

I. INTRODUCTION TO THE ORIENTATION MANUAL
CENTRALIA CORRECTIONAL CENTER

The Centralia Correctional Center Orientation Manual has been designed as a guide for both offenders and staff. The manual is a compilation of procedures, policies, regulations, and programs that apply to all areas of the institution and are subject to update by memos or bulletins. It is each person's responsibility to keep abreast.

Newly admitted offenders are given an Orientation Manual during Orientation Week in order to assist them in their adjustment to institutional life and make available to them information concerning work and programming while at the Centralia Correctional Center.

It is our desire that this manual be utilized by both staff and offenders alike to facilitate every offender's adjustment while at the Centralia Correctional Center and his eventual reintegration into the free community through the acquisition of skills provided through the programs and services available at this institution.

Brad J. Robert, Warden

Date: _____

II. MISSION STATEMENT

It is the mission of the Illinois Department of Corrections to protect the public through incarceration, supervision, programs, and services designed to return appropriate offenders to the community with skills to be useful and productive citizens.

III. DEPARTMENT GOALS

- A. Establish the necessary types of physical security and levels of supervision required for control of individuals committed to the Illinois Department of Corrections.
- B. Be in compliance with all pertinent laws, rules, and regulations.
- C. Provide growth-promoting opportunities as alternatives to unlawful behavior.
- D. Provide an array of services for humane care and optional programs for activity and self-enhancement.

IV. CLASSIFICATION

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

V. INSTITUTIONAL PLACEMENT

- A. Centralia Correctional Center is a medium security Correctional facility. Centralia Correctional Center is located on Shattuc Road, off of Route 161, in Centralia, Illinois.
- B. Offenders housed at this institution will be classified as medium or minimum security. Each of these security classifications is defined on page 22.

VI. INSTITUTIONAL STATEMENT OF PURPOSE

Centralia Correctional Center is designed to meet departmental goals necessary for the control of individuals committed to the Department of Corrections. It is the intention of the Department of Corrections that this institution provide the opportunity for the individuals incarcerated here to participate in and complete programs which will increase their self-respect as well as their chances of a successful re-entry into the community. Programs include vocational and educational training, leisure time activities, religious activities, substance abuse education, sex offender, parenting, stress management and other counseling programs.

VII. INSTITUTIONAL TABLE OF ORGANIZATION

VIII. RESPONSIBILITIES OF MAJOR DEPARTMENTS

WARDEN

- A. The Warden of Centralia Correctional Center is responsible for administrating the overall operation of the institution. Included in his responsibilities are: 1. Formulating the rules, regulations, and policies governing employees and offenders. 2. Ensuring the effective operation of the facility by coordinating and evaluating rehabilitative programs and security and custodial measures.

ASSISTANT WARDEN OF OPERATIONS

- B. Under the administrative direction of the Warden, the Assistant Warden of Operations is responsible for: 1. Supervising the staff in maintaining and enforcing disciplinary, safety, security, and custodial measures. 2. Supervising the institution in the Warden's absence.

ASSISTANT WARDEN OF PROGRAMS

- C. Under the administrative direction of the Warden, the Assistant Warden of Programs is responsible for: 1. Planning, organizing, and directing all program services for the rehabilitation of offenders in the institution, including orientation of new offenders, academic and vocational school, Chaplaincy, Clinical Services, Leisure Time Services, recreation, medical and dental services, and mental health services. 2. Supervising the institution in the Warden's absence.

CHIEF OF SECURITY (MAJOR)

- D. The Chief of Security of Centralia Correctional Center is responsible, under administrative direction, for supervising and directing the security force in the housing and custodial programs of the institution.

IX. ORIENTATION PROGRAM

- A. It is the policy of the Centralia Correctional Center to provide each offender with an orientation to the procedures, policies, rules and regulations of this institution during the initial orientation week. In addition, this institution will make available to each incoming offender a copy of the Orientation Manual. The Orientation Manual will be available in Spanish to Hispanic offenders if they cannot read English. Accommodations will be made to special needs offenders. This will be accomplished through the Orientation Counselor assigned to Orientation. It is mandatory to attend the Orientation Program. Failure to attend and/or misconduct during said program will result in disciplinary action. The orientation program lasts approximately five days and is held in the Receiving Unit and Chapel. Department Head Presentations will include the following:

1. New admissions will be initially assigned to the Receiving Unit. Offenders in the Orientation Program will receive all privileges provided to other offenders, including movies, phone calls, recreation, yard and shower times.
2. Assigned staff will ensure that each offender's personal needs are met. Offenders will be assigned to rooms, issued proper clothing, and receive bedding, and given shower time.
3. Each offender will be checked for possession of an Illinois Department of Corrections Identification Card. At this time, the physical description will be updated. The offender will be photographed, fingerprinted and verified with Bureau of Identification files.
4. Medical Unit personnel will review all files in order to determine if any critical, short-term, or debilitating medical conditions require immediate attention or will affect assignments
5. Educational Department will be responsible to ascertain which offenders in the Receiving Unit are in need of screening for placement in ABE, Pre-GED or GED classes.
6. An Orientation Counselor is assigned to the Orientation Unit. Initially, the Orientation Counselor will have the responsibility of assisting offenders experiencing immediate adjustment problems. In addition, the Orientation Counselor will function as a source of information for incoming offenders' questions regarding rules, regulations, and procedures.

7. The Orientation Counselor will interview each incoming offender individually and assess his work skills, social behavior as well as mental health concerns and advise appropriate staff of pertinent information.
8. The Orientation Counselor will coordinate the Orientation Program and will personally ensure that each incoming offender's Next of Kin Notification, Phone List, Visitor's List, Key Agreement/Key Tag for cell key, PIN number form and the form specifying that the offender has received a copy of the Orientation Manual are filled out, signed by the offender, and forwarded to the offender's master file.
9. The Orientation Counselor will personally ensure that each offender receives the following information: introduction and welcome, distribution of manual, accessibility to staff, department rules, and institutional rules, counseling programs, count procedures, grievances, AIDS pamphlet, mail, personal property, personal cleanliness and grooming, phone calls, visiting privileges, work assignments, adult transitional center/electronic detention transfers, minimum security transfers, furlough, role and function of security and request slips.

B. Department Head Presentations

The Orientation Counselor will monitor the Department Head Presentations. Each Department is responsible for developing an approved orientation presentation and for providing a representative from that department. Department Head Presentations are usually held on Tuesdays of each Week. The following Departments will give a presentation on that day.

1. Education

- a. One of the major goals of the Centralia Correctional Center is to provide every offender with the opportunity to develop his academic and vocational skills in order to enhance his ability to make an eventual successful re-entry into the community.
- b. All program offerings will be coordinated closely with other departments, such as Clinical Services, Correctional School District, Recreation, and Correctional Industries.
- c. The Educational Facility Administrator, or designee, addresses academic, vocational, and career counseling programs available. Offenders will be informed of entry requirements, waiting lists, and questions will be answered pertaining to specific programs.

2. Clinical Services

- a. The Clinical Services Supervisor or designee will provide offenders with information concerning their assigned counselors (see index - Counselors), case management procedures, such as transfers to other institutions, adult transitional centers, transfers, escape risk level procedures, security reductions, program agreements, etc. He/she will specify what types of specialized treatment programs are available and criteria for entry into these programs.
- b. The procedure for contacting the Record Office for review of time calculations, obtaining an FBI Sheet, and other services will be reviewed.
- c. The procedures for replacing an offender identification card will be reviewed.

3. Medical/Dental Unit

The Health Care Unit Administrator or designee will describe the services that are available through the Health Care Unit. Medical or sick call line procedures, emergency services, as well as dental procedures will be explained. AIDS, sexual assault prevention/intervention shall be discussed.

4. Mail Room

The Mailroom Supervisor or designee will describe all mail services in detail.

5. Dietary

Dietary Manager will present the services, pay scale and job assignment criteria.

6. Chaplaincy

The Chaplain will present the services and programs available.

7. Assignment Committee

The Institutional Assignment Committee Officer or designee will present what assignments are available at the Centralia Correctional Center, how assignments are applied for, and the committee's rules, regulations, and policies, and will also explain the call/pass procedure.

8. Trust Fund/Commissary

A representative of the Inmate Commissary will provide information in the following areas: procedure for completing commissary slips, transfer of Trust Fund money from the prior facility, the offender payroll schedule, Trust Fund accounts, rules, regulations, policies, and procedures regarding the Offender Commissary and Trust Funds.

9. Leisure Time Services

The Leisure Time Services Supervisor or designee will describe what programs and services are available when and where to offenders. In addition, yard schedules and the department's rules, regulations, policies and procedures will be explained.

10. Library

The head librarian or designee will present an overview of programs and services available through the library, as well as rules, regulations, policies, and procedures related to the use of the library and law library.

11. Security

The Major will cover all security issues at Centralia Correctional Center.

12. Record Office

The Record Office Supervisor will provide information regarding the Record Office

I.

GENERAL RULES AND REGULATIONS OF CENTRALIA CORRECTIONAL CENTER

The following is a list of general rules and regulations that will guide you in your day to day life at this correctional facility.

1. Identification Cards must be in the offender's possession at all times and produced upon request. When outside the living unit, ID cards must be worn on the upper left side of the outermost garment with photo visible.
2. Offenders are subject to search by any employee at any time in any location.
3. Employees and visitors are not to be subjected to sexual harassment through lewd comments (i.e. catcalls and/or gestures). Anyone who violates these expectations will be disciplined. Talking or yelling from cell windows is prohibited.
4. Offenders are prohibited from answering or using correctional center telephones without authorized permission from staff members.
5. Offenders must honor all call passes. Ten minutes are allowed to get to your destination and no more. (Also, see "Offender Movement Process").
6. If the signal is given for an institutional recount, power failure, or severe weather, you must return to your room and must be in plain view. Lights (if needed) will be turned on.
7. No items may be taken from the Dining Room, and no personal items may be taken to the Dining Room, including condiments such as ketchup, mustard, hot sauce, peanut butter etc.
8. Running, except when participating in games in the yard or MPB, is strictly forbidden anywhere on the grounds or within any structure in this correctional facility. See Yard Rules for additional information and assignment area rules.
9. **There will strictly be no HORSEPLAYING.** If offenders are found to be engaged in horseplay activity, disciplinary action will result.
10. Groups of 5 offenders or more will be considered a security threat group meeting and will result in possible disciplinary action. However, groups of offenders, no matter the number, involved in any activity, which clearly appears to be security threat group related, will be subjected to disciplinary action. Security threat group activity will not be tolerated. Any evidence of pressuring another offender to affiliate with any organization, or for any other reason, will result in disciplinary action. Possession of related materials is prohibited.
11. Offenders are not to be involved in or attempt to involve others in the trafficking of contraband. Offenders may not give, loan, trade, or receive anything to or from another offender. Any type of pressuring, intimidation, etc., either of a verbal or physical nature, for commissary, etc. will not be tolerated at Centralia Correctional Center. No offender or group of offenders is permitted to have control or authority over another. Offenders are prohibited from signing petitions. Offenders may address a request slip to appropriate staff on an individual basis in order to resolve a concern/problem. If any offender is found committing such acts, every effort will be extended to seek an indictment in the County Court, and the offender will also be disciplined under provision of Departmental Rule 504A.
12. Offenders are not allowed to carry any items during movement unless attending school (books, folders, and learning materials only) or other approved activities and/or assignments without prior approval of the immediate supervisor. Offenders may utilize manila and accordion folders to carry legal materials to and from the Law Library only. Offenders may not carry folders or other personal property items to and from their work assignments.
13. When offenders shop at the commissary they shall not purchase anymore than what they can carry and it must be able to fit in the offender's personal property box. Offenders may not carry another offender's commissary without authorization.
14. Offenders on yard or gym denial are not permitted to participate in intramural or recreational activities.
15. Each offender will be limited to one pair of opticals per year, unless otherwise medically indicated. Any offender who loses his glasses will be required to make restitution, and will be subject to disciplinary action.
16. It is the offender's responsibility to ensure that they are up, dressed and ready for all line movements (i.e. school, commissary, gym, etc). If an offender misses line movement due to his own fault, he will not be allowed to move to his assignment or activity. If an offender misses line movement for other reasons, arrangements will be made to get the offender to his assignment or activity. All line movements will be closely monitored and no one will be allowed to move after line movement has ended except with staff approval. All mass line movements will be accomplished by the offenders moving in two lines parallel to each other.
17. Any offender who has three (3) unauthorized absences from school during a ninety (90) day period will be automatically reassigned to another job and subject to disciplinary action.
18. Bulletin Boards located in the housing unit dayrooms and other locations (i.e. Vocational School, Academic Building, Multi-Purpose Building, etc. are to be utilized by staff only. Materials only related to institutional functions will be posted by employees. Inappropriate material found will be confiscated and disciplinary action may be taken.
19. Lotteries and Sweepstakes are viewed as games of chance and will not be allowed. Fantasy sports leagues will not be allowed. No tournaments of any kind will be allowed unless organized by the LTS Department.
20. The Illinois Department of Corrections' policy specifically states offenders will not be submitted for a transfer from one institution to another more frequently than once every six months.
21. All offenders are subject to drug or alcohol tests. Offenders are subject to discipline in accordance with Department Rule 504 for: failure to submit to testing or to provide a urine sample within two hours, tampering or attempting to

- tamper with the specimen or test results or receiving a positive test result for which there is no satisfactory explanation (i.e. unauthorized use).
22. Offenders are not allowed to have designs (i.e. stripes, lightening bolts, squares, parts, partially shaved heads, mohawks, etc.) cut into their hair. All hair must be evenly cut. The Barber Shop will not cut hair in this manner. If a design is in the hair at the time of the barber appointment, the design will be cut out. Offenders found with designs in their hair will be subject to discipline. Cutting another offender's hair in the housing unit is strictly prohibited, and will also be subject to discipline. An offender may be subject to imposition to a personal grooming policy if his hair or facial hair cannot be readily and thoroughly searched. Braiding only part of the offender's hair is not allowed. Braided hair must be braided in straight rows not swirled or have designs of any kind.
 23. Towels will not be allowed out of the housing unit.
 24. Offenders will not receive compensation during institutional lockdowns. Only those offenders actually called to their assignments will be paid. In addition, no school credit will be given for those days as well.
 25. Offenders must follow the direct orders of any staff member. It is necessary for you to follow such orders as fully and as quickly as possible. If you feel the order is inappropriate or unfair, you should comply with the order and grieve the issue at a later date.
 26. All medication must be maintained in its original container. Failure to keep medication in its original container is a violation of rules which will result in disciplinary action and confiscation of medication.
 27. Changes, additional and other pertinent policies and procedures shall be provided by Inmate Bulletins, and/or memos.
 28. DR 504.80(K)(4)(I) provides as part of the disposition in the offender disciplinary process that the Adjustment Committee may recommend restitution. In addition to imposing other appropriate discipline sanctions, Centralia Correctional Center will seek restitution, to the extent allowed by law.

II. HOUSING UNIT RULES

1. Identification Cards must be in the offender's possession at all times and produced upon request. When outside the living unit, ID cards must be worn on upper left side of the outermost garment with photo visible.
2. Offenders are not allowed to go from A/B side to C/D side, and vice versa in any housing unit.
3. No offender should be in another offender's room; **DEFINITION** - no part of any offender's body should be in another offender's room (this includes doorway/opening).
4. Offenders are required to make their beds each morning. This will also apply to those offenders working night shifts. After beds are made, they must remain made throughout the working day.
5. No personal radios, televisions, headphones, or earbuds will be allowed in the dayrooms at any time unless authorized by the Duty Warden, and then only if the dayroom television is out of order. No blankets or towels are allowed out of the cells in the dayrooms to cover tables, etc.
6. Radio and television volumes are to be kept at a low level and are not to be heard outside the offender(s) assigned room or in the wings of the units. Failure to comply can result in disciplinary action.
7. Room doors are to be completely open or closed at all times. Leaving a door open to where it blocks the view down the wing will result in disciplinary action.
8. Offenders are to be responsible for the cleanliness of their rooms. Rooms are to be kept neat and clean at all times. However, sweeping debris, trash or any other items into the hallway is **NOT** permitted.
9. Offenders must drape themselves with a towel or bathrobe when in the hallway area during shower procedures.
10. Trash is to be placed in the garbage cans which are found in the housing units.
11. Offenders may not sleep on the floor of their room, unless properly authorized by the Medical Unit.
12. Offenders are not allowed to obstruct or darken the light bulbs in your room. You are not allowed to cover the windows of your room since this obstructs the view in your room. This especially includes the use of sheets and blankets. No curtains of any kind will be tolerated.
13. Offenders are not to cover your windows (those in the door or those to the outside) from either the inside or outside of your cell. Staff will be monitoring this and disciplinary action will result if windows are found covered. One or Both offenders in a Cell will be held responsible.
14. No items, such as photographs, centerfolds, calendars, etc. are to be pasted, taped or attached to walls, doors, windows, ceilings, or any other state property. Scratching, marring or unauthorized painting on the wall is not permissible. Also, no offender shall have any wires or anything hanging from their light in the ceiling.
15. Evidence of tampering with grills, fixtures, lights, windows, heaters, desks, etc., and security devices (locks, vents, doors, screens, etc) in housing unit rooms or facility, will result in disciplinary action. Intentional damage to institutional cell heaters will result in offenders assigned to the cell being issued an Offender Disciplinary Report and charged for materials necessary to repair the heaters. Offenders found tampering with locks will be issued a disciplinary ticket, which may result in restitution, transfer, etc. Desks have been repainted and if they have been scratched, defaced or found with graffiti, offenders will make restitution.
16. Commissary items are to be wrapped, sealed and remain in their original containers when stored in an offender's room

17. Dry waste materials, paper, cups, paper towels, rags, cellophane, plastic, etc. are to be disposed of in the trash receptacles, **NOT** flushed down toilets. If any of these items are found to be flushed down the toilet, the offender will be subject to disciplinary actions.
18. Containers not on the approved personal property list will not be allowed. Containers purchased through the Commissary must contain the original contents and are to be disposed of after use.
19. All cardboard boxes shall be placed in the cardboard area behind dietary.
20. Offenders returning from the breakfast feed prior to 7:00am shall return directly to their cell and shut the door to be placed on deadlock. At no time shall offenders be allowed to loiter in the dayrooms, hallways, or wings between the hours of 9:30pm and 7:00am. Any offender discovered out of their assigned cell without authorization during this time period will be subject to disciplinary action.
21. Plants or pet animals are not allowed in offenders rooms.
22. Offenders living in a double cell will be held accountable for the condition of the room. Both offenders will be responsible for any damage or contraband found in the room, unless the offender can establish the lack of his involvement.
23. Offenders are to turn off all radios, lights, televisions, fans, etc. when leaving their rooms. Failure to do so may result in disciplinary action. Electrical equipment is not to be altered or rewired. Unplug hotpots when leaving room.
24. Offenders found tampering with cable in their rooms may result in disciplinary action.
25. Offenders are allowed five (5) personal property permit items (appliance items), with one (1) extension cord. This does not include jewelry items or photographs issued through personal property requiring permits.
26. Nothing is to be put on the heat sensors in the housing units. Disciplinary action will be taken against anyone caught tampering with these sensors. Offenders should also keep their windows and doors shut during the winter months.
27. All offender rooms are subject to be sprayed for insects anytime the pest control is at this facility. The only exception to this is offenders with respiratory problems that are verified through the Health Care Unit.
28. Picture frames are not allowed.
29. It has been noted that the large fans in the housing unit dayrooms are being defaced. Any fan marked with graffiti in the future will be removed from the housing unit and there will be no replacement. Offenders observed defacing property will be issued a Disciplinary Report and restitution will be required.
30. All offenders have been issued a TV antenna cable and razor. This cable and razor is your responsibility. If you change cells or move to another housing unit, take your cable and razor with you. New offender transfers will be issued a cable and razor upon arrival by Personal Property. When an offender transfers or goes home, they will turn the TV cable and razor into the Personal Property Office. If you lose or damage the TV cable, a ticket will be written and you will be charged five dollars (\$5.00) for the cable. If you lose the razor, disciplinary action may be taken.
31. All IDOC facilities are tobacco free, including the Centralia Correctional Center. All tobacco and tobacco related items are considered contraband inside of the facility. Therefore, smoking products and materials, including smokeless tobacco, are not permitted anywhere inside of the Centralia Correctional Center.
32. Offenders assigned to their housing units at noon count MUST return to their cell by 11:45 a.m. for count to be taken. Offenders shall remain in their assigned cell until count clears. Lock Down is 9:30 p.m. everyday. Offenders are to go to their rooms and lock down. Quiet time for all units will be at 10:00 p.m. There is no exception to this time. Offenders are not to loiter in the hallways or dayrooms. Offenders who fail to comply will be subject to disciplinary action.
33. Any offender refusing cell, housing or general population assignments will be written a disciplinary ticket. Offenders will be written an Offender Disciplinary Report. Offenders will then be placed in Segregation on Pre-Disciplinary Detention status until seen by the Adjustment Committee.
34. Pillows should be issued to cells. Offenders are not permitted to take pillows with them when they move.
35. Desks, radios, TV's, shelves, etc. are not to be covered or draped with towels, blankets, etc.
36. No wires are to be attached to radios or television antennas in the cells nor are wires allowed to be hung from ceiling, lights or walls.
37. No items (chairs, property boxes, etc.) shall be placed in the wings that would impede emergency responses for fights, medical needs, fire, etc.
38. No sitting on cooler or ice chest. No ice will be placed in sinks or personal trash cans or toilets. Offenders must wear a shirt when getting ice from ice machines or ice chest. Ice scoop must stay with ice machine or ice chest. It will not be allowed on the wings at any time.
39. No sitting on laundry machines, sink or dayroom table tops will be allowed.
40. Noise levels in the housing unit dayrooms will be kept at a normal conversational tone. Boisterous behavior involving gameplay (cards, Dominoes, etc) may result in disciplinary action.
41. No offenders are allowed to place cardboard, paper, etc. outside their room cell doors at anytime.

