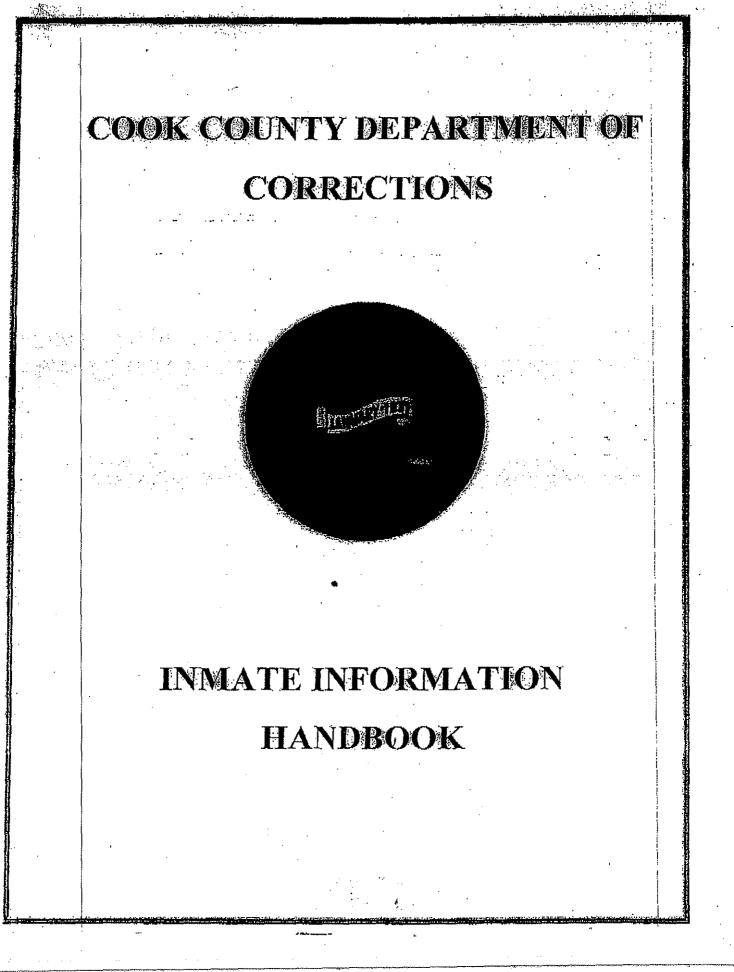
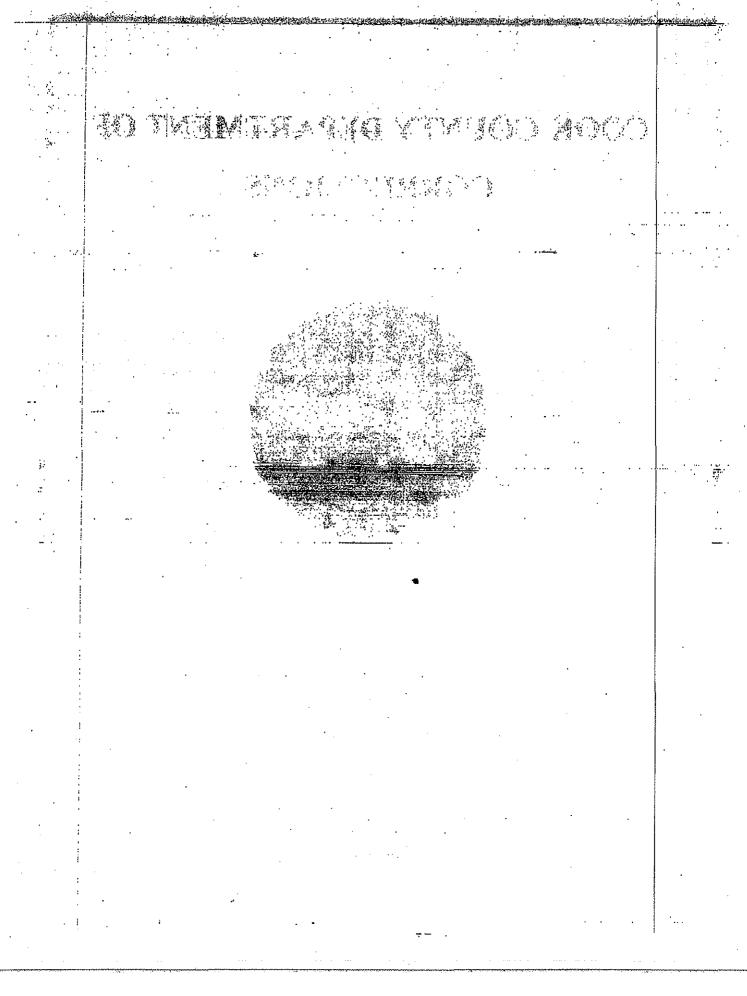
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INTRODUCTION

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This Handbook helps you understand the rules and regulations of the Cook County Department of Corrections (CCDQC). While in custody, you must follow all CCDQC rules, act in an orderly manner, respect others, and obey CCDQC staff. This will make your time at the CCDQC safer, and easier. Failure to follow the rules, regulations, and procedures will result in disciplinary action against you and possibly lengthen your incarceration.

Most problems or concerns you have can be addressed by correctional officers and correctional supervisors. In addition, there are Correctional Rehabilitation Workers (also known as CRW's or Social Workers) who are available to talk to you or help you.

Look at the Table of Contents to learn what subjects are described in the Handbook. It is your responsibility to learn its contents. The Handbook is available in English and Spanish. Inmates with disabilities, limited English understanding, or inmates who cannot read will be provided assistance. Ask an Officer, CRW, or any other member of the CCDOC Staff if you need help understanding this Handbook and the rules of the CCDOC. Also, if you know of someone who has trouble understanding this handbook, let staff know.

Inmates Under 17 years old: If you are under the age of 17, or if you know of someone in the custody of the CCDOC who is under the age of 17, immediately notify a CCDOC staff member.

- 1 -

CHAPTER 1 FACILITY INTAKE PROCESS

Medical and Mental Health Screening

By the time you receive this handbook you will have gone through the intake process and received medical and mental health screens. These screens help identify medical or mental health problems you may have. If you believe the screens missed something, immediately tell correctional staff. CRW's, or medical staff. Be sure to tell them about any medical/psychological problems, drug addictions, and/or prescription drugs that you have taken. If you do not feel comfortable telling staff, you can also submit a Health Care Request form (see below for the Health Care Request).

Classification and Housing Assignment

By the end of the intake process, CCDOC Classification personnel will determine your housing location and security classification level. You will either be a minimum, medium, or maximum security inmate. Maximum security is for inmates who present the greatest risk of harm to security in the CCDOC and the safety of others. The higher the classification, the more restrictions placed on inmates. If you believe that you have been classified incorrectly, notify correctional staff or a CRW immediately or file an inmate written request or grievance.

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CHAPTER 2

SEXUAL ASSAULT, HARASSMENT and INTIMIDATION

Sexual Abusé, Sexual Assault, Sexual Harassment, Sexual Intimidation and Retaliation

The CCDOC has a zero tolerance policy for sexual abuse, sexual assault, sexual harassment, sexual intimidation of inmates, or retaliation for those who report this conduct. Simply put, this behavior will not be tolerated.

The following acts by CCDOC staff, vendors, contract employees, and/or inmates, even where no objections are raised, are ALWAYS PROHIBITED and should be reported immediately.

- Making sexual advances or sexual comments to another inmate;
- 2. Engaging in any sexual act;
- 3. Attempting to touch someone's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify;
- 4. Failing to respect the limited privacy rights of an inmate in-order to sexually harass or sexually intimidate the inmate, e.g., gawking at someone in the shower or when undressing;

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5.	Influencing or threatening an inmate's safety, custody, privacy, housing,	
	privileges, work detail, or program status in exchange for sexual favors;	
6.	Retaliating in any way against an inmate who reports or causes to be reported any	
	of the acts listed above	
Inma	ites are strongly encouraged to report any of these acts or other acts of sexual abuse,	
sexu	al assault, sexual harassment, or even consensual sexual acts involving themselves or	
	inmates. By speaking up you are protecting yourself, other inmates, and you are	
maki	ng your stay at the CCDOC safer.	
Pro	tect Yourself from Sexual Harassment, Intimidation and Sexual	
Ass		
* ****		
1.	Be alert! Do not use contraband substances such as drugs or alcohol. They can	
ľ	weaken your ability to stay alert and make good judgments, and using drugs	
· .	and/or alcohol is a violation of the CCDOC rules and regulations, which may result dra disciplinary report issued against you and possible discipline or	
	criminal charges.	
· 2.	Do not accept commissary items, gifts, or favors from other inmates or CCDOC	
1	staff. Do not accept an offer from another inmate to be your protector. That	
1	means that you owe that person something and it puts you in a bad situation.	
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If you conrect Form 1. 2. 3. Wha 1.	 Harassment or Abure Gomplaints up the manual in the second state of the secon	•

3. If you have been the victim of a sexual assault or rape, do not shower, brush your teeth, use the toilet, drink, eat, or change your clothes. You might be getting rid of evidence by mistake. Individuals who sexually abuse or sexually assault inmates can be prosecuted and disciplined. What happens after I report a sexual assault? The CCDOC will take immediate steps to protect you now and in the future during your incarceration. An investigation will be started. Medical staff will examine you for injuries, which may or may not be readily 2, apparent to you. Medical staff may also check you for sexually transmitted diseases. - 3. You will be offered counseling services. Crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you. 4. You will be given appropriate medication to prevent sexually transmitted diseases and, if appropriate, pregnancy and follow-up for sexually transmitted diseases.\ 5. You will be housed so that you are protected from further harm or from retallation. ា ក្នុងដែលដែរ Confidentiality of Inmates Reporting Stand Assault All information that an inmate reports regarding a sexilal assoult or other sexual misconduct will be kept strictly confidential. The information will be used to make

decisions for protecting you or other inmates and for investigative purposes. Confidential information includes the name(s) of the reporting inmate, the name(s) of the victim(s) (if different than the reporting inmate), the name(s) of the perpetrator(s), and all other relevant facts. At the conclusion of the investigation, you will be advised of the outcome

CHAPTER 3 INMATE RIGHTS

Your basic rights while in the Custody of the CCDOC

- 1. You will be treated fairly and with respect.
- 2. You are free to practice any religion that you choose.
- 3. You have a right to be free from sexual abuse, sexual harassment, or sexual intimidation by other inmates and/or CCDOC staff.
- 4. You have the right to lead a healthy lifestyle at the CCDOC, which means that while you are here you will get meals that are of sufficient nutritional value, the

- 4 -

chance to shower regularly, time for exercise, personal hygiene items, medical, . . vision, dental, and mental health care. 5. You have the right to a clean uniform, soap, toothpaste, toothbrush and clean linens. 6. You will be allowed to exchange your uniform for a clean one twice a week and linens once a week. 7. You have the right to clean and sanitary living conditions. 8. You have the right to speak to your attorney by telephone or in person, and you have the right to send letters and receive letters from your attorney. Conversations with your attorney, letters to and from your attorney are all private and privileged communication between you and your attorney. You have the right to use or obtain materials from the law library at the CCDOC 9. to help you participate in your own defense. If you are a pre-trial inmate, you have the right to register to vote and to cast an 10. absentee ballot If You Feel Unsafe In Your Housing Unit If you do not feel safe in your housing unit, you can do any of the following: 1. Inform the housing unit officer; 2. Inform a correctional supervisor; 3. Inform a CRW; or Complete an emergency grievance 4. Instructions on filing an emergency grievance can be found in Chapter 7 of this

You will be placed into an Administrative/Alternative Housing unit while the necessary investigation of potential risk or harm is completed. When it has been determined that you are at risk of being physically harmed if placed in General Population (GP), you will be transforred to a Protective Custody Housing Unit.

Cell Facilities

Handbook.

You are entitled to being housed in a cell that has a functioning toilet, a sink that has running hot and cold water, reasonably comfortable air temperatures, and a functioning overhead light. If any of these are not available, notify correctional staff and, if necessary, fill out an Immate Request Form or an Immate Grievance.

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Bedding, Uniforms, and Toiletries

All inmates are issued uniforms, clean bedding items (linens), a towel, soap, a toothbrush, and toothpaste. Correctional staff may be able to replace or provide some of these items upon request. If they cannot, fill out an Inmate Request Form. You can also purchase other toiletries or clothing items from the commissary. For more information on the commissary refer to page 9 of this Handbook. In addition:

- a. Male inmates will be issued razors and allowed to shave at certain times. If you lose your razor or intentionally destroy, break, or hide razors, you will receive a Disciplinary Report (also referred to as a disciplinary ticket or disciplinary write-up).
 - Female Inmates will be provided articles for feminine hygiene as needed, such as sanitary napkins.

You are accountable for all items that the CCDOC issues to you. If you intentionally destroy, misuse, or lose these items, you will receive an inmate Disciplinary Report and possibly have to pay for the property you damaged (restitution).

Laundry

b.

The CCDOC provides you clean uniforms twice (2) per week, fresh linens once (1) a week, and a clean blanket once (1) a month. In addition, laundry service for clothing purchased on commissary is regularly provided. Ropes or hand made clothes lines are not permitted to be used in cells or dayrooms for drying clothes and/or linens (e.g., shirts, pants, uniforms, underclothes, sheets, toylefstete). Washing and daying clothes in housing areas is not permitted. Failure to follow faundry procedures is a violation of CCDOC rules and regulations and will result in a disciplinary report and possible disciplinary sanctions. For information regarding laundry pick-up and distribution, please check the laundry schedule that is posted in your living unit.

Food and Diet

Meals at the CCDOC are designed by a dictician to ensure that the required daily nutritional values are met. Everyone is served the same food items during meal times, with the exception of religious and medical diets, which should be requested through the immate request process. These meals are provided only upon written approval from authorized medical staff or clergy. Religious and medical diets may be requested through medical staff or by filling out an Inmate Request Form and giving it to a CRW.

Recreation

You will be allowed regular opportunities to participate in recreational activities unless the CCDOC administration determines that your participation in such activity is harmful or dangerous to the security of the institution or your health. Recreation schedules are posted in the living units.

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Showers

You will be allowed to shower on your living unit no less than three (3) times a weeks q. For your health and cleanliness, you are encouraged to shower every opportunity you can.

Haircuts

You may occasionally get your hair cut at no cost to you while housed at the CCDOC. There is a barber/beauty shop in every division. To request a visit to the barber/beauty shop, fill out an Inmate Request Form. Inmate Request Forms are located on each tier/living unit or by the CRW who works with your housing unit.

Commissary

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The Commissary is a product order service where you can purchase approved items such as food, additional clothing, and toiletries that are not issued by the CCDOC. You pay for these items out of your Inmate Trust Account (see below). You can only spend a maximum of \$100 per week on commissary items.

To order items from the commissary, request a commissary sheet from your living unit correctional officer and fill it out. Correctional staff will collect these forms and you will generally receive your items within a week. In some divisions, an automated kick can be used to order commissary.

Unclaimed commissary items will be returned and refunds will be posted to your trust fund account if you are discharged prior to receiving the items ordered.

How To Get Money in Jail/Inmate Trust Account:

People may send you money while you are incarcerated by using money orders, cashier's checks, certified checks, or electronic transfer. Personal checks are not accepted. The most money that anyone can send you at one time is \$100 USC.

Electronic Transfer: To have funds quickly deposited into your Inmate Trust Account by electronic transfer, the check shall be made payable to your name, include your jail ID number, and include the appropriate code number listed below. If you are being sent money through Money Gran, they must enter CODE number #1750/Cook County Jail. If they are using Western Union, they must use CODF cite: CCDOC/State II. Wire transfers will post to the inmate trust account within 1-2 business days.

