

Moultrie County Inmate Handbook

This handbook is subject to change at any time.

Moultrie County Detention Center

Inmate Handbook

Revised November 27, 2015

Introduction

You are now in the custody of the Sheriff of Moultrie County. The Moultrie County Detention Center (MCDC) is designed to make your stay safe and secure. You will be expected to obey facility rules and regulations. You must conduct yourself in an orderly manner with respect for the rights of others.

Sexual assault/abuse or sexual harassment will not be tolerated in any form. If you feel that you have been sexually assaulted/abused or harassed, report this to a Corrections Officer immediately. Willingly disobeying any rules and regulations will result in immediate disciplinary action.

This handbook outlines rules and procedures to be followed during your incarceration at the MCDC. **You are expected to know and to follow all guidelines listed in this handbook.** Be advised that a claim of ignorance of the rules will not be accepted as an excuse for misbehavior, which will result in disciplinary action and/or criminal prosecution. Please review this handbook carefully. It contains the answers to many questions involving your confinement. If you have any additional questions, please feel free to ask a Corrections Officer (C/O). You are in control of the quality of your confinement. Your experience here depends solely on your attitude and behavior.

1. **ACCEPTABLE AND UNACCEPTABLE BEHAVIOR**

Only authorized items will be allowed in your possession and should be kept in your blue nylon bag. Any items that are illegal, not issued by the facility, not purchased from commissary, or not specifically authorized or approved will be considered contraband.

The following items are allowed in your possession:

1. Items purchased from commissary.
2. The Bible, other religious books, AA or similar books.
3. Letters, writing materials and pens purchased from commissary.
4. MCDC issued sandals – two.
5. Personal hygiene items-if MCDC issued: One of each item.
6. Prescription glasses or contact lenses-along with the required cleaning solution, which is new and unopened.
7. Photographs, up to 4x6 in size-NOT Polaroid. The photos will not be erotic or pornographic in nature or give the impression of being such. Photos must be stored in your blue nylon bag, not affixed to any wall, ceiling, or other surface.
8. MCDC issued clothing (one set), bedding (mattress, mattress cover, and blanket. One blanket will be issued between May 1st through October 31st and two blankets will be issued between November 1st and April 30th. The fleece blanket must remain in your cell at all times. The other blanket may be taken into the dayroom.

The following items are considered contraband:

1. Any items of clothing found to be altered or used for a purpose other than originally intended.
2. Any incendiary device (matches, lighters, etc.) or item detailing or used for the manufacture of weapons or explosives.
3. Any items that could injure another person will be confiscated, unless it is prescribed by a physician.
4. Any gang-related items, symbols, drawing, literature, signs, or paraphernalia will be confiscated.
4. Tobacco products.
5. Money, checks, or money orders.
6. Jewelry.
7. Alcoholic beverages including homemade.
8. Weapons of any kind.
9. Tattoo needles.
10. Excessive possession of authorized items.
11. Any other items not approved by the Sheriff.

2. **PERSONAL PROPERTY**

1. Your property will be stored in your blue nylon bag.
2. Belongings that are too large to fit in the blue nylon bag will be placed in your personal property bag. Anything that is too large to fit in the personal property bag can be released to someone to take home or thrown away.
3. Money, checks, or money orders will not be placed in your personal property bag.
4. Any personal property left at the MCDC must be claimed within thirty days of your release or the items will be disposed of.
5. **Transfer inmates from other facilities:** will be allowed to have their property from the previous facility as long as it complies with all the rules outlined within this rule book.

3. **PERSONAL FINANCES**

1. Money that you may receive will be deposited in your Inmate Tiger Account.
2. Money can either be put on your Tiger account electronically, brought to the MCDC, or can be mailed to:
Your Name
1505 W. Hagerman
Sullivan, IL 61951
3. Only cash or money orders will be accepted.

4. **COMMISSARY**

1. Commissary items can be ordered directly from Tiger using the pod phone. Commissary orders are sent in Monday mornings and arrive later that week (unless there is a holiday or schedule change, then you will be notified).
2. **All commissary items must fit in your blue nylon bag. Excessive Commissary orders will be returned to Tiger Commissary will not be stockpiled or placed in your personal property.**
3. Special Diets can and will result in a modified/restricted commissary list.

