shall be subject to the general visiting policies of the hospital.

13. Legal visiting guidelines are available upon request.

F. Conduct During Visits

The visitation program is viewed as a very important part of the offender's program while at the Logan Correctional Center. Since the visiting center is a public place with children and parents, it is important that all involved conduct themselves in an appropriate manner and refrain from any behavior that would be offensive to other visitors. All offenders must be in blue pants & white or blue tops or appropriate jumpsuit. No wearing of sweatshirts, sweatpants, shorts, jacket or coats is allowed. Examples of behavior that would terminate the visit and restrict the offender's and visitor's future visits are the following:

1. Visitors and offenders attempting to pass any object during a visit except items purchased by the offender's visitor.
2. Necking and petting or sexual misconduct.
3. Any boisterous loud talking or arguing.
4. Not meeting security requirements.
5. Disruptive conduct.
 - a. Of a minor or major nature.
 - b. Assaultive behavior.
 - c. Disobeying an order or posted rule.
6. Violation of departmental rules by the offender or visitor.
7. Possession of drugs or drug paraphernalia when/unless the visitor demonstrates he did not intend to conceal and/or introduce drugs or drug paraphernalia into the facility.
8. Possession of alcohol when/unless the visitor demonstrates he did not intend to conceal and or introduce alcohol into the facility.
9. Being under the influence of alcohol or drugs. (Odor of alcohol on a visit will be grounds for turning a visitor away).
10. Possession of other contraband as defined under state, federal or local laws or other departmental rules.
11. Possession of weapons.
12. Possession of escape paraphernalia.
13. Providing false identification or information.
14. Violation of state, federal or local law during a visit, including arrest and/or conviction based on any action committed during a visit.
15. Any recurrence of an action that previously resulted in a temporary restriction.
16. Contraband discovered in the possession of an offender either during or after a visit.
17. Refusal to submit to a search.
18. Failure to produce identification.
19. Attempting to bring in anything other than locker key and vending machine card.
20. Changing table assignments or talking to other offenders or visitors.

G. Restriction of Visiting Privileges

Written notification of temporary or permanent restriction of visiting privileges shall be sent to the visitor and to the offender. The notification will outline the incident leading to the restriction and indicate the type of restitution.

Restrictions shall be reviewed by the Chief Administrative Officer, or designee, upon written request of the restricted visitor or offender. Written requests may be submitted after six months of restriction, after a year of restriction, or an annual basis thereafter. Written notification of the decision shall be sent to the visitor and the offender.

An employee who has been involved with an offender or a former employee who has either resigned or been terminated due to involvement with an offender may be permanently restricted from visits if it is determined that he/she may be a threat to the institution's safety and security.

The Chief Administrative Officer may restore visiting privileges at any time.

NOTE: Visiting privileges may be temporarily suspended by the Chief Administrative Officer during an institutional emergency of lock down and for a reasonable time thereafter, upon the approval of the Director.

H. Segregation Visits

Offenders who are housed in segregation are restricted to non-contact visits and limited to two (2) visits per month. In addition, the offender is to remain handcuffed during the entire visit unless instructions to the contrary are issued by the Duty Warden. If the offender becomes disruptive during a visit, the visit shall be terminated immediately, and determination shall be made by the Chief Administrative Officer if the visitor will be stricken from the offender's visiting list for an indefinite period of time. Legal visits for segregation offenders will be non-contact.

I. Protective Custody Visits

Offenders who are on protective custody status will enjoy the same visiting privileges as the general population; however, their visits shall be conducted within close proximity of the Visiting Room Officer's desk, with the exception of legal visits. If there is a question as to closer security being necessary, the Duty Warden should be contacted immediately to make the final determination.

DR 525 B Mail Privileges

In accordance with Departmental Rule 525B, it is the policy of the Logan Correctional Center to maximize communication with family, relatives, friends, and others.

Such communication is essential to the reintegration process in terms of morale and maintenance of family and community ties. It is the offender's responsibility to inform her correspondents of the rules and procedures of Logan Correctional Center.

Mail Regulations and Policies:

A. Incoming Mail

1. Offenders are permitted to correspond with anyone in the free community and may receive an unlimited number of letters. All incoming mail, except privileged, will be opened and inspected for contraband by staff in the mail office.
2. Incoming legal privileged mail must be clearly marked as "privileged" and be clearly marked with the name, title and address of the sender.
3. Mailroom staff may spot check and read incoming non-privileged mail. Incoming mail may be censored, inspected, reproduced or withheld from delivery for any of the reasons listed in Department of Correction Rule 525B, Section 525.130(h) or if determined to be obscene by the Publications Review Committee.
4. Incoming legal privileged mail will be opened in the presence of the offender to whom it is addressed to inspect for contraband, to verify the identity of the sender, and to determine that nothing other than legal or official matter is enclosed.
5. Incoming privileged mail may contain communications only from the privileged correspondent

whose name and address appear on the envelope. If non-privileged material or correspondence from a third party is found to be enclosed, such material shall be treated as non-privileged mail.

6. The address on the envelope should show the offender's committed name, number, address and living unit. The correct address is: 1096 1350th Street, Lincoln, Illinois 62656. The sender's name and address should be on the return of the envelope.
7. Unframed photographs and snapshots are permitted. Size is limited to 8" X 10". Fifteen photos or snapshots shall be permitted in any one piece of mail. Offender's name and number should be on the back of each photo. Nude or gang photos and obscene pictures are not permitted. Hand-made glued items are not permitted. The mailroom staff will send a contraband form to be completed and returned to the mailroom. The contraband form is to be marked accordingly and state what is to be done with the contraband based on options provided on the form.
8. Greeting cards are permitted providing they are free of ornamentation and padding and do not exceed 8" X 10" in size. Musical greeting cards are not permitted.
9. Mail containing items other than correspondence, photos, snapshots, news clippings, items considered personal property are to be received through personal property and must have prior approval. Mail not in compliance will be returned to the sender.
10. **Money orders, personal checks or cash are not permitted.** Business checks will be put in a 10-day hold. Personal checks or cash in any amount are not permitted. All monies received shall require the sender's name and address to be identified. If sender is not identified, the item shall be returned to the sender or the Post Office.

Western Union Quick Collect and J-Pay Options

Offenders can have their families send them funds by using Western Union Quick Collect or J-Pay. There is a fee for this service. Western Union Quick Collect information is as follows:

Pay to: Illinois Dept. of Corrections

Code city: ILDOC

State: IL

Senders account #: Include inmate's ID and Inmate's last name.

For additional information concerning J-Pay please have your families call (800) 574-5729 or contact them at www.JPay.com.

11. Unauthorized mail from offenders of other Illinois Correctional Centers or Correctional Centers outside of Illinois will be returned to the sender if prior approval from both Wardens has not been granted. Correspondence must be with immediate family and/or a "Rap" partner with an open and ongoing case. Logan CC policy.
12. Offenders are not permitted to correspond with offenders who have been transferred to Decatur Correctional Center or to Adult Transition Centers (work release).
13. Mail containing communications to an offender (or offenders) other than the addressee will be returned to the sender. Mail is to be addressed to one offender only. Mail not in compliance will be returned to sender.
14. Committed persons may receive any number of approved publications, which can be stored in their storage boxes. Packages being mailed in should be limited to five publications per package. Offenders held in segregation who do not have a correspondence box shall be allowed to possess that amount which would fit into a correspondence box; this would include a combined total of twenty-five publications.

15. Reading material left by visitors for offenders must contain the offender's name and number on each item and must conform to the limited quantities in her possession. Only five (5) publications are permitted per visit.
16. Offenders are not permitted to join book clubs, record clubs, craft clubs, etc. Clubs are defined as those in which the customer contracts to make periodic payments or to receive merchandise on approval and sends payment after receipt and approval of the merchandise. Reading materials received with due bills enclosed will not be accepted. This includes sweepstakes.
17. All incoming non-privileged mail shall be opened and inspected for contraband.
18. When an offender is prohibited from receiving a letter, the offender and the sender shall be notified in writing of the decision.

B. Outgoing Mail

1. You may send as many letters as you wish. Pre-stamped envelopes and stationery are available at the Commissary.
2. Legal mail shall be sent at the offender's expense. Offenders with insufficient funds in their trust account shall be permitted to send legal mail by attaching a signed disbursement slip, which will allow funds to be removed from their trust fund account when funds are available.
3. Offenders must clearly mark all outgoing mail with their institutional name and institutional number. This information should be on the FRONT of the envelope and in the upper left hand corner. Mail that is not properly marked shall be returned to the sender if identity can be determined. If the sender cannot be identified, the mail shall be destroyed.
4. Overweight letters and cards must be accompanied with a signed and witnessed disbursement form. The disbursement form shall be properly filled out including the offender's living unit.
5. Outgoing privileged mail must be clearly marked as "privileged" and sealed by the offender.
6. With the exception of privileged mail, all mail shall be unsealed when collected or placed in housing unit mailboxes. Sealed mail that is not privileged will be opened and returned to the sender if the sender's identity can be determined. If the sender cannot be identified, the mail is destroyed.
7. Outgoing non-privileged mail shall be inspected for contraband.
8. Any outgoing letter can be stopped and returned to the sender if the person to whom it is addressed has notified the Chief Administrative Officer in writing that her/she does not wish to receive mail from that offender. This rule does not prohibit an offender from corresponding with her children unless her parental rights have been terminated.
9. Department employees may spot check and read outgoing non-privileged mail. Outgoing non-privileged mail may be censored, reproduced or withheld from delivery if it presents a threat to security and safety.

C. Miscellaneous

1. If an offender has been transferred or released, incoming first-class mail shall be forwarded to her if her address is known. If no forwarding address is available, the mail shall be returned to the sender. Mail will be forwarded for 30 days in accordance with U.S. Postal regulations.
2. If an offender has been absent from the facility on a furlough or pursuant to writs, her mail

shall be held at the facility for a period of one month, unless she has made a written request to the Warden to have her mail forwarded to another address. At the end of the month, first class mail shall be forwarded to the offender's address, if known, or returned to the sender unless alternative arrangements have been made.

3. The family of one offender is not permitted to send mail or money to another offender. Offenders are not permitted to send mail or money to family members of current offenders.
4. We do not accept mail from the U.S. Post Office with postage due. Such mail will be refused at the U.S. Post Office. No C.O.D. packages are permitted.
5. Requests for payment forms may be submitted to the Mailroom for postage on greeting cards, overweight postage and envelopes purchased through commissary.
6. Offenders are not permitted to use institutional office supplies to make greeting cards...file folders are State property.
7. Offenders who have concerns or questions regarding Post Office/Mailroom policy or procedure should make a request to the Mail Room Supervisor for the needed information (by referral only).

