



# Returning Resident Clean Jobs Training Program 2024-25 Program Manual

## Chapter 3: Facilities and Security

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### Chapter Overview

By the end of this chapter, grantees will be able to:

- List the Illinois Department of Corrections (IDOC) facilities that offer the CEJA Returning Resident Clean Jobs Training Program.
- Explain how the Climate & Equitable Jobs Act (CEJA) supports the Illinois Department of Corrections' stated vision.
- Ensure prospective staff have realistic expectations of the unique circumstances and specific mindset necessary for providing workforce development in the correctional environment.
- Adhere to facility safety and security guidelines.
- Articulate the IDOC new hire orientation and New Employee Expectations Pre-service Orientation Training (PSOT) expectations.
- Comply with technology and equipment purchase, maintenance, and storage requirements.

The Climate and Equitable Jobs Act (CEJA) workforce program will deliver clean jobs training in select Illinois Department of Corrections (IDOC) facilities to individuals within thirty-six (36) months of their release to prepare them to work in clean energy and related sector jobs upon release. Grantees delivering the CEJA Returning Resident Clean Jobs Training Program must fully comply with expectations and security guidelines regarding accessing and functioning within the facility.

### Correctional Facilities

According to the IDOC, The Illinois Department of Corrections serves justice in Illinois and increases public safety by promoting positive change for those in custody (also referred to as returning residents or residents), operating successful reentry programs, and reducing victimization (Agency Overview, 2025). Through the Office of Adult Education and Vocational Services (OAEVS) all individuals in custody receive an educational assessment that will determine the individual's achievement level. Mandated basic literacy programming in reading and math is provided for individuals in custody who are below the 6th grade level. Special education services are provided to those who qualify with an educational

## CEJA Returning Resident Clean Jobs Training Program

handicap. GED instruction and instructional programming in life skills are provided to better prepare returning residents for community reintegration upon release. College academic and vocational courses are also available to qualifying individuals in custody (Adult Education & Vocations Services, 2025).

As a part of the OAEVS mission, the following four (4) facilities (Facilities, 2025) will partner with CEJA grantees to launch and deliver the Returning Resident Clean Jobs Training Program:

- *Kewanee Life Skills Entry center*

The main objective of the Kewanee Life Skills Re-Entry Center is to build valuable life skills and prepare the men in custody for reentry into society while maintaining safety and security. The Kewanee Life Skills Re-Entry Center is comprised of eleven (11) buildings, totaling 223,730 square feet, sitting on over ninety-three (93) acres of land, where twenty-six (26) acres are fenced. The center focuses on individuals in custody who are ready to make needed changes in order to successfully reintegrate into their community. The facility will offer educational, job readiness, and cognitive behavior therapy (CBT) to individuals in custody who have one (1) to four (4) years left on their sentence and qualify for placement at the center.

The Kewanee Life Skills Entry center offers the following programs to individuals in custody, including academic, career and technical education, volunteer services, clinical services, mental health services, and Chaplaincy.

- *Decatur Correctional Center*

The mission of the Decatur Correctional Center includes providing a continuum of programs and services to help female individuals in custody reestablish and strengthen their relationships with their children and enhance their ability to grow within the family structure. The facility offers female individuals in custody a variety of programs aimed at achieving these goals that also address the diverse needs of the individuals in custody, including medical, social, psychological, and educational needs. All programs are intended to equip the female individual in custody for a successful reintegration back into the community.

The Decatur Correctional Center is a minimum-security female facility with eight dormitory style-housing units, and an operational capacity of seven-hundred-and-seven (707) residents.

The Decatur Correctional Center offers the following programs to individuals in custody; academics, career and technical education, industry training, substance-abuse treatment, volunteer services, reunification, reentry, and other life skills training support.

