



Illinois Department of Corrections

Administrative Directive

Number: 03.03.101	Title: Training Academy Attendance Guidelines	Effective: 11/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	03.03.101 effective 6/1/2017

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1C-01, 06, 07, 09, 12, 16, 20 and 22 5-ACI-1D-10 and 12
Referenced Policies: 01.02.104 02.65.173	Referenced Forms: DOC 0023 – Cadet Registration Information DOC 0126 – Notification of Absence DOC 0517 – Correctional Officer Trainee/Correctional Treatment Officer Trainee Day 1 Roster

I. POLICY

Registration and attendance for staff attending training provided through the Office of Staff Development and Training shall be in accordance with the guidelines of this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish registration processes and guidelines for persons who participate in training sessions at the Training Academy, regional satellite training sites or other sites designated for training by the Manager of Staff Development and Training.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive is not required.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Academy – for the purpose of this directive means the Department of Corrections Office of Staff Development and Training, regional satellite training sites or other sites designated for training by the Manager of Staff Development and Training.

Trainee – for the purpose of this directive means any individual attending training, regardless of his or her payroll title.

F. General Provisions

1. All persons attending pre-service and in-service training sessions shall:

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- a. Abide by all Personnel Rules.
 - b. Complete all assigned training during the designated training schedule.
 - c. Wear or carry his or her identification badge in accordance with Administrative Directive 01.02.104.
 - d. Be on time for class.
 - e. Be subject to the commands of Academy and other appropriate staff.
 - f. Maintain a quiet, disciplined and professional manner and act in a courteous and dignified way.
 - g. Wear the uniform issued by the Department or attire appropriate to his or her position, unless otherwise instructed.
 - h. During normal classroom activity, dress in such a manner that they will be considered a credit to the Department. Unless otherwise approved by the Manager of Staff Development and Training, cutoffs and shorts shall not be acceptable as dress in the Academy classrooms, offices or dining hall. Athletic style clothes may be worn when participating in specific classes requiring that type of clothing, such as self defense or control tactics.
 - i. Be subject to search in accordance with departmental rules and directives.
 - j. Maintain the lounge areas, classrooms, dormitories, dining hall and corridors in a neat and orderly fashion, placing all trash in the proper receptacles.
 - k. When using the gymnasium, ensure that all athletic equipment is used safely and returned to its proper place.
 - l. Refrain from having food or drinks in the gymnasium, except for water bottles or as otherwise authorized.
 - m. Smoke only in designated smoking areas.
 - n. Never extinguish cigarettes on the floors, walls or other surfaces in the buildings; or deface or damage any property. Cigarette butts shall be disposed of in proper receptacles.
 - o. Refrain from using cellular telephones during training unless otherwise required by official duties, or as otherwise approved by the Manager of Staff Development and Training. Employees in pre-service security training shall be prohibited from possessing cellular telephones during training hours.
 - p. Upon completion or termination of training, return to the Training Academy all equipment and clothing issued for use during training.
2. All persons attending pre-service and in-service training sessions shall be subject to disciplinary action if they:
- a. Plagiarize, cheat or violate any Academy rules.
 - b. Possess, use or consume alcohol or illicit drugs on Academy property.

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NOTE: This shall not include proper use of prescription or over-the-counter medications.

