Winnebago County Sheriff's Office Corrections Bureau

Inmate Handbook

Richard A. Meyers – Sheriff Andrea S. Tack – Jail Superintendent

THIS HANDBOOK MUST BE KEPT WITH YOUR PERSONAL BELONGINGS AND RETURNED UPON YOUR RELEASE FROM THE FACILITY

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Introduction

The inmate handbook is designed to provide answers to commonly asked questions and establish guidelines for behavior. The rules contained herein revoke and supersede the rules and regulations of all previous handbooks and are in effect until superseded by subsequent additions, deletions or corrections. This handbook does not contain all rules and regulations that govern the inmate population in the County of Winnebago or the State of Illinois. Additional information may be found in the Illinois County Jail Standards and the Illinois Compiled Statues.

Mission Statement

It is the Winnebago County Sheriff's Department's mission to provide responsive, professional and caring law enforcement services to all people in Winnebago County. In pursuit of this mission we will maintain the peace, protect lives and property to the very best of our ability. Initiate and maintain crime prevention programs, and apprehend criminals, while upholding the values of the department. We take responsibility for the care of inmates placed into the Sheriff's custody as a top priority and will maintain a humane facility to ensure their safety and the safety of our members and our community.

Inmate Privileges

Privileges are not rights, but are special benefits afforded to you. Under certain circumstances privileges can be taken away. Your privileges include:

- The privilege to be housed in a general population-housing unit.
- The privilege to participate in educational, life skills, treatment, counseling, and other programs.
- The privilege to make purchases from commissary.
- The privilege to participate in recreational and other inmate activities that take place in the pod areas, outdoor recreation area, and multi-purpose rooms.
- The privilege to use the telephone and view the television.
- The privilege of using the library and library resources.

Abuse of these privileges or violation of facility rules may result in a loss of privileges

Inmate Responsibilities

Inmates are expected to comply with behavioral guidelines while in the corrections facility. In general the expectations are that inmates will:

- Follow all staff directives and requests immediately and without question.
- Recognize and respect the rights of others.
- Treat staff and other inmates with respect, avoiding any verbal or physical aggression or intimidation.
- Conduct yourself with dignity at all times.
- Know and abide by the rules of this facility.
- Maintain daily personal hygiene.
- Take advantage of activities that may help you live a successful and law-abiding life within the facility and upon your release in the community.

Inmate Rights

Employees of the Winnebago County Sheriff's Office will treat inmates fairly and respect their legal rights. There is no discrimination regarding administrative decisions or program access based on an inmate's race, religion, national origin, gender, sexual orientation, or disability. Discrimination on the basis of disability is prohibited in the provision of services, programs and activities.

A right is a benefit you may claim in accordance with the law and/or standards. As an inmate, your rights include:

• The right to safe and humane treatment given with repect, impartiality and fairness.

- The right to be informed of the rules, procedures and schedules concerning that, which directly affects the inmate within the facility.
- The right to freedom of religious affiliation and voluntary religious worship.
- The rights to proper and appropriate health care including nutritious meals, clean bedding and clothing. The opportunity for regular showers, proper ventilation, regular exercise, toiletries and medical and dental treatment.
- The right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security.
- The right to have access to reasonable legal material and/or legal representation.
- The right of inmates to have access to Courts.
- The right to a written grievance procedure.

Classification

The inmate classification process ensures periodic review of inmates' status, and revision of inmates' status as needed. Adjustments will be made in response to changes in inmate behavior or circumstances. There is a process for appeal of classification decisions.

Classification status will be based on a number of factors, which include current attitude and conduct, as well as past behavior in this facility. The inmates' ability to behave in a proper manner will play an important role in their housing assignment. Inmates who display hostility, aggression, violence, an unwillingness to comply with the rules and regulations, or who pose a risk to department safety and security may be administratively segregated. Any special needs or precautions will be taken into consideration during this classification process. Inmates in classification pods have limited privileges and are not eligible to attend out-of-pod programs. Prior to being placed in the general population, each inmate is provided with an orientation, which includes:

- Information on facility rules and sanctions
- Description of services, programs and eligibility requirements
- Information on how to access medical care and other services

Inmate housing unit assignments will be based on classification status. The following criteria will be used to determine each inmate's degree of security, housing, programs, and assignments. Criteria include but are not limited to:

Sex, age, offense, status past criminal history to include prior institutional history, probation or parole status, medical conditions, mental health condition and needs, history of substance abuse, attitude regarding self and others, gang activity and physical size and stature.

Review of an inmate's security and assignment classification shall be conducted at regular intervals, minimally every 60 days.

Commissary

Commissary is offered on a weekly basis to provide inmates with the opportunity to purchase items not supplied by the jail. <u>Hoarding is strictly prohibited</u>. Excessive items will be removed from the housing unit and disposed of immediately.

Inmates in general housing units are allowed to purchase up to \$40.00 worth of commissary each week based on the availability of funds in their account. Orders that exceed \$40.00 will be cut back to the allowable amount.

Commissary order forms are distributed and collected each week on Tuesday. Commissary orders are distributed each week on Thursday unless otherwise directed.

Funds may be added to an inmate's account via money order. <u>No personal checks or cash will be accepted.</u> Money orders must be mailed to: **650 West State Street, Rockford, II. 61102.**

Money order should be made out to the Winnebago County Jail and have the inmate's name clearly listed in the memo section.

Inmate accounts are not allowed to exceed \$200.00 unless otherwise approved by Jail Administration. The inmate must check commissary orders at the time they are delivered and shortages immediately reported to the Corrections Officer. No adjustments to the inmates account will be made for late notifications or missing or incorrect items

Commissary items delivered after an inmate is released from custody will be held for ten (10) days. Orders not claimed within ten (10) days will be destroyed.

