

**COLES COUNTY**

**SAFETY AND DETENTION CENTER**

**“INMATE RULES AND REGULATIONS”**

Revised April 2019

This pamphlet is being provided so you will understand what we expect of you while you are in our custody as well as what you can expect of us. It will also give you information we believe may be helpful to you and your loved ones as you go through the judicial process. It includes information about our policies and procedures; our disciplinary process; the court process; and various addresses, phone numbers, and websites that may be of interest to you. While you are in our custody you will be treated respectfully and fairly and we will expect to be treated in a like manner. We will provide you with nutritious meals, access to health care and clean living conditions. You may have the opportunity to participate in our educational/support programs as well as pastoral visits. Our facility's policies and procedures meet or exceed guidelines established by Illinois County Jail Standards. They perform an on-site inspection at least once per year. During this inspection they review our policies and procedures to ensure we are in compliance.

### **Intake/Booking**

Prior to entrance into our facility our officers perform a pat down search to ensure weapons and contraband are not brought into the jail. We will inventory your personal items and place them in a secure area until you are released from our custody. We will enter your charges and personal information into our database, take your photo and fingerprints, and have you change into a jail uniform. We will allow you the opportunity to make phone calls so you can notify family or friends of your circumstance. We will determine your housing based on your current charges, your criminal history, your medical needs and the information we obtain during the booking process. You will be given an inmate ID card. You are expected to wear the ID card clipped to the collar or pocket of your uniform at all times. **If at any time during the booking process you become non-compliant, argumentative or abusive you will be placed in a holding area until you are more cooperative.**

### **Medical Care/Mental Health Care**

During the intake process you will be asked a series of questions designed to provide us with the necessary information to meet your medical and emotional needs. Our nurse will review this information and may meet with you to discuss your medical concerns. If you are taking prescription medication you may have someone bring those medications in. Prior to dispensing medication the nurse will need to verify your treatment and pass that information along to our physician. Our physician will determine your medication dosage and schedule while you are in our custody. If you have medical appointments you will need to provide us with the necessary information to ensure your continuity of care. If you require attention while you are in our custody you must fill out a medical request slip explaining your medical/mental health need. We have a counselor on site twice a week. You may be charged for nurse visits, Dr. visits, counseling sessions, tests, and medications. You will find a fee schedule on the medical request. You will find this form on the kiosk in your living area. **You will never be denied medical or mental health attention because of an inability to pay.** Emergency medical

attention will be provided to any inmate who requires it. If it is determined you are feigning an illness you will be responsible for all expenses incurred.

### **Sexual Assault/Sexual Abuse/Sexual Harassment**

The **Prison Rape Elimination Act (PREA)** of 2003 was enacted by congress to address the problem of sexual abuse by persons in custody. PREA addresses all types of sexual assaults, but its main focus is to target and eliminate offender-on-offender sexual assaults. The Coles County Sheriff's Office believes you have a right to be free from sexual misconduct from other inmates as well as from our staff. It is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with an inmate. It is also not appropriate for an inmate to approach a staff member sexually. You should not tolerate sexual assault or pressure to engage in sexual behavior from another offender or from a staff member. **If you are in fear of an assault or have been sexually abused it is important for you to report the incident. You can report the incident to any member of our staff or you can call the sexual assault hotline at 888-345-2846. Calling the hotline can be done from your cell. This call can be made without requiring an inmate PIN, is a free call, and is not recorded by our agency.** Sexual intercourse, contact, or conduct between offenders or between offenders and staff members (even when it is consensual) is prohibited. Violating this policy will result in disciplinary action and may result in criminal charges.

To protect yourself from sexual assault: Do not accept gifts or favors from others. Most gifts/favors come with an expectation of something in return. Do not accept an offer from another offender to be your "protector". Talk to a staff member if you fear for your safety. Be direct and firm if someone asks you to do something you are not comfortable with.

When an assault is reported our staff will immediately protect the victim (and/or third party reporter) from the assailant, contact an investigator, arrange for a medical examination, clinical assessment, and support services to help you through the investigative process. It is important for the investigation that you see medical staff before you shower, wash, eat, drink, change clothes or use the bathroom. If allegations of misconduct are made against a staff member, an internal investigation will also be initiated. Crisis counseling is available at our facility for inmates who are assaulted or who have been assaulted in the past; any staff member can provide you with the proper request form for these services.

