

Illinois Department of Corrections

RECEPTION & CLASSIFICATION ORIENTATION MANUAL RECEIPT

Reception and Classification

Logan Correctional Center

THIS IS TO DOCUMENT THAT I HAVE RECEIVED A COPY OF THE LOGAN CORRECTIONAL CENTER RECEPTION AND CLASSIFICATION ORIENTATION MANUAL, WHICH INCLUDES A COPY OF DEPARTMENT RULE 504A. I UNDERSTAND THAT I AM HELD RESPONSIBLE FOR FOLLOWING ALL RULES AND REGULATIONS CONTAINED IN THIS MANUAL, AS WELL AS ALL POSTED BULLETINS.

THIS IS TO DOCUMENT THAT I HAVE RECEIVED AN ORIENTATION OF THE RECEPTION AND CLASSIFICATION DEPARTMENT, INCLUDING A REVIEW OF THE PROCEDURES CONTAINED IN THE LOGAN CORRECTIONAL CENTER RECEPTION AND CLASSIFICATION ORIENTATION MANUAL.

THIS IS TO DOCUMENT THAT I HAVE RECEIVED ONE NOTIFICATION POSTCARD I UNDERSTAND IT IS MY RESPONSIBILITY TO PROPERLY ADDRESS THE POSTCARD.

THIS IS TO DOCUMENT THAT I HAVE RECEIVED AN OFFENDER VISITING LIST (DOC0004 –) AND AN OFFENDER TELEPHONE NUMBER LIST REQUEST (DOC0193 –). I UNDERSTAND THAT I AM RESPONSIBLE FOR CORRECTLY COMPLETING THESE FORMS AND RETURNING THEM TO THE COUNSELOR.

OFFENDER: _____ NUMBER: _____

WITNESS: _____ DATE: _____

Notification To Offender Re. Temporary ID Card And Right To Request Assistance

Reception and Classification

Logan Correctional Center

Pursuant to Department Rul 470.50, the Department of Corrections hereby notifies you that each offender is entitled to request a temporary identification card that may be used as one form of identification required by the Office of the Secretary of State to obtain an Illinois Identification Card. The Department of Corrections shall issue a temporary identification card upon release to any offender who meets specific criteria. The cost of the temporary identification card is \$1.00.

In order to assist offenders to meet the criteria for a temporary identification card, upon request the Department will assist an offender in obtaining copies of all documents needed for the issuance of a temporary identification card from other governmental agencies, such as the offender's social security card, birth certificate, marriage license or other court documents. The cost of obtaining these documents from outside agencies shall be paid by the offender.

I have read and understand the contents of this notice.

(Offender's Signature)

(Date)

Request for Assistance and Agreement for Reimbursement

Having been notified of the right to apply for a temporary identification card, I hereby request and authorize the Department to obtain on my behalf any and all documents from outside agencies needed to meet the criteria for the issuance of such card, and I agree to reimburse the Department of Corrections for any costs expended on my behalf to obtain such documents, and \$1.00 for the cost of the issuance of the temporary identification card. I agree to sign an Authorization for Disbursement of Funds (form DOC296) upon the Department's request authorizing said reimbursement in full. Refusal to sign form DOC296 upon request shall result in restricted status pursuant AD 02.42.104.

I have read and understand the contents of this notice.

(Offender's Signature)

(Date)

Logan Correctional Center

Reception and Classification

Orientation Manual

Classification

While housed in R&C you will be classified and approved for transfer to one of two adult facilities. Decatur CC and Logan CC are the two female adult correctional facilities. If approved to stay at Logan CC you will be moved to grounds once appropriate placement is available. If approved to transfer to Decatur CC you will remain in R&C until the transfer occurs. Due to security issues you will not be told the date of transfer in advance.

Counselors

A counselor will conduct an initial interview upon your arrival at Logan CC. Your counselor will see you at least once every 60 days. Should you need counseling services between contacts, you may make a request in writing. This request should be placed in the box located at the end of your wing.

Personal Property

Upon arrival at Logan R&C you will be strip searched. All contraband will be properly disposed of. All artificial hair will be removed. Hairstyles which pose a health concern and/or a security risk i.e. dreadlocks, braids, and twists will be thoroughly searched. Artificial nails will be removed. Not reporting to staff immediately that hair and/or nails are artificial will result in discipline.

You will be given all necessary clothing and bedding. Should you need any additional assistance from personal property you may send a request in writing. The request should be placed in the box located at the end of your wing.

Housing

Upon arrival at Logan R&C you will be housed with other offenders who have not been medically cleared. Once medically cleared, you will be moved with other medically cleared offenders. Any concerns you may have regarding your safety should be reported to staff immediately. Any assault, attempted assault, and/or sexual assault should be reported to staff immediately. You do not need to mention any names to receive assistance.

You will be responsible for keeping your assigned cell in a safe and clean condition. You will be given cleaning supplies once per weekend and are required to clean your cell at this time.

Cleaning Schedule – Saturday 7-3 shift all lower tiers & Sunday 7-3 shift all upper tiers

****Damage and/or defacement of any area of your cell will be subject to discipline.****

Healthcare

You will receive a thorough medical and dental exam during the intake process. You will be advised when you are “medically cleared.” Should you need additional medical services you may fill out a medical referral. This referral should be placed in the box located at the end of your wing.

Mental Health Services

While housed in R&C you will receive a mental health assessment conducted by a mental health professional. Should you need additional mental health services you may make a request in writing. This request should be placed in the box located at the end of your wing. In an emergency situation please notify staff immediately.