PUBLICATIONS

Logan Correctional Center maintains a current approved/disapproved list of publications. Additions to this list, including all books, magazines, newspapers, and other publications, found acceptable/unacceptable by the Publications Review Committee shall be made available to the offenders at the Institutional Library. Offenders have access to many publications; however, publications which meet the criteria of #1 and #2 below will be disapproved for offender access. When a requested publication is not on the approved list, and is questionable in accord with #1 and #2 below, the offender is requested to send a referral to the Publications Review Committee Chairperson for direction on how to proceed (the publication may have to be reviewed by the committee). The committee shall only prohibit acceptance of any material it finds to be:

1. Obscene, according to the definition of obscenity established by the U.S. Supreme Court; or
2. A clear and present danger to the physical safety and security of persons and property within the facility.

Upon finding a publication unacceptable, the publication is forwarded to the Central Publications Review Committee in Springfield, for review.

Hardbound publications are admissible subject to screening for contraband and review by the Publication Review Committee.

TELEPHONE PRIVILEGES

1. All offenders will be given a "Telephone Number List Request" and must complete the request and return it before any calls can be made.
2. You are limited to a maximum of thirty (30) telephone numbers.
3. After the "Telephone Number List Request" has been turned in, the offender will be issued a Personal Identification Number (PIN#). The PIN number must be dialed in order to make a collect call.
4. Offenders must keep their PIN number confidential. The offender will be held responsible for all calls made using their Personal Identification Number.

5. Offenders are allowed to make collect calls only.
6. Offenders are not allowed to share phone calls.
7. All calls are limited to 30 minutes. Time taken-up by the messages warning that the call time is almost over is added on to the end of the call, so the offender has a full 30 minutes. Offenders placed in temporary confinement will be allowed one 15-minute phone call every 14 days while in "A" or "B" grade status. Offenders in "C" grade status will be granted phone privileges on an emergency basis.
8. Offenders cannot dial numbers with an 800, 888, 900, or 976 prefixes. Offenders may not contact emergency services, directory assistance or international numbers. Offenders also cannot dial numbers where the call number does not accept collect calls or calls from a correctional facility. Additionally, offenders cannot make calls to parolees, ex-offenders, former or current correctional employees or other correctional facilities without written authorization from the Chief Administrative Officer.
9. If the called party attempts to connect a three-way or conference call, the call will be automatically cut off. The call will also be automatically cut off if the called party answers call waiting. Offenders are not allowed to participate in three-way phone calls with any outside persons, including but not limited to, family, friends and attorneys.
10. Called numbers may be blocked at anytime due to excessive use, suspicion of fraud, or harassment of called parties. Numbers that are blocked in the system override the offenders allowed number list. Telephone numbers of offenders on "C" grade will be blocked even if they are listed under a different pin number.
11. Consolidated Communications has set up toll limits on collect calls placed by an offender to a given individual on her approved list. Once the toll limit has been reached, the number called will automatically be blocked until next month.
12. Offenders are to resubmit a whole new phone list with all the numbers on it when they want to make changes to their list. This means the new numbers they want to add, the numbers they want to delete and the numbers they want to keep.
13. You may add, delete or change numbers on your telephone list once per calendar month, except in emergency situations. **You are responsible for keeping a list of numbers submitted.**
14. If thirty (30) telephone numbers are on the list, it will be necessary for the Offender to delete a current number from her list in order to add a new number.
15. If she has thirty (30) telephone numbers on her list and she submits a new phone list with a new number to be added without also requesting a number to be deleted, the new number will not be added.
16. All calls made using the PIN system are subject to monitoring.
17. When placing an attorney on the telephone request list, be sure to identify the relationship as "attorney" or "legal counsel".
18. Reception & Classification offenders will be allowed weekly phone privileges once they have their authorized/approved pin number.
19. Slamming, throwing and otherwise abusing the phone equipment will result in discipline and

immediate loss of phone privileges.

20. Using vulgar, abusive, threatening language on the phone is not allowed.

HOW TO USE THE PIN SYSTEM

Placing the call:

After dialing 1 for English or 2 for Spanish, you will enter your Personal Identification Number (PIN). You will be able to call the numbers that you requested on your PIN form (up to twenty numbers). You can add or delete numbers on your list monthly.

Common Complaints/Problems which the Offender may experience:

1. The offender dialed the PIN number incorrectly.
2. PIN number entered in correctly or too slow (more than a 2-second pause between numbers).
3. PIN number forgotten.
4. PIN number was entered into the system incorrectly (turn in a correction sheet).
5. Telephone number not allowed.
6. The offender did not request the number.

If the offender has a problem with a telephone number on her list, it could also be blocked. If the number is blocked by the Consolidated, the offender will receive an error message immediately after dialing the number. If the number is blocked by the long-distance carrier or the local phone company (the called party's service provider), the called party has to contact their provider to have the block removed.

Telephones are available on general population housing units every day in accordance with an offender's institutional status. A special telephone call can be requested in the case of a critical illness or death within an offender's immediate family. ALL TELEPHONE CALLS ARE TO BE COLLECT. In accordance with DR 525B, Section 525.150, telephone calls are subject to monitoring and recording at any time by institutional staff unless prior arrangements have been made to make a confidential collect phone call to your attorney.

Family and friends may call **Securus** (1-800-844-6591) for customer service, rate information or any other questions or they may write to the telephone company at:

Securus Correctional Billing Services
PO Box 1109
Addison, TX 75001

Unmonitored Attorney Phone Calls

All offenders' telephone calls shall be subject to monitoring and recording at any time by department staff, unless prior special arrangements have been made to make or to receive confidential telephone calls to or from their attorneys.

For the offenders who are on phone restriction, the attorney must contact the facility to request an offender/attorney phone call. Calls should be limited to 30 minutes absent extraordinary circumstances that are approved in advance by the Warden.

MARRIAGE

An offender who wishes to become married shall submit a referral to the Chaplaincy Department. Upon receipt of referral, the Chaplain will schedule an interview with the offender to explain the marriage policy. The Chaplain will then schedule marriage counseling with both the offender and her fiancé.

After all requirements have been fulfilled, the “Notice of Intent to Marry” form will be forwarded to the Assistant Warden of Programs for review and then to the Warden for approval or denial, based on security concerns or the best interest of the offender. If approved, all financial obligations shall be borne by the offender.

Additionally, Logan Correctional Center shall provide a suitable location for the ceremony within the institution but shall not provide facilities for consummation of marriage or a reception. Marriage between two offenders confined within Department facilities shall be prohibited.

DR 503B Transfers

An offender may be transferred by the Department to any of its facilities or programs or as otherwise permitted by law. An offender may be transferred to Decatur Correctional Centers in accordance with established procedures in DR 503B. It should be noted that Decatur Correctional Center provides a managed system of support and services for the female offender in order to re-establish and strengthen the relationship between the offender and her children. If an offender is interested in transfer to Decatur Correctional Centers, she should send a referral to her Correctional Counselor.

DR 455 Adult Transition Centers

Offenders involved in this program live in the Transition Centers and are released during the day to work or attend vocational training. Offenders in centers can also earn the privilege of leaving the center to conduct personal business, shop, visit with their families, etc. This program is available to offenders during the last 24 months of their sentences. In order to participate, offenders must be able to work or attend school/training programs. For specific information contact your assigned counselor. DR 455 explains work release criteria in detail.

MOTHER/CHILD REUNIFICATION PROJECT

Mother and newborn child live in a residential program with full counseling and program services outside of the institution. Eligibility requires meeting all work release criteria, history of substance abuse, and DCFS clearance. For specific information, please contact Family Services. This program is currently offered through the Women’s Treatment Center, Chicago, Illinois

ELECTRONIC DETENTION PROGRAM

An extension of the Work Release Program or a condition of parole is the Electronic Detention Program. Under the Electronic Detention Program offenders may be detained in a community residence or facility by use of electronic monitoring equipment. This equipment enables continuous monitoring of the offender through use of an electronic signal emitted from a transmitter which must be worn by the offender at all times to determine when the offender is at or away from the host residence.

ESCORTED CRITICAL ILLNESS OR FUNERAL FURLOUGHS

Critical illness or funeral furloughs may only be granted in the case of a verified spouse, child (stepchild or adopted child), parent (stepparent or foster parent), brother, sister, or legal guardian. Furloughs may be approved or denied based on various circumstances. A furlough shall only be granted for a visit with a terminally ill person (critical illness means a terminal illness where death is imminent) at a hospital during daylight hours or for a deceased person a private viewing at a funeral home during daylight hours. A funeral furlough shall not be granted to an offender who was granted a furlough to visit the deceased person during the time of the person’s illness.

Other circumstances to be considered prior to furlough approval or denial are the disciplinary record and institutional adjustment of the offender, nature of illness or death, and security and safety precautions for staff and offenders at the furlough site. Payment for the furlough must be received prior to the scheduled furlough. Offenders must be in A-grade with low escape risk. Critical illness or funeral furloughs shall be limited to 30 minutes at the hospital or funeral home.

An offender may be approved for a phone call to a family member during a critical illness or death of an immediate family member. Visitations by family members to the offender are also encouraged.

For prompt processing, offenders are to inform their counselor immediately of their furlough request.

Funerals

If a funeral furlough could not be arranged, the offender's family can arrange to send a funeral video to the facility for the offender to view. This must be arranged by the offender's counselor, who will obtain the necessary approval or denial for such video. Upon approval, the offender's family will be given the proper procedure to submit the funeral video. The mail room will notify the Chaplain when the funeral video has arrived. The Chaplain will then first review the video and then schedule a private viewing for the offender in the Chaplain's office.

DR 535 Personal Property

The personal property an offender can possess in her housing unit is standardized at the Logan Correctional Center in accordance with DR 535. It may be necessary to restrict some approved items based on security, safety, or sanitary reasons.

PERSONAL PROPERTY STORAGE BOXES

1. Every offender shall be issued a personal property box. Upon request an offender shall be issued a correspondence box.
2. When an offender is not in her living area, all property maintained in the living area shall be stored in the closed personal property box, except: 1 bar of soap, 1 rubber soap dish, 1 roll of toilet paper, 1 toothbrush, 1 tube of toothpaste, eye glasses, dentures/cup, artificial prosthetics, one white towel and washcloth, fan, television, AM/FM radio/cassette player, typewriter, desk lamp, headphones, ear plugs, 1 approved laundry bag/soiled clothing inside, photo album, 1 drinking cup/mug/tankard, wet outer wear, 1 pair of footwear and 1 religious book such as a Bible or Koran. Dog clothes do not have to be in the boxes.
3. All property in a living area shall be stored in a manner that will not obstruct lines of sight or paths of egress or access to the living area.
4. A correspondence box shall be issued. Legal materials, publications and correspondence may be stored in the correspondence box in an offender's living area. These materials may also be stored in the personal property box. No food, clothing, personal hygiene items or other non-written materials may be stored in the correspondence box.
5. Offender's that have excess legal material can write the Law Library for approval for a legal box. The Law Librarian will verify the legal material and then notify Personal Property of the need for a legal box.
6. The affixing of posters/photographs/paper or any other items to the walls, ceiling, floors, doors, windows, bars, furniture or storage boxes shall be prohibited.
7. An offender, who damages, defaces or loses a property or correspondence box shall be subject to disciplinary action in accordance with the provisions outlined in Department Rule #504.

