

**ILLINOIS DEPARTMENT OF
CORRECTIONS
WOMEN & FAMILY SERVICES
DIVISION**



**FOX VALLEY
ADULT TRANSITION CENTER
RESIDENT HANDBOOK**

October 2021

TABLE OF CONTENTS

Chapter #	Topic	Page #
	Mission Statement.....	03
Chapter 01	General Information.....	04 – 07
Chapter 02	Organizational Chart and Responsibilities of Center Staff.....	08 – 10
Chapter 03	Operations/Programming (Employment/Education/Counseling)....	11 – 14
Chapter 04	House Rules/Responsibilities of Resident.....	15 – 20
Chapter 05	Level System IRT – Leave.....	21 – 26
Chapter 06	Resident’s Visiting Policy.....	27 – 32
Chapter 07	Residents Finances.....	33 – 34
Chapter 08	Medical/Dental Services and Use of Medication.....	35 – 37
Chapter 09	Grievances.....	38
Chapter 10	Leisure Time Activities.....	39
Chapter 11	Security Requirement, Contraband.....	40
	Emergency Procedures.....	41
Chapter 12	Housekeeping.....	42 – 43
Chapter 13	Dietary.....	44 – 45
Chapter 14	Resident’s Personal Property.....	46 – 50
Chapter 15	Permanent Party and House Maintenance /Cook/Tutors.....	51 – 54
Chapter 16	Transportation.....	55
Chapter 17	Departmental Rules/Misc Info.....	56 – 63

MISSION STATEMENTS

Illinois Department of Corrections

MISSION:

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

VISION:

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

Women & Family Services

The Division of Women and Family Services develops and implements gender-responsive, trauma-informed and family-centered policies, programming, staff training, and advocacy. Through individualized, strengths-based care and treatment, justice involved women are empowered to be self-sufficient and reintegrate into their communities successfully.

Fox Valley Adult Transition Center

Within a safe, secure, and gender responsive environment, maintained by trained staff, residents participate in holistic, wrap around services tailored to their unique strengths and interests. Through the use of gender and trauma informed assessment and individualized goals planning, residents will be empowered with skills and abilities to prepare them for safe, successful re-entry to the community and reunification with their loved ones.

FOX VALLEY ADULT TRANSITION CENTER

RESIDENT'S HANDBOOK

CHAPTER 1 - INTRODUCTION

GENERAL INFORMATION

What Is the Facility Like?

The Fox Valley Adult Transition Center is located at 1329 North Lake Street in Aurora, Illinois 60506 (approximately 1 mile south of I88 and Route 31).

The Center is a four-story structure that was built in 1917. The first floor contains storage rooms, substance abuse counseling offices, classroom, exercise room and library. Staff offices, the Security Shift Office, vending machines, and the dietary facilities are located on the second floor. There are 2, 3, 4 and 6-bed resident rooms on the third and fourth floors of the building.

The Center has laundry facilities on the fourth floor, which are supplemented by nearby community Laundromats. Residents are encouraged to take laundry home with them on leaves to clean.

The Resident population has a maximum limit of 128 females. The in-house population includes Residents on Permanent Party and Pre-Release status. Center Staff are committed to assisting Center Residents in developing the opportunity to establish a self-supporting financial base.

The Fox Valley Adult Transition Center has been a successful operating entity of the State of Illinois Department of Corrections since April 1972. Categories of services include but are not limited to the following: educational counseling and academic enrollment, vocational training and counseling, job placement, substance abuse counseling, parenting, child rearing and leisure time activities.

What Is the Purpose of the Facility?

The Fox Valley Adult Transition Center is set up primarily to assist women in re-entering the community successfully, through the establishment of a viable financial base and re-establishing contact with families and employers. Accordingly, all individuals, who reside at the Center, are expected to obtain and maintain employment, enroll in a full-time educational or training program, or a combination of both which will amount to thirty-five hours of programming per week. Residents may be required to participate in alcohol and/or drug abuse counseling, GED or ABE/Life Skills programming as recommended by the Department or mandated by the Center Supervisor.

Classification

Residents entering the Center are classified in one of two categories. General population residents may look for work after completing the Orientation process and obtaining their State ID. Permanent Party residents must fulfill their work agreement timeframe as indicated in signed contract completed at parent facility. Residents with more than 24 months to complete on their sentence must be accompanied by staff at any time they are outside the building. Once a resident has less than 24 months on their sentence, they become eligible for passes through the Level system Permanent Party residents may not be promoted past Level II until their status is changed to regular resident. General population and Permanent Party residents are housed together in the Center.

Placement

Residents entering the Center will be assigned to a six-person room randomly based on available bed space. As beds empty, residents will be moved to 3 or 4 person rooms according to seniority. Residents are not allowed to request specific rooms, when a bed comes open, the Room Assignment Coordinator will decide who is to be moved into that bed. **Residents will not be moved because they simply do not get along.** Adult behavior and mutual respect is expected of each resident. The Room Assignment Coordinator or Back-up Coordinator will address any and all issues. Two person rooms are considered a privilege. A resident must be in Level 4 or Level 3 and have no more than 2 major RDRs within the last 6 months to be eligible for a two-person room. Residents on Level 4 will be given first choice when a bed becomes available, if all Level 4 residents have been offered and refused, then a Level 3 resident may be placed in the room. If a low bunk becomes available, unless the bunk is needed for a resident with a low bunk order, residents who are already assigned to that room will have first choice, by seniority, to move to the lower bunk before a new resident is placed in that room. Room changes will occur if a resident is found guilty of a major ticket. Room changes will only be completed by Room Coordinators, Mr. Kelly or Ms. Thatch in his absence. Residents are not to go to other staff to request a room change. Bottom bunk order will be accepted but resident will have to wait until a bottom bunk becomes available through attrition.

Orientation Status

Upon arrival, you will be assigned to a Correctional Counselor, who will guide you through your orientation on the Center's policies and procedures. This orientation process is laid out in "PreStart Modules" with each module being conducted by a different staff member. Your Counselor will see you on the day of your arrival. Orientation status lasts seven days, however, additional employment documents could take up to 15 days to complete everything including getting your State ID before you can begin looking for a job. During this period, your Counselor will assist you in understanding the Center's policies and procedure. Together, you will review sections of this handbook and discuss any concerns or problems that you may have. Your family may be allowed to drop off up to \$75.00 cash and approved clothing/hygiene items while you are in orientation status.

You will receive an orientation checklist that contains a list of topics of which you must be knowledgeable. It is your responsibility to seek out these individuals to complete your orientation. When you are satisfied that you understand each topic, both you and your Counselor will sign the checklist by that topic.

When your Orientation Checklist and Programming schedules are completed, submit all to your Counselor. If, at this time, you have not had any major disciplinary tickets, you will be promoted to Level 1 and able to begin a job search and participate in other Center programming.

Resident Mail

Out-going mail may be mailed by a resident, by leaving it at the Shift Desk. All residents are responsible for their own stamps and envelopes. Out-going mail is not examined by Staff and, therefore, may be sealed. Residents may correspond with anyone in the free community. Permission for committed persons to correspond with residents of any other Correctional Facility (in state or out-of-state) must first have the prior approval of the Chief Administrative Officer of both institutions. See your Counselor for an approval form. Residents wishing to correspond with probationers or parolees must advise those individuals to obtain their Probation or Parole Officer's written authorization and forward it to the Center Supervisor. All in-coming non-privileged mail, including mail from clerks of courts, shall be opened and inspected for contraband and then placed in mail folders at the Shift Desk. A list of all residents having mail will be posted at the Shift daily. If contraband is found, it will be confiscated by the Center. Money orders and employment checks will be deposited into the Resident's trust fund account. You will be issued a receipt for any money order or check received. Personal checks, cash, food stamps, gift cards etc. will be returned to the sender.

Mail distribution hours are 6:00am – 9:50pm. The 11pm to 7am shift may pass out mail to residents returning from work, IRT, CCCL as they walk in the door.

All in-coming privileged mail from the Director, Deputy Director, Assistant Deputy Director, Department Attorneys, Prisoner Review Board, Chief Executive Officers of the Federal Bureau of Investigations, The Drug Enforcement Administration, The Criminal Division of the Department of Justice, The United States Custom Service, The Secret Service, The Illinois State Police, Sheriff's Offices and Police Departments in the State of Illinois, legal mail, Members of The Administrative Review Board, Federal and Local Legislators, the Governor, Public Defender, Registered Attorneys, etc., will not be opened by Staff, but must be opened by the Resident in the presence of Staff in order to check for contraband and ensure that nothing other than legal or official matter is enclosed.

Residents should notify businesses/creditors of change of address. Please note the post office will not forward your mail.

Telephone Usage

Residents may not use the Center business phones except in cases of emergency or for employment or medical appointment scheduling. Personal calls are to be made using the pay telephones located in the lobby on the main floor. Incoming personal phone calls will not be accepted at the Shift desk. In the case of an extreme emergency, security staff will take a name and number and alert the resident. The pay telephones are in the lobby on the main floor and calls are limited to **fifteen** minutes when other residents are waiting for the phone. Residents are expected to use these phones for all outgoing calls to jobs, taxis or rides. Residents may not share an outgoing call. Residents needing or wishing to make calls to hearing impaired family or friends may use the State's TDD system by calling 800-526-0844 and informing the Operator of the person and number wishing to be reached.

Telephone calls regarding employment or medical appointments should be made through the Employment Counselor and your Correctional Counselor when they are available. The pay telephones are not to be utilized during curfew.

Phone Hours		
Monday-Friday	9:30 am – 1:30 pm 4:30 pm – 7:00 pm 9:00 pm – 9:50 pm	Phone calls shall be limited to 15 minutes when other residents are waiting to use the phones.
Saturday-Sunday And Major Holidays	7:30 am – 12:00pm 4:30 pm – 9:50 pm	

Toll Free Number: When away from the Center, residents may use the Toll-Free number from any payphone (866-295-8903). **Staff will not accept collect calls from residents for any reason.** This number is for resident's usage only and should not be given to friends or family. For emergencies, Family may call the Center's regular phone number 630-897-5610 or they may fax in information to 630-897-1386.

Resident Cell Phones

Residents who are employed in the community for 30 days and are not delinquent in medical/dental bill may be eligible to purchase a mobile phone. Residents are responsible for the phone purchase and for paying all related expenses. If you are found guilty of any RDR, depending on the rule violation, your cell phone use will be restricted or confiscated and treated as contraband and you may not get it back.

Below is the procedure and rules, if you are eligible and interested in having a cell phone.

1. Once you obtain employment, you may submit an offender request to CAO for signature.
2. CAO will forward request to Phone Coordinator.
3. Phone coordinator will advise resident that their offender request is approved and receive a copy of offender request.
4. Once you are approved to have a cell phone, submit a request for a trust fund expense check according to the disbursement schedule. You are strongly encouraged to purchase phone insurance.
5. When offender purchases their phone a copy of the offender request and phone and accessories must be turned into the shift desk for storage until phone can be activated with phone coordinator.
6. Resident will sign phone contract and must adhere to rules in the contract.
7. Resident will be assigned a locker (located in the facility vestibule) and issued a key. The key must always be in your possession. Lost keys will result a \$25.00 restitution fee. Second offense for lost key is a \$50 charge, third offense for lost key is a \$75 charge. No RDR will be issued for lost key, however phone will be confiscated until payment is processed and key has been replaced.
8. When not in use, your cellphone must be turned off and secured in the locker along with your charging cord, ear buds, case, and accessories. You may have to share a locker with one or more residents based on locker availability.
9. Fox Valley ATC will not be responsible or liable for damaged, stolen, or lost cell phones or accessories or actions by your cell phone locker resulting in same.

You are not to use your phone: while walking, at work, or community service, on staff escorted trips, or in community meetings (AA, NA, etc.).

Be aware of what your employer's rules are about cell phones. Inappropriate images, videos, songs, texts, and/or applications are prohibited. You are prohibited from taking pictures of the building, staff, volunteers, residents, resident families, etc. You are not allowed to share your phone number or correspond with residents, inmates, parolees. Don't let residents take photos and/or videos of you. Do not use your cell phone in the locker area or in state vehicles. Do not plug your phone in on state property outlets.

Never turn your phone off unless it's in the locker. You are responsible for having the phone with you and on whenever you leave the building without a staff escort-. You must keep the phone charged and must answer when staff call you. If you leave the phone at your host site, work site, etc., you will be issued a ticket.

When you sign the phone contract it confirms that you understand cell phone use rules and guidelines and agree to comply. Further, you authorize Fox Valley ATC staff to search your phone and its contents at any time. You must keep a copy of your phone agreement and be prepared to furnish it to staff upon request. Failure to comply will result in a ticket and cell phone privilege suspension.

FOX VALLEY ADULT TRANSITION CENTER

RESIDENT'S HANDBOOK

CHAPTER 2 - ORGANIZATION

FOX VALLEY ADULT TRANSITION CENTER
1329 North Lake St., Aurora, IL 60506

**Center
Supervisor**
Margarita Mendoza

TABLE OF ORGANIZATION

October 2021

**Assistant
Supervisor
Chief of Security**
Ricardo Tejada

ADMINISTRATIVE STAFF

SHERIDAN C.C. STAFF (Food Service)

Accountant Jonathan Kelly - TA	Exec. Secretary I Alba Nieves	Office Assistant Vacant	SHERIDAN	SHERIDAN	SHERIDAN
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CLINICAL STAFF

CC II Petrice Foster	CC II Jose Hernandez	CC I Vincent Shockley	Social Worker II Vacant
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SECURITY STAFF

CRC II Vacant "A" Shift	CRCII Marvin Nesbitt "A" Shift	CRCII Eva Rivera "A" Shift	CRC II Vacant "B" Shift	CRC II Renee Jackson "B" Shift	CRC II Albert Diaz "C" Shift	CRCII Vacant "C" Shift
CRC I Sharman Collins CRC I Richard Schwartz CRC I Jonathan Kelly CRC I Stephen Chick CRC I Rachel Norton CRC I Jacqueline Walker CRCI Vacant			CRC I Darnell Jackson CRC I Leah Smith CRC I Sherise Thatch CRC I Takila Shaw CRC I John Ypil CRCI Kimberly Carter CRCI Vacant		CRC I Tamara Switzer CRC I Augustus Mangrum CRC I Tijuana Simmons CRC I Vacant CRC I Vacant	

RESPONSIBILITIES OF MAJOR DEPARTMENTS

Supervisor - The Supervisor is the Chief Administrative Officer of the Fox Valley Adult Transition Center. The Supervisor plans, organizes, directs and administers all major functions of the Fox Valley Adult Transition Center, and as such is responsible for all operations and programs of the facility including the physical plant and community relations. The Supervisor reports directly to the office of the Deputy Director of Women & Family Services.

Assistant Supervisor / Chief of Security - The Assistant Supervisor / Chief of Security is the Assistant Chief Administrative Officer of the Fox Valley Adult Transition Center. The Assistant Supervisor is in charge of all operations and programs of the facility during the Supervisor's absence. On a routine basis, the Assistant Supervisor directs the operation of the facility through supervision of the Corrections Residence Counselor II's and the Food Service Staff. The Assistant Supervisor reports directly to the Center Supervisor.

Corrections Residence Counselor II- The Corrections Residence Counselor II serves as Shift Supervisor at the Fox Valley Adult Transition Center for a particular Shift. The shift Supervisor directs, coordinates and supervises Corrections Residence Counselor I's in the performance of their duties. The CRCII is responsible to maintain compliance with Security, Safety and Sanitation Standards, Public Health requirements, custody measures, food service operations, maintains Center operations in compliance with established policies. The CRC II reports directly to the Assistant Supervisor.

Corrections Residence Counselor I-The Corrections Residence Counselor I provide direct service to residents through supervision of work details, movement monitoring, para-professional counseling, orientation, presents Parenting Workshops and casework follow-up. CRC I's assist residents in complying with Center House Rules and Adult Transition Center procedures. CRC I's report directly to CRC II's.

Correctional Counselor- The Correctional Counselor provides services of a clinical nature to residents of the Fox Valley Adult Transition Center. The Correctional Counselor provides individual and family counseling, orientation, may present Parenting Workshops, assists residents in financial planning, assists in educational planning and enrollment in local institutions of learning, assists residents in after care planning and release planning (including Certificate of Relief from Disabilities and issuing temporary IDs when needed), makes medical and dental referrals, and is responsible for the total programming of the residents in his/her caseload. The Correctional Counselors report directly to the Center Supervisor.

Accountant - The Accountant provides the Fox Valley Adult Transition Center with a standard format for distribution of appropriated resources and ensures that all practices outlined by the Division of Finance and Administration are complied with including resident finances, resident trust fund, resident benefit fund, maintains loan records, utilizing the Automated Accounting System. The Accountant reports directly to the Center Supervisor.

Executive Secretary - The Executive Secretary is responsible for the administrative correspondence, Center Monthly Reports, coordinates the application process for prospective employees, contractual and volunteer workers, maintains the general files, takes and transcribes dictation. The Executive Secretary reports directly to the Center Supervisor.

Office Assistant - The Office Assistant is responsible for all timekeeping and payroll preparation, payroll reports, performs typing duties, filing, opens and distributes incoming mail. The Office Assistant reports directly to the Center Supervisor.

Summit Food Services -The Summit Food Services provides contractual food service at the Fox Valley Adult Transition Center. Summit is responsible to prepare all meals served at the Center in accordance with the approved master menu. Summit is responsible for training, instruction and supervision of Permanent Party Cook residents. Permanent Party Cooks in all phases of meal planning and preparation while maintaining the highest sanitation and safety standards in compliance with State and National Sanitation Codes. Summit Staff report directly to the Assistant Supervisor.