Our response to allegations of sexual misconduct will be swift and will result in a thorough investigation. Perpetrators of such conduct may face both internal disciplinary consequences and criminal prosecution. Equally, allegations that are found to be frivolous and unfounded may also result in disciplinary and criminal charges.

## ◆ STAYING HEALTHY IN JAIL ◆

### DOING TIME IN JAIL

Being in jail can be both a difficult time and an opportunity for change. Some detainees go through jail with relatively few emotional problems or hardships. Other detainees may feel emotional stress, grieve losses, or have other mental health problems.

This facility has medical and mental health staff who can assist you through difficult emotional times. Jail is a real problem you have to face. Mental health problems can make it more difficult for you to make it through this period of incarceration. Here are some ways you can help yourself to avoid mental health problems.

### COMMON THOUGHTS & FEELINGS

Most people experience stress and loss when in jail. There is inevitably a story behind your being here, and much of it may not be pleasant. You may be grieving losses and have uncomfortable memories of your crime, victims, or court proceedings. At times, you may feel anxious, lonely, sad, useless, or bored. You may be uncertain about what your future will bring or whether your relationships

outside of jail will last. You may miss your freedom, your work, or contact with friends and loved ones.

What you are feeling is painful but normal. You are not alone. Many people in jail feel the same. It is not easy, but it does get better over time.

### HOW CAN I STAY HEALTHY?

- Stay in contact with family or friends.
- Find those within the jail you can trust and talk to, whether they are other detainees or staff members.
- Read as many books as you can.
- Write down your ideas. You can write your family, create fictional short stories, or write poetry.
- Get an education or skill.
- Take treatment and programming seriously.
- Go to recreation.
- Take every opportunity to be involved in work.
- Stay away from trouble. Make good choices of who your friends are.
- Determine to change your life completely so that you never have to spend time in jail again.
- Think about how you can make a difference in someone else's life.

### JAIL CAN BE A TIME FOR POSITIVE CHANGE

It can be a time to:

- Take pleasure in small things.
- Re-evaluate your priorities
- Set goals for your life
- Strengthen spiritual and moral beliefs
- Change the way you relate to loved ones
- Get your mind clear of alcohol and drugs
- Get better control of your moods
- Get in better physical shape or improve your health
- Get a formal education
- Educate yourself through reading
- Learn new job skills

### IF YOU GET BAD NEWS FROM THE OUTSIDE

Bad news sometimes comes from the outside. For example, you may get news about the illness or death of a family member. Notice of a divorce or break-up from a partner, get a long sentence for a new charge, or have some other bad legal outcome.

Depending on your personality, you may prefer to keep such news inside and "work it through" or you may prefer to share the news with family, friends, other detainees, or officers on the unit.

Both styles can work just fine to help you accept the news and make constructive plans for what comes next.

However, if the news feels as if it is "too much" or you find that it is hard to get your mind off it, you may need additional help. Mental health staff are trained to help in such situations. Feel free to contact these staff if you feel that you are having trouble coping or need assistance.

### IF YOU HAVE SUICIDAL THOUGHTS

Everyone thinks about their death at some point but thoughts or plans to harm yourself may be a sign of depression. *Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself.*

*Please contact an officer, mental health or medical staff, or chaplain so that there is any opportunity to help you.*

Remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem. If you cannot think of solutions to your problem, it does not mean that other solutions do not exist. It simply means that you are currently

unable to see other solutions by yourself.

Most people who think about suicide do so for a relatively short time. Things can change, feelings can be altered and unexpected solutions found.

Emotional pain can sometimes make us disregard our family ties, loved ones, religion, love of nature, and our dreams. Those reasons to live are still present. You have to find them again.

### BE YOUR BROTHER/SISTER'S KEEPER

Similarly, if you have a reason to believe that *another detainee* is thinking about harming himself or herself, please contact staff so that we can offer help. Warning signs could include giving away possessions, saving up medication, saying goodbye or making unexpected apologies, writing a will, or sudden depression or withdrawal from others.