PERSONAL PROPERTY RESTRICTIONS/INFORMATION

1. All Offenders must have receipts and/or contracts for ALL items from commissary. It is the offenders' responsibility to show ownership.

2. Clothing must be either State issued or purchased from the Commissary or previously approved by this facility.
3. Only electrical appliances listed within this handbook will be allowed. All electrical appliances must be turned off when offenders are out of their rooms. Light bulbs, lampshades, etc. should not be covered with cloth or paper or extension cords run under rugs as this creates fire safety concerns.
3. Prior to receiving jewelry, watches, or electrical items, the offender will be required to sign a Personal Property Contract. Contract items will be marked for identification. If an offender does not have a proper contract for an item, it will be confiscated, and disciplinary action taken in accordance with DR 504A. Copy of notarized marriage license must be presented to Personal Property prior to offender being issued a personal property contract for a wedding band (no stones).
4. An offender will not be allowed to exchange with or loan to another offender, items of personal property. If these items are confiscated, they will not be replaced.
5. Offenders needing maternity clothes must submit a written request to Personal Property. Personal Property will verify the pregnancy with the Medical Department. Pregnant offenders can write Personal Property requesting large size clothing (bras, underwear, shirts, pants, pajamas, robe, coat and boots) every 2 months.
6. When an offender's assignment to a room or housing unit is changed, she shall be responsible for identifying all personal property by contract or cash register receipts and, in the presence of an employee, packing it in her property box. Property shall be moved by the individual offender. However, if an offender's behavior is threatening, violent or dangerous, it shall be the responsibility of the Zone Lieutenant, prior to the end of the shift on which the transfer was made, to ensure that the personal property is packed and inventoried on a DCA 22 091 in the presence of a witness. The inventory will be signed by the individual packing the property and the witness. A copy will be placed in the container, the container sealed and transferred to the appropriate living unit. Medication is NOT to be packed in boxes. It will be delivered to the Health Care Unit.
7. Items altered in any manner after receipt will be confiscated and the owner may be disciplined. Altering includes cutting, sewing, marking, tie-dyeing, altering the appearance in any manner or using the item for purposed other than intended.
8. Hooded clothing items are not allowed.
9. Clothing that exceeds authorized maximum allotments of personal property items or is otherwise not an approved property item will be confiscated and disposed of in accordance with personal property guidelines.

CLOTHING ORIENTATION

There is a 180-day (6 months) exchange policy on underclothes such as bras, panties, and socks.

1. You are responsible for your clothing.
2. All clothing must be exchanged. Bring them with you when you come to Personal Property.
3. If your underclothes are lost, stolen, or destroyed before the 180-day period, you will not be given new ones. You can however purchase them.

It is not the officer's responsibility to call Personal Property. If you have a problem with a clothing item, you need to submit a slip.

You need to put everything in writing on your request that you need. When you come to Personal Property, you will only receive the items that you have on your request slip. Your pass to Personal Property will state what to bring to exchange. All underclothes will be issued new. Outer garments will most likely be used but in good shape.

REIMBURSEMENT FOR EXPENSES

All offenders shall process property loss through the offender grievance process in accordance with Department Rule 504F. Liability for property loss shall normally be limited to loss as a direct result of staff conduct or lack of supervision. Offenders will not normally be reimbursed for the following without the prior written approval of the Director:

1. Unauthorized items or items loaned, traded, sold or bought from other offenders.
2. Property losses as a result of riots, general disturbances, fires or natural disasters.
3. Losses or theft exclusively caused by other offenders.
4. Losses of property which was abandoned by the inmate during an unauthorized absence such as escape, attempted escape or failure to return.

PROTECTIVE CUSTODY OFFENDERS

Protective Custody offenders will be allowed to keep all privileges and property unless they are privileged restricted or Segregation status. Protective Custody Offenders in Segregation status shall be subject to all Segregation guidelines.

INTER-INSTITUTIONAL TRANSFERS

1. Prior to transfer, the offender shall bring her personal property to the Personal Property Office where items allowed at the receiving facility shall be packed in approved containers and non-approved items in another container and an inventory made of the items in each.
2. Non-approved items shall be disposed of by mailing them out at the offender's expense; making arrangements to have a visitor pick up the items or authorizing the Department to dispose of these items.
3. Personal property given to a third party for transport must be receipted by the person receiving it.

TEMPORARY ABSENCE

When an offender leaves the institution on a temporary absence, e.g., return to county jails for new trial, hospitalization, etc., the below procedures will be followed:

1. The offender shall bring her personal property to Personal Property where it will be inventoried by the Personal Property Officer and packed.
2. In emergency situations, the Shift Commander will be responsible for ensuring that the property is inventoried.
3. The property will be stored at Personal Property until the offender is returned.
4. Upon return, the container will be opened in the presence of the offender and her copy of the inventory checked against the one sealed in the container. Any discrepancies will be noted, and the employee and offender will sign the inventory, which will be filed in Personal Property.
5. Medication is NOT to be packed in boxes. It will be delivered to the Health Care Unit.

PAROLE OR DISCHARGE

1. On the day before release, it is the offender's responsibility to take her personal property to the Personal Property Office where it will be inventoried and packed in her presence. The inventory will be signed by the Personal Property Officer and the offender.

2. Personal Property sent out prior to the release date must be checked against the offender's file in Personal Property and a copy of the inventory placed in the container.

DISPOSAL OF CONTRACT ITEMS

1. When an offender wishes to leave any electrical appliance except a razor to another offender, the item becomes property of the state. The receiving offender cannot donate to another offender. These items cannot be transferred nor can they be taken home.
2. A permit item may not be transferred from one offender to another while the owner is still incarcerated.
3. Clothing may not be left to another offender.
4. Clothing that wears out, that an offender outgrows, or that is being replaced will be disposed of in accordance with personal property storage provisions.

STATE ISSUED APPLIANCE

1. Offenders must write personal property requesting State issue television.
2. The offender's name is then put on the waiting list in the order in which their request was received.
3. Files are checked for eligibility of state issue
 - a. Offenders must be in "A" grade to receive unless an exception is made by the Warden of Assistant Wardens.
 - b. Offenders cannot shop commissary for clothing and/or appliances, purchase tapes, books, or jewelry.
4. State issued appliances do not go on transfer or home.
5. The television will be loaned for one year if offender remains in "A" grade.
6. The returned state issue appliance will then be issued to the next eligible offender on the list.
7. When an Offender leaves the institution due to MSR, parole or discharge, she may not leave her appliance(s) to another offender.
8. When you receive loan equipment, a contract for that item will be placed in your record, making you responsible for its eventual return. You are responsible should it become lost, stolen, broken, sold, traded, modified or abused in any manner, and could receive a disciplinary report as well as pay restitution.
9. When you leave this facility, you must return the equipment to Personal Property in the same condition in which it was received.
10. When you buy a new item of your own, you must return the loaned item before receiving the new one.
11. Offenders participating in this program will be monitored on an on-going basis. Their participation may be terminated for the following reasons:
 - a. Possession on loan equipment will normally be terminated after 12 months or less.
 - b. Records show Commissary and catalog orders have been exceptionally large and/or frequent.
 - c. More than 45 days "B" grade in a 6-month period has been accumulated or disciplinary segregation placement has been approved. Any "C" grade placement over 15 days.

Audio Cassettes

Below is a list of the approved Audiocassette vendors:

Books on Tape

Recorded Books, LLC
Audio Editions
Christian Books Distributors - CDB

Audiocassettes

Park Central
Music by Mail

- Offenders may possess up to 18 audiocassettes.
- All audiocassettes must be factory sealed when received by mailroom.
- Family members may order audiocassettes but must be sent to offender directly from the vendor.
- Visitors are not allowed to bring or leave audiocassettes for offenders during visits.
- Offenders may receive audiocassettes sealed or unsealed directly from religious organizations. The CAO or Chaplain may review and deny such audiocassettes.
- Audiocassettes that contain screws in the case are NOT permitted.
- Logan reserves the right to open and review any audiocassette.

PERSONAL PROPERTY

The offender may send personal property home at her own expense if she no longer wants it in her possession or she may have the property destroyed. Any questions regarding these procedures should be directed to the Personal Property Department.

Personal Property List

Clothing	The State will issue	Can be purchased at Commissary	Combined Totals
Gloves	1 pair	1 pair	2 pairs
Jean Jacket	0	1	1
Maroon Windbreaker	0	1	1
Thermal Top	0	1	1
Thermal Bottom	0	1	1
Stocking Cap	1	0	1
Navy Pants	3	0	3
White T-Shirt	3	0	3
White Socks	3 pair	6pair	9 pair
Tennis Shoes	1 pair	1 pair	2 pair
Coat/Winter	1	0	1
Underwear	3	6	9
Bras	3	2	5
Robe	1	1	2
Pajamas	1	1	2
Work Boots	1 (memo from Supervisor)	0	1
Exercise shorts – gray	0	1	1
Shower Shoes	0	1	1
Ski Band	0	1	1
Grey Sweatpants	0	2	2
Grey Sweatshirt	0	2	2
White/Blue Polo Shirt	0	1	6
Head Scarf (for Medical or religious Purposes Only)	0	1	1

Exchanges of state issue clothing may be made every six (6) months (supply providing). The Offender will pay for requests for any earlier exchanges.

Any state issue items not returned, whether for transfer, parole or discharge, offender will be charged for.

Linens	The State Will Issue	Purchased at Commissary	Combined Totals
White Towels	1	1	2

Whitewash Cloth	1	2	3
Knit Laundry/	0	1	1
Commissary Bag			
Cosmetic Bag	0	1	1
White Pillowcase	1	1	2
White Sheets	1 set	1 set	2 sets
Blanket	1	1	2
Mattress (per person)	1	0	1
Mattress Pad	0	1	1
Pillow	1	0	

Any Commissary purchases in excess of personal property compliance must be turned in on Thursday AM mass Movement for mail out, visit pick-up or destroy. Audio visual and commissary clothing apply.