- c. Gamble on Academy property.
 - d. Possess firearms, ammunition or other lethal or deadly weapons, as defined in the Illinois Compiled Statutes, on Academy property unless authorized by the Director.
3. All persons attending pre-service and in-service training sessions who are assigned dormitory rooms shall be responsible for the cleanliness and condition of those rooms and ensure that:
- a. Beds are made daily;
 - b. Floors are cleared and clean;
 - c. Clothing is stored in proper locations;
 - d. Furniture is in the proper place;
 - e. Lights are turned off when not in use;
 - f. Maintenance and safety problems are reported;
 - g. Evacuation routes are known and understood; and
 - h. Restroom cleanliness is maintained.
4. The Academy has no co-ed dormitory floors. No male or female shall be allowed in the dormitory area or room of a member of the opposite gender at any time except for inspections or emergency situations.
5. All persons attending pre-service security training sessions shall:
- a. Abide by the dress and grooming code set forth in the Staff Development and Training Cadet Manual.
 - b. Stand inspection at a designated place and time on a daily basis.
 - c. Receive no visitors on the Academy grounds or in any Academy building unless special permission is granted from the Manager of Staff Development and Training.
 - d. Be prohibited from leaving the grounds of the Academy. Academy grounds shall be defined as the east wall of the Administration Building, the south wall of the gymnasium, the north wall of Burd and Thomas Halls, and the west wall of the dining hall.
 - e. Be in their dormitories between the hours of 10:00 p.m. and 5:00 a.m. daily, except when a scheduled training exercise conflicts with these hours or as otherwise authorized by the Manager of Staff Development and Training. Dormitories shall be locked during these hours and access shall be denied.
 - f. Not be permitted vehicles unless special authorization is granted by the Manager of Staff Development and Training.
6. All persons housed at the Training Academy while attending pre-service non-security training or in-service training shall:
- a. Be in their dormitories between the hours of 12:00 a.m. and 5:00 a.m. daily, except when

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a scheduled training exercise conflicts with these hours or as otherwise authorized by the Manager of Staff Development and Training. Dormitories shall be locked during these hours and access shall be denied.

- b. Receive no visitors on the Academy grounds or in any Academy building unless special permission is granted from the Manager of Staff Development and Training. Requests for visits shall be made in writing.
7. All persons attending training sessions provided by the Academy shall be provided with:
- a. Meals served in the Academy dining hall if available or as otherwise approved by the Manager of Staff Development and Training.
 - b. A room in the dormitory of the Academy if overnight lodging is required and rooms are available.
8. Meals and lodging acquired off Academy grounds shall be at the employee's own expense when such services are available at the Academy, unless approval is obtained from the trainee's Chief Administrative Officer.
9. Nothing in this directive shall preclude the alteration of guidelines established herein as determined necessary by the Director or by the Manager of Staff Development and Training. Any such changes shall be in writing and shall be posted as appropriate.

G. Cadet Registration

- 1. Upon hire of a Correctional Officer Trainee or Correctional Treatment Officer Trainee, the hiring facility or program site shall submit uniform information to the Training Academy on the Cadet Registration Information, DOC 0023.
 - a. Only the top section of the DOC 0023 shall be completed, including the individual's name, facility, position, starting date, gender and clothing sizes.
 - b. The DOC 0023 shall be submitted to the clothing coordinator at the Training Academy via electronic mail or fax. A copy of the DOC 0023 shall be retained by the hiring facility or program site until the individual reports to the Training Academy.
- 2. The clothing coordinator at the Training Academy shall issue clothing to the cadet and ensure return of those items upon completion or termination of training.
 - a. The number of items issued to the cadet and the date issued shall be recorded on the middle section of the DOC 0023 and be signed by the receiving cadet.
 - b. Upon completion or termination of training, the number of items returned shall be recorded on the middle section of the DOC 0023 and be initialed by the receiving staff member. It shall be indicated whether all items were returned or whether some items were not returned.
 - c. If any items were not returned:
 - (1) The bottom section of the DOC 0023 shall be completed to indicate the missing items. The cadet shall be required to sign this section indicating he or she acknowledges that final compensation will be withheld until the items are returned.
 - (2) The Manager of Payroll/Timekeeping/Claims shall be advised verbally, and a

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copy of the DOC 0023 shall be subsequently forwarded to him or her, to withhold the final compensation until return of the items.

