

You are responsible for reading and becoming familiarized with the Sentenced Offender's Guidelines, which explain the specific rules and infractions that you will be held accountable for, should any violation of them take place while participating in the Sheriff's Work Alternative Program.

Likewise, it is also your responsibility to maintain a copy of the SWAP Program Sentenced Offender's Guidelines for reference.

If, you do not understand the SWAP Sentenced Offender's Guidelines, please notify a SWAP Deputy.

SWAP Telephone:

(630) 407-2280

SWAP Facility location:

200 North County Farm Road
Wheaton, Illinois 60187

SWAP Designated Sentenced Offender Parking:

138 North County Farm, Road
Wheaton, Illinois 60187
(Gravel surface parking lot is located directly across/south from the SWAP facility)

REQUIRED FORMS OF IDENTIFICATION

Sentenced Offenders are **REQUIRED** to report for service work credit with one of the following appropriately approved forms of identification on a daily basis:

- Valid State Driver's License
- Valid State I.D.
- Valid Military Service I.D
- Current (Non-Expired) Passport

These are the **ONLY** four methods of identification that the DuPage County Sheriff's Office will accept.

Note: Temporary paper State Driver Licenses and State I.D.s **WILL BE** accepted by the DuPage County Sheriff's Office.

Advisement: State of Illinois Temporary Visitor Driver License cards (TVDL/ with purple background) and Mexican Consular I.D. Cards (a.k.a. as a Mexican CID or Matricula Consular card) are **NOT** acceptable forms of identification.

NO EXCEPTIONS!!!

Sentenced Offender's responsibilities are as follows:

PUNCTUALITY

- Sentenced Offenders are **REQUIRED** to report and be ready for their work assignments by **8:00AM**.
- Punctuality is **STRICTLY** enforced. If, you arrive after 8:00 AM, you will **NOT** be allowed to participate in the SWAP for that particular workday.
- Sentenced Offender's Work assignments are from **8:00AM until 4:00PM** on days of SWAP operation.
- There is no half-day credit given. A **FULL** 8 hours of service **MUST** be completed in order for credit to be given for the particular workday.
- SWAP is closed on Weekends and on both State and Federal holidays (please reference the attached Holiday calendar).

APPERANCE

- Sentenced Offenders **MUST** be appropriately dressed (to include shirt, pants and shoes), in order to participate in the SWAP Program on a daily basis.
- Sentenced Offenders **MUST** have all exposed tattoo-markings (to include face, neck, arms, hands, fingers) covered-up prior to entering the SWAP Facility.

ADVISEMENT: SWAP **WILL NOT** provide tattoo-marking coverings. **NO EXCEPTIONS!!!**

- Sentenced Offenders **MUST** have all exposed body piercings (to include earrings, nose-rings, eyebrow rings and lip-rings) removed prior to entering the SWAP Facility.
- Once, a Sentenced Offender, has signed-in for their participation in SWAP for that particular day, he/she is **NOT** permitted to leave the SWAP facility to return to their motor vehicle to retrieve any type of article (e.g. Driver's License/I.D. Card, Lunch, Prescription Medication, Personal Hygiene, Tattoo covering items, etc...).
- A Sentenced Offender's motor vehicle is not a "personal locker" where as a Sentenced Offender can come and go at his/her own discretion. Any Sentenced Offender attempting to do so **WILL BE**

dismmised from SWAP for that particular work day and no service work credit will be given.

TRANSPORTATION/ DESIGNATED SWAP PROGRAM PARKING

- Sentenced Offenders are responsible for their own transportation to and from the DuPage County Sheriff's Office SWAP.
- Sentenced Offenders attending SWAP are directed to park their motor vehicles in the SWAP deignated parking lot adjacent to the 138 communications facility (directly across from the SWAP facility). In, the event that the designated parking lot is **FULL**, Sentenced Offenders are directed to park their motor vehicles at the 418 Visitiors Parking lot located about a block northwest of the SWAP Facility.
- Sentenced Offenders attending SWAP who decide not to drive or are prohibited from driving a motor vehicle due to a suspended or revoked driver's license, **MUST** be dropped-off in the SWAP deignated parking lot adjacent to the 138 parking lot directly across from the SWAP Facility. This includes any ride-hail Livery/Taxi services (e.g. Uber, Lyft, etc...)...**NO EXCEPTIONS!!!**
- Sentenced Offenders attending SWAP who knowingly drive their motor vehicle to SWAP Facility with a suspended or revoked driver's license; will not be permitted to drive their motor vehicle to their return destination. The Sentenced Offender would need to contact an individual (e.g. family, friend, etc...) with a valid driver's license, to drive the motor vehicle out of SWAP designated parking lot. A Sentenced Offender found to have a suspended or revoked driver's license will be dismissed and will not receive service work credit for that particular Work day.
- Sentenced Offenders driving their motor vehicles to the SWAP Program cannot enter the parking lot from the North County Farm Road entrance. This particular entrance is for "**AUTHORIZED VEHICLES ONLY**". Sentenced Offenders **MUST** enter from the service road (Government Complex West Campus/Main Entrance) north of the SWAP Facility and then proceed to the deignated parking lot as instructed.

