





# DuPage County Sheriff's Office



# Periodic Imprisonment Inmate Rules and Regulations

The following Periodic Imprisonment Inmate Rules and Regulations will explain the specific rules, regulations, policies and procedures that must be followed while you are incarcerated in the DuPage County Jail's Periodic Imprisonment Program. The Periodic Imprisonment Inmate Rules and Regulations will also provide you with an overview of programs and services available within the facility. All inmates are responsible for reading the Periodic Imprisonment Inmate Rules and Regulations. You will be held accountable for your actions while incarcerated in the DuPage County Jail's Periodic Imprisonment Program. You must become familiar with the Program's procedures and regulations. It is your responsibility to maintain your copy of the Periodic Imprisonment Inmate Rules and Regulations. If you do not understand the Periodic Imprisonment Inmate Rules and Regulations, please notify a deputy.

Periodic Imprisonment Telephone: (630) 407-2299  
Periodic Imprisonment Fax: (630) 407-2298

*Updated: 04/2019*

Sheriff  
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Chief  
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## Periodic Imprisonment

You have been ordered by the Court to serve a sentence of Periodic Imprisonment. A sentence of Periodic Imprisonment may be imposed to permit you to: work, seek employment, attend to family needs, attend schooling, obtain medical or psychological treatment, or for any other purpose determined by the Court. Your sentence of Periodic Imprisonment may be modified or revoked by the Court if you: commit another offense, violate any of the “terms of the sentence”; or violate any rule or regulation of this institution. The court may modify or revoke your Periodic Imprisonment sentence by imposing any other sentence that was available at the time of initial sentencing. This Office shall report violations of the Periodic Imprisonment Inmate Rules and Regulations to the Court.

## Housing

Male inmates are housed in Male Periodic Imprisonment housing area (501 N. County Farm Road). Female inmates are housed in the Female Periodic Imprisonment housing area (501 N. County Farm Road). Male and Female Receiving Cells and other housing areas designated as Periodic Imprisonment (501 N. County Farm Road) may be used depending on special circumstances.

### **HOUSING FEES**

All Periodic Imprisonment inmates will be charged room and board fees to offset costs of this program. These fees are Court ordered. Room and board fees are in accordance with the Illinois Combined Statutes, 730 5/5-7-6. The current fees are \$15.00 per day (all fees are subject to change) and must be paid weekly. Payment must be in the form of a certified check or money order made payable to the **Circuit Clerk of DuPage County**. The certified check or money order may be brought directly to the Circuit Clerk’s office or left with Periodic Imprisonment staff upon an inmate’s return to custody.

Illinois law states in effect that if an inmate is not current with their board fees on the day designated by the Clerk of the Court, the result will be the termination of the inmate’s release. The designated day of the week on which inmates are to be current with their board fees is Friday. Any inmate found to be behind in payment will be issued a TCR 128 notification form. The inmate will then have seven days to become current in their payments. If, after seven days, the inmate is not current in their board fees, a TCR 129 (Petition to Revoke Sentence) will be filed with the court, and the inmate will be held in custody until further order of the court. Inmates who are unemployed and on job-search will not be assessed board fees until gainfully employed or unless otherwise ordered by the court.

## Modifying or Revoking Sentence

Periodic Imprisonment staff will complete an incident report regarding any violation of a court order or Periodic Imprisonment Inmate Rules and Regulations. All violations will result in a disciplinary hearing conducted by the Director or designee under the guidelines set by the “Illinois County Jail Standards”. If a violation has occurred, the subject may be placed on hold for the Director or his designee to conduct a disciplinary hearing within 72 hours of notice of the alleged infraction. The Sentencing Judge, State’s Attorney, and Probation Officer will receive copies of all incident reports.

When an inmate has committed a single major violation or excessive minor violations, the Director may order that a TCR 129 (Petition to Revoke Sentence) be filed with the court. The subject will be held in custody to appear on the court date indicated on the TCR 129 form. The subject will be held until further order of the Court. Any inmate undergoing revocation proceedings will be housed at 501 N. County Farm Road. While revocation proceedings are pending, no furlough time will be allowed.

An inmate may have his or her case motioned to court; however, Periodic Imprisonment staff shall be informed of the same. If notification is not made through request an incident report for jail rules violations will be issued.

## Employment

Inmates who have employment prior to entering Periodic Imprisonment must inform their employer immediately of their work release status. An inmate's employment must be verified and a determination made that the employment meets Periodic Imprisonment standards before they are released for work. Your employer will be informed of our policies and requirements.