Substance Abuse Counselors - The “Breaking Free” Substance Abuse Counselors provide individual and group substance abuse education and counseling to Fox Valley Adult Transition Center Residents. Breaking Free Counselors are responsible to complete drug and alcohol assessments, develop and implement treatment plans, utilize community-based organizations as referral sources to supplement treatment plans; coordinates services between Breaking Free and the Center. Breaking Free is D.A.S.A. funded. Breaking Free Counselors report directly to the Center Supervisor.

What Can You Expect From Staff?

You can expect Staff to supervise you and assist you with Department and Center policies. Staff will monitor and document your performance in all aspects of the program. Staff’s responsibilities include monitoring your movements, assessing your programmatic involvement and attitude, and being responsive to your concerns. Staff members will treat you with respect and they will expect the same in return. Those residents, who have language or literacy problems, will be provided assistance upon request to help alleviate misunderstandings of rules and regulations. Staff will not discriminate based on a Resident’s race, religion, national origin, sexual preference, disability or political views. Resident’s that believe they have been discriminated against in any way should follow the Grievance Procedures described elsewhere in this handbook.

Chaplaincy, Religious Services and Volunteers

Fox Valley Adult Transition Center has many devoted volunteers offering programs such as Bible Study, church services and “Coffeehouse” programs with music and snacks. All Residents are encouraged to take part in any of these services. Some of our volunteers also pick up and take residents out for Church Services within the community. Residents on Levels 2 for 30 days can sign up for Calvary and Main Baptist Church services on Sunday by requesting to go through a Movement Form. Residents on Level 3 & 4 may utilize their Independent Release Time to attend church services. Resident may also attend off grounds religious activities on CCCL’s. Additionally, Fox Valley ATC also has volunteers that come in to provide programs such as Alcoholics Anonymous and Narcotics Anonymous. In addition, there are occasional one-time programs or events and seasonal programs offered by volunteers from many local churches and organizations.

Admission Procedures

Upon entering the Center, residents will be assigned to their Orientation Room. The first day, all new residents will receive initial orientation from staff and completed orientation paperwork throughout the day. Residents will be given an opportunity to get clothing from our “Boutique”, an area designated for the storage of donated clothing. All yellow jumpsuits will be turned in to staff as soon as residents get the opportunity to change clothes. Residents will then be provided with bedding, a combination lock for their locker, towels and washcloths and needed toiletries.

Housing Units

Resident rooms are located on the 3rd and 4th floors of the building. The main floor and basement contain staff offices, Classroom, Library. Due to COVID protocols residents that are not vaccinated are quarantined to housing area 4 south for a period of 14 days.

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 3 - OPERATIONS**

Porter Assignments

All residents will be assigned a rotating shift porter assignment for the duration of their time at Fox Valley.

Resident Movement

Residents of Fox Valley Adult Transition Center are in the lawful custody of the Department of Corrections. For this reason, any movement within the community is subject to strict guidelines and is monitored closely by security staff.

All employment/education outings are arranged with the Correctional Counselor twenty-four hours in advance of the outing. When you return from one of these outings, you must produce written verification including time in/out, date, and signature of person you met with. When Medical services are received the back page of Resident Movement forms must be completed. Failure to adhere to produce written verifications on the resident movement form will result in a disciplinary report. Any questions regarding this process should be discussed with your Counselor.

Employment outings will be conducted Monday-Thursday from 8:30am-4:30pm. Employment outings after 4:30pm or on weekends are only at the discretion of the shift supervisor. Residents traveling by private vehicle on employment outings are limited to two and a half hours. Any employment or programming requiring more than two hours travel time one way may not be approved.

In requesting an employment outing, a resident must select a minimum of three employment sites she chooses to submit an application or be interviewed. These three sites, along with the telephone number and address of each site, must be submitted to the Correctional Counselor on a Resident Movement Form 24 hours in advance.

You may be required to telephone spot-check with the center when you are away on an employment outing.

The Shift maintains a movement card for each resident in the program. When a resident leaves the grounds for an approved reason, she is signed out on her movement card. Residents are responsible for making sure they are signed out before they leave the Center. Residents must follow itinerary as listed on any type of movement (CCCL's, IRT, and Resident Movement Form). It is also the resident's responsibility to return to the Center by the return time indicated on the card. In the event circumstances prevent the resident from returning on time, the resident must advise the Center of the reason and obtain

permission to return late. Staff will extend the resident's time if the situation warrants it and the resident will be advised of her revised return time. Any movement, which is not approved by Center staff, is considered unauthorized movement. This offense can seriously jeopardize a resident's pre-release status. Failing to return to the Center as scheduled may result in a resident being placed on escape status, in which case a warrant will be issued for her arrest. At any time, your movement outside of the facility can be limited or stopped. You may also be placed on behavior contract that you will be obligated to comply with in order to be successful at Fox Valley ATC

EDUCATIONAL

ABE/GED: Based on each Resident's individual court orders and TABE test scores, Residents may be assigned to attend ABE (Adult Basic Education), GED classes or Drug Classes. Residents will be informed by their assigned Correctional Counselor if they are being placed into one of these programs. The hours spent in these programs do count toward the necessary 35 hours of programming required of residents to maintain Level promotions.

College: Residents may be enrolled full-time or part-time in educational activities. Full-time students and part-time students must be employed part-time. Residents taking college courses will be expected to pay their own tuition and other expenses. Residents are encouraged to apply for scholarships and grants. Residents must provide staff with a copy of official school schedules listing teachers, hours and building.

VOCATIONAL

Employment

Residents are required to seek employment following completion of orientation. Correctional Counselor(s) will assist you in obtaining employment.

Each resident will meet with the Correctional Counselor(s) during the first seven days of orientation.

1. The Counselor will advise and review interviewing skills, telephone contacts, completing applications/resumes.
2. The Counselor will arrange an interview at Job Service, 2 Smoketree Lane, North Aurora, for a Targeted Job Tax Credit (TJTC) application. You must provide your future employer with this tax credit application once you have been hired prior to completion of your first day of work.
3. The Counselor will verify your new job and discuss travel arrangements with you.

Employment Identification

The State law requires each employer to prove that each potential employee is not an illegal alien. Therefore, you must have three forms of identification prior to job search: Social Security Card, State I.D. Card, Valid Driver's License, or Birth Certificate. If you do not have at least three of the above items in your immediate possession, you should make arrangements while still in orientation to have your family bring or mail them to you.

Employment Conditions/Rules

- a) All employment must pay at least minimum wage with time and a half for all hours worked over forty hours.
- b) Each employer must have insurance on employees through an insurance company or Workman's Compensation for work-related injuries.
- c) Employers must pay in the form of a payroll check with an attached wage deduction statement. Personal checks or subcontracting work by a resident is prohibited. Direct Deposit is available with the business office; residents must make arrangement with accountant.
- d) All residents will be expected to accept reasonable job offers.
- e) Residents are prohibited from using property/equipment at work for non-work persons (cell phone, iPad/tablet, phone, copier, computer, etc.).
- f) Resident are prohibited from having visitors at work and from receiving mail at work.
- g) Resident must follow all employer rules, policies and conduct themselves in a respectful manner at all times.
- h) Resident must attend mandatory work meetings and report any work issues to their Counselor.
- i) Residents must immediately report any counseling and/or discipline received at work to their counselor.
- j) Residents are not allowed to receive, borrow, or purchase anything other than snacks at work.
- k) Residents are not allowed to leave your work assignment. You must remain at your job site for the duration of your shift.
- l) Resident must leave worksite as soon as they punch out.

Employment Schedules

It is your responsibility to keep your work/school schedules updated, current and legible. It is also your responsibility to ensure that you submit fully completed and accurate schedules. Changes to your schedule must be reported immediately. Scheduled should include your mode of transportation and route. If you take a taxi you must include the taxi company phone number. If you fail to do this, you may find that your movement has been stopped when you try to sign out on an IRT or leave. You may also receive a RDR for violation of Posted Rules (404). **Do not let your work schedule expire.**

Residents are required to submit a work schedule as determined by the counselor. Upon completion by your supervisor, you will be responsible for making sure an up-to-date work schedule in the Counselors' schedule books located at the Shift Desk. If a current work schedule is not on file at the Shift Desk, the resident will not be permitted to leave the building.

Programming Termination

No resident may voluntarily terminate her employment, vocational or educational programming without the prior consent of her Correctional Counselor. If consent is not obtained, a Resident Disciplinary Report (RDR) will be issued. Residents are expected to give two weeks notice to their employer after obtaining the approval of the Correctional Counselor. **Resident's terminated from their job for poor work habits, rudeness or absenteeism will receive a RDR and may be ordered to work as a porter for 30 days before being allowed to look for another job.**

It is the resident's responsibility to notify the Shift staff and Correctional Counselor immediately upon her return to the center when she has been informed by her employer that she is laid off or terminated. Failure to inform Shift staff and Correctional Counselor upon arrival will result in a Resident Disciplinary Report (RDR) being issued.

Employer Notification

It will be the resident's responsibility to notify her Employer/CRCII/and Counselor staff if she will not be reporting to work/program due to illness at least one hour prior to the start of the work/program. You must also notify shift supervisor and counselor if you will not be reporting to work. If you are ill and not

going to work, leave & IRT time will not be granted.

Leaving Work/Program Early/Overtime

Each resident is responsible for telephoning staff if she must leave work prior to the end of her normal work schedule along with method of travel back to the Center. The supervisor at your work site must call in if there is to be overtime, **prior to the start of overtime being worked**. Leaving work early without notifying staff may result in a Resident Disciplinary Report (RDR) being issued. If you arrive to work late/leave work early/do not punch or sign in or out, you are subject to discipline and possibly revocation. You are not to be out of the building more than 14 hours (total) without your Counselor's permission.

Unmet Program (Employment) Hours

Residents who are less than thirty-five hours programmed will only be allowed to make up hours with the approval of their counselor. No IRT or leave time will be granted while not programmed thirty-five hours or more per week.

Substance Abuse (Alcohol or Drugs)

If your counselor has advised you that you are mandated for substance abuse counseling, you must attend these classes which are conducted at the facility and in the community by a local private agency such as Breaking Free or Mutual Grounds. Residents are encouraged and may be required to attend AA or NA meetings both within the Center and at outside meetings. You will be given the dates, times, and location of the sessions. This counseling is mandatory and supersedes your work schedule, you must attend. Failure to report will result in a Disciplinary Report.

Family/DCFS/Custody Counseling

This is to be arranged with the assistance of your Correctional Counselor.

Administrative Directives and Departmental Rules

All residents are required to adhere to all Administrative Directives and Departmental Rules.

Case Management and Counseling

The assigned correctional counselor shall review and evaluate the behavior and progress of each resident every fourteen days. Residents should plan ahead and make time to see their Counselor every 14 days. Correctional Counselor may recommend the resident be retained in the same level or be promoted. The resident may only be demoted in a level as a result of a rule violation in accordance with DR504C. The following criteria, among other matters, may be considered for promotion:

1. The resident's adjustment at the center, including assignments, maintenance of personal living area and relationships with staff and other residents.
2. The resident's participation in employment, training programs or educational opportunities.
3. The resident's compliance with the requirements established for promotion to each level. You must consistently maintain program hours for your level.
4. The resident's disciplinary record.
5. The resident's involvement in other programs.
6. The resident's progress toward establishing a release plan.

The resident shall have the opportunity to discuss the results of the review with her Correctional Counselor and to establish revised goals. The resident may grieve the results of the staff review in accordance with 730ILCS 5/3-8-8.

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 4 - HOUSE RULES & RESPONSIBILITIES**

Institutional / House Rules

Fox Valley Adult Transition Center has house rules, which were written for the Center, based on unique circumstances and situations. House rules are, in fact, orders from the Center Supervisor, who is the Chief Administrative Officer of this facility. The following are the house rules at Fox Valley:

Infractions to house rules may initially result in a cumulative counseling depending on the seriousness of the infraction. An infraction resulting in a counseling will be documented in the cumulative counseling binder at the shift desk. Any Fox Valley Adult Transition Center staff that are witness to an infraction may document a counseling. Repeated infractions shall result in disciplinary report and progressive discipline will follow.

1. **You are responsible for being aware and following all policies and contents of this Resident handbook.**
2. You must follow and comply with all state and federal laws
3. You are responsible for all of your actions while you are a Resident of the Center.
 - a) You must ensure that no contraband is found on your person or in your room.
 - b) Residents should conduct themselves as adults and respect Center Staff. Resident should comply with any instructions given to you by staff. Always be polite and respectful. Do not argue with staff at any time. The mere act of arguing is grounds for staff to issue a Disciplinary Report for Insolence. Learn to take NO for an answer.
 - c) Residents are also expected to treat other residents with respect. Do not argue with roommates over trivial matters. You are here to give yourself a chance to turn your situation around and get back to your family. Petty gossiping and saying offensive or hurtful things to other residents is not to be tolerated. Attempt to compromise to solve disagreements but come to staff if a mutual solution cannot be reached.

- d) You are responsible for alerting your Counselor if problems develop as you progress through the program. You are responsible for being a productive member of society and of this facility.
 - e) Gambling is prohibited. (Use of Lottery tickets is considered gambling).
 - f) Profanity or inappropriate language is prohibited.
4. **Fox Valley ATC has zero tolerance for Substance Abuse.** Resident are prohibited from obtaining/distributing/ingesting drugs, alcohol or any illegal substance. Residents will submit to any required physical examination, sober meter or laboratory test to determine possible communicable disease or the use of prohibited drugs or alcohol. Residents are subject to discipline in accordance with Department Rule 504 for any drug or alcohol related offense such as: Failure to submit to testing; Failure to provide a urine specimen within 2 hours of notification; Destroying or tampering or attempting to destroy or tamper with drug or alcohol tests or testing equipment; or receiving a positive test result for which there is no medical justification.
5. Smoking is not allowed anywhere on State Property. Residents are not allowed to have in their possession any cigarettes, cigars, lighters, matches or any other smoking paraphernalia. Residents who fail to comply with the smoking policy may be disciplined in accordance with Dept. Rule 504. Residents found with cigarettes/cigars or lighters/matches will receive a Disciplinary Report and repeat offenses could result in the resident being revoked from Pre-Release Status and transferred to Logan CC. Residents caught smoking inside the Center will be immediately revoked from Pre-Release status and transferred.
6. Residents are responsible for completing and getting Staff signatures on each Orientation Checklist item, the Parenting forms, telephone and visiting lists. These forms must be submitted to your Counselor prior to any resident movement form.
7. Resident ID cards must be carried at all times in the building and when out of the facility. The loss of resident ID cards must be reported immediately to CRC staff on duty. When a resident ID card must be reissued due to a resident's change in physical appearance or due to the card being lost, the resident will be charged \$5.00. The loss of a resident ID card may also result in the issuance of a Resident Disciplinary Report.
8. All residents will report to shift desk when called for porter assignments. Porter list is completed on a monthly basis. Each resident is assigned a group by their room assignment. Porter shifts rotate on a weekly basis. All residents will porter regardless of job status or level. NOTE: All residents may be required to perform duties at the discretion of staff whenever there is a shortage of available porters or something in the building needs special attention.
9. You are responsible for ensuring that you never leave the Center until you have been properly signed out and have Staff's authorization to leave. You must ensure that you are aware of your authorized destination, required spot checks, and your return time.
10. You are responsible to go to work as scheduled to qualify for free time (IRT and CCCL) in the community. You are responsible to be fully programmed, 35 hours or more per week, to receive any IRT and/or leave time. You may not take any time off work for either an IRT or CCCL participation unless it is approved by your supervisor at your job. Your Counselor will give you specific guidelines on the subject of community free time as it relates to scheduled programming.
11. You are responsible to submit your entire paycheck, including tips if earned, no later than 48 hours after receiving it, along with the original check stub.

12. Residents are prohibited from applying for or receiving unemployment compensation checks. Ongoing employment is required at this facility. Anyone who fails to comply with the work rule will be transferred.
13. All staff offices, the kitchen, dining room, lobby and shift area is off limits to residents not having business there. There will be no loitering or hanging out in any of these areas.
14. You are to ensure you are not in the shift area for any reason during shift change which is every day at 6:45-7:15am, 2:45-3:15pm and 10:45-11:15pm. No outside movement during shift change
15. You are responsible for spot-checking regularly as instructed by Staff when you are out of the building on any outing. Residents are required to be available for contact when in the community. To ensure this requirement is met, security staff conducts random telephone and physical spot-checks on residents every day. The resident will be informed of her spot-check requirements before she leaves the Center. If a resident fails to spot-check as instructed or a spot check conducted by staff shows a violation of this policy, an RDR will be issued. A resident, who cannot be located, will be considered unauthorized and a warrant may be issued for her arrest.
16. You must be inside your room during curfew hours. Curfew hours are 9:50 pm – 6:00 am. During these hours the main room lights must be off at all times. Residents may use small desk lamps that illuminate only their bed space taking care to not have the light shine on roommates' personal space.
17. Hygiene/Dress Code – Residents are expected to shower daily and keep themselves free of offensive body odor. New Intake will receive a “care package” which contains personal hygiene basics. Residents are to wear proper clothing attire while in the public areas of the building and outside grounds and employment, all clothing should be clean and odor free:
 - a. Pants, jeans or jogging suits, both pant legs must be down
 - b. No leggings, jeggings or spandex
 - c. No ripped/torn/holey jeans
 - d. Knee-length skirts/dresses/pedal pushers/shorts (no more than 2” above the knee).
 - e. No tight-fitting, or sheer/see through clothing of any kind
 - f. Blouses & T-shirts are acceptable (undershirts, tank tops, exercise tops, sleeveless, strapless tops, halter tops, cut-off t-shirts, revealing any part of the abdominal area, spaghetti straps, or sheer or revealing clothing is unacceptable). Tank tops and sleeveless may only be worn in in your room and are not to be worn on the main floor at any time including while on the phones or to go to the dining room.
 - g. Flip flops, house shoes, slippers, sandals, or shower shoes, are only allowed on residential floors. Closed toe type shoes are required on the main floor and dining room at all times.
 - h. Hats, scarves or any kind of head covering, and sunglasses are not to be worn in the building.
 - i. Bras are to be worn at all times when out of room, undershirts should be worn under any shirt, blouse or top or when wearing tight tops which reveal the outline of the breast. Common sense should prevail. A top that is acceptable on one person may not be acceptable on another due to size or proportion.
 - j. Residents are not to purchase, wear nor bring into the Center inappropriate underwear such as thongs, see through or lace panties, etc.
 - k. Any clothing with words or sayings of a sexual nature or that can be construed as sexual in nature is not allowed and will be confiscated.