If, a Sentenced Offender, drives their motor vehicle recklessly while entering or exiting the 138 North County Farm Road surface parking or any other area near the

vicinity of the SWAP designated parking lot, he/she **WILL BE** dismissed from participating in SWAP for that particular Work day and no service work credit will be given. This is to ensure that the safety and security of pedestrians and other motor vehicles is maintained at all times. Service credit may be taken if occurs when leaving the facility.

NOTE: If, a Sentenced Offender is unable to remove a body piercing, the body piercing MUST be covered with a bandage. NO EXCEPTIONS!!!

RULES & INFRACTIONS

- Sentenced Offenders are **NOT** to consume or be under the influence of alcohol or illicit/non-prescription drugs when reporting to the SWAP facility.

NOTE: If, the odor of Alcohol or Cannabis is present, the Sentenced Offender shall be dismissed from participating in SWAP for that particular day.

- Sentenced Offenders are subject to random searches in the screening of consumption of illicit drugs and/or alcohol at **ANY TIME** during the workday.
- Sentenced Offenders are subject to random pat-searches at **ANY TIME** during the workday.
- Sentenced Offenders are **NOT** permitted to bring large bags, hand purses or backpacks in the SWAP facility.

NOTE: If, a Sentenced Offender brings a large bag, hand purse or backpack to the SWAP facility, SWAP Unit personnel are NOT responsible for securing the items.

- Sentenced Offenders are **ONLY** permitted to wear one ring (Wedding/Engagement; High School/College; Fraternity/Sorority, etc...) and one wrist watch.

NOTE: Sentenced Offender are NOT permitted to wear any other type of jewelry.

- **SMART WATCHES** (e.g. Apple iWatches, Android, LG Sport, Samsung, etc...) are **NOT** permitted.
- **FITNESS ACTIVITY TRACKERS/PEDOMETERS** bracelets (e.g. FITBIT) are **NOT** permitted.
- Sentenced Offenders are **NOT** to possess any type of Cellular/Mobile/Satellite telephones (e.g. Apple iPhones, Android, LG Sport, Samsung, etc...).
- Sentenced Offenders are **NOT** to possess any type of picture capturing devices (e.g. digital/film type cameras or cellphone with picture capturing capabilities).

- Sentence Offenders are **NOT** to possess any type of electronic equipment (e.g. MP3 players, computer tablets, pagers or radios).
- **Sentenced Offenders are NOT permitted to wear visible body piercings.**

RULES & INFRACTIONS (CONT'D)

- Sentenced Offenders are **REQUIRED** to wear appropriate clothing and foot protection for work assignments.
- Sentenced Offenders are **REQUIRED** to wear long pants/slacks/trousers.

NOTE: Pants/slacks/trousers SHALL be worn at the WAIST AT ALL TIMES.

- Pants/slacks/trousers legs **MUST** be long enough to cover exposed ankles.
- Sentenced Offenders are **NOT** permitted to wear any type of ripped or torn pants; or ripped or torn “style” pants.
- Sentenced Offenders are **NOT** permitted to wear shorts, capris, gullecks etc...
- Sentenced Offenders are **NOT** permitted to wear form-fitting pants (e.g. yoga or leggings)
- Sentenced Offenders are **NOT** permitted to wear pajama or pajama-like style pants.
- Sentenced Offenders are **PERMITTED** to wear loose-fitting sweat pants, but are **REQUIRED** to wear them at the **WAISTLINE**. If, this instruction is not followed, the Sentenced Offender will be dismissed from participating in the SWAProgram for the remainder of that particular workday. In addition, no service workday credit will be given.
- Sentenced Offenders are **REQUIRED** to wear sleeved shirts (short or long).
- Sentenced Offenders are **NOT** permitted to wear sleeveless tops or V neck-style T-shirts.
- Sentenced Offenders (**FEMALES**) are **NOT** permitted to wear form-fitting shirts, low-cut shirts.
- Sentenced Offenders are **NOT** permitted to wear slippers, sandals, “slide-on”, croc-style”or”house shoes.
- Sentenced Offenders shoes **MUST** have shoelaces.