5. **INDIGENT FUNDS**

1. If you are without funds for seven days you can receive an indigent stationery kit (two stamped envelopes, six pieces of paper, and a pen). A note will be made in your Inmate Fund account and if money is received later, you will be charged for this kit in the amount of \$2.00.

6. DRESS

1. You will wear the issued MCDC uniform.
2. While out of your cell, you are to be fully clothed in the uniform. Pant legs may be rolled up enough to keep them from dragging the floor. Your arms must come through the sleeves of the shirt.
3. Gang signs or insignia will not be allowed on the uniform.
4. You are not allowed to wear any type of head cover.
5. You are provided a pair of sandals when admitted to the MCDC, and they must be worn at all times when you are out of your cell. To receive an exception to this rule requires a doctor's prescription. Canvas shoes will be provided during court proceedings.
6. For a jury trial (only), other clothes to wear in court must be approved by a motion signed by the Judge. These clothes can be picked up by a person of your choice or by your lawyer after the trial is completed.
7. You will be allowed one (1) blanket in the dayroom during the day. November through April: The fleece blanket must remain in your cell at all times. Only the wool blanket may be taken into the dayroom. Blankets are not allowed in the outdoor recreation area.
8. You will NOT be allowed to bring the following items into the dayroom from your cell:
 - Your towel (unless shower day)
 - Your mattress
 - Your mattress cover
 - Your extra blanket (during winter months)

7. DAILY SCHEDULE

All cell doors will be open at 7:00 a.m. Cell doors **MUST be locked open**.
All Detainees will be locked down for the night at 10:00 p.m.

8. PERSONAL CLEANLINESS

1. Showers are required three times a week in the MCDC. The showers are open on a rotating basis by Pod.
2. All new inmates will be given a welcome hygiene pack upon entry into the facility. Inmates will then be responsible for ordering their hygiene items from commissary each week.
3. Indigent inmates will be provided hygiene items.
4. A razor is available daily and must be requested in the morning during breakfast pass.
5. Inmates are responsible for cleaning the razor when they are done using it. The Corrections Officers must be notified after the razor is clean so they can sanitize it and make sure the razor is in proper working order before it is given to the next inmate.
6. Toothbrushes are passed out on the first of every month and you must exchange your old one to receive another.
7. A pair of fingernail clippers are available the mornings of shower days (except weekends) at the request of an inmate and will be collected as soon as the inmate is done using them.

Shower, Clothing, and Bedding Schedule

Red & Green Pods

Showers: Monday, Thursday, Saturday

Clothes: Monday, Thursday

Bedding: Saturday

Yellow & Blue Pods

Showers: Tuesday, Friday, Sunday

Clothes: Tuesday, Friday

Bedding: Sunday

Work Release/ Dorm

Showers: As needed

Clothes: Monday, Thursday

Bedding: Saturday

9. CLEANLINESS OF CELLS

1. Cleaning materials are made available on your shower days and as required to clean up messes.
2. You are required to clean your cell, dayroom, and showers as assigned.
3. You must clean the sinks and toilets
4. You may not write or put marks on the walls.
5. There will be no pictures, posters, calendars, or charts attached to the walls, ceilings, windows, affixed to any seams or behind fixtures attached to the walls. This does not apply to items posted by MCDC staff.
6. No light fixture or air vents can be covered.
7. All beds are required to be made using one mattress cover and one blanket. Sheets and blankets are not to be tied or knotted for any reason.
8. The mattress is to be laid flat and be inside the mattress cover at all times.
9. Nothing is to be stored under your mattress.
10. You are to use trash bags for putting trash in only.

10. SEARCH AND INSPECTION

For health, safety, and security reasons, search and inspection of an inmate, cell, property, etc. may be conducted at any time. All inmates must cooperate during these searches and/or inspections.

