

HANCOCK COUNTY JAIL *INMATE RULES, REGULATIONS, AND INFORMATION*

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The Hancock County Sheriff's Office, through its Jail Division, provides for security of our law-abiding citizens by the incarceration of those individuals who require confinement as determined by other segments of the criminal justice system. To carry out this task effectively, the Sheriff's Office and its staff will maintain an environment which insures a high regard for the rights and dignity of all inmates. It is hoped that through proper procedures, inmate programs and services, and Community involvement, that a constructive atmosphere will prevail at our Jail, which will benefit the Community as a whole.

INTRODUCTION

Rules and Regulations will be observed by all inmates to insure:

1. Safe Custody
2. Acceptable Living Conditions
3. Fair Treatment
4. Jail Security
5. Reasonable Discipline

All rules and regulations are in accordance with the State of Illinois County Jail Standards. Information concerning them will be given to inmates in written form.

INTAKE

During the intake process, new persons will be thoroughly searched and all personal property will be inventoried and stored if remanded into custody. In addition, the jail staff will observe and document an individual's mental and

physical health.

BOOKING

The booking process enables the jail staff to document information (such as address, date of birth, photo and fingerprints, etc.) to provide a permanent record and the proper identification of each individual. After the booking process, inmates will be allowed a reasonable number of phone calls, if requested, at the officers' discretion.

BONDING

Individuals with bond money on their person will be booked before those who must wait for bond money to be brought to the Jail. Those who must go to court to have their bond set by a judge will be booked as time allows. Bond payment can be made in the form of cash, cashiers' check, or credit card (in person). Before an inmate is released, the cell and issued items will be inspected for cleanliness and damage.

ADMITTANCE

Individuals given a permanent cell assignment will be strip-searched and visually examined for any scars, marks or injuries. All clothing, jewelry and property will be itemized and stored until release. Any prescribed medications will be given to the jail staff, who will contact the prescribing physician or our health care provider. Clothing and items for basic hygiene will be provided

INMATE CLASSIFICATION

If it becomes apparent that an individual will not be bonding out for some time, he/she will be assigned a provisional cell by the Correctional Officer. This cell assignment will be reviewed by the Jail Administrator within 72 hours. At that time inmates may be reclassified and given another cell assignment. The Hancock County Jail will use a classification system providing for separation of inmates as required by State Standards. This system will provide for the security of the Jail, the safety and welfare of the inmates, and the protection of staff and the community. Security Classifications may lead to either general population or segregation. The level of your classification determines where you will be housed and what level of privileges you will receive.

PROGRAMS AND SERVICES

6:30 am - wake up, breakfast, morning medication
11:30 am - lunch; medication distributed
12:30 pm - female inmate visiting Wed. & Sat.
1:30 pm - male inmate visiting Wed. & Sat.
4:30 pm - dinner, evening medication distributed
9:30 pm - bedtime medication distributed
10:30 pm - night lockdown
11:00 pm - Television and radio turned off
12:00 am - Lights out

Times and dates are subject to change.

MAIL

Mail refers to both incoming and outgoing written correspondence. Regular mail will be inspected by jail staff for contraband. Mail which may jeopardize Jail security or is considered obscene will not be processed. All outgoing mail must be in an unsealed envelope and must have a return address, including inmate's name.

Incoming mail should be addressed to you, c/o Hancock County Jail, 98 Buchanan St., Carthage, IL 62321.

A. There is no limitation on the amount of mail that an inmate may receive.

B. Money sent to inmates must be in the form of a certified check or money order and will be credited to the inmate's account. Cash and personal checks received in the mail will be returned to the sender.

C. Mail from inmates to the courts, legal counsel, legal aid groups, any governmental official or agency, or news media is considered legal mail and may be sealed by the inmate. Incoming legal mail will be opened and inspected for contraband in the presence of the inmate.