- *Western Illinois Correctional Center*

The Western Illinois Correctional Center is a medium security male facility that houses general population individuals in custody and maintains programs to facilitate successful reentry. The facility has twenty-one (21) buildings inside a perimeter fence surrounding thirty-two (32) acres. The buildings include four housing units, an administration building, health care unit, a receiving and restrictive housing unit, dietary department, a warehouse and maintenance complex, a

## CEJA Returning Resident Clean Jobs Training Program

correctional industry meat processing plant, a training facility, and a multi-purpose building that houses academic, vocational, and gymnasium.

The Western Illinois Correctional Center offers the following programs to individuals in custody, academics, career and technical education, industry training, volunteer services, and other life, skill training support.

- *Vienna Correctional Center*

The Vienna Correctional Center is a minimum-security adult male facility. The mission of the Vienna Correctional Center is to protect the public through a system of incarceration, supervision, and education by securely supervising individuals in custody while providing a rehabilitative foundation for the individuals in custody who will reintegrate into society.

The Vienna Correctional Center, located in southern Illinois, is adjacent to the Shawnee National Forest. The Vienna Correctional Center sits on three-thousand and five-hundred (3,500) acres with forty (40) acres being enclosed by fences. The Vienna Correctional Center is the parent facility to the Dixon Springs-Impact Incarceration Program (IIP), located in Pope County.

As an incentive to rehabilitate negative behavior and reinforce rehabilitative qualities, the Vienna Correctional Center offers individuals in custody access to a variety of programs including, academics, career and technical education, and other life skills training support.

*Note: IDOC has designated a workspace at each of the four sites for the CEJA Returning Resident Clean Jobs Training Program. This is an empty unfurnished space that will need to be prepared for instruction by the grantees.*

## Department of Corrections Vision

The Department of Corrections vision includes the following (Agency Overview, 2025):

- Operate **safe, secure**, and humane correctional facilities.
- Provide quality services to those who require medical and mental health treatment.
- Evaluate people in custody individually and develop an appropriate course of action based on **individual needs**.
- Reduce recidivism by offering seamless, **efficient services** that are geared toward **rehabilitation**.
- Ensure that staff, their greatest asset, are **trained** to the highest professional level.
- Encourage open **communication** and sharing new ideas in this **team-based environment**.
- Serve the people of Illinois with **compassion** and **fairness**.

The CEJA Returning Resident Clean Jobs Training Program, as part of the **Climate and Equitable Jobs Act** legislation, is uniquely designed to provide training and career pathways for targeted groups that have historically been left out of workforce opportunities in clean energy. These opportunities target people with barriers to employment, including **formerly incarcerated** individuals. By respecting the Department

## CEJA Returning Resident Clean Jobs Training Program

of Corrections' vision and adhering to the CEJA equity values, the CEJA Returning Resident Clean Jobs Training Program will contribute to a more **equitable clean energy industry** in Illinois.

*Note: See Chapter 2: Program Culture, for more information about the CEJA equity values.*

## Hiring Program Staff

Providing services within a correctional facility is challenging but rewarding for individuals who can navigate a structured and demanding environment, while contributing positively to the facility's environment. Having a realistic picture of the responsibilities and challenges can help a person determine if this career path aligns with their values, skill set, and strengths.

Grantee staff should recognize, working in a correctional facility comes with unique circumstances and requires a specific mindset, skill set, and understanding of the environment. While safety and security expectations may seem intuitive for some, for others these expectations may present an imposition that prevents this work environment from being a good fit. All Returning Resident Clean Jobs Training Program staff who work inside the facility will undergo extensive background checks and drug screening.

*Note: More information regarding the background check, drug screening, and other relevant criteria, is available under **Facility Safety and Security**.*

Below are a few considerations for grantee applicants, before they accept a position that requires them to work onsite in the correctional facility:

### Understanding the Environment

- **Safety and Security**  
Correctional facilities prioritize safety and security above all else. Staff must adhere to strict procedures and be prepared for emergencies, including lockdowns.
- **Workplace Culture**  
The culture can be highly structured and rule-based, often demanding a high degree of vigilance and discipline.
- **Mental and Physical Demands**  
Upholding security protocols can be physically and mentally demanding.