III.

YARD RULES

1. Identification Cards must be in the offender's possession at all times and produced upon request. When outside the living unit, ID cards must be worn on the upper left side of outermost garment with photo visible.
2. Only state issued or commissary bought caps or hats will be authorized to be worn on the yards. No wearing of gloves to or from yard.
3. There are no photo albums, commissary products, towels, or hair care items allowed on the yards. No rugs or blankets will be allowed on the yard. Only one (1) book per offender will be permitted. Offenders will be permitted to carry one (1) clear tumbler for personal use to the yard. The drink container must be in its original state and for its intended purpose.
4. Groups of more than 5 will be considered a Security threat group meeting and will result in disciplinary action being taken.
5. Loitering around the housing unit windows, doors, or behind the bathrooms is prohibited. Violators are subject to disciplinary action.
6. Weights are to remain on the concrete areas. Due to the large number of weights being broken, disciplinary reports will be issued for dropping them. If you break a weight by dropping it, you will pay for the broken weight. Your first ticket will result in a thirty (30) day yard denial. Any additional tickets you receive for dropping weights will result in progressive discipline.
7. **Shirts are to be on, buttoned and tucked in before leaving the housing unit and before leaving the yard to return to the house.**
8. Radios will be turned off to and from the yard. Headphones or walk-mans are allowed on the yard. Electrical outlets on the yard will not be used by the offenders. Loud radios are not permitted on the yards.
9. No altered clothing will be worn to the yard.
10. Disciplinary reports will be issued to offenders caught dunking or hanging on the basketball rims.
11. All offenders going to the yard shall go with the yard line when called. No offenders will be allowed to leave the unit late for yard without authorization, nor will offenders be allowed to go to yard from a work assignment.
12. Sidewalks are to be used going to and from the yard. You cannot walk on the grass.
13. No shower shoes or sandals are allowed on the yard. No going barefoot.
14. No offender will get any closer to the fence than the track/walk area
15. No sitting on table tops.
16. No physical contact (i.e. tackle football, etc) or rough housing on the basketball court.
17. Anyone violating yard procedures will automatically be sent back to their unit and not be allowed to return.
18. Chess, checkers, and playing cards will be allowed on the yards.
19. All yard items shall remain on the yard.

Special Activities Rules

1. All offenders who will be going to the Dining Room from their special activity will be required to have a shirt or top and pants or sweat pants or they will be sent back to their units and will not be allowed to return to Dietary. No shorts or sleeveless shirts will be allowed in the Dietary.
2. Items not allowed on regular yard will not be allowed at Special Activities.
3. Groups of offenders that come into dietary and disrupt the feed lines may be omitted from future special activities.
4. Shirts are to be on, buttoned, and tucked in before the leaving the housing unit and before leaving the special activity. No sleeveless shirts are allowed on any movement.
5. Unescorted injured offenders will move on the Core Walk to go to the Health Care Unit.
6. Any offender utilizing their drink container in Dietary will have the container confiscated.
7. Awards (i.e. sodas, etc) will be given after the Special Activity provided the offender is not going to Dietary right away. If the offender is going to Dietary, LTS will call the offender over at a later time to issue it to him. **NO** items will be brought into the Dietary.

IV.

LAUNDRY RULES

1. Offenders will bag their laundry for washing and provide soap for their laundry. No blankets or tennis shoes are to be washed in the housing unit washing machines.
2. Offenders are only allowed to send one (1) laundry bag to the Laundry on scheduled days. An institutional printed laundry list, including offender name, number, assigned house and cell number, along with the number of items to be laundered must be inside the bag with the clothing.
3. Blankets are scheduled for washing on an annual basis. This is the only time they are to be sent to Laundry.
4. Blues and whites are not to be mixed together in the same bag to be sent to the Laundry. If the clothes are found like this, the offender will be issued an Offender Disciplinary Report.
5. Offenders are not allowed to wash or dry any clothes between the hours of 9:30 p.m. – 7:00 a.m.

LAUNDRY SCHEDULE

Monday	Blues	S1, S2, S3, S4, and Receiving
Tuesday	Blues	E1, E2, E3, E4, and E5
Wednesday	Whites	N1, N2, N3, N4, N5, E1, E2, E3, E4, E5, S1, S2, S3, S4, and Receiving
Thursday	Blues	N1, N2, N3, N4, and N5

Laundry Supervisor hours: Monday through Friday 7:00 a.m.- 3:00 p.m. All laundry shall be picked up no later than 2:00 p.m. daily.

V. MEAL TIME

Meal lines will be run at approximately the same time each day. Offenders are expected to be up, dressed and ready to go when the lines leave the housing unit. Failure to be ready will result in the offender not going on the lines. Make up chow is only for those offenders who were on call passes or on other staff initiated details at the time when the housing unit meal line ran. Offenders who fail to have their IDs with them will be allowed to eat with make-up line, but will receive an Offender Disciplinary Report for violation of rules.

VI. FURNITURE

1. Arrangement of furniture will be done so as not to block the view or access into your room. Beds will be along the wall, directly in from the door (facing the door), with the head of the bed towards the door.
2. Only approved furniture is allowed in your room.
3. Offenders will both be responsible for any damage done to their assigned room and/or furniture.

VII. STATE PROPERTY

1. No writing or insignias are permitted on State or personal property other than your name and number on state or personal clothing.
2. You are responsible for all State property which is issued to you, and it is your responsibility to return this property upon your release from this facility. You will be charged for state property you damage or cannot account for.
3. State softball gloves are to remain on the yards.
4. Each offender, except those in orientation status, will be issued three (3) rolls of toilet tissue the first week of every month. This is to last for the entire month. No additional toilet tissue will be issued to you during the month. Offenders being transferred into the institution will receive three (3) rolls of toilet tissue, prorated throughout the month, as they are issued their state clothing. It is each offender's responsibility to take the toilet tissue with him when changing housing assignments.

VIII. KEYS

1. All offenders will receive, upon their admission to this facility, a laminated tag with their name and identification number on it. Upon moving from the Receiving Unit to the general population housing units (North, South, East clusters), an offender must present the tag to the housing unit officer, who will issue a room key.
2. If an offender is moved to a different unit, his key tag will be returned when he returns his key. The key tag will then be presented at the new unit to receive a room key. The key tag will continue to be used as long as the offender remains in this facility.
3. A room key will not be issued without a key tag. A \$1.00 reimbursement fee will be assessed when a tag has to be replaced.
4. If an offender breaks a key, a \$5.00 fee will be charged for the replacement key. If the offender is negligent, then he will have to pay \$27.50 for the lock and \$5.00 for his key and if he rooms in a double cell, another \$5.00 for his room-mate's key. Offenders leaving this institution (MSR, transfer, other offenders not scheduled return to Centralia Correctional Center) will be required to turn in their room key at the time of dress out. Offenders, who lose their key and do not have their key at the time they leave, will be required to make restitution for replacement of the lock and two keys. The cost is currently \$37.50 and is subject to change without prior notice. The funds will be taken from the offender's Trust Account or Gate Money prior to his release. If an offender does not turn his ID in at the same time he will be charged \$5.00 for the cost of an ID.
5. Offenders using string to hold keys will no longer be allowed to have other items on them. The string, which is to be black or white only, no braids, will only contain the offender's room key. No other items are to be carried on the chains. Offenders having additional items on their key chains will be instructed to remove the items or face disciplinary action. It is prohibited to swing or twirl key chains at any time.

IX. CONTRABAND

1. When entering your assigned housing unit room, you must be sure that no contraband articles are in that room, because you are responsible for everything in that area at all times.
2. Razor blades are not to be removed from their cartridges. If they are removed, they will be considered a weapon and contraband.
3. Anything not issued by the institution, not purchased in the commissary, or not permitted by special order or Department Rule, will be considered contraband, and anyone found in the possession of contraband will be

considered to be the owner of that contraband. Anything permitted by special order will be in writing from the Chief Administrative Officer and must be presented upon request. Any contract item, which is altered in any manner from the original state, will be considered unauthorized property.

4. You must take prescribed medication when it is given to you. Under no circumstances are you allowed to accumulate any type of controlled medication, since this would be considered contraband and would be confiscated unless medically approved to do so.
5. All empty containers (i.e. peanut butter containers, etc) will be considered contraband. In addition, these containers are only to hold their original contents. Offenders must appropriately dispose of these containers after the product has been completely used. Empty containers or those containing items other than what was originally in the container will be confiscated as contraband and disciplinary action may follow.

X. PROPERTY BOXES

Upon arrival at the Centralia Correctional Center, offenders are given a Property Box. Each offender is responsible to ensure that his property box is maintained in good condition and that it is not abused, misused or damaged. If you break or damage your property box, you will be required to pay restitution. In addition, you may be issued a disciplinary report and charged with damage or misuse of property.

During compliance checks all the property that an offender possesses must fit inside the property box with the exception of electrical items, photo albums, as long as they are not openly displayed and school books for classes currently being attended. Any property that does not fit inside the property box will be considered excess property and must be disposed of by either mailing it home or having it destroyed. Offenders will store all personal belongings except those listed below in the personal property storage box and correspondence box during the 7:00 a.m. morning count, prior to a housing unit or Institutional transfer, and upon staff request. Storage boxes will be stored underneath the bottom bed in each cell. Nothing is to be placed or written on the outside of the property box (stickers, designs, etc.). Those offenders who refuse to comply with the order to place their property prior to an inspection will be subject to disciplinary action. When an offender leaves his housing unit (i.e. call pass, yard, meals, etc.), all property maintained in his room will be stored in the personal property storage box except:

Medical equipment as approved by Medical Unit and CAO	1 laundry soap and bag
Coat – hung on approved source	1 photo album – must be in closed position
Wet outerwear (due to weather conditions)	1 approved drinking container
Soiled clothing in laundry bag	1 pair of footwear
1 bar of soap and dish	**1 unfinished painting.
1 roll of toilet paper	1 set of headphones/earplugs
1 toothbrush, toothpaste and holder	1 pair of eyeglasses and case; artificial eyes/receptacle/limbs
1 white towel	1 set of dentures and denture cup
1 white washcloth	

Each offender may possess a combination of one of each of any five of the following equipment items:

Fan - 10" or smaller with plastic guard	*Beard Trimmer
Television	*Calculator
AM/FM Cassette – single deck	Desk Light
AM/FM Radio	Hot Pot
*Walkman	Typewriter – electric only
Electric Shaver	

Items marked with an asterisk (*) above must be inside property box when offender is not in his cell and during morning count.

** for those facilities with no established art room only

A correspondence box will be issued upon your request. Legal material, publications, and correspondence will be maintained in this box. No other personal property items can be stored within this box, however, legal materials, publications and correspondence may also be stored in the personal property box. If you have more legal material than what will fit in this box, additional boxes will be provided. You will only be allowed to keep one correspondence box in your cell. Additional correspondence boxes containing legal material will be stored in a room in the Law Library. To gain access to the material, the offender must submit a written request to the Law Library 7 days prior or 7 working days to the desired review date, absent verified court, statutory or statute of limitations deadlines, or other verified emergency. Access to excess legal materials storage boxes will be facilitated by the paralegal staff. Paralegal staff will access these boxes when a paralegal staff person is on duty. In the absence of a paralegal staff person, an Educational Administrator or Assistant Warden of Programs designee shall access the legal materials storage boxes.

When paralegal staff receive the offender's request for access the library staff will schedule and submit a call pass to the offender to access the excess legal materials within seven (7) days after the request is received or earlier if there is a verified court, statutory, or statute of limitations deadline or other verified emergency. The offender shall be allowed access to the material with the following conditions:

1. The offender may retrieve and return to his living area no more material than will fit into the box that is in his living area.
2. Provided that he has been allowed access no more than once a week, absent verified court, statutory or statute of limitation deadlines, or other variable emergency.
3. In addition to the items previously authorized to be stored in the offender correspondence boxes, offenders in Segregation may also store mail within their correspondence boxes. On Tuesday through Friday during scheduled library hours, except holidays, offenders in Segregation will be allowed access to the excess legal material storage boxes. Segregation offenders will review the materials in the Segregation Unit.
4. Property and Correspondence Boxes shall not be damaged or altered in anyway. Disciplinary action will result.

Property

1. Radios, televisions, typewriters, and other permitted articles can only be issued to one offender. These items may not be sold or loaned to any other offender, or these items will be confiscated as being contraband. You must have an up-to-date permit for each of these items, and your number must be engraved on it. Offenders who currently possess the old black television or black radio which is not clear will not be repaired once they no longer operate. Offenders will have the option of sending them home at their own expense or have them destroyed.
2. No wires are to be attached to radio or television antennas in the rooms. No detachable speakers are allowed
3. You may possess only publications which have been issued to you by the Library or School or those that are allowed under Department Rule. You will be allowed only the amount which you can store in your storage boxes.
4. You are not allowed to sign your name to anyone else's check, vouchers, or receipts for anything which is not your own property.
5. Offenders may not keep plaques or trophies at this institution.
6. Offenders are not allowed to own/possess personal musical instruments.
7. Any excess items, including food items, over the allotted amount found in an offender's possession will be required to be mailed out of the institution at the offender's expense. Commissary slips are not accepted as proof of purchase to allow offender to "stock pile" these items.
8. Cassette tapes cannot be sent into the institution by family or friends, nor are they permitted to bring or leave cassettes for offenders during visits. Musical cassettes can be ordered by you or your family or friends to be sent directly from **Pac Central or Perspectives only**. All cassettes must be clear with no screws. These tapes should not be ordered. Books on tape can be ordered from Recorded Books LLC, or Audio Editions. Cassettes ordered from an approved vendor must be factory sealed (in cellophane or similar material) when received by Mail Room staff. If the book on tape is not available from this source, you may provide the name and address of the vendor and title and author for the Assistant Warden of Programs to review. Offenders shall be permitted to receive or possess religious audiocassettes as outlined above. In addition, in accordance with Departmental Rule 425.80, offenders shall be permitted to receive or possess religious cassettes sealed or unsealed directly from religious organizations. The Chief Administrative Officer or Chaplain may review and deny such cassettes if they are deemed to pose a threat to the safety or security of the institution. If the cassettes are denied, they shall be submitted to the Religious Practice Advisory Board for review. Cassettes shall not have screws (see 20ILL ADM Code 205, 525, 535 and 425) and ordering information is available in the Library. You must submit a money voucher to Personal Property for approval. If approved, it will be forwarded to the Trust Office for processing. Only four (4) cassette tapes will be allowed to be ordered at any one time. All items must be prepaid when ordering. Offenders are allowed to have eighteen (18) cassette tapes in their possession at any time. You cannot exceed this amount. Since there is no storage available for excess property, it will be your responsibility to ensure that this number is not exceeded. Tapes over the amount of eighteen (18) will be confiscated during routine shakedowns. Any questions concerning this procedure should be forwarded to the Personal Property Officer. The Department of Corrections reserves the right to open and review any cassette(s) to determine whether the contents thereof are detrimental to security, good order or discipline, or if it might facilitate criminal activity or be detrimental to mental health treatment.
9. All cassette tapes must be engraved with offender number
10. Offenders tampering with the seal on property items will be issued a disciplinary ticket. The offender must then either have the item sent home at his expense or have it destroyed.
11. When offenders are a Discharge or MSR, all contract items must be taken with offender or turned in to be destroyed or disciplinary action will be taken.

XI. OFFENDER DRESS CODE RULES

1. No offender will be allowed to possess pants other than state issue blue twill. Offenders are allowed to have three (3) pair in their possession.
2. All offenders entering the Academic, and Vocational Buildings, Medical Unit, Maintenance, and the Dining Room area will be required to be dressed in blue shirt, blue pants, tennis shoes, or state issued boots 1" heel. Shoelaces must match the color of the shoes (ex. Black shoes must have black laces and gym shoes must be worn with white shoelaces).