D. All contents of a letter containing contraband will be returned to the sender (including any money sent in any form).

TELEPHONE

All calls will be prepaid by recipient or by phone cards sold by the Jail. Phones are available in the cell blocks. Calls made on the Sheriff's Office "free" phones for commissary money or to see if a visit is coming will not be allowed. All phone calls are monitored and recorded by Sheriff's Authorities. Attorney calls are not monitored or recorded. Phone use is a privilege, not a right. Inmates who are deaf or hard of hearing shall have access to our portable TTY telephone that is located in the Dispatch Center. The use of telephones is governed under the Illinois County Jail Standards Section 701.190 Telephone.

INMATE REQUEST FORMS

If you want information about any programs the Jail may offer or if you have a question the Correctional Officer cannot answer, fill out an **Inmate Request Form**. The bottom half of the form will be used by the Jail Administrator to address your request in writing. If you request medical attention, ask the Correctional Officer for a sick call/request form. After the completion of any of these forms return them to the Correctional Officer for delivery.

VISITING

Inmates in custody for **more** than seven days will receive one 30 minute visiting period per week. Female inmate visits begin at 12:30 pm, male inmate visits begin at 1:30 pm, 2:00 pm, and 2:30 pm. Visiting days are Wed. or Sat., and must be at least seven days between visits. Inmates

may see a maximum of four **immediate** family members, including **one** boyfriend or girlfriend, during their visiting period. "Friends" will **NOT** be allowed to visit. All visitors must be pre-approved by Administration before visitation is allowed. Visiting is a privilege, not a right.

REMOTE COMMISARY DEPOSITS AND BAIL

Deposits may be made to commissary account via the internet or phone through courtmoney.com or by calling 1800-352-9870.

COMMISSARY

Commissary will be provided once per week for all inmates. Phone cards, envelopes and e-cigarettes (must be 21 years of age to purchase e-cigarettes) will be available on Tuesdays and Fridays with order slip, time permitting. The Jail Staff will pass out commissary slips to all inmates and assist them in filling them out if necessary. The Jail Staff will check to be sure that every inmate who filled out a commissary slip has the money necessary to fill the order. When there is not enough money in an inmate's account, the Jail Staff will fill as much of the order as possible. When a commissary order is filled, the cost of the order will be deducted from the inmate's account balance. When an inmate receives an order he/she will sign at the bottom of the slip to show that the order was received. Money received for inmates will be added to their account as time permits and a copy of the receipt will be given to the inmate. Remaining balances will be returned in the form of a check, and only when Jail Administrator is present. Any remaining money in an inmate's account with a total less than \$5.00 will be forfeited to an indigent inmate fund. Indigent inmates may receive on each commissary day authorized hygiene articles.

PERSONAL PROPERTY

Inmates may have the following personal clothing items mailed; three (3) white sleeve style t-shirts (no tanks tops of any kind), three (3) white pairs of socks, three (3) white pairs of boxers/underwear, these items must be new and in the original package. No personal hygiene products, food, etc may be brought in from outside the facility; all items must be purchased on commissary. Reading material such as books, puzzle books, and magazines may be approved on a limited basis. No newspapers will be allowed. All approved items must be sent via the United States Postal Service. Medication in new package and cash and/or money orders may be brought directly to this facility.

LAUNDRY

Jail-issued uniforms will be laundered twice weekly, Sundays mornings and Wednesday evening. All white laundry will be washed on Saturday mornings. All inmates wishing to have white laundry washed shall prepare laundry in a laundry bag and left for the jailors on Friday

nights. It is the responsibility of the inmate to have all of their white clothing marked with a permanent marker that can be obtained from jail staff. All white towels will be washed on Tuesday evenings. On, or about the 15th and 30th of each month, clean mattress covers will be issued. On, or about, the first of each month, clean blankets will be issued. All laundry schedules will be completed as time permits.