11. LAUNDRY

1. Twice a week you will exchange your complete uniform, towel and wash rag. **(No Exceptions)**
2. Mattress cover and blankets will be exchanged one time per week.
3. Laundry exchanges are done on a rotating schedule by Pod.
4. Linen and uniforms may not be knotted, tied, or marked
5. You will exchange your laundry items in the nylon bag with your number on it.

12. MEALS

1. Breakfast, lunch and supper will be passed to the detainees through the food pass slot in the door.
2. Any special diet request must be submitted in writing on a request form and are subject to verification through medical and Religious resources.

13. TELEPHONES

1. All phone calls must be made using pin debit or be collect calls. Instructions to transfer money from your account for minutes with the Lattice phone system are located on the front of the phones.
2. **Telephone calls may be monitored and recorded and any use of the telephone will signify an implied consent to this.**
3. Telephones may be turned off at any time for security purposes.
4. If you make any harassing phone calls, you may be prosecuted, placed in the disciplinary pod, and have your telephone privileges revoked.
5. Free calls to the Public Defender's office may be made from the pod phones.
6. You must make calls from your account pin number only. Use of another inmates pin is strictly prohibited and could result in having your telephone privileges revoked.

14. GAMES

1. Playing Cards and various card games, such as UNO are the only games allowed.

15. MAIL

1. Mail may be read but not censored.
2. All incoming mail must have Senders **FULL NAME (FIRST AND LAST) AND A RETURN ADDRESS** or it will be returned to the US Post Office.
3. All incoming and outgoing mail will be inspected for contraband.
4. A C/O will open mail from the courts, attorneys, and probation/parole officers in your presence to verify that it is legal Mail and contains no contraband.
5. All mail and books must be sent through the U.S. Postal Service.
6. You must write your name and MCDC's return address on all outgoing mail.
7. The outside of the envelope is for the address, return address and stamp. Letters from an inmate with decorations, etc. on the outside of the envelope will be returned to the inmate.
8. Items available on commissary will not be accepted through the mail.
9. Letters or cards containing indecent, sexually-oriented items, or stickers not approved by MCDC policy will be **RETURNED TO SENDER AT THE EXPENSE OF THE INMATE.**
10. Mail to inmates incarcerated in the MCDC should be address to:
Inmate's Name
1505 W. Hagerman
Sullivan, IL 61951
11. Packages or deliveries from the Postal Service or a package delivery service containing items, like food, clothing or games etc. sent to MCDC will be RETURNED TO SENDER AT THE EXPENSE OF THE INMATE. (Only books/magazines will be accepted and placed in your property until your library day. Excessive amounts of books/Magazines placed in ones property will result in a mandatory release of said property.)

16. LIBRARY

Library schedule for Pods is as follows:

Green: Monday	Blue: Tuesday
Yellow: Wednesday	Red: Thursday
Dorm: Friday	

1. Inmates will be taken to the library (upon inmate request) between 8am-9am on their scheduled day as the C/O workload allows.
2. Library is not available on Saturday or Sunday.
3. Each inmate is allowed two books. Unless you are a new inmate, you must bring books for exchange at the library or from your property.
4. The Bible does not count as one of those two books.
5. Law books will be provided for law library.
6. If you want a book/magazine from your property, you must still produce a book/magazine to exchange.

17. PERSONAL REQUEST/GRIEVANCE FORMS

1. If you have a problem or question, you must first contact a C/O. If he/she cannot answer the question or concern, you can complete an Inmate Request/Grievance Form. Your Request/Grievance Form will be forwarded to the proper authority and you will receive a response within five days, excluding weekends and holidays
2. If you wish to appeal the initial response to your grievance, you may do so within 72 hours, excluding weekends and holidays. You will receive a response to your appeal within five days, excluding weekends and holidays.
3. If you continually submit forms for matters already addressed, it will be deemed an intentional misuse of this process and you will be subject to disciplinary action.

18. VISITATION

Inmates may visit with family and/or friends using the Video Visitation system.