Money Orders and Checks: All money transfers by Money Orders and cashier's/certified checks must contain your name and inmate ID number and be mailed to:

CCDOC Iumate Welfare P.O. Box 089002 Chicago, Illinois 60608

- 7 -

Most money orders or cashier's/certified checks take up to 5 business days to be processed and posted to your inmate account.

Any money remaining in your Inmate Trust Account will be given to you upon your release or discharge from CCDOC. You must stop by the Inmate Trust office upon release and complete the appropriate paperwork before any funds are issued to you. If you forget to stop by Inmate Trust, money remaining on your Inmate Trust Account will be mailed to the address on file, 30 days after your release from CCDOC. CCDOC is not responsible for checks that been cashed as a result of being sent to the wrong address (the address on file) will be deposited into Inmate Welfare in accordance to CCDOC general policy. For information on having money sent to your Inmate/Inmate Trust Account, refer to Chapter 3 of this Handbook.

Program and Services

Programs and services offered at CCDOC include:

Religious Services:

1.

2.

The CCDOC allows clergy to conduct regular religious services within the divisions of the CCDOC. Ask your CRW or Correctional Staff for a religious services schedule. You will be allowed to attend religious services if it does not present scheduling conflicts or security problems.

Social Services: The Elevent of the second dependent o

3. Law Library Services:

While incarcerated at the CCDOC, you are entitled to receive law library services and materials. You must request law library service through the Inmate Request process. Law Library services will be based on the schedule of the law library and law librarians'. Inmates with the sconest court dates will have priority. Law library services and resources include legal materials, notary service, photocopying and writing supplies (i.e., paper, pens, envelopes and folders). You may be assessed a fee for any requested service or supplies. Law librarians do not provide legal advice.

4. Substance Abuse Treatment:

If you want to begin a substance abuse treatment program while confined at the CCDOC, complete an Inmate Request Form. A Substance Abuse Treatment Coordinator will decide if you may enter the program based on your classification and program space.

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5.	Educational Programs:
•••	a. CCHOC Alternative High School: If you are between the ages of 17
	and 22 years old, you may earoll in the CCDOC Alternative High
:.,	School operated by Chicago Public School system. The Alternative High
	School program allows you to work towards obtaining a high school
	diploma while confined at the CCDOC.
•	b. The Programmed Activities for Correctional Education (PACE)
	program is available to inmates of any age. The PACE program offers
	literacy classes, basic educational skills instruction, and GED preparation
6.	Veteran's Assistance:
•	If you are an armed forces veteran, the Veteran's Administration (VA) and other
	volunteer agencies may help you get back on your feet after you leave the
	CCDOC. The VA and other groups can help you with housing, healthcare,
1	education, job searches, and other needs. To begin this process, complete an
	Inmate Request Form.
	Inmate Work Program:
	The Inmate Work Program offers a variety of work assignments that can help
	develop good work habits that can be applied to jobs after release. If you are
	interested in becoming an inmate worker, request an Inmate Work Program
1	Application from your CRW and when completed, give it back to them.
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	 a. Inmates will be eligible if they: i. Volunteer
	 a. Inmates will be eligible if they: i. Volunteer ii. Successfully complete any training and orientation programs
	 Inmates will be eligible if they: i. Volunteer ii. Successfully complete any training and orientation programs iii. Successfully meet additional criteria required by the divisional
	 a. Inmates will be eligible if they: i. Volunteer ii. Successfully complete any training and orientation programs
•	 a. Inmates will be eligible if they: i. Volunteer ii. Successfully complete any training and orientation programs iii. Successfully meet additional criteria required by the divisional superintendent/unit head.
•	 Inmates will be eligible if they: i. Volunteer ii. Successfully complete any training and orientation programs iii. Successfully meet additional criteria required by the divisional
•	 a. Inmates will be eligible if they: i. Volunteer ii. Successfully complete any training and orientation programs iii. Successfully meet additional criteria required by the divisional superintendent/unit head.
•	 a. Inmates will be eligible if they: Volunteer Successfully complete any training and orientation programs Successfully meet additional criteria required by the divisional superintendent/unit head. Inmates will not be eligible if they: Are in a No-Bond status, unless sentenced to serve time at the CCDOC or authorized by the Executive Director;
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Interpretation Services: Understanding Staff or Written Guidelines

If you need help or believe that another inmate needs help understanding or interpreting spoken or written instructions, rules, policies, etc., ask an Officer or a CRW for help or complete an inmate request form asking for help. If the Officer or CRW is unable to help you, then CCDOC staff will use an outside translator to assist you.

Disability Assistance: What if I have a Disability?

The CCDOC strives to accommodate inmates with physical; mental health or developmental disabilities. If you need help getting an accommodation for a disability, ask an Officer; medical staff, or a CRW-working in your living unit to assist. If you need a sign language interpreter, one will be made available to you at no cost. TDD devices are available for hearing impaired inmates and those inmates with family members who are deaf or hard of hearing.

CHAPTER 4 HEALTH CARE SERVICES

Medical, Vision, Dental, and Mental Health Care

While at the CCDOC, you are allowed to receive medical, mental health; nursing, pharmacy, dental and vision care. "Cormak Health Services (Cormak) provides health care at the jail to the material the GCDOC!" Connak is part of the Cook County Health & Hospitals System.

Intake .

Each new inmate will be asked health questions at intake by Cermak staff. Tell them if you receive care for medical or mental health problems. Tell them if you have dental problems. Tell them about any medicine you take. Tell them if you have or might have HIV, AIDS, or a sexually transmitted disease. If you have a medical or mental health condition, you will be sent for further screening or care. You will be checked for tuberculosis with a chest x-ray. You may also be checked for sexually transmitted diseases with a blood or urine test.

Routine Health Services and the Health Service Request Process

The Health Service Request process will allow Cermak to know you need health care. Women will receive pap smears during annual health exams or sooner if needed. The Health Service Request process should be used to get an appointment for any medical, mental health, dental or vision care issue that is not an emergency. Your appointment will be scheduled as soon as possible based on the nature of the request. To get an appointment, follow these steps:

1. Fill out a Health Service Request Form. Blank forms (English and Spanish) are available from CCDOC and Cermak staff members. You can also get them on your living unit. If you do not know where to find a form, ask a Correctional Officer, CRW or Cermak staff member.

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Put the form in a Health Service Request drop box after it is filled out. A drop box is located on each tier of the jail. Do not give the form to a CCDOC staff member because it contains your private health information. After your request has been reviewed by a Cermak staff member, you will be scheduled for an appointment if needed. The date will be based on the need of your request.

3. All persons with chronic illness will be followed by a medical provider in a clinic. You will be scheduled for regular check-ups. If you forgot to tell our stalf about your chronic illness at intake, you may place a Health Service Request at any time. You will be scheduled for an appointment after you put the form in the drop box.

Emergency/Urgent Medical Care

You must immediately tell a CCDOC or Cermak staff member in person if you are having a medical or mental health emergency. You may also have a fellow inmate tell a CCDOC or Cermak staff member if you cannot do it yourself. Cermak Health Services provides emergency medical care every day and night. There is medical staff on-site in an emergency room setting at Cermak or in the Division Dispensaries. You will be sent to an outside hospital emergency room if necessary.

Medication

Medicine is to be taken under the care of a doctor or physician assistant. If not used correctly, they can be dangerous. All medicine given to you by Cermak are prescribed and given to you according to policy. Be sure to tell the Cermak doctors ALL medicine that you have been taking. This includes both prescribed and street drugs. A Cermak Doctor or physician assistant will prescribe your medicine as needed. The medicine may look different or have a different name than the ones you took before you were in jail. Do not share or give your medicine to any inmate. Take your medicine as ordered. Do not share medicine with friends. If you have questions about medicine, talk to Cermak staff.

Some of you will receive every dose of medicine form a nurse. Some of you will receive medicine in a packet. If you get your medicine in a packet, you will be responsible for taking the medicine as you would at home. This medicine must be kept in the identified packet with your name on it. Medicine without your name on it will be taken away by CCDOC. You must request a refill for some types of medicine such as an asthma inhaler or tubes of certain ointments. Tell the nurse or medical tech when you have two (2) days or medicine left. They may ask to see what is left. You will fill out a request form. The nurse will confirm the order and send the form to the pharmacy for your refill.

Medical Appointment

It is very important that you keep all scheduled medical appointments. CCDOC will be sure to get you to your appointments. Your cooperation is needed.

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Refusal of Medical Treatment

If you wish to refuse medical care or medicine, you will be asked to sign a medical treatment tertisal form. If you refuse to sign the form, a CCDOC sworn staff member, and nurse or another staff member will sign the form as a witness.

You may not refuse care in cases of some infectious diseases. This is to protect the jail population. Care that may not be refused or may be court-ordered, includes, but is not limited to:

- 1. Screening for Tuberculosis (TB);
- 2. Medical isolation ordered by a doctor for infection control; and
- 3. Medical housing to properly monitor your condition.

Suicide Prevention/Mental Health

If you have a mental health emergency, notify any Correctional or medical staff member right away. Non-emergency mental health care is obtained by the using the Health Service Request process. You may feel some emotional stress, including thoughts of hurting yourself or suicide while in jail. These feelings may not have been present before coming to CCDOC. You might feel them now because of job loss, family concerns, problems related to your case or charges, financial or housing issues.

If you have thoughts of hurting yourself or suicide, seek help immediately. Tell'a staff member that you need help. Staff is also available to talk to yourn yours benchue feelings of anxiety, depression, nightingers, loss of appende, mood swings, hearing of seeing things that do not appear to be real, or any other concerns about your mental health. Staff available to speak to you includes:

- I. Doctor
- 2. Psychiatrist
- 3. Psychologist
- 4. Mental Health Specialist
- 5. Nurse
- 6. Medical/Clinical Social Worker
- 7. Religious Volunteer
- Correctional Rehabilitation Worker (CRW) often referred to as DOC "social worker"
- 9. Correctional Officer/Staff

Do not keep thoughts of hurting yourself or suicide to yourself. Talk to people who are here and trained to help you. If you were receiving mental health care before you came to CCDOC, inform a CCDOC or Cermak staff member. Mental Health services include help preventing suicide, help during a crisis, individual therapy and group therapy.

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Confidentiality of Medical Information

Your health care information is considered private and protected. This includes your medical record and all other health information that can identify you. Laws make it illegal for people to view your record without a need to know that information. You may request a copy of your records after you are released with proper consent. You will be required to fill out and sign a release form. This is available through Cermak Medical Records. You will not receive paper copies of your medical records while you are in jail. You may, however, discuss or review your medical care with a medical provider during a scheduled appointment. NOTE: You can be denied access to the information in your medical record if granting it would risk the health, safety, security, custody, or rehabilitation of you or other inmates or the safety of correctional or medical employees. This will be determined by CCDOC or Cermak staff.

Complaints about Your Medical, Mental Health, Or Dental Care If you have a complaint about your health care, use the grievance process listed in Chapter 4 of this handbook. Your grievance will be reviewed by Cermak and you will be provided a response.

CHAPTER 5 INMATE RESPONSIBILITIES

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Inmate Rules of Conduct - General Rules That Non Must Follow

The following is a list of general rules that you must obey while in the CCDOC.

- 1. You will not harm, assault, or injure any other inmate, staff, or person.
- 2. You will treat all staff, persons, and inmates with respect and dignity.
- You will comply with all directions and orders from CCDOC staff.
- You will lock up immediately when ordered to do so.
- 5. You will make up your bed every day before daily cell inspection.
- 6. You are forbidden to possess, manufacture, or use any type of weapon,
- 7. You are forbidden to possess or hide any item that is considered contraband.
- You will not "cook" or heat up food in your cell,
- You will not cover air vents.
- 10. You will remain in full CCDOC uniform when in the dayroom or anywhere outside of your cell.
- 11. You will not enter any cell other than the one assigned to you.

12. You will not visit inmates on other living units.

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13.	You will not wear any head coverings (doo-rags, towels, etc.,) when you are	
	outside of your cell.	
14,	You will not wear or display any type of gang signs or symbols.	· .
15.	Yoù will not act or behave in any manner that impedes or obstructs staff. Irom	
,	performing their duties.	
16.	You will not detain or hold any person as hostage.	
17.	You will not use railing, ropes, ties, and/or strings as clotheslines to hang clothes,	
	linens, or similar items.	
18.	You will not hang or pastc photographs anywhere in your cell, dayroom, or living	
	unit.	
19.	You will not attach or stick objects to your cell or living area walls, vent covers,	
	lights, doors or windows.	
20.	You may not have sex, or engage in sexual activities with another inmate, a staff	
	member, or a volunteer while in CCDOC. There is no such thing as	• ••
	"consensual" sex while you are incarcerated.	
21.	Sleeping male is not allowed periodicat interpret to a series of a	~
22.	You will not expose yourself to CCDOC staff, valuateers, or any other inmate.	
23.	Masturbation or self-gratification will not be tolerated.	
24	You will not vandalize the building, vents, windows, electrical outlets, sinks,	
	toilets and/or any other property that belongs to the CCDOC or another person.	
25.	You will not tamper with the TV or cable cord.	
26.	You will not tamper with any locks or doors.	
27.	You will not vandalize or damage the telephones.	
28.	You will not draw anything or mar any CCDOC walls, doors, building, or any	
	other CCDOC property.	
29.	You will not damage, destroy, tear, and/or alter any CCDOC linens, sheets,	
	bedding, clothing items or shoes.	
30.	You will not use sheets as shower curtains.	
31.	You will not enter the inmate visiting area unless you are authorized to do so.	
32.	You will not be in an area that you are not directly authorized to be in at any time.	

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- 34. You will not bring mattresses, blankets, or sheets into the dayroom.
- 35. You will not gamble.
- 36. You will not be loud, disruptive, or disrespectful.
- 37. You will not sit or stand on tables in the dayroom.
- 38. You will not fight, shadow box, or roughhouse.
- 39. You are not allowed to use the telephone until your cell passes daily inspection.
- 40. You must cooperate and follow instructions during an emergency drill and during a real-emergency.
- 41. You will not violate any federal, state, or local laws while in custody at the CCDOC. You will be charged criminally if found in violation of any federal, state, or local law while in custody of the CCDOC.
- 42. You will maintain personal hygiene.

Cleaning Your Cells and Living Areas: Keep Yourself, Your Cells and Living Areas Clean and Orderly

You must keep your cell or living milt and tiers clean and orderly at all times. At a minimum, this means keeping your personal property storage box, keeping your cell or living area after from clutter, and making your bed after your wake up and keeping it made throughout the day. Failure to keep a clean cell can attract rodents and bugs and create an unsanitary environment that could expose you and others to diseases. Inmate workers and sanitation officers will regularly help you clean your cells and living units with cleaning supplies. If your cell needs disinfectant or other cleaning supplies in between visits, inform an officer and/or complete an Inmate Request Form.

All CCDOC meals must be consumed within one (1) hour of being served and any trash or excess lood must be thrown-away immediately. All garbage/trash must be removed from the living unit by^t the beginning of each shift.

Prevent the Spread of Germs

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To prevent the spread of germs and maintain general cleanliness for yourself and others you must:

- 1. Wash your hands after using the toilet.
- 2. Cover your mouth when you cough.
- 3. Sweep your cell floor, make your bed, remove all garbage, and do whatever else is required to keep your cell clean and orderly before you leave your cell for daily cell inspection. Cleaning supplies may be available upon request.
- 4. Keep yourself clean by washing and showering when allowed (you will be living with other people).

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5. Keep the dayroom area clean and place all trash in designated containers.

Notify your tier officer or CRW immediately if you have any sanitation concerns, e.g., if you have a sewage or water leak or your cell needs cleaning supplies and disinfectant.