### **EMPLOYMENT RESTRICTIONS**

Inmates who are requesting to work in a family owned business, or who are self-employed, must have approval from Director of Periodic Imprisonment or his designee; usually a court order is required to authorize such work. Inmates are prohibited from working for another inmate or another inmate's family. Employment where the inmate is paid in cash will not be considered proper employment for those who are sentenced to Periodic Imprisonment. An inmate may be required to change jobs if it is determined that the job conflicts with Periodic Imprisonment Inmate Rules and Regulations, or when there is a lack of accountability for the inmate during work hours. An inmate must obtain an order from the Court in order to travel out of state.

Any inmate desiring to work a second job along with their full time job must gain the Director's approval prior to doing so, but only after thirty (30) days of employment while incarcerated with proper documentation being submitted, unless specified otherwise by the Court.

All inmates sentenced to Periodic Imprisonment for purposes of employment shall submit:

1. Verification of employment and income as deemed necessary by Periodic Imprisonment staff
2. All paycheck stubs while in custody
3. Written verification of hours and days worked, on company letterhead, signed by your employer. This must be submitted within 5 days of entry into the Periodic Imprisonment Program. Failure to do so will result in the suspension of release for employment until such proof is received.

At no time during an inmate's release from custody is an inmate to visit their home or the home of family or friends, unless on an authorized furlough. Those who are self-employed with an office in their home or who have employment that requires multiple work places are required to contact Periodic Imprisonment staff prior to any location changes. All inmates will be required to complete a daily journal of their activities and movement with names, addresses, telephone numbers and times of movement for staff review at any time while incarcerated. The journal is the property of the Periodic

Imprisonment Program and will be maintained in the inmate's file. Journals for the week must be turned in on Saturday.

### **OVERTIME**

Any inmate requesting to work overtime must have it approved by Periodic Imprisonment staff. If an inmate is at work and is asked to work overtime, the inmate must contact Periodic Imprisonment staff to request permission to extend the work schedule. This overtime must appear on the next paycheck, or the time will be considered an unauthorized absence.

### **HOLIDAYS**

Any inmate requesting to work on any of the following holidays: New Years Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day, must have written verification of that work schedule signed by their employer on company letterhead (7) seven days prior to the holiday and approval from the Director or designee.

### **JOB VERIFICATION**

Periodic Imprisonment staff may verify the whereabouts and activities of inmates when inmates are not in custody. This verification may be done by either telephone or onsite checks.

### **CHANGES IN EMPLOYMENT**

Any inmate contemplating a change in employment must submit a written request and obtain advance approval from the Director. If an inmate is terminated from employment, the inmate must immediately return to custody and submit a written explanation as to the events surrounding the termination.

### **UNEMPLOYED INMATES**

Inmates who are not employed prior to entering Periodic Imprisonment or are employed less than thirty (30) hours per week are required to report to temporary employment agencies five days a week. Inmates seeking employment are required to do so in DuPage County. Approval to seek work outside of DuPage County must be obtained from the Director or his designee. Inmates may be released to seek employment (5) five days per week, Monday through Friday, from 0800 until 1600 hours (excluding holidays). Any inmate seeking employment must submit a daily request slip with a list of prospective employers (including addresses and phone numbers) who are actively hiring to which the inmate would want to visit for purposes of gaining employment. The request slip will be reviewed by Periodic Imprisonment staff prior to the inmate leaving custody each day. The job search verification form is to be completed each day and returned to staff by the inmate upon the inmate's return to custody.

If after two weeks an inmate fails to secure gainful employment, a TCR 129 (Petition to Revoke Sentence) may be filed and the inmate will appear before their sentencing Judge. Inmates pending a TCR 129 hearing will be held in custody without release pending further court order.

## Release from Custody

A Periodic Imprisonment Deputy will coordinate each inmate's daily schedule according to the "Terms of Periodic Imprisonment" contained in each inmate's sentencing order. Release and return times are included in an inmate's daily schedule. Release and return times take into consideration travel time to and from work or the activity in which the inmate is involved. The Court may also direct specified hours of release and other conditions. Any inmate with such an order must adhere to the conditions established by the court. Unless otherwise ordered by the Court, a Periodic Imprisonment inmate is allowed to be released only six (6) days per week. Inmates must work a minimum of thirty (30) hours per week and cannot exceed sixty-five (65) hours of release per week. This includes travel times to and from work and other staff approved activities. The week is defined as being Sunday through Saturday. The Director of Periodic Imprisonment, at his discretion, may increase hours of release to a maximum of eighty (80) per week after thirty (30) days of employment while incarcerated with proper documentation being submitted.

### **PUNCTUALITY**

Inmates who encounter a delay when returning to the housing unit from employment or an approved activity must telephone immediately and advise Periodic Imprisonment staff of the situation. Returning late or failing to call Periodic Imprisonment may result in a disciplinary action. Any inmate that has a late return to this facility will automatically be held in custody on their next scheduled day of release for a time equal to that of the late return.