### HOW TO CONTACT MENTAL HEALTH SERVICES

- Write a sick call request for mental health services.
- If urgent, contact and jail staff member.

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Adapted from a 1995 brochure by Robyn Bradley and the 2007 brochure of the WI DOC  
Revised: 11/2010

## Meals

Inmate meals are prepared fresh each day by our kitchen staff. Coles County Public Health Department conducts at least one on-site inspection each year, including reviewing our menu's to ensure balanced meals and adequate caloric intake. The Illinois Department of Corrections reviews this information as well. You will receive at least one hot meal each day. Meals are served at 7:00 AM, 11:00 AM, and 5:00 PM. Our meal plans are based on an 1800-2000 calorie diet. Inmates may abstain from consumption of foods that violate their religious tenets. If you have food allergies you will need to see our medical staff to make arrangements for food substitutions. **When you are finished with your meal you are expected to stack your trays/cups in a neat and orderly fashion.**

## Phone Calls/Video Calls/On Site Video Visits

You will be allowed to make local or collect calls when you are booked. All general population housing areas are equipped with a telephone. Typically the phones are turned on from 6 AM until 11 PM each day. Instructions for inmate phone use can be found on the kiosk in each living area. The phone service may be interrupted when someone is transported out of our facility. The first time you use the inmate phone kiosk you will have to enter your inmate account number and the system will require you to enter a 4 digit PIN. **Your account number will be the same each time you are in our custody. Do not share your account number or your PIN with anyone else. If you do, they will have access to any phone time you purchase. If we discover you are making calls on another person's account, the number you are calling will be permanently blocked in our system.** Phone calls are \$0.25/minute. Video calls are \$0.50/minute. Inmates may make video calls to anyone on their approved visitors list any time the phones are active. We expect these calls to be PG rated. Inmates/visitors are expected to be fully dressed during video calls; no undergarments or swimsuits; no sexual content. A first violation of this rule will result in the visitor being suspended from visits for 2 weeks; a second violation will result in the visitor being removed from the visitors list. Inmates must request people to be added to their visitors list on the kiosk. Visitors must set up an account on HomeWAV.com to be added to a visitor list. Visitors can schedule a visit on the HomeWAV website or by calling 314-764-2872. Visit requests must be scheduled at least 24 hours in advance. Inmates must accept a visit with the visitor. Inmates can have 1 on site visit each week. When visitors arrive for their on-site visit they must sign in on the visitor's log. The visitor will also need to use their HomeWAV login credentials to log in to the lobby kiosk for their visit. The visitors need to remember to log out of the kiosk at the conclusion of their visit. **If we find visitors allowing people with no-contact orders to participate in video calls the visitor will be permanently blocked from visitation.**

- Visitors may schedule inmate visits on the following dates and times:

**Tuesday from 7:00 PM – 9:00 PM**

**Wednesday from 10:00 AM – 2:00 PM**

**Thursday from 10:00 AM – 2:00 PM**

**Friday from 10:00 AM – 2:00 PM**

**Saturday from 1:00 PM-3:00 PM**

- Children under 18 must be accompanied by a parent or guardian. Parents who are unable to control their children's behavior during visitation may be asked to leave. If it is discovered you are bringing children to visitation for whom you are not the parent or legal guardian you will be removed from the approved visitors list.
- No food or drinks are allowed in the building during visitation.
- No cellphones, cameras, computers, or other electronic media will be allowed in the building during visitation. If the visitor shows a cellphone during visits (or camera) the visit will be terminated immediately, and the visitor will be taken off the inmate's visitation list.
- **Visits may be monitored or recorded**

### Televisions

All of our general population areas have a television. They are turned on at 6:00 AM and off at 11:00 PM. In order to keep the noise level in our facility at a reasonable level the volume control on the television must stay below 27. Access to a television is a privilege we extend to you. It may be taken at any time an officer feels it is necessary to maintain control, as a consequence in disciplinary action, or to put an end to arguments between inmates about program selection.