- Sentenced Offenders are **NOT** permitted to wear any type of head coverings that are not hats (e.g. bandanas, doo-rags, etc...).
- Sentenced Offenders are **NOT** permitted to wear sunglasses while inside the SWAP facility; nor at a designated work area if the work assignment is inside of a building.
- Sentenced Offenders should be aware that clothing may at times become soiled or wet based on tasks performed.
- It is suggested that all SWAP Offenders to wear outer garments appropriate for existing weather conditions (e.g. hats, gloves, jacket, coat, sweater, etc...)
- Sentenced Offenders **MUST** have **ALL EXPOSED TATTOOS** covered prior to the time he/she signs-in for the start of the day at **0800 hrs. NO EXCEPTIONS!!!**

RULES & INFRACTIONS (CONT'D)

- Sentenced Offenders are **REQUIRED** to remain at their assigned work area for the designated period of time unless directed or escorted by a SWAP Deputy to a different work assignment and/or work location.
- Sentenced Offenders are **REQUIRED** to follow a SWAP Deputy's instructions and directions as they relate to work assignments.
- Sentenced Offenders are to serve in a safe and respectful manner regarding fellow Sentence Offenders, SWAP Deputies and the General Public at large.
- Sentenced Offenders are **NOT** to cause unneccassary disturbances while performing work assignments.
- Sentenced Offenders are **NOT** to use any type of Profane, Vulgar, Absurd, Belligerant, Demeaning, Discriminatory, Inflammatory, nor Inappropriate phrases or gestures.
- Sentenced Offenders are **REQUIRED** to wear their SWAP provided Hi-Viz Safety Vests at ALL times.
- Sentenced Offenders are **REQUIRED** to appropriatley wear the Hi-Viz Safety Vests with the "Sentenced Offender" printing clearly visible on the front left-side of the vest and on the backside center top half. The Hi-Viz Safety Vest's reflective stripes are also **REQUIRED** to be clearly visible.
- Sentenced Offenders are **REQUIRED** to wear all SWAP provided safety gear.
- Sentenced Offenders are **REQUIRED** to operate all SWAP provided equipment (non-power tools) provided in a safe and proper manner during the appropriate times as directed by a SWAP Deputy.
- Sentenced Offenders are **NOT** to engage in any type of Verbal or Physical Altercations.
- Sentenced Offenders are **NOT** to "dose-off" or sleep...**AT ANY TIME!!!**
- Sentenced Offenders are **NOT** to gamble.

- Sentenced Offenders are **NOT** to harass or intimidate other Sentenced Offenders or the General Public at large.
- Sentenced Offenders are **NOT** to possess any type of tobacco products including: smoke-less/chewing tobacco (dip), e-cigarettes or vapors (e.g. Dab pen, Vape pen, JUUL, etc...).

RULES & INFRACTIONS (CONT'D)

- Sentenced Offenders are **NOT** to possess any type of tobacco-less or nicotine-craving reducing products such as “Nicorette/Nicoderm-like” chewing gum, lozenges or dermapatches.
- Sentenced Offenders are **NOT** to possess any type of lighters, matches or other paraphanelia.
- Sentenced Offenders are **NOT** to possess any type weapon.
- Sentenced Offenders are **NOT** talk to members of the General Public at large without a SWAP Deputy’s permission and supervision.
- Use of reading material may be used only during your 30 minute lunch break. Must not be offensive in nature. One book only will be permitted.

LUNCHBREAK

- Lunchbreak shall be only **30-MINUTES** in length.
- Lunchbreak **COMMENCES** and **ENDS** when a SWAP Deputy **SAYS IT DOES! NO EXCEPTIONS!!!**
- Sentenced Offenders are to bring their **OWN** lunch in a bag (paper or plastic) or in a lunch box.
- Lunches will be stored in a SWAP facility provided refrigerator or cooler when at an assigned Work site.
- Sentenced Offenders should bring lunches that do not need to be warmed-up.

NOTE: Sentenced Offenders are NOT provided the use of a microwave to warm-up their food.

- Sentenced Offenders will be provided drinking water while at the SWAP Facility (drinking fountain) or ice water from a water cooler when at an assigned Work site.

If, a Sentenced Offender, is dismissed for an infraction(s), he/she must vacate the SWAP facility **IMMEDIATELY** upon being dismissed by a SWAP Deputy. Failure to do so may result in the Sentenced Offender being charged with trespassing. In addition, the DuPage County States Attorney's Office would be notified to commence a motion for Petition To Revoke (PTR) the Sentenced Offender's Circuit Court SWAP sentence order. Once, a motion to PTR has been initiated in the Circuit Court, the Sentenced Offender will no longer be permitted to participate in the DuPage County Sheriff's Office SWAP Program.

If, a Sentenced Offender, is on a physician's prescribed medication, the medication must be in the actual medication bottle/dispensing tube with the Sentenced Offenders name and the name of the medication **CLEARLY** displayed on the bottle/dispensing tube. All physician's prescribed medication shall be handed to a SWAP Deputy at the time the Sentence Offenders arrives at the SWAP facility in the morning. In addition, if a Sentenced Offender needs to take their prescribed medication during their service work day, it **MUST** be taken in the presence of a SWAP Deputy...**NO EXCEPTIONS!!!**

Sentenced Offenders must advise Deputy prior to work assignment if they take medications or have physician required limitations. As there is no work assignments provided for light duty restrictions that may be required by a physician.