3. All inmates entering the Administration Building, (i.e. visits, call passes, Parole Board) must be dressed in state blues, blue state shirt, state pants and black state boots. The only exceptions to this are: Inmates entering the Administration Building to pick-up legal mail will be allowed to wear blue state coats and/or thermals, outside details and the Administration workers are allowed long sleeve shirts or thermo shirts and inmates who have already turned their property in, (i.e. discharges or MSR's).
4. All sweatshirts, sweatpants, must be gray only. Sweatshirts and/or sweatpants can only be worn for gym or recreational yard.
5. Offenders will not be permitted to wear T-Shirts issued by the Department of Corrections special activities (with lettering and logos, generic) while on outside details, in the Administration Building, or while on writs/furloughs. Failure to comply may result in a disciplinary ticket being issued.
6. Shirrtails and T-shirts must be tucked inside pants at all times exceptions-gym, housing units, or recreational yards.
7. Dietary work assignments will be issued white jump suits and hairnets. These items will be worn on the assignment only. Hairnets are not to be taken back to housing units.
8. Offenders may be issued white jump suits with a signed contract
9. Offenders assigned to the Institutional Barber Shop must wear the provided Barber Smock while on assignment.
10. State issued work assignment clothing is only to be worn at work assignments (jumpsuits, striped pants, gloves, etc). Work assignment clothing may be worn to and from work.
11. Gym shorts, white or colored T-Shirts, blue pants, blue shirt, blue jacket, or gray sweatshirts may be worn in the gym and on the recreational yards. Athletic shorts are not to be worn over sweatpants. No headbands are allowed
12. Upon leaving the housing unit, offenders must wear blue pants, blue shirt, blue jacket, T-shirt, black shoes, tennis shoes or sweatshirts. Sweatshirts, sweat-suits, gym shorts and tennis shoes can only be worn in the gym and recreational yard areas, going to and from those areas and dayrooms. Thermal underwear is not to be worn as an outer garment. Thermal underwear can only be worn under blues and not be seen when leaving housing units.
13. Offenders will not be permitted to wear robes, house-shoes, shower shoes, or pajamas outside of the dayroom areas.
14. Identification Cards must be in the offender's possession at all times and produced upon request. When outside the living unit, ID cards must be worn on the upper left side of the outermost garment, with the exception of T-shirts, where the ID card will be worn clipped on the lower left sleeve.
15. Offenders must remove hats and stocking caps prior to entering all buildings, except housing units and may not be put back on until they leave the building.
16. All buttons must be buttoned on a shirt except the top two buttons.
17. Anything not issued by Centralia Correctional Center, not purchased in the commissary, or not permitted by special orders will be considered contraband. Anyone found in possession of such contraband will be considered to be the owner. Anything permitted by special order will be in writing from the Chief Administrative Officer and special order must be presented upon request.
18. Offenders are not allowed to wear combs in their hair.
19. Offenders will only be permitted to wear one chain with one (1) approved religious appenditure. Scapulars are approved to be worn by members of the Roman Catholic faith under their shirt. Religious appendents (cross medallion) which are large (over two inches in length), jeweled, colored or homemade and other medals, religious and non-religious sayings, charms, rosaries with beads other than black brown or white and those items which pose a security risk, will not be allowed. Rosaries are not to be worn. All necklaces will be worn under the shirt.
A. Offenders may wear only one (1) wedding band and one (1) watch.
B. All other jewelry items will be considered contraband.
20. All trouser pant legs will be worn on the outside of the socks, not tucked in. Trouser legs will not be rolled up. No blousing.
21. Sleeveless shirts or shorts will not be worn in any building except the gym and housing unit.
22. Hairnets are not allowed to be worn in the housing units. Plastic caps are not allowed in the institution except in the Barber Shop and/or housing units when required during the use of a permanent solution.
23. No hooded sweatshirts will be allowed.
24. Offender clothing is not allowed to be worn inside out. Offender clothing, either personal or state, that has been altered in any way, (i.e. cutoff jeans, sweatpants, sleeves cut out of shirts, etc) is considered contraband. Any altered clothing found in offender's room or being worn by an offender will be confiscated and a disciplinary ticket will be written. Offenders are to abide by this dress code.
25. Offenders on court writ status shall wear yellow or green jumpsuits while at this facility.
26. Offenders going out on Court writs who will be housed at other institutions temporarily will be allowed to take one (1) Holy Book with them. This item will be handled like property is for an offender
27. Underwear is not to be worn in the dayrooms of the housing units. You must be dressed in outer attire. Underwear is not to be worn on the outside of other clothing (i.e. shorts, etc.). Violation of this may result in disciplinary tickets being issued.

28. Offenders must wear their pants fastened and positioned properly. Pants may not be worn hanging low, displaying undergarments, or unfastened. Offenders failing to comply with the dress code will be subject to disciplinary action.

XII. GROOMING STANDARDS

It shall be the general policy of the Centralia Correctional Center to allow freedom in personal grooming as long as it does not present a sanitary or security problem. This policy is consistent with the Illinois Department of Corrections Departmental Rule 502, Part B and allows offenders to have no restrictions on hair length or hairstyle as long as it is neat and clean. Sideburns, moustaches, and beards are also permitted. Offenders are not allowed to have designs (i.e. stripes, lightening bolts, squares, parts, partially shaved heads, mohawks, etc) cut into their hair. Hairstyles that may signify affiliation with Security Threat Groups are prohibited. This includes but is not limited to initials, symbols, multiple parts, or hair disproportionately longer in one area than another (excluding natural baldness). Braiding only part of the hair is also not allowed. Braided hair should be braided in straight rows. Braids are not permitted while in Segregation, when going on writs, furloughs or transfers.

Offenders are photographed upon admission, and if appearances significantly change, new photographs will be taken. If an offender continually changes his appearance, and thereby interfering with the orderly functioning of the institution or offenders who maintain their hair so that it poses a health and sanitation problem, create a risk that contraband hidden in the hair cannot be detected or that impede searches for contraband that pose a risk that contraband hidden in the hair may injure the employee(s) charged with searching the offender, the Chief Administrative Officer will prescribe an individual grooming policy.

If a design is in the hair at the time of the barber appointment, the design will be cut out. Offenders found with designs in their hair will be subject to discipline. Cutting another offender's hair in the housing unit is strictly prohibited, and will also be subject to discipline.

Offenders will be issued items such as soap, toothpaste, and toothbrushes upon entry to maintain personal cleanliness. Toilet paper is issued automatically. Other items may be purchased through the commissary. Shower facilities are available in each housing unit so that daily showers are possible.

Offenders that are considered indigent can request a hygiene kit through any security staff or their Correctional Counselor. Indigent refers to: Anyone not receiving offender pay due to restitution owed to the court, corrections, etc. Once verified by Correctional Counseling staff, hygiene kits will be supplied until offender pay or money from an outside source is directed into offender's account.

XIII. RELIGIOUS ITEMS POLICY

The policy of the Centralia Correctional Center regarding the use of religion shall be in accordance with Department Rules 425 and 535.

1. Offenders shall be permitted to wear religious wear in their cell during prayer or in the place of worship in keeping with the religious requirements of their faith group. Religious faith groups shall be verified through the use of the Offender Tracking System.
2. Offenders shall be permitted to have up to two traditionally accepted religious symbols or religious symbols which have been authorized by the Religious Practice Advisory Board and which represents their designated faith. These may include but not limited to: medals, medallions, scapulars, or prayer beads.
 - a. The size of the religious symbol shall not exceed two (2) inches in height or width. The chain shall not exceed twenty-four (24) inches in length. The combined value of the symbol and the chain shall not exceed fifty dollars (\$50.00). Only one symbol is permitted on a chain. Chain and attachment shall be worn under shirt.
 - b. Religious symbols shall not contain coloration, stones of any type, cannot be homemade, or create a security issue.
 - c. Rosaries or prayer beads shall be of a solid color (white, brown, or black) and shall not be worn as jewelry.
 - d. Religious jewelry such as but not limited to earrings (of any type) pins, rings, buttons, badges, religious symbols attached to pins or religious symbols or materials encased in plastic are not permitted.
 - e. If an offender is married, a wedding band is permitted. The ring shall not contain stones of any type.
 - f. Offenders may wear articles of religious clothing, including but not limited to robes, prayer shawls, talits, fezzes, kufis, or yarmulkes, only in their immediate sleeping area, during prayer or in the area of the religious service if verification is submitted that the clothing is worn as a component of their declared faith group.
 - g. All religious items shall be listed on the offender's personal property inventory. Possession of non-inventoried religious items, improper wearing of religious items or possession of non-permitted religious items shall be a violation of rules.
3. Clergy or religious leaders may bring their religious apparel to the chapel or place of service. Visitors may be permitted to wear religious headgear in accordance with DR 520.20.

Housing Units

There are 14 general population housing units in the Centralia Correctional Center. Each unit contains two dayrooms complete with telephones, televisions and laundry facilities.

Each offender will be assigned to a room with appropriate furnishings (bed, desk, chair, toilet, wastebasket, and sink). New offenders will be assigned to appropriate housing units upon leaving the Receiving Unit. Brother/brother or father/son relationship may

be housed in the same unit. This will be considered upon request from both offenders and relationship must be verified through the master file. Offenders will be held accountable for the condition of their room. There will be a sanitary inspection of each unit regularly. All offenders must honor all housing unit assignments and refusal will result in disciplinary action. Both offenders will be responsible for any damages or contraband found in their room, unless one offender can establish the lack of his involvement. Questions or problems regarding housing unit assignments should be directed to the assigned Correctional Counselor or the Placement Officer.

A copy of all rules and regulations will be posted in the living unit dayroom. If in doubt as to what is or what is not allowed, ask a living unit officer.

Request Slips

Whenever an offender has a non-medical issue that needs to be addressed such as a job request, staff interview, clothing need, etc. a request slip shall be used as a means of communication. The request slip shall be given to the 3-11 Control Room Officer during mail pick-up. All request slips of a medical nature shall be placed in the sick call box located in the foyer of each housing unit. See page #32.

Personal Property

It is each offender's responsibility to stay within the limit of allowable personal property while at Centralia Correctional Center. An offender is subject to disciplinary action if guidelines are not followed. Upon admission to Centralia Correctional Center, all property will be inventoried and the offender and staff will sign the property forms.

Items that are routinely allowed to be sent into the institution include publications. Items not on the approved property list are not to be in your possession. Any other items received will be returned to sender. All audio/visual equipment (i.e., TVs, radios, cassette tape players, etc.) must be purchased from the Offender Commissary.

Art supplies are available through the following sources only: **Dick Blick**. Musical Cassette tapes are available through **Pac Central** or **Perspectives** only. The catalogs and order forms are available at the library. Offenders desiring to order art supplies should complete an order form and turn the completed order form and money voucher (totaling cost of purchase and along with postage and handling fees) to a Zone Lieutenant (not the inmate commissary). Money voucher shall be signed by the Zone Lieutenant, and then it will be forwarded to Inmate Commissary to be stamped. If offender is on C-Grade, the offender will not be allowed to purchase any art supplies. Gym shoes can be purchased from the Inmate Commissary. All items being sent into the institution must be paid for prior to their arriving. If you want anything else mailed in, you will have to send a request slip to the Warden. He, in turn, will send you a memo in response and also send a copy to Personal Property. Any property received at this institution will be processed to you by the next working day, provided it's in proper order.

There is no storage at Centralia Correctional Center. If you have excess or unauthorized property confiscated, it is your responsibility to make arrangements, within 30 days, to mail it out at your expense, send it out on a visit, or authorize this institution to destroy the items. This is done through the Personal Property Office.

If an offender needs repair of a specific item of their personal property, it should first be determined whether the commissary can make arrangements for repair. If other arrangements are required, contact the Personal Property Office. All personal property items must be approved in accordance with the above procedures. Property found in another offender's room that has not been reported as stolen will be confiscated. The offender in whose room the property was found will be issued a ticket for unauthorized property. The offender who the property belongs to will be issued a ticket and will have to dispose of the property in accordance with our procedures (i.e. within 30 days, send the property home at the offender's expense or have it picked up by visitors or it will be destroyed).

Any personal property that has been altered, modified, or changed in any way from its original shape, form, or purpose, may be considered to be contraband and is subject to confiscation and/or may subject the offender to disciplinary action.

If any permitted item is to be destroyed it must be done through the Personal Property Office. Only reading material will be accepted on visits.

All state issued clothing, blankets, razor, etc. that was issued to you will be turned in prior to your leaving the Centralia Correctional Center. The Clothing Room Supervisor will tell you exactly where your overnight blankets and/or clothes are to be turned in prior to your departure. Any items not turned in will be charged to you. If you are transferring to another facility and fail to turn in the clothing, blankets, razor, etc. issued to you, a disciplinary ticket will be issued for the amount of state issue not returned.

When inmates area discharge or MSR, all contract items must be taken with inmate or turned in to be destroyed or disciplinary action will be taken.

CLOTHING

Ball Caps/Navy (1)	Boots – Black (1 pair)
Briefs/Boxers – White only (2 packages of 4) (8 total)	Gloves--Work Gloves – white (1 pair)(Outside & Dietary Assignments)
Gym Shoes – Solid white only (1 pair)	
Pajamas – Light Blue or White (1)	Shoe Laces – White or Black (1 pair)
Shower Shoes – Slip on orange or brown (1 pair)	
Ski Band – Blue (1)	Skull Cap – Blue (1)
Socks – Solid White (3 pair) (10 pairs total)	Sweat Pants – Gray only (1) (2 total)
Sweat Shirts – Gray only (1) (2 total)	T-Shirts – White only (3 shirts) (7 total)
Thermal Underwear – Solid White only (1set) (2 total)	
Pants – 3 pair	Washcloths and Towels – solid white only (2 each) (7 total)
Winter Jacket – 1	Shirt - 3

PERSONAL CARE ITEMS

Acne Treatment – 1 oz tube (2)
Ambi Fade Cream (2)
Athletic Supporters – (1)
Bar Soap or Cleansing/Complexion Bar (2)
Chap Stick (2)
Cocoa Butter Stick (2)
Cough Drops (2 multi-packages)
Denture Cleanser Products – tablets (2 boxes)
Denture Floss Loops (1)
Deodorants or Deodorant/Anti-perspirent (2)
Nail Clipper – No nail file (1)
Hair Brushes – military brush (1)
Hair Grease and Styling Gel Products – No alcohol (2)
Insoles – White (2 packages)
Lotions, Skin Care Products – Non-Alcohol (1 bottle or 30 individual packets)
Magic Shave – Powder or Cream (2)
Ponytail Holders (1 package)
Petroleum Jelly (1)
Q-Tips/Cotton Swabs – small bag (1)
Shave Creams/Gels (1)

After Shave – No alcohol (1)
Antacids – Tums (1)
Sun Block (1)
Bar Soap Box/Clear (1)
Allergy or cold medication (1)
Conditioners (2 bottles or 30 individual packets)

Toilet Paper (3)
Denture Grip/Adhesive (1)
Tylenol or other pain relievers/non-aspirin – no more than 24 tablets (1)
Vitamins – Multi-Vitamin/Centrex Performance (1 max 100/bottle)
Hair Combs or Afro Comb (flexible plastic) (1)
Hair Picks – Flexible plastic only with no handle (1)
Kleenex (1 package or box)
Mouthwash – Non-alcohol – 6 oz clear container (2)
Safety Razors or BIC Disposable (1) **Old one needs to be turned in**
Shampoo (2 bottles or 30 individual packets)
Toothbrush (1)
Toothpaste – Non-alcohol – Medicated – Clear Tube (1)
Toothbrush Holders – Clear (1)

CELL FURNISHINGS

- | | | | |
|---------------------------|----------------------------|--|------------------------|
| 1. Bed - 1 per person | 5. Laundry Bag - 2 | 9. Pillow - 1 per person | 14. Chair – 1 per cell |
| 2. Blanket - 1 per person | 6. Mattress – 1 per person | 10. Pillow Case - 1 per person (white) | 15. Waste Basket – 1 |
| 3. Commissary Price List | 7. Mirror –1 (secure) | 11. Rule Book - 1 per person | 16. Shelf - 1 |
| 4. Desk - 1 | 8. Mop Rag – 1 | 12. Sheet-2 per person | |

BEVERAGES (20 Units)

Coffee – allowed only to one 8 oz. Tasters Choice or one 3 oz. bag Keefe
Coffee Creamer – Individual Packets (20)
Hot Chocolate – Plastic containers (1) or package of individual packets (8 or 10 count)
Powdered Fruit Drink – no sugar (1)
Soda – Plastic Bottles – 20 oz or less (8)
Sugar Free Drink Concentrate – Foil Package (6)
Tea -- Instant or tea bags -- no more than 15 oz container or 10 oz bag (1)
Powdered/Dry Milk (1)

READY TO EAT FOODS (24 Units)

Bag-o Noodles with or without cheese (4)
Beans/Refried Beans and Rice -- Variety (4)
Tuna (8)
Beef Summer Sausage (6)
Chunk Ham (4)
Flour Tortillas (2 packages)
Macaroni and Cheese Dinners (6)
Ramen/Top Ramen Noodles -- Oodles of Noodles (24)
Rice -- clear package (4)
Sausage and Cheese (4)

BBQ Beef (4)
*Chili with or without Beans -- foiled package
Vienna sausage (2)
Boneless Ham -- 8 oz (4)
Fish Steaks with Hot Sauce (2)
Mackerel/Fish Steaks/Salmon Flakes -- foiled packages (8)
Oatmeal -- Plain or variety pack (1 package of 10)
*Lasagna
*Beef Stew – Foiled Package
*Sloppy Joe Sauce – with beef – Foiled Package

** Limit of 12 items between the last 4 items at a time*

DEHYDRATED FOODS (24 Units)

Boneless Roast Beef with or without gravy (4)
Chili Flavored Refried Beans and Rice (4)
Refried Beans -- regular or hot (4)

Instant Chili (4)
Chicken with or without gravy (4)
Chunk White Chicken in Broth (4)

SNACKS (24 Units)

Little Debbie's items (2 boxes)
Bagged Candy or sugar free candy (4)
Cookies -- 20 oz clear package or less (2)
Crackers -- 20 oz box or less (2)
Pepperoni Slices (2 packages)
Beef Deli Snack (6)
Little Debbie individuals (10)
Candy Bars (6)
Beef Jerky (2)
Nuts -- shelled (2)
Chips/Popcorn/Pretzels, etc. (6)

CONDIMENTS (Twice purchase limit)

Coffee Creamer -- Individual packets (20)
Cheese Plastic Containers or Individual Packets (2 containers or no more than 2 packages of 10)
Honey individual packets (10 individual packets)
Jalapeno Slices (no juice) -- packets (10)
Mayonnaise -- Individual packets (12)
Peanut Butter (1 plastic container)
Mustard -- Individual packets (24)
Hot Sauce -- No squeeze bottle (12 individual packets)
Jelly (No squeeze bottle) -- individual packets (10)
Sweetener -- Non-Sugar (100 individual packets or less)

ELECTRONICS (In accordance with A.D. 05.10.110 and 05.10.115)

AM/FM Radio Cassette Player (Walkman) -- Clear Case AM/FM Cassette Player (non-recording) 1
Batteries (Watch and Radio) -- Equal number of batteries as utilized in electronics (No "D" batteries)
Calculators -- Clear case (solar powered or dual powered) -- pocket size (1)
Coax Cable -- not to exceed 6' (1)
Clip-on light and Light Bulbs -- clear w/standard 40 watt bulb (1 each)
Electric Razor and Cord -- Norelco 6423LC -- no trimmer (1)
Extension Cord -- 6' (1)
Extension for Head Phones -- 6' (1)
Fan (clear 8")
Food Cup Insert for Hot Pot -- Clear, plastic insert (1)
Earbuds -- (1)
Hot Pots w/attached cords -- Clear Plastic -- West bend Model #53645D (1)
Replacement blade head for electric razor (1)
Television -- 13" flat screen (1)
Typewriter (1)
Watch -- clear (1)

PAPER PRODUCTS

Address Book -- Pocket Size (1)
Document Folder -- 15"x12" (6)
Greeting Cards (5)
Lead Pencils #2 (12)
Pens -- Flex (2)
Pre-Stamped Envelopes (40)
Colored Pencils -- 12 per package (1 package)
Ruler -- Plastic or vinyl 12" (1)
Thesaurus (paperback) (1)
Dictionary (paperback) -- Spanish/English (Either/or or combination) (1)
Filler Notebook Paper -- 200 Count or less -- 8.5"x11" standard rule (1)
Large Clasp Envelopes -- 9"x12" (6)
Legal Pads 8.5"x11" -- Yellow only (2)
Photo Albums -- with plastic (no metal) -- 8.5"x11" (1)
Erasers (1)
Typing Paper -- 100 count -- 8.5"x11" (1)
Wireless Notebook (3)

MISCELLANEOUS

Arch Supports (2 packages)
Bounce and/or other dryer sheets (1)
Coffee Mugs/tumblers -- non-insulated plastic or clear insulated plastic **NO LIDS** (1)
Disposable Toilet Seat Covers (1 box)
Liquid laundry Soap/Detergents -- non-corrosive (1 bottle)
Playing Cards/Pinochle (1 deck each)
Racquet/Hand Balls (1)
Rugs -- prayer (1) -- Special Order from Business Office
Typewriter/Correction Ribbon -- Brother ML100 or as required (1)
Assorted Games -- No dice or play money (3)
Bowl -- 24 oz with lid (1)
Reading Glasses (1 pair)
Utensil Set -- Fork and Spoon/Plastic or Spork (1 set)

PUBLICATIONS - Any number that can be stored in the offender's storage boxes.