### Emotional and Mental Preparedness

- **Emotional Resilience**  
Working in a correctional environment often involves high-stress situations and interactions with individuals who may be dealing with complex psychological issues. Being emotionally resilient and managing stress are key.
- **Boundaries and Professional Detachment**

## CEJA Returning Resident Clean Jobs Training Program

Building rapport with participants is part of maintaining control. It is also essential to set and maintain professional boundaries to avoid inappropriate relationships or potential manipulation.

### Interpersonal and Communication Skills

- **Conflict De-escalation**  
Conflict management skills are critical.
- **Clear and Direct Communication**  
Staff must communicate with clarity to ensure messages are understood and followed.
- **Cultural Awareness**  
Correctional facilities often have diverse populations. Understanding different backgrounds can improve communication.

### Ethical and Legal Responsibilities

- **Upholding Ethical Standards**  
Grantee staff are responsible for treating all individuals fairly and upholding the facility's standards, including respecting participants' rights and privacy within the facility's guidelines.
- **Understanding Legal Obligations**  
Grantee staff must follow legal protocols when facilitating instruction including reporting incidents and maintaining security.
- **Liability Awareness**  
Understanding the facility's policies thoroughly is crucial. Recognize that failure to adhere to procedures could lead to liability concerns.

### Training and Development Opportunities

- **Initial and Ongoing Training**  
IDOC provides required trainings on security, safety, emergency procedures, and mental health awareness.

*Note: See the **New Hire Orientation and Training** section below.*

- **Certifications**  
Certain roles may require additional certifications, such as crisis intervention, first aid, or specific correctional certifications.

*Note: Pre-Service Orientation Training (PSOT) is required for grantee staff working in a correctional facility. In addition, there are annual training requirements (i.e. cycle training), and digital training. These are completed during work hours and are considered part of the work schedule.*

# CEJA Returning Resident Clean Jobs Training Program

## Schedule and Working Conditions

- **Shift Work and Hours**

Many correctional facilities operate 24/7. It is important to understanding the scheduling expectations.

*Note: Determining work schedules is a collaboration between the grantee and the facility's Educational Facility Administrator (EFA).*

- **Physical Environment**

The work environment can require restricted movement within the facility. Grantees may be required to remain in a specific area/location for an extended period of time. Understanding the facility layout and staff work routines, can help grantee program staff function effectively within the environment.

## Personal Safety and Self-Care

- **Safety Protocols**

Grantees must follow safety protocols at all times.

- **Self-Care Practices**

Burnout can be a risk. Self-care practices are important.

While the initial interview will likely be facilitated at the grantees' location, it is recommended that a second interview for new hires is facilitated onsite at the correctional facility. This allows applicants to see and experience their work site and environment prior to making an appointment decision. Grantees should consider inviting the Educational Facility Administrator (EFA) to participate in the second interview or assist with answering candidate questions.

*Note: The second onsite interview is a recommendation, not a requirement. Please be reminded that grantees will need to request a One-Day Gate Pass for interviewees. The request should be submitted at least two (2) weeks in advance of the onsite interview.*

## Facility Safety and Security

Health, safety, and well-being are among the highest priorities at the Illinois Department of Corrections. Policies are established to ensure compliance for the health, safety, and well-being of the correctional facility employees, individuals in custody, and grantee staff including program administrators, trainers, instructors, and other relevant individuals accountable for implementing the Returning Resident Clean Jobs Training Program.