Games

Pinochle Cards – 1 deck
Playing Cards – 1 deck

Batteries (as needed)

Type AAA
Type AA
Type C
Type D
Watch Battery

Audio/Visual & Equipment*

Fan – no larger than 10" w/plastic
Shroud & Guard - 1
Television – 1
AM/FM Radio – 1
AM/FM Radio Cassette player – 1
(single deck, no detachable
Speakers)
Walkman – 1
Electric shaver – 1
Calculator – 1
Desk light – 1

Cosmetic/Drug Store

Acne medication – 1 unit
1 bottle only of the following:
- Pain Relief
- Tylenol
- Ibuprofen
- Allergy
- Chest rub
1 body deodorant
1 body lotion
1 body powder
2 bar soap/body wash

Containers

Plastic Bowl – 1
Plastic Cup – 1
Plastic Soap Dish – 1
Lamp Bulb – 1

Stationary/Writing Supplies

Pre-stamped Envelopes – 20
Pens – 2
Folders – 6
Brown envelopes – 4

Miscellaneous

Address Book – 1
Calendar – 1
Co-Ax Cable – 1
Eyeglasses – 2 pair (reading/prescription)

Art Supplies

Correction tape – 1
Note pad – 2
Notebook paper – 1 package
Pencils – 8
Photo album – 1
Scotch Tape – 1 roll
Color Pencils – Set of 12

Photo/Reading/Legal Materials

Publications are limited to the amount which can be stored in the storage boxes.
Paintings – 2
Legal materials as needed

Clocks/Watches/Jewelry

1 wedding band (no stone – not to exceed \$50 value)
1 standard wristwatch (Department approved – not to exceed \$50 value)

1 cold medication
 1 cologne
 2 each comb/hairbrush
 1 box cough drops
 1 pkg. denture adhesive
 1 denture cleaner
 1 pkg. emery boards
 1 foot powder
 2 sets hair rollers
 1 hand lotion
 1 pkg hair band/ties
 1 hair conditioner
 1 hair dressing
 1 lip balm
 1 mouth wash
 1 nail clippers
 1 petroleum jelly
 1 replacement razor head
 1 shampoo
 1 bottle of vitamins
 1 box upset stomach tablets
 1 eyeliner
 1 false teeth (as needed)
 1 hair net
 3 lipstick
 1 mascara
 3 nail polish
 1 sanitary napkin
 2 units tampons
 1 suntan lotion
 1 toothpaste
 1 toothbrush

Religious Materials/Jewelry

2 Rosaries
 2 (2x3) Prayer rug
 1 approved religious medallion w/chain
 - to be worn around neck only
 - shall not exceed 2 in. in height
 - chain shall not exceed 24 in length or 1 in.
 in diameter
 - total value shall not exceed \$50

Food/Grocery Items

1 box artificial sweetener
 6 bags of candy
 6 candy bars
 4 Little Debbie's snack cakes
 4 Hostess snack cakes
 10 individual pies or honey buns
 2 Hershey big blocks
 12 soft drinks
 1 catsup
 6 units of chips
 1 bag cocoa
 2 pkgs coffee creamer
 2 units cookies
 2 units crackers
 2 units doughnuts
 1 fruit drink mix
 2 pkgs honey
 2 pkgs instant coffee
 4 noodles cup soup
 1 pkg instant tea
 10 jelly individuals
 2 strips mayonnaise
 2 units mustard
 1 laundry soap
 1 dryer sheets
 2 units nuts
 1 unit peanut butter
 2 processed cheese dip
 2 processed cheese spread
 1 each salt and pepper
 48 tea bags
 12 bottled waters
 1 dry cereal
 1 dry milk
 2 strips hot sauce
 1 box Ziploc bags

These are the only Personal Property items that can be left outside of the offender's Personal Property Box.

1. Hygiene items of; 1 bar of soap, 1 rubber soap dish, 1 roll of toilet paper, 1 toothbrush, 1 tube of toothpaste.
2. Eyeglasses
3. Dentures and denture cup
4. Artificial eyes, artificial eye receptacle, and artificial limbs.
5. One white towel
6. One white washcloth
7. Equipment items:
 - a. Fan,
 - b. Television,
 - c. AM/FM radio
 - d. AM/FM radio cassette player,
 - e. Typewriter,
 - f. Desk light
8. Headphones
9. Earplugs
10. One approved laundry bag
11. Soiled clothing items which are inside the laundry bag
12. One photo album
13. One Religious book such as Bible or Koran
14. One drinking cup or mug
15. Wet outerwear
16. One pair of footwear
17. One unfinished painting
18. Coat to be hung in an area designated by the Chief Administrative Officer.

NOTE: Upon a room/unit/facility transfer / 7:00 a.m. count/and any time directed to by an officer, the below items are the only items allowed to stay out of the Personal Property Box:

1. AM/FM Radio
2. AM/FM Radio Cassette Player
3. Fan
4. Television
5. Typewriter
6. Headphones

The Segregation and Temporary Confinement status offenders will only be allowed the following:

Clothing Items (only State issue)

Tan jumpsuit (1 clean jumpsuit 3 times weekly)

Coat (as needed)

1 Washcloth

1 Towel

2 Sheets

1 Pillowcase

1 Blanket (1 additional as needed)

1 pair of shoes or boots

3 pairs of socks

5 pairs of panties

3 t-shirts

Cosmetic Items

1 Hair Dressing

1 Deodorant (non-alcohol based)

1 Soap

1 Toothbrush & Toothpaste and holder

1 each

Shampoo/Conditioner

1 each comb and brush

1 toilet paper

1 box sanitary pads

Other Items

Reading/Writing material that can fit in a correspondence box, if one is allowed

1 neck chain with religious medallion

1 Wedding band (no stones)

1 Watch

1 pair prescription eyeglasses

1 each dentures/adhesive/cleaner

Medication as determined necessary and approved by Health Care Unit

Commissary

Personals Only (with the exception upon approval for fan, shower shoes, bras, socks, underwear, and t-shirts). Offender is to send excess amounts to Personal Property.

Audio/Visual Equipment

Audio/Visual equipment is denied when placed in segregation. However, after more than 60 consecutive days on the same rule infraction and offender may submit a written request to the Unit Superintendent for restoration of these privileges. Consideration will only be given to those offenders who have had no Institutional Disciplinary Reports in the last 60 days.

If an IDR is received by an offender who has had their audio/visual equipment returned, this equipment would be confiscated. The adjustment committee will notify the Segregation Lt. If an offender is found guilty of an IDR and the Lt. Will remove the A/V equipment. Confiscation or return of any audio/visual equipment will be documented on an inventory form, with one copy to the owner and the other to the master file.

NOTE: Those offenders who are in investigative status can have their audio/visual equipment if they possessed it prior to being placed in this status.

PROGRAMS and SERVICES

An offender's race, religion, national origin, sex, disability, or political views shall not be considered in making administrative decisions and/or in providing access to programs. All offenders shall be equally considered for participation in institutional programs offered.

ACADEMIC PROGRAMS INFORMATION

Office of Adult Education and Vocational Services (OAEVS)

A. Adult Education

If you are interested in participating in an Adult Educational or Vocational program, you may submit a request slip to the Educational Facility Administrator (EFA), or to the college Associate Dean.

The educational department at Logan Correctional Center provides classes in Adult Basic Education (ABE), Advanced ABE, and Adult Secondary Education (ASE). The ABE program will provide basic skill instruction to students, and it is mandatory for those who test below a 6.0. The Advanced ABE class is for students who score between a 6.0 and an 8.0 on the TABE. Students in the ASE class are working towards their high school

equivalency certificate.

It is standard procedure for each offender to take the TABE test. A student's placement in one of the three academic classes is dependent upon the TABE score and class availability.

The 90 day Mandatory Education Program requires that all offenders who have been committed to the Adult Division on or after January 1, 1987, who have been sentenced to two or more years and who score below a 6.0 on the TABE test will be enrolled or placed on the waiting list for the 90 day program.

If your TABE score is 6.0 or higher and you are interested in participating in an Academic or Vocational Program, submit a request slip to the Academic office or the Vocational office.

Incentives for completing the Mandatory Program with at least a 6.0 on the TABE are:

1. The opportunity to advance to the Adult Secondary level and pursue a High School Equivalency Certificate.
2. The opportunity to advance to the college level.
3. The opportunity to apply for institutional job assignments at a higher pay rate.

Vocational (non-college) programs leading to certificates and eligibility for licensing are Cosmetology and Nail Technology. A TABE score of 8.0 or higher and a HS/HSE are needed for success in these programs.

Offenders shall be placed according to educational assessment and release date. Students shall be immediately placed in their requested or required educational assignment if vacancies exist unless otherwise specified in administrative directives. If classes are filled to their capacity, students shall be placed on a waiting list for the program requested or required. Students shall be placed on the respective waiting list by projected release date; shorter outdates having priority over longer remaining sentences.

Students shall have enough time remaining from their projected release date to complete or benefit from the educational program. Students with enough time remaining to complete a significant portion of a program shall have priority over those who do not. The EFA shall determine placement priorities.

B. Lake Land College

Vocational programs leading to certificates are Construction Occupations and Horticulture. Vocational programs are open entry/open exit. The vocational programs offer certificates after completing specific courses in each program ranging from a total of 15 to 34 credit hours.

Career Technology is also offered and is focused on offenders who are 'soon to be released.' It does not lead to a certificate.

Academic courses are offered during college modules. There are five modules offered per year. Limited academic courses are available in each module. Specific academic courses are required to complete an Associate of Liberal Studies (ALS) degree. The ALS degree allows for a combination of academic and vocational training course work totaling the required 64 credit hours.

Requirements: The student must possess and provide proof of high school graduation (school transcript) or HSE certificate prior to being placed on a wait list. The student must score 8.0 on the newest Test of Adult Basic Education (TABE) in order to enroll in any vocational/academic program. [Career Technology allows for an exception to these requirements; only a TABE score of 6.0 or higher is required.] Individuals interested in enrolling in Lake Land College programs should submit a request slip to the college office in the Vocational Building. Upon receipt of the request slip, an orientation session will be arranged for the prospective students.

Students will complete all enrollment requirements (forms, transcripts, etc.) prior to enrollment in a college program. Once enrolled, all students are expected to complete their course(s)/program or not be eligible to re-enroll.

HELPING PAWS DOG TRAINING PROGRAM

The Helping Paws Program employs offenders through Correctional Industries to train service and shelter dogs for placement in the community.

Eligibility criteria for Offenders to be considered for the program are as follows:

- Must be "A" grade

- Must be Low or Moderate escape risk
- Must be Minimum or Medium security level
- No less than 1 year MSR for a Secondary position (at time of hire)
- No less than 3 years MSR for a Primary position (at time of hire)
- Must not be a required sex offender registrant
- Cannot have a case involving a child
- Must achieve T.A.B.E. score of 6.0 or above
- No tickets in the last 6 months
- Must live on House 1 prior to being placed in the program
- Must live on the Helping Paws north or center wings and complete required training hours as a Secondary in the program before becoming a Primary

All interested inmates are to submit request slips to the placement office.

SUBSTANCE ABUSE PROGRAMS

WestCare

The WestCare Center provides substance abuse treatment at Logan Correctional Center.

The primary objection of the Program is to reduce the incidence of substance abuse/addiction, disruptive behavior, and criminal recidivism within communities by providing substance abuse treatment and effective intervention programs to incarcerated women.

The length of time in treatment is determined by the individual needs of the offender, typically 6-12 months.

The Program operates a modified Therapeutic Community. The Therapeutic Community is based on the premise of WestCare Center women coming together to create an environment of mutual accountability, mutual respect, and working together to reinforce "right living". The curriculum used is evidence based and gender specific.

