

WILLIAMSON COUNTY JAIL

404 North Van Buren Street

Marion, Illinois 62959

INMATE HANDBOOK

January 2019

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Foreword

This handbook is a Revised Edition of the Inmate Handbook published August, 2016. The rules and regulations contained herein revoke and supersede the rules and regulations in that publication. The rules and regulations contained in this revised handbook are in effect until superseded by subsequent additions, deletions, or corrections there to.

The purpose of this handbook is to provide information concerning rules and regulations pertaining to inmates incarcerated in the Williamson County Jail. These rules and regulations are primarily directed to the inmate population and are by no means all-inclusive and the fact that a rule or regulation may not be included herein is not to be understood that a rule or regulation does not exist and/or is not published elsewhere.

The rules and regulations contained herein are applicable to all inmates incarcerated in the Williamson County Jail regardless of classification status or category. Violations of these rules and regulations by any inmate may result in disciplinary action, up to and including, being locked down for an extended period of time, loss of good time, and/or additional criminal charges filed.

Any questions concerning the contents herein should be directed in writing to the Jail Administrator of the Williamson County Jail and/or Sheriff of Williamson County.

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Chief Darren L. Ferrell  
Jail Administrator  
Williamson County Jail

Inmates are provided a copy of the Inmate Handbook for Williamson County Jail during the Dress-In (booking) process. The inmates return the handbook to the Floor Officer when released from Jail. If the inmate does not return the handbook or the handbook is destroyed; the inmate is charged one dollar.

2. Inmate Request

To ensure an effective way of communicating with the staff and administration, you may write an Inmate Request at any time. The request should be handed to the floor officer. Inmates request may or may not be granted, depending on the request.

3. Contraband

Prohibited Items - Any item not listed on the Inmate Commissary Order Form or items not issued by the facility or any item in excessive quantity or items used inappropriately are considered contraband, except newspapers and magazines that are mailed directly to the inmate from the publishers.

Permitted Items - All items listed on the current Inmate Commissary Order Form and items issued by the facility, or approved by Jail Administration. In order to detect contraband and damage to or tampering with the physical plant, comprehensive, periodic shakedowns of the jail are performed.

4. Inmate Movement

Inmate movement throughout the jail is controlled and supervised by staff and cameras. Upon leaving your cell you must be fully dressed. This is to include jumpsuit buttoned and shoes on your feet, in an unaltered state. Upon leaving your cell to exit the block for any destination, you must be fully dressed in the clothing issued to you by the Williamson County Jail. No other attire is permitted. Clothing altered by inmates, jail issued or private property may be confiscated by officers and disciplinary action may be taken or reimbursement paid for damage to clothing or jail property. When walking in the hallways, inmates will not touch or talk to other inmates or visitors.

5. Fire Emergency Procedures

During the time of an emergency, inmates are to follow the instructions given by the Housing Officers, Central Control Officer or other staff members. Responsible Officers and staff are trained to supervise the evacuation of the Jail should the need arise. Failure to follow evacuation procedures and orders as given by staff can result in Disciplinary Action and/or Criminal Prosecution. Fire Emergency Evacuation Routes are posted throughout the

jail. Exit signs are posted in the jail. Remember, if a fire is started by a careless or irresponsible person, your life as well as others may be endangered.

6. Meal Delivery

Inmates receive three (3) meals per day. Each inmate receives his/her own food tray. Each inmate is responsible for returning his/her food tray, cup, and spoon to the staff member. An inmate who abuses or misuses these items will be subject to Disciplinary Action. If you take another inmate's tray you will face Disciplinary Action.

7. Telephone

Inmate telephones are located in each cellblock. There is a toll charge billed to the party receiving collect calls from an inmate telephone. Time limit of 15 minutes for each call. Intake Holding Area has a telephone available for collect calls at time of booking. Staff members cannot transfer incoming calls or take messages for inmates. Telephone calls may be monitored or recorded. Inmate telephones are turned on at 0800 hours and are turned off at 2200 hours.

8. Television

Televisions are provided in the facility for your convenience and entertainment. The televisions are purchased with profits made from the sale of commissary items. Money may not always be available to buy a television, it is in your best interest to take care of the television set, and disciplinary action may be taken against you for tampering with or abusing the television. If you damage the television, you may be charged with the repair or replacement of same. The television may be removed or turned off for disciplinary reasons.