With the goal of creating and maintaining a healthy and safe environment, the following are requirements for grantee staff accessing an IDOC facility:

- Background checks

## CEJA Returning Resident Clean Jobs Training Program

- Drug screenings
- Pre-Service Orientation Training (PSOT)
- Accessing the facility protocols
- Dress code
- Reporting concerns and incidents

### Background Checks

Employee Services are accountable for **background checks**. ALL grantee staff accessing the facility will be subject to a background check. It is important to note that background checks can take up to three (3) months to complete. The Background Investigations Unit is responsible for conducting investigations into the backgrounds of grantee staff.

*Note: The IDOC Employee Services are consistently working on process improvements. Given this, they have dramatically improved their turnaround time for background checks. It is possible for background checks to take less than three (3) weeks. Keep in mind, there are exceptions if the results require further review.*

A complete background check may consist of, but not be limited to:

- Checking drivers' licenses
- FOID cards
- Full criminal history checks
- Offender and Visitor Tracking System information
- Juvenile Tracking System information
- Written and telephone inquiries for dispositions (any communications with an incarcerated/formerly incarcerated individual)
- Police reports
- Military backgrounds
- Employment reference checks
- Tattoo (photos must be submitted)

*Note: Any misinformation, misleading information, or omitted information can result in a failed background check.*

After the background check has been completed, files are then reviewed to determine if the grantee requires an administrative review.

Issues that require an administrative review may include, but not be limited to:

- Employed relative
- Close associate
- Former/current employee
- Former/current volunteer
- Incarcerated relative
- Incarcerated close associate

## CEJA Returning Resident Clean Jobs Training Program

- Convictions
- Suitability issues

*Note: Suitability issues may include, but are not limited to, falsification issues, contact with law enforcement, job discharges, negative employment history, inmate visits/correspondences, security threats, group affiliations, and military issues.*

The administrative review is then submitted to the Chief of Operations and the Director for evaluation. Grantee staff that are also former employees will also be submitted to the Central Personnel Office Manager for review. The Background Investigations Unit (BIU) is responsible for notifying the institutions of applicants' eligibility based on the results of the administrative review. They will also respond to inquiries regarding background investigation results, should a grantee staff person be determined ineligible, based on the administrative review.

The Background Investigations Unit coordinator acts as the Law Enforcement Agency Data System (LEADS) Administrative Coordinator. The Backgrounds Investigations Unit, Transfer Coordinator's Office, and the Operations Center are the locations where the LEADS program is operated.

The Background Investigations Unit (BIU) is responsible for updating current employee information on the Arrest Tracking System (ATS). New criminal history is obtained by this unit either by fingerprint card responses received from Illinois State Police and the Federal Bureau of Investigation (FBI), or by the employee's own admission. This information is added to the individuals record as new arrest data on the Arrest Tracking System.

*Note: If a background check produces negative results for a grantee's staff person, the grantee **must** inform their Grant Manager.*

### Drug Screenings

Once the background check is complete, the grantee staff can progress to the **drug screening**. Employee Services are accountable for drug screening. All grantee staff accessing the facility will be subject to the drug screening process. It is important to note that the drug screening process can take up to three (3) months to complete.

*Note: The IDOC Employee Services are consistently working on process improvements. Given this, they have dramatically improved their turnaround time for drug testing. Once a drug screening is set up with the applicant and the collection of the specimen is completed, it can take as little as two (2) days to receive the results from the lab and for the IDOC to record and issue the results. Keep in mind, there are exceptions if the results require further review.*

The IDOC Drug Screen Unit is responsible for conducting the initial and follow-up random drug testing. This unit will coordinate the drug screening of grantee staff and record all statistical data relating to the drug testing results. Drug screening personnel strive to make the drug testing procedure comfortable, yet professional and confidential for all involved.

*Note: If the grantee staff person tests positive on the drug screen, this could result in a request for proof of prescription or an automatic denial of access to the facility.*



## CEJA Returning Resident Clean Jobs Training Program

If a drug screening produces unfavorable results for a grantee staff person, the grantee **must** inform their Grant Manager.