Inmates are required to contact Periodic Imprisonment staff in the following circumstances:

1. When released early from work or asked to work overtime.
2. When changing job sites.
3. When an appointment or activity is cancelled or times are changed.
4. When there is contact with law enforcement for any reason.

### **TRANSPORTATION**

Each inmate is responsible for their own transportation to and from custody. Inmates are permitted to use a motor vehicle provided the following requirements are met:

1. Possession of a valid Driver's License
2. Proof of vehicle insurance
3. Proof of vehicle registration and license plates

Operating a motor vehicle without a valid Driver's License, insurance, and/or vehicle registration is against the law and a TCR 129 (Petition to Revoke Sentence) will be filed.

Inmates may only park in the public parking garage located at 479 N. County Farm Road, level 3. Vehicles that are too large for the parking garage must be parked in the gravel lot across from 200 N. County Farm Road (SWAP building). Inmates housed in the Male Periodic Imprisonment facility may only cross County Farm Road at the traffic light signals.

## Request Procedures

All request slips must be submitted at least forty-eight (48) hours in advance for the Director or designee's approval. It is understood by Periodic Imprisonment staff that non-routine or unusual circumstances occur which make it impossible for the latter to take place; in some of these instances requests with less than forty-eight (48) hours advanced notice may be approved.

### **SUPPORT GROUPS/COUNSELING**

Inmates will be released to attend counseling only as directed in the sentencing order. Written verification of attendance on the form provided (Activity Verification Form) is required upon an inmate's return to custody. Periodic Imprisonment staff may conduct onsite checks in order to verify inmate attendance. Generally, inmates are released to attend sessions Monday through Thursday, excluding holidays. The Director may approve other release periods depending on the circumstances.

### **FURLOUGHS**

At the discretion of the Sheriff or his designee, any inmate who has fully complied with all of the terms of his or her periodic imprisonment sentence may be eligible for a maximum of twenty-eight (28) hours on two (2) consecutive days between 0600 hrs. and 2000 hrs. to attend to personal and family needs. Nothing contained herein creates any contract or duty upon the Sheriff's Office to grant personal or family release time.

An inmate must meet the following requirements to be considered for a furlough:

1. Completed the previous thirty (30) days of their sentence with no infractions
2. Board fees must be paid through the final furlough day prior to the request
3. Employed a minimum thirty (30) hours per week for the previous thirty (30) days
4. Have a current pay stub on file
5. Minimum thirty (30) days since last furlough
6. Court order must allow for furloughs

Furlough request forms must be submitted by 8:00 A.M. seven (7) business days prior to the start of the requested furlough. Any inmate going on furlough must provide an address and phone number where they can be contacted if necessary by Periodic Imprisonment staff. Inmates must remain in compliance with their terms of their sentencing order, any other court orders, and the Periodic Imprisonment Inmate Rules and Regulations. Inmates may be required to report back to the Periodic Imprisonment facility during their furlough for verification purposes.

## Searches

All inmates returning to custody will be pat-searched and given a breath test to detect the presence of alcohol. Searches for contraband on an inmate's person and in inmate housing areas may be conducted at any time. When reasonable suspicion exists, and with supervisor approval (Sergeant and above), an inmate may be strip-searched for contraband, consistent with DuPage County Sheriff's Office policies and procedures.

## Recreational Drugs and Alcohol – Zero Tolerance Policy

The use of recreational drugs and products that contain alcohol are forbidden under the terms of an inmate's sentencing order and the rules and regulations of the Periodic Imprisonment Program. Alcohol consumption includes but is not limited to the following: alcoholic beverages, over-the-counter medications that contain alcohol, mouthwashes that contain alcohol, and foods that are prepared with alcohol as an ingredient. The Director will seek a revocation of sentence for any inmate found in violation. All inmates are subject to testing by Periodic Imprisonment staff for drug and alcohol use. Failure to comply with a test or failure to provide an adequate sample (breath, urine) will result in staff seeking a sentence revocation.

## Prison Rape Elimination Act (P.R.E.A)

The DuPage County Corrections Bureau has a zero tolerance policy with regard to sexual abuse and sexual harassment of inmates, either by staff members or other inmates. Inmates have the right to be free from sexual abuse, from sexual harassment and from retaliation for reporting such incidents. Sexual acts or conduct between inmates or between inmates and any staff member, even if consensual are prohibited and are subject to administrative and disciplinary sanctions as well as possible criminal action.

- Sexual Abuse is defined as any unwanted or non-consensual sexual activity including any penetration by any means of one person by another, or any intentional touching either directly or through clothing of your body parts, excluding contact incidental to a physical altercation.
- Sexual Harassment is defined as repeated or unwanted sexual advances, requests for sexual favors, verbal comments, gestures, or actions that are sexual or insulting in nature (including but not limited to remarks about sexual orientation or gender identity), degrading or disrespectful remarks about someone's body parts, and/or obscene language or gestures.

