

EXHIBIT
“B”
PART I

**Cook County
Department
Of
Corrections**



**Rules and Regulations
For
Detainees**

Effective: June 2006

Orientation

Upon arrival to the Cook County Department of Corrections (CCDOC), each detainee will receive a written copy of the rules and regulations and an oral explanation of them. The CCDOC will also provide a written copy of the rules and regulations in any language used by a significant portion of the Department's detainee population.

A copy of the rules and regulations will also be posted in detainee areas throughout the CCDOC.

General Rules

1. Detainees must lock up immediately when so ordered.
2. Detainees must be fully clothed when outside their cells.
3. Detainees may not wear or display any type of gang sign or symbol.
4. Detainees must sweep cells, make beds, and remove garbage from cells before each morning inspection.
5. Detainees must wet mop cells at least every other day before morning inspection.
6. Detainees may not attach objects to cell, living area walls, doors, windows, or lights. Doorways must be free from obstruction.
7. Detainees may not display nude pictures or photographs.
8. Privileges begin when living unit and cells pass morning inspections.
9. Detainees will be held responsible for all damage to CCDOC property.
10. Detainees must keep dayroom area clean.
11. Detainees must have permission to enter the exercise area or multipurpose room.
12. Detainees may enter the visiting booth only when they have a visit.
13. Detainees will not be loud, boisterous or disruptive.
14. Detainees must comply with orders and directions given by correctional staff.
15. Detainees will remain silent when moved throughout the facility.
16. Detainees will not sit on stairs or tables in the living areas.
17. Detainees are required to maintain a level of personal hygiene consistent with group living.

Rights and Responsibilities of CCDOC Detainees

- a. Expect that as a human being all personnel will treat you respectfully, impartially and fairly.
- b. Be informed of the rules, procedures and schedules concerning the operation of the institution.
- c. Freedom of religious affiliation and voluntary religious worship.
- d. Health care which includes nutritious meals, the opportunity to shower regularly, proper ventilation, a regular exercise period, toilet articles, medical and dental treatment.
- e. Confidential access to the courts.
- f. The right to consult with legal counsel by mail, telephone or personal interview.
- g. Participate in the use of the law library reference materials to assist in resolving legal problems.
- h. Right to receive help when it is available at the law library.
- i. Clean and sanitary living conditions.

Prevention/Self Protection from Sexual Abuse/Attack

You may avoid an attack by keeping the following safety guidelines in mind.

1. Position yourself in "Safe Zones" areas where you can see a staff member and the staff member can see you. If you are being pressured for sex, report it to any staff member immediately.
2. Be aware of situations that make you feel uncomfortable. Trust your instincts. **IF IT FEELS WRONG, LEAVE, GET HELP, OR CALL OUT FOR A STAFF MEMBER.**
3. Don't let your manners or pride get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW."
4. Walk and stand with confidence. Many predators choose victims who look like they won't fight back or are emotionally weak.

Reporting Sexual Abuse/Assault

Get to a safe place. **REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.** The longer you wait, the more difficult it is to obtain the evidence necessary for a criminal and/or an administrative investigation. Request immediate medical attention; you may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases. Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

Treatment and Counseling for Sexual Abuse/Assault Victims

Victims of sexual abuse/assault shall be given evaluations and treatment by medical staff for any injuries inflicted by the abuse/assault. Victims may also receive counseling by psychiatric staff.

Disciplinary Procedures

Any detainee charged with the commission of any act(s), where a detainee may be subject to disciplinary segregation, is entitled to the due process procedures. Detainees will receive a copy of the four-part Disciplinary Report form stating the specific prohibited act(s) they are charged with and a brief statement of facts. Detainees will be entitled to a hearing and decision within seven (7) days excluding weekends and holidays. When a detainee is placed in disciplinary segregation before a disciplinary hearing is conducted, the Disciplinary Hearing Board will ensure that a hearing is completed within 72 hours, including weekends and holidays. The Executive Director/designee may place a detainee under "administrative lock-up" pending a disciplinary hearing or further instructions. Any time spent in pre-hearing segregation will be credited against any subsequent disciplinary detention imposed.

A detainee charged with a rule violation will have the opportunity (but is not required) to be present, make a statement, present documentary evidence and call witnesses on his or her behalf when such witnesses are reasonably available and their presence is not deemed by the Hearing Board to be unduly hazardous to departmental safety. The Disciplinary Hearing Board is empowered to impose appropriate sanctions when a charge is substantiated by information obtained in the hearing process.

Detainees have the right to appeal any decision of the Disciplinary Hearing Board by filing a written request with the Superintendent of the division in which the infraction took place. This appeal must be made within ten (10) working days from the date of being advised of the decision.