The Center Treatment programs are housed in HU3 at Logan Correctional Center. There are two Substance Abuse Treatment Programs:

1. General Revenue Program

Women in treatment attend psycho-educational groups to increase their knowledge of alcohol and drugs, substance abuse, the effects of substance abuse (mental, physical, social and spiritual), and the recovery processes. They are assigned to participate in one of two (3 hours each) daily didactic groups Monday - Friday. Each participant is expected to attend 15 hours of group each week. The group topics include: Steps 1-12, Stress Management, Changing Thinking, Problem Solving, Decision Making, Healthy Relationships, Grief and Loss, HIV & STD's, Physical Wellness, Goal Achievement, Relapse Prevention and Recovery Plan Development.

2. Dual Diagnosis Program at Logan Correctional Center

The Dual Diagnosis program housed at Logan Correctional center provides custodial substance abuse treatment for female offenders, the only dual diagnosis program in the state of Illinois in a prison system. Female offenders who present a need to learn to manage their mental health and substance abuse recovery are screened, evaluated and deemed appropriate for substance abuse treatment. Appropriate levels of treatment are delivered within a therapeutic community structure. The Seeking Safety program is an integral part of treatment dealing with substance abuse issues and post-traumatic stress disorder. The format teaches offenders to recognize safe and unsafe behaviors, improve coping skills, identify problems to work on, demonstrate commitment, and to regain control of serious symptoms. Offenders also learn how to release dangerous relationships, discontinue substance abuse, eliminate harmful behaviors, and stop the reenactment of trauma. Additionally, women in treatment in the Dual Diagnosis program participate in special group/activities that address their mental health concerns as well as their substance abuse issues.

Criteria for Admission

Only those offenders who present a history of alcohol/substance abuse in their past will be admitted to the program. All offenders entering the Wells Center Program must have a minimum of 6 months or if qualified for EGCC a minimum of 9 months left to complete on their current incarceration.

Criteria to be accepted into WestCare Center Programming are the following:

- Must provide a history of alcohol/drug abuse.
- Must be willing to commit to a new life without the use of alcohol and drugs.
- Must be willing to sign an agreement indicating willingness to comply with IDOC and Wells Center's rules.
- Must not be C graded, in Segregation, or pending a major ticket.
- Must have minimally 6 months and no more than 3 years until mandate sentence release date.

In addition to the above criteria, acceptance into the Dual Diagnosis program requires:

- Must have a diagnosis for mental health disorder. The diagnosis must be such that the offender can safely participate in and benefit from the Dual Diagnosis treatment.
- Must demonstrate stabilized behavior, including following recommendations from the staff at Logan Correctional Center Mental Health Unit.

If you are interested in being interviewed for treatment, please send a referral to the WestCare Center.

Hazeldon Drug Education Course

Hazeldon is a twelve-week program, which uses the 12-step program based on the philosophy of Alcoholics Anonymous and Narcotics Anonymous. This program is offered through Clinical Services.

AA/NA Meetings

AA meetings are offered during evening hours. This program is facilitated by Volunteers when available.

CASE MANAGEMENT/COUNSELING

Clinical Services

Each offender is assigned a Correctional Counselor. Clinical Services provides a managed system of offender services that includes personal counseling, finding community resources for parole planning that addresses a wide range of institutional issues including such areas as offender discipline, housing assignments, requests for transfer and other issues that relate to the offender, and that completes the necessary paperwork for the offender's release to parole. The assigned counselor should be the first person contacted when an offender needs assistance.

When an offender wants to see her counselor, the offender should send a written referral to their assigned counselor stating their concern or question. If further assistance is needed, the offender should direct their concerns to the Casework Supervisor.

Social Security Cards and Birth Certificates

It is imperative to have a Social Security Card and Birth Certificate in order to obtain employment upon release. To assist offenders in this endeavor, the following information and procedure to secure these

items before release follows:

If an offender arrives with a Social Security Card and Birth Certificate, Personal Property staff will take it and place it in a confidential envelope. It will be forwarded to the Record Office and they will place it in the Master File until the offender's release.

The Social Security Administration will only provide a duplicate Social Security Card. If an offender does not already have a Social Security Card, she CANNOT apply for one while incarcerated. It is the policy of the Social Security Administration for offenders who are applying for the first time to be interviewed in person, at which time they will need to provide a birth certificate and an additional form of identification.

Upon receipt of a duplicate social security or birth certificate the Mailroom shall send a notice to the offender and forward the document(s) to the Record Office. The document(s) shall be kept in the offender's Master File and forwarded to Field Services when the offender is six months from her MSR date. Field Services shall give the document(s) to the offender upon release.

Temporary Identification Cards for Released Offenders

The Department shall issue temporary identification cards to offenders upon their release, who provide the required documentation and fee along with a timely request for an identification card to their counselor. An identification card shall be issued by the Department in the name of the offender exactly as shown on the committing court documents. This card may be used as one form of identification required by the Secretary of State to obtain a State of Illinois Identification Card.

In order to obtain a temporary identification card, offenders shall:

Submit a written request to their counselor no later than 5 days prior to their release on parole, MSR, discharge or pardon, whenever possible. The request must include:

1. Notation that their social security card and certified birth certificate have been properly received and are located in the master file.
2. If the name on the birth certificate does not match the name on the committing court documents and social security card, an official copy of a marriage license or other documents authorizing a legal name change to the name shown on both the committing court document and social security card.
3. An authorization for the payment of a \$1.00 fee from the offender's trust fund account in accordance with AD 02.42.105, Disbursements.

It is the offender's responsibility to obtain the required documentation for the issuance of the identification card. The facility shall ensure the safekeeping of the required documents and they shall be returned to the offender upon their release along with the identification card.

The identification card will be distinctively labeled "Released Offender ID" and will have an expiration date 30 days from the date of issuance.

Drug Education/ Alcoholics Anonymous – This is a voluntary program for the Offender population. The program is an evidence-based program by Hazelden "A Design for Living" Substance Abuse curriculum. This program is facilitated by a CAD/C certified Correctional Counselor and designed for approximately 25 offenders. This program meets on Thursday evening from 5 p.m. til 6 p.m. This program is a 12-week program that is a controlled environment, in which offenders are not allowed to enter the program throughout the 12 weeks. This Program is not statutorily mandated.

Parole School I – It is an interactive seminar for offenders that are six months within their release date. This seminar is once a month for a total of three hours. Offenders receive detailed instructions on completing Residence Plans Form, requesting Halfway House Placement, and applying for Interstate Compact. Parole requirements and expectations will also be discussed. The purpose of the Parole School is to provide

offenders with specific information pertaining to release and parole and better prepare parolee into society with information and necessary tools to become a crime free and responsible member of society. This is facilitated by Field Services Counselor

Parole School II – It is an interactive seminar for offenders that are one month within their release date. This seminar is done once a month for a total of one hour. It was designed to alleviate the stress and anxiety offenders may feel as they are nearing their parole date. Topics that are discussed during this seminar are comprehensive review of the MSR Release Packet; review of Parole stipulations, a comprehensive discussion of common scenarios which offenders may face upon release, and the introduction and explanation of the Resource Guide and Parole Passport. This is facilitated by the Field Services Counselor.

Lifestyle Redirection-Program designed to challenge offenders to take advantage of programs which will enhance their opportunity to return to society as productive citizens. The emphasis of the program is to establish victim empathy and ensure the client understands the impact her crime has had on society as a whole. Each module will be one week in length, four days a week, two hours a day for a total of twelve (12) weeks. A waiting list will be kept by Clinical Services

Storybook Project-This is a project where offenders read a storybook onto CD which is sent to their children. Offenders with children 1-14 years old and interested in participating in this program may fill out the form Operation Storybook and send it to Clinical Services.

Please see your assigned counselor for more information on any of the aforementioned programs.

PAROLE PLANNING

It is important to start making plans for parole upon arrival. The R & C Counselor will ask all offenders upon their arrival for the name and address of the individual they plan to live with upon release from Logan. The Reception counselor will input that initial plan in the Offender Tracking System. If the information changes throughout your stay at Logan then provide new information to Field Services immediately with the name, address and telephone number of the individual you plan to live with. The new information will be updated once again in OTS.

Each offender should do a personal assessment and then take advantage of self-improvement programs such as the Drug Education, Anger Management, Lifestyle Redirection and Educational programs and Vocational Programs.

INTERSTATE COMPACT

If you wish to parole out of state, requests shall be submitted to Field Services six (6) months prior to release.

International Transfer Notice

The United States has entered international treaties with many countries which permit a foreign national prisoner (an inmate who was born or naturalized in a country other than the US) from one of the treaty countries to transfer to their home country to serve the remainder of their sentence. The State of Illinois has enacted legislation, which allows it to participate in the international prisoner transfer program. The transfer program is discretionary and not everyone who applies will be qualified or will be approved for transfer. To transfer, your application must first be approved by the State of Illinois. The United States and your home country must also approve your application before a transfer can occur. If you are a foreign national from one of the countries listed below and are interested in further information about the program or would like to apply for transfer, please contact your assigned correctional counselor or your consulate for additional information.

Albania, Andorra, Armenia, Australia, Austria, Azerbaijan, Bahamas, Belgium, Bolivia, Brazil, Bulgaria, Canada, Chile, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, The Former Yugoslav Republic of, Malta, Marshall Islands, Mexico, Micronesia, Federated States of,

Netherlands (including Netherlands Antilles/Aruba), Nicaragua, Norway, Palau, Republic of, Panama, Peru, Poland, Portugal, Romania, Serbia and Montenegro, Slovakia, Slovenia, Spain, Sweden Switzerland, Thailand, Tonga, Trinidad/Tobago, Turkey, Ukraine, United Kingdom (includes UK territories), Venezuela.

PUBLIC ACT 93-0207 SB 1050

This Public Act became law effective January 1, 2004. This law aims to help formerly incarcerated individuals (first time non-violent felony offenders who meet eligibility requirements) secure honest employment. The legislature passed this law in reaction to institutional and / or perceived barriers for individuals with criminal records in securing various professional licenses by allowing them to work in certain careers including landscaping, nail technicians, barbers, real estate agents etc. While current law still allows one's criminal record to be considered into the decision of whether or not to grant a state license, this legislation provides a recourse to reverse the burden of proof so that rather than the offender having to prove their suitability for a license, the burden is now on the licensing agency to prove that a first-time non-violent offender is NOT suitable for a license. This law creates two types of certificates; The Certificate of Relief from Disabilities & The Certificate of Good Conduct that can be applied for through the Prisoner Review Board. The offender's assigned counselor will review all new inmates and they will determine if they are eligible. For additional information about this program please contact assigned counselor.

MEDICAL AND HEALTH CARE

Each offender is responsible for her health and well-being. The Health Care Unit is here to assist each offender in this. The staff of the Health Care Unit provides services to each offender with the offender's cooperation.