Items Allowed in Your Cell

In addition to your legal papers and approved commissary items, the list below contains the only items that can be kept in your cell or living area. These items, except your shoes must be stored in your personal property box when not in use:

ONE (1) COMB	ONE (1) PAIR OR EYE GLASSES OR
ONE (1) PALM BRUSH	CONTACT LENSES
ONE (1) TOOTHBRUSH/TOOTHPASTE	ONE (1) PERSONAL PROPERTY
ONE (I) BAR OF SOAP	CONTAINER
ONE (1) DEODORANT	ONE (1) PAPER BAG PER INMATE
ONE (1) BATH TOWEL	ONE (1) BIBLE OR KORAN
ONE (1) WASH CLOTH	ONE (1) STUDY BOOK (SCHOOL)
ONE (1) SHAMPOO	STAMPED ENVELOPES
ONE (1) CONDITIONER	STATIONARÝ
TWO (2) SHEETS PER INMATE	TWO (2) INMATE PENS
ONE (1) BLANKET PER INMATE	TWO(2) RENCILS
	CONEX HERE OF FIRE IT
FOUR (4) PAIRS OF CONTRACT -	CONE (I) DRINKER GUR
	TWO.(2) DECKS OF CARDS
FOUR (4) PAIR OF SOCKS	TEN (10) PERSONAL PHOTOS
ONE (1) PAIR OF SHOES	THREE (3) TOTAL-MAGAZINES OR
ONE-(1) PAIR OF GYM SHOES	THREE (3) TOTAL-MAGAZINES OR BOOKSPER INMATH RELIGIOUS MATERIAL
ONE (1) PAIR OF SHOWER SHOES	EXCLUDED)
ONE (1) PROPERTY BOX	

ONE (1) PERSONAL PROPERTY BOX

You Shall Not Possess, Make, or Hide Contraband

Possession of contraband in jail is illegal under Illinois law. Contraband is considered:

- Ι. Any items or articles inside the CCDOC which are prohibited by criminal law;
- 2. Items for which an immate, employee, or a visitor has no authorization to possess within the institution; or items prohibited by departmental written orders and/or notices; or items or property in excess of the amounts allowed above for that kind of item. Disciplinary reports and possible criminal charges will be given to inmates with contraband.
- 3. Items prohibited by departmental written orders and/or notices;
- 4. Items not purchased through approved channels or not authorized or approved for delivery by mail; or
- 5. Items or property in excess of the amounts allowed above for that kind of item.

Disciplinary reports and possible criminal charges will be given to those inmates found to possess contraband.

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Fire Safety

The CCDOC conducts fire and emergency evacuation drills on an unscheduled basis. You are required to cooperate fully and to follow all directions during the drills.

To promote fire safety, you shall not keep food and other items in your cells other than those permitted by this Handbook, have a cluttered cell, jam locks, or cover lights or vents. Doing any of these can put you and others at serious risk of injury from fire₁or smoke and may be grounds for additional criminal prosecution or restitution proceedings.

You Must Fully Cooperate with the Following Security Procedures:

Inmate Counts

At various times throughout the day, the CCDOC will conduct "counts" to ensure that all inmates are where they are supposed to be. You must cooperate with all counts. You may not disrupt, delay, or interfere with counts in any form or fashion. If you are not in your proper place for a count or disrupt a count, you will receive a disciplinary report.

Cell/Room Searches and Sanitation Checks

CCDOC staff has the right to conduct random and/or unannousced cell/room scalenes. You do not have to be present for your cell/noom to be searched. You are responsible for keeping your cell/room clean as well as for items found within your cell/room. So, if contraband is found within your property, cell, or living unit, you will receive a disciplinary report and possible criminal charges.

Strip Searches

Strip searches of inmates are only conducted in the limited circumstances, where there is reasonable belief that you (the inmate) may be in possession of an item of contraband. In the event of a strip search, all necessary steps will be taken to ensure your privacy: [The removal or rearranging of clothing reasonably required rendering medical treatment or assistance, or the removal of outer clothing such as coats, ties, belts, or shoclaces does not constitute a strip search.

Pat/Frisk Searches

You are subject to pat down frisk searches at any time. Female inmates will only be frisked by female officers unless exigent circumstances exist. You are expected to comply with an officer's directions and not resist the search in any way. If contraband is found in your possession during a frisk search, or if you resist in any way, you will receive a disciplinary report and possible criminal charges.

You Must Avoid Sexual and other Improper Relationships

Friendships with other inmates are encouraged. Sexual or other intimate relationships on the activity with CCDQC staff, maintenance workers, volunteers, vendors, contractual employees, or other inmates are strictly prohibited. Sexual relationships and sexual activity include:

Sexual intercourse or any sexual activity, such as intentional touching directly or indirectly of another genitalia, anus, groin, breast, inner thigh, or buttocks

- 2. Anal or oral sex
- 3. Fingering

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- 4. Kissing
- 5. Hugging
- 6. Fondling
- 7. Groping

Sexual or intimate relationships with other inmates will result in a disciplinary report and/or criminal charges.

Gang Activity: You Must Not Participate in Gang Activity

The CCDOC enforces gang free living and has a zero tolerance policy for gang activity. All gang activity is strictly forbidden within CCDOC. You are not permitted to wear or display gang colors, possess gang billion child with somast create gang production or be involved in any gang activity including meeting, feltuining, or organizing, etc., while confined on the CCBOC. Wataning also the Will result in a disciplinary report and the

disciplinary actions against you.

CHAPTER 6 INMATE DISCIPLINE

Inmate Discipline

Maintaining discipline among inmates is critical to your safety and security, as well as that of staff, other inmates, and the CCDOC. There are different levels of rule violations that are based on the seriousness of the threat posed by the conduct. The sanctions you get or the amount of time you spend in segregation housing, if found guilty, are based on the rule violation committed.

What happens if you break the rules?

If an Officer or other CCDOC staff member has reasonable belief that you have committed a violation of CCDOC rules, you will be issued an Inmate Disciplinary Report. Appropriate disciplinary action(s) will be taken against you if you are found guilty of the charges. This could include sanctions, disciplinary segregation, restitution, and even criminal charges (which may lengthen your incarceration).

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Help with the Disciplinary Process and Hearing – If you need help at any stage of the disciplinary process, a CRW can assist you if you fill out an Innate Request Formand indicate what kind of help you need. Additionally, if you are disabled; deaf, having trouble understanding English (written or spoken), and/or illiterate, assistance will also be made available for you at no cost.

CHAPTER 7 INMATE REQUEST AND GRIEVANCE PROCEDURES

Inmate Requests and Inmate Grievances

An Inmate Request is a request that you should make when you would like or need assistance, services, or basic supplies. If a correctional officer, supervisor, or CRW cannot address your request after you verbally ask them, then you should fill out an Inmate Request Form. Inmate requests are generally made under the following circumstances:

If you require accommodations because you have a disability

If you need law library services

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- 6. If you require help in filling out a grievance form'
 - If you want to attend religious services

8. If you want to begin substance abuse treatment or attend an educational program

- 9. If you require help with filling out any necessary paperwork or arranging help through outside agencies, such as Child Welfare
- 10. If you want to visit the barber or beauty shop
- 11. If you request to be considered for participation in the inmate work program, also see page 9 or 27.
- 12. If you are a veteran and require help when you are released from custody
- 13. If you have trouble reading or writing and need help in understanding or interpreting spoken or written instructions, rules, policies, etc.

An Inmate Grievance is a formalized written complaint you may use to seek review of a problem related to your conditions of confinement. You may file a grievance if you believe:

That your Constitutional or other legal rights have been violated;

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2. That a CCDOC employee broke the law or a CCDOC rule that adversely affects YOU 3. Your safety or well-being is at risk: 4. That your living area is unsafe or unclean; 5. `` That your money or your personal property was mishandled; 6. That you are not getting programs that you have the right to attend or been courtordered to attend; and 7. That you are not receiving medical, dental, or mental health help that you need. What you cannot grieve: 1. State and federal laws and regulations; 2. State and federal Court decisions; 3. Formulation of departmental policies; 4. Designation of an inmate as a Security Risk or Protective Custody inmate; Decisions of the Inmate Disciplinary Boards. 5. THE INMATE GREEVANCE PROCESS To file a grievance, fill out an Inmate Grievance Form within fifteen (15) days of 1. the occurrence of the incident, problem, or event that you are grieving. There is no time limit however for grievances involving sexual safety. The forms are available on your living unit or by your CRW during their rounds. If you have trouble filling out a grievance for any reason, ask your CRW or a correctional supervisor for help. 2. After you finish writing your grievance, hand your grievance form to the CRW or a correctional supervisor when he/she makes their daily rounds. Please be aware that CRW's may not be available on holidays or days when security concerns make it dangerous to visit the living unit. 3. The CCDOC or other responding party (for example, Cermak or the food service provider) has 15 business days upon receipt of your grievance to sustain or not sustain your grievance and assign a remedy. 4. You will receive a written decision about your grievance. You will be required to sign the form saying that you received the response to your grievance - not that you necessarily agree with the decision. 5. If you have an emergency that involves you or another inmate being at substantial risk of immediate hann or possibly being transferred to another facility, notify correctional staff immediately. However, if you believe the emergency can be handled through the grievance process, or that a grievance is the best and most efficient way to handle the emergency, then you must indicate on the Inmate Grievance Form that you are experiencing an emergency and why - 21 -

you believe this to be an emergency. If it is determined that you have an emergency, it will generally be resolved within forty-eight (48) hours and you will receive a written response. However, if it is determined not to be an emergency, the CRW or correctional supervisor will inform you within one (1) business day of the determination, and your grievance will be processed according to standard grievance procedures.

- 6. Correctional Officers are not allowed to interfere with the grievance process or to collect the grievance forms. Tell the CRW or a Correctional Supervisor if this happens.
- 7.

If you do not agree with the grievance decision, you have fourteen (14) calendar days from receipt of the decision to appeal. A CRW can instruct you on how to file an appeal.

8. You will not be retaliated against for filing a grievance or appealing a grievance response.

Appropriate Use of the Grievance System

Be considerate to fellow inmates, CRW's, and other staff' and avoid filing false, frivolous, or unnecessarily repetitive grievances. The more time staff, CRW's, and thirdparties spend processing and responding to false and/or frivolous grievances. The less time they have to address the legitimate concerns that you and show in the less time they have to address the legitimate concerns that you are shown in the less time they have to address the legitimate concerns that you are shown in the less table of the legitimate concerns that you are shown in the less that you are shown in the legitimate concerns that you are shown in the less that you are shown in the legitimate concerns that you are shown in the less that you are shown in the legitimate shown in the legitimate shown in the less that you are shown in the legitimate shown in the less of the less that you are shown in the legitimate shown in the less of the less that you are shown in the legitimate shown in the less of the less that you are shown in the less of the legitimate shown in the less of the less that you are shown in the less of the legitimate shown in the less of the less o

Also, do not swear, make threats, or use vulgar language in your grievances or else your grievance may not be processed and you will receive a disciplinary report. You may also receive a disciplinary report if you-purposely file false grievances.

CHAPTER 8 OUTSIDE COMMUNICATION

How do I stay in touch with people outside of the CCDOC?

1. Telephone

a. Intake Telephone Calls

During the intake process, you are permitted to make a reasonable number of completed telephone calls, both local and long distance, to an attorney and to a family member. Such calls shall be afforded to you as soon as practicable during the admission process in RCDC. The expense of such calls shall be your responsibility or the person you are calling. The date and time of telephone calls made during the admission process will be recorded.

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	Ь.	General Access to Telephone Calls	
	:	Inmates share telephones with the other inmates in the living units. You	•
		may place at least one (1) call each week, but are usually given more.	
		You are required to bear the expense of any telephone call you make, or	
• • •		you may place collect calls, which means that the person you are calling	
		pays for the call. If you are unable to call collect, you should contact a	
•		CRW who will help make contact with the person you are trying to call.	
		A minimum of five (5) minutes will be allotted for each phone call.	
		Telephone calls may be monitored unless prior special arrangements have been made (court ordered) to make confidential telephone calls to your	
i		attorney. You are not permitted to receive incoming telephone calls.	
		accorder. The arc not permitted to receive meaning disphone cans.	
	с.	Telecommunications Device for the Deaf (TDD)	
i	ł		
		Telecommunications Device for the Deaf (TDD) or comparable equipment	,
•	4	is available for those inmates with hearing disabilities or those with a	
	• •	family member who is deaf or hard or hearing. The use of TDD	
-		equipment shall be requested through the CRW on an Immate Request	. "
	,	Form located on your tier/living unit.	- + ÷ *
	d.	Prohibited Telephone Use	,
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		Three-way telephone calls, fraudulent calls, and harassing calls are	
		prohibited and will result in a loss of telephone privileges, a disciplinary	
		report, disciplinary action, and/or criminal charges.	;
	• • • • •		
	2. Mail		
	-		1
	a.	For security reasons, CCDOC mailroom staff will open and inspect mail	1
		you receive, unless it is clearly designated as Legal Mail. Legal mail will be opened in front of you, checked for contraband, but not read.	
		o opened in none of you, once with contrabulity, out not read.	
	ь.	Incoming mail should have the following information:	
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	•	Sender's Full Name:	ļ
		Sender's Full Address	
		Sender's Zip Code	1
		Transfer Alim	: 1
***		Inmates Name ID # Division Wing/Cell	
		P.O. Box 089002	
		Chicago, Illinois 60608	
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You are NOT permitted to receive subscriptions or periodical publications from outside vendors. These items may be sent to an inmate by any person not incarcerated.

Hardcover books are not allowed. If you receive a hard cover book, you will be notified by the mailroom staff with a "Notice of Book Arrival". You will choose either to allow the hard cover to be removed by the mailroom personnel or to have the book returned to the sender.

Correspondence with inmates at other correctional/rehabilitation institutions are prohibited unless you have written permission of a court, the Sheriff, the Executive Director of the CCDOC or his/her designee.

Correspondence with CCDOC staff, volunteers, contractors and/or vendors of the Sheriff's Office is strictly prohibited.

Cash will not be accepted through the mail. All monies sent to you must be in the form of a cashier's check or money order and must be sent directly to your inmate trust account and include your inmate ID number (for additional information refer to Chapter 10 of this handbook - Trust Department).

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Outgoing mail should have the following information in the return address corner:

Inmate's Name_____ID #____ Division______Wing/Cell_____ P.O. Box 089002 Chicago, Illinois 60608

All outgoing mail that is not clearly marked with the inmate's name, complete and correct identification number and Department address will be returned to the inmate provided the inmate is known. If the inmate is unknown, the mail will be disposed of.

i. Outgoing mail must be submitted in an unsealed envelope to be inspected by CCDOC mailroom staff, with the exception of legal mail. Postage can be purchased through commissary. Indigent inmates may request postage through a CRW.

j. For more information ask the correctional officer, or CRW, for help.

3. Visitation

a. Transportation Options

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14. 19 19	Visitors may utilize public transportation to access the Department of Corrections on your visiting days. Cook County Department of Corrections is accessible by bus and train.	
	ii. If visitors prefer driving their personal vehicles, there is paid public parking available.	
	b. Visitation Rules	1
•	i. You will receive two (2) visiting days a week, one (1) day during the week, and one (1) on the weekend, Saturday or Sunday. Visitors will be allowed one (1) visit per week and each visit will be fifteen (15) minutes in duration, unless extenuating circumstances exist (e.g., court order, security classification, etc.). Visits may be restricted or eliminated as a result of discipline.	
	ii. All Visitors must follow the current Visitation Rules for the CCDOC. You are encouraged to tell potential visitors that they should visit the Cook County Sheriff's website for more information about hours and rules for visitors.	· · ·
	iii. Visitors will be searched for contraband (a list of contraband items are posted in designated area within the institution) and possibly undergo a background check prior to the visit. All visits may be monitored and recorded.	
· ·	iv. You must tell all possible visitors that they must behave and dress appropriately.	
	v. Visitors must also have one valid (not expired) government photo ID (driver's license, state ID, passport, military ID, or foreign consulate identification (Metricula, etc.). No individual under 17 years of age will be allowed to visit you unless accompanied by an adult.	
	vi. A visitation schedule is posted in every living unit. To learn more about visiting times and schedules, you should tell visitors to call the Inmate Information Hotline at 773.674.JAIL (5245) or check the Cook County Sheriff's website at cookcountysheriff.org.	
	c. Visitors Coming from Long Distances	
	Occasionally an inmate's family or friend who is not on the approved visitor's list may travel a long distance (150 miles or more) and arrive at a time and day NOT scheduled as a visiting period for a particular inmate. In such instances, approval to visit a particular inmate may be granted by the division superintendent or designee on a case-by-case basis. Long	
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distance visitors may visit a particular inmate up to four (4) times (once per day) in a thirty (30) day period. After thirty (30) days the long distance visitor must go on your inmate visitor's list.