The divisional Superintendent may affirm or reverse the decision outright, return the decision back to the Hearing Board for further proceedings, or modify, but not increase the sanction imposed. A decision will be made within five (5) days, and a written copy of the decision will be provided to the detainee. The detainee will sign and date, indicating he or she has received notification of the appeal decision.

THE COOK COUNTY DEPARTMENT OF CORRECTIONS DOES NOT TOLERATE CRIMINAL ACTIVITIES OF ANY KIND. THE POSSESSION OF CONTRABAND, ASSAULTS AGAINST STAFF OR OTHER DETAINEES, AND DAMAGE TO COUNTY PROPERTY WILL BE REFERRED TO THE COOK COUNTY STATE'S ATTORNEY FOR CRIMINAL PROSECUTION.

Contraband

Items in your possession that have not been provided or approved by the CCDOC will be considered contraband, confiscated and a disciplinary report will be written.

Discipline Categories and Penalties

If you are found guilty of any of the acts listed below by a Disciplinary Hearing Board, you may receive one or more of the following penalties: loss of work assignment, loss of good time, loss of commissary privileges, loss of visitation privileges, increase in security classification, financial restitution, or any combination of the above. When the charge of "Damaging or Altering Government Property" is sustained, the Disciplinary Hearing Board may reduce or increase the infraction category/charge depending on the amount of restitution that is required. For all other infractions the Disciplinary Hearing Board may reduce the category/charge during their deliberations, however the category/charge may not be increased.

Category Penalties

- I Verbal Warning to 4 days, Dis. Seg.
- II 5 to 9 days, Disciplinary Segregation
- III 10 to 14 days, Disciplinary Segregation
- IV 15 to 19 days, Disciplinary Segregation
- V 20 to 24 days, Disciplinary Segregation
- VI 25 to 29 days, Disciplinary Segregation

CATEGORY I

- 101 Possession of excess of clothing and/or bedding.
- 102 Failure to keep cell clean.
- 103 Tattooing/possession of tattooing instruments.
- 104 Littering.
- 105 Affixing items to walls, light fixtures or windows.
- 106 Wearing headbands or head coverings without authorization.
- 107 Violation of dress code.
- 108 Storing drinks or foods other than those packaged foods purchased through commissary.
- 109 Failure to remain silent during detainee movement through the facility.
- 110 Verbally or physically demonstrating disrespect to a staff member.
- 111 Possession of contraband.
- 112 Damaging or altering CCDOC property (restitution .01-50.00).

CATEGORY II

- 201 Use of obscene language to staff and visitors.
- 202 Being in unauthorized area.
- 203 Presenting false information to sworn staff.

- 204 Violation of safety or sanitation regulations.
- 205 Engaging in inappropriate physical contact.
- 206 Making sexual threats, proposals or gestures.
- 207 Committing any act that disrupts the orderly operation of the CCDOC.
- 208 Verbal threat to another person.
- 209 Possession of unauthorized medication.
- 210 Misuse of authorized medication.
- 211 Indecent exposure.
- 212 Possession and/or manufacture of unauthorized beverages (e.g. "hooch").
- 213 Possession of unauthorized monetary items (e.g. credit cards, money, checks, Etc).
- 214 Failure to stand for count or interfering with the taking of the count.
- 215 Violation of visiting regulations.
- 216 Violation of telephone or mail regulations.
- 217 Gambling.
- 218 Smoking.
- 219 Failure to comply with the Intake procedures.
- 220 Failure to follow the directions of Court Services Deputies while being moved to/from, or during judicial proceedings.
- 221 Possession of any tobacco or any tobacco related products (i.e. cigarette papers, lighters, matches, chewing tobacco, and any other related materials).
- 222 Damaging or altering CCDOC property (restitution 50.01-100.00).

CATEGORY III

- 300 Fighting.
- 301 Refusing an order to lock up.
- 302 Committing any act(s), which necessitates a security search by staff.
- 303 Damaging or altering CCDOC property (restitution 100.01-150.00).
- 304 Possession of stolen property.
- 305 Disobeying verbal or written orders from sworn staff.
- 306 Sexual misconduct (voluntary).

CATEGORY IV

- 400 Possession of unauthorized clothing.
- 401 Committing any act that disrupts a judicial proceeding.
- 402 Throwing or projecting any item or substance.
- 403 Participating in gang-related activity or communication.
- 404 Damaging or altering CCDOC property (restitution 150.01-200.00).

CATEGORY V

- 500 Theft.
- 501 Committing any act that requires staff to use force against a detainee.
- 502 Possession of counterfeit identification.
- 503 Committing any act that requires the use of force by Court Service Deputies while being moved to/from, or during a judicial proceeding.
- 504 Unauthorized possession of staff uniform(s) or equipment.
- 505 Damaging or altering CCDOC property (restitution 200.01-250.00).