## New Hire Orientation and Training

### Orientation

New employees at the Illinois Department of Corrections receive orientation training in accordance with Administrative Directive 03.03.102. The IDOC Training Academy uses Subject Matter Experts (SMEs) and Staff Development Specialists (SDSs) to provide evidence-based training. The goal of this training is to create a safe, secure, and humane environment for both staff and the residents. Grantees should be prepared that the IDOC new hire orientation process can take thirty (30) to forty-five (45) days, depending on the facility, their orientation curriculum, and their onboarding curriculum.

### Pre-Service Orientation Training (PSOT)

Once grantee staff have passed their background checks and drug screening, they are **REQUIRED** to attend the first available **New Employee Expectations Pre-Service Orientation Training**, also abbreviated, **PSOT**.

*Note: PSOT may not be immediately available on the grantee staff's start date. Grantee staff may still access the facility, with the expectation that they will attend and complete the first available PSOT..*

The New Employee Expectations Pre-Service Orientation Training (PSOT) will cover the following topics:

#### Day 1

- PSOT Orientation
- IDOC 101
- Professional Conduct
- Discipline & Report Writing

#### Day 2

- PSOT Mental Health
- PREA

#### Day 3

- Institutional Procedures
- Emergency Procedures
- Manipulation by Individuals in Custody
- Situational Awareness
- Weapons Interdiction

#### Day 4

- Intel and Investigations
- Effective Communications
- Legal Issues
- Americans with Disabilities Act (ADA)

## CEJA Returning Resident Clean Jobs Training Program

- Limited English Proficiency (LEP)

### Day 5

- Implicit Bias
- Prevention of Occupational Exposure
- Staff Wellness Response Team
- Restrictive Housing
- Sustainability

The training schedule may vary by facility. Each facility will create a training schedule to be made available to grantees.

## Accessing Facility Protocols

Grantees must follow Illinois Department of Corrections guidelines for accessing the facility.

- **Standing Schedule**

Grantee staff with an office in the correctional facility or who will be working in the correctional facility on a consistent and regular basis (i.e. instructors, recruitment staff persons, etc.) must create and maintain a **standing schedule**. A standing schedule represents a predetermined framework that outlines consistent start and end times for work, breaks, and other designated activities. This level of predictability distinguishes a fixed shift from a flexible schedule, providing grantee staff and facility personnel with a reliable routine.

The schedule for each grantee's staff must be submitted to and approved by the Education Facility Administrator (EFA). The overall standing schedule must align with the facilities' onsite security team.

- **Gate Pass**

Grantee staff and program personnel that do not have an office in the correctional facility and do not work in the correctional facility on a consistent and regular basis (i.e. guest speakers, mentors, etc.) must receive a Gate Pass to access the facility. A **Gate Pass** is a document or electronic device which is temporarily used to permit entry onto the property or specific section of the facility.

Grantee staff and program personnel can gain access to the facility by obtaining a Gate Pass into a specific facility, for a specific purpose, and on a specific day. Grantees must request the Gate Pass in advance of the visit. The facility will run a **name check** and confirm the individual's facility level clearance. Once the individual has passed the name check, a One (1) Day Gate Pass will be issued. The individual will be escorted into and throughout the facility.

*Note: A Gate Pass can take up to two (2) weeks to be issued.*

Grantee staff and guests will be required to sign-in and sign-out at the reception desk on each occasion, as they enter and leave the facility. There is also a sign-in and sign-out process for breaks during the day. It is important to note that individuals accessing the facility must comply with **ALL** IDOC facility rules, guidance, and expectations. The individuals' status as a grantee staff person or guest, does not exclude them from compliance.

## CEJA Returning Resident Clean Jobs Training Program

*Note: Some facilities have rules, **under certain circumstances (i.e. lockdown)**, which may prohibit individuals from leaving once they are in the facility or from reentering the facility once they have departed for the day.*

Compliance expectations include lockdowns. A **lockdown** is a safety measure in a correctional facility that dictate protocols that prohibits people (individuals in custody, IDOC/grantee staff, and guests), information, or objects from leaving a building or an area on the correctional facility property. The individuals in custody are typically restricted to their cells to keep everyone safe during an emergency or dangerous situation.