### PREVENTION

Do not accept gifts, favors or offers for protection from other inmates. Be direct and firm when saying "no" to any unwanted sexual activity. If you fear for your safety, **immediately** notify a deputy or any staff member.

### REPORTING

The DuPage County Corrections Bureau will investigate all reported allegations of sexual abuse and sexual harassment. If an inmate is the victim of such abuse or harassment, he or she is encouraged to **report it immediately**. Inmate victims have the option of reporting the incident in writing, reporting the incident anonymously, reporting verbally to any staff member or by contacting the Mutual Ground Sexual Assault Hotline by speed dialing 7732# from any inmate telephone. Inmate victims may have a family member or friend report any incident on their behalf by contacting the Sheriff's Office at 630-407-2400 or the Anonymous Crime Tips (ACT) on the Sheriff's Office website (<http://www.dupagesheriff.org>). If you are sexually abused, it is important to be examined by medical staff prior to washing, changing clothes, or using the restroom. All reports of sexual abuse or

harassment are confidential. Your identity and the allegations are limited to those who need to know in order to fully investigate the circumstances and to those who make decisions concerning your welfare.

## Healthcare

All Periodic Imprisonment inmates (except those serving a Weekender sentence) are responsible for their own healthcare (medical, psychological, dental) and the expenses incurred for seeking such care. It is the inmate's responsibility to consult with their healthcare providers and inform them of their incarceration. Inmates are to use the request form to obtain staff permission to attend medical appointments. Included in the request will be the time, location, telephone number and name of doctor providing the treatment. Non-emergency appointments will be scheduled in conjunction with an inmate's regular release hours. Inmates are to provide proof of the health care visit (including time of arrival and departure) for verification purposes (Activity Verification Form). Periodic Imprisonment staff will investigate all incidents in which inmates leave custody to visit the emergency room or immediate care facilities.

Inmates using prescribed medication must notify Periodic Imprisonment staff for verification purposes. Prescription and over-the-counter medications for use by the inmate while in custody are to be stored in each inmate's personal property locker. No supplements will be allowed without a prescription. If an inmate must be hospitalized, the time spent in the hospital will be credited (unless precluded by court order) to the inmate's sentence provided the inmate contacts staff on a daily basis. Hospitalized inmates must call Work Release every two hours and update staff of their status. The Director may motion an inmate's case to the court for a stay in sentence if hospitalization exceeds five (5) days. The Director will instruct Periodic Imprisonment staff to motion an inmate's case to the court if the inmate possesses medical or psychological problems that prohibit the inmate from successfully participating in the program. Any inmate with a controlled and stable medical or mental condition may be housed in the dormitory setting as long as the condition is such that it: is not contagious, is not a mental disadvantage, and is stable and non-threatening to other inmates and the inmate in question. The Receiving Cell area of the main jail is used for inmates with short-term medical and mental health issues that prohibit the inmate from being housed in the dormitory setting. This Administrative Segregation is used until such time the inmate's condition stabilizes and permits the inmate to return to the dormitory setting. An inmate's failure to bring proof of medical/mental fitness may result in the inmate being placed into Administrative Segregation until such time verification of the condition is received from the health care provider. It is the burden of the inmate in question to provide such proof. Periodic Imprisonment inmates housed in the main jail without release privileges come under the care of the Medical Services Unit. Periodic Imprisonment staff will respond to medical emergencies.

## Inmate Telephone

**All telephone calls, with the exception of attorney-client calls, are subject to monitoring and recording.**

Phone calls are available by purchasing minutes using the inmate telephone system. Current phone rates will be posted near the telephones. Inmates are responsible for any phone calls made with their Personal Identification Number (PIN). **The DuPage County Sheriff's Office is not responsible for stolen, lost, misplaced or misuse of inmate PIN number. There is no credit or refund given for the**

**misuse of your PIN number. Inmates are advised not to give out their calling card pin number to other inmates.**

The Sheriff's Office has entered the telephone numbers of all attorneys registered with the DuPage County Bar Association and DuPage County Public Defenders into the inmate phone system as privileged (not recorded or monitored). To register additional attorney phone numbers into the inmate phone system please advise your attorney to contact (630) 407-2255.

**Calls to the DuPage County Public Defender's Office are free of charge by calling (630) 407-8300.**

The number for your family to contact they have questions or problems concerning the **phone system** is: (888) 288-9879

### **DIALING INSTRUCTIONS**

1. For English press #1
2. To make a collect call press #0
3. To make a debit call press #1
4. To purchase phone minutes press #4
5. For instructions for phone use press #7

### **Inmate Mail**

All inmates may receive and send mail at this facility. Mail should be addressed as follows:

INMATE'S FULL NAME AND IR NUMBER  
PO BOX 957  
WHEATON, IL 60187-0957

### **OUTGOING MAIL**

Periodic Imprisonment inmates are routinely released from custody and are responsible for sending their own outgoing mail.