9. Inmate Correspondence

Inmates have access to the U.S. Postal Service. The following rules pertain to the mail service:

All incoming mail is checked by the Floor Officers at time of delivery to inmates for cash, money orders, and contraband. All incoming and outgoing mail is processed through the Floor Officers. Other inmates, visitors, attorneys, ministers or other persons may not act as carriers for mail. Mail (Incoming or Outgoing) to other Correctional Facilities or Jails, must be approved by the Jail Administration.

Inmates have the right to correspond with counsel, or courts without having correspondence read. **Outgoing legal correspondence** may be sealed. **Incoming legal correspondence** is opened in the presence of the inmate and inspected for money or contraband. Outgoing correspondence is subject to being inspected and must be submitted to the Housing Officer **NOT SEALED**.

Outgoing mail must have your full name, (name used during booking) and the return address, Williamson County Jail, 404 North Van Buren, Marion, Illinois 62959.

Items that violate Federal, State or local laws, statutes, and rules or pose a threat to the security and order of the facility, are prohibited.

Inmates are allowed to receive newspapers, soft back books, and/or magazines directly from the publisher. Pornographic magazines or material designed to promote hate groups or over-throw the government will not be allowed. Packages/boxes will not be allowed without the consent of the administration.

10. Security/Inspections

For the security of the jail and the safety of inmates, the staff conducts scheduled and unscheduled head counts. Inmates are required to return to their assigned cell or designated area when directed by staff. When you return to your cell, you are required to remain in plain view so that you can be identified. Night time head count will be conducted while inmates are locked down in their cells. **If you are out of your cell during lockdown, you will be charged with escape.** In addition to the daily head count schedule, hygiene and safety inspection, the staff may conduct an unscheduled inspection of your cell and housing unit. Contraband found is confiscated. You are required to cooperate with the staff conducting the inspection and you do not have the right to be present during the inspection.

Inmates are assigned to a cell and not allowed in another inmate's cell. You may be subject to a pat search and/or unclothed search upon entering or departing various areas of the facility.

11. Permitted/Initial County Issued Items

Issued Clothing: One uniform jumpsuit, one pair sandals. Issued Bedding and Linen: One mattress, one blanket, one sheet, one towel. Issued hygiene items: one toothbrush, one small tube of toothpaste, one razor (upon request), and one comb.

Personal clothing: personal clothing is not allowed at this facility. However, some persons may wear personal clothing when inmate clothing is not available.

Inmates are liable for county issued clothing, linen and items provided by the Jail. If items are damaged or destroyed due to neglect, the inmate is charged as follows; jumpsuit \$15.45 (depending on size), pvc sandals \$1.85, towel \$2.87, sheet \$4.42, mattress \$100.00, blanket \$15.10, inmate hand book \$1.00. Prices are subject to change without notice.

Issued and permitted items are kept in moderate quantities. Permitted items; prescription eye glasses or contact lenses, soft back books (not to exceed 4), newspapers or magazines (not to exceed 4). When you reach your limit on these items you must remove them from your cell. When items are found in excess of these requirements they can be confiscated by staff and disciplinary action may be administered.

12. Laundry

Jail issued items and any clothing (laundry bag) you have purchased from commissary will be washed and the laundry schedule will be posted in the cellblocks. You **must** turn in all appropriate items to be washed as the schedule indicates. Disciplinary action will be taken if you keep extra issued clothing or issued items.

13. Cell Assignments Institutional Living

The assignment of an inmate to a particular cell or any change in cell assignment is the responsibility of the Shift Sergeant/ Supervisor. Unauthorized change of cell or bed location may result in Disciplinary Action. Inmates share in the cleaning of the dayroom, passing out and picking up food trays and cleaning up after each meal. Cells and cellblock inspections are scheduled according to policy. Any refusal to clean your living area will be subject to disciplinary action.

14. Inmate Personal Hygiene

Inmates are allowed to shower at any time, except during lockdown times. Inmates are requested to shower every day, but must shower three times a week while confined to this facility. Disciplinary action may be taken if you fail to maintain good hygiene.

15. Health Care

Within 14 days of entry into the Williamson County Jail, a member of the Medical staff will give you a medical screening/evaluation. Answering truthfully and correctly is vital for your health needs. Medical care is available 24 hours a day for emergencies and on a regular scheduled basis for non-emergency.

You must turn in a Request for Medical Care form (sick slip) to be seen during sick call. If you fail to turn in a sick slip, or miss sick call for any reason you must wait until the next scheduled sick call. The nurse is here on a regular scheduled basis and will see any inmate who fills out a Request form.