Prices on commissary items are set by the vendor and are subject to change without prior notice.

Contraband

Inmates are prohibited from having in their possession any item(s) that are not:

- Issued by the facility or purchased through commissary
- Authorized by the Jail Superintendent
- Items being used in an appropriate manner, which have been altered or modified from their original condition or purpose will be confiscated.
- Another inmate's property or possessions.

General Rules

The following general rules emphasize consideration and respect for staff, inmates, and property. They are designed for the orderly and secure operation of the facility, and are necessary for the welfare of the inmates and staff alike.

- 1. Strict compliance with the orders and directions of staff is mandatory.
- 2. Show respect to all staff members, volunteers and other inmates.
- 3. There will be no fighting, arguing, or intimidation of anyone.
- 4. Gang activities, graffiti, gestures, hairstyles, or slang relating to gang activity are not permitted.
- 5. Maintain good personal hygiene and appearance.
- 6. Maintain a clean living environment.

Good Behavior Allowance Act

In accordance with the Illinois Compiled Statues, 730 ILCS 130, County Jail Good Behavior Allowance Act, inmates entitled to a good behavior allowance, based on the provisions of the Act, may receive one day of good behavior allowance for each day of services of sentence in the county jail. After the appropriate disciplinary proceedings, inmates found guilty of violating a major rule of behavior may have any or all of the good behavior allowance earned revoked by the Jail Superintendent. No sentenced inmate may be penalized more than 30 days of good behavior for any one infraction.

Grievance Procedures

An inmate grievance procedure is made available to all inmates and includes at least one level of appeal. Correctional Staff will make every effort to resolve problems in an informal manner. If the inmate deems the resolution to the problem is inadequate, an inmate grievance may be filled. Corrections staff upon request will provide grievance forms.

Detainees must fill out the grievance form completely with a thorough explanation of the problem. Inmate grievances are to be submitted on an individual basis. Grievance forms signed by more than one inmate's are considered to be a *petition* and will not be handled as a grievance.

The on-duty corrections supervisor will collect grievance forms. Inmates will receive a written response within seven (7) business days of filing the grievance.

Inmates may appeal the grievance decision by submitting an appeal to the Jail Superintendent. The decision of the Jail Superintendent or their designee is final.

If the grievance pertains to sexual harassment or an issue that cannot be dealt with according to grievance procedure time restraints, inmates should fill out an Inmate Request form requesting to discuss their concern with a Corrections Command Staff.

Headcounts

Several times during the day corrections staff will conduct scheduled headcounts. There will also be occasions when unscheduled headcounts will be conducted. Your cooperation is expected. It is considered a violation of facility rules to disguise, hide, make false reference or otherwise interferes with the taking of a headcount.

Hearing And Appeal Procedure

In accordance with the Illinois County Jail Standards, the following guidelines shall apply to facility discipline.

A Disciplinary Board consisting of one to three individuals has been established to hear and determine charges. Any person who initiates a charge against a committed person shall not serve on the Board that determines the disposition of the charge.

Whenever a person is alleged to have violated a rule of behavior, a written report will be filed with the Jail Superintendent or their designee within 72 hours of the occurrence of the infraction or the discovery of it. When an inmate is alleged to have committed a *criminal violation* of the law, the case will be referred to the State's Attorney for possible prosecution.

Inmate's charged with a *Major or Minor* rule violation that could result in the loss of privileges will be afforded the following:

- Written notice of the charges no less than 24 hours before the disciplinary hearing. The notice will include a statement of the misconduct alleged and the rules this misconduct is alleged to violate.
- Disciplinary hearings will be scheduled within eight (8) days from the time the infraction occurred
 or was discovered unless the committed person is unable or unavailable to participate in the
 disciplinary proceeding.
- Inmates are expected to attend the disciplinary hearing but have the option of waiving this privilege in writing. If inmate refuses, the hearing will be held in their absence.
- For reasons of complexity, illiteracy or evidence gathering, inmates may request a staff member be designated by the Disciplinary Board to assist them with their hearing.
- Inmates have the right to present evidence or call witnesses on their behalf. Written testimony from witnesses may be required if their physical presence creates safety or security concerns.
- If the charge is sustained, the person charged is entitled to a decision in writing within fourteen (14) days after the hearing by the Disciplinary Board. The statement shall include the basis for the decision and the disciplinary action, if any, to be imposed.
- The Jail Superintendent or their designee shall review findings of the Disciplinary Board.
- Inmates have the right to appeal any findings or sanctions imposed. Appeals must be submitted in writing on an <u>Inmate Grievance Form</u> within 72 hours of receipt of the findings.
- The Jail Superintendent or their designee will review appeals. A decision will be made within five (5) business days of the filing of the appeal.
- The Jail Superintendent may impose the discipline recommended by the disciplinary board, or may reduce the discipline recommended.
- No committed person may be penalized more than 30 days of good behavior allowance for any one infraction. (Applies to sentenced inmates only).
- The Jail Superintendent's decision is final.

Housing

- Every inmate must assume responsibility for the maintenance of clean living quarters.
- Clean up is mandatory everyday and housing units must be ready for inspection by 9:00 a.m. Cleaning materials will be provided.
- All sinks, toilets, showers, floors, tables must be cleaned daily. Garbage must be emptied on a daily basis.
- Day rooms, passageways, etc are not to be cluttered with paper or any type of trash. Intentional clogging of toilets will result in disciplinary action.
- Hanging items from railings is prohibited.
- Covering lights with shields or deflectors is prohibited.
- Television sets must be turned off at 10:30 p.m. or as otherwise directed.
- Writing on or defacing jail property is prohibited.