### Inmate Property

When you are taken into custody your property will be taken from you, inventoried, and locked in a secure area. A few things may be released at booking but it is your responsibility to bring it to the booking officer's attention. **We will release keys if requested at the time of booking; all other items will remain in your property until you leave our custody. If you are releasing keys they need to be picked up within 12 hours of your booking.** If you are sentenced to IDOC we will hold your property for up to 60 days after you have left our facility. If your property is not picked up within that time frame it will be destroyed. You will need to tell us who will be picking up your property. Only the person you name will be allowed to pick it up and they will have to present a state ID and sign for the property they collect. If you are sentenced to IDOC, you may be allowed (at the command officers discretion) to release your property at visitation. These arrangements must be made prior to visitation day. If you choose to release property at visitation it will be the only time you are allowed to release property. At the request of the Department of Public Aide, you will not be allowed to release Link cards. They recommend that you have family members in need of assistance to contact their office directly.

## **Library**

For your convenience, we provide an electronic legal library. It is available on the kiosk in the inmate living areas. You can access the law library from 6 AM-9 AM each day. The law library consists of Illinois Compiled Statutes and appellate court rulings. We also provide the inmates with recreational reading materials, educational materials, bibles, and AA/NA books.

## **Religious Services/Materials**

Pastors are also allowed to visit. They may see inmates on Saturday mornings between 9:00 AM and 11:00 AM. For a pastor to be eligible to visit they will need to fill out a volunteer questionnaire and provide us with a copy of their credentials. Once approved, they may call in on Saturday morning to reserve a pastoral seat for the day. We will allow up to 4 pastors on a Sunday and they may each see up to 4 people. Pastors and volunteers have agreed to the following guidelines. They will not bring messages in to you or pass messages for you. They will not make phone calls on your behalf. They will not bring items in for you on behalf of someone else. They cannot meet with someone in custody to whom they are related or have a close personal relationship. They are prohibited from putting money on your books or posting your bond. Violating this agreement may result in terminating their special visitation privileges. You can also find bibles, Spanish bibles and Korans on our library cart or order them through commissary.

## **Mentor Program**

This is a collaborative effort between the Coles County Sheriff's Office and concerned citizens in our county. Together we hope to build a stronger community by providing incarcerated individuals with the tools and support they need to break the cycle of incarceration. Participation in our programs is voluntary. If you elect to participate in a program you will be expected to attend all scheduled sessions. The classes will meet one day each week. If you miss a session you will be removed from the program. If you are the subject of disciplinary action your participation will be suspended during the disciplinary period for the first offense. You will be removed from participation in our programs if you are the subject of a second disciplinary action. You may begin this program while in our custody and continue the program when you have been released from our custody. When you are processed in you will be provided with a form to fill out requesting to participate in the program. Participating in this program requires you to agree to allow the Coles County Sheriff's Office to release your contact information to the mentor program volunteers so they can follow up with you when you are released from custody. This form may be turned in to any correctional officer. You may choose to participate in a single class or in all the classes. We currently offer alcohol/drug counseling, Parenting from Prison, Spiritual Survival, Bible Study and an Independent Bible Study.

## **Incoming Money**

While you are in our custody your family and friends might want to leave money for you to use to post bond, purchase phone time, or buy commissary. We offer several options for accomplishing this.

- Money can be put on your books at the commissary kiosk located in the glass vestibule at the front of our building. This can be done with cash (no change) or credit/debit card. You will be charged a processing fee for each transaction. Cash deposits are charged \$3.50 per transaction. ATM transactions are charged 10% of the amount deposited.
- Your family and friends can also put money on your account via internet deposits. To do this they will need to go to Tigerdeposits.com and register to use this service. Again, there will be a 10% processing fee for each transaction.
- Money may be sent to you through the mail in the form of a money order. The money order should be made out to you. The money order will be logged with the mail. Once you have signed the money order the money will be added to your account.
- **We will not accept cash through the mail. If cash is sent to you, we will return it to the sender.**
- **We do not accept personal checks or cashier's checks.**

### **Commissary**

Commissary is delivered once a week. The orders are sent on Wednesday night and delivered on Friday. You will place your order on the kiosk in your living area. If you are indigent you will be given a package of toiletries on Friday mornings. You are not considered indigent if you have made any purchases during the week.