### **INCOMING MAIL**

All mail received shall be opened and inspected for contraband. Mail received after you have been transferred or released shall be marked "return to sender" and returned to the Postal Service. Legal mail will be opened in your presence and inspected for contraband.

### **CORRESPONDENCE WITH ANOTHER INMATE**

Correspondence with other inmates (DuPage County Jail or any other facility) is prohibited. If you wish to correspond with another inmate, submit a request slip to the Corrections Bureau Administrative Commander. Include a description of your relationship with the other inmate and the name and address of the facility where the other inmate is incarcerated.

## **MONEY AND MONEY ORDERS**

Any money order received in the mail will be forwarded to the bookkeeper for deposit into your commissary account. Cash or personal checks will not be accepted and will be returned to the sender.

## **MAIL NOT ALLOWED**

Books must be new and with a soft cover. Hard cover or wire bound books will not be accepted. Books must be sent directly from the publisher or reputable and verified .com company. Used items will not be accepted.

Inmate mail received Monday through Friday excluding holidays is distributed within 24 hours from the time it is received. You will be notified if any of your mail is being withheld.

Mail will be rejected and returned to the sender for, but not limited to, the following reasons:

- Mail found to be threat to safety and security of facility.
- Mail, letters or cards that contain adhesives or any other substance or material not allowed in the facility.
- Photos depicting content that poses threat or disruption to the facility including, but not limited to, nudity, violence, gang affiliation or other illegal activity.
- Mail not properly addressed or illegible.

Reproduction of books, newspapers, magazines, periodicals or internet printed material is not allowed.

Photos larger than 4x6 or Polaroid photos are not allowed.

Inmates are not allowed to receive packages without written authorization from the Corrections Bureau Administrative Commander.

Any photos or other mail affixed to any surface including but not limited to, walls, windows, or doors will be considered contraband and removed.

## **Commissary**

Inmates may purchase food, hygiene and personal items that are not issued by the facility from the inmate commissary. Commissary is a privilege. There are no refunds.

**Commissary is held for seventy-two (72) hours following inmate release.**

## **INDIGENT INMATES**

Indigent inmates are limited to specific indigent items within the indigent kit. Indigent kits are not for sale. Inmates are considered indigent if their commissary account balance is under \$2.55 for seven (7) consecutive days. Any indigent item or service an inmate receives will be reflected as a negative

balance on the inmate's account. In the event that any funds are deposited into the inmate's account, the negative balance will be drawn from the account.

### **FACILITY ISSUED ITEMS**

The cost of items issued at the time of initial processing (\$0.75) will be deducted from any monies in an inmate's account. These items can include: t-shirts, brassiere, socks, toothpaste, and comb.

### **COMMISSARY ORDERS**

Inmates may not spend more than one hundred (\$100.00) dollars per week including clothing items. If the total on the Commissary order exceeds this amount the order will not be filled. When commissary orders are received, the inmate shall sign the receipt attached to the order. The receipt may not be signed until the inmate has verified that all items are present. Any inmate found to be abusing the commissary privilege shall be subject to disciplinary action.

### **Inmate Funds**

Money orders for commissary will only be accepted on the designated day. Cash or personal checks will not be accepted.

### **KIOSK DEPOSITS**

There is a Kiosk located in the inmate visitation lobby and the inmate release lobby for making deposits into an inmate's fund account. Service fees apply.

### **WEBSITE DEPOSITS**

Deposits to an inmate's commissary account can be made via [www.inmatedeposits.com](http://www.inmatedeposits.com). Service fees apply.

### **RELEASE OF INMATE FUNDS**

Inmates that are released and have funds in their commissary account may collect the balance in the form of a check Monday through Friday (8am-4pm) at the inmate release lobby (excluding holidays).

### **Property**

The DuPage County Sheriff's Office is not responsible for lost or stolen property. Inmates will be responsible for storing valuable property (keys, cash, medication, etc.) in a designated locker. Lockers may be searched at any time. More than \$50.00 US currency and/or valuable jewelry or watches (value over \$100.00) may not be brought into the facility. Cellular phones must be powered off and secured in your personal property locker. No other electronic devices may be brought into the facility. No bags of any kind are allowed into the facility. No personal property may be left outside of the building unattended.

## **ISSUED PROPERTY**

Upon intake, each inmate is issued the following:

Two (2) towels	One (1) wash cloth	Two (2) jail uniforms	One (1) hygiene kit
Two (2) sheets	One (1) blanket	One (1) mattress cover	

## **LAUNDRY**

Laundry facilities (washer, dryer, powdered detergent) are available for inmate use. Any equipment malfunctions or non-operational conditions are to be reported to staff. Detergent must be obtained from the staff office.