Visiting Procedure

Visiting hours at the facility are between 8:30 a.m. and 5:30 p.m. daily (7 days/week). Visitors will not be checked in during 11:30 a.m. and 12:45 p.m. Processing will begin again at 12:45 p.m. Visitors will not be permitted after 2:30 p.m. Individual visits can last a maximum of four (4) hours. The Duty Warden or designee may reduce the length of visits when overcrowding occurs. Each offender is entitled to six (6) visits per month, with no more than 2 on weekends or holidays. Visits are restricted to no more than four (4) adult visitors per visit. Offenders on Writ Guest status will receive the same visiting privileges as offenders in General Population.

Visiting hours for Offenders in Segregation are Monday through Friday between 8:30 a.m. and 2:00 p.m. for one (1) hour only. Offenders in Segregation are allowed two (2) visits per month. Visitors will not be allowed to visit if they arrive after 1:00 p.m. Weekend and holiday visits are not allowed.

Offenders found guilty of the following will be given non-contact visits for six months from the date of their Inmate Disciplinary Report: Possession of illegal drugs or failing a drug test, Gang Activity, or Staff Assault. Offenders who are on Non-Contact visiting restriction will have the same visiting hours as those offenders in Segregation. Parole violators housed in Segregation shall have the same visiting restrictions as the non-contact General Population offenders.

Visiting lists can be updated once every 30 days, with no more than 20 visitors listed. All visitors must be on the offender's approved visiting list either in the Offender Tracking System (OTS) as being previously approved or as an add-on to the offender's visiting list. If the visitor is not shown approved by either option, the visitor will not be approved to visit until the offender has added the name to his list. Children under 17 years of age are considered minors. Visitors under seventeen (17) years of age may be accompanied by some other responsible adult only if written permission from a parent or legal guardian is on file with the Chief Administrative Officer's approval **prior to the visit. There are no exceptions. When visitors arrive they need to have with them a current picture ID (Driver's License, State ID).**

Visitors may purchase two Debit Cards when they enter the Main Gate. The cost of the card is \$1.00 and a limit of \$20.00 may be purchased on each card. If a visitor has problems with one of the vending machines, the visitor will tell the Visiting Room Officer what the problem is. The officer will give the visitor a refund card. The card must be completely filled out or the refund will not be completed by the Business Office. After the card is completed, the Visiting Room Officer must sign the card. All offender visitor refund cards will be turned into the Business Office. **THE REFUND WILL BE COMPLETED AS A CREDIT TO THE APPLICABLE OFFENDER'S TRUST FUND ACCOUNT.** No refund over \$20.00 will be issued and this will occur only in an extreme situation that can be verified by staff. No refund will be made on cards that are intentionally defaced. The Business Office reserves the right to deny any refund request that cannot be verified. Visitors are only permitted to have in their possession at the time of the visit a money card, visitor pass and locker key if utilizing the lockers in the Main Gate. If visitors use the lockers there is a seventy-five cent (\$.75) fee. Anything the visitor brings with them other than what they are allowed to bring to the visit needs to be secured in a locker.

Attorneys who want to be given a legal visit have to be on the offender's approved visiting list except for State Appellate Defender Attorneys provided they show proper credentials indicating that they work for the State Appellate Defender's Office. Unless an attorney has been specified as the offender's attorney, the attorney shall be allowed to visit following the general visit guidelines and the visit will count towards monthly total. Clergy who have the proper credentials are allowed to visit three times per month without being counted against monthly total.

Visitor Dress Code

Visitors will dress appropriately while visiting offenders. Clothing which reveals buttocks or breasts is not allowed. In addition, visitors are required to wear undergarments. Visitors who do not comply with the dress code will not be allowed to visit. The Shift Commander will have the authority to review the attire of each visitor and deny any visit based upon, but not limited to the items listed below. All shorts and dresses should be knee length (minimum) with **NO** holes in clothing above the knees. The following is considered inappropriate dress for visitors:

1. Short Skirts, 2. Mini Skirts, 3. Short Dresses, 4. See-through blouses/pants, 5. Low cut blouses, 6. Halter Tops/Tube Tops, Tank tops, 7. Midriff Tops, 8. Garments displaying obscenities, 9. Swim tops or swim-suits 10. Clothing depicting obvious security threat colors, 11. Leggings or Jeggings (with or without pockets).

Visiting Room Rules

1. Visitors may kiss and embrace upon entering and leaving. There will be no other fondling or intimate behavior is allowed. The only other physical contact will be touching hands and forearms that are positioned above the table.
2. No rearranging of furniture in the Visiting Room is allowed by visitor or Offender; this does not apply to the use of plastic chairs.
3. It will be the responsibility of the visitor to keep children's behavior acceptable. Examples: No running around the Visiting Room, no loud yelling, and children must conduct themselves in an orderly manner. Problems concerning a child's behavior or any disruptive behavior of adults may be addressed to the offender initially, and the offender shall discuss the problems with the visitor(s).
4. Disruptive behavior by Offenders and/or visitors will be cause for the termination of visiting privileges. Determination shall be made by the Shift Commander with notification by Incident Report. The Visiting room Officer will have the discretion of giving one warning for a minor violation of visiting rules but **MUST** report any further disruptive behavior immediately to the shift Commander, and followed up with an Incident Report. The Shift Commander is to notify the Duty Warden for possible temporary termination of visits.

5. Offenders cannot at any time handle or be in possession of debit cards, and are not allowed to go to the vending machines. They are to remain seated at all times except to go to the restroom.
6. There will be no gambling or playing cards during the visit.
7. Visitors will not be allowed to bring in any items (personal property, food items, clothing, musical instruments, etc.) to Offenders.
8. Persons attempting to bring in contraband will not be allowed to visit and will be reported to the Warden for possible revocation of visiting privileges. The contraband will be confiscated.
9. Clergy behavior, which is not appropriate to pastoral care and Ministry, will be cause for termination of visiting privileges.
10. Visitors and committed persons shall not be permitted to exchange any item during a visit, except with prior approval of the Chief Administrative Officer.
11. Offenders and visitors may only visit with their approved party. **(NO CROSS VISITING!!)**
12. No Offender can discipline children or visitors.
13. No children are allowed to sit on tables or on offenders lap.

Telephone Privileges

Centralia Correctional Center has implemented the SECURUS phone system. Offenders will receive an Offender Telephone Number List Request Form which offenders are required to complete to get a PIN number. Offenders can submit up to 20 phone numbers on this form. After receiving the PIN number offenders will be responsible for the confidentiality of their PIN numbers. Additions/deletions to the PIN system will be initiated every thirty days. Offenders at the Centralia Correctional Center are not permitted to make conference calls. Offenders can have family call 1-800-235-4416 for information regarding this system.

Offender telephone calls made in General Population will not exceed thirty (30) minutes. Offenders in Segregation who have phone privileges, will be allowed to make a phone call once a month not to exceed fifteen (15) minutes. All offender telephone calls are subject to monitoring and recording at any time by departmental staff, unless prior special arrangements have been made to make confidential telephone calls to their attorneys. Three way calls and calls to 1-800, 1-888, 1-900 numbers are strictly prohibited and will result in disciplinary action. Offenders are not allowed to share telephone calls.

The procedure for Attorney/Offender Phone calls is as follows:

1. Only outgoing collect phone calls will be permitted
2. Calls should be limited to 30 minutes unless a longer period of time is authorized by the Chief Administrative Officer
3. Designated staff, Clinical Services Office Coordinator, must receive a request in writing from the Attorney at least 36 hours in advance (except in emergency circumstances). The request will contain the following information:
 - a. The name and IDOC number of the offender
 - b. The date of the scheduled call and a two hour time frame during which the call can be made
 - c. The name, telephone number and ARDC number of the Attorney
 - d. A description as to why the Attorney is requesting the phone call including the Case Name and Court which the Attorney is representing the offender
 - e. An explanation as to why the matter could not be handled through the mail or personal visit
4. Requests for Attorney call may be mailed or faxed to the institution
5. Offender phone calls remain subject to restrictions set forth in Department Rules and procedures. This should not be construed as permitting phone calls in addition to those permitted by such rules and procedures.

TDD Procedure (Telecommunications Device for the Deaf)

If an offender requests use of the TDD due to a documented hearing loss, he will be allowed thirty (30) minutes on the phone system.

Telephone Privilege Denial

If an offender is in C grade he will not be allowed to use the telephone. Offenders who are in Segregation but **NOT** in "C" grade shall be permitted to make one collect telephone call per month for a period of no more than 15 minutes.

Committed persons who are the subject of a new criminal indictment, information or complaint shall be permitted to make reasonable telephone calls to attorneys for the purpose of securing defense counsel, regardless of the individual's institutional status.

In order to maintain compliance with the above department rule, the following procedures will be followed: If you have been placed in C grade, telephone privilege denial, and have an emergency situation, which you feel requires discussion with your attorney; you must contact your Correctional Counselor and advise him/her of the nature of the emergency.

Telephone payment procedures

Offenders can now mail checks to Securus Correctional Billing Services for payments. Checks should be mailed to: **Securus Correctional Billing Services, P.O. Box 650757, Dallas, TX 75265-0757.** Checks should have the 10 digit phone number the offender would like the money applied to **written ON the check.** This number MUST currently be on the offenders allowed list that requested/sent the check. The money is applied to the phone number's prepaid account. Taxes & USF are subtracted from any prepayment before it is applied. If the customer has a collect bill with CCPS, the money will be applied there. Once applied to a phone number, the money no longer belongs to the offender. It belongs to the person who has the account set up with CCPS. Phone accounts cannot be in an offenders name. Offenders cannot request that money is moved to a different account or receive refunds. There could be more than one offender calling that number that would use the money. Questions about payments should be mailed to the address above.

Offender Movement Process

For most types of individual movement (i.e. Visits, Medical Unit, Personal Property, Grievance Hearing, Adjustment Committee Hearing, etc.) a call/pass will be given to you either at your housing unit or on your assignment. The call/pass will show where you will be going, the time you leave your original destination, and the time you arrive. The process will then be reversed upon return to your original destination.

You may leave up to ten (10) minutes prior to the time of the Call Pass but not after the time for which the pass is issued. Running is not permitted anywhere but Yard and Gym. While traveling on a call/pass, you must proceed directly to your destination. Do not stop to talk or go into areas not indicated on the call/pass. If you are not sure where a particular building is located, you must ask an employee for specific directions.

All offenders moving in groups of ten or more will be required to separate into two equal parallel lines upon leaving any location while traveling to any destination. All movement, whether in lines, small groups, or solitary, is to move on the right side of all walks. Talking during movement of any type should be at a conversational level. Offenders are prohibited from speaking to other offenders above a normal conversational tone while moving. During all line movement offenders are prohibited from talking to offenders moving in passing lines. All line movement will be monitored by security staff, with full compliance of the offender population expected.

Mail Procedures

The address of Centralia Correctional Center Offender Mail is:

**Centralia Correctional Center
P.O. Box 7711
Centralia, IL 62801**

Offenders at this institution will be allowed unlimited numbers of letters from anyone. Correspondence between family members at other State of Illinois institutions, County Jails, or Out-of State facilities must be approved between both Wardens before correspondence will be allowed. The cost of postage is \$.46. All offenders' incoming mail except privileged and legal correspondence will be opened and searched for contraband by a Mail Room employee and distributed in a timely manner after processing. All incoming mail shall not include any address labels or other labels of any kind. Addresses and return addresses should be stamped or handwritten. No address labels will be accepted and the name of the sender will not be transferred to the envelope. Please ensure that you are using actual envelopes for mail sent out of the facility to ensure your mail reaches its destination and is not damaged during processing. **Do not use "homemade envelopes"**. Procedures require that your mail must have your complete name as you are listed with the Department of Corrections and your IDOC number must be on the envelope or the mail will be returned to sender. You will not be notified of this as we cannot be sure who the mail belongs to. If contraband is enclosed in your mail, you will be notified in writing as to whom the sender was and what the contraband was. Upon receipt of this notice you have five (5) days to respond back, using the sheet attached and sending the appropriate pre-stamped envelope with a signed and witnessed money voucher. After this is received, the Mail Room will send the remaining mail to you. **BE SURE YOU ATTACH THE CONTRABAND REQUEST FORM TO THE OUTSIDE OF THE ENVELOPE WHEN YOU RETURN IT TO THE MAIL ROOM.**

Outgoing Mail will be received by the Housing Unit Control Room Officer between 8:00 p.m. and 9:30 p.m. Monday through Friday. There will be no mail pickup on the weekend or Holidays. Mail will not be received at any other time. Any Envelopes with drawings or gang related symbols /markings on them will not be processed for outgoing mail and will be returned to the offender.

Due to a court order John Wilson and University Legal Services and University Research Services will stop doing business in Illinois. Outgoing mail will not be sent to John Wilson and University Legal Services and University Research Services. Incoming mail from John Wilson and University Legal Services and University Research Services will be given to you if it is pleading, transcripts or documentation that you have provided.

Privileged mail will no longer be sent out at state expense. It must be in pre-stamped envelopes or a money voucher must be attached. Privileged mail includes letters to the following: The Director, Assistant Director, Chiefs and Deputy Directors of the appropriate division; Department Attorneys, State's Attorney, Members of the Administrative Review Board, Members of the Prisoner Review Board, the Governor of Illinois, Federal, State (Illinois) or local Illinois legislators; Chief Executive officers of federal, state or local law enforcement agencies, Chief Executive Officers of the Federal Bureau of Investigation, the Drug Enforcement Administration, the Criminal Division of the Department of Justice, the United States Custom Services, the Illinois State Police, and Sheriff's Offices and Police Departments in the state of Illinois, Illinois Inspector General, John Howard Association and Clerks of Courts or the Illinois Court of Claims. The following are considered neither legal nor privileged: Attorney Registration and Disciplinary Commission, Freedom of Information Agency, Transfer Coordinator, Human Rights Commission, Judicial Inquiry Board and the U.S. Parole Commission. Incoming mail from clerks of any court is no longer considered privileged.

Mail not specifically marked as "Privileged" is handled as non-privileged mail.

Legal Mail - See attached DR 525, Subsection B.: Registered attorneys, State's Attorney, the Illinois Attorney General, Judges or magistrates or any court or the Illinois Court of Claims Judge, and any organization which provides direct legal representation to offenders but not including organizations which provide referrals to attorneys, such as bar associations.

Mail not specifically marked at "Legal" will be treated as non-legal mail.

Large envelopes for offender use are available in the Inmate Commissary and should normally be purchased there. In addition,

for indigent offenders who must mail legal documents due to a legal deadline, and who have commissary denial envelopes for Legal Mail only may be purchased in the Library.

Before Cashier's Checks, money orders and certified checks received are deposited in the offender's Trust Fund Account the sender's name and address as well as the inmates name and number must be included. If the sender is not identified, the money will be returned to the sender or the Post Office and the offender will be notified. Money Orders and Cashiers Checks must not be over two hundred dollars (\$200.00). If they are over two hundred dollars (\$200.00) they must be mailed directly from the financial institution where they were purchased. Personal Checks, unless certified, and cash cannot be accepted and will be returned to the sender. Offenders shall be notified of all money received, stamped legibly on the outside of the envelope by a Mailroom employee along with any enclosed letter and/or card, and delivered to the offender in the daily mail.

Personal checks received from sources other than those stated above (i.e. families and/or friends, etc.) shall not be accepted. Unacceptable monies shall be returned to the sender with a letter stating only money orders and cashier's checks not exceeding two hundred dollars (\$200.00) or certified checks for any amount will be accepted. Thus, if your family members or friends wish to send you funds, they must send either a certified check, which will be accepted for any amount or send money orders and/or cashiers checks not to exceed two hundred dollars (\$200.00) per money order.

Publication Review Committee

The institutional Publication Review Committee consists of at least 2 employees and they are chosen by the Warden from the Correctional Center staff, one employee from Programs and one employee from Security. The Committee is responsible to review publications, etc. which are not on the approved list.

The types of publications that may be sent to the Committee are those publications which may pose detrimental to security, good order, rehabilitation, or discipline or if it might facilitate criminal activity, or be detrimental to mental health needs of an offender as determined by a mental health professional.

Once a publication is sent to the Publication Review Committee, it will either be approved or disapproved. The offender shall be notified in writing that the publication is under review and the notice shall include an explanation why the publication is deemed to contain unacceptable material. If it is approved, the Publication Review Committee submits its summary of approval to the Warden. If the publication is disapproved, it will be submitted to the Warden who will submit the publication and the Publication Review Committee's Summary to the Central Publication Review Committee in Springfield for a recommendation. A copy of the Publication Review Committee Summary will be sent to the offender notifying him that the publication has been denied locally and has been sent to the Central Publication Review Committee.

Commissary Procedure

The Commissary Trading Schedule is published and posted in the Commissary and in the Offender Orientation Manual. Commissary price lists are prepared and distributed to the housing units where they will be place on bulletin boards. Commissary Rules are also posted in the Commissary and will be distributed periodically with the price lists.

There will be absolutely no talking in the inmate commissary except for that required by those offenders trying to shop at the commissary windows. Any offender violating this policy will be subject to discipline.

If an offender is scheduled to shop during the morning shopping period of any given day, and has a valid reason why he cannot shop, the offender will have an opportunity to make up shop during the afternoon shopping period of the same day. If an offender is scheduled to shop during the afternoon shopping period of any given day, and has a valid reason why he cannot shop, the offender will have an opportunity to make up shop during the morning shopping period of the following day. Let it be noted that any offender who misses his regularly scheduled shopping time will be allowed to shop during the makeup time with only the money they would have shown on the books at the time of their regularly scheduled shop.

C Grade Status

Offenders in C-grade may go to the Commissary once during the first thirty (30) day period and once during each subsequent thirty (30) day period in accordance with the established Commissary trading schedule. Purchases are limited to a maximum of fifteen dollars (\$15.00) and are limited to the same items as listed below in the Commissary Denial section.

During the summer months only (June, July, and August), C-Grade offenders will be permitted to purchase a fan. This purchase will not be included in the fifteen dollar (\$15.00) limit; however, the fan may be purchased during the week of state pay.

D Grade Status

Offenders who are sixty (60) days to their release date are in D grade status and will only be permitted to spend \$15.00 per week on commissary items. Offenders on D grade status will be permitted to buy additional items from the Inmate Commissary to use as dress out clothes two weeks prior to their release date. The items allowed for purchase are as follows:

1 pair of socks	1 package of t-shirts	1 pair sweatpants
1 package of briefs or boxers	1 sweatshirt	1 pair gym shoes

A request slip must still be sent to the Warden for approval. This is a one time purchase only and a list of items purchased under this privilege will be forwarded to the Clothing Room, so offenders will not receive duplicate dress-out clothing items. Offenders on C grade status are not eligible.