### **Cell Inspections**

Housing units are inspected daily. You are expected to keep your living area neat, clean, and free from damage. Cleaning supplies will be provided for you each day. If anything is not working properly you need to notify an officer as soon as possible so arrangements can be made to have repairs done. Blankets, towels, and paper sacks are not to be hung on the bunks. Our officers must have a clear view of you at all times. Do not stick anything on the walls or suspend anything from the ceiling; do not write on the walls, tables, or floors. Do not use the toilets as trash receptacles. You may keep up to 10 photos in your cell at a time. If it appears you have excessive papers or photos in your living area they will be removed and placed in your locker. **Failing a daily inspection may result in loss of privileges or disciplinary action.**



## Shakedowns

Shakedowns may be performed at any time to any living area. If you are found to be stockpiling medication, we will stop that medication. If excessive laundry items, cleaning supplies, toiletries, hooch, or any contraband is found you will be the subject of disciplinary action. If we find damaged county property you will be charged for those items and may face criminal charges as well as disciplinary action. If weapons are found you may face criminal charges.

## Incoming Mail

Inmates may receive an unlimited number of letters from outside our facility. Incoming mail is delivered Monday through Saturday, excepting USPS holidays. All incoming non-privileged mail will be logged and scanned for contraband or anything that might threaten jail security or indicate evidence of a crime. In these cases the letter will be withheld and the proper authorities contacted. No letters will be accepted that appear to be in code or are not understandable by the jail staff. If you have an excessive amount of mail in your living area it will be removed and placed in your locker. **Incoming mail must have the name and address of the sender in the upper left corner of the envelope** and the name of the inmate in the center of the envelope, followed by our address. Incoming mail cannot have any stickers, confetti, or any other substance in or on the envelope or letter. Letters of this nature will be logged and placed in your locker. Incoming mail may not include any newspaper clippings, internet print outs, magazine clippings, or pamphlets. Because we have limited storage space; these items will be destroyed when they are sent in. You may receive photographs that are not Polaroid type photos, or pictures printed on plain paper. They cannot contain any nudity or be sexual in nature. You will be limited to 10 photographs in your cell; all others will be placed in your locker. You may not receive packages of any kind, including books. You may have newspaper subscriptions or 1 magazine sent from the news agency/publisher directly to you at our address. We do not allow cash to be sent through the mail nor do we accept personal checks or cashier's checks. Money orders may be sent in. They should be made out to the inmate they are intended for. When incoming mail is withheld both the inmate and the sender will be notified that it is not being delivered.

## Outgoing Mail

Inmates may send an unlimited number of outgoing letters. Each letter shall be placed in a separate envelope. Multiple inmates will not be allowed send mail out in the same envelope. Outgoing mail is sent out Monday through Saturday, excepting USPS holidays. Each letter must be 10 pages or less. Inmates may correspond with anyone not in our custody so long as it does not violate any state or federal law or court order. Our inmates may correspond with persons incarcerated in other facilities as long as both facilities approve the correspondence. Non-privileged out-going mail should be submitted, unsealed for mailing. The envelopes of out -going mail cannot have decorations of any kind. The only writing on the envelope should be to whom it is addressed and the inmates first and last name in the

upper left corner. All non-privileged outgoing mail will be logged and scanned prior to being sent out. If an outgoing letter contains threats of any kind; compromises jail security; infers an escape attempt plan or criminal activity; solicits gifts, goods or money from family members or friends; violates any jail rules; is in code or cannot be easily understood by the jail staff; is unauthorized correspondence with another offender or violates a court order your letter will not be mailed out. If your letter is withheld it will be placed in your locker and you will be notified regarding why it was withheld. You cannot mail out packages.

### **Privileged Mail**

The following are considered privileged mail. Privileged mail will be logged and opened in your presence. Outgoing privileged mail may be sealed without an officer inspection.

- Federal or Illinois legislatures; Judges of any court, Illinois Court of Claims, or Clerk of the Courts (incoming only); Attorney General of U.S. or Illinois; director of the Federal Bureau of Prisons; Governor of Illinois
  - Director, Deputy Director, or Assistant Deputy Directors of the Illinois Department of Corrections; the Chief of the Jail and Detention Standard Unit of the Illinois Department of Corrections; Members of the Illinois prisoner's Review Board; and County Sheriffs.
  - Chief Executive Officers of the Federal Bureau of Investigations; the Drug Enforcement Administration; the Criminal Division of the Department of Justice; and the U.S. Customs Service
  - The John Howard Association
  - Registered Attorneys
  - Any organization which provides direct legal representation to detainees, but not including organizations which provide referrals to attorneys, such as bar associations.
- No mail (privileged or non-privileged) will be restricted as part of any disciplinary action.