- l. Nose rings, nose studs, or studs in any part of the body except ears may not be worn at any time.
 - m. Only clear contacts are allowed.
- 18. Residents are prohibited from coloring and bleaching hair any color other than their own natural hair color unless approved by the resident's counselor. In most cases, residents will only be allowed to dye their hair to cover gray to make their hair one solid color. Offender Request must be completed to cut or add extensions to their hair. Residents must receive permission each time they want to dye their hair before purchasing the hair dye. A new Resident ID will be issued if there is a drastic change in appearance. Cost of a new ID is \$5
- 19. Rosaries may not be worn at any time. When worn, the rosary is no longer considered a religious symbol. Only Department of Corrections recognized religions may be practiced in the State of Illinois facilities. Religious symbols must be compatible with recognized religions.
- 20. Residents sleep at all hours of the day and night due to work schedules. Loitering, yelling, horseplay, running or any excessive noise any time of the day in the stairwells, hallways, living areas, shift area, etc. is prohibited may result in a Disciplinary report.
- 21. Headphones / Ear buds are to be worn at all times when listening to Radios, CDs or TVs. Noise levels are not to be heard in the hallway at any time. No audio/visual equipment is to be removed from your rooms to be played anywhere in the facility or on Center grounds. All audio/visual equipment must remain in your rooms and should not be taken to your job or on pass.
- 22. Residents' rooms must be kept neat and clean at all times. Each resident is accountable for maintaining a clean and orderly living quarter. Rooms will be inspected for cleanliness by Center staff.
 - a. Clothing is to be hung on hangers in personally assigned wardrobe lockers. Other clothing items may be stored in bed drawers. Clothing is not to be placed on chairs, beds, desks, tables or the floor.
 - b. You are responsible to ensure all personal property is kept in your assigned locker and bed drawer.
 - c. Beds are to be made except when residents are sleeping. Beds are to be made in military fashion. Sheets and blankets are to be tucked under the mattress. No sheet or comforter is to hang more than 2 inches below any edge of the mattress. Blankets must cover sheets or folded neatly at the foot of the bed.
 - d. Ropes, strings, or other materials used as "clotheslines" are prohibited.
 - e. The only equipment allowed on top of lockers and bed shelves are – radios, television sets, alarm clocks, and fans; towels are not to be placed under appliances on lockers, shelves or night stand; no homemade shelves in residents' rooms.
 - f. No items may be hanging from or attached to any light fixture and no items may be placed on or behind radiators or in between windows or on window sills. No antennas hanging out of windows.
 - g. Residents are to wash the insides of their windows, windowsills and painted casings once per week.

- h. Books (with the exception of Bibles) and photo books are not to be left out.
 - i. Any room that is found to be unclean or does not meet with the approval of inspecting staff will result in a cleaning assignment elsewhere in the building or resident disciplinary report being written.
- 23.** Residents are not to turn off hallway lights in the building. Residents are not to raise window screens. Do not tamper with windows anywhere else in the building. Resident should not open any window that does not have a screen in it. In hot weather, when the air conditioners are on in the hallways, residents may not have both their windows and their doors open at the same time. The Laundry room door should be kept closed at all times when the air conditioners are on as the heat from the laundry defeats the purpose of the air conditioners.
- 24.** Vandalism is prohibited and will be dealt with as a serious Center violation. Vandalism includes, but is not limited to, damage of walls, furniture, windows, screens, doors, plumbing, and electrical fixtures, and Center records.
- 25.** Showers and faucets may not be left running when not in use. Residents running sink faucets or showers they are not using in an effort to gain more hot water for their personal use will result in a disciplinary report. This practice depletes hot water reserves for others. Residents are expected to clean up after themselves – sinks, toilets, mirrors, showers and common areas (library, classroom, dining room).
- 26.** Sanitary products are not to be flushed down the toilets. They must be wrapped securely and placed in the garbage. NOTE: No flushable or non flushable wipes allowed.
- 27.** Lights fixtures and all appliances must be turned off whenever a room is left unoccupied. Curling irons and flat irons are not to be left unattended in the washroom
- 28.** A resident may not be in a position of authority over another resident at any time while in the Center.
- 29.** Giving money to other residents; purchasing items for other residents is prohibited
- 30.** If you purchase merchandise while in the community, you will be asked to provide a receipt to show proof of purchase.
- 31.** You may not possess or use credit cards.
- 32.** All residents will establish a budget for the payment of medical, dental, and counseling bills incurred while at the Center. Residents are required to pay for any and all substance abuse counseling and treatment received in the community. This includes mandated or elective treatment or counseling. Residents are also responsible to satisfy court claims and costs and to make scheduled payments for past and present child support obligations. Budgets for payment of financial obligations are established with the Correctional Counselor. Residents are required to pay off medical/dental counseling bills 30 days prior to release.
- 33.** While you are in the lawful custody of the Department of Corrections, you are not allowed to register to vote or vote in any election or possess a voter's card.
- 34.** Residents are not to handle, provoke, or feed animals on grounds.

35. Room visiting is not allowed at any time. Residents are prohibited from entering another resident's room unless specifically told to do so by staff for maintenance type issues. Residents are not to congregate, stand, sit or socialize in the stairwells or the hallways. This includes standing outside a room in which you don't live in.
36. You are responsible for returning all state-issued linen within 30 days after you obtain employment.
37. You are responsible for scheduling your own medical/dental; substance abuse appointments after you have discussed the problem with your Counselor. You must then alert your Counselor of the appointment date and time by submitting a movement form and receiving a medical consultation form.
38. You are responsible for returning this Resident Handbook undamaged, at the conclusion of your PreStart Module 10 class you will turn in your handbook to your counselor. Resident will be charged a \$25 replacement fee for lost or damaged handbooks.
39. Residents are responsible for maintaining possession of your personal center-issued combination lock throughout the time you are in this center. The lock must be returned when you are released. You are responsible to pay for loss or damage to this lock. You are required to keep your locker locked at all times when not in room. Resident will be charged a \$25 replacement fee for lost or damaged combination lock.
40. Resident are responsible for arranging your own transportation to and from employment or other program activities subject to staff approval. Residents will be transported to and from work for the first 30 days of their first job only.
41. Residents are responsible for seeing their assigned Correctional Counselor a minimum of once every 2 weeks and must report to your Counselor any changes in or discipline from your job, (i.e. being laid off, fired or suspended from work).
42. Residents must notify counselor of any court writs, DCFS court dates or program mandates.
43. Residents should not take any food upstairs to their rooms. The only food items that are allowed on the resident floors are from the vending machines. Food items purchased for group events may only be eaten in dietary and may not be taken to resident floors.
44. Resident may obtain a healthy food order from their physician. However, if a resident is caught purchasing unhealthy items from the vending machines they will be stripped of the food order. There will be not exceptions or variation from the approved food listing. Excess amounts deviating from approved amount will be confiscated. All food must be kept on the top shelf locker for storage.

Healthy Food Order List

Up to 1lb bag of unsalted nuts
1 box or 12ct individual fruit cups in natural juices
1 box or 12ct of granola or fiber bars – plain
Up to 1lb bag of dried fruit
1 box of 12ct. unflavored plain oatmeal packets
1 bx. unsalted saltine crackers
1 jar no salt / low sodium peanut butter
1 box plain cheerios or bran flakes

Up to 1lb bag of chia or flax seeds
10 pkg of tuna or chicken (unflavored)

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 5 - LEVEL SYSTEM - IRT - LEAVES**

Level System

Eligibility for Adult Transition Center Leaves and Independent Release Time shall be determined as follows:

Orientation Status

Residents shall remain in orientation status upon entrance to the program for 15 days and be promoted to Level I after 7 seven days, unless a major rule infraction has occurred. Any promotions to the next level must be discussed with your Counselor.

Level I

Residents shall remain in Level I for at least twenty-three days, during which time the resident's Individual Program Contract must be written. After twenty-three days, residents may be promoted to Level II. To be promoted, a resident must:

1. Demonstrate cooperative, compliant behavior/attitude for 30 days. No disciplinary reports.
2. Demonstrate appropriate self-care, grooming, and dress. Keep room compliant
3. Develop a safety plane
4. Remain drug and alcohol free
5. Participate in 35 hours of programming. Porter and attend 2 in house group/meeting
6. Meet with counselors every 7 days.
7. Obtain State ID and Social Security Card
8. Participate in assessment/screening and services as directed by counselor
9. Demonstrate respectful, responsible behavior in the community
10. Complete resume. Prepare for interviews. Seek employment

11. Maintain employment. Follow employer rules. Sign up for direct deposit.
12. Save at least 50% of check or as directed by counselor.
13. Budget expenses

Level II

Residents shall remain in Level II for at least sixty days. After sixty days residents, except permanent party residents, may be promoted to Level III. **Permanent Party residents may not be promoted past Level II until their status is changed to house assignment/pre-release.** To be promoted, a resident must:

1. Positive adjustment at Fox Valley ATC, no disciplinary reports
2. Demonstrate appropriate self-care, grooming, and dress. Keep room compliant
3. Follow facility daily structure and routine. Manage time effectively
4. Participate in 35 hours of programming. Porter and attend 2 in house groups/meetings
5. Follow safety plan
6. Remain drug and alcohol free. Meet biweekly with counselor
7. Call or write family and friends regularly. Work on re-establishing relationship
8. Demonstrate respectful, responsible behavior in the community.
9. Follow movement itinerary
10. Start completing host site approval paperwork
11. Maintain employment. Follow employer rules. Communicate with counselor
12. Maintain \$1,000 in trust fund account
13. Apply for health insurance.

Level III

Residents shall remain in Level III for at least thirty days. After thirty days, residents may be promoted to Level IV. To be promoted, a resident must:

1. Positive adjustment at Fox Valley ATC, no disciplinary reports
2. Keep room compliant. Turn in state issued property.
3. Follow facility daily structure and routine. Manage time effectively.
4. Participate in 35 hours of programming. Porter and attend 2 in house groups/meetings
5. Follow safety plan. Remain drug and alcohol free. Meet Biweekly with counselor
6. Cal/Write family and friends regularly. Work on re-establishing relationships
7. Demonstrate respectful, responsible behavior in the community.
8. Select and work on goals with community mentor/sponsor.
9. Complete 40 hours of community service
10. Maintain employment. Follow employer rules. Communicate with counselor
11. Maintain \$2,000 in trust fund account.
12. Submit letter from employer documenting positive work performance

Level IV

Residents shall remain in Level IV as long as they continue to display excellent adjustment and they are in compliance with the Individual Program Contract goals and objectives. To remain at level resident must:

1. Demonstrate cooperative, compliant behavior and attitude for at least 90 days
2. Complete Pre-Start Module 10
3. Act as mentor/role model to new residents.
4. Follow safety plan. Remain drug and alcohol free. Meet biweekly with counselor
5. Participate in 35 hours of programming. Porter and attend 2 in house groups/meetings
6. Develop parole and reintegration goals. Follow actions steps.

7. Demonstrate respectful, responsible behavior in the community.
8. Follow movement itinerary.
9. Select and work on goals with community mentor/sponsor
10. Maintain employment. Follow employer rules. Communicate with counselor
11. Maintain \$3,000 in trust fund account
12. Obtain a letter of recommendation from employer. Submit updated resume

LEVEL PRIVILEGES

Level I

The resident may be allowed one staff supervised trip per week. * (i.e. shopping)

Level II

The resident may be allowed one staff supervise activity per week. *

- * Supervised shopping trips include Currency Exchange and a Department Store. Special requests to accommodate trips for plus-size clothing and work attire will be reviewed. Supervised shopping trips are scheduled for Fridays, Saturdays, and Sundays in the mornings and evenings. Residents can sign up for the shopping trips beginning Wednesdays for that weekend's trips. Shopping in the community is a privilege. Residents on restriction will not be approved to go shopping. Residents can request essentials (Hygiene items) on a special request from CRCII Rivera.
- * When a resident has been in Level II for 30 days, they may then attend outside church services with approved volunteers of the Center, once per week.

Level III

The resident may be allowed a maximum of six-hours of independent release time per week and one CCCL (Community Correctional Center Leave) up to 48 hours per month as determined by the correctional counselor and CAO. Time increments shall be a minimum of 3 hours and a maximum of 6 hours for an IRT unless pre-approved by the correctional counselor and the CAO for extended periods. **IRT and CCCL leaves cannot be taken on same day.**

Level IV

The resident may be allowed a maximum of twelve hours of independent release time per week. Time increments shall be a minimum of 3 hours and a maximum of 6 hours for an IRT unless pre-approved by the correctional counselor and the CAO for extended periods. The resident is allowed (4) four leaves per month up to 48 hours each as determined by the correctional counselor and CAO.

General Information and Expectations about Leaves and IRTs

1. Leave itinerary forms must be fully completed and placed in the CCCL box located beneath the Counselors boxes (boxes are just before entering the Dining Room) fifteen days prior to leaving the building. Replacements may be completed due to work schedule changes and should have the word REPLACEMENT written across the top and then put directly into the Counselor's box. Residents must put the name or initials of their counselor in the upper right hand corner of all leave requests.
2. IRT itinerary forms must be turned in by 3:00 pm on the Tuesday before the privilege week begins. Privilege weeks are Sunday through Saturday. A resident may visit up to 4 different locations per IRT. These locations must be listed along with their addresses, telephone numbers and the time period the resident is expected to be at that location. Residents found at different locations than is listed on their itinerary will be issued a RDR for Unauthorized Movement.

Residents should not attempt to sign out on an IRT during shift changes (6:45 am - 7:15 am and 2:45 pm - 3:15 pm and should also not attempt to sign out during count times. Once count has been announced, residents must wait in their rooms until count has cleared before they may leave the facility grounds on pass.

3. Leaves and IRTs are not allowed to be taken on New Year's Eve, after 3:00 pm. Movement may resume on New Year's Day at 6:00 am.
4. When out on a CCCL you will be responsible for answering all call received from the center and have a proper functioning phone line at the host site. The phone should not have voicemail and you are not allowed to forward calls. **Upon your arrival at the host site, you will contact the center and the center in turn will return your call to ensure that the phone is in working order throughout your CCCL.** The following reasons for phone malfunctions will **not** be tolerated when the center attempts to contact you:
 - a. Low battery on portable phone,
 - b. Phone was unplugged,
 - c. Phone line problems,
 - d. Broken, lowered, or turned off ringer
 - e. Voice mail picked up,
 - f. Answering machine turned on.

NOTE: The only exception will be a verifiable phone outage by the telephone company.

5. Staff may give you specific times to telephone the center for spot-checks. You must call at those times. You may also be directed to bring back specific documentation/receipts verifying that you visited those locations listed on your IRT/itineraries
6. You may be away from your host site no more than eight hours in any one-day and no more than four hours of time to a site where you could not be reasonably located by staff for a telephone spot check, (i.e. mall, movie theater, etc.). The time allowed away from your host site includes travel to and from your itinerary location. If you are scheduled to work while on leave, you must work and you may not travel during curfew hours even for work purposes, unless prior approval has been given by your Counselor or the Center Supervisors. If you are scheduled to work while on leave, you may leave your host site at 6:00 am, if necessary, to get to work on time. While on leave, you must remain at your site during curfew hours. Curfew hours are: 9:50 pm – 6 am, every day of the week.
7. You may have up to two approved leave sites. You may only go to one site per leave. Your host sites cannot have guns present in the home.
8. Telephone issues during a CCCL may result in your CCCL being cancelled if the phone issue cannot be resolved in a reasonable amount of time. If CCCL is cancelled resident must return to facility at a time determined by staff.
9. Staff will call you at your host site after curfew to verify your presence. A random number of residents on leave will also receive a second spot check call. Failure to be present for spot check calls will result in a Major Disciplinary Report and the resident may be ordered to return to the Center immediately. Random spot check calls will be made on other shifts, it is imperative that you not deviate from your itinerary schedule without first calling the Center and getting permission from the shift supervisor on duty.
10. Residents may not take IRT time to a “general location” such as Fox Valley Mall, Aurora Commons, etc. Each business or location must be listed separately on the IRT form and no more

than 4 businesses or locations may be visited during each IRT.