## **Expected Behavior**

1. Inmates are prohibited from tampering with any television or any electrical outlet.
2. Inmates cannot refuse to lock down or return to their bunk and must comply when ordered to do so.
3. Inmates are not allowed to enter any cell except for the one that they have been assigned.
4. There may be a daily cell/dayroom inspection. Cells/dayrooms will be clean and neat. Trash will be emptied and all hard surfaces in your cell/bunk cleaned. Beds will be made when not in use with the blanket edges tucked under the mattress.
5. Do not tape, paste or attach anything to the walls, windows, vents, light fixtures, or place anything on the window ledge.
6. Do not sit on the dayroom or cell tables.
7. Meals will be consumed at the dayroom table. All food shall be consumed at the time of the specific meal. Containers, cartons, utensils or other disposable items may not be retained. Bagged meals are available for those inmates not in custody at meal time.
8. Do not hang or place any of your property in the dayroom area.
9. Property bins are for storage of your personal property and may not be used for other purposes. You may not write on, alter or remove the property bin from your cell.
10. Inmates must wear uniform pants and shirt when out of their assigned cell (this includes dayrooms.) Inmates may change out of their uniform no more than fifteen minutes prior to their scheduled release time, and must change back into their uniform immediately upon their return. Inmates may not wear their uniform in a manner in which their underclothing is exposed. Street clothes are not allowed underneath uniforms. Uniform pants may not be rolled up.

11. Inmates must remain in the bed that they are assigned. In a double bunk or multiple bed dayroom type housing area, you may not occupy another bed unless you receive approval to relocate.
12. Inmates may not wear any head covering outside of their assigned cell (religious head covering can only be worn in your cell during prayer).
13. Inmates may not destroy any DuPage County Property. Damage to DuPage County property could result in criminal charges.
14. Profanity, yelling and/or unnecessary noise is not allowed. Quiet time will be observed between 10pm and 8am.
15. Mattresses are not to be placed on the floor and must remain on the intended surface.
16. Blankets and sheets are not allowed in the dayroom area and may not be hung in a manner that conceals or restricts observation.
17. Dayroom televisions are provided as a privilege and are not an inmate right. The loss of television privileges or removal of the television may result from any violation of the DuPage County Sheriff's Periodic Imprisonment Inmate Rules and Regulations. Televisions may be turned on each morning at 8am and after the housing location has passed an inspection. Televisions must be turned off by 10pm.

### **QUIET HOURS**

Periodic Imprisonment inmates will adhere to Quiet Hours from 10pm to 8am. There will be no congregating in dayrooms, no cleaning will be allowed, and televisions will be off during these hours. Inmates will be on their bunks or inside their cells. Additionally, inmates are expected to keep noise to a minimum to allow inmates who work night shifts to sleep during the day.

### **Criminal Conduct**

Upon the arrest or conviction of any criminal or traffic offense, or upon leaving the State of Illinois without permission of the court, Periodic Imprisonment staff may serve the offender with a TCR 129 (Petition to Revoke Sentence). All inmates must notify staff of any law enforcement contact while outside of the Periodic Imprisonment facility.

### **Disciplinary Procedures**

The DuPage County Sheriff's Office maintains a safe, secure and sanitary detention facility. Inmates are expected to fully cooperate with staff and comply with all rules while sentenced to Periodic Imprisonment. Inmates are expected to:

- Obey all rules
- Obey all orders as given by staff members

- Respect the staff and other inmates at all times
- Respect DuPage County Sheriff's Office property and the property of others
- Maintain personal hygiene and keep assigned living area clean at all times

### **DISCIPLINARY COMMITTEE**

A Disciplinary Committee shall conduct formal hearings on all rule violations and decide if disciplinary sanctions are to be imposed. All disciplinary hearing results are reviewed by the Director of Periodic Imprisonment. The decision may be upheld, revised, or vacated as deemed necessary by the Director. Copies of all hearings and/or violations will be forwarded to the State's Attorney's Office.