### **Miscellaneous Information**

- While you are in our custody you will be expected to maintain your personal hygiene. When you are initially processed you will be given bath soap, deodorant, shampoo, and toothpaste/brush. You may order hygiene supplies on commissary. If you are indigent, personal hygiene supplies will be provided for you each week. Razors are made available to you each morning. **We do not allow you to keep your razor in your cell.** They will be collected about an hour after they are put out. If the plastic blade guard for your razor is lost or damaged your razor will be disposed of and you will get a new razor at the next razor change. Hair clippers are made available the first week of each month. Nail clippers will be put out with the razors on Sunday morning.

- Lights are turned off, televisions and phones are turned off, and you will be locked in your cells at 11:00 P.M. each night. If you choose to stay awake during the nighttime hours, you will be expected to be respectful to those inmates who may be trying sleep. If you create disturbances during the night you will likely suffer disciplinary consequences.
- Trusty positions are by invitation only. If you are selected to be a trusty you will be expected to shower and change clothes each morning. Trusty's will be woke up each morning at 5:30AM. This will allow them to shower before preparing breakfast trays. You will be required to keep your hair collar length or shorter or have hair pulled back and secured away from your face. You will not be allowed to have facial hair and you will be expected to wear a "trusty" hat any time you are out of the trusty dorm. Trusty's are not allowed to speak with other inmates; this would include head nods, waves, or any type of communication. A trusty position is a privilege and any officer may decide to lock you down at any time, and may do so without any explanation to you.
- While you are in our custody you will be expected to address the officers in a respectful manner.
- From time to time you will need to be removed from your cell for various reasons. You will not be allowed to speak during any movement outside your living area. This includes trips to court, movement during visitation, nurse call, or any other reason you might be removed from your cell. When the movement involves stops along the way, you are to turn and face the wall so you are facing away from living areas. If you are talking or gesturing to anyone other than your attorney or the judge when you are in court your visits will automatically be suspended for a minimum of 3 weeks.
- When you are in court you are not to communicate with anyone other than our officers, your attorney, or the judge. You are expected to maintain a calm and controlled demeanor when you are in the courtroom. Anything short of that may get you removed from the courtroom.
- If you have other court cases in our county and you are expected to appear in court on those cases while you are in our custody you need to let the officers know about those cases/appearances. If you do not appear as ordered by the judge a warrant may be issued.
- If you are unable to post bond you will be provided with the following items; mattress, blanket, sheet, uniform pants, uniform shirt, sandals, and 2 towels. Laundry will be exchanged twice a week. If any of these items are damaged after being issued to you, you will be charged according to the following fee schedule.

- Mattress \$110.00
- Blanket \$12.00
- Sheet \$8.00
- Pants \$9.00
- Shirt \$7.00
- Sandals \$5.00
- Towel \$5.00
- Inmate ID \$15.00

## Disciplinary Process

The following disciplinary process was developed in accordance with Illinois County Jail Standards regulations. We encourage our detainees to read and understand our rules and regulations and the consequences for not adhering to them. The steps in this process are designed to ensure that disciplinary issues are dealt with in an even handed impartial manner. Each time you are the subject of disciplinary action you can expect that action to increase in intensity and in duration. This may include segregation, lockdown, loss of privileges, and/or loss of good time. Our officers will take whatever steps are necessary to maintain control of our facility.

Any acts considered a crime according to Illinois statute are also considered a violation of our rules. In such cases you may be criminally charged as well as be subject to disciplinary action. Our rule violations are divided into two categories; minor rule violations and major rule violations.

The following acts are considered minor rule violations. If you are found to be participating in these activities you may be reprimanded and/or lose privileges for 1-30 days for each violation. You will be given a disciplinary slip that explains what you did and what the consequence will be. A second minor rule infraction may be treated as a major rule violation.