Authorized In Cell Items (General Housing)

- (1)Drying towel
- (1)Washcloth
- (1) Mattress Cover
- (1)Blanket
- (1)Pair shorts
- (1)Thermal top
- (1)Thermal bottom
- (2)White T-Shirts
- (1)Pair shower shoes
- (2)Pair white underwear (males)
- (2)Pair underwear (females)
- (2)Bras (females)
- (2)Jumpsuits (females)
- (1)Jumpsuit (males)
- (3) Pairs socks
- (2)Disposable panties (females)
- (4)Feminine pads (females)
- (1)Bar of soap
- (1)Soap Holder
- (1)Deodorant
- (1)Shampoo
- (1)Conditioner
- (1)Toothpaste/Toothbrush
- (1)Toothbrush holder
- (1)Baby oil
- (1)Baby powder
- (1)Lotion
- (1)Hair oil
- (1)Comb
- (1)Brush
- (1)Drinking cup
- (1)Bowl
- (2)Writing tablets
- (2)Pens
- (1)Book
- (10)Letters
- (10)Pre-stamped envelopes
- (10)Photos
- (1)Bible or Koran

Approved Religious material

Approved Program material

Pill packet from Medical

Legal paperwork

Any other authorized items

Further restrictions will be placed on the amount and type of personal items allowed in Maximum Security and Segregation housing units. Corrections staff have the right to remove any item deemed a safety or security risk.

Housing Assignment

The Winnebago County Corrections Division is managed under the guideline of direct supervision. A major part of this management is the classification process, which is based on inmate behavior, and helps determine where you will be housed in the facility. Below are the different housing areas where you could be assigned.

1) Classification Housing

All inmates will be classified upon entering the facility. You will first be assigned to a
classification pod. Once in the classification pod, you will be interviewed by a
classification officer and become familiar with the rules and regulations of the facility.
Each inmate is evaluated for suitability in general population and for a housing
assignment.

2) General Population Housing

• Inmates who meet Classification requirements for direct supervision housing environment and who require no special needs, or segregation from other inmates.

3) Maximum Security Housing

• A form of segregation for inmates whose presence in general population could pose a threat to themselves, other inmates, staff, property or facility operation.

4) Medical Housing

 Housing for inmates who are suffering from a medical condition requiring special care, precautions, observation, or where contact with other inmates may pose a health threat to others.

5) Mental Health Housing

 Housing for inmates who have psychological or emotional disorders, so incapacitation that they cannot function in general population.

6) Segregation Housing

• The isolation and setting apart of certain inmates whose presence in general population or maximum security could pose a threat to themselves, other inmates, staff, property or facility operations.

7) Administrative Segregation Unit (ASU)

• Inmates are assigned to administrative segregation when it becomes necessary to keep them separated from general population. There are two forms of administrative segregation; disciplinary and protective custody status.

Discipline Segregation

- Inmates who have had a disciplinary hearing and are found guilty are placed on disciplinary segregation. Inmates in disciplinary segregation have minimum privileges and are confined to their cells for a period of 23 hours per day.
- Inmates on disciplinary segregation will receive a minimum of one hour of exercise per day unless security or safety considerations dictate otherwise.
 Time out may be reduced or terminated based on inmates' behavior.

Protective Custody Segregation

• Inmates will be housed in protective custody segregation if it has been determined there is a need to keep them separated from the general population because of conflicts with other inmates, nature of the charges, association with law enforcement or occupation, or other factors which may impact their safety or the safety of others. Inmates in protective custody may have access to privileges.

Housing Rules and Guidelines

Cells/Sleeping Areas

• It is your responsibility to keep your sleeping area neat and orderly at all times. Cleanup is mandatory everyday and your sleeping area must be ready for inspection by 9:00 a.m.

Cleaning material will be provided. In double bunked sleep areas, both inmates must participate in cleanup on a daily basis. You are not allowed to "take turns".

- Mattresses, mattress covers, and blankets are to remain on the bed at all times. Your bed must be made whenever you are not sleeping.
- Floors will be swept and mopped on a daily basis, both sleeping areas and the day room.
- Tables, sinks, showers and toilets will be cleaned and the garbage cans empted on a daily basis
- Doors, walls, and windows will be free from signs, posters, pictures, or any other items taped or affixed to them or on top of or under wall mounted light fixtures.
- Light fixtures may not be covered with anything.
- Writing on or defacing any jail property is prohibited and is considered a major rule violation. Inmates may also be criminally charged for damage done.
- You are responsible for the condition of your living area and all county issued property.
 Disciplinary, criminal, or civil action may be brought against you for damages to any county issued property, furniture, recreation equipment, or other areas of the facility.
- Hygiene items are not allowed outside of the cell unless you are taking them to the shower.
 Empty boxes, plastic bags and toilet paper tubes must be thrown away and not used for other purposes.
- Inmates must be fully dressed when the day-room area of the housing unit. Inmates must where either pants or shorts when in their cells. This includes when you are in bed. Females must wear a T-shirt as well.
- Only dew rags purchased from commissary may be worn on head while inside your cell only. Clothing and towels are not to be used as headgear.
- Do not cover your face with blanket while in bed. You will be asked by pod officer to remove blanket.
- All commissary items must be stored in your storage bin.