Professional Visitors

Lawyers, clergyman, foreign consulate, or a representative of the foreign consulate may visit an inmate any day of the week, but they must call the division in which the inmate is housed, twenty-four (24) hours in advance of their visit to reserve space for a private visit.

CHAPTER 9 PROPERTY

What happens to my money and property while I am in the CCDOC? Your personal property (cell-phone, keys ID cards, etc.,) are kept at the CCDOC Property Office, located at 2700 S. California Avenue, Ghicago, Illinois. When you are discharged, you must show the Property Office your photo ID to have your property returned. Property will be kent in the Property Office for 90 days after you leave the CCDOE then it will be disposed at a coordance with the CCDOE general order. For more information, call the Property Office at 78 574 5780

Clothing

Unclaimed personal clothing items shall be placed in the divisional unclaimed clothing (peer bex).

Releasing Personal Property

You may authorize an individual to retrieve your personal property. Upon the request of the inmate, CRW's will assist in the release of personal property to another individual or agency. The inmate will sign a release form identifying the name and address of the person authorized to receive the property. The receiving party must have valid picture identification.

CHAPTER 10 BONDING PROCEDURES

How do I bond out while I am at the CCDOC?

The Bond Office is located at 2700 S. California Avenue and is open every day of the week from 9:00 a.m. - 9:00 p.m., including holidays. The Bond Office accepts payment by cash, cashier's check, certified checks or credit card. The bond clerk must verify cashier and certified checks with the bank. Checks are to be made payable to: Clerk of the Circuit Court. Credit Cards will be accepted in accordance with the guidelines set

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by the Circuit Court of Cook County. For more information regarding bond call 773.674.5245 or 773.674.7100.

CHAPTER 11 ALTERNATIVE PROGRAMS

Alternatives to incarceration in the CCDOC

As a Cook County jail inmate, there may be programs that offer alternatives to staying in the CCDOC. These are described below. If you believe you may be a candidate for one of the various programs, speak to your attorney about getting a court order to approve the change.

Day Reporting Center (DRC) – A supervised program that provides services and direction for pre-trial, non-violent offenders. This community-based correctional program requires offenders to report to the center for daily sessions in drug and alcohol rehabilitation, violence prevention training, literacy and GED courses and job skills training.

Electronic Wonitoring (EW) – A pre-trial monitoring program-where indiates are put of "house arrest." Participants may be allowed to leave their designated residences to go to work, school or job training plograms, upon approval. For infinites who have been placed on electronic monitoring but do not have a place to reside, you may qualify to reside at a drug treatment facility or half-way house. Ask a CRW or Correctional Staff for more information.

3. **Pre-Release Center (PRC)** – A secure residential drug treatment program for pre-trial inmates. The center offers a variety of programs aimed at breaking the cycle of addiction and discouraging future criminal behavior.

Sheriff's Work Alternative Program (SWAP) – A program where non-violent offenders charged with DUI and other misdemeanor crimes "swap" jail time for community service sentences and work on a variety of public works projects such as: cleaning parks, viaducts and streets.

Programs for female inmates

Sheriff's Women's Justice Programs (SWJP) incorporates a trauma informed integrated model of treatment programs that addresses mental health and substance abuse issues, as well as physical health concerns. SWJP understands the complex issues that women involved in the criminal justice system face on the day-to-day basis.

In order to be considered for one of the Women's Justice Programs, you must be court ordered by a Judge, medically cleared and meet the program criteria. Discharge planning begins as soon as women are accepted into the program utilizing a comprehensive screening process. This enables the treatment team to quickly identify immediate needs 2.

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and develop individualized treatment and discharge plans for community re-entry. All programs are very structured and require the woman to participate in order to fully benefit from the treatment being offered.

If you qualify for SWJP, you will be placed in one of the following three programs:

- 1. Women's Residential Program (WRP): An intensive in-patient treatment program offered in a modified therapeutic community setting within the Cook County Jail compound, Division 17.
 - Sheriff's Female Furlough Program (SFFP): An outpatient day-reporting program, where women are required to report daily for treatment and case management services, returning home in the evening to care for their families while on electronic monitoring.

 MOM's Program: An off-site community-based treatment program for pregnant/post-partum and parenting women and their preschool age children offered in a safe, supportive environment that promotes the mother/child bond.

Upon discharge from any of the Women's Justice Programs, you may access a continuum of services in the community through the SWIP Empowerment Center. The Empowerment Center offers a safe place for women seeking a supportive environment after incaceration. It is provides community and tamily reunitionitop. Junkages, assists women to discover mew and the link ways to cope with stress or and assist as they continue their successful recovery journey.

Chicago Legal Aid to Incarcerated Mothers (CLAIM): This agency provides free legal services to mothers in jail in order to help the mothers take care of their families.

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	COOK COUNTY DEPARTMENT OF CORRECTIONS	DISTRIBUTION	EFFECTIVE DATE		
	GENERAL ORDERS	Α	07/27/07	14.7	
CHAPTER: AMENDS: None None			e	RESCINDS: G.O.# 14.7-eff. 06/16/06	
SUBJECT: Rules and Regulations for Inmates				PAGE (S): 1 of 16	
A.C.A. REFERENCE: 4-ALDF-2A-08, 4-ALDF-2A-19, 4-ALDF-2A-21, 4-ALDF-2A-23, 4-ALDF-2A-25, 26,27,28,29, 4-ALDF-2A-44, 4-ALDF-2A-50, 4-ALDF-2A-60, 4-ALDF-2A-62, 63, 4-ALDF-2A-66, 4-ALDF-2C-01, 02, 4-ALDF-4C-01, 4-ALDF-4D-12, 4-ALDF-5A-04, 4-ALDF-5A-06, 4-ALDF-5A-09, 4-ALDF-5B-09, 4-ALDF-6A-02, 4-ALDF-6A-02, 4-ALDF-6A-05, 06,07, 4-ALDF-6B-01, 01,03, 4ALDF-6C-01, 02,03, 4-ALDF-6D-01, 4-ALDF-7D-03			, 4- F- 701.5	TERENCE: 0, 701.190	

I. POLICY

It is the policy of the Cook County Department of Corrections (CCDOC) to specify acts prohibited within the Department. In order to maintain an orderly environment with clear expectations of behavior and a system of accountability, penalties have been set forth for various degrees of violations.

II. RULES AND REGULATIONS

A. Orientation

- 1. Upon arrival to the CCDOC, each inmate will receive a written copy of the Inmate Rules and Regulations Handbook and an oral explanation of it. The CCDOC will also provide a written copy of the Inmate Rules and Regulations Handbook in any language used by a significant portion of the Department's inmate population.
- 2. A copy of the Inmate Rules and Regulations Handbook will also be posted in areas where inmates are throughout the Department.

B. General Rules

- 1. Inmates must pick up immediately when so ordered.
- 2. Inmates must be fully clothed when outside their cells.
- 3. Inmates may not wear or display any type of gang sign or symbol.
- 4. Inmates must sweep cells, make beds and remove garbage from cells before each morning inspection.
- 5. Inmates must wet mop cells at least every other day before morning inspection.
- 6. Inmates may not attach objects to cell, living area walls, doors, windows or lights. Doorways must be free from obstruction.
- 7. Inmates may not display nude pictures or photographs.

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- 8. Privileges begin when living unit and cells pass morning inspections.
- 9. Inmates will be held responsible for any damage(s) they cause to CCDOC property.
- 10. Inmates must keep dayroom area clean.
- 11. Inmates must have permission to enter the exercise area or multipurpose room.
- 12. Inmates may enter the visiting booth only when they have a visit.
- 13. Inmates will not be loud, boisterous or disruptive.
- 14. Inmates must comply with orders and directives given by Correctional personnel.
- 15. Inmates will remain silent when moved throughout the Department.
- 16. Inmates will not sit on stairs or tables in the living areas.
- 17. Inmates are required to maintain a level of personal hygiene consistent with group living.
- 18. Inmates will use the dayroom in accordance with the Living Unit Rotation Schedule.

C. Rights and Responsibilities of CCDOC Inmates

- 1. Expect that as a human being, personnel will treat you respectfully, impartially and fairly.
- 2. Be informed of the rules and schedules concerning the operation of the Department.
- 3. Freedom of religious affiliation and voluntary religious worship.
- 4. Health care which includes nutritious meals, the opportunity to shower regularly, proper ventilation, a regular exercise period, toilet articles, medical and dental treatment.
- 5. Confidential access to the courts.
- 6. The right to consult with legal counsel by mail, telephone or personal interview.
- 7. Participate in the use of law library reference materials to assist in resolving legal problems.
- 8. Right to receive help when it is available at the law library.
- 9. Clean and sanitary living conditions.

D. Prevention/Self Protection from Sexual Abuse/Assault

You may avoid an attack by keeping the following safety guidelines in mind:

- 1. Position yourself in "Safe Zone" areas where you can see personnel and personnel can see you. If you are being pressured for sex, report it to personnel immediately
- 2. Be aware of situations that make you feel uncomfortable. Trust your instincts. IF IT FEELS WRONG, LEAVE, GET HELP OR CALL FOR PERSONNEL
- 3. Don't let your manners or pride get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW"

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4. Walk and stand with confidence. Many predators choose victims who look like they won't fight back or are emotionally weak.

E. Reporting Sexual Abuse/Assault

Get to a safe place. **REPORT THE ATTACK TO PERSONNEL IMMEDIATELY.** The longer you wait, the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation. Request immediate medical attention, you may have serious injuries that you are not aware of and any sexual contact can expose you to sexually transmitted diseases. Do not shower, brush your teeth (if assault/abuse was oral), use the restroom or change your clothes. You may destroy important evidence.

F. Treatment and Counseling for Sexual Abuse/Assault Victims

Victims of sexual abuse/assault will be given evaluations and treatment by medical personnel for any injuries inflicted by the abuse/assault. Victims may also receive counseling by psychiatric personnel.

G. Disciplinary Procedures

- 1. Any inmate charged with the commission of any act(s), where an inmate may be subject to disciplinary segregation, is entitled to due process procedures. Inmates will receive a copy of the four (4) part Inmate Disciplinary Report form stating the specific prohibited act(s) they are charged with and a brief statement of facts. Inmates will be entitled to a hearing and decision within seven (7) days excluding weekends and holidays. When an inmate is placed in Disciplinary Segregation before a disciplinary hearing is conducted, the Disciplinary Hearing Board will ensure that a hearing is completed within seventy-two (72) hours, including weekends and holidays. The Executive Director/designee may place an inmate in "Administrative Segregation" pending a disciplinary hearing for further instructions. Any time spent in pre-hearing detention will be credited against any subsequent disciplinary detention imposed.
- 2. An inmate charged with a rule violation will have the opportunity to be present (but is not required), make a statement, present documentary evidence and call witnesses on their behalf when such witnesses are reasonably available and their presence is not deemed by the Board to be unduly hazardous to the Department's safety. The Disciplinary Hearing Board is empowered to impose appropriate sanctions when a charge is substantiated by information obtained in the hearing process.
- 3. Inmates have the right to appeal any decision of the Disciplinary Hearing Board by filing a written request with the Superintendent of the division/unit in which the infraction took place. This appeal must be made within ten (10) working days from the date of being advised of the decision.

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4. The divisional Superintendent/Unit head may affirm or reverse the decision outright, return the decision back to the Disciplinary Hearing Board for further proceedings, or modifications, but not increase the sanction imposed. A decision will be made within five (5) days, and a written copy of the decision will be provided to the inmate. The inmate will sign and date, indicating they have received notification of the appeal decision.

THE CCDOC DOES NOT TOLERATE CRIMINAL ACTIVITIES OF ANY KIND. THE POSSESSION OF CONTRABAND, ASSAULTS AGAINST PERSONNEL OR OTHER INMATES AND DAMAGED TO COUNTY PROPERTY WILL BE REFERRED TO THE COOK COUNTY STATE'S ATTORNEY FOR CRIMINAL PROSECUTION.

H. Contraband

Items in your possession that have not been provided or approved by the CCDOC will be considered contraband, confiscated and a Disciplinary Report will be completed.

I. Discipline Categories and Penalties

If you are found guilty of any of the acts listed below by a Disciplinary Hearing Board, you may receive one (1) or more of the following penalties: loss of work assignment, loss of good time, loss of commissary privileges, loss of visitation privileges, increase in security classification, financial restitution, or any combination of the above. When the charge of "Damaging or Altering Government Property" is sustained, the Disciplinary Hearing Board may reduce or increase the infraction category/charge depending on the amount of restitution that is required. For all other infractions the Disciplinary Hearing Board may reduce the category/charge during their deliberations, however the category/charge may not be increased.

Category Penalties

Ι	Verbal warning to 4 days in Disciplinary Segregation
II	5 to 9 days in Disciplinary Segregation
III	10 to 14 days in Disciplinary Segregation
IV	15 to 19 days in Disciplinary Segregation
v	20 to 24 days in Disciplinary Segregation
VI	25 to 60 days in Disciplinary Segregation

CATEGORY I

101 Possession of excess clothing and/or bedding.

- 102 Failure to keep cell clean.
- **103** Tattooing/possession of tattooing instruments.
- **104** Littering.
- **105** Affixing items to walls, light fixtures, or windows.

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- Wearing headbands or head coverings without authorization.
- Violation of dress code.
- Storing drinks or foods other than those packaged foods purchased through commissary.
- Failure to remain silent during inmate movement through the Department.
- Verbally or physically demonstrating disrespect to personnel.
- Possession of contraband.
- Damaging or altering CCDOC property (restitution .01-50.00).

CATEGORY II

- Use of obscene language to personnel and/or visitors.
- Being in an unauthorized area.
- Presenting false information to sworn personnel.
- Violations of safety or sanitation regulations.
- Engaging in inappropriate physical conduct.
- Making sexual threats, proposals or gestures.
- Committing any act that disrupts the orderly operation of the CCDOC.
- Verbal threats to another person.
- Possession of unauthorized medication.
- 210 Misuse of authorized medication.
- Indecent exposure.
- 212 Possession and/or manufacture of unauthorized beverages (i.e. "hooch").
- **213** Possession of unauthorized monetary items (i.e. credit cards, money, checks, etc.).
- Failure to stand for count or interfering with the taking of the count.
- Violation of visiting regulations.
- Violation of telephone or mail regulations.
- 217 Gambling.
- 218 Smoking.
- Failure to comply with the Intake process.
- Failure to follow the direction of Court Service Deputies while being escorted to/from or during judicial proceedings.
- Possession of any tobacco or any tobacco related products (i.e. cigarettes, cigarette papers, lighters, matches, chewing tobacco and any other related materials).
- Damaging or altering CCDOC property (restitution 50.01-100.00).

CATEGORY III

- 300 Fighting
- Refusing an order to lock-up.
- Committing any act(s) that necessitates a security search by sworn personnel.
- Damaging or altering CCDOC property (restitution 100.01-150.00).
- Possession of stolen property.
- 305 Disobeying verbal or written orders from sworn personnel.
- Sexual misconduct (voluntary).

