

MOULTRIE COUNTY DETENTION CENTER

INMATE HANDBOOK

REVISED OCTOBER 2007

Introduction

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

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

This handbook outlines rules and procedures to be followed during your incarceration at the MCDC. You are expected to know and follow all guidelines listed in this handbook. Be advised that a claim of ignorance of the rules will not be accepted as an excuse for misbehavior, which will result in disciplinary action and/or criminal prosecuting.

Please review this handbook carefully. It contains the answers to many questions involving your confinement. If you have any additional questions, please feel free to ask a Corrections Officer (CO).

You are in control of the quality of your confinement. Your experience here depends solely on your attitude and behavior.

**POSITIVE BEHAVIOR WILL BE REWARDED!!
NEGATIVE BEHAVIOR WILL BE DISCIPLINED!!**

1. ACCEPTABLE AND UNACCEPTABLE BEHAVIOR

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

The following items are allowed in your possession:

1. Items purchased from commissary
2. The Bible, other religious books, AA or similar books.
3. Letters and writing materials, without metal spirals-but only pens purchased from commissary.
4. MCDC issued sandals-two.
5. Personal hygiene items- if MCDC issued, one of each item.
6. Prescription glasses or contact lenses-along with the required cleaning solution, which is new and unopened.
7. Photographs, up to 4x6 in size-NOT polaroid. The photos will not be erotic or pornographic nature or give the impression of being such. Photos must be stored in your blue nylon bag, not affixed to any wall, ceiling, or other surface.
8. MCDC issued clothing-one set-and bedding-one mattress cover, one blanket, and one mattress.

The following items are considered contraband:

1. Any items of clothing found to be altered or used for a purpose other than originally intended.
2. Any incendiary device (matches, lighters, etc.) or item detailing or used for the manufacture of weapons or explosives. Any items that could injure another person will be confiscated, unless it is prescribed by a physician.
3. Any gang-related items, symbols, drawing, literature, signs, or paraphernalia will be confiscated.
4. Tobacco products.
5. Money, checks, or money orders.
6. Jewelry.
7. Alcoholic beverages/including homemade.
8. Weapons of any kind.
9. Tattoo needles.
10. Excessive possession of authorized items.

2. PERSONAL PROPERTY

1. Your property will be stored in your blue nylon bag.
2. Belongings that are too large to fit in the blue nylon bag will be placed in your personal property bag. Anything that is too large to fit in the personal property bag can be a) released to someone to take home, b) mailed home at your expense, or c) thrown away.
3. Money, checks, or money orders will not be placed in your personal property bag, except that change totaling less than \$1.00 can be left in your personal property bag.
4. Any personal property left at the MCDC must be claimed within thirty days of your release or the items will be disposed of.

3. PERSONAL FINANCE

1. Money that you may receive will be deposited in your Inmate Trust Account.
2. Money can either be brought to the MCDC or can be mailed to:
Your Name
1505 W. Hagerman
Sullivan, IL 61951
3. Only cash, money orders, cashier's checks, or Western Union checks will be accepted.

4. COMMISSARY

1. Daily or weekly commissary, including phone cards, can be ordered from the C/O's by filling in the commissary sheet and depositing it in the mail box in your pod.
2. All commissary must fit in your blue nylon bag. What doesn't fit will be placed in your personal property bag until you leave the MCDC.

5. INDIGENT FUNDS

1. If you are without funds for seven days you can receive an indigent stationary kit (envelope, stamp, two pieces of paper, and a pen). A note will be made in your Inmate Funds sheet and if money is received later, you will be charged for this kit.
2. If you need medical attention/medicines and have no funds, you can receive them and the charge will be made to your account. If you receive funds before you are released from the MCDC, the negative balance will be paid before the funds are added to your account.

6. DRESS

1. You will wear the issued MCDC uniform.
2. While out of your cell, you are to be fully clothed in the uniform. Pant legs may be rolled up enough to keep them from dragging the floor. Your arms must come through the sleeves of the shirt.
3. Gang signs or insignia will not be allowed on the uniform.
4. You are not allowed to wear any type of head cover.
5. This is a shoeless facility. You are provided a pair of sandals when admitted to the MCDC, and they must be worn at all times when you are out of your cell. **Inmate workers may be allowed to wear deck shoes.** To receive an exception to this rule, requires a doctor's prescription.
6. For a jury trial (only), other clothes to wear in court must be approved by a motion signed by the judge. These clothes can be picked up by a person of your choice or by your lawyer after the trial is completed.

7. DAILY SCHEDULE

The following schedule is approximate for an average day. All times may be subject to changes caused by situations beyond personnel control or for security concerns.