*Note: During a lockdown, facility policy dictates “**all hands-on deck**”. This requires the involvement of all members of a team, including IDOC and grantee staff, to comply with instructions and provide assistance as directed. For example, grantees may be asked to assist with passing trays (i.e., handing out food trays to residents).*

To reiterate, if there is a lockdown, grantee staff will be **required** to stay in the designated building/location until they are cleared to be released. During the lockdown, grantees will be required to assist as directed.

### Dress Code

The Illinois Department of Corrections dress code requires clothing to be in good taste and that grantee staff dress appropriately for the environment.

The following is prohibited:

- **Offensive**  
Clothing that is sexually explicit, degrading, or suggests illegal or inappropriate activity.
- **Revealing**  
Clothing that exposes the breasts or buttocks.
- **Tight-fitting**  
Tight-fitting pants or leggings.
- **See-through**  
Sheer, revealing, or see-through clothing.
- **Torn/Ripped**  
Clothing with holes, tears, or cutouts above the knee.
- **Gang-affiliated**  
Clothing with gang-affiliated symbols, signs, or logos.
- **Political**  
Buttons or pins that represent political parties, candidates, or organizational endorsements.

## CEJA Returning Resident Clean Jobs Training Program

- **Inappropriate footwear**  
High-heel shoes, open toes, or sandals.
- **Jewelry**  
Any jewelry, except for a wedding band or set.

*Note: Grantee staff must provide medical documentation for any artificial joints or medical issues.*

The Administrative Director (AD) at each respective facility may implement additional guidelines regarding the dress code. Grantee staff may wear religious headgear if it is a kufi, yarmulke, turban, habit, or fez, if it has been removed and thoroughly searched.

*Note: If there are items in question, the Shift Commander will be notified and will determine if the item is permissible.*

### Reporting Concerns and Incidents

Safety, health, and security are IDOC's highest priority. Safety and security procedures are implemented to help ensure a safe working environment for staff, guests, and residents. Even with these precautions, incidents may occur. If there is a concern or an incident that occurs; grantee staff must comply with the following steps for **reporting concerns and incidents**:

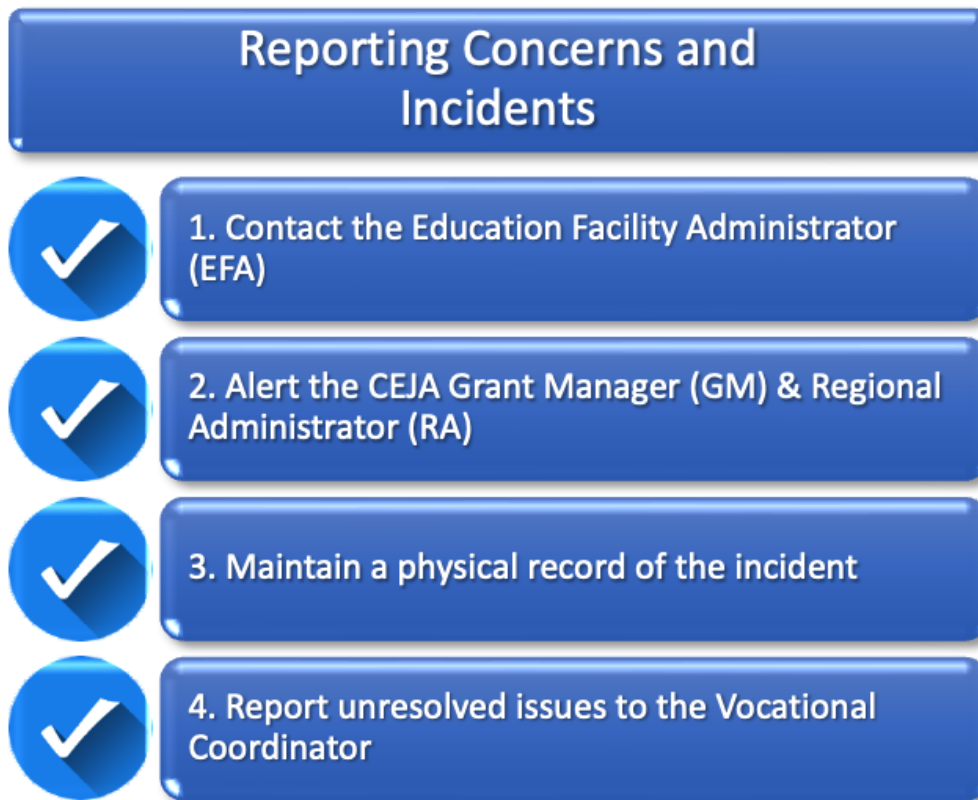


Figure 1: Steps for reporting Incidents and Concerns

# CEJA Returning Resident Clean Jobs Training Program

## Step 1. Contact the Education Facility Administrator (EFA)

The **Education Facility Administrator (EFA)** is accountable for the administration of academic, career, and technical education programs. The EFA is accountable for providing optimal, educational opportunities within the constraints of financing and staff. Each IDOC correctional facility is required to have an Education Facility Administrator.

Grantee staff should be in partnership with the facility EFA to administer the CEJA Returning Resident Clean Job Training Program. If there is a concern or incident, the EFA should be the grantee staff persons' first point of contact for resolving an issue or seeking a solution for a concern.

*Note: You may be required to fill out a DOC 0434. The IDOC DOC 0434 is an Incident Report form used by the Illinois Department of Corrections to document relevant information. Incidents that typically require a DOC 0434 include, but may not be limited to sexual abuse, harassment, illegal activity, or violations of departmental rules.*

## Step 2. Alert the CEJA Grant Manager (GM) & Regional Administrator (RA)

Each grantee will be assigned a CEJA Grant Manager and CEJA Regional Administrator. The **CEJA Grant Managers** oversee the critical processes involved in the allocation and distribution of the CEJA Returning Resident Clean Job Training Program grant funds. They play a central role in overseeing the grant processes, from the announcement of the award through final reporting and compliance checks. If there is an incident or concern that has been reported to the Education Facility Administrator, the grantee's Grant Manager must also be informed.

Each grantee will be assigned a **CEJA Regional Administrator**. The regional administrator is a person who manages a regional office, supervises area offices, and monitors the performance of grant programs. If there is an incident or concern that has been reported to the Education Facility Administrator, please note the grant Manager will report this information to the grantee's CEJA Regional Administrator.

## Step 3. Maintain a Physical Record of the Incident or Concern

Grantees are required to document and maintain a copy of the incident or concern. The documentation should include:

- Date and time of the incident
- Nature or description of the incident or concern
- Location where it occurred
- Detailed explanation of the occurrence
- List of the individual(s) involved
- Who, when, and how
- Relevant photographs, videos, and eye-witness reports
- Any details communicated to the IDOC Education Facility Administrator (EFA), and CEJA Grant Managers (GM),

## CEJA Returning Resident Clean Jobs Training Program

*Note: The Grant Manager will alert the grantee's CEJA Regional Administrator.*

### Step 4. Report unresolved issues to the Vocational Coordinator

If an issue or concern remains unresolved, the grantee should contact the Vocational Coordinator.

*Mr. DuWayne Owens*  
Vocational Coordinator – Career and Technical Education  
Office of Adult Ed and Vocational Services  
o- 217-782-6265 direct line  
c- 618-920-0534  
[Duwayne.owens@illinois.gov](mailto:Duwayne.owens@illinois.gov)

## Technology and Equipment

### Technology and Equipment Limitations

With the goal of maintaining safety and security, there are limitations inside the correctional facilities with respect to technology. Grantees are not allowed to transport certain items and equipment in or out of the facility.