1. Each inmate may have two visits per week of twenty minutes each.
2. Each visit is limited to two visitors. Small children are not included in this number but are the responsibility of the visitor and should be under control at all times.
3. Visitors may not:
 - A. Have been an inmate in this facility within the past 30 days.
 - B. Have an outstanding warrant from anywhere (whether it is within geographic limits or not).
 - C. Be under the age of 18, unless accompanied by THEIR parent/guardian.
 - D. Smell of alcohol.
4. Visits may be done according to the following schedule:
Saturday, Sunday, Monday: 6 p.m. – 9 p.m.
Tuesday, Thursday, Friday: Noon – 3 p.m.
Wednesday there is no visitation.
5. All visitors will remain seated during the visit or the visit will be cancelled.
6. Any Behavior deemed to be sexual in nature (flashing or exposing one's self) will result in immediate termination of the Current visit and any future visits.

19. DAMAGE TO MCDC PROPERTY

1. MCDC property must not be altered or destroyed. You may be prosecuted for the destruction of property and/or ordered to make restitution. All items provided by the MCDC are to be returned in the same condition as they were issued.
2. Before being released, an inmate and a C/O will inspect the cell, mattress, mattress cover, towel, and clothing to verify that they have not been damaged. If there is damage, a deputy will charge the inmate with Destruction of Government Property and the inmate will not leave until that charge has been dealt with.

20. INMATE PROGRAMS

While incarcerated, you may have the opportunity to participate in a variety of programs. Eligibility is determined based on your classification and availability of programs.

Requests for participation in a specific program should be made on a Request/Grievance Form.

1. GED Program. Adult basic education classes are offered through Lake Land College for those who have not earned a high school diploma or the equivalent. The class is offered only when there is an instructor available. Participation is on an open entry/exit basis. The program is available to male and female inmates.
2. Religious Services. Religious services are available to inmates, regardless of classification, unless security is an issue.
3. Services will be on Tuesday and Thursday nights (with separate times for males and females). Services are offered when clergy is available.

22. INMATE MEDICAL

Advanced Correctional Healthcare (ACH) has been contracted to oversee our medical program.

1. Inmates who want to see the Nurse for any medical/dental issue must put in a request using the Sick Call Form. The Nurse will see inmates for one issue per request.
2. The Nurse will be the one to refer the inmate to the Doctor for the SAME issue. Cost for Sick Call is \$20. Inmates who go to the hospital will be charged \$30.
3. Inmates who have prescriptions will be charged an Administrative Prescription Fee of \$10 per month per prescription.
4. If you do not have the funds to cover these charges you will not be denied these services but a note will be made in your Inmate Fund account and if money is received later, you will be charged for this.
5. Any inmate who is caught not taking, hoarding or selling meds will receive all meds crushed.

23. WORK RELEASE INMATES

All work release payments need to be paid in a timely manner. If you are found to be delinquent, you will not be allowed to purchase commissary until you have taken care of your work release fees. Those inmates on work release who fail to return directly to the MCDC at the court ordered time may be charged with ESCAPE per 720 ILCS 5/31-6, Illinois Compiled Statutes.

24. FOREIGN NATIONALS

If you are not a U.S. citizen and are a foreign national, you have the right to have your country's embassy contacted to tell them you are here.

21. DISCIPLINE & RULE VIOLATIONS

Rules are established to provide order and discipline within the MCDC. Inmates who choose to disregard or disobey the rules and regulations are subject to disciplinary action.

MAJOR RULE VIOLATIONS:

1. Taking hostages.
2. Sexual assault.
3. Assault or battery.
4. Theft or robbery.
5. Forgery.
6. Setting a fire.
7. Smoking.
8. Damage or destruction of MCDC property.
9. Possession of drugs.
10. Causing or being involved in any disturbance.
11. Gambling.
12. Interference with an Officer in the performance of their official duty.
13. Escape, attempted escape, or aiding an escape.
14. Kick, obstruct, or jam cell doors or locks.
15. Threatening or intimidating any Correctional Staff, volunteer, Medical Staff, or other person.
16. Habitual minor misconduct violations – third and all subsequent minor violations will be treated as major violations.
17. Possession of major contraband – that is any item that can be used as a weapon or intended for use in escape attempts.
18. Failure to take prescribed medication in the presence of authorized personnel or attempt to hide or save medication except where medical instructions provide otherwise.
19. Violation of any Federal, State, County, or Local statute while incarcerated in the MCDC.
20. Any misuse or abuse of electrical outlets, appliances, or cable outlets.
21. Tampering or interfering with security equipment, telephones, television or other fixtures.