Dayroom Rules

- Inmates must be fully dressed when they are in the day room area of the housing unit.
- Inmates will address staff in a proper manner and not by their first or last names only: Officers will be addressed as "Officer (Last Name)" or "Officer". Command Staff will be addressed as "Sergeant" or "Lieutenant" and civilian staff as "Mr., Mrs. or Ms.".
- No inmate or group of inmates is given control of, or allowed to exert authority, over other inmates. Inmates are not allowed to cross any red line without permission of the pod officer.
- Inmates are not permitted to approach the officer's workstation when the officer is not present.
- Inmates are not allowed to lean on the officer's workstation, or take anything from the desk without the officer's permission.
- Only one inmate is allowed in the dispensing/laundry areas at a time. You may only enter the
 area after obtaining permission from the pod officer. The dispensing/laundry area must be
 kept clean at all times.
- Combs are not to be kept in you hair. You may not use pieces of comb in order to prevent body-piercing holes from closing.
- Personal hygiene is to be done in your cell or in the shower room, *not in the day room*.
- Do not lean back in chairs and do not put your feet on chairs or tables.
- Inmates are not authorized to touch the television. Televisions are to be turned on/off and the volume raised/lowed by the pod officer only.
- Televisions may be turned off for disciplinary reasons or at the discretion of the pod officer. Inmates who damage or destroy a television are responsible for the cost of replacement and will be subject to disciplinary action and/or criminal prosecution.
- No gambling is allowed. All score sheets must be thrown away after the completion of any game.
- No sitting on the stairs (unless directed to do so by the pod officer) and no loitering on the stairs, mezzanine hallway, another inmate's doorway, or the pod entrance door.

- Profanity, yelling, loud talking, and unnecessary noises are not allowed. Do not call another
 inmate from across the dayroom. Do not talk up to the mezzanine level or down to the
 dayroom.
- You are not allowed to stand at the mezzanine railings.
- You may not loiter in the restroom or shower room areas.
- You are not allowed to talk to other inmates who are on lockdown status. If you are on lockdown status, you are not allowed to talk to other inmates in the dayroom.
- Do not slap the playing cards or game pieces on the table. At the officer's discretion a blanket may be placed on the table to reduce the noise of certain games.
- In the event that an altercation between inmates or an emergency situation occurs, the pod officer will order all inmates to lock down. You **must immediately** go to your cell without question. Inmates are required to secure their cell door during a lockdown.
- Refusing to lock down for any reason when ordered to do so is considered a major violation and you will immediately be escorted to the administrative segregation unit pending a disciplinary hearing.
- Passageways are not to be cluttered with paper or any type of trash. Intentional clogging of toilets will result in disciplinary action.
- Any food remaining after meal times must be discarded.
- Pictures depicting sexual or illegal acts are not permitted.

Recreation Areas

- Inmates have access to physical exercise outside their cell and in the outdoor recreation area if weather permits, at least one hour daily.
- Inmates may use the recreation area only with the pod officer's permission. It will be at the pod officer's discretion with regards to number of inmates in a particular area at one time.
- No yelling or shouting is allowed in the recreation area. There will be no communication
 with persons in other housing units from outside the recreation door. Reports that
 communication has occurred will result in the immediate loss of outdoor recreation and
 disciplinary sanctions.
- No items may be taken to the recreation area unless issued by the pod officer.
- You must notify pod officer immediately if you become injured.

Any violations of recreational rules may result in a loss of recreation privilege and/or other disciplinary sanctions.

Inmate Discipline

• Winnebago County Correction's disciplinary procedures are designed to maintain an orderly environment with clear expectations of behavior, accountability, and security to ensure the safety of inmates, staff and the general public, and to promote order within the facility. The Correction's Bureau encourages the informal resolution of problems whenever possible. Any officer may charge an inmate with a rule violation. Rules in inmate conduct specify acts prohibited within the

facility and the range of penalties that can be imposed for various degrees of violations. The rules are reviewed annually and updated as needed.

- There is a sanctioning schedule for rule violations. The maximum sanction for violations is no more than 60 days for all violations arising out of **one** incident unless otherwise directed by the Jail Superintendent. Continuous confinement of more than sixty (60) days requires the review and approval of the Jail Superintendent. *See Administrative Segregation*.
- Violations are categorized at two levels: Minor and Major. A list of facility violations and the sanctions that may be imposed are available in the *Violation* section of this document.
- Hearing and Appeal procedures for *Major* violations are provided in the *Hearing and Appeal Section* of this document.

Violations

Violations are classified as Major or Minor. Inmates alleged to have committed a *Major or Minor Violation*, which could result in the loss of privileges will be afforded a disciplinary hearing.

Minor Violations

- 1. Loud, disruptive or disrespectful conduct or behavior.
- 2. Possession of excessive property or commissary.
- 3. Posting items to walls, doors, or covering light fixtures in the cell or housing unit.
- 4. Sending unauthorized mail to another correctional facility without permission.
- 5. Failure to return the razor issued by pod officer
- 6. Failure to maintain personal hygiene.
- 7. Not following rules while moving through the jail or courthouse. (i.e. not talking, hands behind back)
- 8. Failure to perform work as instructed by staff.
- 9. Any other act that disrupts the orderly operation of the facility.

Disciplinary sanctions imposed for Minor Violations may include:

- Verbal reprimand
- Written reprimand
- Change in work assignment or housing unit
- Loss of one or more privileges for up to 14 days.
- Administrative Segregation.