Sick slips are distributed by the Housing Officers. The inmate completes the form and returns it to the Housing Officer. Inmates are not allowed to accumulate sick slips to be used later. Sick call is conducted by Licensed Medical Personnel.

If you become ill, you should notify the Housing Officer in order to receive prompt medical attention. Inmates are required to pay for some medical services. Other services are free of charge to the inmate.

Free Medical Services are: Admitting Health Screening, Medical Emergencies as determined by the Medical Staff, and Mental Health Emergency Evaluations.

Medical Services Requiring Payment are: Dentist Visit \$10.00, Sick Call \$10.00, Doctor Visit \$10.00 and Prescription Fee \$3.00 each prescription filled. You may be required to pay for additional medical services as required or determined by the Medical Staff. Authority for this program is 730 ILCS 5/5-7-1, 730 ILCS 125/17, 730 ILCS 125/20. The cost of these services is deducted from your Commissary Account.

Non-emergency treatment is determined by the Medical Staff. Over the counter medications are priced at local store and commissary prices. The doctor/ nurse may prescribe over the counter medications, the policy and cost would be the same as prescribed medications.

Medical care is never refused for inmates who do not have money in their Commissary Account. However, the account goes into a negative balance and if money is received into the account, it is deducted.

16. Recreation

You are afforded exercise daily. This facility provides recreation in the recreation room. All jail rules and regulations and code of conduct will be enforced.

17. Programs and Services

Religious Services

Inmates have the opportunity to participate in practice of their religious faith, subject only to the limitations necessary to maintain order and security. Clergy visits are scheduled on a regular basis and as time permits. Inmates may desire to see a particular community minister; you may contact that minister and request that he make arrangements with jail personnel to visit with you. Identification, affiliation/certification will be required of the minister.

Notary Service

The services of a Notary Public is available free to inmates at regular scheduled times. Written request for service must be submitted to the Housing Officer.

Inmate Worker

Certain inmates are selected periodically to serve as Inmate Workers in the jail and to work around the jail without pay. Selection of an Inmate Worker is made by the Shift Supervisor. Inmates eligible for consideration as an Inmate Worker are those who are considered to be a good security risk, and who show promise of good behavior and consistent work habits. Inmate workers may be sentenced to the County Jail for a period of 364 days or less. Inmates with **Hold Orders** will not be considered. The selection to be an Inmate Worker is a trust, not a right. You may be terminated as an Inmate Worker at any time for any reason. Any inmate who refuses to work will face disciplinary action, loss of privileges and/or including loss of good time.

Law Library

Inmates may request to use the available Law books in the jail by asking a Housing Officer. Housing Officers supply the law books to the inmate as they become available. You should contact your attorney for specific legal information. Inmates who damage any law book may be charged for the damage or replacement of any law book



## Visitation

Inmates in this facility are given the opportunity to visit with four persons who are family or friends each day except Saturday.

Visiting hours for inmate visits are between 0900 AM hours and visits will end at 3:00PM. Visits will start again at 6:00PM – 8:00PM Sunday, Monday, Wednesday, and Friday. On Tuesday and Thursday visiting hours are 0900AM hours to 3:00PM hours. Each visit will last approximately 30 minutes. No visits on Saturday. Visitation time may be cut short due to jail needs. Visitation may have times altered or cancelled due to operational needs.

Any extended or extra visit will be approved by the shift supervisor prior to visit day.

Only four (4) visitors are allowed in the visitation booth per inmate. Persons under 18 years of age are not allowed to visit unless they are accompanied by parent or guardian.

All visitors must present acceptable forms of identification. These acceptable forms of identification are: Valid State Drivers License with photo, State Identification Cards with photo, military identification, other type of photo identification approved by shift supervisor.

Persons on furlough or pass from any correctional institution or awaiting a trial on a felony charge or felony charges in any jurisdiction are not allowed to visit. All visitors must be in proper attire, no revealing clothing will be permitted and arranging clothing to show excessive skin will be cause for ending visit. All visitors are subject to search upon entry into the jail or sheriff's office. The Williamson County Jail has the right to refuse any visitor. Any illegal activity and/or disturbance before, during, or after a visit by the inmate or visitor will be cause for ending the visit. Disciplinary action and/or criminal charges may be taken against offending inmate(s) and loss of visitation privileges may be imposed. Visitors who cause a disturbance will be escorted out of jail visitation area and visitation privilege may be revoked. **No telephones, cameras, or recording equipment may be brought into the sheriff's office or jail visitation area.**