1. Passing any item to another inmate or another living area
2. Failure to maintain basic personal hygiene.
3. Speaking during inmate movement. This includes laundry exchange, court, or any other time you may be removed from your living quarters
4. Possession of money
5. Possessing property that belongs to someone else
6. Interfering with another inmates disciplinary action
7. Gambling
8. Abuse of commissary privileges (buying commissary for others, having commissary bought for you, possession of someone else's commissary)
9. Failure to maintain living quarters in a clean and orderly manner
10. Communicating with another inmate in our custody (including through a third party)
11. More than 1 roll of toilet paper per toilet in a living area
12. Using CCSO supplied necessities in manners other than the intended use (using toilet paper to make flowers, bookmarks, balls, etc)
13. Sticking anything to the walls, ceiling, bunks, bars, or covering the vents
14. Hanging anything from the walls, ceiling, bunks, bars, or vents.
15. Having your mat in the day area or any place other than your designated sleeping area
16. Talking (or yelling) between living areas
17. Use of racial slurs
18. Possession of extra laundry items
19. Clothes lines in your living area
20. Causing a disturbance.

21. Failure to wear proper attire in living area. (No walking around cell block, or dorm without clothing)
22. Maintaining the volume on the television at such a high level it is disturbing the other living areas.

The following acts are considered major rule violations. Involvement in these acts may result in loss of privileges, being placed in segregation or on lockdown status, and/or loss of good time. These penalties may be from 1-30 days for each violation and you may lose all of your good time.

1. Murder
2. Assault, sexual assault, assault with a weapon
3. Extortion blackmail, bribery, attempted bribery, or intimidation (“barn bosses”)
4. Escape, attempted escape, or planning an escape attempt
5. Destroying, altering, tampering with, or damaging CCSO property
6. Theft
7. Arson
8. Possession of an explosive device or ammunition
9. Possession of a firearm, knife or bladed instrument, sharpened objects (shank) or unauthorized tools
10. Possession of any narcotics, drugs, or intoxicants (including hooch), or drug paraphernalia
11. Counterfeiting, forging, or unauthorized reproduction of any document, article of identification or official paper
12. Fighting
13. Rioting, encouraging others to riot, or attempting to organize a disturbance
14. Indecent exposure
15. Misuse of medication
16. Tampering with locking devices, electrical works, lighting, or plumbing. This includes jamming your faucet so that your water runs continuously.
17. Possession of a staff members clothing or equipment
18. Refusing to obey a direct order of an officer
19. Directing abusive language towards an officer or staff member
20. Failing to deadlock when ordered
21. Being in an unauthorized area.
22. Reporting for a sentence or returning from work release under the influence of alcohol, drugs, or intoxicating compounds
23. Damaging or marking on uniforms, towels, sheets, blankets, or mattresses
24. Defacing the wall, floors, ceilings, doors, windows, tables, chairs, or benches in our facility
25. Damaging or abusing the television, telephone, or other devices
26. Any type of horse play or rough housing or game that may result in injury
27. Possession of contraband
28. A second violation of any minor rule violation
29. Performing “Tyson Squats”.

### 30. Using someone else's phone account (Theft).

The disciplinary process for major rule violations will be as follows:

- The **reporting officer** will provide you with a **disciplinary slip**. This will inform you of what you are being charged with and when the incident occurred.
- An officer not involved with the incident will conduct a hearing. This will be an opportunity for you to refute the charges against you. You may be provided the opportunity to present documentary evidence. You may have the opportunity to question witnesses. The **hearing officer will determine what disciplinary action (if any) will be taken**.
- You will be given a copy of the hearing results. You will have the opportunity to appeal the decision.
- If you decide to appeal the decision the jail commander or a designee will review the proceedings and document their findings on the appeal hearing form. You will be provided a copy of this form.

The inmates are not allowed to have the following items in their cells. They will be confiscated when they are found. In addition to these items, anything stuck to the bunks or the walls will be confiscated as well.