This includes, but may not be limited to:

- Smartphones/Cell phones
- I-pads/tablets
- Computers/Laptops
- Hotspots
- Printers
- Television
- Thumb drives/Other storage devices
- Audio/visual technology (i.e., cameras, microphones, headsets, etc.)
- Projectors

All curriculum materials necessary for instruction, including technology and equipment, **must** be stored and maintained onsite at the facility. **ALL** materials necessary for instruction, including technology and equipment must be delivered directly to the facility and **must** remain at the facility in a locked storage cabinet when not in use.

*Note: If it is unclear if a piece of equipment or technology is permissible, grantees should consult their facility's Education Facility Administrator (EFA).*

### Technology and Equipment Acquisition

The IDOC controls the acquisition and use of computer hardware and software. This is necessary to protect the integrity of data maintained by the equipment. Compliance with the IDOC directives applies to all correctional facility programs and services, including grantees delivering the Returning Resident Clean Jobs Training Program.

## CEJA Returning Resident Clean Jobs Training Program

While grantees are not allowed to bring a computer or computing device onsite, grantees are allowed to acquire the technology necessary to deliver the Returning Resident Clean Jobs Training Program, through the Department of Innovation and Technology (DoIT).

*Note: Grantees must be able to articulate the instructional need for the technology and software requested.*

Grantees can request approval from the facility's Chief Information Officer (CIO) to purchase:

- **Hardware**  
Physical equipment associated with data processing including, but not limited to, standalone equipment or equipment attached to a local area network, such as computers, monitors, multi-functioning printers, USB drives, personal data assistance (PDAs), etc.
- **Software**  
Programs and applications used to direct the operations of a computer.

Only technology purchased through DoIT is permitted in the facility. Requests for purchases must be submitted to and approved by the facility's Chief Information Officer (CIO). Items must be delivered directly to the facility, must remain on site, and must be properly stored in the designated locked cabinet when not in use and prior to the grantee staff person(s) leaving the facility for the day. All items will be inventoried in and out each day. If additional storage is required, it is the responsibility of the grantee to use grant funds to purchase additional storage.

*Note: The equipment must be used for official business purposes **ONLY**. Any personal or unauthorized use of the equipment is **NOT** permitted. Partner with your facility's Education Facility Administrator (EFA) to request approval for equipment purchases.*

Keep in mind, internet access is not available and external sources for internet access like hotspots, are not permitted. Depending on the facility and the assessed security risk, grantees may request limited internet access. For information regarding this process, grantees should inquire with their facility's Education Facility Administrator (EFA).

Items purchased though DoIT using grantee funds will be tagged and inventoried. **ALL** items must remain onsite without exception. If a grantee staff person is terminated from employment or, if the CEJA Returning Resident Clean Job Training Program discontinues, the technology and equipment must remain on site and cannot be removed from the facility.

### Grantee Staff Personal Items

Purses, totes, or similar work bags are not permitted in the facility. Clear bags are allowed to hold car keys and a lunch. Grantees should be prepared to have their belongings searched, as well as their personhood checked, searched, and patted down.

## CEJA Returning Resident Clean Jobs Training Program

### Resident Access to Technology and Equipment

Residents are not permitted access to the internet, nor can they have personal computers or cell phones in their cells. Residents may use computers if their educational program merits it. Currently, the CEJA Returning Resident Clean Jobs Training Program does not merit access to computers for residents. Grantees will need to structure their instruction with these considerations in mind.

## References

Agency Overview (January 2025). Illinois Department of Corrections.

<https://idoc.illinois.gov/aboutus/idocoverview.html>

Adult Education & Vocations Services (January 2025). Illinois Department of Corrections.

<https://idoc.illinois.gov/offender/adulteducationvocationalservices.html>

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