



Illinois Department of Corrections

Administrative Directive

Number: 04.01.105	Title: Facility Orientation	Effective: 4/1/2023
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	04.01.105 effective 4/1/2022

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-4B-27, 5-ACI-5A-01, 03, 04, 05
Referenced Policies: 05.07.102	Referenced Forms: DOC 0291 – Orientation Receipt

I. POLICY

The Department shall establish a comprehensive orientation program for incoming individuals in custody at all correctional facilities that shall include the distribution of an orientation manual prepared in a format consistent throughout the Department.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines for staff to ensure that an orientation program and manual is provided to each individual in custody admitted to the correctional facility.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive of the level of Chief Administrative Officer or above may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Orientation status – the time that an individual in custody must serve being oriented to a new facility upon transfer, including transfer from a Reception and Classification Center.

Reception status – the time that an individual in custody must serve upon admission to the Department or upon return through a Reception and Classification Center as an escapee, a parole or mandatory supervised release violator or an individual who has violated adult transition or electronic monitoring rules.

Security Threat Group (STG) – individuals or groups of individuals, both within and outside of the Department, who pose a threat to the safety of the public, staff, individuals in custody and to the security and orderly management of a correctional facility.

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F. General Provisions

1. An individual in custody's reception status at a Reception and Classification Center shall terminate once the individual in custody is transferred to an assigned correctional facility in accordance with Administrative Directive 05.07.102.
2. Upon transfer from any facility, including a Reception and Classification Center, the individual in custody shall be placed in orientation status and shall be housed separately from general population, when feasible, until completion of the orientation program.
3. A facility orientation program shall be presented to each incoming individual in custody and completed within seven (7) calendar days after admission, except in unusual circumstances. For a non-English speaking individual in custody, reasonable efforts shall be made for the orientation to be explained to him or her in a language he or she understands.
 - a. The program shall stress all pertinent aspects of the facility's expectations of each individual in custody and what an individual in custody may expect to derive from established programs and services. It shall include, where applicable, an explanation of orientation status, disciplinary rules, grievance procedures, the Security Threat Group avoidance renunciation policies and protective custody.
 - b. An orientation manual shall be provided to each individual in custody. The manual shall be explained to the individual in custody during the orientation program.

NOTE: Additional copies of the current orientation manual shall be maintained in the law library, restrictive housing and in each housing unit to allow for individuals in custody to review, upon request.

- c. Individuals in custody shall receive written orientation materials and/or translations in their own language. Orientation materials may also be provided electronically, but individuals in custody in special management and restrictive housing must be provided information in a written format so that their access to information is not impeded by their custody status.
 - d. When a literacy problem exists, a staff member shall assist the individual in custody in understanding the material.
 - e. At the conclusion of the orientation program, each individual in custody shall be requested to sign an Orientation Receipt, DOC 0291, indicating he or she has participated in the orientation program and has obtained a copy of the manual. If an individual in custody refuses to sign the DOC 0291, the employee shall document the refusal on the DOC 0291 and sign and date.
 - f. The DOC 0291 shall be placed in the individual in custody's master record file or center file as appropriate.
4. The facility's orientation manual shall be maintained on a current basis.

G. Development of an Orientation Manual

An orientation manual shall be prepared in a format that addresses in detail, but shall not be limited to, the following areas:

1. General Introduction

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This section of the manual shall provide general information concerning the mission and goals of the Department and fundamental information concerning the process for new admissions regarding classification, placement and orientation.

- a. Statement of Purpose
- b. Classification
- c. Placement
- d. Orientation Status for individuals in custody

2. Organization

This section shall provide general information regarding the organization of the facility.

- a. Table of Organization
- b. Responsibilities of Major Departments

3. Operations

This section shall describe fundamental information concerning the following:

- a. Admission Procedures
- b. Housing Units
 - (1) General Population
 - (2) Restrictive Housing
 - (3) Administrative Detention
 - (4) Temporary Confinement
 - (5) Protective Custody
 - (6) Other Specialized Housing
- c. Schedules
- d. Movement
- e. Assignment
- f. Department Rules including, but not limited to:
 - (1) Diminution of Sentence
 - (2) Earned Discretionary Sentence Credit
 - (3) Earned Program Sentence Credit
 - (4) Assignment Committees

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- (5) Library Services and Legal Materials
- (6) Committed Persons Business Ventures
- (7) Cleanliness and Grooming for Individuals in Custody
- (8) Discipline
- (9) Grievance Procedures
- (10) Rights and Privileges
- (11) Transfers
- (12) Personal Property
- (13) Reimbursement for Expenses
- (14) Chaplaincy Services and Religious Practices
- g. Institutional Rules
- h. The Security Threat Group Renunciation Process
- i. Specimen Collection for Genetic Marker Indexing
- j. Information explaining the Department's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment, as well as contact information for local, State or national victim advocacy or rape crisis organizations.

4. Programs and Services

This section shall provide a comprehensive catalog of available programs.

- a. Educational
- b. Career and Technical Education
- c. Case Management and Counseling
- d. Medical and Health Care
- e. Americans With Disabilities Accommodations
- f. HIV and AIDS counseling and testing
- g. Mental Health
- h. Leisure Time Activities and Recreation
- i. Chaplaincy and Religious Services
- j. Library, including satellite law library, where applicable
- k. Volunteers

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- I. Release Planning, including Birth Certificate, Social Security Card, Certificate of Relief from Disabilities and issuing temporary IDs
 - m. Substance Abuse Programs
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