11. Resident is required to call the center and get approval if they decide not to go on their approved movement on their CCCL or IRT. Otherwise, the Center will assume the itinerary is being followed.
12. Residents traveling by car with their approved transporter may not exceed 4 hours of travel time to their CCCL site.
13. If a resident is traveling from her leave site to and from work, the travel time must be included on the itinerary.
14. All expenses associated with an IRT or leave are the responsibility of the resident.
15. It is the resident's responsibility to ensure that staff has the correct Leave Itinerary before they leave on pass. If a replacement pass had been requested, and staff only has the original paperwork, there may be discrepancies in the itinerary that would cause a Disciplinary Report to be written.
16. If a resident has been found to not follow the rules of leaves, (i.e. missed spot checks), they may be required to end their CCCL and return to the Center immediately.

Leave Criteria

Leaves may be utilized to:

1. Visit family members or others at home, to visit critically ill relatives or to attend a relative's funeral.

"Relative" means a spouse, child, parent, grandparent, brother, sister or primary parental figure. This includes step, adopted and foster relatives.
2. Obtain medical, psychiatric or psychological services.
3. Appear before educational panels, study groups or other groups regarding crime or criminality.
4. A resident's employment and/or school attendance shall not be disrupted by a leave without prior approval by the Correctional Counselor and Center Supervisor.
5. Leaves are subject to the approval of the Center Supervisor. A leave to an area outside of the State of Illinois shall be subject to the approval of the Director or their designee.
6. Verification of Leave Activity. Verification of critical illness, death, medical or psychiatric recommendations for in- or out-patient care, meetings of educational or other groups or of any other activity for which leave is sought shall be obtained prior to authorization of the leave. You may not complete your mandatory meetings while on leave, those must be completed on IRT passes.
7. Host Acceptance. The designated host shall be mailed a copy of the leave agreement and be requested to verify in writing acceptance as host for the resident's leave(s). No leave shall be granted in the absence of a written acceptance by the host. Additionally, your host will be required to furnish a copy of a recent telephone bill that shows the address of the leave site and the telephone number at that address. If you will be transported to and from your leave site in a

private vehicle, you will have to submit a copy of vehicle registration and insurance establishing that insurance is in force on the vehicle in which you will travel. The driver of that vehicle must have a valid driver's license and must submit a copy of the license. These requirements must be met before you leave the Center on your leave.

8. Unless staff authorizes you to travel during curfew hours, you are not to do so. You are expected to be at your site by curfew and remain there until curfew is over. Spot-checks will be conducted throughout the curfew hours.
9. While on IRT or leave you may not drive a vehicle and you are not allowed to ride in a vehicle with any person unless you have an approved Transportation Agreement on file for that person and vehicle. You will be required to have a backup transportation agreement in the event that there is an issue with your primary transportation agreement.

Information about IRT

The assigned Correctional Counselor may grant approval for a resident to participate in unescorted approved community activities in accordance with the level system. The time increment per activity shall be determined by the resident's Correctional Counselor but may not be less than three hours per activity.

Restrictions and Limitations on IRT

Residents shall not be approved for IRT (or CCCL) to visit establishments or engage in activities whose primary purpose is to serve or sell alcoholic beverages. Residents shall not be allowed to go to another resident's home site for leaves unless verification of relationship exists. If you have an approved IRT to a public place, you may be given specific times to contact the center. You may be required to submit receipts to document your activities. If you are going to a private residence, a phone number must be given.

The Department Rule governing IRTs states that a maximum of six hours may be taken at one time if eligible. Residents who are eligible to take twelve hours of IRT per week may do so up to a maximum of six hours twice in a program week. You cannot combine two, six-hour IRTs. Each program week begins on Sunday and ends at curfew the following Saturday.

1. IRTs are to be either 3 hours in length or maximum of 6 hours in length. You may put a return time of less than 6 hours such as 4 or 5 hours but you will be using 6 hours of allotted IRT time.
2. You may be instructed to spot-check with the center by telephone for each movement.
3. Spot-check times will be determined by your counselor or Shift Supervisor.
4. Requests may be made for out-of-area IRT's by special request to your Counselor, the Center Supervisor or Chief of Security and only if the following criteria are met:
 - a. For visiting children at an approved host site (may not leave site).
 - b. Transportation in private vehicle.

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 6 - VISITS**

ORIENTATION VISITING RULES

Residents in Orientation are not allowed to have formal visits for the first week they are at the facility. Residents may have ONE family member or friend bring them clothing and personal items during this week and staff will make every effort to let the resident spend a few minutes with that person. However, the security and operation of the facility comes first, and staff may insist that the family member or friend exit the building as soon as possible. Residents should inform their families when they make their first phone call that only ONE person may bring the items and enter the facility and they must come during regular visiting hours (7 pm - 9 pm Mon-Fri and 12 pm -4pm Sat-Sun and major holidays). This is a one-time occurrence during the orientation process. Children should not come to the Center until the resident has a formal visit. It is very difficult for a child to understand why they cannot spend more than a couple of minutes with their loved one, therefore it is best to not put them in that position. Family members showing up unannounced to drop off property or at times other than regular visiting hours will not be

allowed to see the resident. Whether or not the person may leave the property with staff for the resident will be at the discretion of the shift supervisor.

RESIDENT'S VISITING POLICY

Policy

It is the policy of the Fox Valley Adult Transition Center to promote visiting privileges for residents in an effort to maximize contact with family, relatives, friends, and other concerned significant individuals while providing an environment which is safe and secure through carefully controlled visitor access. You will be required to fully complete a visiting list upon admission and an update will be accepted by the visiting coordinator every thirty days.

The Fox Valley Adult Transition Center Staff, residents and residents' visitors will observe the following guidelines:

Visiting Hours	
Monday through Friday	7:00 pm – 9:00 pm
Saturday, Sunday & Major Holidays	12:00 noon – 4:00 pm
Major Holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.	

Residents whose last name begins with any letter from "A" through "M" may visit on even numbered days of the month. Letters "N" through "Z" may visit on odd numbered days. On major holidays, residents may visit as space provides. There is no maximum number of visits limits at this facility.

Persons 12 through 16 years of age

Any person **12-16 years must** be on the approved visiting list in order to visit.

A person who is **12-16 years old** and a member of the resident's immediate family (children, brothers, sisters, grandchildren, whether step, adopted, half or whole, and spouses) **must be placed** on the list.

A person who is 12-16 and is not a member of the resident's immediate family may only be placed on the approved visiting list after a parent or guardian, who is free in the community, has given written consent.

NOTE: This applies to all persons 12-16 years old, non-immediate family visitors, regardless of whether or not they will be accompanied on the visit by parent/guardian or other approved adult.

When visiting, **persons under the age of 17 years must be accompanied by a person who is 17 years of age or older and is an approved visitor**, unless prior written approval has been granted by the Center Supervisor.

Persons under 12 years of age may visit only when accompanied by a parent or guardian who is an approved visitor, or when prior written consent has been given by a parent or guardian who is in the free community, for the child to visit when accompanied by the person(s) designated in writing as an approved visitor and who is at least 17 years of age; or as otherwise approved by the CAO.

A person on parole, supervised release, an ex-offender, or person on probation may visit a resident, when both the CAO and parole or probation officer agrees in writing. The probation officer or parole agent must send a letter to the Center Supervisor giving authorization.

Clergymen from recognized religious groups might visit any committed person during regularly

scheduled visiting hours and during other hours as approved by the CAO or DAO.

- * Special requests for DCFS-escorted visits outside regularly scheduled visiting hours may be approved by the CAO.

Attorney Visitation

Licensed attorneys and any investigators, law students or paralegal working under their supervision may visit a resident during regularly scheduled visiting hours, unless permission has been granted by the CAO or DAO to visit during other hours.

Investigators, law students or paralegal shall be required to present a written statement from a registered attorney, indicating that they are working under the supervision of an attorney and indicating the names of the committed person with whom they are authorized to visit.

In order to make any special visiting room arrangements, attorneys or those working under their supervision are requested to notify the CAO or Assistant Supervisor of the designated time and date of the visit at least two days in advance of the visit.

Visiting Rules and Regulations

Prior to a resident's first visit, the resident should inform their visitors by phone that they are to leave all cell phones, pagers, cameras, pocketknives, medications, smoking materials and glass items, in their car before entering the facility. Anyone entering the facility with these items will be asked to take the items back outside.

All persons entering the Center to visit residents must first be cleared through the Center's statewide computer system. If no restrictions appear on the computer screen, the visitor is given a "Visitor's Orientation Form" to complete. Staff will then present a brief orientation to new visitors and enter a record of the visit into the computer system.

Visits may not interfere with the resident's employment, her Center work detail, or any counseling or group session.

All visitors must sign the log maintained at the Shift desk upon entering the facility and upon leaving the Center. The visitor will be asked to inform staff of any disability he/she might have, which would require staff assistance in the event of an emergency evacuation.

All visitors must wait in the reception area until instructed otherwise by staff. Visitors must exit the facility and grounds by the close of visiting hours. Visitor's vehicles are subject to search at any time they are on Fox Valley ATC grounds.

A resident may receive gifts and/or approved personal belongings after such items have been checked and approved by a staff member. When leaving, the visitor must take any item the resident cannot keep out of the Center.

Monetary gifts brought in by a visitor for a resident should be in money order, cashier's check, or certified check and must be given to a staff member. A receipt will be issued and given to the visitor. The money order, cashier's check or certified check will be processed through the Center's banker for deposit for the resident's use. Up to \$75 cash may be given to a resident in the presence of a staff member.

All visitors are subject to be searched for possible contraband and/or weapons. **Any individual found to be in possession of contraband is subject to prosecution by the Kane County State's Attorney Office for a Class 4 Felony.**

Any resident in violation of the visitor's policy will be subject to disciplinary action. **The resident is responsible for her visitors obeying the visitor's policy.** Visitors may be restricted from visiting for their failure to cooperate with the policies and the rules of Fox Valley Adult Transition Center.

Visitors may use vending machines in the visiting room only. Residents cannot order out food during visits.

FOX VALLEY ATC VISITING RULES

NEW VISITORS ARE REQUIRED TO FILL OUT A "VISITOR INTERVIEW FORM" PRIOR TO BEING ALLOWED TO VISIT. ALL QUESTIONS MUST BE ANSWERED COMPLETELY AND TRUTHFULLY. IF IT IS DETERMINED THAT ANY INFORMATION IS FALSE, VISITORS WILL BE DENIED ENTRY, AND ARE SUBJECT TO PERMANENT RESTRICTION.

1. Visitors (except children under 17) must have photo identification in order to visit - Anyone under the age of 17 years must be accompanied by an approved visitor who is 17 years of age or older, unless prior written approval has been granted by the Chief Administrative Officer.
2. All visitors must sign the visitors' log with the exception of children under 12 years of age.
3. Visitors will have to present & turn in a picture ID for a locker key. Visitors will be required to place their personal property in the lockers. Upon conclusion of the visit, visitors will remove their personal belongings and return the key to staff to reclaim their identification card.
4. Only 4 adults and 4 children may visit at a time. (Children older than 12 years of age are considered adults for this count)
5. Persons planning to visit should coordinate the visit with other regular visits. Residents are only allowed one visit per visiting day (not to include attorney/clergy).
6. A body search will be conducted on all residents' visitors entering the center - a "Body Search" means the removal and search of all outer garments such as coats, jackets, sweaters covering shirts, shoes, hats and gloves, and a pat down of the person subsequent to removal of outer garments. **The visitor may refuse to submit to search, but refusal may result in denial, suspension or restriction of visiting privileges.**
7. Visitors and the resident may kiss and hug upon entrance and exit. While seated, visitors and the resident may hold hands on top of the tables. Adults may not sit on each other laps or with legs intertwined.
8. Any contact to the genital or breast area shall result in termination and possible restriction.
9. There will be no cross visiting. Refusal to comply will result in termination of the visit and possible restriction.
10. No persons will be admitted who appears to be under the influence of drugs or alcohol.
11. All visitors are expected to wear appropriate clothing. The following are considered inappropriate dress: See through or low-cut blouses; Tube tops, halter top and tank tops; Swimsuits or swimsuit tops. Short Shorts; Short dresses and skirts; Cutout Clothing; No caps - with the exception of religious headgear.

12. **No cell phones, pagers, cameras or recording devices shall be allowed in the center.**
13. Visitors with babies may bring these listed items into the facility:
3 diapers; 2 bottles; 1 baby seat; 1 sealed jar of baby food; 1 small package of baby wipes; 1 blanket; 1 plastic spoon
14. Children shall remain seated and under parental control at all times.
15. Smoking is not allowed inside the Center. Visitors who fail to comply with the smoking policy may be removed from the center. Continued non-compliance or serious infractions of the smoking policy may result in temporary or permanent restriction of the visitor.
16. Once a visitor has been processed through 0365 a visit will be deemed terminated when you leave the facility. No in/out movement is allowed.
17. A visitor may only visit one resident at this facility unless there is documentation that the visitor is a relative of more than one resident at the center.
18. Vending machines in the visiting room may be utilized.
19. Visitors must promptly leave the facility and its grounds upon conclusion of the visit.
20. All vehicles brought on to this property are subject to search.
21. Visiting in the parking lot or cars is not allowed.
22. All visitors are to use the washroom in the lobby.
23. If any contraband is found on a resident during or after a visit, it will be assumed that the visitor introduced the contraband.

Restriction of Visitors

Violation of the visitation policy can result in the visitor being placed on a statewide-restricted visitor list. Placement on this list prevents the individual from visiting any resident at any facility in the state. A temporary restriction may last for up to six months and is automatically terminated after that time. A permanent restriction lasts indefinitely, but may be terminated after review, by the Chief Administrative Officer.

Any of the following actions on the part of a visitor could result in **TEMPORARY RESTRICTION** from all correctional facilities within the Department:

- Disruptive conduct of a minor nature.
- Disobeying an order or posted rule.
- Refusal to submit to search.
- Possession of drugs with no apparent intent to conceal or introduce into the facility.
- Possession of alcohol with no apparent intent to conceal or introduce into the facility.
- Being under the influence of alcohol or drugs.
- Possession of other contraband not specifically outlined in this Directive (e.g., clothing, jewelry).

Any of the following actions on the part of a visitor could result in **PERMANENT RESTRICTION**

from all correctional facilities within the Department:

- Assaultive behavior on any individual (e.g., physical assault, verbal threat to do bodily harm.)
- Sexual misconduct (e.g., sexual intercourse, masturbation, fondling of genitals).
- Possession of weapons (e.g., gun, knife, bullets.); cell phones, pagers, cameras, and recording devices.
- Possession of drugs, or drug paraphernalia with intent to conceal and/or introduce into facility.
- Possession of money with intent to conceal and/or introduce into facility.
- Possession of escape paraphernalia.
- Possession of alcohol with intent to conceal and/or to introduce into facility.
- Providing false identification or information.
- Disruptive conduct of a major nature.
- Arrest and/or conviction for any action committed during a visit.
- Any recurrence of an action that previously resulted in a temporary restriction.

Additional Information Regarding Visits

Residents must submit a Visiting Request form DOC004 indicating person(s) with whom she wishes to visit and note relationship on the Visiting Request form. Attorney visits must be pre-arranged with at least two days notice.

Residents may add or remove names on the list no more than once a calendar month except in emergency situations. Requests for changes shall be directed toward the assigned counselor.

Visits may be restricted to one in length if there are a large number of visitors coming to the Center on a particular day or evening. This will be at the discretion of the Shift Supervisor.

Residents are not to come into the Shift area to meet their visitors until instructed to do so by staff. Visits can take place only after the following are met: (1) visitor has appropriate ID, (2) computer check has been completed, (3) it is the resident's assigned visiting day.

Note: Appropriate ID includes, but is not limited to:

1. Driver's License
2. School Picture ID
3. State ID
4. College Matricula (ID for foreign students)

No more than a total of 32 persons may be allowed in the dining room. This is based upon seating capability and to provide some privacy to each group of visitors. If visitors are waiting to visit, and if the visiting room is at capacity, newly arriving visitors will be asked to leave the facility and return when seating will be available. You should suggest to your visitors that they go to a nearby restaurant or shopping mall to wait.

Special Visits

Residents receiving visitors who travel great distances may request an extended visit. These requests should be submitted to the Center Supervisor at least **72 hours in advance** for consideration. Arrangements may be made for DCFS visits during off visiting days / hours.

Children's Visiting Room

Residents must supervise their children at all times while in children's playroom. Bottles, food items or drinks may not be taken into the room (with the exception of infants in arms with bottles). Children

should be encouraged to pickup after themselves. Residents are responsible for straightening and cleaning the children's room at the conclusion of their visits.

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 7 - FINANCES**

RESIDENT'S FINANCIAL PROCEDURES

The Center maintains a Resident Trust Fund Account into which all residents' funds are deposited. The Center's Business Office also maintains computerized records of individual residents' deposits and withdrawals. When you transfer to the Fox Valley Adult Transition Center from another correctional facility, the money you had in your account is forwarded to the Center in the form of a check. You will be given a receipt for these funds and the money deposited for your use. If your funds from your previous correctional facility do not arrive within 30 days of your transfer notify your Correctional Counselor.

Resident Income

You are expected to turn your entire check, including tips, in. Tips are to be turned in by money order. You are to endorse your checks by writing "for deposit only" and **signing your name and number** on the back. You will be issued a receipt from staff members when time permits, if the receipt is not immediately provided, it will be placed into a binder at the shift desk for you to pick up at a later time. To assist the needs of dependents, medical and transportation, residents may ask for additional allowance on the back of disbursement form and offender request when more than the \$75.00 weekly allowance is needed. This offender request form is to be submitted to your counselor along with the disbursement form for consideration. All checks must be submitted to Shift staff within 48 hours of your payday. When submitting checks, residents are requested to note their resident ID number on the paycheck stub.