Mail

Mail is delivered to the unit Monday-Friday. Your name and institutional number must be written on all incoming and outgoing mail. During your initial interview, you will receive a single postcard that can be mailed for free.

The mailing address is: **Logan Correctional Center, PO Box 1000, Lincoln, IL 62656**

Legal

Legal forms and general information are available by request from the Law Library. You may request assistance in writing to the Law Library. This request should be placed in the box located at the end of your wing.

Visits

While housed at R&C you may have visiting privileges once medically cleared.

Telephone

Once you have received your approved telephone pin number, the numbers you have submitted on your phone list will be reviewed. Once approved you will then have phone privileges.

Meals

You will receive three meals a day, delivered to the unit. Once medically cleared, you will be allowed to go to the Central Dining Room for all meals. Boot Campers meals will be delivered to the unit.

Showers

While housed on the R&C Unit and not medically cleared, you will receive three showers a week on the 3-11 shift.

Laundry

Laundry will be picked up according to the posted schedule located in your living wing. Assigned Boot Camp inmates will pick up and deliver laundry in accordance with the posted schedule. Blue blankets will be washed by the main laundry when in general population.

Recreation

Once you are medically cleared, you will be allowed recreation for one hour; two times per week. Other recreational activities may be offered by LTS staff. These activities will be announced in advance.

Commissary

Once you are medically cleared, you will be allowed to shop commissary according to the institutional commissary schedule. A list of approved commissary items will be provided at R&C. All items must be kept neat and orderly on the shelves in your assigned cell. Trading and trafficking is not permitted.

Religious Services

You may make request for religious materials in writing to the chaplain. This request should be placed in the box located at the end of your wing. Once medically cleared, you will be allowed to attend intake chapel services on Sunday mornings.

Discipline

You will receive a copy of Institutional Intake Rules and Departmental rule 504. Failure to comply with these policies will result in disciplinary action. It is your responsibility to ensure that you have read and understand all rules and regulations.

Grievances

Grievance forms are available on the unit. If you need to file a grievance, you should address it to your assigned counselor. Grievances should be placed in the "grievance box" located at the end of your wing. If the counselor's response does not resolve your concern, you may forward the grievance to the institutional grievance officer.

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.

Prisoner Review Board

The PRB meets once a month. The Prisoner Review Board sets their own docket schedule. Security staff does not know when or if you are going to the board.

Renunciation

Any offender desiring to renounce her affiliation with a Security Threat Group (gang association) must submit a written request to the Intelligence Unit. Requests may be submitted at any time, however, requests will be considered more than once every 180 days. This request should be placed in the box located at the end of your wing.

Temporary Identification Cards

In order to assist released offenders in the transition to the community, temporary identification cards may be issued to offenders who provide the required documentation for a fee.

Interviews

Interviews of offenders by news media are subject to prior approval and signed consent by the offender being interviewed and/or photographed. Interviews by attorneys or legal representatives are voluntary.

Logan R&C Rules and Regulations

1. Offenders assigned to the R&C Unit are restricted to the R&C Unit. At no time, are you to enter any area of the building without permission from a staff member.
2. There is no visiting at another offenders cell, this includes at the door. At no time are you allowed to enter a cell that you are not assigned to.
3. Offenders are not allowed to sit together on the same mattress at any time.
4. Offenders are not allowed to yell or talk out doors, windows, or vents to other offenders.
5. Vulgar, abusive, insolent, threatening or improper gestures are not acceptable.
6. Trading and trafficking is not allowed. This means offenders will not loan or gift their property to another offender. This includes passing notes to another offender.
7. Offenders may not alter or tailor any clothing or bedding issued to them.
8. All offenders must keep their room and living area clean. No pictures or other items will be affixed to the walls, doors, cabinets, or floors by any means.
9. Offenders may not use curtains, cell coverings or any other matter or object in a manner that obstructs or otherwise impairs the line of vision into or out of the offender's cell.
10. Offender's cells may be shaken down at any time.
11. All bags and items being taken from the unit by offenders may be searched by an institutional staff member.
12. Offenders must wear Identification Badges above the waist level, photo facing out and in full view at all times when out of the assigned cell. Identification Badges must be worn on the outer most garment.
13. Offenders are not allowed to alter their Identification Badge at any time. Offenders will report a lost Identification Badge immediately to staff.
14. Offenders are not allowed to have boot campers pass any items for them at any time.
15. Offenders exiting cells for any movement are to shut the cell door and stand quietly in front of their assigned cell until instructed by staff to move.
16. Offenders exiting the building for any movement are to be quiet and listen to instructions given by staff. Offenders are always to walk in "twos" on the right side of the walk or road.
17. Offenders are not flush anything down the toilets other than toilet tissue. Garbage may be brought out during-line-movement-or-collected-by-staff-when-collecting-trays.
18. Call buttons located inside the cell are for emergencies only. Do not push your call button unless you have an emergency.
19. 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.

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

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- 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. A thorough and impartial investigation has to be conducted.

1. Talk to any staff member you feel comfortable with. This can be a security staff, counselor, nurse, ANYONE. (or)
2. Send a note, request slip, or file a grievance and then place 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
70 East Lake St. Ste. 1116
Chicago, IL 60601
 - b. Illinois Department of Corrections
Attention: PREA
1301 Concordia Court
Springfield, IL 62794-9277

REPORTING IS THE FIRST STEP