CELL BLOCK CLEANING

It shall be the policy of the Jail to maintain all areas of the jail in a clean and sanitary condition and to provide all inmates with the necessary materials to maintain proper health and hygiene standards within their cells and cell blocks. Cleaning equipment will be provided on a daily basis to all inmates. Inmates shall not be in possession of any cleaning supplies; window cleaner, roll of paper towels, etc. All inmates are expected to help in the cleaning of the dayrooms in the cell blocks. Each inmate is responsible for cleaning his or her own cell. Failing to do so is a violation of Jail rules and may result in disciplinary action.

RECREATION

Each inmate is entitled to one hour outside of his or her cell each day. Exceptions or exclusions to this rule may be made by the Jail Administrator or her designee for security or health reasons. Inmates may go to the multi-purpose room for exercise. The jail library is also located within the multi-purpose room, and will be available to all interested inmates. A collection of Illinois Compiled Statutes is available in the jail station, upon request. Any misuse of equipment or literature in the library is a violation of Jail rules and may result in disciplinary action.

SMOKING

Smoking is not allowed. Possession of tobacco, lighters, matches, or any paraphernalia will result in additional charges.

RELIGIOUS PROGRAMS

The Hancock County Jail Administration recognizes the right of inmates to practice the religion of their choice, limited only by security and operational considerations.

MEDICAL AND RELIGIOUS DIETS

The Hancock County Jail recognizes the need to provide diets to inmates to support medical treatment or for religious reasons. Special diets should conform as closely as possible to the regular menu and are subject to the approval of the Jail Administrator. Medication will be distributed as the doctor and/or pharmacist orders. Any over the counter medication must be prescribed by your physician.

TENDERS (Trustees)

When possible, Tenders will be selected by the Jail Administrator from inmates who meet the following requirements:

1. Inmates must serve a minimum of five days since reception on the current stay
2. Must meet any necessary health requirements
3. Selection of inmates for tenders will also be based on a review of all available jail records
4. Inmates must be sentenced to the Hancock County Jail
5. Their present conviction is a non-violent crime

COURT

Any inmates requested to appear by the Judge will be taken to court. Inmates, who will appear before a jury, and/or for bench trial, will have the opportunity to dress in an appropriate manner, if so desired by the Judge. Clothes may be brought in two days before the trial, but the clothing worn when arrested must be taken out.

INMATE RULES AND REGULATIONS

It shall be the policy of the Hancock County Jail to have written rules for inmate conduct, in which specific acts are prohibited within the facility, with penalties that may be imposed for different degrees of violations. Adhering to these rules will help to promote the security and orderly operation within the facility.

RULE CATEGORIES

1. Category 1 offenses are those which may carry a penalty in disciplinary detention and loss of privileges for up to 15 days for any one violation stemming from one incident and no more than 30 days for more than one violation stemming from one incident. Loss of good time may result for up to 30 days for any one violation arising from one incident, restitution and/or criminal charges being filed, and a change in status classified at a higher security classification.

2. Category 2 offenses are those which may carry a loss of good time for up to 15 days for any one infraction, a change to a higher classification, placement in disciplinary detention for up to 10 days for any one violation stemming from one incident, and up to 20 days for all violations stemming from one incident and a loss of privileges for up to 20 days.

3. Category 3 offenses are those offenses which penalty may include the following: A verbal reprimand, written reprimand or loss of privileges and placement into disciplinary detention for up to 7 days. All third and subsequent Category 3 violations will result in Category 2 sanctions being imposed.