Routine Care: When an offender is sick or injured, the following procedure is to be utilized:

Requests To See A Nurse: Offenders should submit a Referral and place it in the Referral Box located on the Housing Unit. A Day Shift nurse will pick these up daily. A list for Sick Call is created using these referrals. Medical Records staff creates passes and provide these to the Shift Commander by 2:00 p.m. Security staff will distribute and obtain signatures from the offender receiving the pass. Nurse Sick Call is held 7 days a week at the HCU except for Intake, Segregation, MHU Seg. status or room locks.

Non-Emergency Medical Needs: Staff, at the direction of a Duty Warden, may call direct to the HCU, Nursing Station for special assistance. If any other staff member feels it is necessary for the HCU to deal with a non-emergency medical need they must contact the Ground Supervisor. Calls to the Nursing Station during scheduled care operations must be limited to minimize delays in the clinic. Nurses are scheduled to work with the Physicians during this time or have other duties that must be carried out.

Medical Passes: A list of those offenders with Medical passes will be provided to the officers, Monday through Friday. Offender is to sign for Receipt of Pass. The officer will provide the completed list to the on-coming shift officer covering the unit 11:00 p.m. to 7:00 a.m. The lists will be picked up by the Patrol Officer at 3:00 a.m. when he/she picks up the sick Call lists from the living unit for delivery to the HCU.

Medical Co-Pay: Offenders are required to pay \$5.00 charge when they are provided with non-emergency medical or dental services. Offenders will not be charged for any emergency medical or dental care. No offender will be denied necessary medical or dental care because they cannot pay the \$5.00 charge. The offender will receive the necessary medical or dental care and the \$5.00 fee will be charged against the offender's Trust Fund account.

Emergency Care: If an offender is involved in an accident or becomes seriously ill, the offender is to request assistance from the officer on site in obtaining access to the Health Care Unit on an emergency basis. When the offender arrives, under an emergent situation, in the Health Care Unit, the determination will be made by the nursing staff and/or physician as to the disposition of the offender's medical status.

Clinics: When an offender has a chronic medical condition that requires her to be seen on a frequent basis, the physician assigns the offender to a Chronic Clinic. Chronic Clinics are: Diabetic, Asthma,

Hypertension/Cardiac, Seizure, High Risk, OB/GYNE, Optometry, INH/B6 (TB) and Orthopedic. Clinics are scheduled by the nursing staff of the Health Care Unit and passes are forwarded to offenders at the appropriate time.

If the offender is in a Chronic Clinic due to a disease process that requires medication, the offender is expected to attend all Chronic Clinic appointments. Physicians do not continue to order medications for offenders they do not personally see and examine in a routine manner. Compliance is very important.

Offender Health Education: Educational classes will be offered covering health and wellness issues such as anatomy, hygiene, self-esteem and stress. An offender bulletin will be issued with the dates and how to apply.

Other Services: Infection Control is designed to assist the offender with problems related to TB, hepatitis, HIV, syphilis and gonorrhea. This includes education and treatment.

X-ray - the physicians order all appropriate x-rays.

Pharmacy - medications are administered by call lines to the Health Care Unit and at special areas.

Laboratory - either a nurse or laboratory technician obtains blood, urine and stool samples, as applicable.

Medical Records: The Medical Records Department maintains a medical file on each offender. An offender may request copies of her record by completing a referral form or memo addressed to the Medical Records Director. There is a charge for each page of the record that is copied, and the offender must sign a release form prior to receiving copies.

Infirmiry Services: The Infirmiry is available for offenders who are too ill to stay on their assigned living unit. Assignment to the Infirmiry is by physician order. Infirmiry Services may not be refused by the offender.

Off-Site Services: When an offender has a serious or complication of medical problems which necessitate services not provided at Logan, she will be transferred to the local hospital.

Rules Regulating Services in the Health Care Area:

1. No food or beverage in the Health Care Unit or Clinic waiting area.
2. It is expected that offenders will sit quietly and wait their turn to see the nurse or physician. Offenders who cause a disturbance will be issued an Offender Disciplinary Report and, after the officer consults with a medical staff person, asked to leave the Health Care Unit. They will then have to resubmit a request to see the nurse.
3. The offender must have a valid pass. The offender is expected to sign the pass receipt slip provided by the officer. This is considered an assignment and a mandatory pass to the Health Care Unit. She may not refuse an assignment without the possibility of incurring a ticket. She must go to the Health Care Unit. Upon arrival at the Health Care Unit she may sign a refusal slip for medical services immediately. If she does not do so immediately, she could be subject to a disciplinary ticket for violation of rules.
4. When an offender is unable to keep a scheduled appointment and still wants a physician or nurse appointment, she must complete a referral slip and place it in the box in the CDR.
5. Offenders under 40 years old receive a physical exam every three years. Offenders over 40 years old receive a physical every two years. Food handler screening is completed at this time.
6. Offenders have the right to refuse medical treatment and to be informed of the consequences of their refusal. It is expected that the offender will sign a refusal form.

7. Offenders refusing yearly TB testing or to come to clinic to have the test results read in a timely manner can expect a disciplinary ticket and Seg time. TB testing is for the good of the entire population and is mandatory.
8. Any infraction related to the taking of or maintenance of the medication process may lead to a disciplinary ticket and restitution. The offender has the responsibility to let the nurse know when her medications need to be re-ordered and to provide the empty blister pack to the nurse when the new one is issued. Cards are not to be defaced or changed in any manner.
10. When a medication is ordered that can be kept in the housing unit, you will be issued a call pass to pick the medication up. If you do not pick the medication up and it is important that you have it, someone from the nursing staff will call you to pick it up or sign a refusal. If, on day 2, you still have not picked up the medication or signed a refusal, you will receive a disciplinary report. You will receive an additional disciplinary report for each medication line you miss after that.
11. If you are scheduled to receive medication in the Health Care Unit and do not show up, you will receive a disciplinary report. You have the right to sign a refusal for the medication, but you must report to Health Care to sign, each and every time of medication administration, until the medication has been discontinued. This includes psychiatric medication. No medication can be restarted without a Physician order.
12. Tickets may be issued for any incident that involves misuse of medication such as, but not limited to the following:
 - a. "Cheeking", palming, spitting, passing medication to another offender.
 - b. Defacing, tampering with the label other than as directed by the nursing staff.
 - c. Not having empty blister packs available in order to obtain reordered medication(s).
 - d. Not picking up your blister pack of medications at the Health Care Unit. You have the right to refuse the medication, but you must sign a Refusal Form.
 - e. Having outdated or unauthorized medications.
 - f. Restitution of up to \$5.00 may be imposed as a disciplinary action.
13. When an offender's medication supply is down to three (3) days remaining, they must sign-up at their living unit to come to the 6:30 a.m. medication line to reorder. The offender should sign up and return to med line in 3 days. If the offender has not done so, a reminder note will be sent. The offender will then sign-up at their living unit to come to the next medication line.
14. If you are scheduled for a Lab test and do not show up at the time of the test, you will receive a disciplinary ticket. You have the right to sign a refusal at the time of the test, but you must report to the Health Care Unit on time to sign it. This includes Accuchecks for diabetics.

Offender Workers in the Health Care Unit:

- It is never permissible for an offender to provide direct patient medical services to another offender.
- It is never permissible for an offender to have access to any other offender's medical records.
- It is never permissible for an offender to be in the Medical Records Department unattended.
- It is never permissible for an offender to be in the Nurses Office except under supervision while cleaning.

Questions or Complaints: When an offender has questions, compliments or complaints concerning a health care service, it is to be addressed either on a referral form or letter to the Health Care Unit Administrator. This will be reviewed by the HCUA and forwarded to the appropriate person for response and/or be addressed by

the Health Care Unit Administrator in a timely manner.

Prescribed medication is available for general population daily. Health Care Unit Medication Line Medications prescribed by the physician on Monday - Friday are generally available within two days.

Offender shall present with I.D. in hand when given medication. Offender shall remain in view until medication is swallowed. If in your room, window shall be cleared and overhead light on. If no window, stoop down to food slot so face is clearly visible. Offender's mouth shall be checked, and she shall state her name and number after swallowing. Failure of the offender to follow these guidelines constitutes a refusal.

The state will pay for eyeglasses (photo gray tint is at the offender's expense) and dentures/partial plate as prescribed by optometrist or dentist. Replacements will not be made for two (2) years for eyeglasses and three (3) years for dentures. Contact lenses are not allowed. Inform the nurse at the intake physical interview as to the status of your eye care needs.

HIV TESTING

We at Logan are committed to keeping our institution safe for both staff and offenders.

You will be offered testing for HIV and related counseling by medical personnel upon arrival at Logan Correctional Center, following transfer from reception and classification, and again prior to a transfer to a transition center or prior to release, discharge, or parole. A list of all Public Health Counseling and Testing sites in Illinois will be distributed at the time of your release or discharge.

It takes as long as six months for the blood test for HIV to show antibodies. Therefore, we do not test until after six months of incarceration. Once you have been tested and have a negative test result, you do not need any more testing unless you are engaging in high-risk activity. The test will not be repeated at Logan unless you have high-risk activity while incarcerated.

If you have been assaulted either physically or sexually, you should report to Health Care immediately for medical care. You do not need to name your attacker and therefore need not be concerned about retaliation for seeking medical attention.

AIDS and HIV Disease Information

AIDS stands for Acquired Immune Deficiency Syndrome, an incurable, fatal disease. The only way of developing AIDS is by being infected with HIV, the Human Immunodeficiency Virus. HIV can be contracted through unprotected sex with someone of the same or opposite sex, the sharing of needles for IV drug use and tattooing, the sharing of razors for shaving and transfusions with contaminated blood. Infected mothers can also pass it to their unborn children or by breast-feeding. HIV is not transmitted through everyday, regular contact. It is impossible to look at a person and be able to tell if he or she is HIV positive. People who are positive can carry the virus without having any symptoms for ten or even fifteen years, never knowing they are infected unless they happen to be tested for HIV infection. Therefore you need to educate not only yourself, but also your loved ones and anyone with whom you associate.

Some of the symptoms of HIV illness are:

- Dry cough.
- Rapid weight loss for no reason.
- Constant fever for no reason.
- Constant diarrhea for no reason.
- Night sweats.
- Swelling of the lymph nodes, especially under the jaw line, under the armpits and in the groin area.
- Lesions appearing anywhere on the body or face which are purple in color.
- Certain forms of cancer and infectious diseases including tuberculosis.

- Gray or white spots in and around the mouth and tongue.

These symptoms may indicate any number of illnesses in addition to HIV infection, such as the flu or diabetes, so if you start to develop any of these symptoms, report to sick call for evaluation. Only the medical staff can make an accurate diagnosis of your illness.

The Illinois Department of Corrections does not automatically test for HIV. If you have had multiple sex partners of either sex or shared IV drug needles or tattooing needles and think you may be at risk, sign up for sick call. Explain to the nurse that you want to be tested for HIV and she will place you on the Doctor Call list. The doctor will decide, based on your history and symptoms, if there is a risk of HIV infection and if the test should be ordered. The test results can take up to two weeks to come back. The results will be discussed with you by the doctor or a nurse. The results will be kept confidential.