## Commissary

Commissary purchases are made available to inmates once each week. Inmates may purchase food items and hygiene items. Other non-essential items may be purchased if they are offered. A list of commissary items

offered for sale is located in your housing cell area. At this time we use “Steller Commissary Service”. During the booking process you will be given information about how to place your commissary order via the telephone service. You must have money on your commissary account to order commissary items. If you are on a special diet, you may not be allowed certain commissary items. If you are on disciplinary or administrative assignment, you may not be allowed to purchase all items. If you are indigent for a period of two (2) weeks, you may order an indigent package. (Indigent package consist of paper, stamped envelopes, writing instrument and may consist of other indigent items)

#### Hair Cut Service

Hair clippers are available for use, ask the Housing Officer.

### 18. Inmate Grievance Procedure

You must first try to resolve problems with the Housing Officer or inmates before filing an Inmate Grievance Form. If you must file a Grievance, file the Inmate Grievance Form with the Housing Officer to address problems or conflicts.

Inmates are allowed to file a grievance when: subjected to a criminal act by another inmate, a prohibited act by a staff member, abuse, harassment, violation of civil rights, or denied privileges, without just cause, as specified in this handbook while in custody of the Williamson County Jail.

Grievance steps are as follows:

Step 1: On the Grievance Form, write a request to the Housing Officer and explain what your grievance is. If your grievance is not resolved, go to Step 2;

Step 2: Write a grievance form request to the Shift Sergeant/Supervisor stating your grievance. Include the name of the officer who already answered the grievance. If the grievance is not resolved, go to Step 3.

Step 3: Write a grievance form request to the Jail Administrator by following the same procedure you did with the Shift Sergeant/Supervisor. If the grievance is not resolved, go to Step 4.

Step 4: Write a request form to the Sheriff by following the same procedure as you did with the Jail Administrator. The Sheriff’s decision will be final.

Inmates have 24 hours from the time of an incident to file a grievance and 24 hours from each time a grievance is denied to file the next step.

Note: Inmates, who file a grievance which proves to be false, upon conclusion of the investigation, shall be subject to Disciplinary Action.

19. Disciplinary Procedures

Whenever a person is alleged to have violated a rule of behavior, a written report of the infraction shall be filed with the jail administrator within 72 hours of the occurrence of the infraction or the discovery of it, and such report shall be placed in the file of the institution or after the infraction or the discovery of it, unless the committed person is unable or unavailable for any reason to participate in the disciplinary proceedings.

**All or any of the good behavior allowance earned while you are at this jail may be revoked by the jail administrator; unless he initiates the charge, and in that case by the disciplinary board, for violation of the rules of behavior at any time prior to discharge from the institution, consistent with the provisions of ILCS 730/130.**

In disciplinary cases that may involve the loss of good behavior allowance or eligibility to earn good behavior allowance, the jail administrator shall establish disciplinary procedures consistent with the following principles:

(1) The jail administrator may establish one or more disciplinary boards, made up of one or more persons, to hear and determine charges. Any person who initiates a disciplinary charge against a committed person shall not serve on the disciplinary board that will determine the disposition of the charge. In those cases in which the charge was initiated by the jail administrator; he shall establish a disciplinary board which will have the authority to impose any appropriate discipline.

(2) Any committed person charged with a violation of rules of behavior shall be given notice of the charge, including a statement of the misconduct alleged and of the rules this conduct is alleged to violate, no less than 24 hours before the disciplinary hearing.

(3) Any committed person charged with a violation of rules is entitled to a hearing on that charge, at which time shall have an opportunity to appear before and address the jail administrator and/or disciplinary board deciding the charge.

(4) The person or persons determining the disposition of the charge may also summon to testify any witnesses or other persons with relevant knowledge of the incident. The person charged may be permitted to question any person so summoned.

(5) If the charge is sustained, the person charged is entitled to a written statement, within 14 days after the hearing, of the decision by the jail administrator or the disciplinary board which determined the disposition of the charge, and the statement shall include the basis for the decision and the disciplinary action, if any, to be imposed.

(6) The jail administrator may impose the discipline recommended by the disciplinary board, or may reduce the discipline recommended; however, no committed person may be penalized more than 30 days of good behavior allowance for any one infraction.

(7) The jail administrator; in appropriate cases, may restore good behavior allowance that has been revoked, suspended or reduced.

### Inmate Disciplinary Code

#### Purpose

This Code is designated to assure that control and discipline of inmates is consistent with due process standards prescribed by the courts and the Illinois Department of Corrections; and to promote the welfare and safety of persons within the jail, both inmates and staff personnel.