CATEGORY IV

- Possession of unauthorized clothing.
- Committing any act(s) that disrupts a judicial proceeding.
- 402 Throwing or projecting any items or substance.
- Damaging or altering CCDOC property (restitution 150.01-200.00).

CATEGORY V

- Theft.
- Committing any act(s) that requires personnel to use force against an inmate.
- Possession of counterfeit identification.
- Committing any act(s) that requires the use of force by Court Service Deputies while being escorted to/from, or during a judicial proceeding.
- Unauthorized possession of sworn personnel uniform(s) or equipment.
- Damaging or altering CCDOC property (restitution 200.01-250.00).
- Gang activity, participating in gang-related activity or communication.

CATEGORY VI

- 600 Murder.
- Assaulting any person.
- 602 Sexual abuse/assault.
- 603 Arson.
- Possessing, manufacturing, introducing any weapon, ammunition, explosive caustic substance, dangerous chemicals, sharpened instruments or unauthorized tools, intoxicants, narcotics, paraphernalia or drugs not prescribed for the individual, or any other dangerous or deadly weapon or substance (i.e. homemade weapons or any sharp instruments such as scissors, fingernail files and all items identified as contraband).
- Participating in major disturbances/riots.
- Escape/escape attempt.
- 607 Battery.
- Intimidation, extortion, blackmail, threats by words, action or any other behavior.
- 609 Gang recruitment.
- Attempting to commit any act(s) listed in Category VI, aiding and abetting any person in their commissions, planning to commit or soliciting to commit any offense will be considered the same commission as the act itself.
- Participating in a disturbance requiring deployment of specialized units (i.e. K-9, ERT, etc.).
- Damaging or altering CCDOC property (restitution 250.01 and above).
- Assault with a weapon on any person.

J. Repeat Violations and Criminal Charges

Second or subsequent violations may be subject to the maximum number of days in the next highest category. Depending on the severity of the violation, criminal charges may be imposed pursuant to Illinois or Federal Laws.

K. Restitution

- 1. Inmates are held responsible for CCDOC property damaged and/or destroyed while in custody of the Sheriff of Cook County. Inmates are required to pay from their trust accounts for the repair, replacement and/or restoration of CCDOC property and/or any cost incurred by the Department (i.e. ambulance runs, overtime worked for sworn personnel, etc.) when it is determined by the Department's Disciplinary Hearing Board that the inmate is responsible for the damage.
- 2. Upon a finding of GUILTY by the Disciplinary Hearing Board, the replacement cost of destroyed/damaged property and/or any cost incurred by the Department will be deducted from the inmate's trust account. In the event the funds in these accounts are not adequate to satisfy the replacement cost(s), an encumbrance will be placed on future monies received by the inmate until the final obligation is satisfied.
- 3. Satisfaction of all claims will remain on file for seven (7) years, after the date of property destruction or damage. In the event an inmate is released with an encumbrance and subsequently re-incarcerated, required payment of the debt will remain active until satisfied.

L. Grievance Guidelines

Inmates housed in the CCDOC may initiate written grievances regarding circumstances or action, which they feel may be discriminatory, oppressive or unjust. The following reasons are to be used as guidelines when determining when to file a grievance:

- 1. Alleged violations of civil, constitutional or statutory rights
- 2. Alleged criminal or prohibited acts by personnel
- 3. Alleged violation of Departmental policy and procedures regarding the inmate's general welfare or safety
- 4. To resolve concerns within the Department that creates unsafe or unsanitary living conditions
- 5. To resolve issues related to an inmate's money, property, education and medical needs
- M. **Detainee Grievance Forms** will be available in all housing units. <u>When forms</u> <u>are unavailable, grievances can be submitted on plain paper.</u> Upon completion of the **Detainee Grievance Form**, sworn personnel will collect grievances, Monday through Friday, in sealed envelopes. These sealed envelopes will be

delivered to the Correctional Rehabilitation Workers (CRW) in the respective division.

An independent Appeal Panel will review the inmate's appeal of the grievance findings.

- 1. If an inmate wishes to appeal the grievance decision, they may seek review directly from the Appeal Panel within fourteen (14) days of their receipt of the decision. Such requests for appeal should be made by contacting the CRW or by forwarding the request to sworn personnel during the grievance collection process.
- 2. The Appeal Panel will investigate each grievance as well as review the inmate's basis for an appeal. The Appeal Panel will accept or deny the appeal request and notate a response. If the appeal request is declined, the grievance process for the stated issue is complete. If the appeal request is accepted, the recommendation will be forwarded to the Executive Director/designee for approval, denial and/or action. The Appeal Board's response will be forwarded to the inmate within ten (10) days of the appeal review date.
- 3. It should be noted that grievances <u>will not</u> be initiated regarding findings of the Disciplinary Hearing Board, including restitution amounts. An appeal of the Board's findings regarding imposed discipline will be made directly to the division Superintendent/designee. All administrative decisions that effect the inmate's rights and welfare can be grieved, with the exception of Disciplinary Hearing Board decisions.
- 4. Please be reminded and assured that when the grievance is received in a sealed envelope during the collection process, the procedure is confidential, and the only authorized person to receive, process and forward the grievance is the CRW assigned to the division where the inmate is housed.
- N. Emergency Grievances are those involving an immediate threat to the welfare or safety of an inmate. All emergency grievances placed in sealed envelope must be clearly labeled "Emergency Grievance". The Correctional Officer assigned to the living unit will contact a Supervisor/Shift Commander who will deliver the grievance to a CRW for review and processing.

O. Program, Services and Information "Request" Procedure

The programs and services below are available to all inmates of the CCDOC, except where indicated. In most instances, a **Detainee Request Form** indicating a request for information or to participate in these programs should be filed out by the inmate and given to the Correctional Officer assigned to the living unit. The inmate may also submit the request to the appropriate department.

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Please note: Request for Medical, Dental and Mental Health related services should be on the Health Care Request form and not the CCDOC request form.

P. Health Services

Cermak Health Services or Cook County, and affiliate of the Cook County Bureau of Health Services, provides on-site medical, dental and mental health services. Hospitalization and specialized medical services are arranged with other Bureau affiliates (Stroger, Oak Forest and Provident Hospitals).

Q. Social Services

CRW's are available to aid in requests for information, process referrals and seek resolution of inmate complaints, grievances and ongoing concerns. CRW's are assigned in each division and will provide information/services Monday through Friday, excluding government holidays. They also act as the inmate's link with families, friends and other various outside agencies. CRW's may assist in arranging emergency phone calls. Pre-paid stamped envelopes may be given to indigent inmate when available. Issues regarding money, the release of personal property and documents requiring an inmate's signature will also be handled by the CRW.

R. Law Library Services

- 1. All inmates housed in the CCDOC will have access to legal information related to their case(s). Law Libraries located throughout the Department are made available by the CRW.
- Law Library Services are available twice daily, Monday through Friday for researching criminal and civil matters. Law Library sessions will be, at minimum, one (1) hour and a half. *Detainee Request Forms* must be utilized for accessing each session. Access requests will be limited to one (1) session per week. The request forms will be forwarded to the Law Library for scheduling.
 - a. Inmates with court orders that stipulate Law Library access, and those inmates who act as their own attorney, will be allowed access according to the provisions of the court order.
 - b. Inmates that have pending court dates; with the closest upcoming court date will be allowed access.
- 3. Photocopies and assistance with postage for legal mail are available to inmates; however, if the inmate is indigent these services will be provided without cost. Please see the Law Library personnel for guidelines and limitations.

S. Religious Services

Religious volunteers provide spiritual guidance, bible studies, Holy Day observation programs and worship services for many denominations on a regular basis. In addition, chaplains provided individual counseling.

T. Educational Programs

- 1. Eligible inmates from 17 to 21 years of age may enroll in the Chicago Public School/York Alternative High School. Inmates may work toward achieving a General Equivalency Diploma (GED) and/or classroom credits. This program is available to all inmates in every security classification. If more information is needed, please submit a **Detainee Request Form**. The CRW will refer all requests directly to the designated school representative.
- 2. Programmed Activities for Correctional Education (PACE) is a non-profit educational program available to inmates of any age. This program offers literacy education, volunteer tutorials and GED preparations. In addition, individual and group educational counseling is available. This program is not open to all inmates; more information can be obtained from the CRW.
- 3. City Colleges of Chicago provides GED preparation instruction to inmates twenty-two (22) years of age and older. This program is not open to all inmates; more information can be obtained from the CRW.

U. Substance Abuse Treatment

Inmates who desire to begin a treatment program for substance abuse should complete a **Detainee Request Form**. All requests will be forwarded to a Drug Unit Coordinator for review and consideration. Participation in this program is limited to space availability and security classification requirements.

V. Sheriff's Female Furlough Program (SFFP)

SFFP combines the use of electronic monitoring devices and components of daytime programming to provide selected participants with a maximum level of supervision as well as the opportunity to participate in life skills programming.

W. Administrative Mandatory Furlough (AMF)

When the AMF program is being utilized, inmates are automatically screened for eligibility. Inmates that meet eligibility requirements may be released on AMF. If incarceration or case information has changed after intake, inmates can submit a request for reconsideration. The CRW will forward this request to the Classification Department for review and consideration.

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X. Electronic Monitoring (EM)

Upon entry into the CCDOC, all inmates are automatically screened for eligibility. Inmates that meet eligibility requirements may be release on EM. If incarceration of case information has changed after intake, inmates can submit a request for reconsideration. The CRW will forward this request to Department of Community Supervision and Intervention (DCSI) for review and/or response.

Y. Department of Community Supervision and Intervention (DCSI)/Day Reporting

Inmates participating in the EM program are automatically screened for eligibility. Inmates that meet requirements may be released on Day Reporting.

Z. Chicago Legal Aid to Incarcerated Mothers (CLAIM)

A non-profit agency that provides free legal services to incarcerated mothers to help benefit their children and families.

AA. My Sister's Keeper

A complete after-care program that assists women who have been recently released from the correctional system in the following areas: educational referral, shelter care, self-esteem and family/individual counseling.

BB. Veteran Assistance

A representative from the Veteran Administration is available to provide information and assistance to inmates regarding healthcare, housing, education and many outgoing basic needs.

CC. General Library

Facilities for general reading and participation in the Clarence Darrow Art Program are available to inmates. For additional information, please submit a **Detainee Request Form** to the CRW.

DD. Marriages

Inmates may get married while in CCDOC custody. A presiding judge from the Criminal Courts will establish the marriage date(s) and notify the CCDOC and inmates accordingly. CCDOC Program Services personnel will assist the inmate and fiancé with procedural information and required documentation. Additional information can be obtained by submitting a **Detainee Request Form** to the CRW.

EE. Voter Registrations and Absentee Balloting

Pre-trial inmates who are residents of Cook County will be able to register to vote and cast absentee ballots in all elections while they are incarcerated. The Chicago Board of Elections and/or the Cook County Board of Elections will make eligibility requirements available. All elections are held under the supervision of a representative from the Board of Election Commissioners.

FF. Minors

Individuals who are under the age of seventeen (17) and incarcerated in the CCDOC should immediately notify sworn personnel and/or a CRW. The CCDOC will begin an age verification and/or custody transfer process.

GG. Personal Hygiene

All inmates are expected to maintain personal body cleanliness. Showers are located in the living units for inmate use. Upon intake, inmates will be issued a uniform, soap, toothpaste, toothbrush and bed linens. Personal care and hygiene items are available through the commissary.

HH. Laundry

Inmates will be given the opportunity to exchange linen and uniforms on a weekly basis.

II. Barber/Beauty Shop

All inmates have routine access to barber/beauty shop services that are provided and scheduled in each division.

JJ. Meals

The CCDOC serves three (3) meals a day. Special diets may be approved upon written request and availability.

KK. Commissary

Commissary is available weekly according to schedules posted in each division and sells a variety of food and personal hygiene products to inmates that have unencumbered funds in their Trust Account. The weekly spending limit is \$100.00. The Executive Director/designee will determine adjustments to this amount.

LL. Trust Department

The Trust Department holds funds for inmates while they are incarcerated at the CCDOC. Any money in the possession of the inmate when they enter the CCDOC is deposited in an account bearing the name and identification number

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of the inmate. After arrival, the only authorized means of receiving funds for an inmate is in the form of money orders, cashier's checks and certified checks, which must be sent by mail. <u>Personnel checks are **not** accepted</u>. All money orders, etc., must bear the inmate's name and identification number and not exceed \$100.00 at any one (1) time. Ten (10) business days are required before these funds can be used for any purpose other than Commissary. Western Union and Money Gram can be utilized to transfer funds to the CCDOC. Please contact the CRW for information.

MM. Mail

1. Outgoing Mail

When the inmate bears the mailing cost, there is no limit on the volume of letters an inmate will be permitted to send. Writing supplies and stamps are available through the Commissary.

a. All outgoing mail shall be clearly marked with the inmate's name, complete and correct identification number and Department address.

Mail not addressed as shown below shall be returned to the inmate, provided inmate is known. If the inmate is unknown, the mail shall be disposed of.

 Inmate's Name
 I.D.#

 Division
 Living Unit

 P.O. Box 089002
 Chicago, IL 60608

Addressee's Full Name ______ Addressee's Address _____ City, State Zip Code _____

- b. Inmates shall submit all non-privileged mail in unsealed envelopes.
- c. Outgoing non-privileged mail may be reproduced or withheld from delivery if it presents a threat to the security or safety of the Department.
- d. Inmates shall be notified in writing of any outgoing mail that has been withheld.
- e. Inmates will not be allowed to correspond with members of their immediate family who are incarcerated in other correctional institutions if those institutions refuse to allow such correspondence.

Inmates of this Department may send and receive mail from residents of other institutions when joint prior approval is obtained from the administration of both institutions.

- f. Sworn personnel shall collect all outgoing mail on a daily basis from inmates.
- g. Outgoing mail shall be picked up from the divisions/units and delivered to the U.S. Postal Service by mailroom personnel (Monday – Friday).
- 2. Incoming Mail

Inmates shall be permitted to receive an unlimited number of letters. Any incoming mail that does not clearly identify the sender will be destroyed. Any incoming mail that does not clearly identify the addressee (including the complete and correct inmate number) will be returned to the sender. Incoming mail addressed to inmates must contain the following information:

Inmate Name	I.D. #
Division	Living Unit
P.O. Box 089002	_
Chicago, IL 60608	

- a. All incoming non-privileged mail shall be opened and examined for contraband prior to leaving the mailroom and delivery to the divisions/units by mailroom personnel.
- b. An inmate will not be allowed to open, read, pick-up or deliver another inmate's mail.

NN. Telephone

Telephones are located in the living units. Inmates will share the use of telephones in the living units. Telephones will not accept incoming calls. Telephone privileges will begin after the living unit passes daily inspection. Inmates are permitted to use the telephone whenever they are in the dayroom. Outgoing telephone calls will be billed as collect. If the person being called accepts the call, they will be charged for the call. Telephone calls will have a time frame of a minimum of five (5) minutes and a maximum of fifteen (15) minutes per call. After fifteen (15) minutes, the call will be cut off by the telephone system. Abuse or illegal use of the telephone privileges may result in the loss of privileges, disciplinary action and/or criminal charges. Telephone calls may be monitored; a disclaimer is posted in each living unit.

OO. Personal Property

At discharge, the inmate shall present a valid picture identification card to the Property Officer. The Property Office remains open twenty-four (24) hours a day. No money will be released without picture identification. Release of funds cannot be processed until the Commissary Department confirms all payments have been cleared. No cash payouts will be made. Checks will be issued for remaining account balances. Upon the request of the inmate, CRW's will assist in the release of funds to another individual or agency. The receiving party must have a picture identification and the inmate's property receipt. Items on receipt will be stored for a maximum of ninety (90) days from the discharge date. All property not returned to the discharged inmate or released to another individual within ninety (90) days from the discharge date will be disposed of. Upon the request of the inmate, CRW's will assist in the release of personal property to another individual or agency. The inmate will sign a release form identifying the name and address of the person authorized to receive the property. The receiving party must have picture identification.