How do you protect yourself from HIV? For the time that you will be spending in the Illinois Department of Corrections, the rules you must follow are these three:

1. Sex and condoms are not allowed inside the institutions.
2. Drug use is not allowed inside the institutions.
3. Tattooing is not allowed inside the institutions.

Your best protection while staying with IDOC is to follow these rules and avoid these acts. Any of these acts can put your life at very serious risk from an incurable disease, as well as cause disciplinary problems.

It is also important to practice good personal hygiene. Do not share shaving razors. If the person before you cut herself, her blood will be on the razor and expose you to possible infection if you should happen to cut yourself. Avoid any blood spills and report them immediately for clean up.

Once you are back home, do not have unprotected sex with anyone whose HIV status you do not know for certain. When having sex, always use a latex condom, preferably lubricated with a spermicide.

Do not use oil-based lubricants with latex condoms because they will cause leakage and breakage. Avoid lambskin condoms because they have microscopic holes which are small enough to stop sperm, but too big to stop a virus. Stay clear of IV drug needles and homemade tattoos.

HIV and AIDS affect all walks of life, no matter what race, gender or hometown. Be aware of the circumstances. Whatever the situation, think “*safety*”. There is no second chance when it comes to AIDS. Until we do find a cure, your only chance is to always protect yourself and know your sex partner. Don’t think it can’t happen to you. AIDS has no preference, knows no color and respects no age or sex.

You are here to serve your sentence. Don’t make it a death sentence. And don’t pass a death sentence to someone else either here or when you get out.

Aside from the medical staff, each institution has trained offender peer educators who can answer your questions about AIDS and HIV infection. Feel free to bring your questions to them – or to anyone on the medical staff.

Living Wills and Advanced Directives

At the request of the offender or at the time when a terminal or qualifying condition is diagnosed by the attending physician, the physician will discuss all treatment alternatives including the withholding of life sustaining procedures.

Definitions:

- A. Terminal Condition: Where there is no reasonable prospect for recovery, death is imminent (i.e. death will occur “in a relatively short period of time”) and the application of life sustaining treatment would only prolong the dying process.

- B. Death Delaying Procedure: Legislatively defined as any medical procedure or intervention which, when applied to a qualified patient, in the judgment of the attending physician would serve only to postpone the moment of death. Nutrition and hydration shall not be withdrawn or withheld from a qualified patient if the withdrawal or withholding would result in death solely from dehydration or starving rather than the existing terminal condition.

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 offenders based upon disability.

Requests for ADA Accommodations

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 offenders 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

You may make a request for a "communications plan" for effective communications if you are deaf or hard of hearing. The Facility ADA Coordinator will work with you to develop a plan. Accommodations may include written material, notification of daily activities, sign language interpretation services, hearing aids, 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.

TTY EQUIPMENT:

Offenders 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.

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 interpreter include; introduction to facility rules, counseling sessions, educational and vocational programs, medical & mental health services, religious and other group setting services, due process procedures including disciplinary hearings and prisoner review board hearings, and field services' pre-release instructions.

MENTAL HEALTH

Logan Correctional Center Mental Health Department assists offenders who are affected by mental illness and serious emotional disturbance. These services will be provided in a respectful and responsive manner with sensitivity to diversity of culture, language, ethnicity, gender, and sexual identity. Mental Health Services are provided by a variety of Mental Health Professionals (MHP):

Board Certified Psychiatrist
Licensed Clinical Psychologist
Psychiatric/Mental Health Nurse
Licensed Clinical Social Worker
Licensed Clinical Professional Counselor
Licensed Social Worker
Licensed Professional Counselor
Behavioral Health Technician

Access to Mental Health Services

There are several ways that you can access services based on your need.

1. Referred by an MHP based on your screening in Receiving.
2. Offender Request Form – Submit a request to the Mental Health Department through internal mail.
3. Staff Referral – Logan Staff may submit a request to Mental Health on your behalf under special circumstances.
4. Crisis Response – Used for emergencies only (a fuller description will follow).

Mental Health Services

All offenders are entitled access to Mental Health services and treatment without cost of service co-pay. This includes psychiatric clinics (in person or via tele-psychiatry) and assessment/therapeutic services. The following therapeutic interventions are available:

- Crisis intervention, as needed
- Psychiatric treatment, if warranted
- Brief supportive psychotherapy, as needed
- Time-limited psycho-educational groups focused on specific needs (criminal thinking, anger management, behavioral change)

Crisis Intervention

In the event of the need for immediate assistance and counseling for a personal crisis, an offender may be seen by a member of the Crisis Intervention Team. Crisis Intervention Team Members (CITM) are staff who have completed a training program designed to help you in times of crisis. The CITM will talk with you, help with institutional problems if possible, recommend follow-up to the appropriate Department, or recommend placement on a Crisis Watch if this level of care is needed. In this instance, the CITM will consult with the Crisis Team Leader, who is a licensed mental health professional and will direct your immediate care needs based on the report. Crisis services may be requested 24 hours a day.

Psychiatric Treatment

If you entered Logan CC and were taking a verified psychotropic medication, your prescription will automatically be bridged, and you will be referred for psychiatric treatment. If you are not currently being treated with medication, but feel there is a need for such treatment, you may request it by sending an Offender Request Form to the Mental Health Department. You will be assigned to a Psychiatrist who will provide your care during your incarceration.

Brief Supportive Psychotherapy

If you are in need of individual psychotherapy for any mental health condition or emergent situation (for example, a recent death in the family or other loss), you may request this service by submitting an Offender Request Form to the Mental Health Department. The assigned MHP will meet with you and develop a treatment plan to assist with your needs.

Psycho-educational Groups

The Mental Health Department provides a variety of treatment-focused groups. A brief description of the various groups is listed below. Should you have a need for one of these groups, you may request them by sending an Offender Request Form to the Mental Health Department. Your name will be placed on a list to be included on a first-come, first-served basis unless there is an urgent need. This will be determined on an individual basis.

- ❖ Anger Management – program designed to deal with issues related to anger and the destructive nature of violence.
- ❖ Anxiety Group - Cognitive Behavioral Group Therapy to help offenders diagnosed with an anxiety disorder better manage their symptoms.
- ❖ Bipolar Group – Psycho-educational group that assists members in understanding bipolar disorder; how it commonly co-occurs with substance abuse and anxiety disorders; developing strategies and techniques to deal with mania and depression.
- ❖ Depression Group – Psycho-educational group that assists participants in understanding depression; why they get depressed; and techniques and strategies to use in combatting depression.
- ❖ Dialectical Behavioral Therapy – Psycho-educational group combining standard cognitive-behavioral techniques for emotion regulation and reality-testing with concepts of distress tolerance, acceptance, and mindful awareness.
- ❖ Expressive Therapy- Group that allows participants to express and process thoughts and feelings through artistic and other activities.
- ❖ Grief and Loss – Open-ended, supportive, process-oriented group that helps participants to understand grief and loss, so they are better able to cope with their loss. Covers stages of grief and incorporates various handouts on grief and loss.
- ❖ Mood Disorder Group – treatment group in which chronic mentally ill offenders and offenders with a history of mood disorder issues learn to identify and cope with depressive and bipolar symptoms.
- ❖ Post-Traumatic Stress- Psycho-educational group combining standard cognitive-behavioral techniques for dealing with symptoms.
- ❖ Seeking Safety - support group for offenders with a dual diagnosis of Post-Traumatic Stress Disorder and substance abuse. This group addresses the needs of offenders who have experienced trauma as a result of physical and/or sexual abuse, domestic violence, a family history of anxiety, being separated from parents at an early age, a previous history of depression and/or other emotional disorder, etc. who have turned to alcohol and/or drugs as a means of coping.
- ❖ Stress Management - participants learn and practice methods of reducing/relieving stress through simple but creative activities.
- ❖ Trauma Group – support group for offenders who have experienced a trauma that continues to cause distress and interruption in daily functioning. Offenders may have a diagnosis of Post-Traumatic Stress Disorder or another anxiety diagnosis.

Mental Health Unit

Some persons require a higher, more structured level of care due to a serious mental illness. These persons will be referred, by a mental health professional, for placement on the Mental Health Unit (MHU). Placement on the MHU can be for a brief period of time for stabilizing or it might require permanent placement for the duration of incarceration. This will be determined by the Mental Health Department on a case-by-case basis.

CHAPLAINCY AND RELIGIOUS SERVICES

There are Chaplains who conduct religious worship as announced in the Bulletins. Volunteer Clergy are also utilized as part of the religious services provided.

Various types of religious services are offered to all offenders at Logan. The Chaplains' office is responsible for providing religious services, religious instructions, pastoral counseling, Sacraments, special rites and religious literature.

Religious services are held in the Chapel or designated area. These services are announced monthly by a

calendar posted in all housing units. Also, bulletins and or flyers issued in event of a special activity. See schedule section of this manual for religious services schedule.

Offenders requesting permission for a special diet for religious reasons (example, Kosher for Jewish and or Vegan for other religious offenders) may address that request in a referral to the Chaplain's office. Offenders must be identified as belonging to that Faith Group in their Master File and may be requested to provide documentation that their Faith-Group does require the requested special diet.

Upon written referral, Chaplains will assist offenders to contact a representative of their denomination or faith community. Chaplains will also assist offenders who wish to learn about another religion other than their own upon written request. Please note: This department only has items/materials that are donated from religious organizations and not all religious organizations donate, so the Chaplain may not be able to accommodate all requests.

Your declared IDOC religious preference will determine what services you may attend. However, you will not be allowed to attend any other service outside your IDOC declared religious preference. If at any point you decide to change your preference, you may make this request known to the institutional Chaplain who will process your request.

Correctional Officers will only dismiss offenders to these services according to your indicated IDOC religious preference.

Religious Counseling

An offender should send a referral to the Chaplain. Religious counseling is done on an individual basis.

Receipt and Distribution of Religious Items

Bibles and Religious Publications

- A Bible from a supply donated by outside religious organizations is available upon request from the Chaplaincy Department to each offender with an appropriate declared religious affiliation.
- Possession of a paperback or hardback Bible does not require a personal property permit.
- Religious publications shall be submitted as needed to the Publication Review Committee for review. The committee may confer with the Chaplaincy Department.