Major violations

- 1. Murder or attempted murder.
- 2. Sex crimes or sex acts against another inmate, staff member or volunteer.
- 3. Escape; attempted, planned or conspiracy.
- 4. Fighting, battery or assault.
- 5. Extortion or blackmail
- 6. Possessing, manufacturing, introducing, causing to be introduced, or using any weapon, ammunition, explosive, caustic substance, dangerous chemical, sharpened instrument, unauthorized tool, intoxicant, or any other dangerous or deadly weapon or substance.
- 7. Possessing, manufacturing, introducing, causing to be introduced or using any drugs or drug paraphernalia not authorized by medical staff.
- 8. Arson or attempted arson.
- 9. Insubordination or refusal to follow orders.
- 10. Failure to lock down in your cell as ordered
- 11. Failure to submit to cell searches or pat down searches.
- 12. Gang activity; displaying, wearing or using gang insignia, flashing gang signs, or attempting to recruit new gang members.
- 13. Failure to notify any staff of an injury to yourself or others or faking an illness
- 14. Gambling or possessing gambling materials.
- 15. Destroying, defacing, altering, or damaging Jail or County property.
- 16. Engaging in or encouraging group demonstrations or riots.
- 17. Being in an unauthorized area.

- 18. Making telephone calls to judicially restricted persons.
- 19. Making telephone calls to Sheriff's Department staff or volunteers.
- 20. Failure to provide proper identification; removal or destruction of the wristband.
- 21. Failure to follow, or interfering with the headcount procedure.
- 22. Interference with staff duties.
- 23. Concealing ones identity or failure to show wristband when requested.
- 24. Giving or offering a bribe to a staff member, volunteer or vendor.
- 25. Attempting to gain personal information about staff members.
- 26. Attempting or threatening to harm yourself or others, to include suicide or self-mutilation.
- 27. Indecent exposure.
- 28. Making sexual proposals or threats to another person.
- 29. Filing or making a false report.
- 30. Altering any official document or paper.
- 31. Unauthorized possession or misuse of medication.
- 32. Failure to show staff your cup or mouth after taking medication.
- 33. Possession of another inmate's wristband or property.
- 34. Possession of, or smuggling contraband.
- 35. Possession of currency.
- 36. Smoking; or the possession of matches, lighters or smoking materials
- 37. Using abusive, profane or disrespectful language towards corrections personnel, visitors or other persons.
- 38. Refusing mandatory physical.
- 39. Tampering with safety devices, doors or locking systems, fire or security alarms, radios or communication systems.
- 40. Tampering with ventilation, plumbing, or electrical systems.
- 41. Tattooing or possessing items used for tattooing.
- 42. Throwing or projecting an item.
- 43. Manufacturing unauthorized beverages.
- 44. Tampering with food belonging to, prepared or served by the Jail.
- 45. Any act that causes damage or injury to person or property or disrupts the orderly operation of the facility, or any violation of the criminal statues.
- 46. Violation of any laws of the State of Illinois.

Disciplinary sanctions imposed for Major Violations may include:

- Placement on Administrative Segregation for up to 30 days per charge
- Loss of personal visitation
- Loss of ordering Commissary
- Loss of TV or personal telephone calls
- May not attend jail programs
- Loss of Good Behavior credits or the ability to earn Good Behavior credit.
- Restitution
- Criminal Prosecution

Sanction Guidelines

The Discipline Board may impose any combination of the above listed sanctions. No more than 30 days Good Behavior allowance shall be taken for any one infraction. No more than 60 days of disciplinary segregation shall be imposed for all violations arising out of one incident unless approved by the Jail Superintendent.

Inmate Marriages

For security reasons and because the jail is only a temporary holding facility, we do not accommodate inmate requests for marriage ceremonies while in jail custody. Inmates are advised to make arrangements after release from custody or after transfer to prison.

Inmate Movement

- Inmates must be completely dressed in the jail issued jumpsuit when leaving the housing unit. No items may be brought out of the housing unit unless approved or requested by the officer.
- When walking outside the housing unit, inmates must have their hands behind their back and no talking is permitted.
- At times it will be necessary for you to be moved from one area to another. This will be done for court, inmate services, or any other activity, which makes it necessary for you to leave your living area. The following rules will be enforced during your movement.
 - O You will be subject to a search when departing or entering any area.
 - O You must be completely dressed before leaving your housing unit
 - o There must be no talking or any other type of communication while being transported. Notes or mail will not be carried or passed to other inmates.
 - You will not touch or press an intercom or elevator button.
 - O You will face the rear of the elevator while being transported.
 - O You will only take with you items that are authorized by the transporting officer. Candy and other food items are not allowed out of the housing unit.
 - You will move in an orderly fashion, walking on the side of the hallways in front of the transporting officer.
 - O You will not wander away from the officer at any time during transport.
 - When escorted to another pod for the purpose of picking up inmates, you will stand next to wall facing forward..

Inmate Programs

• The Winnebago County Jail provides a wide variety of programs and services to the inmate population. Programs include but are not limited to: Alcoholic Anonymous, Narcotics Anonymous, Cocaine Anonymous, Job Readiness Skills, Substance Abuse Treatment, Literacy, Anger Management, and General Education Development (GED) preparation and testing. Class offerings subject to change without notice.

Inmate Property

- Each item of personal property taken from an inmate at the time of admission to the facility will be searched and recorded on the property record.
- All personal property will be placed in a property storage bin and securely stored in the facility property room.
- Inmates will be required to inventory and sign for their property at the time of release.
- Inmates must sign a <u>Property Release Form</u> in order for property to be released. Only <u>limited items</u> are authorized for release. No inmate property will be released after five (5) days in custody.
- Inmates are allowed to have one (1) outfit dropped off for the purpose of attending <u>jury trial only</u>. Incoming property will be searched for contraband and stored in the facility property room. Inmates will attend all other court proceedings in their facility issued attire.
- Clothing, other than those items provided by the Corrections Bureau or purchased from commissary are prohibited.
- Crosses and other handmade jewelry are prohibited.
- The complete uniform must be worn whenever you are taken out of your assigned cell.
- Once inmate is released from custody, any property not claimed within 30 days will be destroyed.