PP. Bond Office

The Bond Office is open from **9:00 a.m. – 9:00 p.m.**, three hundred and sixtyfive (365) days per year and accepts payment by cash, cashier's check, certified checks or credit card. The Bond Clerk must verify cashier and certified checks with the bank. Checks are to be made payable to: **Clerk of the Circuit Court**. Credit cards will be accepted in accordance with the guidelines set by the Circuit Court of Cook County.

QQ. Internal Investigations

Internal Affairs Department (IAD) will investigate any threat of harm committed against inmates or CCDOC personnel or any criminal offenses, disturbances or threats to the order and welfare of the CCDOC thoroughly and confidentially.

RR. Fire Drills

Fire drills are conducted periodically. Inmates are expected to move promptly in an orderly fashion during such drills and to follow the directives of the correctional personnel. In the event of a Department evacuation or emergency, follow all directions by correctional personnel while maintaining silence and order. Exit signs are located throughout the Department to assist in the evacuation of personnel and inmates during an emergency.

SS. Family Contact Information

Inmate's next of kin or other designated individual(s) shall be notified in case of death or serious illness. This information shall be obtained from the inmate at the time of in-take processing and maintained in the inmate's central file.

TT. Wake Orders

Wake Orders for inmates will be executed according to Departmental policy and procedures. Any costs incurred by the Department for the wake order may be deducted from the inmate's Trust Account. If the inmate is indigent the costs may be deducted from the Inmate Welfare Fund.

UU. Visitation

All persons entering or exiting the CCDOC will be required to produce one (1) valid government picture identification (i.e. Driver's License, State Identification Card, Passport, etc). If a government ID is not available, a combination of the following is acceptable: Public Aid Card accompanied by Medical Card and/or Voter's Registration Card. No one under the age of seventeen (17) will be allowed to enter unless accompanied by an adult. All bags and containers will be searched for contraband before the visitor is permitted to enter the CCDOC. All visitors will be subject to search under existing Departmental guidelines.

Any visitor attempting to introduce contraband into the CCDOC will be subject to criminal prosecution under existing Illinois Compiled Statutes code 720.ILCS 5/31 A.1.

For inmate information regarding the visitation schedule and visitation procedures, please call **1-773-869-5245 (JAIL)**.

VV. Location

The CCDOC is accessible by several bus lines operated by the Chicago Transit Authority. Persons interested in transportation information and/or directions to the CCDOC can contact the Regional Transportation Authority for specific routes and schedule times.

The CCDOC is located at **2700 South California Avenue, Chicago, Illinois 60608** in the **County of Cook**.

NOTE: All of the above rules and regulations are subject to change to ensure the safety and security of the Department as determined by the Sheriff of Cook County/designee.

AUTHORIZED BY:

Executive Director – Salvador Godinez

Date



aur P	Sheriff's Office COOK COUNTY, ILLINOIS SHERIFF'S ORDER	ISSUANCE DATE	EFFECTIVE DATE	NO.
\checkmark	SHERIFF 5 ORDER	07 JUL 11	14 JUL 11	11.14.5.0
SUBJECT		DISTRIBUTION	DIRECTIVES F	SLY ISSUED WRITTEN REGARDING INEE GRIEVANCE
INMA'	TE GRIEVANCE PROCEDURE	SP	PROCEDURE	INEE GRIEVANCE
RELATED	DIRECTIVES		AMENDS	***************************************

PURPOSE I.

This order establishes the written policy and procedure for the effective and efficient collection and processing of inmate grievances within the Cook County Sheriff's Office (CCSO).

II. POLICY

It is the policy of the CCSO to provide a procedure for all inmates to have their complaints and grievances addressed in a fair and equitable manner. CCSO staff shall process and address these grievances in a timely and efficient manner. The grievance process can be utilized by all inmates.

III. **AUTHORITY**

- 28 U.S.C. 1997, et seq., Civil Rights of Institutionalized Persons Act A.
- Β. 42 U.S.C. 1997, et seq., Prison Litigation Reform Act
- 28 C.F.R. 40, Parts A & B С.
- D. Illinois County Jail Standards, 20 Illinois Administrative Code, Ch. I Sec. 701

IV. AMERICAN CORRECTIONAL ASSOCIATION REFERENCE

- Α. 4-ALDF-2A-27
- 4-ALDF-6B-01 Β.

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V. **ENCLOSURES**

- Inmate Grievance/Response Form (FCN-47)(JUN 11) A.
- Β. Request for an Appeal Form (FCN-48)(JUN 11)
- С. CRW Inmate Grievance Tracking Log (FCN-51)(JUN 11)
- D. Inmate Grievance Collection Logbook (FCN-52) (JUN 11)
- E. Inmate Grievance Master Logbook (FCN-53)(JUN 11)

CCSO GO 11.14.5.0

VI. **DEFINITIONS**

- A. Correctional Rehabilitation Worker (CRW)/Platoon Counselor For the purposes of this order, the Sheriff's Office employee assigned to collect, process grievances and assist detainees with the grievance process.
- B. Emergency Grievance A grievance alleging that an inmate has been or may be at a substantial risk of immediate harm to his or her welfare or safety. Also, a grievance that involves the transfer of an inmate to another county jail facility.
- C. Grievance (Standard Grievance) Generally, a written complaint by an inmate regarding a policy within the CCSO, a condition in the CCSO, or a CCSO action or incident affecting an inmate. Issues that can be grieved include, but are not limited to, the following:
 - 1. alleged violations of civil, constitutional or statutory rights;
 - 2. alleged criminal or prohibited acts by staff members, volunteers, contractors, or other inmates;
 - 3. concerns regarding unsafe or unsanitary living conditions within the jail;
 - 4. issues related to an inmate's money, property, education, medical or medication concerns; and
 - 5. alleged violations of departmental policies affecting an inmate's general welfare or safety.
- D. Healthcare Grievance A grievance concerning matters of medical care, dental care, or mental health care.
- E. Not sustained A finding that an inmate's grievance is not based in fact and/or otherwise cannot be addressed through the grievance process.
- F. Remedy A meaningful response, action, or resolution to an inmate's sustained grievance. Remedies may include notification to Cermak Health Services of Cook County (Cermak) regarding medical care, restoration of privileges within the CCDOC, modifications to diet, access to programs, or changes in housing, classification, or other conditions of confinement. Remedies do not include, among other things, interference with inmate discipline, the discipline of staff, or interference with judicial orders or decisions made by physicians.
- G. Retaliation Any action or threat of action against anyone who participates in the grievance process or the informal complaint process.

- H. Staff Misconduct Grievance A grievance concerning the physical abuse of an inmate by staff; the sexual abuse of an inmate by staff; the psychological abuse of an inmate by staff; correctional staff's failure to provide services resulting in physical harm to the inmate; or staff engaging in any other illegal activity.
- I. Sustained A finding made that an inmate's grievance raises legitimate concerns that can be remedied through the grievance process.

VII. PROCEDURES

- A. Processing Standard Grievances
 - 1. An inmate wishing to file a grievance shall do so within 15 days of the event he/she is grieving.
 - 2. To file, the inmate shall fill out an Inmate Grievance/Response Form. If forms are not available, the use of blank writing paper or other department forms is acceptable.
 - 3. The inmate shall deliver the signed and dated Inmate Grievance/Response Form to the CRW/Platoon Counselor.
 - 4. The CCSO shall have 15 days upon receipt of the grievance to determine whether it is sustained or not-sustained and assign a remedy, if no exceptions apply.
 - 5. The inmate shall be informed in writing of the findings and, if applicable, the remedy.
- B. Staff Duties and Responsibilities for Standard Grievances:
 - 1. CCSO employees shall never respond to a grievance in which he/she is involved directly or indirectly.
 - 2. Retaliation by CCSO staff against anyone for participating in the grievance process is strictly prohibited.
 - 3. Watch commanders shall:
 - a. When answering an inmate grievance, the clearly answer the issue raised by grievance and, if sustained, give the appropriate remedy within the applicable time frame.
 - b. Obtain additional Inmate Grievance/Response Forms upon receiving notification from a living unit officer that the supply is low.

CCSO GO 11.14.5.0

- 4. Officer responsibilities
 - a. Officers shall not collect grievances.
 - b. Officers shall not respond to grievances.
 - c. Intake officers shall hand each inmate an Inmate Orientation Handbook, which contains a section on the grievance procedure.
 - d. If the inmate is illiterate or non-English speaking, the officer shall inform the inmate that a CRW/Platoon Counselor is available to provide assistance with understanding the handbook.
 - e. Living unit officers shall check the supply of Inmate Grievance/ Response Forms at least once per shift. If there are less than 15 forms, the officer shall notify his/her supervisor.
 - f. If an inmate notifies an officer that he/she is having difficulty completing an Inmate Grievance/Response Form, the officer shall notify the CRW/Platoon Counselor on duty.
 - g. If an inmate notifies an officer that he/she is unclear about the grievance procedure, the officer shall supply the inmate with a copy of the Inmate Orientation Handbook and request that a CRW/Platoon Counselor assist the inmate, if the officer cannot provide assistance.
 - h. If an inmate informs an officer that he/she wants to file a grievance against a CRW/Platoon Counselor, the officer shall inform their watch commander.
- 5. CRW/Platoon Counselors:
 - a. Assistance to Inmates
 - i. When a CRW/Platoon Counselor is made aware that an inmate is deaf, non-English speaking, illiterate or otherwise requires assistance in completing a grievance form or understanding the grievance process, the CRW/Platoon Counselor must assist the inmate and/or arrange for an appropriate interpreter to provide that service.

- ii. CRW/Platoon Counselors shall provide clear instruction to any inmate that is found to have used the grievance procedure improperly (e.g., inmate requests, health care requests, disciplinary hearing appeals).
- b. Collection of Grievances:
 - i. The CRW/Platoon Counselor shall instruct the inmate to sign and date the grievance form.
 - ii. The CRW/Platoon Counselor shall inform the inmate that the grievance will go under review and shall be resolved within 15 business days.
 - iii. All CRW/Platoon Counselors in the living units/barracks must check the supply of grievance forms whenever the CRW/Platoon Counselor visits the units.

c. Processing of Grievances:

- i. When the CRW/Platoon Counselor is finished collecting the grievances for that day's rounds, the CRW/Platoon Counselor must enter the number of grievances in the Inmate Grievance Collection Logbook.
- After Program Services assigns a grievance control number to the grievance form, the CRW/Platoon Counselor shall enter the grievance into the CRW Inmate Grievance Tracking Log.
- iii. The CRW/Platoon Counselor shall assist the Program Services supervisor with determining which party will be the appropriate responder to the grievance and will deliver the grievance form to that responder.
- iv. The CRW/Platoon Counselor shall instruct the responder to respond to the grievance, in writing, on the section of the Inmate Grievance/Response Form that is designated for that purpose.
- v. The CRW/Platoon Counselor shall also instruct the responder to limit the response to the remedy deemed appropriate by the responder.

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- vi. The CRW/Platoon Counselor shall copy the relevant pages from the Inmate Grievance Collection Logbook each week and send the copy to Program Services by the end of the work week.
- vii. If a grievance concerns the CRW/Platoon Counselor collecting the grievance form, the CRW/Platoon Counselor shall notify his/her supervisor immediately, and that supervisor will process the grievance.
- viii. If the grievance is related to a health care issue, the CRW/Platoon Counselor may contact the Cermak Dispensary Line to attain non-confidential information regarding the inmate's health care issue.
- d. Responding to Grievances:
 - i. The CRW/Platoon Counselor shall ensure that responses to grievances adequately address the subject of the grievance.
 - ii. In the event that a response does not adequately address the grievance, the CRW/Platoon Counselor shall refer the grievance to his/her respective supervisor to be handled appropriately.
 - iii. The CRW/Platoon Counselor shall return the copy of the grievance response to the inmate, and will note the date of this delivery in the Inmate Grievance Tracking Log book.
- C. Program Services Supervisors shall:
 - 1. Review all grievances to determine whether the grievance raises an issue that is properly addressed through the inmate grievance procedure.
 - 2. Create a schedule to ensure a CRW/Platoon Counselor makes rounds on every tier in every division or barracks as applicable and collects grievances at least once a day, excluding holidays, mandatory furlough days, or days when security concerns make it dangerous to visit the living unit at any point during normal shift hours.
 - 3. Process and respond to grievances that concern CRW/Platoon Counselors.

- 4. Upon receipt of the grievance forms from the CRW/Platoon Counselors (or from an inmate directly through the mail), the supervisor shall assign the grievance form a control number and shall log the grievance into the Inmate Grievance Master Logbook.
- 5. Work with the CRW/Platoon Counselor assigned to the grieving inmate to determine who the appropriate responder is to the grievance. In the event that the Program Services supervisor communicates with the responder, the Program Services supervisor shall instruct the responder to respond to the grievance, in writing, on the section of the Inmate Grievance/Response Form that is designated for that purpose. The Program Services supervisor will also instruct the responder to limit the response to the remedy deemed appropriate by the responder.
- 6. Review all grievance responses to determine if the grievance was responded to appropriately and adequately addressed the subject matter of the grievance. The Program Services supervisor shall notify the responder in the event that the response was not appropriate.
- 7. Note the date of the grievance response in the Inmate Grievance Master Logbook.
- 8. Retain a copy of the grievance form and response in the inmate's grievance file. This information must be retained for five years.
- 9. Ensure that CRW/Platoon Counselors are trained and knowledgeable in the proper CCSO Inmate Grievance Procedures.

VIII. PROCEDURES - SPECIAL CIRCUMSTANCES

- A. Emergency Grievances
 - 1. For the initial processing, a grievance shall be considered an emergency if the inmate indicates on the form that it is an emergency grievance or if it meets the definition above.
 - 2. The CRW/Platoon Counselor shall deliver all emergency grievance forms immediately to the respective supervisor.
 - 3. The supervisor will determine if it meets the definition of an emergency grievance and shall, if applicable, assign it an emergency grievance control number and ensure proper follow up.
 - 4. The CRW/Platoon Counselor shall enter the emergency grievance into the CRW Inmate Grievance Tracking Log.

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- 5. The CRW/Platoon Counselor shall then forward the emergency grievance to the divisional superintendent or ADO if the superintendent is unavailable or to the director of the applicable department/unit for review and signature.
- 6. The superintendent, ADO or applicable director shall sign the grievance form and shall resolve the grievance within 48 hours.
- 7. If resolution to the grievance is not possible within 48 hours, the superintendent must request in writing an extension from Program Services.
- 8. Program Services shall notify the inmate of the extension.
- 9. Upon resolution of the emergency grievance, written notification of the resolution, and the remedy if applicable, shall be provided to the inmate.
- 10. The CRW/Platoon Counselor shall instruct the inmate to sign the grievance response and shall enter the resolution date in the CRW Inmate Grievance Tracking Log.
- 11. If the grievance is determined to not be an emergency grievance, the CRW/Platoon Counselor shall inform the inmate within one business day of this determination, and shall process the grievance in accordance with Section VII. B. above.
- B. Healthcare Grievances:
 - 1. If any grievance collected by a CRW/Platoon Counselor concerns a medical, dental or mental health issue, that grievance shall be immediately recorded on the CRW Inmate Grievance Tracking Log and then forwarded to Cermak personnel.
 - 2. The inmate shall complete and date an Inmate Grievance/Response Form (Part A) and submit it to the CRW/Platoon Counselor making the collection rounds.
 - The CRW/Platoon Counselor shall sign and date the Inmate Grievance/ Response Form upon receipt and forward it to the Program Services Office.
 - 4. The Program Services Office shall assign a control number, log the grievance, attach the Inmate Grievance/Response Form (Referral & Response) and complete the top portion of Part B, and forward it to the grievance coordinator at Cermak.