All checks are deposited in the Resident Trust Fund. Personal checking accounts are **not allowed** while you are a Resident of this facility. Those residents who receive their paychecks via Debit cards will be instructed by their Counselor on how to turn in their pay. Otherwise, Debit cards or Credit Cards are not allowed. Remember that you are responsible for your own bills while at the Center.

Budgeting

You are urged to follow a strict budget plan of reduced spending. This will assist you to pay your bills now and help prepare you to meet future financial obligations. It's a matter of planning with what you have to plan with. Residents may have in their possession a maximum amount equal to their last disbursement for that week in cash. Residents who waitress and received over \$100 in tips must call the center to receive permission to tip out and get a money order. Restrictions may be placed on your funds to ensure that a sufficient sum is available to help pay your bills.

Residents will be required to receive training from their correctional counselor on how to budget prior to promoting to each level. Your Correctional Counselor will assist you in the planning and development of your personal budget.

Resident banking is done **once** per week. Your Correctional Counselor will advise you of specific time frames for your weekly financial transactions. All DOC 307 Budget Disbursement requests for funds must be submitted to your counselor by Monday at 8:00 am. Any money requested over that amount must have a special request attached to the disbursement form and, if the extra allotment is approved, you may be required to provide receipts to your Counselor for the additional money spent. Budget?

It is unwise for any resident to carry a large amount of cash or keep it anywhere in the center. The Center assumes no responsibility for lost or stolen cash. Keep your valuable items such as cash locked up.

Resident Benefit Fund

The Resident Benefit Fund is set up to provide services to residents who are not allowed for in the Center's operating budget. The money in the fund comes from interest from the trust fund, proceeds from the vending machines, washing machines and donations. The money is used for the following purposes:

- A. To purchase equipment for residents' use and education.

- B. To finance resident participation in recreational activities such as children's visiting room activities, special programs, and special holiday events.

There is a committee to review requests for RBF expenditures. If you have a suggestion or recommendation regarding funds in this account, you should forward it to the Center Supervisor. The Center Supervisor will forward your request to the committee.

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 8 - MEDICAL / DENTAL**

MEDICAL/DENTAL SERVICES AND USE OF MEDICATION

Emergency Treatment

If a resident requires either medical or dental services of an emergency nature, she should immediately notify their counselor during business hours and/or the Shift Supervisor if the medical or dental need occurs after hours. Staff will make sure she receives treatment at a community medical facility. Services of an emergency nature will involve a much greater cost than services that are scheduled in advance. As residents are responsible for paying their own medical and dental expenses, they are encouraged to schedule services in advance whenever possible. Services rendered in the hospital emergency room will be several times more expensive.

Non-Emergency Treatment

If a resident requires **NON-EMERGENCY** medical or dental services, she should discuss the problem with her Correctional Counselor. The Counselor will be able to identify community medical and dental facilities in the vicinity, which are under agreement to provide services for this Center on a regular basis. These facilities are familiar with Center policies concerning movement, medication, billing and payment processes.

Medical Services while in the Community

On-the-Job Injuries: If you are injured or become ill while on your job, you should immediately report this to your Supervisor. If at that time you feel you need medical attention, you should request it from your employer immediately. The Center must be notified, as soon as possible, you are injured or ill and where you are going for treatment.

Medical Needs while away from the Center

Residents who are on a leave, such as an IRT or a CCCL, who receive medical attention must alert Security Staff as soon as possible by telephone and inform her Counselor at the first opportunity.

Prescribed Medication

Physician's prescribing medication should relay the prescription to a local pharmacy or send you back with the prescription. Residents may not bring medication into the facility unless they have prior approval from their Counselor, in which case the medicine must be brought directly to the Shift desk, unopened. All prescribed medication must first be checked in by Center staff and the resident signing a form noting the medication dosage and amounts. Prescribed medication, if not psychotropic (mind-altering) or not identified as a controlled substance, may be issued to a resident in its full amount and maintained on her person or kept in her living quarters. Prescribed medication identified as psychotropic (mind altering) or as a controlled substance shall be maintained in the Center's locked medication cabinet and dispensed according to the schedule imprinted on the prescription label, under staff supervision.

Once medication has been received and checked by staff, the medication is to remain in the resident's locker at all times. If a resident needs to take a dose of medication while away from the Center for work or on pass, she should take only the amount needed for that period of time and is **not to be brought back into the Center**. Any medication found in the possession of residents upon return to the Center will be destroyed and an RDR will be issued.

Medication should be taken as directed and is considered to be expired once the dosage term has ended. For example, an Antibiotic may have the instructions to take 1 tablet twice daily for 10 days. That medication is considered expired following that 10th day and should no longer be in the resident's

possession. Most medications expire after 30 days, residents should destroy any unused medication as they may be subject to discipline if found with expired medication in their possession. Asthma inhalers generally do not expire but should be discarded when empty. Failure to take your medication or misuse will result in an RDR. If for any reason you decide to stop taking your medication, discuss with Counselor

Medication requiring the use of a hypodermic syringe is self-administered under staff supervision. All syringes and medical instruments are secured in the Center's locked medication cabinet. Staff will instruct you on the method you must use to destroy the hypodermic syringe or medical instrument after its use.

Over-the-Counter Medication

Over-the-counter medication is identified as medication not requiring a prescription to purchase such as aspirin, Tylenol, Maalox, Alka Seltzer, and so on.

Residents are authorized to possess up to **three** over-the-counter medications consistent with the following regulations:

1. The container or bottle must be factory-sealed when it enters the Center and is to be stored in your living quarters, not carried on your person.
2. Containers with pain relievers may not exceed a count of 100.
3. Liquid medications may not contain alcohol. Read the label carefully before purchasing.
4. You may not purchase over-the-counter medications which contain **pseudoephedrine**.
5. You may not purchase any medication containing a sleep aid such as **Tylenol PM**.

Food Supplements and Mouthwashes

Residents are authorized to possess up to four types of food supplements such as vitamins and protein products, and other supplements consistent with the following regulations.

1. Containers must be factory-sealed when they enter the Center and must be stored in your living quarters, not carried on your person. (No Liquids protein or supplements)
2. Containers of tablets or capsules may not exceed a count of 350.
3. Containers with powders may not exceed two pounds.
4. Only alcohol-free mouthwash is allowed.

Sanitary Pads

Sanitary pads are available at the Shift area. Other hygiene products are to be purchased by resident after the resident receives their first employment paycheck.

Payment for Medical and Dental Services

All residents are responsible to pay their own medical and dental expenses. This includes all medical and dental related bills including doctors and dentists, hospitals, radiology, laboratory fees, prescription medication, and all over-the-counter drugs.

Residents with employers who offer medical and dental insurance will be required to process claims through their employer. If you are injured on your job, you are responsible for processing claims for Workers' Compensation.

MEDICAL FACILITIES		
Amita Health Medical Center 1325 N. Highland Ave. Aurora, Illinois (630) 859-2222	Kane County Health Department 1330 N Highland Aurora, Illinois 630-264-7652	Rush-Copley Medical Center Compley Memorial Hospital 2000 Ogden Avenue Aurora, Illinois (630) 978-6200
VNA Health Center 400 N. Highland Avenue Aurora, Illinois (630) 892-4355	Dreyer Medical Clinic 2040 Ogden Aurora, Illinois (630) 585-3100	Occupational Therapy 403 Highland Avenue Aurora, Illinois (630) 859-8159

DENTAL FACILITIES			
All Star Dental 1261 N. Lake St Aurora, Illinois (630) 801-0002	Fairview Dental Clinic 541 Sullivan Aurora, Illinois (630) 897-9156	Lincolnway Dental 648 N. Randall Aurora, Illinois (630) 897-1300	Two Rivers Dental 16610 Landmark Aurora, Illinois (630) 264-1444

Permanent Party Medical, Dental and Medication

Medical, dental and medication bills incurred by permanent party residents will be paid by the Center only if treatment is of an emergency nature or required. The resident must pay for elective or cosmetic treatment.

Staff will assist residents in obtaining any health-related educational information and materials that the resident may need upon request. In addition, individual counseling is always available to residents, who have an interest in a particular health education topic or who are at high risk for or are affected by a disease being discussed. Any resident with a particular concern or a need for further information is encouraged to speak with her Correctional Counselor.

HIV and AIDS

HIV and AIDS educational classes are provided by the State of Illinois. All residents will be required to attend these classes. Counseling and testing are available upon request through the Resident's counselor or may be obtained by the Resident through their own Medical Doctor.

Mental Health/Domestic and Sexual Abuse Counseling

This is to be arranged with the assistance of your Correctional Counselor. Appointments will be made with outside practitioners. Any medication prescribed by a Mental Health Professional must be kept in the Shift Office and each dose signed out by staff.

Auxiliary Aids and Services (Holmes Agreement)

These services will be provided for in the offender's Communication Plan and will be provided without cost to the offender unless the offender intentionally damages, alters, trades, traffics with, or loses the accommodation.

FOX VALLEY ADULT TRANSITION CENTER

RESIDENT'S HANDBOOK

CHAPTER 9 - GRIEVANCES

GRIEVANCES

There are several methods available to residents to handle concerns they may have. The first step in resolving any problem is through discussion with your Correctional Counselor. If your Counselor does not resolve your problem to your satisfaction, then you have the following options for pursuing the matter further.

Written Grievance Procedure

Department Rule 504, Part F contains the procedures regarding resident grievances. This policy is included in its entirety with disciplinary information. If you have a complaint or a problem which you have not been able to resolve, the grievance procedure may be of use to you.

If you decide to file a grievance, you should complete the form that is available at the Shift desk, Committed Person's Grievance Report DOC 0046. Specifically describe your complaint and be specific in the section titled, "Relief Requested". The grievance should then be placed in the Grievance mailbox located at the shift desk.

If the grievance concerns a disciplinary matter, the Supervisor will assign the grievance to a staff member, who will review the matter and make a recommendation to the Supervisor regarding your grievance. The assigned staff member may require a meeting with you for further clarification. If not related to discipline, the Supervisor will forward the grievance to your Counselor for review and discussion with you. CAO or Grievance Officer has 60 days to respond to the grievance from the day it is received. Grievances on disciplinary reports must include a copy of the ticket and the results before it can be accepted. **Do not file a grievance on a ticket that has not yet been heard or results received in writing.**

After a recommendation is made to the Supervisor, you will receive a completed response from the Supervisor. If you are not satisfied with that response, you may forward your grievance to the Administrative Review Board (ARB) in Springfield. The ARB will return your grievance to you, if it has not first been presented at the Fox Valley Adult Transition Center level.

NOTE: *Distribution of Administrative Directives to residents is prohibited but may be authorized by the Freedom of Information Office. Residents wishing to pursue grievances or other matters pertaining to their incarceration may be able to do so under applicable rules or directives as indicated in Administrative Directive 01.02.125, "Freedom of Information Requests" in conjunction with Department Rule, Part 851, and "Freedom of Information."*

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 10 – Leisure Time Activities**

LEISURE TIME ACTIVITIES

Center Library/ Public Library

The library is located at the south lower level of the building. This room may be used for finding and reading books, watching TV or visiting with other residents. The Center Library area is not to be used for doing hair. There is a beauty shop on the 3rd floor for resident to do hair.

Peer Led Groups

Residents may participate in peer led groups including: Job Readiness, Money Matters, Positive Vibes, Art, Meditation, On the Agenda, Crochet, Yoga.

Public Library

Residents who have achieved Level 3 may take IRT passes to the local Aurora Public Library to utilize any of their resources including Legal Materials and the Internet. Residents not eligible for IRT passes may be given movements to the Public Library in order to access Legal Materials or to submit employment applications.

Special Events

The Center observes Black History Month, Hispanic Heritage Month, Women's Month and Mother's Day. Traditionally there is a talent show and Karaoke held on New Year's Eve where residents are encouraged to showcase their talents such as singing, poetry reading, etc.? The Center provides special dietary menus during these months of commemoration. Residents will be notified of special activities during these periods. The Center may host special speaking events and presentations. Residents may also be given the opportunity to speak to High School and College Students or other interested groups.

TV Usage

Residents will only be allowed to connect a digital antenna to their TV for TV usage. At no time should an antenna be placed on or outside of the resident's window. No antenna which have rabbit ears will be allowed.

FOX VALLEY ADULT TRANSITION CENTER

RESIDENT'S HANDBOOK

CHAPTER 11 - SECURITY / CONTRABAND

SECURITY REQUIREMENTS

Shakedowns

All persons, who enter and leave the Center, are subject to search. Security staff in the Shift area will conduct searches. Possession of contraband will result in action being taken ranging from a reprimand to felony prosecution.

Living quarters and common areas of the facility are also subject to search. Searches of resident rooms are conducted randomly every day. Contraband found in a resident room is assumed to have been introduced by the resident(s) occupying the room. Residents will receive a copy of the shakedown record after staff has searched their living quarters.

Contraband List

The following list contains items that are considered contraband by this facility:

- Any item found to be inconsistent with reasonable safety and security concerns
- Alcoholic beverages and alcoholic beverage containers.
- Medication, mouthwash or any other item containing alcohol.
- Any medication containing Pseudoephedrine (Sudafed) or containing a sleep aid such as Tylenol PM.
- Intoxicants and intoxicant containers.
- Drug Paraphernalia including roaches, clips and holders, coke stones, hash pipes, screens, syringes, cookers, cigarette rolling papers, empty medicine containers and needles, urine, vinegar, Goldenseal.
- Illicit drugs as indicated in the Illinois Revised Statutes.
- K2 or any incense like substance.
- Firearms or ammunition.
- Weapons of any type including clubs, bats, sticks, pipes, brass knuckles and knives.
- Bloody clothing.
- Gang paraphernalia.
- Tattoo guns.
- Disguises (including wigs)
- Unauthorized keys
- Glue, other than water base.
- Candles and incense, (fabric softener sheets are not to be utilized as air fresheners); stick-ups or plug-ins **or any item used for purpose of masking smells and odors.**
- Aerosol sprays (pressurized metal cans) and deodorizers.
- State of Illinois cleaning supplies or equipment.
- Poison.
- Flammable and combustible material.
- Dice and other gambling devices.
- Straight razors, razor blades, broken glass or glass mirrors (Glass mirrors inside makeup compacts less than 3 inches in diameter are allowed).
- Lighter or cleaning fluid.
- Any other resident's personal property or unauthorized property not issued by staff.
- Torn bed linen or knotted sheets.

- Tools of any kind.
- Nail polish remover with Acetone.
- **Glass bottles or containers. (i.e. Nail Polish, Perfume)**
- Residents or their visitors may not bring food, gum and/or snack products into the facility with the exception of Microwave Popcorn (See property list for limits).
- Toothpicks.
- Stuffed animals and toys.
- Cameras, recording devices, computers, pagers, cellular telephones, and any other unauthorized electronic devices.
- Flashlights, laser lights.
- Surge Protector cords over 6 ft.
- Wallet chains.
- Chlorine bleach (only detergents containing bleach alternatives may be used for laundry).
- Non-prescription or colored contacts, hair dye or hair weaves of any color other than resident's natural color, (**wigs/falls/ponytails not attached by sewing or gluing are not allowed in the Center**).
- All knitting needles and crochet hooks must be plastic.
- Plastic laundry baskets/containers.
- Electronic Cigarettes or Vape devices

Emergency Procedures

The Department and the Center have established procedures for dealing with emergency situations such as fire, natural disaster, medical emergencies, resident escape and resident violence. Security staff members have been trained in the implementation of these procedures. When a situation dictates that such measures are necessary, the staff will take necessary action. Residents are expected to cooperate fully with staff in order to ensure the security and safety of the operation of the Center remains intact.

The Center is equipped with fire detection equipment, which sounds an alarm throughout the building and sends a fire signal to the Aurora Fire Department when activated. The alarm emits a high-pitched buzzing sound in conjunction with a flashing strobe light. Sensor units have been placed throughout the buildings, halls, stairwells, and storage rooms. These sensors were designed to trigger the Center's alarm system whenever they detect excessive heat, smoke, or fumes that could cause a fire. When you hear the fire alarm, you must proceed immediately **to the nearest exit which is not obstructed, and which provides a safe exit**. Evacuation charts are posted throughout the building to show exit routes. After exiting the building, residents shall proceed to the North parking lot and assemble on the sidewalk on Sullivan or as directed by Center Staff.

Residents are expected to obey direct orders from staff at all times. This is especially true in an emergency situation. Your response must be immediate and without question if you are given an order by a staff member who is responding to an emergency of any nature. **Failure to do so is viewed as a major problem, a Resident Disciplinary Report (RDR), and will seriously jeopardize your stay at this Center.**

The Center conducts unannounced drills of its emergency procedures from time to time. If you suspect an emergency situation is a drill, you must still respond as though an emergency is taking place. In the event you are aware of a medical emergency when no staff is around, please alert staff immediately and assist with anything they direct you to do. This facility is equipped with an automatic Defibrillator device that can be used in cases of cardiac arrest or other accident which may jeopardize the life of residents, staff, visitors and volunteers. An ambulance will be called for any problem that is extremely urgent in nature. Lesser medical problems will be handled according to Center procedures.

FOX VALLEY ADULT TRANSITION CENTER

RESIDENT'S HANDBOOK

CHAPTER 12 - HOUSEKEEPING

CENTER CLEANLINESS

General Requirements

The maintenance and cleanliness of this facility is a top priority issue that requires concentrated efforts of residents at all times. The housekeeping responsibilities of residents fall into two major areas. The first area you will become familiar with is the daily work assignment roster. This roster divides the common areas of the Center into work assignments to ensure the cleanliness of the facility. The second area is that of room cleanliness. Every resident has a responsibility to keep her living quarters clean. Cleaning requirements of these areas is explained in detail in the sections that follow. All residents are expected to cooperate when instructed by staff to complete a work assignment.