CATEGORY 1 OFFENSES

a: 1-01 murder or attempted murder

b: 1-02 to commit battery or assault on a staff member or

other individual

c: 1-03 to participate in extortion, blackmail or protection activity

d: 1-04 deviant sexual assault

e: 1-05 to participate in homosexual activity

f: 1-06 to make sexual proposals or threats to staff members or others

g: 1-07 to organize or participate in any form of “kangaroo court”, “sanitation court” or any other unauthorized inmate organization

h: 1-08 to escape, attempt to escape, conspire to escape or act as a willful hostage

i: 1-09 to commit arson or any type of fire, includes making or being in possession of a “wick”.

j: 1-10 to throw anything at anyone

k: 1-11 to destroy, deface or damage: staff, county, or other property

l: 1-12 to obstruct observation devices whether visual, sound, electronic, includes windows and lighting fixtures

m: 1-13 to steal, borrow, destroy, or appropriate the property of others

n: 1-14 to flood a cell or cell block

o: 1-15 to misuse/abuse medications or chemicals prescribed by a physician. Includes the saving of medications or giving yours to another person.

p: 1-16 to be in possession of unauthorized quantities of county issued property

q: 1-17 to possess or manufacture a staff members’ uniform, equipment, property or other similar items

r: 1-18 to obstruct, resist or interfere with an officer in the performance of his/her duties such as: disobeying a staff members’ order

s: 1-19 to fail to stand for count or interfere with head count

t: 1-20 to answer to or identify yourself as another individual

u: 1-21 to knowingly make a false accusation or statement against a staff member

v: 1-22 to take a hostage or conspire to take a hostage

w: 1-23 to fail to enter/exit a cell or cell block upon lawful demand

x: 1-24 to be out after lockdown or refuse to submit to lockdown

y: 1-25 to refuse to cooperate to a shakedown or body search

z: 1-26 to violate any temporary or emergency rule

aa: 1-27 to show disrespect to or curse/swear at a staff member

bb: 1-28 to possess, manufacture, introduce or use any weapon, ammunition, explosive, caustic substance, dangerous chemical, sharpened instrument, unauthorized tool or any other dangerous or deadly weapon, substance or item represented as such

cc: 1-29 to tamper with or possess any building safety device (such as cell doors) or tamper with or possess any life-saving device (such as a smoke detector)

dd: 1-30 to solicit a staff member to bring in or obtain contraband

ee: 1-31 to possess any drug or controlled substance not prescribed by a physician

ff: 1-32 to commit or violate any state, county, or federal law

gg: 1-33 to threaten, harass, bribe or attempt to bribe a staff member

hh: 1-34 to commit, attempt to commit, or to incite others to commit a violent or disruptive act such as a riot

ii: 1-35 to make any unauthorized movement within the facility

jj: 1-36 tampering with or interfering with any locking device

kk: 1-37 to smoke, or possess smoking paraphernalia

CATEGORY 2 OFFENSES

a: 2-01 to intentionally expose oneself indecently

b: 2-02 to fight with and/or threaten another inmate

c: 2-03 to counterfeit, forge or reproduce any article, form or document of identification in use at the Jail or any branch of the judicial or law enforcement system

d: 2-04 to interfere with or disrupt any judicial proceeding or order

e: 2-05 to have or attempt to have unauthorized communication with persons not incarcerated

f: 2-06 to join, support or encourage others to violate any rules (conspiracy)

g: 2-07 to participate in gang-related activities

h: 2-08 to possess or manufacture any intoxicating substance

i: 2-09 to attempt to violate or commit any violation of a Category 1 rule

j: 2-10 to be in possession of legal tender (money)

k: 2-11 to possess contraband (any item which is not issued, sold, or authorized for inmate use or any item sold, issued or authorized which has been broken or altered)

l: 2-12 possession of property belonging to another person

m: 2-13 entering the cell of another inmate

n: 2-14 violation or abuse of visiting, mail, commissary, or telephone procedures

o: 2-15 disorderly conduct

p: 2-16 cooking or heating food/drink in cell or day room

q: 2-17 to knowingly make false accusations against another inmate

r: 2-18 to affix materials to walls, ceilings, doors, glass, or other fixtures

s: 2-19 to use any jail amenity for other than its intended purpose, such as toilet paper and toothpaste

t: 2-20 to abuse/misuse the television or radio system

u: 2-21 to throw anything at or on the walls, floors,

ceilings, or glass

v: 2-22 to stand or sit on a cell fixture, table, or equipment not designed for that purpose