When a person is alleged to have violated a rule of behavior, a written report of the infraction shall be filed with the warden within 72 hours of the occurrence of the infraction or the discovery of it, and such report shall be placed in the file of the institution or facility. No disciplinary proceeding shall be commenced more than 8 days after the infraction or the discovery of it, unless the committed person is unable or unavailable for any reason to participate in the disciplinary proceedings.

The warden may establish one or more disciplinary board, made up of one or more persons, to hear and determine charges. The Shift Supervisor may ask another Supervisor to hold disciplinary hearings on a different shift due to officer involvement at the time of the alleged violations.

#### Minor Violations

- 5-1. Disrespectful language or conduct with officers or other inmates.
- 5-2. Disobeying orders from a staff member.
- 5-3. Entering an unauthorized area without permission.
- 5-4. Improperly clothed outside of the cellblock.
- 5-5. Refusing to help maintain sanitary conditions.
- 5-6. Retaining money on your person or in the cellblock.

- 5-7. Speaking with other inmates when out of your cellblock.
- 5-8. Gambling of any kind.
- 5-9. Taking mattress, mattress cover into dayroom.
- 5-10. Writing or marking on walls, ceilings, floors, table, jumpsuit, shoes or any other county property.
- 5-11. Covering lights or vents in the cell.
- 5-12. Hanging pictures, etc. from the walls, bars, ceiling or bunks.
- 5-13. Smoking in jail.
- 5-14. Causing a disturbance such as loud talking or yelling, banging on walls or rattling bars, horseplay of any kind.
- 5-15. Faking illness.
- 5-16. Faking ingestion of issued medication.

### Major Violations

- 6-1 Battery on an officer or another inmate.
- 6-2 Causing any disturbance resulting in injury to anyone.
- 6-3 Possession of contraband of any kind to include alcohol, fermented liquid, cannabis, tobacco, or any substance or compounds identified in 720 ILCS 5/31A.
- 6-4 Theft from person.
- 6-5 Possession of stolen property of another (including food tray).
- 6-6 Escape or attempt escape.
- 6-7 Sexual conduct with another or involvement in a sexual offense.
- 6-8 Forgery.
- 6-9 Interference with head count.
- 6-10 Interference with an officer's performance of duty.
- 6-11 Unauthorized use of telephones.
- 6-12 Setting or causing to be set any type of fire or flooding of any kind.
- 6-13 Tampering with security equipment or blocking any locking device.
- 6-14 Rioting or inciting to riot.
- 6-15 Possession of any type of weapon or item that may be used as a weapon.
- 6-16 Possession of controlled medication.
- 6-17 Extortion, blackmail, demanding or receiving money, or anything of value in return for favors or protection of any kind.
- 6-18 Attempting to be, or being, a "Block Boss" (one who has control of cellblock).
- 6-19 Being found guilty of any three minor violations within a 30 day period.
- 6-20 Killing, or attempting to kill any person.
- 6-21 Criminal damage to property.

### Administration Segregation

- A. An inmate may be segregated from the rest of the population as a part of the penalty of a minor violation or a major violation if jail authorities feel that he constitutes a threat to other inmates, officers, or to himself, but shall receive all privileges, provided security is not jeopardized.
- B. An inmate can also be segregated pending investigation if he constitutes a threat to the other inmates, officers or to himself, but shall receive all privileges, provided security is not jeopardized.

### Penalties

- A. The Jail Administrator, upon determining probable cause and guilt, shall impose a penalty in accordance with the criteria set forth below:
  - 1. Minor violations of conduct rules are those for which the penalty does not exceed a reprimand or loss of privileges for more than 72 hours.
  - 2. Major violations are those for which the penalty may be more severe, such as forfeiture of “good time” transfer to segregation or isolation confinement, transfer to higher classification of custody, any other change in status which may tend to affect adversely an inmate’s time of release, or the filing of additional charges subject to prosecution.
  - 3. The penalty for a major violation will depend on the severity of the violation, which may range from the loss of privileges in excess of 72 hours, to segregation for an undetermined length of time and will be reviewed by the Jail Administrator every 30 days.
  - 4. Any penalty imposed for a major violation will be reviewed by the jail administrator who may lessen, but not increase such penalty.
- B. The offender shall be provided with the opportunity to request a review by an impartial officer.
- C. Disciplinary procedures and/or forfeiture of “good time” shall conform to 730 ILCS 130, “County Jail Good Behavior Allowance Act.”