Property for Persons Sentenced to DOC

- Inmates being transferred to the Department of Corrections (DOC) will be given the opportunity to fill out a form indicating who will be responsible for picking up their property. This person will have 30 days from the day the inmate is shipped to retrieve the property. Property left over 30 days will be destroyed.
- Property will not be released until after an inmate has been shipped out to DOC

Inmate Request Slips

To ensure quick and effective communications with the jail staff, inmate request slips are available from the pod officer. Inmate request slips should be used if you wish to address a problem, make a request, or communicate with administrative or supervisory staff. Inmate request slips are to be turned in to the pod officer. If you are unable to read or write the English Language, you may request the assistance of the pod officer or other inmate to complete your request.

Inmate Trust Account

When you entered the jail, any currency and approved government checks in your possession where placed in an account in your name. This account can be used for commissary purchases or other special purposes for which money is required or you may release money to an outside source.

You may receive additional funds from outside sources in the form of money orders only. <u>Cash, personal and payroll checks are not accepted</u>. All cash received through the mail will be returned to sender and personal or payroll checks will be placed in your property storage. Your account is not to exceed \$200.00 unless otherwise approved by Jail Administration. Money orders must be sent through the U.S. Mail to 650 West State Street, Rockford Illinois 61102. When a money order is received, it will be placed on your account. The money order should be made out to the Winnebago County Jail, have the inmates name clearly listed in the memo section and is to include the name and mailing address of the individual mailing the money order. The individual providing the money order should keep the receipt, which would be required for all claims made.

You may release money from your account to any designated person, except another inmate. You are limited to releasing funds from your account once within the first five (5) days of incarceration. You are to submit a request slip to the pod officer indicating the name of the person you are releasing money to and the amount of money you wish to release. The slip will remain a part of your permanent file. The individual picking up the check will be required to produce a valid, picture I.D.

When you are released from the facility, any money on your account will be returned to you in cash for amounts of \$50.00 and under. A check will be printed for the remaining funds.

Inmate Workers

- Inmates interested in volunteering to be part of the inmate facility work crew should submit their name on a *Tender Program Participation Request Form*. Selections are based on offenses and behavior.
- Functions performed by inmate workers within the jail include food preparation, laundry, general cleaning and other duties as assigned.
- Inmates on the work crew will be afforded additional privileges to include extra phone calls, visits and meal trays.

Laundry

The Pod Officer will issue new linen and clothing in accordance with the current Facility laundry schedule. Clothing will be issued on a one for one exchange.

Washers and dryers located in the housing units shall be used only for the laundering of inmates' personal articles of clothing, limited to the following:

- Towels
- Socks
- Underwear
- Clothing purchased through commissary vendor

Law Library

• Law Library services and legal materials are available to all inmates. This includes but is not limited to the Illinois County Jail Standards, the Illinois Compiled Statutes and the Winnebago County Corrections Inmate Rules and Regulations Handbook.

• Forms needed to file a complaint under the Civil Rights Act U.S.C. Section 1983 are available from the Corrections Administrative Office. Inmates must fill out a service form requesting the information packet. Filing fees associated with this procedure are the responsibility of the inmate.

Library

Library services shall be made available to all inmates. Library materials include informational, recreational, and educational materials. When an inmate is released from jail, books must be returned to their appropriate area.

Books must not be left in cell.

Mail Services

Incoming

- Inmates may receive incoming mail. All incoming, non-privileged mail shall be opened and inspected for contraband prior to delivery. Incoming mail must clearly identify the senders name and address and the inmates name.
- Money orders will be recorded in the Inmate Trust Account log-indicating sender, amount and date.
 Personal checks and cash shall be returned to sender.
- Packages may be received only if approved by Jail Administration and remain subject to inspection.
- Incoming mail, which contains contraband, shall be held for further inspection. The Jail Administrator will dispose of this contraband.
- Incoming mail is delivered to the jail Monday through Friday. No mail is delivered on weekends or holidays.
- Inmates are not allowed to open, read or deliver another inmates mail without his/her permission.
- Mailing address for all inmates: 650 West State Street, Rockford II. 61102.

Outgoing

- Inmates are permitted to send, at personal expense, an unlimited number of letters each week.
- Inmates may not send packages by mail unless granted permission to do so by Jail Administration. The inmate is responsible for the cost of the postage.
- Outgoing mail shall be clearly marked with the senders' name and identification number. If the sender cannot be identified the mail will be destroyed.
- Outgoing non-privileged mail may be inspected and read. Inmates must submit all outgoing non-privileged mail in unsealed envelopes.
- Outgoing non-privileged mail may be reproduced or withheld from delivery if it presents a threat to security or safety. Refer to the Illinois County Jail Standards for a complete lisiting of safety and security violations.
- Inmates prohibited from sending or receiving mail for any reason will be notified in writing.
- Inmates are not allowed to correspond with any individual(s) incarcerated in another correctional or detention facility unless authorized in advance by Jail Administration.

Privileged Mail

- Incoming *privileged mail* pertains to mail from the following sources:

 Judges of any court or the Illinois Court of Claims; the Attorney General of the United States and Illinois; the Director of the Federal Bureau of Prisons; and the Governor of the State of Illinois. The Director, Deputy Director, or Assistant Deputy Director of the Illinois Department of Corrections; the Chief of the Jail and Detention Standards Unit of the Illinois Department of Corrections; members of the Illinois Prisoner Review Board; and County Sheriffs. Chief Executive Officers of the F.B.I., Drug Enforcement Administration (DEA), Criminal Division of the Department of Justice, and the U.S. Customs Service. The John Howard Association. Registered attorneys, any organization that provides legal representation to inmates, but not including organizations, which provide referrals to attorneys, such as bar associations.
- Incoming *privileged mail* may be opened only for the purpose of verifying the recipient and the sender and to make certain that nothing other than privileged mail is enclosed. Privileged mail shall be opened in the presence of the inmate.