Daily Work Assignment Roster

The daily work assignment roster is posted at the Shift desk each week by the coordinator. This roster contains all of the work assignments for the facility both morning and evening. The minimum expectations of each daily work assignment are outlined below and must be accomplished during the assigned shift as indicated on the roster.

Children's Center 1. Clean windows. 2. Wash toys. 3. Sweep and Mop floor	Showers 1. Clean and disinfect the shower base, walls and curtains. 2. Sweep and mop floors.
Library / Exercise room 1. Empty trash, replace trash liners 2. Sweep and mop floors. 3. Wipe down all exercise equipment 4. Dust all equipment surfaces. 5. Wash windows and sills. 6. Straighten and put away books in Library	Bathrooms and Sink Rooms 1. Empty trash, replace trash liners. 2. Clean mirrors. 3. Clean and disinfect sinks and toilets. 4. Restock tissue if needed. 5. Clean radiators. 6. Sweep and mop floors. 7. Disinfect toilet stall walls
Stairways 1. Sweep and mop entire stairway. 2. Sweep and mop floors and landings. 3. Clean radiators and dust surfaces. 4. Wash all windows and windowsills	Walls and Windows 1. Wash all marks off walls. 2. Dust door jams and radiator pipes. 3. Wash windows and ledges. 4. Dust air conditioner vents.
Outside Grounds 1. Remove litter from lawns and pavements. 2. Empty garbage, replace liners. 3. Remove trash at bus stop. 4. Sweep and remove trash by dumpster	Laundry Room 1. Wash dryers and washers and remove lint. 2. Empty trash, replace trash liners.
Utility Closets and Mop Rooms 1. Wash out mops. 2. Clean rooms and brushes. 3. Sweep and mop floors. 4. Clean mop racks. 5. Neatly organize cleaning tools. 6. Clean lint from walls and vent pipes.	Conference Room, Offices, Hallways, Shift Office & Lobby 1. Empty trash, replace trash liners. 2. Sweep, mop and buff floors - * vacuum conference room rug. 3. Clean windows and sills. 4. Clean behind and between radiators.

7. Sweep and mop floors.
8. Wash windows and sills.

5. Clean furniture and other surfaces.
6. Air conditioner vents.

Room Cleanliness

Resident rooms should be kept neat and clean at all times. All personal property, including clothing, should be neatly stored in lockers when not in use. Floors and all surfaces should be clean and dust-free. Rooms are inspected daily to ensure that all Safety and Sanitation Standards are being met. Prior to the daily room inspections, each resident should ensure that her room would meet the following expectations:

1. All property neatly stored in lockers or drawer.
2. Beds made with linens tucked in. Beds must be made with sheets and blanket/s tucked under the mattress. A blanket must cover the bed and be tucked under the mattress. Comforters may not hang more than 2 inches below the edge of the bed. Blankets may be neatly folded at the foot of bed.
3. Trash emptied; no litter in room.
4. All surfaces neat clean and dust-free (no towels over nightstands, lockers, or bed shelves).
6. All windows clean from the inside and blinds dusted.
6. Floors must be swept and mopped clean.
7. All clothes either hung on hangers and/or folded neatly in drawers or in lockers. No clothing is to be outside of lockers including shoes.
8. Towels may be hung neatly on hangers in the room to dry. Once dry they should be stored in the lockers.
9. All appliances turned off, including lights when not in use.
10. No electrical cords exceeding number of outlets.
11. Nothing on radiators.
12. No pictures on walls, lockers, nightstands, or shelves; photos may be hung inside lockers **only**.
17. No cleaning substances are to be kept in rooms.
18. Dirty clothes placed in laundry bag.
19. Towels may not be used as dresser scarves.
18. Chairs are for sitting, not to act as a catch all for property or clothing.

All residents are required to put their belongings away whenever they leave the room for any extended length of time. This includes being in the Library, on the telephone, in Bible Study or other group meetings. If you do not follow the rules of Room Cleanliness that are listed in your Handbook, you may receive the below notice. Read every item carefully so that you know what is expected of you whenever you are out of the room for anything but the bathroom or laundry.

FOX VALLEY ADULT TRANSITION CENTER

RESIDENT'S HANDBOOK

CHAPTER 13 - DIETARY

DIETARY

Meals

Meals are served in the Center's Dining Room as scheduled below:

Weekdays/Weekend/Holidays	Hours	Note:
Breakfast	7:30am – 8:30am	Floors will be called to dietary on rotating days for meals.
Lunch	11:00am-12:00am	
Dinner	4:00pm-4:30pm	

Special Meals will take place on Major Holidays	New Year's Day	Fourth of July	Thanksgiving Day
	Memorial Day	Labor Day	Christmas Day

Bag Lunches/Late Trays

Bag lunches and breakfasts are provided for residents who are out of the Center at work during scheduled mealtimes. When leaving the Center for work prior to a scheduled meal, residents may take a bag lunch/breakfast.

Residents are required to sign for bag lunches they receive and sign-up for late trays by 11:00am at the shift desk. When residents return to the Center from work in the evening after the food line is closed, they may receive a late tray if they have signed up for one. Late trays consist of all menu items served during the supper meal.

Residents are only allotted three meals a day. If a resident is at work for two scheduled meals, she has the option to take one bag lunch and sign-up for a late tray or take two bag lunches when leaving the Center.

Bag lunches are only for residents to take to work. Bag lunches will not be issued when a resident returns from work.

Special Diets

The Center follows a master menu approved by a Registered Dietician and the Medical Director of the Department of Corrections. If a resident requires a special diet due to allergies, vegetarian or for medical or dental reasons, the assigned Counselor should be advised. The Center's Food Service Manager will coordinate and make available a special menu that meets the resident's medical needs.

Conduct

Excessive noise levels are **not tolerated** in the dining room or anywhere in the Center. Residents are expected to keep conversations at a soft level while in the dining room and may not remain in the dining room to socialize after they have finished eating. This is required because of limited space. The kitchen and dietary office are restricted areas to all residents except Permanent Party Cooks and residents assigned dietary work details. No loitering will be allowed in the shift area.

Wearing Apparel

Residents entering the dining room must be properly dressed in clean clothing and socks and closed toe shoes (No sandals or open toes shoes). Work clothing that is excessively dirty must be changed before eating. See "House Rules" for proper dress code.

Dietary Clean-up Personnel

Residents assigned to the dietary area as clean-up personnel must report to the Contractual Service Dietary Supervisor by 5:30am on Weekdays and 8:30am on Saturdays, Sundays, and Major Holidays. Residents are to be dressed properly as defined in the section of this Chapter under "Wearing Apparel." When reporting for work, residents are required to put on hair nets and aprons before starting their assignments.

Dietary Workers should eat their meals during scheduled break times as authorized by the Dietary Supervisor. **Dietary Workers may not leave their work area without prior authorization from the Dietary Supervisor or the Shift Supervisor.**

Designated Work Areas

The dietary is divided into two work areas the kitchen and dining room. The Dietary Supervisor or the Shift Supervisor assigns Work areas.

The following schedule describes resident work responsibilities for each area:

Kitchen

Residents assigned to the kitchen are responsible for collecting and washing all dirty food trays/dishes. After washing and rinsing, trays/dishes are allowed to air dry then restacked for use in the dining room. Residents assigned to the kitchen will wash pots and pans, sweep and mop the kitchen and food preparation area after each meal; empty and clean the dishwasher and refill after each meal. Empty trash after each meal.

Dining Room

Residents assigned to the dining room are responsible to maintain the cleanliness of this area during and after mealtimes. Responsibilities include cleaning tables and chairs, coffee bar, toasters, steam table, ice machine, windows and sills, sweep and mop the floor and empty the trash after each meal.

Permanent Party / House Cooks

Permanent Party Cooks are responsible to maintain the cleanliness of all equipment used for meal preparation. This includes cleaning of all hazardous tools, the industrial mixer, meat slicer, deep fryer, stove and steel worktable.

All dietary clean-up workers will assist in stocking shelves for incoming food orders and are responsible to sweep and mop the food storage rooms, as directed by the Dietary Supervisor.

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 14 – RESIDENT PERSONAL PROPERTY**

RESIDENT'S PERSONAL PROPERTY

The Center Supervisor shall determine the type and quantity of personal property that residents of the Fox Valley Adult Transition Center may possess. This includes, but is not limited to, room furnishings and decorations, audio/visual equipment, clothing, electrical appliances, jewelry and money.

Regulations for the control and monitoring of resident personal property are established to ensure that space limitations and security requirements of the Center are not compromised. Resident property can only be dropped off during visiting hours and with the resident present. Only **new** audio/visual equipment and electrical appliances are allowed.

1. The following are controlled within a resident's living area for reasons of safety, security, health and hygiene:
 - A. Residents will be permitted the type and number of personal property items listed in this chapter of the residents' handbook.
 - B. Residents are restricted to the use of the original number of electrical outlets in their room. Extension cords are not allowed. Surge protectors of less than 6ft. and/or multiple plugs are allowed.
 - C. Only one appliance may be plugged into one outlet. All electrical appliances must be designed to operate safely on household current of 120 volts.
 - D. Decorations, furnishings, and any type of combustible personal property including clothing are subject to the following storage, placement, and handling restrictions:
 1. All types of low combustion property, such as letters, books, pictures, and other similar paper products are to be kept away from sources of heat and stored in locker.
 2. Shelves may not be placed on radiators.
 3. Paper, cloth, or plastic may not be placed over light fixtures to reduce light levels or for any reason.
 4. Irons, if permitted, must be used with an ironing board with a fire-resistant cover.

5. Only furniture purchased by the Center will be allowed.
6. Photos may be hung inside locker only.
7. All clothing must be neatly stored in assigned personal lockers or bed drawers.

2. Possession of the following approved personal property items shall be restricted to the quantities listed in this chapter of the residents' handbook:

A. Audio/Visual Equipment

- Clock - permit required.
- Television set (up to 15") - Permit required.
- Radio, AM/FM - Permit required.
- 12 Tapes or CDs (total combination, not 12 of each) - Permit required.
Bootleg "Burned" CDs or copied tapes are not allowed.
- Ear Plugs or Headphones - Permit required.
- Walkman - Permit required.
- Blow dryer – Permit required.
- Curling Iron/Straightener – Permit required.
- Antennae-Permit Required
- MP3 player

NOTE: Audio/Visual items may be in combination form, but they may not be duplicated with the exception of a Walkman.

- B. Clothing and accessories - No permit required.
- C. Toiletries and personal hygiene items - No permit required.
- D. Jewelry - Permit required.
- E. Tea and/or hot chocolate products.
- F. Miscellaneous Items - on a case-by-case basis as determined by the Personal Property Coordinator.

3. Jewelry items shall be limited to:

- A. One (1) plain wedding band - No stones.
- B. One (1) wristwatch - No stones.
- C. One (1) approved religious medallion with neck chain - No stones.
- D. Four (4) pairs of earrings - No stones. Only two pairs may be worn at a time.

NOTE: Neck chains shall not be worn alone. Neck chains are only permitted with a Department approved religious medallion. Bracelets are NOT allowed.

- E. Jewelry items shall be limited to \$50.00 in value. Jewelry limits are strictly enforced.

Residents found in possession of more jewelry than is allowed will have the jewelry confiscated and a RDR issued.

4. Residents at the Fox Valley Adult Transition Center are expected to comply with the following procedures for adding or deleting property from their original personal property inventory:
- A. Whenever personal property items are brought into the facility by the resident after leaving the facility on a shopping trip, IRT, or leave or by a resident's visitor during an approved visiting period, the personal property items will be searched by staff on duty while the resident is present. Staff on duty shall not accept personal property items if the resident is not present in the facility.
 - B. After the search is completed, the resident is expected to fill out a "Resident Personal Property Permit" form, for permit items to be assigned to the resident property inventory. Other non-permit items will be immediately taken to the resident's living area.

All audio/visual equipment, appliances and jewelry will require completion of a DOC0468 Personal Property Permit. Clothing and toiletries do not require written authorization but cannot exceed allowable limits as listed in this chapter of the Resident's Handbook.

- C. After the resident has completed the permit form, the form will be verified for accuracy and initialed by the staff person, a copy will be given to the resident as her receipt.
- D. The property and forms will be reviewed by the Personal Property Coordinator or alternate. Residents are expected to report to the Shift office to meet with the Personal Property Coordinator and, if approved, receive permit items that have been engraved.
- E. Audio/Visual equipment and appliances shall be engraved by the Property Coordinator with the resident's name and institutional number. Jewelry items shall not be engraved.
- F. Residents, who wish to delete permit items from their inventory, are required to report to the Property Coordinator or alternate on the day prior to the actual date when the property will be removed from the Center. The Personal Property Coordinator will review the permit items to be deleted and adjust the resident's inventory, utilizing the Resident Personal Property Addition/Deletion form. The resident will receive a copy of this form and when ready to remove the item, she will present her copy to the staff person on duty as proof that she has received prior approval for this transaction.

THE BOTTOM LINE: IF YOU HAVE EITHER BROUGHT IN OR REMOVED A PERMIT ITEM WITHOUT SEEING THE PERSONAL PROPERTY COORDINATOR, YOU HAVE VIOLATED THE PROCEDURE AND ARE SUBJECT TO RECEIVE A DISCIPLINARY REPORT.

- G. Residents leaving the Center for leave may take three changes of clothing with them as well as personal hygiene items. **No other permit items may be removed from the Center without prior authorization.**
- H. Residents, who will be permanently leaving the Center on Mandatory Supervised Release are required to bring **ALL** of their property to the Shift office after 11:15pm, one day prior to their outdate. This includes the Center's combination lock and any other

Center property in the resident's possession. The Personal Property Coordinator will search all property for contraband and compare permit items designated to be removed from the Center against on file documentation. Except for a minimum amount of property that a resident may require for the final night at the Center, (one set of clothing, cosmetics, etc.) **ALL** of the resident's property will be stored until the resident is released.

5. The following procedures shall apply when residents are returned to Logan Correctional Center or any other secure facility as "Work Release" violators or have been placed on escape status for failure to return to the Center or have escaped from the Center.
 - A. Prior to transport all jewelry, Religious symbols, wallets, cash, and belts will be removed from your person, inventoried and stored with the property removed from your living quarters. Residents will be given a receipt for all property removed from their persons at the time of transport. Resident shall be placed in a jumpsuit. The Fox Valley Adult Transition Center **SHALL NOT** assume responsibility for clothing and shoes worn during transport.
 - B. Residents placed on escape status have abandoned their personal property. The Fox Valley Adult Transition Center shall not assume responsibility for loss of abandoned property.
6. Residents are responsible to safeguard all personal property under their control. Residents shall not give, loan, sell or trade personal property items to other Center residents, without prior authorization from the Personal Property Coordinator. Permit items found in the possession of another resident will be confiscated and Disciplinary Reports written on both residents for trading and trafficking. If the owner of the property did not give permission for the resident to have the property, the ticket will be for theft and will most likely result in the resident being revoked from Pre-Release.
7. Residents are not permitted to possess tape recorders, tape players that have recording capability. Residents may not purchase or have in their possession VHS tapes or DVD movies.
8. The Shift Supervisor shall ensure that a Resident Personal Property Inventory form is completed for new residents arriving without a property inventory record. When completed the resident is given her copies of the form.
9. The Shift Supervisor shall ensure that all new residents entering the Center indicate a designee on their Personal Property Inventory List. Designee information shall include the name, address and telephone number of the person to be contacted to pick-up the resident's property in the event of revocation from the Center.
10. The Shift Supervisor shall ensure that all incoming residents' personal property is thoroughly searched for contraband and property items in excess of the limit allowed by the Center. Contraband shall be disposed of in accordance with AD 05.01.112, and excess property shall be stored at the Center for a maximum of 30 days. After the 30 day period, it will be considered contraband and disposed of in accordance with DR 501C, 535, and AD 05.03.111C. Permit items will be held for one year.
11. If a resident is revoked, her personal property shall be immediately inventoried and placed in storage. The Personal Property Coordinator is responsible to contact the individual authorized by the resident to pick-up her personal property and notify them in writing that if the resident's personal property is not picked-up within **30 days**, it will be disposed of in accordance with DRs 501C, 535, and AD 05.03.111C.