### **DISCIPLINARY HEARING RULES**

1. All violations are documented by a written report; the accused shall receive a copy of the report.
2. Hearings may be conducted no sooner than twenty-four (24) hours following notice of the alleged violation, unless this time period is waived by the accused. Hearings are conducted within seventy-two (72) hours following notice of the violation. The Disciplinary Committee may initiate a postponement or continuance of the disciplinary hearing for a reasonable period and for good cause. If a continuance or postponement is necessary, the cause for the continuance and the duration shall be documented along with the Disciplinary Committee's findings on the incident report. The accused has the right to be present at the hearing.
3. The accused shall have the right to make a statement, present documentary evidence and can request witnesses on his/her behalf. The Disciplinary Committee reserves the right to impose a reasonable limit on the number of witnesses. The accused may be removed from the hearing during any witness testimony to be given in confidence. The exclusion of the accused shall be documented.
4. The accused shall be allowed to pose questions to the Committee who in turn may question witnesses testifying in the hearing. The accused may not cross-examine witnesses, but staff may question witnesses who have been requested by the accused to present evidence.
5. In the event that the accused is incapable of presenting an adequate defense, another detainee or staff member may be allowed to assist, as deemed appropriate by the Committee.
6. The Disciplinary Committee's decision will be based solely on information obtained in the hearing process including staff reports, the statements of the accused, and evidence derived from witnesses and documents.
7. The Disciplinary Committee shall complete a written report of their decision with supporting reasons. A copy will be forwarded to the inmate after review. The hearing record and supporting documents will be kept in the Disciplinary Committee's records (incident reports file) and a copy to the inmate's file. The following actions may be taken:

If the accused is found non-chargeable, all copies of the disciplinary hearing shall be removed from the inmate's file and no action may be taken against him/her.

If the accused is found chargeable, disciplinary action may be imposed as deemed necessary, and a copy of the hearing and finding shall be placed in the inmate's file.

8. Inmates have the right to appeal the decisions of the Disciplinary Committee to the Corrections Bureau Chief. The Corrections Bureau Chief will affirm or reverse the decision of the Disciplinary Committee within five (5) days of receipt of the appeal.

## Disciplinary Sanctions

The two (2) levels of rule violations are based on the severity of the prohibited acts and categorized as either minor or major violations.

### Minor violation sanctions:

- Verbal reprimand or counseling
- Loss of extended release hours for thirty (30) days
- Loss of furlough privileges for thirty (30) days

### Major violations sanctions:

- Verbal reprimand or counseling
- Loss of extended release hours for thirty (30) days
- Loss of furlough privileges for thirty (30) days
- Loss of part-time employment privileges for thirty (30) days
- Criminal prosecution
- Filing of TCR 129 (Petition to Revoke Sentence). Inmates pending a TCR 129 hearing will be held in custody without release pending further court order

Inmates found guilty of a minor violation(s) are subject to major violation sanctions should they be found guilty of the same violation(s).

When an inmate receives disciplinary time from the Disciplinary Committee and has food items from commissary in their possession, those items will be retained by the inmate while serving time in Disciplinary Segregation. The inmate may not order additional food items from commissary until they are released from Disciplinary Segregation.

## Pod Violations

When contraband is found in the common area of a Housing Unit, and the owner of such contraband cannot be identified, the entire housing unit will be placed on a television restriction for twenty-four (24) hours for the first violation, up to seven (7) days television restriction for subsequent violations.

If there is a disturbance in a housing unit or if the housing unit is in flagrant violation of the safety and sanitation regulations and the individual(s) responsible cannot be identified, the entire unit shall be placed on a television restriction for twenty-four (24) hours for the first violation, up to seven (7) days television restriction for subsequent violations.

Tampering or suspected tampering with any electrical outlet in the facility will result in the immediate loss of television privileges twenty-four (24) hours for the first violation, up to seven (7) days television restriction for subsequent violations. Throwing of any food or evidence of such conduct will result in the immediate loss of television privileges for twenty-four (24) hours for the first violation, up to seven (7) days television restriction for subsequent violations.

## Minor Violations

- 1-01 Disobeying any written or verbal order.
- 1-02 Use of obscene language.
- 1-03 Failure to maintain sanitary living conditions.
- 1-04 Failure to maintain personal hygiene.
- 1-05 Trading, loaning, or giving property.
- 1-06 Possession of property belonging to another person.
- 1-07 Communications between separate housing areas.
- 1-08 Possession of gang related paraphernalia.
- 1-09 Placing or hanging any obstruction on walls, windows, lights, bars, vent or window ledge.
- 1-10 Gambling.
- 1-11 Possession of any unauthorized clothing, linen or bedding; including the possession of items in excess of the amount issued.
- 1-12 Sitting on dayroom tables.
- 1-13 Pounding on doors, walls, windows or any other act that creates a disturbance.
- 1-14 Wearing any unauthorized item on head.
- 1-15 Any act that disrupts the orderly operation of the facility.
- 1-16 Failure to observe quiet hours.
- 1-17 Failure to wear uniform or not wearing uniform properly.
- 1-18 Violation or abuse of telephone regulations.
- 1-19 Violation or abuse of commissary regulations.
- 1-20 Failure to comply with disciplinary procedures.
- 1-21 Resisting or obstructing a deputy's official performance or duty.
- 1-22 Attempt to commit any of the above acts or assist others to commit any of the above violations.