Commissary Denial

Offenders in Commissary Denial status will be permitted to trade at the Commissary one time per month during specified weeks only. The Commissary Denial will be the first full week of the month and shopping is limited to \$15.00 for specific items listed below. Offenders going to the Commissary without prior approval will be issued a disciplinary ticket for unauthorized movement.

PERMITTED HYGIENE ITEMS

Dental Care Products	Soap	Shampoo/Conditioner
Deodorant	Shaving Products	Legal pad, Flex Pen, Pencil
Toilet Paper	Stamped Envelopes	Manila Envelopes (9x12) Legal Mail
Shower Shoes	Laundry Detergent	

Discipline

The general policy of the Centralia Correctional Center is to emphasize responsibility for offenders and staff alike. It is our hope that you, as an offender, staff and others can live together harmoniously with little necessity for discipline. It is every person's right to be treated with respect and dignity. When minor disagreements result, all staff will attempt to handle such informally if at all possible. This saves a great deal of time and does not result in embarrassment for anyone. There are also other possibilities for the resolving of disagreements, complaints and disputes such as requests to see the Warden, Assistant Wardens, Major, Department Heads, Counselors, Chaplains, and others whenever possible.

Granting Continuances

When an offender or the Adjustment Committee members request a continuance, as indicated in 504A, Section 504.80, Subpart A, B7 and L2, and the Warden approves, the Disciplinary Report no longer is held to an eight day calendar limit. As long as a Summary Sheet has been completed showing request for continuance, the Disciplinary Report is now good for a thirty day period.

Witness Report

When an offender has witnesses to the offense to which he is charged within a Disciplinary Report, the offender may record the name and ID numbers on the bottom of the report at the time he is served the report. However, if the names and ID numbers are not known at that time, the offender can get the name(s) and number(s) and record them on the bottom of his copy. The offender then tears that section off and mails it to the Adjustment Committee. When witness names are submitted at the Adjustment Committee Hearing, the Committee is not required to contact the witness.

Investigation Status

An offender may be confined to Segregation for investigation in accordance with 504A, Section 504.30 Subpart 2A and B and 504D, Section 504.630. An investigation has a limit of thirty (30) days from the time an offender is placed in Segregation. However, once the Disciplinary Report has been written charging the offender with actual charges, the offender is now on Pre-Disciplinary Detention. Therefore, an offender can be confined up to thirty-eight (38) days before appearing before the Adjustment Committee on the charges resulting from an investigation. This period can be extended if deemed necessary and approved by the Warden.

Adjustment Committee

See Departmental Rule Section of this manual -- Section 504.80 Adjustment Committee Hearing Procedure.

Program Unit Hearings

See Department Rule Section of this manual -- Section 504.100 Program Unit Hearing Procedures.

Barbering Services

Barbering services are provided at Centralia Correctional Center. Call Passes will be issued according to individual housing unit wings. Request slips regarding haircuts for the Barber Shop are to be placed in the box labeled **Barber Shop** in the **Dietary** or mailed to the Barber Shop. Inmate Request Slips must be filled out fully and correctly including the name and number of the offender, job assignment or school and days off. In addition, the offender's **housing unit must be listed**. If the Barber Shop schedule is closed due to holidays, vacation days, lockdowns, etc. the Barber Shop will resume the schedule where we left off. The Barber Shop is **closed on Wednesday afternoon for cleaning and Seg Haircuts and every Friday all day**. Offenders in Segregation must submit a request slip through the mail. Offenders in Health Care are called over after they submit a request slip or if a Health Care Member contacts the Barber Shop.

Regular cycle for Barber Shop call pass schedule is as follows:

Day one	South, Receiving A wings	Day nine	East, Receiving D wings
Day two	South, Receiving B wings	Day ten	East make-up
Day three	South, Receiving C wings	Day eleven	North, Receiving A wings
Day four	South, Receiving D wings	Day twelve	North, Receiving B wings
Day five	South Make-up	Day thirteen	North, Receiving C wings
Day six	East, Receiving A wings	Day fourteen	North, Receiving D wings
Day seven	East, Receiving B wings	Day fifteen	North, make-up
Day eight	East, Receiving C wings		

Access and Review of Criminal History Record Information

All requests for access and review of criminal history record information must be directed to the Bureau of Identification, who will explain the procedure and assist in filling out necessary forms, etc.

In accordance with A.D. 01.07.820 all offenders will be required to sign a sixteen dollar (\$16.00) money voucher for the processing and to receive a copy of their State of Illinois Criminal History (Rap Sheet) and an eighteen dollar (\$18.00) money voucher for the processing and to receive a copy of their Federal Rap Sheet. This voucher must be signed before the information form can be sent to the Illinois State Police Bureau of Identification.

If an offender is without funds, he must sign a request for payment, DOC 0296. The processing fee shall be taken from the offenders funds as they become available. The only exception will be if the inmate is indigent (no money on his account, no state pay and no money coming in). This waiver of fees must be approved by the warden before processing of the access and review can be processed.

Demotion and Restoration in Grade

All offenders within Adult Division Correctional Centers retain a grade status dependent upon the individual's conduct as outlined by institution rules and procedures. Standardized procedures for demotion and restoration of grade are established by Departmental Rule 504.130

1. Offender who violates institutional rules, procedures, or policy may, upon the recommendation of the Institutional Adjustment Committee and with the Warden's approval, be demoted to either Grade B or C for a period not to exceed the amount of time specified in the Departmental Rule on administration of discipline. The offender may be demoted more than one (1) grade.
2. Restoration or advancement in grade is to be automatically made at the expiration of the maximum period of time set by the Adjustment Committee, provided for by the Departmental Rule on the administration of discipline for the infraction, unless 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.
3. When an offender is demoted to C grade for an infraction, the maximum time period he shall remain in C grade is also the maximum time period he shall remain in B grade, once promoted and prior to restoration to A grade.
4. An offender who is demoted to C grade shall not automatically be assigned to maximum security classification.
5. An offender may request, in writing, an Adjustment Committee Hearing on a grade demotion in excess of three (3) months to obtain a restoration in grade, but not more than once every ninety (90) days.
6. Offenders will not be present for the hearing. The review will be based upon your disciplinary record. You will receive a memo indicating approval or disapproval with an explanation.

Identification Cards

A standardized identification card system for all Illinois Department of Corrections offenders has been implemented.

All new offender identification cards will not reflect security classification or job assignment. When an offender's security classification is changed, it will be documented in the Master File only.

All new offender identification cards will reflect whether or not an offender is considered an escape risk.

1. White card with a blue photograph background will be issued to all offenders who are considered "low level" or no apparent escape risk.
2. A Blue card with a blue photograph background will indicate "moderate level" escape risk and will be issued to all offenders who have been placed in this escape risk designation.
3. A Red card with a blue photograph background will signify an offender who is considered a "high risk level" escape risk and will be issued to offenders listed in this escape risk designation.
4. A Green card with a blue photograph background will signify an offender who is considered an "extremely high" escape risk designation.

If an offender's Escape Risk Level is changed through the Institutional Assignment Committee and Administrative Review, his Identification Card will be changed to reflect his new escape risk status.

Offenders will be charged five dollars (\$5.00) when an identification card is reissued for one of the following reasons:

1. There is a change in the offender's physical appearance
2. The card is defaced or the bar code is no longer machine readable
3. The card is lost

As a reminder, the following information is the policy of the Centralia Correctional Center:

1. The identification card must be on your person at all times
2. If an offender loses his identification card, it is to be reported to the Cluster Lieutenant or by submitting a request to the Bureau of Identification.
3. If an offender cannot produce his card upon request of an officer or any staff member, a disciplinary report will be written.
4. If an offender finds another offender's identification card, it must be given to an officer.
5. If an offender is caught with another offender's identification card, the offender may be demoted to C grade and lose good time.
6. If an offender cannot produce a readable identification card, the offender may be denied commissary or other activities requiring identification.

Cards reissued due to name changes, a different mittimus with a different name becoming controlling sentence, worn out through normal wear, expired or because of escape risk level change will be replaced at no charge to the offender.

All new identification cards issued at the Reception and Classification Units or when an offender is received in transfer from another institution, etc. will be valid for a maximum period of four years.

Escape Risk Designations

In the Illinois Department of Corrections, every offender will be designated as either Low, Moderate or High Level escape risk. This designation is based upon information contained in every offender's Master File.

Offenders designated as Low level escape risk may be placed at any correctional facility, including minimum security facilities and Adult Transitional Centers.

Offenders designated as Moderate level escape risk are still eligible for consideration for minimum security classification status when requesting transfer to Jacksonville or Robinson.

Any questions you have concerning Escape Risk Level Designation should be directed to Clinical Services staff by request slip.

Security Classification

A. The following guidelines will be adhered to concerning security classifications of offenders at Centralia Correctional Center:

1. Medium - The offender will be required to work within the institutional compound with a supervising officer present.
2. Minimum - The offender will be permitted to work both inside and outside the institution compound without constant supervision. In addition, offenders with minimum security who work outside the institution compound will be specifically identified and designated by the Warden. Specific clearance will be instituted at the Sallyport Gate and the Gatehouse.

B. All security changes will be initiated through the assigned counselor.

Chaplaincy

The Chaplaincy Department serves the entire population at the Centralia Correctional Center. The Chaplains have an open door policy within the bounds of the institutional movement policy. Offenders are encouraged to attend the service of their faith group.

All Chapel activities are by use of the Activity Card. Committed persons may only attend the religious activities of their designated religion or non-denominational religious activities. Offenders will be requested to designate their religious affiliation during the Orientation process. Offenders wishing to designate their religious affiliation after Orientation or to change their designated faith shall submit their written request to the Chaplain.

Due to the Fire Marshall Code as well as other security concerns, the number of offenders allowed in the Chapel will be restricted to 85 participants and a waiting list procedure shall be implemented.

Chapel Rules

1. Offenders are required to wear appropriate clothing when in the Chapel.
2. Upon entering the Chapel, present your Activity Sheet or Call Pass to the staff on duty.
3. Do not rearrange the Chapel furniture unless approved.
4. Candy, food or beverages are not allowed. Approved religious items for activity will be allowed.
5. All offenders must remain in designated worship area. No religious or any other type of activity will be tolerated outside the designated area.
6. Use of the restroom shall be approved by the Officer/staff on duty. Only one (1) offender is permitted in the restroom at a time.
7. The Altar area is off limits to all offenders unless instructed otherwise by staff or Volunteer Leader. Offenders are not permitted to use or handle the piano, organ, microphone or any electronic equipment unless specifically instructed.
8. All offenders are required to conduct themselves in an appropriate and respectful manner so as not to disrupt the services or interfere with another offender's worship. Violators will be removed from the service; a disciplinary ticket may be issued.

NOTICE: All other Department of Correction's rules, regulations, and policies are applicable to the Chaplaincy Department. Any violation of the Departmental or Chaplaincy rules will result in disciplinary action.

Chaplaincy Schedule:

1 ST SUNDAY	8:30-10:00AM	ORCHARDVILLE CHURCH
	2:00-3:00 PM	RELEASE THRU JESUS
	6:00-8:30 PM	REMINANT LIFE
2 ND SUNDAY	8:30-10:00AM	ORCHARDVILLE CHURCH
	2:00-3:00 PM	BAPTIST CHURCH
	6:00-8:30 PM	PRISON FELLOWSHIP
3 RD SUNDAY	8:30-10:00AM	ORCHARDVILLE CHURCH
	1:30-3:00 PM	GRACE FELLOWSHIP
	6:00-8:30 PM	QUAD COUNTIES
4 TH SUNDAY	8:30 AM-10:00AM	ORCHARDVILLE CHURCH
	1:30 PM-3:00PM	ORCHARDVILLE CHURCH
	6:30 PM-8:30PM	NEW COVENANT
MONDAY	8:30 AM-11:00AM	MASTER LIFE STUDY
	1:00 PM-2:00PM	CHOIR PRACTICE
	2:30 PM-4:00PM	BIBLE STUDY
	6:30 PM-8:30PM	REMINANT LIFE

TUESDAY	3:00-4:00 PM 6:30 P.M. 6:30 P.M.	CHOIR PRACTICE CATHOLIC STUDIES CHRISTIAN DOCTRINE
WEDNESDAY	9:00 A.M. 8:15 AM. 1:00P.M. 2:00 P.M. 7:00 P.M.	SEVENTH DAY ADVENTIST CHRISTIAN PRAYER JEWISH SERVICE CATHOLIC MASS JEHOVAH WITNESS
THURSDAY	9:30 A.M. 1:00 P.M. 2:30 P.M. 2:00 P.M. 6:30 P.M.	LUTHERAN SERVICE AL ISLAM MOORISH SCIENCE CHOIR PRACTICE PURPOSE DRIVEN LIFE
FRIDAY	8:15AM 1:00PM 2:00PM	CHRISTIAN PRAYER AL-ISLAM MOORISH SCIENCE
1 ST SATURDAY	1:00PM-3:00PM	MISSIONARY BAPTIST
2 ND SATURDAY	1:00PM-3:00PM	SURE FOUNDATION/WORLD GLOBAL

RELIGIOUS PROGRAMMING

1. Jehovah's Witness: Program Capacity-30. Studies held on Wednesday evening at 7:00 p.m. Volunteer leads study of Jehovah Witness Church Doctrine on a weekly basis. Activity Card required.
2. Fellowship: Program Capacity-85. Session held on a weekly basis on Sunday evening. Volunteer chaplain and/or community groups lead bible study discussion, prayer, music and fellowship activities. Prison Fellowship Quad Counties, New Covenant Ministry and Soldiers of the Cross participate. Activity Card required.
3. Individual Interview: Program Capacity-Open. Sessions are held upon request of offenders. Offenders' problems and needs are explored and some resolution sought by Chaplain and Volunteer Chaplains. IDOC rules to be followed.
4. Choir: Program Capacity-40. Practice held on Tuesday and Thursday at 3:00 p.m. Request must be submitted to Chaplaincy Department. Offenders will be trained by community volunteer to provide music in worship services and other special occasions. Activity Card required.
5. Protestant Worship Services: Program Capacity-85. Services held on Sundays at 6:00 p.m. and Mondays at 6:30 p.m. Inter-denominational worship services for population to enhance their spiritual growth. Service conducted by staff and community pastors. Activity Card required.
6. Roman Catholic Mass: Program Capacity-85. Mass held on Wednesday at 2:00 p.m. and conducted by a Roman Catholic Priest from the community. Activity Card required.
7. Islamic Services: Program Capacity-85. Services held on Thursdays at 1:00 p.m. and Fridays at 1:00 p.m. Iman lead in exhortation and prayer encouraging offenders to embrace their faith. Muslims also participate in the month-long fasting of Ramadan with special observances. Activity Card required.
8. Moorish Science Temple of America: Program Capacity-85. Study held on Thursdays at 2:30 p.m. and on worship held on Fridays at 2:00 p.m. Activity Card required.
9. Jewish Services: Rabbi available on limited schedule. Please send request to senior chaplain. Prayer group Tuesday through Friday; worship on Friday afternoon and study on Sunday. Activity Card required.
10. Bible Study: Program Capacity-40. Studies held on Mondays and Wednesdays at 3:00 p.m. Study led by the Chaplain or community pastors.
11. Christmas Toy projects: Chaplaincy Department coordinates procedure for Christmas gifts to be provided to children (under the age of fourteen) of offenders.
12. Special Sunrise Worship Services: Held 8:30 a.m. Observance of special occasions: Christmas Day, New Year's Day, Easter Day, and Thanksgiving Day. Sunrise Services conducted by the Chaplain or Community Pastor.
13. Master Life: Program Capacity-30. Studies held on Monday at 8:30 a.m. Study on how to live a Christian lifestyle. Activity Card required.
14. Catholic Studies: Program Capacity-30. Studies held on Tuesday at 6:00 p.m. Study led by Catholic Deacon. Activity Card required.
15. Protestant Religious Studies: Program Capacity-20. Studies held on Sunday at 9:00 a.m. Study lead by Chaplain. Activity Card required.

Leisure Time Services Department

Leisure Time Services: The office hours for Leisure Time Services are Monday through Friday 9:30 a.m. to 5:30 p.m. For the GYM AND YARD SCHEDULE always refer to the institutional Activity Schedule and the seasonal LTS Brochure for updates on scheduling.

Offenders will find a wide range of recreational facilities available to them here at Centralia Correctional Center. The three yards have a softball diamond, basketball court, and recreational equipment available for use. The large recreation yard has an all-weather track (440 yards) with a football/soccer field in the center. This area will be used for intramural, special events, and varsity competition.

The Multi-Purpose Building has a variety of uses. Two basketball courts are available with one main court being used for varsity competition and selected intramural events. The weight lifting area is housed in the Multi-Purpose area along with a game room and one meeting room. Due to the large number of weights being broken, disciplinary reports will be issued for dropping them. This rule is in effect on both yards and in the Multi-purpose Building. If you break a weight by dropping it, you will pay for that broken weight. Your first ticket will result in a thirty (30) day yard or gym denial based on the location of the incident. Any additional tickets you receive for dropping weights will result in progressive discipline.

Each offender will have sufficient yard and gym time each day. At times there may be structured events being held during these periods in which offenders may choose to participate. Various types of recreational equipment will be available during these periods based upon the availability of the equipment and offender requests. There is also a combined over 40 years of age and disabled individual's gym period on the weekends (Saturday and Sunday)

The yard program is one small part of the recreation available. In addition to yard, there are varsity sports, intramural activities, special events, movies (normal inmate viewing will be shown Friday afternoon until Monday morning on days when LTS is available to show movies) entertainment, and classes to teach new skills (recreational skills). It is the intention of the Leisure Time Services Department to give offenders an opportunity to experience a wide range of recreational activities. Two-thirds of our lives are spent in leisure time. Use this time beneficially.

Offenders who have ninety days or more of Gym/Yard denial can appeal for reduction after thirty days from the start date of their denial. Offenders may not participate in intramurals while on Gym/Yard restrictions or while on any medical restrictions per the Health Care Unit.

If you do not have any tickets in a thirty day period, you can send a request slip to the Adjustment Committee Office for review. You may be considered for reduction of part of the denial back or all of the denial.

You will not be present for the review. The review will be based upon your disciplinary record. The review will take place one day a month. You will receive a memo indicating approval or disapproval with no explanation. You will not be considered for a reduction if you have a ticket in the 30 day period. Offenders who repeatedly continue to receive tickets every 30 day period will not be considered for reduction. When an offender arrives from another facility, he must wait ninety days before requesting reduction of privileges.

Interested gym workers should send request slips to Leo Coleman, LTS to be put on the job waiting list. Hiring is not automatic.

It may take between one to six months to get hired if you are eligible. Eligibility requires a back-ground check and proper grade status (A and B grade accepted only).

Multi-Purpose Building Rules

1. Offenders must have and show their ID cards when arriving at the gym
2. Pants must be pulled up at all times as not to show underwear.
3. No walking, jogging, or running around the perimeter with boots on. Boots are not allowed on the gym floor, only gym shoes are allowed on gym floor.
4. No dunking or hanging on rim or nets is allowed during gym lines
5. No food items are allowed in the gym
6. Disciplinary tickets will be written for violators of above rules.