• Outgoing letters from inmates addressed to persons or organizations listed above which are clearly marked as privileged may be sealed by the inmate prior to submission for mailing and will not be opened by jail staff before mailing.

Meals Service and Rules

General Population Pods

Prior to meal service all inmates will be instructed to return to their cell. Inmates will be released for
meal service in two groups (upper housing units and lower housing units). When advised to do so
inmates must promptly present themselves to the day room area and form a line in front of the meal
delivery cart. Each group will be given 20 minutes to retrieve and eat their meal, after which inmates
will return to their cell.

Medical Housing Pods

• Inmates will be served in the day room area or in their cell.

Mental Health Pods

• Inmates will be served in the day room area or in their cell.

Max Pods

• Inmates will be served in the day room area or in their cell.

Segregation Pods

• Inmates will be served in their cell.

General Meal Guidelines

- The Housing Pod Officer will be responsible for ensuring each inmate is offered and/or receives their meal.
- One meal per inmate will be served.
- The jail issued cup must be used for the beverage.
- All trays and utensils are to be returned promptly after each meal.
- All food and liquid items spilled on the floor or tables must be cleaned up after each meal.
- Inmates requesting special meals due to medical reasons must meet with medical staff to discuss those needs. Only the medical authority can authorize medical diets.
- Inmates requesting special meals to do religious reasons must forward requests to the jail chaplain.
- The Winnebago County Corrections Bureau maintains full compliance with the nutritional value and caloric requirements established by the Illinois Department of Corrections County Jail Standards.

Medical Services

- 24 hour-a-day medical services are available at the Winnebago County Correctional facilities.
- No inmate will be denied access to medical services based on *ability to pay*.
- Medical information obtained at booking is confidential and will be maintained by the medical department. This information will be used to establish a basis for your medical needs. If your medical condition should change or you require care, notify staff in writing.
- Prescribed medication in an inmates' possession at the time of booking will be turned over to medical staff for determination of distribution and proper dosage.
- Medical, dental and mental health services are available through the medical department. Inmates
 must fill out a *Medical Request* form to access these services. There is no charge for mental health
 services.
- Within 14 days of confinement, a medical screening will be conducted. There is no charge for this service.

- Sick call is conducted Monday through Friday in the medical department.
- Emergency medical services are available 24 hours a day, 7 days a week.
- Med pass is conducted at regularly scheduled times throughout the day in the housing units. The
 housing unit officer will announce med pass when the nurse arrives for this purpose. Inmates
 receiving medication must bring a cup of water and line up at the door of the housing unit. Inmates
 must show their wristband to the nurse before receiving their medication. Inmates are required to take
 their medication in the presence of staff. Inmates must show their cup and open their mouth for the
 nurse to ensure the medication was swallowed.
- Pre-Natal services are available to all pregnant female inmates at no charge. Services include but are not limited to pregnancy testing, prenatal care and nutrition.
- Inmates requesting to be seen by the Physician, Physicians Assistant or Dentist will be charged \$15.00 for the initial medical consult. There are no additional charges for prescriptions or follow-up appointments for the same medical issue.
- The \$15.00 fee will be charged to an inmates account regardless of the amount of money available on the account.
- Medical staff is to be treated with dignity and respect. Failure to do so will result in disciplinary action.

Mental Health Services

- Mental health services are available through the jail medical department. Inmates should notify an officer if they need to speak with a mental health worker.
- If you or another inmate may be considering suicide, please notify an officer immediately.

Newspaper

- Unless otherwise directed, copies of the local newspaper will be provided to each housing unit on a daily basis.
- Destruction of newspapers and other reading material is not allowed. You are not allowed to write in the newspaper or any reading material that belongs to the County. You will be disciplined if a newspaper or any other unauthorized clippings are found in your cell (ex: Ads, cartoons, articles, etc.).
- The newspaper will remain in the dayroom area until it is collected prior to facility lock-down.

Personal Hygiene

- Good personal hygiene is very important for the good health of all inmates. Inmates are required to shower and brush their teeth on a regular basis. Inmates not on lock-down status may shower at any time.
- Each inmate who is dressed into the jail shall be given one (1) hygiene kit. The kit shall contain the following; one (1) comb, one (1) toothbrush, one (1) shampoo, one (1) bar of soap, one (1) toothpaste, and one (1) drinking cup.
- When inmates are leaving the facility or moving from a housing unit or cell to another, the drinking cup, comb, and toothbrush shall be brought with them.
- Prior to receiving a new comb or toothbrush, the old one must be turned in.

Religious Services

Inmates shall be afforded an opportunity to participate in religious services and receive religious counseling. Participation is strictly voluntary. Requests for bibles shall be submitted on a Service Form and forwarded to the Chaplains office.

Searches (Personal)

- Inmate's will be subject to pat-down searches including the shaking out of shoes and socks upon entering and leaving many areas of the facility.
- Pat-down searches may be conducted at anytime at the officer's discretion.

Searches (Cell)

- Corrections personnel may conduct searches of cells or housing units at any time. Inmates do not have to be present for these searches.
- Contraband will be seized and disposed of without notice. Notice will be given if items are removed from the cell that <u>is not considered</u> to be contraband.