MAJOR MISCONDUCT VIOLATIONS MAY RESULT IN THE FOLLOWING DISCIPLINARY ACTIONS:

- A. Filing of criminal charges.
- B. Loss of good time.
- C. Transfer to disciplinary pod for up to 60 days.
- D. Loss or restriction of privileges for up to 60 days. (Commissary, visitation, or telephone).

MINOR RULE VIOLATIONS: failure to follow the rules and guidelines as shown in this handbook. Including:

1. Disobey or refuse any reasonable order given by a staff member.
2. Change cells without authorization.
3. Changing bunks without authorization.
4. Stand or sit on dayroom tables.
5. Stand or sit on stairs without permission from staff.
6. Failure to maintain assigned cell and dayroom in a clean and orderly manner.
7. Transfer of any assigned items to another inmate.
8. Create excessive or unnecessary noise.
9. Attempting to control other inmates.
10. Throwing food, trays, or any other items.
11. Possession of minor contraband: that is any item or article not authorized to be in the possession of the inmate that cannot be used as a weapon or in an escape.
12. Kangaroo court or any other organization is forbidden.
13. Disrespect towards any staff member, volunteer, or medical staff.
14. No inmate shall touch or stand stationary within two feet of the viewing glass in an attempt to see through the glass into the officer's work area.
15. Lying to staff.
16. Sending or receiving mail through unauthorized sources.
17. Wearing jewelry (including body piercings) that has been brought into the cells.
18. Entering another inmate's cell without their permission.
19. Putting foreign/excessive materials into the plumbing system. **This includes paper of any kind, spoons, hygiene items and commissary wrappers.**
20. Failing to leave the 20 watt bulb on in your cell after lights out.
21. Failing to wear the entire issued MCDC uniform at all times while in the day room.
22. Wearing head coverings at any time.
23. Horseplay of any kind will not be permitted.

MINOR MISCONDUCT VIOLATIONS MAY RESULT IN THE FOLLOWING DISCIPLINARY ACTIONS:

- A. Lockdown for 1 to 5 days.
- B. Loss of visitation, telephone, and/or commissary privileges.
- C. A sustained or continual violation of this category may lead to disciplinary detention for up to 10 days.
- D. Loss of good time.

DISCIPLINARY HEARING PROCEDURE

When a detainee is accused of violating facility rules and regulations, a disciplinary report will be initiated. A staff member will serve the detainee a copy of the disciplinary report in a reasonable amount of time and the detainee will notify the serving officer of all witnesses at that time. The detainee may be offered a plea agreement by the officer in charge instead of a disciplinary hearing. Trustees accused of rule violations may be suspended from their work detail. Although a detainee does not have a right to legal representation, a request may be made at the time the disciplinary report is served to have a staff member appointed to assist the detainee in the preparation of his/her defense, and not in the defense of the charges against the detainee. The disciplinary hearing is an informal process and is not a court of law. The hearing officer will review the disciplinary report, witness statement(s), detainee statement, and will make a decision based on the evidence presented at the hearing. If the hearing officer finds that enough evidence exists to support the charges against the detainee, the hearing officer will find the detainee guilty and impose the appropriate sanction in accordance with established policies and procedures and as outlined in this handbook. If the hearing officer finds that no evidence exists to support the charges against the detainee, the hearing officer will dismiss the charges. The hearing officer reserves the right to increase or decrease charges as appropriate. The hearing officer reserves the right to impose additional charges and sanctions that are supported by evidence and documentation.

APPEAL PROCEDURE

If the detainee disagrees with the decision of the hearing officer, the detainee has the right to appeal. The detainee must make his/her request for appeal known at the disciplinary hearing. The appeal will be forwarded to the Jail Administrator for review. The decision of the appeal is final.