Educational Department

The Academic Program is designed to provide a general education as required by the Illinois State Board of Education and is sponsored by Office of Adult Education and Vocational Services and Centralia Correctional Center. The classes offered are structured to meet the grade level needs from Adult Basic Education (offenders scoring less than 6.0 on the TABE test) through GED (offenders scoring 6.0 and above on the TABE Test). The classes offered include ABE (grades 1.0-5.9), Pre-GED (grades 6.0-8.4), Advanced GED (8.5 overall TABE with 7.5 or better on all TABE sub-tests).

Students who receive disciplinary segregation will be removed from all school programs for forty-five (45) calendar days. The forty-five (45) day suspension shall begin on the first day of segregation placement.

Mandatory Students shall be automatically added to the ABE Wait List once the forty-five (45) day suspension has been met. Upon re-entry, ABE Mandatory students will be required to start their mandatory days over. Volunteer students within all academic, vocational or college programs will be required to request reassignment to any of these programs. Only after forty-five (45) days have lapsed, may these previous students re-enter any school program. Upon request to re-enter the program, students will be placed back on the automated wait list and must then wait for an opening in the program. Students will not be automatically assigned back to the program after 45 days. Once re-enrolled in the program, students will be reassigned in the curriculum according to the last level completed prior to the segregation placement. Students re-enrolling in academic college will not be able to enroll in the same courses, but instead will only be able to enroll in new courses offered once the suspension has been met. If placed in Segregation, students may lose Earned Good Conduct Credit, mandatory days earned, loss of opportunities to take the GED test, or loss of opportunity to complete an ongoing vocational or college program.

Students who miss their school line three (3) times during a ninety (90) day period will automatically be reassigned a new job. No tickets will need to be written each time a student fails to go to school, however, when a student fails to attend school, the Academic Building Officer or Vocational School Officer will call the student's housing unit to confirm the student's whereabouts. This policy does

not include the students who are identified for compulsory education. If a student fails to attend school due to a call pass or authorized detail, it will not count against one of the three (3) misses. A student must request to be placed on the Voluntary School Waiting list after ninety (90) calendar days from his dismissal.

Class Schedules are as follows:

Tuesday through Friday: 7:30 a.m. to 10:00 a.m. (Class I) Tuesday through Friday: 10:15a.m. to 11:30a.m.(Class 2-1st half)
Tuesday through Friday: 12:30 p.m. to 1:45 p.m. (Class 2-2nd half) Tuesday through Friday: 2:00 p.m. to 4:30 p.m. (Class 3)

Mandatory Education

Offenders entering the Department of Corrections after January 1, 1987 and who score less than 6.0 on the test will be required to attend 90 instructional days in school. The TABE test is given during the Orientation period to determine class placement and mandatory education eligibility. Refusals to take the test or to comply with testing rules will result in a disciplinary ticket and automatic placement on the Mandatory Education waitlist. Incoming offenders that score below 6.0 will be placed on the Offender Tracking System's automatic wait list. An automated wait list prioritizes eligibility for all educational assignments. Mandatory education students are added to the wait list once testing is completed. Temporary jobs may be taken, but the pay will be limited to \$15.00 per month until the offender completes Mandatory Education and achieves 6.0 on the TABE test. Refusals to attend Mandatory Education will be dealt with severely by the Adjustment Committee through disciplinary tickets. School or classroom disruptions or failure to participate in class will result in a disciplinary ticket. Students receive certificates and other educational rewards for completion of their ABE Program through the school incentive program.

Volunteer ABE or GED Classes

Volunteers must request a school program via the request slip or on the Orientation Form distributed during Orientation. Names will be placed on the Wait list after this occurs. All educational programs offer incentives in the form of certificates of completion or promotion and other educational rewards. All education classes offer Educational Good Conduct Credits (EGCC) for eligible students who earn credit through class achievement, participation, and good behavior. The program's instructor discusses specific goals with the student when the student begins class.

EDUCATIONAL PROGRAMS AND DESCRIPTIONS:

1. ABE I: Teaches basic reading, mathematics, language, and Life Skills for students scoring below 4.0 on the TABE.
2. ABE II: Teaches basic reading, mathematics, language and Life Skills for students scoring between 4.0 and 5.9 on the TABE.
3. PRE-GED: Teaches introductory and intermediate level skills in literature, mathematics, social studies, science, and writing skills in preparation for the GED Test and/or promotion to the Advanced GED class.
4. Advanced GED: This program provides final preparation for the GED test in the study of literature, mathematics, social studies, science and writing skills

Kaskaskia College Vocational College Programs

Vocational programs are sponsored by Office of Adult Education and Vocational Services and Kaskaskia College. Kaskaskia College currently offers programming in the following vocational areas: Commercial Cooking, Electronics, Construction Occupations, Commercial Custodial and Career Technologies. In order to enroll in any college programs, you must have a verified GED or be able to verify that you are a high school graduate. You must score at least an 8.0 or higher on the TABE test (Electronics students must have at least a 9.0 on the math portion of the test and Career technology students must have an overall score of 6.0).

Program capacity for each class is 17 students (15 for Career Technologies). All vocational students will be enrolled in Technical Math class, addressing specific mathematical needs of each program. Vocational classes are offered Monday through Thursday from 7:30 a.m. to 4:45 p.m. Classes are open-entry, open exit. Offenders must request specific program needs via the offender request form or on the vocational/college forms distributed during orientation.

All requests are filled according to eligibility for the program, according to the Offender Tracking System automated wait list, and when there are class openings. Offenders may only be on one program waiting list at a time.

Waitlist guidelines – According to IDOC Administrative Directive 04.10.108, students on the waiting list serving their first incarceration shall have priority over students serving their second or subsequent adult incarceration. Students shall have sufficient time remaining from their projected release date to complete or benefit from the program.. Students with sufficient time remaining to complete a program shall have priority over those who do not.

The law states that any offender earning a college degree must pay for the cost of the degree. The Illinois Department of Corrections will bill the student after he qualifies for the degree; no payment is required until the time of discharge or parole. Current credit hour fees for degrees and vocational courses are given to the offender during college orientation. Vocational students who do not qualify for an Associate's Degree will not receive a bill.

All Vocational and college programs offer Educational Good Conduct Credits (EGCC) for eligible students to earn through class achievement, participation and good behavior. Specific EGCC goals are discussed by the programs instructor or college coordinator. Student incentives are offered in the form of certificates of completion for all programs.

Library Services

The Library is located in the Academic Building and is operated by Library staff hired by the Office of Adult Education and Vocational Services and the Illinois Department of Corrections. Library services are regularly maintained Tuesday through Friday, when fully staffed, absent holidays. To gain access to the General Library or the Legal Library, a request slip must be submitted for the specific library service needed. Request for library services are scheduled considering date received and available space. Priority is given to

those with verified court deadlines as provided by the offender and verified by staff. Library staff will only make legal copies for offenders for legal purposes. Educational copies are permitted upon approval of the Education Administrator. **NO** other copies will be made for inmates in the library.

ORGANIZATIONS PROVIDING LEGAL ASSISTANCE TO OFFENDERS IN ILLINOIS

Cook County Legal Assistance Foundation
1146 Westgate - Suite 200
Oak Park, Illinois 60301

*John Howard Association
375 East Chicago Avenue, Ste. 529
Chicago, Illinois 60611

*Note: This organization provides services regarding offender rights and does not provide direct legal assistance.

OFFICE OF THE STATE APPELLATE DEFENDER FOR ILLINOIS

Administrative Office

400 South Ninth Street, Suite 201
P O Box 5780
Springfield, Illinois 62705
Phone: (217) 782-7203 FAX - (217) 782-5385
Theodore A. Gottfried...State Appellate Defender
David R. Bergschneider...Legal Director

Fourth Judicial District Office

400 South Ninth Street - Suite 102
P O Box 5750
Springfield, Illinois 62705
Phone: (217) 782-3654 Fax: 217-524-2472
Daniel D. Yuhas...Deputy Defender

First Judicial District Office

100 West Randolph Street - Suite 5-500
Chicago Illinois 60601
Phone: (312) 814-5472 FAX - (312) 814-1447
Michael J. Pelletier....Deputy Defender

Fifth Judicial District Office

Route 15 East P O Box 2430
Mt Vernon Illinois 62864
Phone: (618)244-3466 Fax: 618-244-9207
Daniel M. Kirwan....Deputy Defender

Second Judicial District Office

2010 Larkin Avenue
Elgin Illinois 60123
Phone: (847) 695-8822 FAX- (847) 695-8959
G. Joseph Weller...Deputy Defender

Supreme Court Unit

400 South Ninth Street -Suite 101
P O Box 5720
Springfield, Illinois 62705
Phone: (217) 782-1989 Fax: 217-782-3918
Charles M. Schiedel....Deputy Defender

Third Judicial District Office

1100 Columbus Street
Ottawa Illinois 61350
Phone: (815) 434-5531 Fax: 815-434-2920 (Robert Agostinelli....Deputy Defender)

Earned Good Conduct Credits

Committed persons who, on or after August 11, 1993, are engaged full-time in substance abuse programs, correctional industry assignments, academic or vocational education programs approved by the Department shall be eligible to receive earned good conduct provided they meet the criteria set in DR 107.F.

Restoration of Good Conduct Credits

Offenders must send a written request to Clinical Services for review of Good Conduct restoration. Offenders may petition for review for restoration of good conduct credits three months following the Director's approval of the revocation and every three months thereafter. Good Conduct Credit reviews will only be done when a written request is made by the offender based on the above timeline. The nature of the offense and the disciplinary record of the offender are primary factors in reviewing for restoration.

For more serious tickets, an observation period of longer than three months may be recommended prior to receiving a positive assessment. If the offender has questions about whether his record has improved enough to petition for restoration of Good Conduct Credits, he should check with his Correctional Counselor who can advise him on whether he meets the criteria.

Clinical Services

Every offender will be assigned a Correctional Counselor. Offenders will be interviewed in the counselor's assigned housing units. The assigned counselor will be responsible for all case management duties, including ATC applications, reclassifications for transfers and security reductions, for minimum security work assignments, highway work programs, and referrals for psychological evaluations for various reasons.

Criteria for transfer, security reductions, etc. may be received through the assigned counselor. It should be noted when counselors are reviewing offenders for Supplemental Sentence Credit transfers, etc., disciplinary records will be reviewed closely and will have an impact on whether or not such will be approved. A transfer request will not be processed unless the offender has remained in General Population status at the sending facility for at least six months prior to institutional approval of the transfer. If the Transfer Coordinator's Office denies an offender request, another offender request for transfer will not be processed for six months from the date of the denial.

CLINICAL SERVICES/CASE MANAGEMENT AND COUNSELING

1. Orientation: Scheduled weekly for all newly admitted offenders. Offenders are provided a complete orientation of rules, regulations, procedures and daily activities, programs and services available at this institution, as well as visual information on AIDS, a complete listing of all work assignments, individual interviews with the Correctional Counselor, who screens for Level of Supervision and housing unit placement.
2. Alcoholics Anonymous: See Page 28 for detailed information
3. Narcotics Anonymous: See Page 28 for detailed information
4. Veterans Support Group: See Page 28 for detailed information
5. Individual Counseling: Held upon stated interest by offender and agreement for need by counselor. Correctional Counselor provides supportive-type counseling to offenders assigned to his/her caseload. Sessions are held on an as-needed basis.
6. Case Management Services: Assigned Caseloads. Correctional Counselor provides case management services to offenders including referrals for security changes, transfers, institutional programs, psychological and psychiatric referrals, critical illness/death furloughs, and assistance with guidance or other problems encountered in the institution.
7. Field Services: Field Services provides assistance with social security information, birth certificate information, questions concerning In-State and Out-of-State parole, finalizes parole plans for all offenders and coordinates transportation at time of release. Maintains contact with parole agents and continually provides information to agents and related outside agencies.

International Prisoner Transfer Program

The United States has entered into international treaties with many countries, which permit a foreign national prisoner (an offender who was born or naturalized in a country other than the United States) from one of the treaty countries to transfer to their home country to serve the remainder of their sentence. The transfer program is discretionary and not everyone who applies will be qualified or will be approved for transfer. To transfer your application must be approved by the State of Illinois. The United States and your home country must approve your application before the transfer can occur. If you are 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, contact your correctional counselor or your consulate for additional information. The countries which participate in this program are as follows:

<i>Albania</i>	<i>Chile</i>	<i>Guatemala</i>	<i>Luxembourg</i>	<i>Nicaragua</i>	<i>Slovenia</i>
<i>Andorra</i>	<i>Costa Rica</i>	<i>Herzegovina</i>	<i>Macedonia, The</i>	<i>Norway</i>	<i>Spain</i>
<i>Armenia</i>	<i>Croatia</i>	<i>Honduras</i>	<i>Former Yugoslav</i>	<i>Palau, Republic of</i>	<i>Sweden</i>
<i>Australia</i>	<i>Cyprus</i>	<i>Hong Kong</i>	<i>Republic of</i>	<i>Panama</i>	<i>Switzerland</i>
<i>Austria</i>	<i>Czech Republic</i>	<i>Hungary</i>	<i>Malta</i>	<i>Paraguay</i>	<i>Thailand</i>
<i>Azerbaijan</i>	<i>Denmark</i>	<i>Iceland</i>	<i>Marshall Islands</i>	<i>Peru</i>	<i>Tonga</i>
<i>Bahamas</i>	<i>Ecuador</i>	<i>Ireland</i>	<i>Mauritius</i>	<i>Poland</i>	<i>Trinidad & Tobago</i>
<i>Belgium</i>	<i>El Salvador</i>	<i>Israel</i>	<i>Mexico</i>	<i>Portugal</i>	<i>Turkey</i>
<i>Belize</i>	<i>Estonia</i>	<i>Italy</i>	<i>Micronesia, Federated</i>	<i>Romania</i>	<i>Ukraine</i>
<i>Bolivia</i>	<i>Finland</i>	<i>Japan</i>	<i>States of</i>	<i>Russia</i>	<i>United Kingdom</i>
<i>Bosnia</i>	<i>France</i>	<i>Korea</i>	<i>Moldova</i>	<i>San Marino</i>	<i>(includes many</i>
<i>Brazil</i>	<i>Georgia</i>	<i>Latvia</i>	<i>Montenegro</i>	<i>Saudi Arabia</i>	<i>UK territories</i>
<i>Bulgaria</i>	<i>Germany</i>	<i>Liechtenstein</i>	<i>Netherlands (including</i>	<i>Serbia</i>	<i>Uruguay</i>
<i>Canada</i>	<i>Greece</i>	<i>Lithuania</i>	<i>NL Antilles/Aruba)</i>	<i>Slovakia</i>	<i>Venezuela</i>

Renunciation Policy

AD 05.08.105 provides offenders an opportunity to renounce affiliation with a Security Threat Group.

To further clarify, Security Threat Group (formerly classified as gang or unauthorized organizational activity) includes an individual or group of individuals who pose a threat to others and to the security and orderly management of a correctional facility.

The renunciation process includes the process in which an identified Security Threat Group affiliate agrees to renounce affiliation and the individual's status is determined. Essentially, it is a review process, which allows an offender to formally renounce affiliation with a Security Threat Group.

When an offender decides to renounce his affiliation with a Security Threat Group, a request to renounce must be submitted in writing to the designated staff member at any time. However, requests will not be considered more than once every 180 days. The Centralia Correctional Center's designated staff is the Intel Department. All requests must be made to this department. Subsequently, the offender will be interviewed regarding his request to renounce Security Threat Group affiliation. In order for an offender to renounce his affiliation, that offender must convince the Department that the offender will no longer be a participatory member of a Security Threat Group.

After the interview has been concluded, a decision will be made whether to accept or reject the offender's request to renounce. Subsequently, the offender shall be notified whether his renunciation has been accepted or rejected. If the renouncement is rejected, the offender may grieve the decision in accordance with Department Rule 504F, Grievance Procedures for Committed Persons.

Assisting an Offender in Preparing For a Disciplinary Hearing

The offender may request the assistance of a staff member, preferably his assigned Correctional Counselor, in the preparation and presentation of his or her defense if he or she is illiterate or does not speak English or when other circumstances exist that preclude the individual from adequately preparing his or her defense.

Funeral or Critical Illness Furlough

Offenders who are in A or B grade and low escape risk will be reviewed for a funeral or critical illness furlough. Critical Illness or funeral furloughs may only be granted in the case of a spouse, child (including a step-child or adopted child), parent (including a step-parent or foster parent), brother, sister, or primary parental figure that is terminally ill, or to attend a funeral of these persons. A funeral furlough **will not** be granted to an offender who was granted a furlough to visit the deceased person during the time of the person's illness. A funeral furlough will not be granted for a graveside ceremony. It shall only be granted for a private viewing at the funeral home during daylight hours for only 30 minutes. A critical illness furlough shall only be granted for a visit with a terminally ill relative at the hospital during daylight hours for only 30 minutes. Any exception to this requires the approval of the Deputy Director of the Adult Division or the Director.

Offenders will be considered to go on a qualifying funeral or critical illness furlough provided that the entire cost for the trip, as determined by the facility, is paid in advance unless otherwise approved by the Chief Administrative Officer.

If funds are to be sent in by the offender's family, payment must be in the form of a BANK CASHIER'S CHECK, CERTIFIED CHECK, OR WESTERN UNION MONEY ORDER and made payable to the Centralia Correctional Center, and must be received at the facility prior to the day of the furlough.

A.A./N.A-Keep It Simple

The Alcoholics Anonymous Program available at Centralia Correctional Center meets once a week. Contact Mark Aaron, AA / NA Coordinator for referral to this program.

The Narcotics Anonymous Program available at Centralia Correctional Center meets once a week. Contact Mark Aaron, NA Coordinator for referral to this program.

Veterans' Support Group

If you need assistance with any benefits or problems, send a request slip to Heather Zahm in the Academic Building.

Mental Health Services

The Mental Health department provides services such as individual and group psychotherapy, crisis care and counseling services. Services include pre-release post-release, and personal development counseling. The Mental Health Professional is also the facility coordinator of the Sexual Assault Prevention and Intervention Program. In addition, the Mental Health department conducts specific psychological activities as required by procedures including screening of Dixon Special Treatment Center transfers, specific segregation evaluations, staff referrals, etc.

Business Office/Trust Fund Office

The Trust Fund Office will provide the following services to Centralia offenders:

1. Process "Offender Authorization for Payment" vouchers daily, deducting amount from each account, for the following:
 - a. Write checks to companies and individuals for offenders. Must provide an addressed postage paid envelope with the completed voucher.
 - b. New ID Cards, Replacement Keys, etc.
 - c. Library services
 - d. Medical Co-Pays
 - e. Postage, Legal Postage and Postage to send out personal property
2. Process monthly deductions for Court Ordered payments and Child Support payments, as directed by Court Order
3. Process deductions for Restitutions (Voluntary and Involuntary), as charged to offenders accounts by the Adjustment Committee
4. Apply appropriate State Pay to offenders account each month
5. Process stop payments - a \$25.00 service charge will be assessed for each check.
6. Provide a copy of offender account upon request.
7. Fill out forms requested by offenders, such as a "Trust Fund Certificate" to be submitted to the court.
8. Provide the balance of the offenders account at time of release, in the form of cash or check. Also provide travel money or pre-purchased ticket. Gate money will not be issued unless the offender has less than \$5.00 in his account at the time of closing. The maximum amount of gate money issued will be \$5.00.
9. Send checks to other institutions on transferred offenders within five (5) days after notification by Record Office of transfer
10. Deposit money into offender accounts as received by money order, Western Union, etc.
11. Process commissary slips daily, deducting amount spent from offenders account.