0600	Wake up, shower on rotating basis, personal hygiene, clean cell, clean pod breakfast
0815	Cell/pod inspection
0830	Locked out of cells; TV, phones (Visitation) on
1130	Lunch (cells open after all are done)
1230	Locked out of cells
1730	Supper (cells open after all are done)
1830	Locked out of cells
2200	Return to cells/lockdown for night

8. PERSONAL CLEANLINESS

1. Showers are required three times a week in the MCDC. The showers are open on a rotating basis by Pod from 6:00 a.m. to 8:00 a.m. Razors and personal hygiene items are given out daily at approximately 6:15 a.m. if requested by inmates.

9. CLEANLINESS OF CELLS

1. Cleaning materials are made available during shower times and as required to clean up messes.
2. MCDC staff will perform cell inspections daily.
3. You are required to clean your cell, day room, and showers as assigned.
4. You must clean the sinks and toilets.
5. You may not write or put marks on the walls.
6. There will be no pictures, posters, calendars, or charts attached to the walls, ceilings, affixed to any seams or behind fixtures to the walls. This does not apply to items posted by MCDC staff.
7. No light fixture or air vents can be covered.
8. All beds are to be made before you come out for inspection at 8:15 a.m. and must remain made until 10:00 p.m. Beds will be made using one mattress cover and one blanket. Sheets and blankets are not to be tied or knotted for any reason. The mattress is to be laid flat.

9. If you wish to lie down on your bunk during the one-hour lunch break or one-hour supper break, you must lie on top of your blanket unless you have a medical pass from a doctor.
10. No blanket or sheet will be laid on the floor and used as a rug or laid on a table and used as a tablecloth.
11. Nothing can be stored under your mattress.
12. Your bed and your nylon bag have matching numbers on them. Your mattress is marked as U or L to match your upper or lower bunk. Do not move a mattress from the bed where you are assigned.

10. SEARCH AND INSPECTION

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

11. LAUNDRY

1. Twice a week you will exchange your uniform and towel.
2. One mattress cover and one blanket will be exchanged per week.
3. Laundry exchanges are done on a rotating schedule by Pod.
4. Linen and uniforms may not be knotted, tied, or marked up.
5. You will exchange your laundry items in the white nylon bag with your number on it.

12. MEALS

1. At meal times you will line up as instructed by the C/O in order to receive your meal.
2. After you have eaten your meal your tray, utensils, and any food not eaten will be thrown into the trash can.
3. You may not take food items to be eaten later back to your cell unless you are diabetic or have some other medical requirement verified by a doctor.
4. Special diets will be provided for verified religious and medical reasons. Medical reasons will be verified by a doctor.

13. TELEPHONES

1. All calls from a pod must be made using a prepaid phone card or be collect calls.
2. **Telephone calls may be monitored and recorded and any use of the telephone will signify an implied consent to this.**
3. Telephones may be turned off at any time for security purposes.
4. If you make any harassing phone calls, you may be prosecuted, placed in the Disciplinary Pod, and have your telephone privileges revoked.
5. Free calls to the Public Defender's office may be made from the Pod phones.

14. GAMES

1. Board games, etc. are encouraged but should be played quietly so as not to disturb others.

15. MAIL

1. Mail may be read but not censored.
2. All incoming mail must have a return address or it will be placed in your personal property bag until you leave.

3. All incoming and outgoing mail will be inspected for contraband.
4. A C/O will open mail from the courts, attorneys, and probation/parole officers in your presence to verify that it is legal mail.
5. All mail must be sent through the U.S. Post Office.
6. You must write your name and MCDC's return address on all outgoing mail.
7. The outside of the envelope is for the address, return address and stamp. Letters from an inmate with decoration, etc. on the outside of the envelope will be returned to the inmate.
8. The MCDC will accept letters and cards. Magazines, newspapers, and books will be returned to the sender. Magazines and books are available on the library cart and news is available from the TV.
9. Letters or cards containing indecent, sexually-oriented items, or stickers not approved by MCDC policy will be placed in the inmate's property bag until discharge.
10. Mail to inmates incarcerated in the MCDC should be addressed to:
 - Inmate's Name
 - 1505 W. Hagerman
 - Sullivan, IL 61951
11. Packages or deliveries from the Post Office or a package delivery service will be accepted. Only those items permitted by MCDC rules will be allowed to be delivered. Other items, like food, as well as those items that can be obtained from commissary will be placed in your personal property or returned to the sender.

16. PERSONAL REQUEST/GRIEVANCE FORMS

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

17. VISITATION

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

1. Each inmate may have two visits per week of twenty minutes each.
2. Each visit is limited to two visitors. Small children are not included in this number but are the responsibility of the visitor and should be under control at all times.
3. Visitors may not:
 - a. have been an inmate in this facility within the past 30 days.
 - b. have an outstanding warrant from anywhere (whether it is within geographic limits or not).
 - c. be under the age of 18, unless accompanied by THEIR PARENT/GUARDIAN.
 - d. smell of alcohol
4. Visits may be done according to the following schedule:

Sunday.....6 p.m. - 9 p.m.
 Monday.....6 p.m. - 9 p.m.
 Tuesday.....Noon - 3 p.m.
 Wednesday

Thursday.....Noon - 3 p.m.
Friday.....Noon - 3 p.m.
Saturday.....6 p.m. - 9 p.m.