w: 2-23 to fail to cooperate during processing (receiving/booking)

x: 2-24 to pass or transfer any unauthorized materials between other inmate’s cell or cell blocks

y: 2-25 to malingering, loiter, or delay movement anywhere within the facility

z: 2-26 to change housing assignment without prior approval

CATEGORY 3 OFFENSES

a: 3-01 hoarding or stockpiling food (except commissary items)

b: 3-02 failure to maintain personal hygiene

c: 3-03 failure to maintain sanitary and/or orderly housing conditions

d: 3-04 use of obscene language

e: 3-05 to have unauthorized communications or attempt communications in any form with another inmate

f: 3-06 to participate in gambling or any other form of profiteering

g: 3-07 tattooing or the possession of tattooing materials

h: 3-08 failure to perform assigned cell or cell block cleaning, applies to all inmates

i: 3-09 to sell, rent, or loan goods or services

j: 3-10 failure to wear jail uniform correctly at all times

k: 3-11 to interfere with the serving of meals

l: 3-12 to possess more than two books or magazines, not including religious and/or legal material

INMATE DISCIPLINARY PROCESS

It shall be the policy of the Hancock County Jail to have written rules for inmate conduct which lists the violations and the penalties that may be imposed for them. Adhering to this system of rules will help promote the security and orderly operation of the facility. Inmates will be given a copy of the Jail Rules and Regulations pamphlet during the admittance process. It shall be the responsibility of the inmate to retain this pamphlet for reference.

DISCIPLINARY HEARING BOARD

A disciplinary hearing board will be appointed by the Sheriff and/or Jail Administrator to review all cases where tickets have been written relating to inmate violations of the jail rules.

APPEALS PROCESS

There shall not exist any inmate right to appeal to a disciplinary hearing board decision. The appeal process is automatic, due to the review by the Jail Administrator on all hearing board decisions.

CRIMINAL PROSECUTION

Any violation of the established inmate rules and

regulations which also is a violation of the law of the State of Illinois will also cause a copy of the report to be forwarded to the Hancock County State’s Attorney’s Office for prosecution. Any rule violation, which is also a violation of the Federal Law, will cause a copy of the report to be forwarded to the appropriate Federal Agency.

ADMINISTRATIVE SEGREGATION

Inmates who require special housing to insure the safety and security of the facility, themselves, or the inmates in general population will be placed in Administrative Segregation.

INMATE COMPLAINTS

A. Complaint limitations- Complaints are only valid if they allege that services are substandard or that a rule, regulation, or officer’s conduct is improper.

B. Filing a Complaint- All complaints must be written on an **Inmate Request Form** and signed by the inmate and will be forwarded as addressed.

C. Response to Complaints- All complaints will be answered by the designated staff member within 5 days.

D. Appeals- An inmate not satisfied with the response to a complaint may, by using an **Inmate Request Form**, ask that the answer be reviewed by the Jail Administrator.

E. Filing a grievance- All grievances experienced by an inmate must be written on a jail issued **Grievance Form** and will forwarded to the Jail Administrator for review.

STATEMENT FROM THE HANCOCK COUNTY JAIL ADMINISTRATOR

The administration and staff of the Hancock County Jail are committed to operating a safe and secure facility. Fair treatment of those incarcerated will always be expected of jail personnel. Likewise, inmates are required to be respectful to staff or to any other person providing services at the Jail. Dedicated and trained staff members are not interested in judging you as an individual, but will use a firm and fair disciplinary system if needed. If you need to correspond with me concerning a change in Jail policy, use the **Inmate Request Form**. Any reasonable complaint will be considered, but my decision will be final. Some of the programs and services available at the Jail are your right, such as adequate food service and proper medical attention. Many of the programs are not rights. They are privileges that you will have to earn, and your behavior will determine how many of them you enjoy. Your time at the Hancock County Jail will be what you make it.

Kelly VanFleet

Jail Administrator

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