Western Union

Western Union has started a new program for depositing money into an offender's Trust Fund account through the options listed below:

1. Western Union Quick Collect – for cash transactions, call Western Union at 1-800-325-6000 or visit www.westernunion.com for the nearest Western Union location.
2. Western Union Quick Collect by Phone – for credit card transactions, call Western Union at 1-800-634-3422, press 2 to send Quick Collect payment.
3. Western Union Quick Collect On-Line- for Web Credit Card transactions, visit www.westernunion.com
4. For each Quick Collect transaction, the following information must be provided:
 - a. Pay to: **Illinois Department of Corrections**
 - b. Code City and State: ILDOC/IL

- c. Account Number with Your Facility: **Offender Name and Offender ID number**
 - d. Attention: **Suggest name, date of birth and purpose: ex. Commissary, etc.**
 - e. Transaction fee and Deposit amount
5. All three Quick Collect products are subject to different fees, send amounts and other restrictions in certain states.

Dietary Department

The Dietary Department has trained staff that is responsible for the preparation and serving of regular, wholesome, and nutritionally substantial meals for every offender in Centralia Correctional Center. Special diets are available upon receipt of written request of the Medical Unit or the Chaplain.

Offenders assigned to work in the Dietary Department will be approved by the Medical Unit and are given on-the-job training in several areas of food service.

Weekly menus will be posted on the bulletin board in the Dietary. Food items will not be permitted to be carried out of the Dietary area with the exception of authorized special cases.

Full table service is available for all diners. After completion of a meal, trays will be carried to a designated area and dumped. No items such as knives, forks, spoons, cups, plates, or tray will be removed from the Dining Area. No items are to be taken from the Dining Room, and no personal items may be taken to the Dining Room, including condiments such as ketchup, mustard, hot sauce, peanut butter, etc. During meals, inmates are only allowed to get up from the table to fill water cups. No other movement is allowed unless given permission to do so.

Offenders are not allowed in the Dining Area after serving hours unless they are assigned to that specific area.

Offenders are allowed to eat one (1) meal from each serving period daily, for a total of three (3) meals per day. Again, the three (3) meals eaten must be one (1) from each meal period. Offenders will be issued disciplinary reports and be required to make restitution for exceeding the limits set forth. Meal times are as follows:

Breakfast Meal – Served between 5:15 and 6:15 a.m.

Noon Meal – Served between 10:00 and 11:45 a.m.

Evening Meal – Served between 4:15 and 5:45 p.m.

Institutional Assignment Committee

The Institutional Assignment Committee shall be responsible for evaluating work and program assignments of offenders. Program and work assignments include: job assignments that require external clearance, job changes recommended by the Adjustment Committee, referrals for routine job changes and placement in educational programming.

Work Assignment

Each offender will be assigned as unassigned after Orientation. Offender's may submit a request slip to a department requesting to be considered for a preferred job assignment. Preferred assignments must be by request to appropriate supervisor and must be recommended by the job supervisor. Job assignments are rotated every yearly.

- A. Placement in Segregation status may result in the removal of an adult committed person from his assignment.
 - 1. When a committed person is found not guilty of a rule violation in accordance with Department Rule 504, or an investigation indicates that he did not commit a violation, he may be returned to the assignment he held prior to being removed. Factors to be considered may include, but not limited to, the availability of the assignment, basis for the finding of not guilty, results of the investigation or staff recommendation.
 - 2. When a committed person is found guilty of a rule violation in accordance with Department Rule 504, he will, upon release from segregation status, be put on unassigned status. The committed person can not be returned to the same assignment for a period of 60 days after his release from segregation.
- B. Removal or reassignment shall be made in accordance with Part I.

Record Office

The Record Office will provide the following services to Centralia offenders:

- 1. Provide information on release dates and/or explanation of release dates and/or board dates
- 2. Provide a copy of your mittimus, indictment of information, and Statement of Facts.
- 3. Notary Public Service when service is not available in Library.
- 4. Assistance with Executive Clemency
- 5. File detainer--compact agreement on out-of-state untried indictments or charges
- 6. Writing for County Jail verification

Material Contained In Offender's Master File

All documents in the master file are considered classified material and are not available for perusal by other than authorized personnel of the Department. Any questions pertaining to material contained in the master file must be directed to the Record Office Supervisor.

Sentencing

The Record Office representative will be able to explain in more detail how the sentencing and good time accumulations affect individual offenders. You may request an interview with the Record Office Supervisor through a request slip. Regularly scheduled interviews will be held each week in the Administration Building.

Offender Financial Status Report

All offenders are required to disclose their assets to the Department of Corrections on form DOC 0146, Offender Financial Status Report.

Completion of form DOC 0146 is mandatory under 730 ILCS 5/3-7-6. Failure to fully cooperate in revealing assets shall be considered in parole determination and may subject you to the loss of up to 180 days good time credit, and other disciplinary sanctions in accordance with 20 Ill. Administrative Code, Chapter I, Part 504.

Field Services

The Field Service Office is a liaison between offenders and staff to the Centralia Correctional Center and the Prisoner Review Board, Parole Agents in the field, Clinical Services staff throughout the state, and many half-way houses and other service agencies set up for the purpose of assisting offenders who are released or about to be released.

At any time, if you are in need of your birth certificate, you can write to the Field Services Representative, requesting information on how to get your birth certificate. Be sure to note which state you were born. If you were born in Illinois, we also need the county. There is a fee for ordering birth certificates that differ from state to state. Directions will be included with application.

Social Security Cards can be obtained by sending a request slip to the Field Service Representative. An application will be sent to you. The application should be returned to Field Services. **Do not** mail application directly to the social security office.

When an offender is within twelve (12) months of his outdate, he will receive a request from Field Services to fill out parole plans (where he will be staying upon release, with whom, etc). Parole Plans will be forwarded to the appropriate zone headquarters for approval. If the plans are found unsuitable, the parole agent will contact Field Services and the offender will be asked to submit another plan. All offenders have to have approved parole plans before leaving the institution.

Temporary Identification Cards

The Department shall issue temporary identification cards to offenders upon release, who provide the required documentation and fee. This card may be used as one form of identification required by the Secretary of State to obtain a State of Illinois Identification Card. **It is imperative that the offender works with his assigned counselor.**

The Temporary Identification Card will allow the released offender to provide proof of his identify during job search, school enrollment, driver examination, and other transitional tasks. The card may be used to obtain other necessary forms of identification.

The cost for the Temporary Identification Card is \$1.00 and may be deducted from the offender's trust fund account if available in accordance with A.D. 02.42.105, Disbursements.

The required documentation includes a certified copy of the offender's birth certificate, and an original social security card (or replacement). It is the offender's responsibility to obtain the required documentation for issuance of the identification card. All fees related to acquiring this documentation are the responsibility of the offender. Offenders may obtain these documents any time. The documents will be maintained a sealed confidential envelope in the offender's master file.

A. The Department of Corrections will not support an offender's efforts to acquire a temporary identification card with an alias name. In order to obtain a temporary identification card, you shall:

- a. Obtain a certified copy of your birth certificate.
- b. Obtain an original or duplicate social security card.
- c. If necessary, obtain an official copy of a marriage license or other court documents that authorizes a legal name change to the name shown on both the committing court documents.
- d. Submit a written request to your counselor, indicating that the appropriate documents have been obtained, along with an authorization for payment of the \$1.00 fee from your trust fund account for issuance of a temporary identification card upon release. The authorization for payment should be made out to the Illinois Department of Corrections. The request shall be submitted no sooner than thirty (30) days and no later than five (5) days prior to release on parole, Mandatory Supervised Release, discharge or pardon.

It is the offender's responsibility to ensure the required documents are on file prior to the 30 day time frame, if they intend to obtain a temporary identification card. Offenders may send a written request to the Record Office at any time to determine if the required documents are on file. The identification card will be distinctively labeled "Released Offender ID and will have an expiration date of 30 days from date of issuance.

Certificate of Relief from Disabilities and Certificate of Good Conduct

There is legislation passed that helps first time non-violent offenders who meet eligibility requirements secure honest employment. It allows offenders to secure various professional licenses allowing them to work in certain careers including landscaping, nail technicians, barbers, real estate agents, boxers, etc. The new law creates two types of certificates: the Certificate of Relief from Disabilities and the Certificate of Good Conduct that can be applied for through the Prisoner Review Board. Any offender who is interested in additional information, etc. can submit a request slip to his counselor.

Transportation Schedule

The following schedule is in effect regarding times of train departures. This schedule is to provide offenders transportation routes at the time of their release. The schedules are subject to change; telephone numbers are listed below for your information.

AMTRAK TRAIN SCHEDULE FROM CENTRALIA

1-800-872-7245

North Bound 4:10 a.m., 8:23 a.m., 5:08 p.m. Monday through Friday
South Bound 12:25 a.m., 12:16 p.m., 8:06 p.m. Monday through Friday
East / West Bound: Transportation is decided individually based on destination

If you have questions regarding transportation costs to a particular destination or questions concerning the above schedules, please contact the Field Services Representative by sending her a request slip.

If the institution is providing transportation, the security staff will transport you to the train/bus station. You will leave the institution approximately one hour before your scheduled departure time. If you are being picked up by a relative or friend, you will not be able to leave the institution until after 8:30 a.m. and your people cannot be here prior to 8:00a.m. You will not be given transportation money if you are being picked up by a relative or friend.

Military Selective Service Act

At the time of your release from the institution on MSR or discharge, you will be notified of your obligation to register with the Selective Service System. You will also be required to sign a Notification to Register Form.

The Military Selective Service Act (MSSA) and a current Presidential Proclamation require that all males who are between the ages of 18 and 26 be registered with the Selective Service System. The general provisions outlining the above requirements are as follows:

1. Males who are 18 years old should have already registered with the Selective Service System unless they were incarcerated at the time of their 18th birthday.
2. Unless incarcerated, a person's registration should be accomplished during the sixty (60) day period commencing thirty (30) days prior to their 18th birthday.
3. Persons who are incarcerated at the time they are required to register must register within thirty (30) days of their release from confinement unless they have attained their 26th birthday and registration is no longer required.
4. Registration may be accomplished at any classified U.S. Postal Service office within the United States, its territories or possessions.
5. Failure to comply with this requirement constitutes the commission of a felony.

Re-Entry Programs

TRAC 1 – All offenders transferring into the facility as of February 19, 2010, will automatically be scheduled for this program if they have not completed the program at another facility. TRAC 1 will be scheduled for a one-week period, Monday-Friday afternoons, and will include sessions on problem identification, rational thinking, personal transitions, education and employability, and wellness and goal setting.

Attendance in this program is mandatory. Offenders assigned to TRAC 1 will be expected to be up and ready for line movement to begin shortly after noon count is cleared. Offenders without an excused absence will be issued a disciplinary report.

Hot Topics – Sessions are scheduled monthly on a variety of topics of interest, including employment, education, veteran's programs, financial planning, health care, etc. to provide offenders with information that might be helpful when released. Bulletins are distributed listing the monthly topic and signup criteria for those interested.

Lifestyle Redirection Program – The Lifestyle Redirection Program is designed to challenge offenders with programs that will enable them, while they are incarcerated, to take advantage of programs which will enhance their opportunity to return to society as a productive citizen. The program includes 96 hours of classroom facilitation covering the following topics: Self-esteem, boundaries, men's roles, victims, anger symptoms, dealing with anger, violence triggers, trauma, domestic violence, healthy relationships and wellness. The program starts at various times of the year. If you are interested, submit a request to Clinical Services, attention Lifestyle Redirection Coordinator.

Parole School – Parole School is a two-day interactive seminar designed to provide offenders with specific information pertaining to release and parole. The goal of the parole school program is to provide specific information, while incarcerated, in order to release a better prepared parolee into society with the information and tools necessary to become a crime free and responsible member of society. Parole school is broken into two segments: Day 1 occurs when the offender is approximately 6 months from release, and Day 2 occurs when the offender is approximately 30 days from release. The program will be presented by a parole agent and field services representative. Offenders will be scheduled for the programs based upon their parole release dates – there is no need to submit a request.

Reentry Summit – the facility will be hosting a Reentry Summit at least once per year for offenders nearing release. The purpose of the Reentry Summit is to assist in the reduction of recidivism by building a foundation that will strengthen families by bridging the gap between incarcerated offenders, community service providers, employers, policy experts, and government agencies. This summit will address road blocks the offenders face with finance and economics, spiritual, mental and physical well-being, employment, housing and education once released. Bulletins will be posted and broadcast over the television with specific times, dates, etc of the Reentry Summits, along with instructions on how to register to attend the Reentry Summits.

Health Care Unit

Any non-indigent offender in a Department of Corrections facility that receives medical or dental services on a non-emergency basis at a correctional facility will pay a FIVE dollar (\$5.00) co-payment to the Department. A Non-Indigent Offender is defined as one who's Trust Fund balance exceeds \$20.00 on the date of service, or at any time with the preceding 30 days prior to service. An offender, who has a chronic illness, as defined by the Department Rules and Regulations, is exempt from the \$5.00 co-payment for treatment of the chronic illness. An offender is not subject to the co-payment for follow-up visits ordered by a physician who is employed by or contracts with the Department.

The Centralia Correctional Center Health Care Unit presents a patients Bill of Rights. We believe those rights will contribute to better medical care and greater satisfaction for the patient, the physician, and Health Care Unit personnel. Health Care is a team effort, involving you, the physician, and all others within this service. To ensure that there is a team effort, it is important that we all understand basic obligations we have to one another. The Centralia Correctional Center Health Care Unit has agreed to the following beliefs about these rights and responsibilities.

Offenders' rights are communicated orally and in writing to offenders upon arrival at Centralia Correctional Center and are put in a language clearly understood by each offender. Copies of these rights are also posted in areas frequently used by offenders.

AS A PATIENT

1. You have the right to be treated with consideration and dignity
2. You have the right to privacy in your treatment
3. You have the right to be fully informed regarding access to all medical services available to you
4. You have the right to receive information necessary to give informed consent prior to treatment, examination or procedures, with the exception of emergency conditions. Information you receive should include specific procedures and/or treatment, risk involved, and possible recovery. If there are changes of information or care, you have the right to receive this information. You must understand that all treatment is guided by the physician's decisions. Demanding a different treatment, medication, and/or method of treatment, which is contrary to the physician's orders is not a right.
5. You have the right to confidential treatment of your personal medical record. Information from these sources will not be released without your prior consent, unless otherwise provided by law or Administrative Regulations which have the force and effect of law.
6. You have the right to voice complaints regarding Health Care or service, and to be informed of the procedures for processing such complaints.
7. You have the right to refuse treatment to the extent permitted by law and to be told what can happen as a result of refusing treatment.
8. You have the right to expect that you will be given the name of any person providing treatment when you ask for it
9. You have the right to know what rules and regulations must be followed when you receive Health Care
10. You have the right to expect the Illinois Department of Corrections will be sensitive to your need and respond in a reasonable time and manner to any complaint you may have.

No list of rights and responsibilities can guarantee the kind of treatment the patient has a right to expect. The Health Care Unit has many functions to perform, including the prevention and treatment of diseases, the education of both health professionals and patient. All is conducted with primary concern of the patient and their dignity as human beings. Success is based on a mutual understanding of each other's responsibilities. You, the offender, also have some responsibilities:

1. To keep all appointments scheduled for you
2. To follow all reasonable instructions prescribed by your physician and those working under his direction, including RN's, and other Health Care Unit personnel. You may question any instruction you do not understand.
3. Provide adequate information concerning your medical health history and past hospitalizations.
4. To show consideration for other patients and all Health care personnel by following all rules and regulations pertaining to smoking, noise and general conduct.
5. Follow rules as posted for access to Health Care concerning first aids and Code 3's.
6. Even though you have the right to refuse treatment, you do not have the right to refuse placement in the Health Care Unit for observation.

The Medical Unit is a service facility prepared to meet and assist the offender in obtaining their health care needs while incarcerated and assist with their post-release planning. All offenders have a right to adequate health/dental care. Staffing includes Physician's, Registered Nurses, Correctional Medical Technicians, a Dentist, Dental Assistant, and Dental Hygienist, an X-Ray Technician, a Records Administrator and support staff.

Visits to the Medical Unit may not always result in seeing a physician; however, the assessment and care will always be given by competent medical personnel. A Dental Hygienist is available two days a week. Full dental services are provided four days a week. All offenders requiring dental care should submit an Inmate Request Slip for services.

All controlled medications will be passed in the Health Care Unit only. Medications are passed in the a.m. and p.m. Medication for headaches will be available through sick call procedures to the Health Care Unit or may be purchased in the Inmate Commissary. DO NOT enter the Health Care Unit for this item at other than times stipulated. Those persons not having medication cards must coordinate their need with the Housing Unit Control Officer who will contact the Health Care Unit with their request.

Offenders will be escorted to and from the Health Care Unit pill line. The Health Care Unit will be issuing most medications. Exceptions

will be psychotropic medications, control medications, and other medications as designated by the Health Care Unit. The staff in the pill line will advise the offenders if their medications will be issued. Offenders must show their ID to the individual passing medication before receiving the medication.

1. All medication cards will be issued on the Noon Pill Line **ONLY**.
2. All refills and controlled medication will be issued at the 12-Noon Pill Line **ONLY**.
3. All medications for refills are to be brought to the Noon Pill Line when there is seven (7) days worth of pills left.
4. All medications are to be brought to the Health Care Unit each and every time the offender is scheduled to be seen by the CMT, R.N. and/or Doctor.
5. Non-compliance in taking medications will result in the offender being placed on the dose-by-dose pill line.

When an offender is sent to Segregation or admitted to the Health Care Unit, **ALL** medication is to be taken to the Health Care Unit, **NOT** packed in his property.

Medication is **NOT** to be removed from the card and stored in a separate container. Failure to comply with any of the above stipulations may result in an Offender Disciplinary Report being issued.

If there are any questions or problems that cannot be resolved by the medical staff, they are to be brought to the attention of the Health Care Unit Administrator. If the Administrator cannot resolve the problem, offenders have the right to file a complaint through normal grievance procedure. The medical staff is available to meet health care needs and make sure every effort is expended.

All sick call request slips should be placed in the Sick Call Request Boxes provided in all housing units. The sick call slips will be picked up by the Health Care Unit daily.

Each year, the Health Care Unit treats an alarming number of offenders that have been injured while participating in some form of sports activities. Many of these injuries have lead to permanent problems that could have been prevented with the use of a little common sense.

The most prevalent injuries are strained or fractured ankles, injuries to the knee, shoulder sprains or separations, injuries affecting the hands, sprained backs and facial injuries involving broken bones.

A review of the injury report reveals that each of the injuries seen could and should have been prevented. Health Care cannot prevent you from inflicting injuries to your body, only you can. Exercise is good and can aid in the maintenance of good health. However, taking this exercise to the extreme can and will in most cases have an opposite effect on the outcome.

Remember, you are much more responsible for your health than Health Care. Health Care is only involved when you fail to act in a sensible and safe manner.

Remember, health care and safety compliance goes hand in hand. If you practice correctly, you will attain good health without the involvement of any injury.

Use good common sense when: Lifting weights, playing baseball or basketball, handball or flag football.

What damage you do to your body today may result in long- range problems in the future. Have fun, but think safety and care.

Listed below are programs available to discuss issues of importance dealing with your health. These programs will be shown on Channel 7 in the Receiving and Health Care:

- a. AIDS lecture. Handouts on AIDS are available. Upon request by offender, he may be sent to the Health Care Unit for questions and answers.
- b. Booklet - About Herpes - made available to all new offenders and provided to housing units upon request. They will be made available in Receiving.

