**WHAT YOU NEED TO KNOW WHEN STAYING AT THE CORRECTIONAL TRAINING INSTITUTE:**

***What is the History of CTI?***

The Correctional Training Institute was opened in January 2000 to begin training new IDOC employees as well as offer specialized training to the field. The building was formerly a state hospital.

**What is the capacity of the Training Institute?**

It currently has 11 classrooms, which can seat from 25 to 300 participants. Less when social distancing is in place. There are lodging rooms with a men’s wing and a separate women’s wing. It also has four executive suites. An additional building in the back of the property called the Staff Development Center which also has lodging rooms and 7 executive suites. The training is facilitated by individuals within the Staff Development and Training Division and other selected IDOC Staff.

**What do I need to bring to CTI when I come to stay?**

The rooms are both multiple occupancy as well as single rooms. During a period of social distancing, only one person can stay in each room. The rooms have a bed, with bedding and a pillow; a small side table with a lamp; dressers, and desks. The executive suites also has its own dorm-sized refrigerator, microwave and television. Each wing has its own Dayroom where there is a television and games as well as seating and tables. Each wing also has its own kitchenette which has a full-size refrigerator and microwave and some cabinetry. There are also communal showers available on each wing.

You will need to bring your own towel, toiletries, shower shoes, clothing, snacks, food for after hours.

**What kind of entertainment is available after hours?**

Each wing of the lodging area has its own Dayroom feature a large screen television with cable access, and a few games, tables, and chairs. There is also a workout room with some free weights, a stationary bike and a couple treadmills located near the Women’s Wing on the Upper Blue Wing. There is also a Yoga room. CTI also have bicycles, with helmets, that can be checked out (during work hours) for evening use. To do this, talk to the receptionist in the administration area. There are also several parks in the community to walk or get outside as well as the Wilbur Wright 3 mile walking trail located near the Henry County YMCA, located right down the road from CTI.

**What type of dining is available?**

Participants can elect to get a free evening meal, lunch and breakfast from New Castle Correctional Facility, but this must be scheduled in advance with your program instructor. If you do not want to eat in, there are several sit down and fast-food restaurants in New Castle, everything from Mexican and seafood to pizza and hamburgers.

**When can I check into the lodging?**

If you are live a distance away from CTI and would like to check in the night before your scheduled training, you must make arrangements with facility Training Coordinator. You will be asked to fill out a registration form, which is available through your facility Training Coordinator. On this form you will designate your planned date of arrival. Evening hours are only accommodated on Sunday evenings (or Monday evenings, if a holiday). Otherwise, participants are expected to arrive during the day. The program instructor will give you time to pick up your room key during a classroom break.

**What happens if I get locked out of my room?**

SD&T Staff are not on site in the evenings, so in the case of a lock out, participants must contact the Duty Officer. The Duty Officer Phone number is located on the information board at the main entrance.

**Program Contacts**

**SD&T Operation’s Manager**: Matthew Andrick, SD&T Operation’s Mgr.

**Email**: mandrick@idoc.in.gov