12. When the personal property is picked-up by the designee authorized by the resident, the Resident Revocation Letter must be signed by that individual and a witnessing staff person. Both signatures are required on the Resident Revocation Letter. The signed Resident Revocation Letter will then be forwarded to the Personal Property Coordinator for review and filing.
13. The Personal Property Coordinator shall maintain a file for each resident's initial inventory list and include all permit items that have been obtained or disposed of. Permit item transactions shall be documented on the DOC0465, Resident Personal Property Permit.
14. Residents are not to have more than two pillows on their bed. Bed skirts are not allowed. Residents are expected to abide by personal property limits. Any property found in residents Possession above these limits is subject to have the property confiscated and destroyed.
ANY SUCH PROPERTY CONFISCATED WILL NOT BE RETURNED TO THE RESIDENT

ALLOWABLE ITEMS		
PERMIT ITEMS (ENGRAVED)	PERSONAL HYGIENE ITEMS	CLOTHING
1 television (13" max.) IDOC Issue only	1 box facial tissues (ex. kleenex)	10 pants (all types)
1 TV antenna (no rabbit ears)	6 packs bar soap and 2 liquid soaps	3 shorts
1 set earplugs or headphones	1 soap dish/container	12 t-shirts / blouses
1 am/fm radio w/cassette or cd player	2 tubes toothpaste	10 panties (including thermal)
1 clock or clock w/am/fm radio	2 toothbrushes (non-electric)	5 bras / 5 tanks or camisoles
1 walkman w/cassette or cd player	1 toothbrush case	2 coats / sweatshirts / hoodie
1 mp3 player IDOC issue only	1 mouthwash (non-alcohol)	10 socks / nylons
1 record/tape player	1 dental floss	pajamas (4 pcs max.)
12 cds no burned cds	1 denture cleaner	1 robe
1 cd wallet (12 cds max.)	1 laundry soap (liquid or pods)	6 shoes (all types)
1 electric coffee maker	1 fabric softener (sheets or liquid)	2 gloves / hats / earmuff
1 alarm clock	1 liquid starch	Work Uniforms (10 pcs. total)
1 calculator/organizer	2 perfume (plastic container)	2 belts / ties
1 desk light	2 deodorant (non-aerosol)	1 weave cap
1 electric hair clippers	4 total shampoo/conditioner	
1 curling iron/hot curlers/1 flat iron	2 hair gel or styling products (non-aersol)	MISC
1 hand-held hair dryer	2 hair spray (non-aerosol)	4 handkerchiefs / scarves
1 fan (20" max.)	2 hairbrushes/2 combs/1 pick	1 umbrella with blunt end
1 ironing board (table-top size)	2 pkgs. hair curlers (24 max.)	1 pc. luggage – duffle-size bag
1 iron (auto-switch off)	1 depilatory hair removal cream	2 wallet / purse (NO liners)
1 ea. bicycle & lock (w/offender request)	2 bxs. pads/liners or tampons	10 books/magazines/puzzle books
JEWELRY - NO STONES	1 face wash / liquid makeup remover	1 photo album – NO loose pictures
1 wristwatch	2 lotion or moisturizer	20 pens/pencils w/1 case
1 ring (wedding band – plain)	2 ea. nail clippers / nail file	2 ea. journal/notebook/folder
1 religious medal w/chain	1 shower bag or caddy	1 planner or calendar and 1 organizer
4 prs. earrings	12 rolls of toilet paper	3 total glasses /contact lens case (clear)
MAKEUP ITEMS	1 bottle non acetone nail polish remover	1 locker door organizer (clear only)
(must fit in 1 small, clear cosmetic bag)	LINEN / BEDDING	1 mini stapler – 2 inch thumb type
1 small clear cosmetics bag	2 pillows (no decrative or throw)	12 disposable razors
2 mascara / 2 eyeliner / 2 lip liner	4 pillow cases	1 pr. work/safety goggles
2 foundation / 3 single powders	2 sets of sheets	1 deck playing cards
1 eyeshadow pallet OR	2 blankets (1 Comforter)	1 shoe polish
6 loose eyeshadows	2 bath towels	1 sewing kit (2 inch blunt scissors)
6 total lipstick / gloss / chapstick	2 face towels	1 rug/mat not to exceed 18 in x 24 in
8 total makeup brushes	1 laundry bag / hamper (no plastic bins)	2 pks press on nails (no nail glue)

UTENSILS / FOOD (ALL RESIDENTS)	FOOD (must have CAO approval) (must not need to be refrigerated)
2 lbs of coffee/or 1 box of 24 K-pods	Up to 1lb bag of unsalted nuts
1 box of 20ct individual tea bags	1 box or 12ct individual fruit cups in natural juices
1 box of 12ct individual kool aid bags	1 box or 12ct of granola or fiber bars – plain
1 lb of sugar or 1 box of 100ct individual packets	Up to 1lb bag of dried fruit
1lb of creamer (powder only)	1 box of 12ct. unflavored plain oatmeal packets
1 box of microwavable popcorn (12ct)	1 bx. unsalted saltine crackers
1 plastic bowl	1 jar no salt / low sodium peanut butter
1 pkg of plastic spoons (max 100)	1 box plain cheerios or bran flakes
1 pkg of plastic forks (max 100)	Up to 1 lb bag of chia or flax seeds
1 plastic pitcher	10 pkg of tuna or chicken (unflavored)
1 coffee mug	
1 plastic cup	

The only items you are allowed to have are listed on this page. Any other items must be requested an Offender Request form and submitted to your Counselor. Requests are not guaranteed to be approved.

FOX VALLEY ADULT TRANSITION CENTER RESIDENT'S HANDBOOK CHAPTER 15 - PERMANENT PARTY

PERMANENT PARTY/ HOUSE MAINTENANCE / TUTORS

Policy

It is the policy of the Fox Valley Adult Transition Center to maintain the physical plant and grounds in a manner conducive to a safe and sanitary environment for residents and staff. Resident Permanent Party/House Maintenance Workers shall be assigned repair and maintenance projects to ensure compliance with Safety and Sanitation standards and applicable building codes.

Tool Control

Resident Permanent Party/House Maintenance Workers will read and document their understanding of AD 05.02.115, "Use and Control of Toxic Substances" and the CD 05.02.101, "Use and Control of Tools." The resident must sign her understanding of these Directives before working with Center Tools and Toxics and must demonstrate a strict adherence to all requirements when performing her job duties.

All other residents will be assigned porter duties until they have a job and/or school with at least 35 hours of programming. These residents will likewise receive instruction on the Use and Control of Toxic Substances as it relates to the Toxic chemicals used during the porter assignments. Copies of Material Safety Data Sheets are available for review upon request for all chemicals used within the facility.

Work Hours

Resident Permanent Party Maintenance Workers are scheduled to work from 7:00am – 3:00pm Monday through Friday and are required to initial the Payroll Time Sheet when signing in and again when signing out for the day. The Payroll Time Sheet Log is located at the Shift Desk office. Permanent Party Maintenance Workers are allowed thirty minutes for lunch between 11:30 am and 12:00 noon, one 15-minute break in the morning and one 15-minute break in the afternoon. The resident must notify the CRC II on duty that she will be on break or taking lunch.

Assignments

Resident Permanent Party Maintenance Workers are to report to the CRC II on duty at 11:30 pm, each scheduled workday to receive their assignments. Work assignments will be prioritized based on the

needs of the Center. Some projects are ongoing and may take several weeks or longer to fully accomplish. Since maintenance emergencies do occur; long-term projects may be interrupted to resolve maintenance problems requiring immediate attention. Maintenance emergencies could occur during off-hours or off-days. You will be expected to immediately respond as instructed by Center Staff.

Expectations

Resident Permanent Party Maintenance Workers are required to perform various tasks such as plastering, dry-walling, painting, masonry and concrete repair, plumbing, electrical, carpentry, floor care and grounds keeping.

TUTORS

Tutors will be assigned to assist materials and other duties as assigned. Tutors may be required to assist other Center staff during the absence of the instructor.

Permanent Party Rules

1. Personal telephone calls may be made during breaks or after work hours.
2. Visits to the Correctional Counselor should be made during breaks, after working hours, or with the approval of the CRC II on duty.
3. Work areas must be cleaned before signing out for the day; this includes the areas where work was performed. The maintenance room must be wiped down and swept daily and mopped at least once per week. All tools and materials used for repair and maintenance must be returned to their assigned locations daily. Damaged tools and equipment must be immediately reported to the CRC II on duty. All flammable rags are to be placed in the red garbage can and emptied daily.
4. Any materials the Center does not presently have but are necessary for completion of a work project, should be listed and given to the CRC II on duty prior to starting the project. Materials will be purchased as soon as possible.
5. All Permanent Party Residents have the obligation to fulfill the term of their signed contracts. Contracts are signed prior to arrival at Adult Transition Centers. Permanent Party Residents cannot advance beyond level II while on Permanent Party status.
6. Permanent Party Residents may not be employed in any type of job or attend school while on Permanent Party status. Once a resident has completed their Permanent Party contract, they may be asked to sign a new contract as a House Cook/Maintenance/Tutor. Such residents would have to be less than 24 months of time remaining.

Exposure Prevention

Resident Permanent Party/House Maintenance Workers will receive orientation and instruction concerning the safe handling of toxic substances in accordance with the "Right to Know Law."

Orientation and instruction will include an overview of bloodborne diseases, exposure control, personal protective equipment, personal hygiene and types of recognized contaminants.

PERMANENT PARTY/HOUSE COOK

Policy

Permanent Party/House Cooks shall prepare and serve all meals at the Fox Valley Adult Transition Center, under the direction and supervision of the Contractual Food Service Staff; all food shall be in

sound condition, free from spoilage and other contamination and shall be stored, prepared and served under sanitary conditions.

Tool Control

Permanent Party/House Cooks will read and document their understanding of CD 05.02.101, "Use and Control of Tools." The resident must sign her understanding of this directive before working with hazardous kitchen tools and must demonstrate strict compliance with all requirements when performing her job duties. Permanent Party Cooks are responsible to safeguard all tools and dietary equipment used during their shifts.

Hazardous tools are issued to Resident Permanent Party/House Cooks by the Contractual Food Service Supervisory Staff. The Contractual Food Service Supervisor secures the hazardous tool in the locked shadowboard in the kitchen.

Hazardous tools are defined as knives, serving forks, pizza cutters, grill scrapers, circular meat cutting blade and the knife sharpening steel.

Any hazardous or non-hazardous tool that has been damaged or appears to have been lost or stolen shall be immediately reported to the Contractual Food Service Supervisory Staff and to the Center Shift Supervisor.

Work Hours

Permanent Party/House Cooks are scheduled to work 8-hour shifts, seven days a week, with two consecutive days off. Off days are based on seniority.

The shifts are scheduled to meet the needs of the Center during weekdays, weekends and major Holidays as indicated below:

Schedule Shifts	4:30am – 12:30pm
	10:00am - 6:00pm

Permanent Party/House Cooks must report to the Contractual Food Service Supervisor on time for their scheduled shift and are required to initial the Payroll Time Sheet when signing in and again when signing out for the day. The Payroll Time Sheet log is located in the Food Service Office. Permanent Party/House Cooks are allowed 30 minutes for lunch and one 15-minute break during the first half of their shift and one 15-minute break during the last half of their shift. The Contractual Food Service Supervisor will designate specific times for lunch and breaks. Permanent Party/House Cooks may not leave their work area without approval from the Contractual Food Service Supervisor. Eating or drinking in the kitchen/food preparation area is prohibited.

Hygiene

Permanent Party/House Cooks must display good personal hygiene. The Contractual Food Service Supervisor shall visually evaluate Resident Permanent Party/House Cooks for boils, infected wounds, and respiratory infections at the beginning of each Shift. Any Permanent Party/House Cook with such afflictions must be cleared by a physician before returning to work. The Contractual Food Service Supervisory Staff must ensure that Permanent Party/House Cooks wash their hands with an anti-bacterial soap before starting food preparation and ensure the cleanliness of residents' outerwear and the wearing of hair restraints.

The Contractual Food Service Staff is required to maintain a log documenting each visual inspection. Permanent Party/House Cooks may not wear their uniforms for recreational activities. Uniforms/aprons shall be changed when soiled.

Assignments

Permanent Party/House Cooks must report to the Contractual Food Service Supervisor each scheduled workday to receive their assignments. Work Assignments will be prioritized based on dietary needs and scheduling. Permanent Party/House Cooks on duty must remain in the dietary area until all work assignments are completed and evaluated by the Contractual Food Service Supervisor.

Since dietary emergencies occur from time-to-time, Permanent Party/House Cooks may be called to assist other cooks during off-hours or off-days. Permanent Party/House Cooks will be expected to respond as instructed by Center Staff.

Expectations

Permanent Party/House Cooks are expected to prepare and cook meals according to recipe and serve all meals in compliance with the master menu schedule for portion control; this includes the preparation of bag lunches.

All Permanent Party/House Cooks are required to assist in the preparation, cooking, and serving of meals for special Holiday events and Ethnic observances.

Permanent Party/House Cooks are responsible to maintain the cleanliness of all tools and equipment used for meal preparation. This includes cleaning of all hazardous tools, the industrial mixer, meat slicer, deep fryer, stove, and steel worktable after each use. Permanent Party/House Cooks are expected to remain in the dietary area until their job assignments are completed and evaluated by Contractual Food Service Staff.

General Information

1. Personal telephone calls may be made during breaks or after work hours.
2. Visits to the Correctional Counselor should be made during breaks, after working hours, or with the approval of the CRC II on duty.
3. All Permanent Party Residents have the obligation to fulfill the term of their signed contracts. Contracts are signed prior to arrival at the ATC. Permanent Party Residents cannot advance beyond Level II while on Permanent Party status.
4. Permanent party Residents may not be employed in any type of job or attend school while on Permanent party status.

Food Contamination

Permanent Party/House Cooks shall be trained by the Contractual Food Service Staff in the prevention of food contamination through proper handling, storage, preparation, cooking and serving.

**FOX VALLEY ADULT TRANSITION CENTER
RESIDENT'S HANDBOOK
CHAPTER 16**

TRANSPORTATION

Public Transportation/Alternate Transportation

“Public Transportation” is the primary source of transportation utilized by Center Residents. Public transportation schedules and maps identifying transportation routes are available on basement wall near the counselor waiting area. The City of Aurora has excellent public transportation services through P.A.C.E. The PACE bus system offers easy access to destinations throughout the City of Aurora and to surrounding communities such as North Aurora, Batavia, Geneva, St. Charles and Naperville. Costs for public transportation are the responsibility of the resident.

M.E.T.R.A. commuter train stations are located in Aurora and Geneva, offering travel routes to Chicago and can be reached through PACE within minutes from the Center.

The City of Aurora has several taxicab companies offering transportation services 24 hours a day. Residents are responsible for supplying their own transportation whatever the circumstances. If the usual mode of transportation is not available, residents will be expected to call a taxicab at their own expense. Residents should be in the habit of keeping enough money in reserve for such last-minute needs.

All residents are eligible to take Uber. A family member can arrange payment or residents can purchase prepaid Uber gift cards.

Residents may on occasion get stuck working late and therefore unable to use public transportation. In such instances, residents may be allowed to get a ride home with their supervisor/manager from work. However, the resident must first call the Center and get permission to do so. This permission is granted on a case by case basis and the resident must call EVERY time they wish to ride with their supervisor/manager. Residents do not have blanket permission to just jump in the car with their manager. If a resident finds they need to ride with their manager frequently, they should get a transportation agreement completed and copies of their information on file at the Center.

Correctional Counselors will assist residents in determining the most direct route from the Center to a given destination.

Transportation Agreements

The Center Supervisor may authorize a Resident to ride in a private vehicle owned by a spouse, relative, employer, or friend for the purpose of transportation to and from approved program sites or work. The Correctional Counselor must verify the following information and documents before forwarding to the Center Supervisor:

1. Name and address of driver.
2. Current driver's license.
3. Make, model, year, color and license plate number.
4. Vehicle registration. A copy of the title may be required.
5. Copy of insurance carrier's statement.
6. Transportation Agreement (DCA 3813) signed by the Resident, Correctional Counselor, and Center Supervisor.

FOX VALLEY ADULT TRANSITION CENTER RESIDENT'S HANDBOOK CHAPTER 17 - MISCELLANEOUS INFO

DEPARTMENTAL RULES

Information concerning the following subjects contained in Departmental Rules is available for review in the shift office. A brief description of each subject is provided:

Title 20 - Subchapter a - Part 107 - Subpart B: Diminution of Sentence -Discusses calculations on determining statutory good time and compensatory good time and describes those instances where committed persons would not be eligible for compensatory good time.

Title 20 - Subchapter a - Part 107 - Subpart C: Meritorious Good Time - Discusses the criteria for awarding Meritorious Good Time to committed persons.

Title 20 - Subchapter a - Part 107 - Subpart F: Earned Good Conduct Credits -Discusses eligibility requirements for Earned Good Conduct Credits for committed persons who are engaged in full time substance abuse, correctional industries, or academic or vocational education programs.

Title 20 - Subchapter d - Part 420 - Assignment of Committed Persons -Discusses the criteria the "Assignment Officer" uses to among other matters, conduct reviews and make recommendations concerning institutional assignments, inter-institutional transfers, security classifications and program

assignments. Also describes the process for which committed persons can request to be considered for placement in programs or assignments for which they are eligible to receive earned good conduct credits.

Title 20 - Subchapter d - Part 430 - Library Services and Legal Materials -Discusses access to library services and legal materials, the assistance in the preparation of legal documents and photocopying services.

Title 20 - Subchapter d - Part 445 - Committed Persons' Business Ventures -Discusses the requirements of committed persons wishing to submit manuscripts for publication, and gaining approval of the CAO before entering into business ventures. Also provides for releasing Arts and Crafts work to visitors with the approval of the CAO.

Title 20 - Subchapter e - Part 502 - Subpart B: Cleanliness and Grooming for Committed Persons- Discusses the procedures for obtaining new identification photography for any committed person who has significantly changed their appearance by growth, elimination or color change of hair. Discusses that at the discretion of the CAO, committed persons may be required to abide by an individual grooming policy for those individuals who continuously changes his or her appearance, creates a security risk or creates a sanitation problem.

Title 20 - Subchapter e - Part 504 - Subpart A: Administration of Discipline -Discusses Offenses and Maximum Penalties for disciplinary offenses, Preparation and Review of Disciplinary Reports, temporary confinement, investigations and Adjustment and Program Committee hearings.

When a disciplinary report is issued

- Ticket will be served to the offender within 8 days of the incident.
- Ticket will be heard by Adjustment Committee within 14 days of the ticket being issued.
- Discipline will be suggested by the Adjustment Committee to the CAO.
- CAO can approve or reduce the discipline given by the Adjustment Committee.
- Results from the ticket shall be distributed to offender once signatures are obtained from Adjustment Committee members and CAO.
- Discipline credit will be retroactive to the date disciplinary report was issued.