18. DAMAGE TO MCDC PROPERTY

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

19. INMATE PROGRAMS

While incarcerated, you may have the opportunity to participate in a wide variety of programs. Eligibility is determined based on your classification and availability of programs. Requests for participation in a specific program should be made on a Request/Grievance Form.

1. **GED Program.** Adult basic education classes are offered through Lake Land College for those who have not earned a high school diploma or the equivalent. **The class is offered when there is an instructor available.** Participation is on an open entry/exit basis. The program is available to male and female inmates.
2. **Alcoholics Anonymous/Narcotics Anonymous.** AA and NA meetings are available to inmates who desire group therapy sessions for help in dealing with their addiction.
3. **Religious Services.** Religious services are available to inmates, regardless of classification, unless security is an issue. Services will be on Thursday night (with separate times for males and females). Services are offered when clergy is available.

20. DISCIPLINE & RULES VIOLATIONS

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

MAJOR RULE VIOLATIONS

1. Taking hostages.
2. Sexual assault.
3. Assault or battery
4. Theft or robbery
5. Forgery
6. Setting a fire
7. Smoking
8. Damage or destruction of MCDC property.
9. Possession of drugs
10. Causing or being involved in any disturbance
11. Gambling
12. Interference with an Officer in the performance of their official duty.
13. Escape, attempted escape, or aiding an escape.
14. Obstruct or jam cell doors or locks.
15. Threatening or intimidating any Correctional Staff, volunteer, Medical Staff, or other person.

16. Habitual minor misconduct violations - third and all subsequent minor violations will be treated as major violations.
17. Possession of major contraband - that is any item that can be used as a weapon or intended for use in escape attempts.
18. Failure to take prescribed medication in the presence of authorized personnel or attempting to hide or save medication except where medical instructions provide otherwise.
19. Violation of any Federal, State, County, or Local statute while incarcerated in the MDCD.
20. Any misuse or abuse of electrical outlets, appliances, cable outlets, or attempting to touch the television.
21. Tampering or interfering with security equipment, telephones, television, or other fixtures.
22. Blocking the view of Officers.

MAJOR MISCONDUCT VIOLATIONS MAY RESULT IN THE FOLLOWING DISCIPLINARY ACTIONS:

- A. Filing of criminal charges.
- B. Loss of Good Time.
- C. Transfer to Disciplinary Pod for up to 60 days
- D. Loss or restriction of privileges for up to 60 days. (Commissary, visitation, telephone)
- E. Loss of programs for up to 60 days.

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

1. Disobey or refuse any reasonable order given by a staff member.
2. Change cells without authorization.
3. Changing bunks without authorization.
4. Stand or sit on dayroom tables.
5. Stand or sit on stairs without permission from a staff member.
6. Failure to maintain assigned cell and day room in a clean and orderly manner.
7. Transfer of any assigned items to another inmate.
8. Create excessive or unnecessary noise.
9. Attempting to control other inmates.
10. Throwing food, trays, or any other items.
11. Possession of minor contraband - that is any item or article not authorized to be in the possession of the inmate that can not be used as a weapon or in an escape.
12. Kangaroo courts, sanitary courts, and all other organizations are forbidden.
13. Disrespect towards any staff member, volunteer, or medical staff.
14. No inmate shall touch or stand stationary within two feet of the viewing glass in the day room. No inmate shall approach the viewing glass in an attempt to see through the glass into the officer's work area.
15. Lying to staff.
16. Sending or receiving mail through unauthorized sources.
17. Wearing jewelry (including body piercings) that has been brought into the cells.
18. Entering another inmate's cell.
19. Putting foreign/excessive materials into the plumbing system.
20. Failing to leave the 20 watt bulb on in your cell after lights out.

MINOR MISCONDUCT VIOLATIONS MAY RESULT IN THE FOLLOWING DISCIPLINARY ACTIONS:

- A. Lockdown for 1 to 5 days.
- B. Loss of Visitation, telephone, movie, and/or commissary privileges.

- C. A sustained or continual violation of this category may lead to Disciplinary Detention for up to 10 days.
- D. **LOSS OF GOOD TIME.**

21. WORK RELEASE INMATES

Those inmates on work release who fail to return directly to the MCDJ at the court ordered time may be charged with ESCAPE per 720 ILCS 5/31-6, Illinois Compiled Statutes.

22. FOREIGN NATIONALS

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