MEDICAL SERVICES:

1. Sick Call Screening: Is provided to offenders seven days a week. Offenders have to submit written request and then are screened by Health Care Unit staff. Correctional Medical Technicians or Registered Nurses screen all offenders who submit request slips. Registered Nurses or Correctional Medical Technicians make daily visits to Segregation.
2. Medication Distribution: Seven days per week, two times a day by physician order. Medications are passed two times a day: 10:00 a.m. and 8:00 p.m. in the Health Care Unit by Registered Nurses. Medications are passed by an R.N. in Segregation at 10:00 a.m., 4:00 p.m. and 4:00 a.m.
3. Physician Call Line: Can see approximately 20 patients per day. Referrals are made by Health Care Unit staff and offender request, as conditions indicate. Offenders are scheduled by Registered Nurse for doctor appointments as referred by screening/triage or doctor's previous order for return appointment. Current maximum indicated according to current physician staff.
4. Consultation with Specialist (Contractual): Referral must be made by Centralia Correctional Center Medical Director. Consultation with all specialists (orthopedic, urology, neurological, dermatology, etc) is ordered and approved by Medical Director. Recommendation is then reviewed by the Medical Director for final disposition.
5. Offender Physicals: Conducted every five years for patients under the age of 30, three years for patients between 30-39 years of age and every two years for patients 40 years of age or older. This is scheduled by R.N.
6. Optometry Clinic: Can see approximately 23 patients per visit. It is scheduled two days per month. Eye screening performed on all physical examinations during medical history by an RN or Correctional Med Tech.
7. Dental Hygienist: 20 hours per week. Scale and prophylaxis, preventive program, screening, X-Rays, Jacket reviews.
8. MD Services (Additional information): 24 hour coverage on and off site available for emergencies providing offenders with daily rounds when hospitalized, surgical assistance on offenders who need surgery or long term hospitalizations.

9. Dental Clinic: 42 hours per week and 20 patients per day. Four days per week: Monday through Thursday. Staff referral needed or by offender request. Those offenders requiring urgent dental attention are immediately referred to the Dentist. All other appointments are the result of the offender's request for treatment.
10. EKG Services: Must be ordered by physician. Electronic EKG Services is available directly in the Health Care Unit, with automatic results from Central Office.
11. EEG Services: EEG Services are available only if ordered by physician.
12. X-Ray Services: 20 hours per week. It must be ordered by physician. Technician completes diagnostic procedures at unit as ordered by physician. All films are sent to the outside contracted Radiologists.
13. Laboratory Services: All laboratory procedures are sent to the outside contracted laboratory.
14. Special clinics are run or required by A.D. for various identified chronic illnesses.
15. Offenders shall be offered testing for HIV and related counseling by medical personnel upon arrival at the parent institution following transfer from reception and classification and again prior to transfer to a transition center or prior to release, discharge, or parole. Consent for testing or refusal shall be documented on the DOC 0083.

WHAT EVERYONE SHOULD KNOW ABOUT AIDS

(Taken from "A Scriptographic Book by
Channing L. Bete Co., Inc., South Deerfield, MA)

WHAT IS AIDS? It's the Acquired Immune Deficiency Syndrome -- the name given to a serious illness that impairs the body's ability to fight infection. Without full resistance, a person with AIDS is susceptible to certain diseases and infections.

WHY SHOULD I KNOW ABOUT AIDS? Because your knowledge is the key to separating the facts from the fiction surrounding this illness. You can help stop the epidemic fear! The myths and misconceptions about AIDS have caused needless panic and concern. There's absolutely no reason to become burdened by feelings of fear. By learning about AIDS, you can help dispel any myths you may hear.

WHAT CAUSES AIDS? Recent discoveries have led to great progress in the fight against AIDS. Research is now focused on developing treatment and a vaccine for AIDS. Researchers have isolated and identified the cause -- a virus (called HTLV-III) that's closely related to a known cancer-causing virus in humans. This type of virus changes the genetic structure of the cell it attacks.

Using a newly developed process, researchers can now produce the AIDS virus in the lab, so that they can study it more closely. The HTLV-III virus is especially harmful to certain cells, leaving the immune system weakened.

HOW A HEALTH IMMUNE SYSTEM WORKS - Human blood contains different types of white blood cells that lay different roles in protecting against disease. Among a type of white blood cells called lymphocytes are the B cells and T cells. Some T cells ("Helper" cells) help the B cells produce cells, known as suppressor cells, work to stop or suppress this fight against invading germs, once the infection has been overcome. In a healthy person, helper cells outnumber suppressor cells by a 2 to 1 ratio. In a person with AIDS, suppressor cells outnumber helper cells, leaving the immune system weak or ineffective in the fight against disease.

HOW IS THE VIRUS THAT CAUSES AIDS TRANSMITTED FROM ONE PERSON TO ANOTHER? HTLV-III/LAV can be transmitted by sexual contact, sharing an infected hypodermic needle or, less often, through blood or blood products or from infected mother to newborn infant.

IS AIDS HIGHLY CONTAGIOUS? There's no evidence that AIDS is transmitted through casual contact, or that it is spread through the air.

WHO GETS AIDS? The majority of all AIDS cases have occurred among the following people: Homosexual and Bisexual Men (about 73% of reported AIDS cases who risk contracting AIDS through sexual activity. Especially at risk are those with many sexual partners); Intravenous Drug Abusers (about 17% of the reported cases -- who may have been exposed to AIDS by sharing contaminated needles); hemophiliacs and people who have had blood transfusions (about 2% of the reported cases -- who apparently contracted AIDS through the use of donated blood or blood products); heterosexuals (who have been sexual partners of AIDS patients or other persons in the risk groups -- about 1% of the reported cases).

A small number of AIDS cases don't fit into these groups. These cases may eventually be attributed to sexual contact with a member of a risk group or to blood contamination.

SYMPTOMS OF AIDS: During the incubation period, which may range from a few months to five years, or longer, there may be no telltale signs that suggest a person is suffering from AIDS or is infected with HTLV-III/LAV. As the illness progresses, symptoms become apparent. People infected with HTLV-III/LAV may notice severe, prolonged and persistent: recurrent fever, including "night sweats"; rapid weight loss for no apparent reason; swollen lymph glands in the neck, underarm or groin area; constant fatigue; diarrhea and diminished appetite; white spots or unusual blemishes in the mouth.

In AIDS Patients, some of those infected with HTLV-III/LAV will develop AIDS. The AIDS patient's immune system becomes severely weakened, turning normally mild, harmless, and rare diseases into potentially fatal conditions. The two most common illnesses of this type are: Kaposi's Sarcoma -- a form of cancer that causes pink, brown or purplish skin blotches. In the past, this disease had been very rare; Pneumocystis Carpinii Pneumonia -- a parasitic infection of the lungs that's highly uncommon among healthy individuals, but occasionally found among cancer and transplant patients who must take certain kinds of drugs. Medical researchers have developed a test to detect antibodies to the HTLV-III virus in the blood. The test is being used to screen donated blood and help protect the blood supply, and for research.

SOME STEPS BEING TAKEN TO PREVENT THE SPREAD OF AIDS: Hospitals are taking precautions to protect patients as well as employees. Special handling, labeling and isolation procedures are being used for blood and tissue samples of AIDS patients,

and also for any patient-care equipment that may be contaminated. There's no reason to fear being in a hospital where AIDS patients are being treated.

Fear of getting AIDS is not a good reason for a person to refuse a needed blood transfusion. The fact is that chances of acquiring AIDS through a blood transfusion have been extremely small -- less than 1 in 100,000. With the blood test for the HTLV-III antibody, even this risk has been largely eliminated.

Blood banks are taking steps to avoid accepting blood from people who have been infected with or exposed to HTLV-III or other infectious diseases. At the same time, blood-collecting agencies are publicly urging the following people not to donate blood: If you don't fit into the categories listed above and your job doesn't require infection-control procedures, it is still recommended that you avoid having sex with: multiple and anonymous partners, high-risk partners, and partners who have sex with people at risk.

IS THERE A CURE FOR AIDS? There is still no known cure for AIDS, although a concentrated research effort continues in hope of finding one. Treatment for AIDS focuses on the secondary illnesses that take advantage of the weakened immune system: INTERFERON has been helpful to some patients with Kaposi's sarcoma; INTERLEUKIN-2, a disease-fighting chemical that occurs naturally in the body, has shown promise in laboratory tests.

There is every reason to believe that the extensive research effort being headed by the federal government will make it possible to develop preventive measures and a cure for AIDS. The Public Health Service still considers AIDS a top-priority health concern. \$190 million has been budgeted since 1981 on work related to AIDS. The National Institutes of Health has awarded research grants to scientists and medical doctors throughout the U.S. in an all-out effort to solve the AIDS puzzle. The Centers For disease Control has sent workers into local communities to gather patients and those exposed to HTLV-III/LAV. The Food and Drug Administration is cooperating a research effort and working to promote the safety of the nation's blood supply. The Alcohol, Drug Abuse and Mental Health Administration are funding research to find the risk factors for AIDS among drug abusers, and it's studying the mental-health aspects of AIDS.

CAN I GET AIDS BY DONATING BLOOD? Not a chance! Only sterile equipment is used by blood banks and blood collection centers. Needles are discarded after one use, leaving no chance of passing AIDS from donor to donor.

Health Care Unit Rules

See posting in Health Care Unit

Copies of Medical Records

The following fees for copy schedule are posted for charges assessed for acquiring copies of medical records:

- A. First Fifty (50) copies of medical records are free.
- B. Fifteen cents (\$.15) per copy of all pages after the first fifty.

Living Wills

Living Wills are available for all offenders 18 years of age or older. If you desire to include a Living Will in your medical record, submit an Inmate Request Slip to the Health Care Unit Administrator for the witnessing and filing in your medical record.

Lay-In Status (Temporary)

Offenders on Lay-In status are permitted to go to the Dining Room for meals and medications. Lay-ins must honor all medication line movement, if they are scheduled to take medications. Lay-ins who refuse to honor medication line movement will be immediately removed from Lay-in status by the Medical Director or a Registered Nurse. Lay-ins must remain in their housing unit at all other times. Medical lay-in must be authorized by an attending physician before an offender can receive monetary compensation. Unapproved lay-ins (not authorized by an attending physician) will not receive pay. Lay-in status indicates that an offender has a physical condition which prevents him from doing his assignment. Approved lay-in status may be ordered by the Medical Director, Dentist, Psychologist, or Registered Nurse.

Offender Sexual Assault-Prevention and Intervention

Educational training is available to offenders by Health Care Staff, regarding such issues as self-protection, reporting of assaults, and the right to medical and mental health assistance. The training includes medical, crisis intervention availability, mental health services, and sexually transmitted diseases information. All sexual assaults or attempted sexual assaults should be reported to staff immediately. Offenders need not name their attacker to receive medical and/or mental health services. The facility Program Coordinator is Mark Aaron, Mental Health Professional.

DNA TESTING KITS:

Illinois law (730 ILCS 5/5-4-3) requires that all individuals convicted, found guilty or incarcerated in a Department facility for a felony offense on or after 22 August 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.

Your specimen collection will be scheduled. The law provides that persons subject to specimen collection shall cooperate with collection. Your 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 further result in criminal prosecution. Refusal to voluntarily submit to specimen collection shall result in the forcible collection of a specimen.

Volunteer Services

Persons who volunteer their time and services at the institution may work in various departments and may be receiving college credit for their time spent as a Volunteer if they are enrolled in an accredited University, as a student intern or practicum student. Volunteers are screened by program staff for which they are working. They must follow all rules and regulations and may be assigned various tasks related to their area of interest. Generally, student volunteers are assigned for one or two semesters and are interested in corrections as a career. Upon completion of their internship, they are no longer allowed entry into the institution. Other volunteer programs include ongoing activities such as A.A. volunteers and volunteers affiliated with a particular religious group. These persons are placed on a special list of approved volunteers which is updated regularly.

VOLUNTEER SERVICES:

1. Student Intern and Practicum Students: Two per semester. Students are in professional degree programs. They must be accredited professional degree programs. This program is under the direction of the Clinical Services Supervisor and Casework Supervisor. Student intern and Practicum Students assist the counseling staff in report writing and various case management duties.
2. The Reading Link Literacy Program: Program Capacity-9. It is held 1 1/2 hours per week. You must test at below 6th grade reading level. Volunteers assigned to individual offenders to assist with improvement of reading skills.
3. Education ABE and GED: Program Capacity: 10 to 15. Graduate and undergraduate students who observe and teach ABE and GED classes in conjunction with regular instructor and under supervision of Education Department Administrator.
4. Chaplaincy-Choir Director: Program Capacity-10/15. It is held on Tuesdays and Wednesdays. Under the direction of the Chaplaincy staff and directs offender choir, selects music for worship services and other performances.
5. Chaplaincy-Chapel Volunteers: Program Capacity-15/30. It is held Tuesday through Friday and Sundays. Program supplements chaplaincy services as member of chaplaincy staff under direction of senior chaplain.
6. Chaplaincy-Catholic Religious Study-Religious leaders. The capacity is 20-40. Provides sacraments for Roman Catholic offenders, hears confessions, teaches Catechism. Under direct supervision of senior chaplain, provides supplemental counseling and visitation to Segregation Unit.
7. Chaplaincy-various religious leaders and groups: Program Capacity-according to need. It provides religious worship and fellowship services with group singing and prayer.
8. Education, Spanish, Language Tutor: Program Capacity-10/15. It provides tutoring in English language skills and translation aid with other English language course material as a supplement to regular ABE/GED program under supervision of Education Administrator.

Grievances

(Refer to Department Rule 504F in the Departmental Rule section of this handbook.)

1. Grievances must be filed within 60 days after the discovery of the incident, occurrence or problem which gives rise to the grievance. If a committed person can demonstrate that a grievance was not timely filed for good cause, the grievance shall be considered. Grievance forms are available in all of the housing units.
2. Committed persons shall first attempt to resolve incidents, problems or complaints, other than complaints concerning disciplinary proceedings, through their correctional counselor. Formal grievances should be submitted on the proper form, DOC 0046. Grievances may be mailed through institutional mail or by placing the grievance in the box located in Housing Units. After the counselor has completed and returned the grievance and the committed person is not satisfied with the resolution, they may submit the grievance to the Grievance Officer requesting a Response to Committed Person's Grievance, DOC 0047. The Grievance Officer will then prepare an official report and return the report to the committed person. All grievances regarding disciplinary proceedings should be submitted directly to the Grievance Officer.
3. Appeals to the Administrative Review Board must be in writing and submitted within 30 days of the CAO's decision by mailing the Response to Committed Person's Grievance to the Administrative Review Board, P.O. Box 19277, Springfield, IL 62794-9277. Further instructions are located at the bottom of the Response to Committed Person's Grievance. A copy of the original grievance must be attached.
4. Grievances involving transfer denial by the Transfer Coordinator, protective custody, involuntary administration of psychotropic drugs, issues from another facility except personal property issues, or issues not resolved by the Chief Administrative Officer should be forwarded directly to the Administrative Review Board.
5. A committed person may request a grievance be handled on an emergency basis by forwarding the grievance directly to the Chief Administrative Officer for issues involving a substantial risk of imminent personal injury or other serious or irreparable harm to the committed person.
6. A grievance box is located in each housing unit. The grievance box will be checked Monday through Friday. Grievances will be reviewed by the Grievance officer. Emergency grievances on weekends should be given directly to the Zone Lieutenant. **ONLY** grievances are to be placed in this box. Any other mail placed in the box will not be processed. Anything other than grievances should be given to the housing unit officer during mail collection times.

Correctional Industries

Correctional Industries has two departments that are the Mattress Shop and Sewing Shop. Each worker will be properly trained in every facet of the area they are assigned to. Some individuals will learn clerical skills including budgeting and purchasing. Each worker will be given the opportunity to acquire a number of marketable skills, duties and responsibilities in each shop that can be applied toward obtaining gainful employment upon his return to society.

Inmate Bulletins

Inmate Bulletins will be placed in the following areas: Multi-Purpose Building, Academic Building, Vocational Building (Hallway), Health Care Unit (Lobby), North Recreational Yard (Outdoor Restroom Outer Wall), South Recreational Yard (Outdoor Restroom Outer Wall), Segregation Dayroom. Inmate Bulletins will be read and discussed on Channel 7 (Institutional TV Channel) on Friday, Saturday, and Sunday between the morning, afternoon and evening movies shown on Channel 7. Inmate Bulletins will also be placed in the institutional library in a designated area for viewing for a period of one (1) year.

Directions to Centralia Correctional Center

Centralia Correctional Center is located on Shattuc Road, approximately one and one half (1-1/2 miles) north of U.S. Highway 161. In order to enable you to inform your family and friends of the location of the Centralia Correctional Center, the following directions may be helpful:

From the North:

Take Interstate 57 or U.S. Highway 51 south to U.S. Highway 161. Go west on Highway 161 through Centralia about three miles to Shattuc Road. Proceed north on Shattuc Road for approximately one and one half miles (1-1/2) to Centralia Correctional Center.

From the South:

Take Interstate 57 or U.S. Highway 51 north to U.S. Highway 161. Go west on Highway 161 through Centralia about three miles to Shattuc Road. Proceed north on Shattuc Road for approximately four miles to Centralia Correctional Center.

From the West:

Take U.S. Highway 50 East to Shattuc Road. Proceed south on Shattuc Road approximately four miles to Centralia Correctional Center.

OR

Take Interstate 64 East to U.S. Highway 161. Go east on U.S. Highway 161 to Shattuc Road. Proceed on Shattuc Road north approximately one and one half miles (1-1/2) to Centralia Correctional Center.



Illinois Department of Corrections

A Guide for the Prevention and Reporting of Sexual Abuse with Offenders

In response to the Prison Rape Elimination Act (PREA) of 2003, the Department has adopted a Zero-Tolerance standard for sexual abuse and harassment against offenders by staff, contractors, volunteers, and offenders. It is hoped that through the implementation of PREA this will promote a safe, humane, and secure environment; free from the threat of sexual abuse and harassment for all offenders.

A Duty to Report

You must report any inappropriate staff/contractor/volunteer/offender behavior immediately. Failure to report such behavior may lead to your services as a volunteer being stopped. You must report this behavior to any of the following:

- Officer / Employee in Charge of the area
- Shift Supervisor
- Facility Administrator

It is required that you report this behavior prior to leaving the facility that day.

Examples of such behavior may include but are not limited to:

- Any behavior of a sexual nature directed towards an offender by a staff/contractor/volunteer/offender.
- Inappropriate touching between offenders and staff/contractor/volunteer/offender.
- All completed, attempted, threatened, or requested sexual acts between staff/contractor/volunteer/offender and the offender.
- Sexual comments and conversations with sexually suggestive innuendos or double meanings.
- Display or transmittal of sexually suggestive posters, objects, or messages.

Red Flags

The following examples are a list of behaviors that may be signs that you or someone working with you is in danger of engaging in undue familiarity and/or sexual misconduct. These behaviors or "red flags" may signal that there are problems ahead.

Some examples of "red flags" are:

- Deviating from agency policy for the benefit of a particular offender
- Overlooking infractions of a particular offender
- Spending a lot of time with a particular offender
- Taking up an offender's cause or grievance
- Doing favors for an offender
- Getting into conflicts with department staff over an offender
- Flirting with an offender

Questions regarding this please contact your facility's respective volunteer coordinator.