## Major Violations

- 2-01 Using abusive or disrespectful language or gestures.
- 2-02 Murder or attempted murder.
- 2-03 Assault and or battery, fighting.
- 2-04 Threatening to harm another person.
- 2-05 Extortion or blackmail.
- 2-06 Sexual proposals, indecent exposure, threats or sexual assault.
- 2-07 Engagement in sexual acts not involving threat of force.
- 2-08 Possession of contraband.
- 2-09 Failure to cooperate or interfering with a facility count.
- 2-10 Theft of property belonging to other person.
- 2-11 Entering another inmate's cell or bunk, being in an unauthorized area.
- 2-12 Refusal to work.
- 2-13 Participation in riot, work strike or mutinous disturbance.
- 2-14 Possessing, manufacturing, or introducing a weapon.
- 2-15 Arson.
- 2-16 Cooking or heating food in a housing area.
- 2-17 Tampering with or setting off any part facility fire/safety system.
- 2-18 Consumption of alcohol, intoxicants, and/or illegal narcotics.
- 2-19 Misuse of prescription and/or non-prescription medication.
- 2-20 Using or possessing another inmates ID or PIN number.
- 2-21 Possess cellular phone/electronic device in housing area.
- 2-22 Tampering or interfering with any door or locking device.
- 2-23 Flagrant failure to follow safety or sanitation regulations.
- 2-24 Destroying, damaging or defacing county property.
- 2-25 Tattooing or the possession of tattooing materials.
- 2-26 Body piercing or the possession of piercing materials.
- 2-27 Habitual violations of minor offenses, three (3) minor violations within a thirty (30) day period.
- 2-28 Providing false statements to a deputy or staff member.
- 2-29 Threatening a deputy or staff member.
- 2-30 Refusing to lock down or proceed to an area when directed to do so.
- 2-31 Disorderly conduct resulting in a major disruption of facility operations.
- 2-32 Smoking or the possession of any tobacco/nicotine product or materials within facility.
- 2-33 Tampering or misuse of any facility equipment.
- 2-34 Gang activity, displaying, wearing, or using gang gestures.
- 2-35 Escape or attempted escape.
- 2-36 Possessing, manufacturing, or introducing illicit drugs or drug paraphernalia.
- 2-37 Counterfeiting of any document or official paper.
- 2-38 Wearing a mask or concealing one's identity.
- 2-39 Unauthorized absence from custody, employment, or approved activity.
- 2-40 Unauthorized time lapse.
- 2-41 Failure to provide employment documentation.

- 2-42 Failure to provide documentation of employment search or approved activity.
- 2-43 Failure to provide an adequate breath or urine sample in a timely manner.
- 2-44 Leaving the State of Illinois without the permission of the court.
- 2-45 Driving without a valid driver's license.
- 2-46 Failure to notify Periodic Imprisonment staff immediately of any police contact.
- 2-47 Being in an unauthorized area or location.
- 2-48 Unauthorized late return from employment or approved activity.
- 2-49 Possession and/or manufacturing unauthorized food or beverage.
- 2-50 Violation of any traffic or criminal statute/Violation of a Court Order.
- 2-51 Failure to comply with a TCR128 notice (failure to pay board fees) within 7 days.
- 2-52 Failure to follow Job-Search procedures.
- 2-53 Positive drug screen.
- 2-54 Refuse/Fail to provide urine sample for drug screening.
- 2-55 Park vehicle in unauthorized location.
- 2-56 Attempt to commit any of the above acts or assist others to commit any of the above violations.

## Grievance Procedures

Attempts should be made to resolve complaints informally by speaking with the deputy assigned to your housing area. If you are unable to informally resolve a complaint, the DuPage County Sheriff's Office provides a procedure for inmates to submit complaints to the Administration in written form without censorship as to substance. Inmates may submit grievances on the Inmate Grievance form or via tablet. Inmate grievances will be resolved within ten (10) days from the time they are received.

All inmate grievances must be submitted within fourteen (14) days of the complaint, with the exception of complaints or allegations regarding sexual abuse.

Grievances must be legible, presented in a courteous manner, and contain a specifically stated resolution.

Each grievance form must be filled out correctly with the inmate's name, IR number and housing location.

Each grievance must contain all pertinent facts concerning the grievance and not opinions.

Each grievance is to be presented individually. Any grievance that is signed by more than one inmate or contain multiple issues shall be returned to the inmate. Grievances shall not exceed the space provided on the inmate grievance form.

Inmate grievances are to be submitted directly to any deputy or supervisor. Inmates are given a copy of the grievance at the time of submission. The inmate will receive a copy of the grievance resolution once the issue has been resolved.

Whenever the inmate is dissatisfied with the resolution of their grievance, they may, within five (5) working days of receipt of written notice of the resolution of their grievance, appeal in writing to the Chief of Corrections. The Chief shall notify the inmate in writing of the decision of the appeal.