- 5. If a subsequent grievance regarding the same issue is filed by an inmate regarding an issue already being reviewed by Cermak, the inmate shall be notified by a CRW/Platoon Counselor in writing that his/her grievance is currently being reviewed by Cermak and when the inmate should expect a resolution. The CRW/Platoon Counselor shall contact the Cermak Dispensary for information regarding the inmate's health care appointment at Cermak and any other relevant information.
- C. Staff Misconduct Grievances:
 - 1. Staff misconduct grievances include, but are not limited to, the following allegations:
 - a. physically abusing an inmate;
 - b. sexually abusing an inmate;
 - c. psychologically abusing an inmate;
 - d. correctional staff's failure to provide services resulting in physical harm to the inmate; and
 - e. engaging in any other illegal activity.
 - 2. All Staff Misconduct Grievances shall be recorded by a CRW/Platoon Counselor on the CRW Inmate Grievance Tracking Log and then immediately forwarded to the respective supervisor to assign a control number.
 - 3. The CRW/Platoon Counselor shall then hand-deliver the staff misconduct grievance to the respective superintendent/designee or applicable director for review, signature and handling.
 - 4. The superintendent/designee or applicable department/unit director will conduct an immediate review of the allegations to determine if there is an immediate harm posed to the inmate, and if so, take all appropriate steps to provide for the safety and security of the inmate.
 - 5. The superintendent, designee or applicable department/unit director shall also screen the grievance for possible excessive force or failure to intervene by staff, and if either is suspected, forward the grievance to the Office of Professional Review (OPR).

CCSO GO 11.14.5.0

- 6. If no immediate harm is posed, the superintendent or applicable department/unit director shall determine the resolution of the grievance, either sustained or not sustained, within 15 business days of receipt of the grievance and indicate an appropriate remedy, if any on the Inmate Grievance/Response Form.
- 7. Program Services will then notify the inmate of the resolution as indicated on the Inmate Grievance/Response Form and record the resolution on the CRW Inmate Grievance Tracking Log.
- 8. In the event the superintendent/designee or applicable department/unit director determines the matter warrants an internal investigation, he/she shall forward a complaint register along with all pertinent documentation to OPR or the Criminal Intelligence Unit before the end of the business day. The OPR investigation shall have no bearing on, and shall be separate and distinct from, the inmate grievance process.

D. Appeals Process

- 1. If an inmate wishes to appeal the grievance decision, the inmate shall have 14 calendar days from receipt of the decision to appeal to the Administrator of Program Services or designee by completing a Request for Appeal form. Such requests for appeal shall be collected in the same manner as the original grievance.
- 2. The Administrator of Program Services/designee shall have 21 calendar days to review the grievance appeal and to reply to the inmate. The reply shall be in writing and the inmate shall date and sign the written decision, in duplicate, to indicate he or she has received notification of the appeal decision. The Administrator of Program Services shall be responsible for recording the appeal on the Program Services Grievance Tracking Log and for maintaining the written notification of the decision on appeal for, at minimum, five years.

IX. RECORD KEEPING AND ACCOUNTABILITY

- A. All original grievances and findings shall be forwarded to the Program Services Department, upon resolution of the grievance, where they shall be kept on file for a period of at least five years. These records shall not be kept in the inmate's divisional files.
- B. A Monthly Grievance Statistical Report of all Sheriff's Office grievance activity shall be prepared by the Administrator of Program Services or designee. This report shall be reviewed each month in order to ascertain patterns of problem areas in the institution and to intervene or prevent more problems in those areas from occurring. The report shall contain the following categories:

- 1. Nature of the grievance;
- 2. Number of grievances that occurred in each division/department/unit broken down by category;
- 3. Number of grievances answered and outstanding during the month;
- 4. Total number of CCSO grievances filed during the calendar year broken down by department and unit; and
- C. The Monthly Grievance Statistical Report shall be generated by the 15th of the following month. Program Services shall have five business days from the 15th of the month for data review and distribution to the Deputy Chief(s) of Staff and Sheriff or designee.
- D. The report, which is a condensed version of the Monthly Grievance Statistical Report, shall be distributed to all superintendents and applicable department or unit heads no later than the 20th of the following month and will be included in the report for the Sheriff's Accountability meetings.
- E. The Department of Reentry and Diversion Programs shall conduct an annual audit of the grievance system and collected grievance data. The findings of the audit, as well as a list of suggestions for improving the system, shall be shared with the applicable Deputy Chief(s) of Staff and the Sheriff or designee.
- F. All written grievances shall be considered to be confidential in nature. Copies of the grievance documents shall be released only in response to a court order or subpoena, or other reasons so required by law. Members of the Sheriff's Executive Office and applicable department/unit directors may have access to the grievance documents.

X. APPLICABILITY

This Sheriff's Order is applicable to CCSO employees as outlined in Section XI. Supervisors shall review the contents of this order with all employees under their supervision as appropriate, and ensure the provisions as outlined are strictly adhered to.

XI. SPECIAL DISTRIBUTION

This Sheriff's Order shall be distributed to the following CCSO Departments and Units:

- A. CCDOC
 - 1. All Divisions
 - 2. All Units

CCSO GO 11.14.5.0

- B. Department of Reentry and Diversion Programs
 - Program Services Unit Pre-Release Center 1.
 - 2.
 - Boot Camp 3.
- Sheriff's Women's Justice Programs Residential С.

COOK COUNTY SHERIFF'S OFFICE (CONDADO DE COOK OFFICINA DEL ALGUACIL)

INMATE GRIEVANCE / RESPONSE FORM (PRESO DEQUEJAS/RESPUESTA DE FORMA) .

	INMATE INFORMATION		
Inmate Last Name (Preso Appellido):	First Name (Primer Nombre):	ID Number (ID Numero):	
Division/Department/Unit (Seccion/Recinto/Utensilo):	Living Unit (Unidad De Vida):	Date Fecha):	, ,
			. / /
	SUMMARY		
Please include: D	ate of Incident - Time of Incident - Specifi	a Location of Incident	
	cha Del Incidente - Hora Del Incidente - Tiem		ntel
BRIEF SUMMARY OF THE COMPLAINT: (BREVE RESUMEN DE			
	······································		

·			
NAME OF STAFF OR INMATE(S) HAVING INFORMATION REGAR	DING THIS COMPLAINT: (NOMBRE DEL PERSONAL O LOS REC	LUSOS QUE TENGAN INFORM	ACIÓN RESPECTO A ESTA QUEJA:)
· · · · · · · · · · · · · · · · · · ·	•		
ACTION THAT YOU ARE REQUESTING: (ACCION QUE SE ESTA S	OLICITANDO:)		
	····		
INMATE SIGNATURE: (PRESO FIRMA:)			
	ecisions cannot be grieved or appealed through the use as a REQUEST, an inmate may re-submit the grievance		
	as a REQUEST, an initiate may re-submit the grevance in the response is deemed unsatisfactory.	issue alter 15 days to obtain	ra contrornomber is triere
	· ·		
	e la Junta de no puede ser contristado o apelada a travé: rocesa como una petición, un detenido puede voiver a p		
	o ha habido respuesta a la solicitud o la respuesta se co		as ucspues we to una para
CRW/Pfatooa Cousselor's Name (Print);	Signature:		CRW Received:
Dune data data (Deciliare de Marce Data)			Reviewed:
Superintendent/Designee's Name (Print):	Signature:	Date.	NGNBWBO:
			//
Superintendents or Directors/Designees of a Divis	sion/Unit must review all grievances alleging staff use	of force, staff misconduct a	and emergency grievances.
if the inmate grieval	nce is of a serious nature, the superintendent must in	tiate immediate action.	
	BE COMPLETED BY PROGRAM SERVICES STAFF		
GRIEVANCE CONTROL #:	REFE	RRED TO:	
Processed as a EMERGENCY GRIEVANCE		RMAK HEALTH SERVICE	IS
Processed as a GRIEVANCE	🛄 su	PERINTENDENT	
Processed as a REQUEST		HER:	
INN	MATE GRIEVANCE / REQUEST REFERRAL & RESP	ONSE	
(EMERGENCY CRIEVANCES ARE CRW/Platoon Counselor's Summary of the Complaint:	THOSE INVOLVING AN IMMEDIATE THREAT TO THE W	ELFARE OR SAFETY OF AN	INMATE)
orwy Fratoon Counsaior & Summary of the Companie.			
CRW/Platoon Counselor Referred this Grievance/Request To:		Date Referred:	
			/
Response Statement:			

			·····
Personnel Responding to the Grievance (Print):	Signature:	Dlv/Dept:	Date:
	all responses to grievances alleging staff use of fo		
Superintendent/Director (Print):	Signature:	Dh/Dept:	Date:
		1	//
	INMATE RESPONSE	1	
Date Response was Recleved:		Grievance Subject Code:	
	Instate Signature:	allegence papines page.	
	Inmate Signature:	anomico paplace popo.	
	Instituce Signature:		

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REQUEST FOR AN	REQUEST FOR AN APPEAL (SOLICIVUD DE APELACIÓN)						
CONTROL #:							
Date of immate's Request for An Appeal:							
(Recluso Fecho De Solicitud De Apelación:)							
Immate's Basis For An Appeal: (Los Presos De Base Para Una Apelación:)							
		·····					
Inmate's Request for Appeal Accepted? Yes	(Si) No						
Administrator/Designee's Decision or Recommendation: (Administrador Designada Decision O Recomendacion:)							
Administrator/Designee: (Administrador Designada:)	Signature: (Firma)	Date: (Fecha)					
		//					
Date Inmate Rec.'d the Appeal Response: (Recluso Fecha De	Inmate Signature: (Preso Firma:)						
Recepción De La Respuesta De Las Aplicaciones:)							

(FCN-48)(JUN 11) (GRIEVANCE WHITE COPY - PROGRAM SERVICES) (GRIEVANCE YELLOW COPY - C.R.W.) (GRIEVANCE PINK COPY - DETAINEE) (DISCIPLINE WHITE COPY - SUPT/DEPT/UNIT HEAD) (DISCIPLINE YELLOW COPY - HEARING ADMINISTRATOR) (DISCIPLINE PINK COPY - DETAINEE)

	VAPPEAL (SOLICITUD DE APELACI	OW/
CONTROL #:		
Date of Ihmate's Request for An Appeal:	****	
(Recluso Fecho De Solicitud De Apelación:)		
Immate's Basis For An Appeal:		
(Los Presos De Base Para Una Apelación:)		
Inmate's Request for Appeal Accepted? Yes	(Si) Web	
(Solicitud De Los Recluses Para Una Apelacion Aceptadas:)		
Administrator/Designee's Decision or Recommendation:		
(Administrador Designada Decision O Recomendacion:)		
Administrator/Designee: (Administrador Designada:)	Signature: (Firma)	Date: (Fecha)
		/ /
Date Inmate Rec.'d the Appeal Response: (Recluso Fecha De	Inmate Signature: (Preso Firma:)	
Recepción De La Respuesta De Las Aplicaciones:)		
FCN-48)(JUN 11) (GRIEVANCE WHITE COPY – PROGRAM SERVICES)	(GRIEVANCE YELLOW COPY - C.R.W.)	(GRIEVANCE PINK COPY - DETAINEE)

(FCN-48)(JUN 11) (GRIEVANCE WHITE COPY - PROGRAM SERVICES) (GRIEVANCE YELLOW COPY - C.R.W.) (GRIEVANCE PINK COPY - DETAINEE) (DISCIPLINE WHITE COPY - SUPT/DEPT/UNIT HEAD) (DISCIPLINE YELLOW COPY - HEARING ADMINISTRATOR) (DISCIPLINE PINK COPY - DETAINEE)

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COOK COUNTY SHERIFF'S OFFICE

CRW INMATE GRIEVANCE TRACKING LOG

YEAR:	DIVISION:	CRW:
	\	

delivery Method	DATE RECEIVED	INMATE NAME (LAST, FIRST)	CCDOC ID #	GREIVANCE REFERRED TO	GRIEVANCE CONTROL#	STATUS FORM(S)	DATE RETURNED TO INMATE	GRIEVANCE APPEALED	DATE APPEALED GREIVANCE RETURNED TO INMATE
						🗌 Yes 🗌 No		Yes No	
						🗌 Yes 🗌 No		Yes No	
						Yes No		Yes 🗍 No	
						🗌 Yes 🗌 No		🗌 Yes 🗌 No	
						🗌 Yes 🔲 No		🗌 Yes 🗌 No	
						🗌 Yes 🗌 No		🗌 Yes 🗌 No	
						🗌 Yes 🗌 No		🗌 Yes 🗌 No	
						Yes 🗍 No		🗌 Yes 📋 No	
						🗌 Yes 🗌 No		🗌 Yes 🗌 No	
						🗌 Yes 🗌 No		🗌 Yes 🗌 No	
						🗌 Yes 🗌 No		🗌 Yes 🗌 No	
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						Yes 🗌 No		🗌 Yes 🗌 No	
						🗌 Yes 🗌 No		Yes No	
						Yes No		Yes No	
						Yes No		Yes No	
				 		Yes No		Yes No	
						Yes No		Yes 🗌 No	

(FCN-51)(JUN 11)

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COOK COUNTY SHERIFF'S OFFICE INMATE GRIEVANCE COLLECTION LOGBOOK

						-			
CRW SIGNATURE									
NUMBER OF GRIEVANCE									
LIVING UNITS COLLECTED FROM									
CRW NAME (PRINTED)									
NOISINIO									
DATE									

(FCN-52)(JUN 11)

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COOK COUNTY SHERIFF'S OFFICE INMATE GRIEVANCE MASTER LOGBOOK

GRIEVANCE NUMBER:	INMATE'S NAME (Last, First):		INMATE'S ID NUMBER:	DATE OF GRIEVANCE:	DIVISION:	LIVING UNIT:
CRW'S NAME (Last, First):		DATE RECEIVED:	REFERRED TO:	DATE REFERRED:	GRIEVANCE SUBJECT	CODE:
		GRIEV	ANCE SUMMARY/ALLEGATION	······································	······	
Inmate Alleges:						
DATE RETURNED TO CRW:	DATE RET	URNED TO INMATE:	GRIEVANCE APPEALED	:	DATE RECEIVED RESPONSE FRO	M APPEAL BOARD:
				S 🗌 NO		

GRIEVANCE NUMBER:	INMATE'S NAME (Last, First):		INMATE'S ID NUMBER:	DATE OF GRIEVANCE:	DIVISION:	LIVING UNIT:
CRW'S NAME (Last, First):		DATE RECEIVED:	REFERRED TO:	DATE REFERRED:	GRIEVANCE SUBJECT	CODE:
		GRIEV	ANCE SUMMARY/ALLEGATION			
Inmate Alleges:						
					· · · · · · · · · · · · · · · · · · ·	
	-					
DATE RETURNED TO CRW:	DATE RE	TURNED TO INMATE:	GRIEVANCE APPEALED:		DATE RECEIVED RESPONSE FRO	M APPEAL BOARD:

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	COOK COUNTY DEPARTMENT OF CORRECTIONS GENERAL ORDER	distribution A	effective date 04/01/84	general order no. 14.2
CHAPTER	INMATE RIGHTS AND WELFARE	AMENDS		RESCINDS
SUBJECT	PAGE(S) 1 of 1			

I. POLICY

This Department shall provide public information about facility operations via the media. Representatives of the news media may visit the Department to prepare reports, its programs and activities. It is not the intent of this rule to provide publicity for an inmate or special privileges to the news media. Rather this policy ensures a better informed public. The Department has a responsibility to protect the privacy and other rights of inmates and members of the Department. Therefore, interviews in facilities shall be regulated to ensure the orderly and safe operation of the facility.