Religious Medallion/Cross and Chain

- No request for a religious medallion/cross and chain will be approved prior to receipt of the item.
- The Mailroom staff will forward jewelry items in the original packaging to Personal Property.
- The Mailroom staff will send notice of receipt of the jewelry items to the offender. The notice of receipt will indicate the offender's name and number, date of receipt, brief description of the jewelry items, and the name and address of the sender.
- Upon receipt from the Mailroom, Personal Property staff will secure jewelry items in the original packaging in lockbox.
- Personal Property and Chaplaincy staff will jointly review all jewelry items according to the following criteria:
 - Must be appropriate of offender's declared religious affiliation.
 - Religious medallion/cross and chain must be sent together

- Medallion/cross must be single colored and no larger than 2" across.
- Chain must be single colored and no longer than 24".
- Chain and medallion/cross must be same color.
- Chain and medallion/cross must contain no stones, gems or cuts.
- Chain and medallion/cross must have total worth of no more than \$50.
- If approved, Personal Property staff will generate permit and issue items to offender.
- If disapproved, Personal Property staff will notify in writing of the reason for disapproval and promptly return disapproved jewelry items to sender.

Rosaries

- A rosary is available upon request from the Chaplaincy Department to each offender with an appropriate declared religious affiliation.
- Rosary beads shall be a solid color, black, brown or white.
- Rosaries shall not be worn as jewelry.
- A rosary received for an offender from outside the facility will be handled in the same manner as an item of religious jewelry, with the exception that no personal property permit is issued.

Cassette Tapes

- Religious tapes shall be included in the total number of allowable tapes an offender may possess. [The New Testament cassette tape collection distributed through the Office of Programs Services shall not be included in the total number of allowable tapes an offender may possess.]
- All tapes sent to offenders from churches and other religious organizations shall be reviewed by the Chaplaincy Department.
- Factory-sealed tapes received from a recognized appropriate organization shall be forwarded to Personal Property for approval and delivery to the offender.
- Non-factory-sealed tapes received from a local church or other house of worship shall be reviewed for content.
- If the content is deemed appropriate, the Chaplaincy Department will forward the tape to Personal Property for approval and delivery to the offender.
- Any religious tape deemed inappropriate will be forwarded to the Religious Practice Advisory Board for review.
- All tapes must be clear and free of screws.

All religious items at Logan Correctional Center are handled in accordance with the following department rules:

DR 425:	Chaplaincy Services and Religious Practices
DR 525B:	Mail and Telephone Calls
DR 525C:	Publications
DR 535:	Personal Property

VOLUNTEERS

The Logan Correctional Center recognizes the need for varied citizen and community involvement in our Volunteer Program. We recognize that such programs can provide a wide variety of services to offenders during their incarceration and upon release.

Volunteers and volunteer programs/activities are under continued review, thus providing programs/activities, which will reflect current needs.

Volunteers are selected based on the qualifications or personal qualities they possess and program and security needs.

Upon approval of a Volunteer Program, volunteers receive orientation and training consistent with their duties and institutional rules. Announcement of volunteer-oriented programs is by bulletin or flyer.

They provide services in child visitation, counseling, education, recreation, and religious activities. Additionally, some volunteer groups serve as a referral agency upon release.

Also care packages for offenders who have less than **\$20 and haven't shopped for \$100 or more in last 2 months**. No R/C and SEG offenders qualify for care packages.

BEAUTY SHOP SERVICES

Offenders requesting appointments are required to send an Offender Referral to the Beauty Shop and will be scheduled as soon as possible. All requests for services which require chemicals are the financial responsibility of the offender.

BUSINESS OFFICE - TRUST OFFICE SERVICES

All offender trust funds are processed in accordance with DR 205. Offenders monies posted on a given workday will be updated to their accounts the same workday.

An offender may send a disbursement slip in triplicate to the Trust Officer for disbursing of her money (on the disbursement slip should be listed her housing unit number and working assignment and should be witnessed by staff). The disbursement is then sent to the Warden for approval. After approval, the Trust Officer will issue a check for the amount of the disbursement to the payee within ten (10) working days. The triplicate slip is then receipted and returned to the offender to show the check number and date. All disbursements not approved are returned to the sender. A pre-stamped self-addressed envelope must be included with all disbursements that require mailing out of the institution.

Processing of trust fund checks may begin on any day of the week, as long as the offender has sufficient funds in her account. The offender will receive a copy of the disbursement slip after it has been completely processed.

Disbursements with insufficient funds will be kept in the Trust Fund Officer for 60 days. At that time, if the offender still has insufficient funds, the disbursement will be returned to her.

Per AD 02.42.103 the Post Clerk shall post each inmate's total monthly pay to the inmate's trust fund account on or before the 12th working day of the month following the pay period.

In the event there is a question or concern regarding an offender's account, a referral must be sent to the Trust Fund Officer. Telephone calls are not permitted. Referrals are answered within 2-3 working days. Offenders may request and receive a transaction statement of their accounts once per month.

JOHN HOWARD ASSOCIATION

If you do not feel comfortable reporting to anyone at your facility or through the hotline, 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

LEGAL NOTICE OF THE PROPOSED SETTLEMENT OF A LAWSUIT BROUGHT ON BEHALF OF DEAF AND HARD OF HEARING INMATES

If you are deaf or hard of hearing, this Legal Notice may affect your rights. Please read.

This is a Legal Notice about a proposed settlement of a lawsuit. The lawsuit was brought to benefit deaf and hard of hearing inmates.

The settlement will change how the Illinois prisons provide deaf and hard of hearing inmates with ways to talk with other people.

WHAT IS THIS ABOUT?

In 2011, a group of deaf and hard of hearing inmates sued the Illinois prisons (called the “Illinois Department of Corrections” or “IDOC”). The name of the court case is Holmes v. Baldwin. These inmates said that they need things like interpreters, captioning, and hearing aids while in prison, but IDOC does not give them what they need. These inmates sued to get a court to order IDOC to give them those things. There was no request for money in this court case. Both sides have now agreed to a settlement. The settlement will end the case if it is approved by the court.

WHO IS PART OF THE SETTLEMENT?

The group of inmates who will benefit from this settlement is called the settlement “Class.” You are part of that group if:

- You are in prison in an Illinois prison or will go to an Illinois prison in the near future; and
- Without a hearing aid or other hearing device, you cannot hear in one or both ears enough to understand someone who is speaking; and
- To help you talk with hearing people, you need devices or services (such as hearing aids, sign language interpreters, amplified telephones, videophones or TTYs, closed captioning on your TV).

WHAT IS THE AGREEMENT?

In the settlement, IDOC has agreed to help deaf and hard of hearing inmates in a number of ways. Here are some of the most important parts of the settlement:

- Hearing Tests. IDOC will give more hearing tests so that it knows who is deaf and hard of hearing. IDOC will send people who need more testing to an audiologist.
- Communication Specialists. IDOC will use specialists who know how to test communication skills of deaf and hard of hearing inmates. These specialists will decide what IDOC should do to help the inmate communicate in prison. For example, the specialist will decide when the inmate needs accommodations like a hearing aid or a

sign language interpreter.

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- Communication Plan and Providing Accommodations. What the “communication specialist” finds is the best way for you to talk with people may become your “ADA Communication Plan” if it is possible.
- Hearing Aids. IDOC may give you one or two hearing aids if the audiologist says you need them. If you need new batteries, IDOC must give them to you soon without a long wait. Also, if your hearing aid breaks, the IDOC must send it for repair without a long wait.
- Sign Language Interpreters. If you communicate in American Sign Language (ASL), then IDOC needs to provide you with sign language interpreters for important programs, such as: most doctor and counselor appointments, disciplinary investigations and hearings, classes, work programs that include talking with others, and others.
- Video Phones, TTYs, and Amplified Phones. Every Illinois prison with a deaf or hard of hearing inmate must have at least one videophone (VP), two TTYs, and two amplified telephones.
- Alerts for Fires and Other Things. Every Illinois prison that has a deaf or hard of hearing inmate must have a safe way to notify you about fires, emergencies, evacuations, meals, showers, yard time, your doctor or counselor appointments, and that your visitors are here to see you.
- VRI. The Illinois prisons must also give you Video Remote Interpreting (VRI) for doctor appointments when no sign language interpreter can come to the prison for your meeting with the doctor.
- Information about Prison Rules. For every new inmate who arrives at a prison from court, the Illinois prisons must give those inmates information and rules about what they can or cannot do while in prison. Illinois prisons must give you this information in ASL or with captioning on the videos. Illinois prisons must also meet with you to explain the rules to make sure you understand. Illinois prisons must also explain your rights to you.
- Work. All deaf and hard of hearing inmates can ask to work, and Illinois prisons must give you the same chance to work as any other inmate.
- Hand Restraint. If your hands are handcuffed or restrained, you cannot talk in ASL. Illinois prisons may remove your handcuffs or hand restraints to let you talk in ASL.
- ID Card. You can ask for an ID card that shows you are deaf or hard of hearing. You can also ask for an ID card that does not say you are deaf or hard of hearing.
- Where You Will Go. You can ask to be in a prison with other deaf or hard of hearing inmates. IDOC can decide which prison you go to but will consider your request. IDOC cannot move you to a prison with higher security just because you are deaf or hard of hearing.
- Monitoring, Enforcement, Attorneys’ Fees. To make sure you are protected, the judge and the lawyers who work for you will watch the IDOC to make sure you get your rights and services. If the lawyers think that IDOC has not given you your rights and services, then the lawyers will ask the judge for help. The lawyers worked for over 8 years to get IDOC to

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agree to give these rights and services to deaf and hard of hearing inmates. The judge will order IDOC to pay \$1,500,000.00 to the lawyers for their work and the costs they have spent over the last 8 years, and to watch the IDOC for 4 more years. You do not have to pay any money for this case.

CAN I DISAGREE?

If you do not like what the agreement, and you want something different, you can tell the lawyers and the judge by sending an “Objection.” If you want to do this, then you need to write a letter (no more than 15 pages) saying why you do not like this agreement and mail the letter to: Holmes v. Baldwin Objections, c/o Equip for Equality, 20 North Michigan Avenue, Suite 300, Chicago, IL 60602. If you want to send this Objection, you need to make sure the lawyers get your Objection by June 25, 2018.

The judge will consider all objections and then decide yes or no for this agreement. The judge will have a hearing on July 26, 2018 at 10:30 A.M., in Courtroom 2568 of the Everett McKinley Dirksen United States Courthouse at 219 South Dearborn Street, Chicago, IL.

HOW DO I GET MORE INFORMATION?

If you want more information, you can contact the lawyers who work for the deaf and hard of hearing inmates. They can answer your questions. They also can send you a copy of the Settlement Agreement. You can write to any of these lawyers:

- Robert Michels, Winston & Strawn LLP, 35 W. Wacker Drive, Chicago, IL 60601
- Alan Mills, Uptown People’s Law Center, 4413 N. Sheridan, Chicago, IL 60640
- Barry Taylor, Equip for Equality, 20 N. Michigan Ave., Suite 300, Chicago, IL 60602

ILLINOIS DEPARTMENT OF CORRECTIONS

Offender Orientation Receipt

Offender Name: _____ ID# _____ Facility LOGAN C.C

The above-named offender has completed the Offender Orientation Program and has received a copy of the Offender Orientation Manual on this date.

Offender Signature

Date

D. McCray CCII

Print Witness Name

Witness Signature

Date

Distribution:

Master or Center File, as appropriate

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