Sexual Abuse/Assault

Inmate's who are victims of sexual abuse have the option to report the incident to a designated staff member other than an immediate point-of-contact line officer. The Winnebago County Jail ensures that information is provided to offenders about sexual abuse/assault including:

- Prevention/intervention Self-protection
- Reporting sexual abuse/assault
- Treatment and counseling

The information is communicated orally or in writing, in a language clearly understood by the detainee, upon arrival at the facility. Sexual misconduct is illegal and will not be tolerated in the Winnebago County Jail. Sexual misconduct is sexual abuse or sexual assault. It includes inmate-on-inmate sexual activity, inmate-on-staff sexual activity, and staff-on-inmate sexual activity.

- <u>Inmate-on inmate Sexual Abuse/Assault</u> One or more inmates engaging in, or attempting to engage in a sexual act with another inmate. Including any of the following: use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.
- <u>Inmate-on-Staff Sexual Abuse/Assault</u> Inmates or persons in custody attempting to solicit/engage in sexual activity with staff. Staff refers to officers, contractors, representatives and volunteers.
- <u>Staff-on-inmate Sexual Abuse/Assault</u> To solicit/engage in sexual acts with inmates or persons in custody. Staff refers to officers, contractors, representatives, and volunteers. Sexual misconduct includes any solicitation of sexual activity by making promises of favors or threats toward inmates for refusing sexual advances and it is an invasion of privacy beyond that which is necessary for safety and security of the facility.
- You are strongly encouraged to identify any assailant in order to protect yourself and others from future attacks. Individuals that sexually abuse or assault inmates can only be disciplined and/or prosecuted if the assault is reported and they are identified.
- Inmates have the option of reporting an act of sexual misconduct to any staff member you trust. Staff members have been instructed to keep reported information confidential and only discuss it with the appropriate officials on the need to know basis. The inmate will be taken to medical for a medical exam, clinical assessment, treatment and counseling. It is important that the inmate does not shower until medical personnel have seen them. An investigation will be conducted and documented. The inmate will be separated from the assailant for protection. If the allegations of misconduct against a staff member or inmate are false, the inmate making the accusations will be subject to disciplinary action.
- Listed below are some things that the inmate can do to protect themselves against sexual assault:
 - Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
 - Do not accept gifts or favors from other inmates. Most gifts or favors come with strings attached.
 - o Do not accept an offer from another inmate to be your protector.
 - o Be direct and firm if another inmate asks you to do something you don't want to do.
 - O Do not give mixed messages to other inmates regarding your wishes for sexual activity.
 - O Stay in well-lit areas of the housing unit.
 - o Choose your associates wisely. Look for people who are involved in positive activities like educational programs or religious services. Get involved in these activities yourself.
 - o Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to a staff immediately.

o Do not go into another inmates' cell, this is a rule violation.

Telephone Use

- Inmates may place at least one telephone call each week. Inmates may be required to bear the expense of the telephone calls or place only collect calls.
- Inmates in general housing units will have access to collect call telephones located in each housing unit. Staff will regulate the times.
- Inmates in specialty housing units must request to use the telephone. Calls will be provided based on staff availability but will occur at least once a week.
- Inmates will not be able to receive calls in the housing unit and three-way calling is not allowed.
- Staff will not accept or reply phone messages to inmates.
- Telephones will be shut off for misuse or damage and inmates may be held liable for the damages.
- Violation of telephone rules may result in suspension of the inmate's telephone privileges for a designated period of time.
- All inmate telephone calls are subject to monitoring and recording. (Esta llamada se esta grabando y puede ser supervisada).

Uniforms

- Inmates are required to wear a complete inmate uniform while outside the assigned cell area. T-shirts must be tucked in at all times.
- While in the inmate recreation area, the uniform top may be removed only if a t-shirt is worn.
- When leaving the pod, inmates are required to wear a complete uniform.
- Shoes must be worn at all times when outside of cell.
- Jails issued shorts are only to be worn in cell area.
- Each inmate will be issued an ID wristband with his/her photograph. It must be worn at all times. Inmates must have on their ID wristband to receive or attend the following:
 - Medications
 - Commissary
 - Visitation Privileges
 - Money Orders
 - Programs and services

If the wristband is lost, destroyed, or thrown away there may be disciplinary actions taken against the inmate. The inmate is required to display their ID wristband when asked by a staff member.

- Inmates are to wear their pants on their waistline area; low riders are not permitted. Pant legs may not be rolled or tucked unless they are too long and drag on the floor. In this case, they may be folded up an equal length on each pant leg.
- Inmates must request and wear only uniforms that are the appropriate size as determined by the pod
 officer.
- Any intentional damage caused to jail issued clothing may be deducted from the inmate's account.

Visiting

- Inmates are responsible for arranging their own personal visits. Inmates must fill out a vist form with the appropriate information and turn it in to the housing unit officer in order for a visit to be scheduled.
- At least one visit per week (Sunday thru Saturday) per inmate shall be allowed. Visits will be 30 minutes in length for inmates in general and maximum-security housing, and 15 minutes in length for inmates in segregation. Days and times of visits are posted throughout the facility.
- All personal (social) visits will be conducted via video visitation.
- Attorneys, probation/pre-trial officers, and clergy from recognized religious organizations shall be
 permitted to visit inmates at reasonable hours other than during regularly scheduled visiting hours and
 such visits shall not count as an allotted visit.
- An area for interview between an inmate and his or her attorney, probation or pre-trial officer shall be provided so as to ensure privacy.

- One adult, or one adult and one child are allowed at each visit. There is no age restriction on visitors when a parent or guardian accompanies a child.
 Visit schedules subject to change.