Investigative disciplinary reports

- Resident may be placed on investigative status for up to 30 days pending investigation.
- Investigation can be extended for an additional 30 days with CAO approval.
- Investigations beyond 60 days shall require IDOC Director approval.
- Ticket will be issued upon completion of investigations
- Discipline credit will be retroactive to the date resident was placed on investigative status.

The below penalties are a reduction from the maximum penalties allowed under Departmental Rule 504. Staff are expected to follow the timeframes in this document beginning October 1, 2020.

Offense	Maximum Penalties for Offenders per Dept. Direction			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
100. Violent Assault of any Person	1 year	90 days	1 year	1 year

Offense	Maximum Penalties for Offenders per Dept. Direction			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
101. Arson	1 year	90 days	1 year	6 months
102a. Assault with Injury	1 year	90 days	1 year	1 year
102b. Assault	1 year	90 days	6 months	3 months
102c. Assault of an Offender	6 months	90 days	6 months	3 months
103. Bribery & Extortion	1 year	0 days	1 year	29 days
104. Dangerous Contraband	1 year	90 days	1 year	1 year
105. Dangerous Disturbance	1 year	90 days	1 year	6 months
106. Escape or Runaway	1 year	1 year	1 year	1 year
107. Sexual Misconduct	6 months	90 days	6 months	6 months
108. Sexual Assault	1 year	90 days	1 year	1 year
109. Electronic Contraband	1 year	90 days	1 year	3 months
110. Impeding or Interfering with an Investigation	3 months	0 days	3 months	29 days
111. Security Threat Group or Unauthorized Organizational Leadership Activity	1 year	90 days	1 year	1 year
201. Concealment of Identity	6 months	0 days	0 days	29 days
202. Damage or Misuse of Property	6 months	0 days	0 days	0 days
203. Drugs and Drug Paraphernalia	6 months / 1 month for intoxicants	0 days / 1 month for intoxicants	6 months	6 months / 29 days for intoxicants
204. Forgery	3 months	0 days	0 days	0 days
205. Security Threat Group or Unauthorized Organizational Activity	6 months	0 days	0 days	29 days
206. Intimidation or Threats	6 months	0 days	0 days	29 days
208. Dangerous Communications	6 months	0 days	0 days	29 days
209. Dangerous Written Material	6 months	0 days	0 days	29 days
210. Impairment of Surveillance	6 months	0 days	0 days	29 days
211. Possession or Solicitation of	6 months	0 days	0 days	29 days

Offense	Maximum Penalties for Offenders per Dept. Direction			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
Unauthorized Personal Information				
212. Frivolous Lawsuit	0 days	0 days	6 months	0 days
213. Failure to Reveal Assets	0 days	0 days	0 days	0 days
214. Fighting	6 months	6 months	0 days	29 days
215. Disobeying a Direct Order Essential to Safety and Security	6 months	6 months	0 days	29 days
302. Gambling	3 months	3 months	0 days	0 days
303. Giving False Information to an Employee	3 months	3 months	0 days	0 days
304. Insolence	3 months	3 months	0 days	0 days
305. Theft	6 months	6 months	0 days	0 days
306. Transfer of Funds	3 months	3 months	0 days	0 days
307. Unauthorized Movement	3 months	3 months	0 days	0 days
308. Contraband or Unauthorized Property	6 months	6 months	0 days	0 days
309. Petitions, Postings, and Business Ventures	3 months	3 months	0 days	0 days
310. Abuse of Privileges	3 months	3 months	0 days	0 days
311. Failure to Submit to Medical or Forensic Tests	3 months	3 months	0 days	0 days
312. Possession of Money	3 months	3 months	0 days	0 days
313. Disobeying a Direct Order	6 months	6 months	0 days	0 days
402. Health, Smoking, or Safety Violations	3 months	3 months	0 days	0 days
404. Violation of Rules	1 month	1 month	0 days	0 days
405. Failure to Report	1 month	1 month	0 days	0 days
406. Trading or Trafficking	2 months	2 months	0 days	0 days
501. Violating State or Federal Laws	1 year	90 days	1 year	1 year
601. Aiding and Abetting, Attempt, Solicitation, or Conspiracy	Same as underlying	Same as underlying	Same as underlying	½ as underlying offense

Offense	Maximum Penalties for Offenders per Dept. Direction			
	Loss or Restriction of Privileges	B or C Grade	Sentence Credit Revocation	Segregation
	offense	offense	offense	

Title 20 - Subchapter e - Part 504 - Subpart F: Grievance Procedures for Offenders -Discusses procedures for the filing of Grievances, the duties of the Grievance Officer, Emergency grievances, the Appeals process and describes those grievances which should be submitted directly to the Administrative Review Board.

Title 20 - Subchapter e - Part 503 - Subpart B: Transfers -Discusses the provisions for Administrative Transfers, Assignment and Program Transfers, Disciplinary Transfers and transfers to specialized Mental Health settings. a request or recommendation for Assignment and Program Transfers may be submitted by a Department employee, the committed person, a Clinical Services Supervisor or, in Adult Transition Centers, the Chief Administrative Officer.

Title 20 - Subchapter e - Part 535 - Personal Property -Discusses procedures for all aspects of Personal Property including Permit items, Audio-Visual Equipment, Reading Material, Commissary/Vendor purchases, Jewelry, Clothing and other property. Also discusses the procedures for the handling of Personal Property for New Admissions, Institutional Transfers, Temporary Absences, Parole or Discharge, Disposal of Personal Property Items, Security of Personal Property and Unclaimed Personal Property.

Title 20 - Subchapter e - Part 525 - Rights and Privileges - Discusses Resident's rights as it pertains to Visitation (Clergy/Attorneys), Mail, Telephone Calls, Publications, and Marriage and to Privileges as it pertains to visiting (Family/Friends). Mail, Telephone and Visiting Rules are outlined elsewhere in this manual.

Title 20 - Subchapter a - Part 110 - Reimbursement of Expenses - Discusses charges for expenses for costs of incarceration or for the expenses incurred during incarceration such as medical, dental or educational expenses. Describes the responsibility and requirements of committed persons to provide complete financial information to the state and gives guidelines for referral to the Attorney General to institute proceedings for reimbursement to the Department for expenses incurred by the committed person's incarceration.

Title 20 - Subchapter d - Part 425 - Chaplaincy Services and Religious Practices - Discusses the provision for committed persons to be given reasonable opportunities to pursue their religious beliefs and practices. Discusses the duties and purpose of the Religious Practice Advisory Board, Chaplains and Religious Program Volunteers, and details the provisions for the development of approved Religious Activities. Also discusses the accommodation of Religious Diets, Religious Publications and Recordings, and Religious items.

NOTE: Some of the above information has been covered elsewhere in this handbook as it directly relates to Fox Valley Adult Transition Center.

Security Threat Group Renunciation Process

Residents who are known to have been active members of any Security Threat Group (Gangs) are required to have completed the Renunciation Process before being assigned to Work Release. Gang

activity is not allowed, and any resident found to be involved in any gang activity or associating with known Gang members may lose their Pre-Release status and be immediately transferred to Dwight CC.

Specimen Collection for Genetic Marker Indexing

In accordance with State Laws and Illinois State Police (ISP) rules for genetic marker indexing, the Department shall collect specimens from:

All persons convicted or found guilty of an offense classified as a felony under Illinois Law on or after August 22, 2002; Persons found guilty or given supervision for any offenses classified as a felony under the Juvenile Court Act of 1987 on or after August 22, 2002; Persons incarcerated in a Department facility on or after August 22, 2002 if discharged or released to parole or MSR; and Persons seeking transfer to or residency in Illinois under the Interstate Compact for Adult Offender Supervision or Interstate Agreement on Sexually Dangerous Persons Act.

Buccal swabs shall be used to obtain specimens unless the buccal specimen is not adequate, the offender is physically unable to perform the swab, or the offender refuses to provide the specimen. In those instances, the specimen shall be collected through a blood draw. Refusal to provide a specimen shall result in disciplinary action including but not limited to revocation of good conduct credits; shall result in forcible blood draw specimen collection; and, may result in referral to the State's Attorney for prosecution. **NOTE:** Offenders who are physically unable to provide a specimen shall **NOT** be subject to disciplinary action for failure to provide a specimen.

Sexual Assault Prevention and Intervention

It is the policy of the Fox Valley Adult Transition Center to provide a safe and secure environment for all Offenders and to maintain a program for the prevention of sexual assaults. Prompt staff intervention shall be provided in the event of a suspected or actual offender sexual assault.

Should any resident allege to be a victim of a sexual assault, prompt protection from the alleged assailant will be offered and the incident investigated. The person designated as the Sexual Assault Prevention and Intervention Officer is the Center Supervisor of Fox Valley Adult Transition Center. Any resident wishing to report such an assault can report to any staff member, or directly to the Center Supervisor. Upon receipt of such a report, immediate action will be taken to investigate the alleged assault and the victim will receive appropriate medical care.

A mental health professional shall assess the need for counseling services. Other supportive services will be available as needed. Residents need not name their attacker to receive medical, mental health and other supportive services.

Sexual abuse and custodial sexual misconduct are against the law.

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

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

What is sexual abuse?

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

Examples of sexual abuse

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

How to prevent sexual abuse

- Anyone offering you favors, lending you things, or providing you protection, may be setting you up for an assault or targeting you as a potential victim. **DON'T DO IT!**
- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, leave or call out for a staff member. It's your right to say "NO," "STOP IT," or "DON'T TOUCH ME!"
- If you or someone else is being pressured for sex, tell a staff member immediately. You don't need to wait for an assault to happen to ask for help.
- Be aware of areas where it may be hard to be seen by staff or where you would have trouble getting help if you needed it.
- Stay out of other people's cells and keep them out of yours.
- Be alert – contraband such as drugs and alcohol will make it hard for you to stay alert and make decisions.

What to do if you've been sexually abused

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

How to report sexual abuse

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

1. Talk to any staff member you feel comfortable with. This can be a security staff, counselor, nurse, ANYONE. (or)
2. Send a note, request slip, or file a grievance and then place into the facility mail. (or)
3. Report the incident to the **PREA Report Line 1-(217) 558-4013**. This number can be accessed from Resident phones. Simply enter your pin and dial this number, like any other phone call. This call is free.
 - a. You will get a recorded message and you need to leave all the information you can or are comfortable giving. Remember, we cannot conduct an investigation if we do not have enough information.
 - b. What occurred, who is involved, and where did this occur. All information will be kept in strict confidence.
4. Write to either of the below addresses, providing a description of the event and the people involved.
 - a. John Howard Association
Attention: PREA
70 East Lake St. Ste. 1116
Chicago, IL 60601
 - b. Illinois Department of Corrections
Attention: PREA
1301 Concordia Court
Springfield, IL 62794-9277

Senate Bill 796 - Public Act 90-0066 - Custodial Sexual Misconduct;
Custodial Sexual Misconduct (720 ILCS 5/11-9.2)

- a. A person commits the offense of custodial sexual misconduct when he or she is an employee of a penal system and engages in sexual conduct or sexual penetration with a person who is in the custody of that penal system.
- b. A probation or supervising officer commits the offense of custodial sexual misconduct when the probation or supervising officer engages in sexual conduct or sexual penetration with a probationer, parolee, or releasee who is under the supervisory, disciplinary, or custodial authority of the officer so engaging in the sexual conduct or sexual penetration.
- c. Custodial sexual misconduct is a Class 3 felony.
- d. Any person convicted of violating this Section immediately shall forfeit his or her employment with a penal system.
- e. For purposes of this Section, the consent of the probationer, parolee, releasee, or resident in custody of the penal system shall not be a defense to a prosecution under this Section. A person is deemed incapable of consent, for purposes of this Section, when he or she is a probationer, parolee, releasee, or resident in custody of a penal system.
- f. This section does not apply to:
 - 1. Any employee, probation, or supervising officer whom is lawfully married to a person in custody if the marriage occurred before date of custody.
 - 2. Any employee, probation, or supervising officer who has no knowledge, and would have no reason to believe, that the person with whom he or she engaged in custodial sexual misconduct was a person in custody.
- g. In this Section:
 - 1. "Custody" means:
 - i. pretrial incarceration or detention;
 - ii. incarceration or detention under a sentence or commitment to a State or local penal institution;
 - iii. parole or mandatory supervised release;
 - iv. electronic home detention;
 - v. probation.

Release Planning

The Resident's assigned Counselor is responsible for coordinating the transition of offenders from the institution to the community. This transition occurs when you are granted mandatory supervised release or are accepted into a community correctional center program. Within one year of year release you should provide your Field Services Representative with some placement options and their addresses. Your Counselor will contact you and assist with release plans; this may include arranging for a place to live, providing community resource information, etc. Counseling staff will generally contact you for parole plans when you have six months left to serve on your sentence. If you are in need of assistance with parole plans, send a request slip to your assigned Counselor.

Grievances or requests for reasonable modifications of the general public shall be filed and processed in accordance with this Part.

The Department shall take reasonable steps to ensure that the grievance procedures contained in this Part and 20 Ill. Adm. Code 504. Subpart F or G are accessible to and usable by individuals with disabilities.

Certificate of Relief from Disabilities - (Public Act 93-0207 (House Bill 569))

On July 18, 2003 Governor Blagojevich signed HB 569 into Law and the Legislation (Public Act 93-0207) became effective January 1, 2004. The Legislature passed this law in reaction to institutional and/or

perceived barriers for individuals with criminal records in securing various professional licenses allowing them to work in certain careers including landscaping, nail technicians, barbers, real estate agents, professional boxers and others.

This Legislation creates two types of certificates for first-time non-violent felony offenders who meet eligibility requirements that can be applied for through the Prisoner Review Board. This law is intended to remove any real or perceived barriers to gaining a state license that may have been revoked or suspended based on a first-time felony conviction.

The certificate may also be granted to those who were not licensed previously but show interest in gaining a particular state license or certificate. The license or certificate shall be restored or granted unless the authority having jurisdiction of such license rights finds after investigation and hearing that restoration is not in the public interest. This legislation DOES NOT apply to suspension or revocation of a license to operate a motor vehicle and is NOT a guarantee of getting an approved license.

Counselors will have the opportunity to make recommendations to the PRB and provide relevant information. Information detailing the request process and eligibility requirements will be provided upon request by the resident.

In addition, if you stay crime-free (no new offenses) for at least 3 years after successful completion of parole, you can also apply to the PRB for a CERTIFICATE OF GOOD CONDUCT to use in other job interviews.

Americans with Disabilities (ADA)

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

Request for ADA Accommodations

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

Deaf and Hard of Hearing:

If you are Deaf or Hard of Hearing, or think you have trouble hearing, there are accommodations available: You may request a hearing screening to assess your level of hearing. Offenders who are determined to be Deaf or Hard of Hearing will have an assessment completed by a Qualified Specialist that visits the facility on a periodic basis. The Qualified Specialist will complete a communication plan for each offender he/she assesses. In the meantime, offenders who need to be accommodated for a Deaf or Hard of Hearing issue should have an interactive dialogue with the facility ADA Coordinator.

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

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

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

SIGN LANGUAGE: If sign language is your primary language, tell your counselor and request that the facility ADA Coordinator be notified. You may request a sign language interpreter for interactions that are complex, lengthy, or involve legal due process. Significant interactions that may require a sign interpreter include: introduction to facility rules; counseling sessions; educational and vocational programs; medical and mental health services; religious and other group setting services; due process procedures including disciplinary hearings and Prisoner Review Board hearings; and field services' pre-release instructions.

Temporary identification cards for released offenders:

Residents of this facility do not generally need Temporary ID cards as all residents are required to obtain permanent State ID cards before they can look for a job. However, in rare cases such as the resident being paroled before that ID is obtained, Residents may request that a temporary identification card be issued upon release. This card may be used as one form of identification required by the Secretary of State to obtain a State of Illinois Identification Card and will be valid for a period of 30 days from the date of issue.

You may request a Temporary Identification Card no later than five days prior to release on Parole, Mandatory Supervised Release or Discharge whenever possible.

To request a Temporary Identification Card, you must submit a written request to your assigned counselor and provide the required documentation for issuance of the Identification Card. Your counselor will advise you of any documentation needed to obtain this ID.

If you have questions regarding obtaining a Temporary Identification Card, your counselor can assist you.

Services Reference Guide

Advocacy
<u>John Howard Association</u>

P.O. Box 10042
Chicago, IL 60610-0042

Mental Health Services

Pillars

6918 Windsor Avenue
Berwyn, IL 60402
708-795-4800

The Crisis Center

Tinley Park, IL
708-429-7255

RAINN's National Sexual Assault Hotline

800-656-4673

National Domestic Violence Hotline

800-799-7233

National Suicide Prevention Lifeline

800-273-8255

Crisis Counselor

Text

Text HELLO to 741741

Lighthouse Counseling Center

143 S. Lincoln Ave
Aurora, Illinois 60505
847-840-3737

Amita Health Medical Group

Behavioral Medicine

1325 N. Highland Ave, Ste 104
Aurora, Illinois 60506
630-859-2222

Substance Abuse Services

Mutual Ground, Inc. – Services

418 Oak Avenue
Aurora, IL 60506
630-966-4000

Breaking Free Outpatient Substance Abuse Services

120 Gale Street
Aurora, Illinois 60506
630-897-1003

Gateway Foundation, Inc

400 Mercy Lane
Aurora, Illinois 60506
630-283-8985

Alcoholics Anonymous

(202) 966-9155

Narcotics Anonymous

(800) 543-4670