### 20. **Prison Rape Elimination Act**

The Prison Rape Elimination Act (PREA) is a federal law with the purpose of reducing the incidence of rape and sexual assaults in correctional settings. While detained by the Williamson County Sheriff’s Office and jail, you have a right to be safe and free from sexual abuse, sexual assault, and sexual

harassment. Report all attempted sexual assaults and harassments.

**Inmate – on – Inmate Sexual Abuse**

Sexual abuse of an inmate by another inmate includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse.

- 1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- 2) Contact between the mouth and the penis, vulva, or anus.
- 3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
- 4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

**Sexual abuse of an inmate by a staff member, contractor, or volunteer includes any of the following acts, without consent of the inmate.**

- 1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- 2) Contact between the mouth and the penis, vulva, or anus.
- 3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
- 4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
- 5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
- 6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section.
- 7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate.
- 8) Voyeurism by a staff member, contractor, or volunteer.

**Voyeurism** by a staff member, contractor, or volunteer means an invasion of privacy of an inmate by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions

**Sexual harassment includes –**

- 1) Repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an inmate, directed toward another; verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, volunteer or other persons providing services to inmates, including demeaning references to gender; sexually suggestive or derogatory comments about body or clothing; or obscene language or gestures.

**Reporting Mechanisms**

- 1) Report to staff
- 2) Inmate Grievance
- 3) Hotline
- 4) Family Members
- 5) Volunteers
- 6) Contractors
- 7) PREA Coordinator / Compliance Manager
- 8) Medical Request Form
- 9) Jail Medical Personnel

**24 Hour Hotline Number:** (618) 998-2200 INMATE PHONES DIAL: \*75

**If an inmate needs to speak with a counselor contact the Women's Center of Carbondale. They are available 24 hours a day / 7 days a week. The toll free number is: 1 (800) 334-2094 INMATE PHONES DIAL: \*74**

**Note: WCSO-JAIL Inmate phone reporting numbers: \*75 and \*74 are NOT recorded or monitored by WCSO JAIL Staff**

**Appropriate steps will be taken if an inmate needs foreign consulate assistance.**

**NOTE: All contracted medical and mental health practitioners are required to report all sexual abuse and sexual harassment allegations.**

**Exhaustion of Administrative Remedies**

- 1) There will be no time limit imposed when an inmate submits a grievance regarding an allegation of sexual abuse
- 2) Inmates aren't required to use any informal grievance process, or other attempts to resolve with staff, an alleged incident of sexual abuse.
- 3) An inmate alleging sexual abuse may choose to submit the grievance to any staff



- member and may exclude the staff member who is the subject of the complaint, and such grievance shall not be referred to staff members who may be the subject of the complaint.
- 4) Administration shall issue a final agency decision on the merits of any portion of a grievance alleging sexual abuse within ninety (90) days of the initial filing of the grievance. The ninety (90) day time period shall not include time consumed by inmates in preparing any administrative appeals.
  - 5) Administration may claim an extension of up to seventy (70) days, if the normal time period for response is insufficient to make an appropriate decision. Any inmate who alleges sexual abuse shall be notified in writing of any such extension and provide a date by which the decision will be made.
  - 6) At any level of the administrative process, if the inmate does not receive a response within the time allotted for reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.
  - 7) Third parties including other inmates, staff members, family members, attorneys, and outside advocates shall be permitted to assist inmates in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of inmates.
  - 8) If a third party files such a request on behalf of an inmate, administration may require as a condition of processing the request, that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
  - 9) If an inmate declines to have the request processed on his or her behalf, administration shall ensure the inmate's decision is documented.
  - 10) Staff shall accept emergency grievances alleging that an inmate is subject to a substantial risk of imminent sexual abuse.
  - 11) After receiving an emergency grievance alleging an inmate is subject to a substantial risk of imminent sexual abuse, staff shall immediately forward the grievance to a level of review at which immediate corrective action may be taken, shall provide an initial response within (48) hours, and shall issue a final agency decision within five (5) calendar days. Administration shall take the appropriate action and shall document such action.
  - 12) Any inmate may be disciplined for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the inmate filed the grievance in bad faith.

### **Prohibited Acts**

Sexual abuse is a crime and this facility has a zero tolerance policy for sexual assaults and abuse. An inmate or staff member who commits sexual assault shall be punished administratively and may be subject to criminal prosecution. Any and all forms of sexual assaults listed prior are prohibited by the Williamson County Sheriff's Office and jail and the law.