- (3) Upon return of the items, the date returned and the receiving staff initials shall be recorded on the DOC 0023 and the Manager of Payroll/Timekeeping/Claims shall be advised to release the final compensation.
3. The completed DOC 0023 shall be retained for a minimum of one year after return of State issued items.
4. Prior to the first day of PreService Correctional/Treatment Officer Training, the facility Personnel Office shall complete and forward to appropriate staff the Correctional Officer Trainee/Correctional Treatment Officer Trainee Day 1 Roster, DOC 0517, indicating new hires that are scheduled to begin the upcoming PreService Correctional/Treatment Officer Training.
5. Upon receipt, the designated staff shall ensure all persons reporting for Day 1 of PreService Correctional/Treatment Officer Training sign in on the DOC 0517.
 - a. Only those individuals listed on the DOC 0517 shall be permitted to attend training.
 - b. The facility Personnel Office shall be notified of any person listed on the DOC 0517 that has not reported.
 - c. Upon verification that all persons are accounted for, either by signature or no show, designated staff shall certify the accuracy of the list and the DOC 0517 shall be returned to the facility Personnel Office.
6. Upon receipt of the DOC 0517, the facility Personnel Office shall immediately forward via electronic mail the completed form to the Manger of Staff Development and Training and the Manager of Central Screening.
7. A copy of the DOC 0517 shall be maintained by the facility for no less than the certification period for all persons identified thereon.

H. Absence from Training Programs

Approved absences from any part of a training day shall be the basis for a trainee being allowed to make up missed class work. Only absences due to serious emergencies, including but not limited to, deaths in the family, having a baby or critical illnesses shall be considered for approval.

1. A Notification of Absence, DOC 0126, shall:
 - a. For pre-service security training, be completed by the trainee and submitted to the Manager of Staff Development and Training for approval. The Manager of Staff Development and Training shall notify, via telephone, the facility Training Coordinator of the absence and forward the approved DOC 0126 report to the trainee's facility. A photocopy of the DOC 0126 shall be maintained in the training program file at the Academy.
 - b. For in-service training, be completed in accordance with Administrative Directive 02.65.173. The trainee's Supervisor shall notify the Training Academy that the employee will not attend the scheduled training.
2. The Manager of Staff Development and Training shall determine if the training missed during the approved absence may be made up within the confines of the remaining training schedule.

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- a. If the training may be made up during the remaining training schedule, the trainee shall be advised that he or she is responsible for contacting the instructor:
 - (1) To obtain materials handed out during his or her absence; and
 - (2) To arrange time to make up any tests, projects or tasks completed during his or her absence.
- b. If the training cannot be made up within the confines of the remaining schedule, the trainee shall be advised to reschedule for the next available session. Certificates of completion shall be withheld until the trainee completes all portions of training as required by the Manager of Staff Development and Training.
- c. Any cadet who is or will be absent or unable to complete more than eight hours will be terminated or placed on an approved military or medical leave of absence, if applicable. If on approved leave, the cadet shall be required to complete all portions of training as required by the Manager of Staff Development and Training upon return from leave.

I. Administration of Discipline

1. General Discipline

- a. Discipline of any pre-service or in-service trainee shall only be imposed after a thorough review of facts, both written and verbal, by the Manager of Staff Development and Training.
- b. Persons shall be terminated from training programs or terminated from employment only for cause, such as, a demonstrated inability to academically perform, failure to qualify with required weapons, or a disregard of rules as outlined in this directive or as posted in appropriate public places in the Academy, etc.
- c. Discipline of any individual related to in-service training shall only be imposed after a thorough review of the facts, both written and verbal, by the assigned facility, office or program site.

2. Discipline as a Result of Employment Application

If a falsification of an employment application occurs:

- a. The Manager of Staff Development and Training shall, in consultation with the Director, determine if there is appropriate cause for discipline, including termination.
- b. Upon approval for discipline by the Director, the Manager of Staff Development and Training shall contact the appropriate Personnel office to initiate the disciplinary personnel transaction.