- Cigarettes, lighters, matches
- Cleaning solvents, mops, brooms, buckets
- Paper clips, staples, any other metals
- Spiral bound notebooks
- Markers, pens, pencils (other than the approved flex pens)
- Personal clothing or jewelry
- Cardboard boxes
- Polaroid pictures
- Prescription medication
- Excessive amounts of paperwork
- Nude or pornographic pictures
- Motion of Discovery

### **Inmate Complaints**

If you believe you are not being treated fairly; your needs are not being met; or we are not in compliance with Illinois County Jail Standards, you are encouraged to respectfully bring it to our attention. Grievance forms can be found on the kiosk in your living area. If you have exhausted all internal avenues and still found no relief you may choose to file a complaint through the Illinois department of corrections bureau of inspections and audits. The IDOC inspector will respond to your

complaint in written form. Correspondence with the bureau of inspections is privileged mail and should be sealed prior to having the officers pick it up.

***Jail and Detention Standards Unit***

***Illinois Department of Corrections***

***1301 Concordia Court***

***Springfield IL 62702***

- **Coles County Homepage:** [www.co.coles.il.us](http://www.co.coles.il.us)  
Here you will find a link to the Coles County Sheriff's Office page. On our page you will find a current list of the inmates in our custody as well as our top ten list. You will also find links to the following sites: **Vinelink** (a victim's notification system), **OffenderWatch** (Illinois sex offender registry), **Judici.com** (access to court information), and **Crimestoppers** (where you can leave anonymous information about crimes)
- If your loved ones have questions about what happened at your last court appearance or when your next court date is, they will find that information at **judici.com**.

**Legal Counsel**

Below you will find a listing of local attorneys. The sheriff's department does not endorse attorneys. This list is provided for your convenience and we believe it to be a complete listing of the attorney's in our area.

Amanda Willette	(217) 235-2700	Janet Grove	(217) 234-7123
Andrew Petty	(217) 268-3056	Janet Winter-Black	(217) 235-3400
Angelica Wawrzneck	(217) 639-7800	Anthony Ortega	(217) 345-6122
Bob Dunst	(217) 258-8900	Jeremy Richey	(217) 348-6767
Bradford Rau	(217) 728-4374	Jerry Stout	(217) 268-3609
Brent Holmes	(217) 235-2700	Jodi Swann	(217) 345-4200
Bryan Robbins	(217) 345-6222	John Armstrong	(217) 639-7800

Charles Young	(217) 345-6222	John Barger	(217) 234-6481
Daniel Jones	(217) 639-7800	John Hefner	(217) 639-7800
David Eberspacher	(217) 639-7800	John Watson	(217) 234-6481
David Nelson	(217) 235-5651	Karen Fuqua	(217) 234-6600
Edward Brankey	(217) 345-6222	Kaye Dent	(217) 238-7334
Fred Johnson	(217) 235-7000	Ken Gano	(217) 345-6111
Glenn Braden	(217) 895-3656	Kent Heller	(217) 235-2700
Gregory Ray	(217) 234-6481	Kevin Geisler	(217) 348-6300
Harlan Heller	(217) 234-6584	Kirsten Bays	(217) 345-6099
James Bennett	(217) 234-2000	Lee Waite	(217) 235-5651
James Grant	(217) 345-2510	Lindsay Kearns	(217) 328-0263
James Roytek	(217) 234-3132	Marilyn Resch	(217) 932-2158
Mark Ferguson	(217) 235-2323	Roy Dent	(217) 345-6222
Mark Petty	(217) 268-3056	Sean Britton	(217) 639-7800
Matt Anderson	(217) 234-6481	Sean Hocking	(217) 234-6481
Michael Meyer	(217) 347-0791	Shon Park	(877) 923-7275
Michael Radloff	(217) 234-2000	Stephen Corn	(217) 234-6481
Michael Ryan	(217) 234-2000	Stephen Ryan	(217) 234-2000
Murry R. Choate	(217) 345-4452	Steve Davis	(217) 348-7334
Patrick Lee	(217) 234-6481	Steven Mayberry	(217) 728-7369
Priscilla Ebdon	(217) 345-6464	Todd Reardon	(217) 345-5291
Richard Broch	(217) 253-2366	Warren Danz	(800) 679-6868
Robert Grierson	(217) 234-6481	William McGrath	(217) 258-8900
Rodney Smith	(217)345-6222	William Tapella	(217) 639-7800
Ronald Tulin	(217) 348-8155	Zachary Pancoast	(217) 639-7800