II. DEFINITIONS

As used in this document, the following definition shall apply:

Representatives of the News Media

Persons whose principal employment is to gather or report news for:

- A. A general circulation. A newspaper is one of "general circulation" if it circulates among the general public in the community in which it is published and if it publishes news of a general character of general interest. A key determination is if the paper qualifies for the publication of le notices in the community in which it is located or the areas to which it distributes. Usually a newspaper considered, by law, a newspaper of general circulation and so qualified to publish legal notices must contain items of general interest to the public such as news of political, religious, commercial or social affairs.
- B. A news magazine of a national circulation, sold by newsstands and mail subscriptions to the general public.
- C. A national or international news service.
- D. A radio or television news program of a station holding a Federal Communications Commission license.

III. PROCEDURES

A. <u>News Media Requests</u>

A news media representative who desires to visit or conduct an interview must make their request through the Sheriffs' office or the Executive Director's office. If the representative of the news media wishes to interview an inmate and had the permission of the Sheriff or Executive Director; then it is incumbent for that number of the news media to obtain a signed consent form from that inmate's attorney of record. The Department will obtain the signed consent form from the inmate if he or she wishes to be interviewed.

- B. Facility Visits
 - 1. A medial representative shall make advance appointments for all visits.
 - 2. Media representatives may photograph programs and activities in the Department and meet with inmates engaged in authorized programs and activities. An inmate has the right not to be

photographed or recorded by the media. Visiting representatives of the media must obtain written permission from the inmate participating in authorized programs and activities prior to photographing or recording the inmate's voice.

- a. Use of the inmate's name, identifiable photographs or voice recording is not recommended.
- b. Attorney and inmate consent to contact with news media shall be required of media when requesting interviews, photographs, voice recordings and/or appointments to visit with inmates.
- c. The original copy of the requests shall be placed in the inmate's file and a copy shall be sent to other media representatives.

C. <u>Personal Interviews</u>

Personal interviews with inmates shall be conducted within the following framework:

- 1. An inmate may not receive compensation or anything of value f or interviews with the media.
- 2. Either an inmate or media representative may initiate a request for a personal interview.
- 3. Visits by media to conduct personal interviews are subject to the same conditions stated. A media representative shall submit the request for a personal interview within a reasonable time prior to the proposed interview.
- 4. Staff shall notify inmate of each interview request and shall, as a pre-requisite, obtain written consent from the inmate prior to the interview taking place.
- 5. As a pre-requisite to granting the interview, an inmate must authorize the facility staff to respond to comments made in the interview and to release information to the media relative to the inmate's comments.
- 6. The Executive Director normally shall approve or disapprove an interview request within 24 to 48 hours of the request.
- 7. Interviews normally are held in the facility visiting room during normal weekday business hours.
- 8. Interviews are not subject to auditory supervision.

D. Press Pools

- 1. The Executive Director may establish a press pool when the frequency of requests for interviews and visits has reached volume that so warrants.
- 2. When a press pool is established, the Executive Director shall notify all news media representatives who have requested interviews or visits not yet conducts. Selected representatives, admitted to the facility, shall conduct the interviews under specific established guidelines.
- 3. Press pool selection by peers shall consist of not mare than one represent live from each of the following groups:
 - a. National and international news services.
 - b. Television and radio networks and outlets
 - c. News magazines and newspapers
 - d. All media in the local community

If not interest has been expressed by one or more of these groups, no representative from such group need be selected.

4. All news material generated by such a press pool is made available to all media without right of first publication or broadcast.

G.O. 14.3 – Legal Rights of Inmates

E. <u>Release of Information</u>

- 1. The Executive Director shall make factual prompt announcements of unusual, newsworthy incidents to local news media, i.e., deaths, major escapes, facility emergencies. The test of such messages shall be transmitted to the Sheriff as part of the related incident report. Press releases that will attract wire service or national central press inquiry should be communicated by telephone.
- 2. The Executive Director shall provide information about an inmate that is a matter of public record to representatives of the media on request. This information is limited to:
 - a. Name of inmate
 - b. Inmate number
 - c. Division
 - d. Age
 - e. Race
 - f. Conviction and sentencing data. This includes offense(s) for which convicted, court where convicted, date of sentencing, length of sentence.
- 3. This information (a) through (h) lnay not released if confidential for protection cases.

F. Press Contact

The Executive Director or designee is responsible solely for contact with the press. Other staff members shall refer all press inquiries to the Executive Director or designee.

Connut to Connut	COOK COUNTY DEPARTMENT OF CORRECTIONS GENERAL ORDER	DISTRIBUTION A	effective date 04/01/84	GENERAL ORDER NO. 14.10
CHAPTER	INMATE RIGHTS AND WELFARE	AMENDS		RESCINDS
SUBJECT	MAIL PROCEDURES	See dan an a		PAGE(S) Page 1 of 5

I. POLICY

An inmate shall be allowed to correspond with anyone as long as his correspondence does not violate any state or federal law, except:

- A. An inmate shall not be allowed to correspond with the victims of his current or previous offense(s) unless they have given their consent in writing.
- B. Inmates of this Department may not be allowed to correspond with members of his/her immediate family who are incarcerated in other correctional institutions if those institutions refuse to allow such correspondence. Inmates of this Department can assume that they may send and receive mail from residents of other institutions unless they are informed otherwise.
- C. Caution shall be taken to protect the detainee's rights in accordance with court decisions regarding correspondence.
- D. All inmates shall be notified of the receipt of all hard-cover books and shall be allowed to .receive and keep any book hard or soft—cover book from any source, as long as the book meets all Illinois County Jail standards. However, any hard—cover book which an inmate chooses to keep shall have its covers removed after permission is received from the inmate, and prior to distribution to the inmate.

II. DEFINITIONS

As used in this document, the following definition shall apply:

A. Contraband — Any item or material which may be used to harm an individual or negatively affect the security of the institution and which is, therefore, prohibited for possession by any inmate.

III. PROCEDURES

A. INCOMING MAIL Inmates shall be permitted to receive an unlimited number of letters, provided that, at the time of admission to the Department, each inmate has given his consent in writing for correctional personnel to open and inspect incoming mail in accordance with Departmental regulations and other pertinent laws. If an inmate does not consent to such inspections, all mail addressed to that individual will be returned to the Post Office unopened and marked "Refused".

Mail may also be returned in those cases where accurate identification of the addressee is not possible because of insufficient or incorrect identifying information; therefore all inmates are requested to inform their correspondents to use name, I.D. number, and living unit on all mail, in the manner described here?

Name

DIVISION AND LIVING UNIT

2700 south California Ave.

Chicago, Illinois 60608

- 1. Incoming mail shall not be read, or reproduced but shall be opened and examined for contraband or funds.
- 2. Cashier's checks, money orders, certified checks, or bank drafts shall be recorded in the inmate's trust fund account indicating the sender, amount, and date; cash shall be deposited in the Inmate Welfare Fund. Persons sending cash may obtain a refund by notifying, in writing, the Director of Financial Control. All cash not claimed will remain in the Inmate Welfare Fund until claimed, in writing, by the remitter.
- 3. Incoming letters containing contraband shall be held for further inspection and disposition by the Executive Director.
 - a. Contraband received shall be handled with care and labeled indicating the date of receipt, the name of the inmate to whom it is addressed and the name(s) of the person(s) handling same.
 - b. The Internal Investigations Unit shall be notified and the items safeguarded in the event that they are to be used as evidence in criminal proceedings or disciplinary action.
 - c. The items listed below cannot be accepted through mail for delivery to inmates. Other. although not described here, may not-be accepted if the Executive Director classifies it a security risk.

Adhesive tape Aerosol cans	Paint, brushes, solvent Pencils and/or sharpener
Aluminum cans or foil	Pens
Bar soap	Perfume and similar toiletries
Batteries	Phonographs or records
Candy	Pipe tobacco
Cigarette lighters	Pipes
Cigarettes	Plastic sentiment cards
Cigars	Plastic wrap
Cosmetics	Playing cards
Credit cards	Puzzles
Dental floss, paste, powder	Radios
Food	Sealing wax
Glass objects	Staples
Glue	Talcum powder
Hair brushes, Combs, Picks	Rollers
Identification Cards	Tape players and tapes
Jewelry	Television sets
Keys	Towels
Maps	Twine or other binding materials
Marking pens	Wooden objects
Medicine or medical supplies	Wire
Metal objects	Written communication addressed to
Nail file or clippers	inmate other than addressee

4. Inmates may receive books and periodicals subject to inspection by jail personnel. Upon receipt of any hard cover book, the personnel assigned to the mailroom shall log the date the book was received, the name of the recipient, his or her identification number, his or her housing location, the name and address of the sender of the hard cover book, the book's title and the name of the employee logging this data. •This log shall be kept separate and distinct from any other logs maintained by the mailroom, and shall be known as the "Hard Cover Book Log".

After logging the above required information, said mailroom employee shall promptly notify the inmate of the books receipt by sending a "Notice of Book Arrival" with the regularly scheduled mail deliveries. The "Notice of Book Arrival" shall be 'in writing, and shall notify the inmate of

the date of mailroom receipt of the book, its title, the date the Notice is physically given to the inmate, and shall also provide a space for the inmate to choose either: (a) to allow the hard covers to be removed by the mailroom staff so the inmate may receive it; or (b) to have the entire book returned to sender intact.

The option to receive a hard—cover book without its hard covers must be exercised by the inmate within seven (7) days of his or her physical receipt of the Notice of Book Arrival, or the book in question shall be automatically returned with the covers on to the sender. The mailroom shall also record in the "Hard Cover Book Log", the date the inmate's response was received by the mailroom, whether the inmate authorized receipt, the final disposition of the book (i.e., whether the covers were removed or whether the book was returned), and the date of disposition The mailroom shall maintain and store, consistent with the record retention standards set forth in General order 6—4, Section III(S) (1), all "Hard—Cover Book Logs" and all returned "Notice of Book Arrival" with elections made (or not made) by the inmates of the Department as to their choice of action. These records shall be stored under those names for easy retrieval, access and monitoring.

If an inmate chooses to have the covers of the hard—bound book removed, then the mailroom shall remove the covers in a manner which will not destroy the contents and promptly deliver the rest of the book to the inmate with the regularly scheduled mail deliveries. If the inmate chooses not to have the covers removed, or fails to return the Notice of Book Arrival to the mailroom with his choice within seven days of receipt, then the book shall be returned to its sender intact with a statement on the return envelope that the book is being returned because the inmate did not authorize removal of the covers. If the book is returned for any reason other than the inmate's choice to return it, the inmate shall also be notified that it was returned because the innate did not properly authorize removal of the covers. Compliance with this Section of Section 1 G.O. 14.10 will be subject to, at a minimum, quarterly audits.

- a. The items listed below are acceptable only under -the following conditions:
 - 1. All books which have had their covers removed after notice to and permission from the inmate shall be delivered to the inmate with regularly scheduled mail deliveries;
 - 2. Photographs with applied backing if suitable for inspection;
 - 3. Paperback books, magazines, newspapers limit of 3 per mailing;
 - 4. Clothing if mailed from 50 or more miles outside of Cook County, and if necessary and suitable for court appearance.
- b. Packages may be received only if approved by administrative policy and shall be subject to inspection before being delivered to the inmates.
- c. Packages containing contraband shall be held for further inspection and disposition by the Executive Director, as outlined in Section III, A.3.
- d. Inmates are not allowed to accumulate more reading material than is allowed by administrative policy.
- 5. All mail shall be distributed to the inmate the same day it is received by the Department excluding weekends and holidays. A discharged or transferred inmate's mail shall be returned to sender.
- 6. An inmate shall not be allowed to open, read or deliver another inmate mail.
- 7. The Executive Director or his designate retains the right to spot check incoming mail when there is reason to believe that jail security may be impaired or mail procedures are being abused.
- B. OUTGOING MAIL Each inmate shall be permitted to send, at personal expense, an unlimited number of letters.
 - 1. Indigent inmates shall be given writing paper envelope, and stamps for at least one letter per week.
 - 2. Postage supplied to inmates is not transferable to another inmate.
 - 3. Inmates are obliged to seal all outgoing letters; unsealed letters will be returned to sender.

- 4. Inmates may not send packages by mail unless granted permission to do so by the Superintendent. Inmates shall provide the postage cost for mailing a package.
- 5. Outgoing mail shall be collected Monday through Friday. Every effort will be made to ensure that outgoing mail is delivered to the U.S. Postal Service within 24 hours of its collection.
- 6. While outgoing mail shall not normally be read, censored or reproduced, the Department of Corrections shall retain the right to spot check non—privileged outgoing mail by the Executive Director designating one person to do so when it is believed that jail security may be impaired.
- C. CERTIFIED OR REGISTERED MAIL Inmates shall be permitted to certified or registered mail, according to the following procedures:
 - 1. Determination of the appropriateness of such outgoing mail shall be the responsibility of the inmate.
 - 2. To send certified or registered mail, the inmate must have sufficient funds in his trust account and must attach a signed release of funds form to the envelope for the application of proper postage and deduction of postage charges and other costs from his trust fund account. Blank forms for release of funds are available from Caseworkers and other staff members.
- D. PRIVILEGED MAIL. OUTGOING: Outgoing letters from inmates to persons or organizations listed below are privileged communications and should be sealed by the inmate prior to submission for mailing. Such letters shall not be opened the Department of Corrections staff before mailing and shall be dispatched promptly.
 - 1. Elected or appointed federal or state officials including any U.S. Senator or Representative; any Federal Judge or the clerk of any of the Federal Courts; the Governor of the State of Illinois; any Illinois Circuit, Appellate or Supreme Court Judge or Clerk of that Court; the Illinois General Assembly or it's members of the Illinois Attorney General.
 - 2. The Director of the Illinois Department of Corrections; the Deputy Director of Operations of the Illinois Department of Corrections; the chief of Operations of the Illinois Department of Corrections; the Chief of the Bureau of Detention Standards and Services of the Illinois Department of Corrections; the Chairman, Executive Secretary and members of the Illinois Prisoner
 - 3. Any attorney currently licensed to practice law, f
 - 4. All correspondence addressed to legal aid organizations and any other organization whose official declared purpose is to provide legal service to inmates. These letters may be addressed either to para-professional personnel at the organization or to the organization's office.
 - 5. Members of the news media.
- E. PRIVILEGED MAIL INCOMING: Incoming mail from persons or organizations identified in the preceding section may be opened only for the purpose of verifying the addressee and the addressor and to ascertain that nothing other than legal and/or official matter is enclosed. Mail opening must be in the presence of the inmate.
 - 1. If the letter does not contain contraband, it shall be handed directly to the addressee.
 - 2. If the letter contains any contraband, it shall be held for further inspection and disposition by the Executive Director, or his designate, as outlined in Section III. A.4.
- F. DISCIPLINARY DENIAL Inmates shall not be denied mail rights for disciplinary purposes, except that serious violation of mail regulations may result in close scrutiny.
- G. RELEASE. TRANSFER OR DISCHARGE A released, transferred or discharged inmate shall be permitted to take all personal mail.

- H. INMATE OBLIGATIONS Inmates are obligated to inform correspondents not to send them cash or contraband.
- I. Under no circumstances shall an inmate be allowed to order clothing, toilet articles, or any other items from a store or merchandise firm to be delivered to the Department. All such items shall be returned.
- J. The Department mailroom shall only accept mail to inmates and the administration. Under no circumstances shall the Department address be used by any officer/civilian unless that person has written permission from the Executive Director or Sheriff. Any letters or packages received by the mailroom and addressed to an employee not authorized by the Executive Director or Sheriff shall be returned.
- K. VIOLATIONS The following establishes disciplinary procedures pursuant to sections I 111-4; and III 4.a.l sections of this order. The first violation of this order shall subject the employee to summary punishment, minor infractions. In the event of a second violation, the employee shall be subject to Major Cause, which is a more serious violation which may entail separation from the Cook County Department of Corrections, pursuant to existing General Orders.