CATEGORY VI

- 600 Murder.
- 601 Assaulting any person.
- 602 Sexual assault.
- 603 Arson.

- 604 Possessing, manufacturing, introducing any weapon, ammunition, explosive caustic substance, dangerous chemicals, sharpened instruments or unauthorized tools, intoxicant, narcotic, paraphernalia, or drug not prescribed for the individual, or any other dangerous or deadly weapon or substance (e.g. homemade weapons or any sharp instrument such as scissors, fingernail files and all items identified as contraband).
- 605 Participating in riots.
- 606 Escape/escape attempt.
- 607 Battery.
- 608 Intimidation, extortion, blackmail, threats by words, action or other behavior.
- 609 Gang recruitment.
- 610 Attempting to commit any act listed in category VI, aiding and abetting any person in their commissions, planning to commit or soliciting to commit any offense will be considered the same commission as the act itself.
- 611 Participation in a disturbance requiring deployment of specialized units (e.g., K-9, S.O.R.T.).
- 612 Damaging or altering CCDOC property (restitution 250.01 and above).

Repeat Violations and Criminal Charges

Second or subsequent violations may be subject to the maximum number of days in the next highest category. Depending on the severity of the violation, criminal charges may be imposed pursuant to Illinois or Federal Law.

Restitution

Detainees are held responsible for CCDOC property damaged or destroyed while in custody of the Sheriff of Cook County. Detainees are required to pay for the repair, replacement and/or restoration of this property when it is determined by an official hearing board the detainee is responsible for the damage.

Upon a finding of GUILTY by the Disciplinary Hearing Board, the replacement cost of destroyed/damaged property will be deducted from the detainee's trust account. In the event the funds in these accounts are not adequate to satisfy the replacement cost(s), an encumbrance will be placed on future monies received by the detainee until the financial obligation is satisfied.

Satisfaction of all claims will remain on file for seven (7) years, after the date of property destruction or damage. In the event a detainee is released with an encumbrance and subsequently re-incarcerated, required payment of the debt will remain active until satisfied.

Grievances Guidelines

Detainees housed in the CCDOC may initiate written grievances regarding circumstance or action, which he/she feels may be discriminatory, oppressive or unjust. The following reasons are to be used as guidelines when determining when to file a grievance:

- 1. Alleged violations of civil, constitutional or statutory rights.
- 2. Alleged criminal or prohibited acts by staff.
- 3. Alleged violation of department policy regarding the detainee's general welfare or safety.
- 4. To resolve concerns within the facility that creates unsafe or unsanitary living conditions.

- 5. To resolve issues related to a detainee's money, property, education and medical needs.

Detainee Grievance Forms will be available in all housing units. When forms are unavailable, grievances can be submitted on plain paper. Upon completion of the **Detainee Grievance Form**, security staff will collect detainee grievances, Monday through Friday, in sealed grievance envelopes. These sealed envelopes will be delivered to the CRW in the respective division.

An independent appeal panel will review the detainee's appeal of the grievance findings.

- 1. If a detainee wishes to appeal the grievance decision, he/she may seek review directly from the Appeal Panel within 14 days of his/her receipt of the decision. Such requests for appeal should be made by contacting the CRW or by forwarding the request to the Security staff during the grievance collection process.
- 2. The Appeal Panel will investigate each grievance as well as review the detainee's basis for an appeal. The Appeal Panel will accept or deny the appeal request and notate a response. If the appeal request is declined, the grievance process for the stated issue is completed. If the appeal request is accepted, the recommendation will be forwarded to the Executive Director/designee for approval, denial and/or action. The Appeal Board's response will be forwarded to the detainee within 10 days of the appeal review date.

It should be noted that grievances cannot be initiated regarding findings of the Disciplinary Hearing Board, including restitution amounts. An appeal of the Board's findings regarding imposed discipline will be made directly to the division Superintendent or designee. All administrative decisions that effect the detainee's rights and welfare can be grieved, with the exception of Disciplinary Hearing Board decisions.

Please be reminded and assured that when the grievance is received in a sealed envelope during the collection process, the procedure is confidential, and the only authorized person to receive, process and forward the grievance is the CRW assigned to the division where the detainee is housed.

Emergency Grievances are those involving an immediate threat to the welfare or safety of a detainee. All emergency grievances placed in a sealed envelope must be clearly labeled "**EMERGENCY GRIEVANCE**". The Correctional Officer assigned to the living unit will contact a Supervisor/Shift Commander who will deliver the grievance to a CRW for review and processing.

Program, Services and Information "Request" Procedure

The programs and services described below are available to all detainees of the CCDOC, except where indicated. In most instances a **Detainee Request Form** indicating a request for information or to participate in these programs should be filled out by the detainee and given to the correctional officer assigned to the living unit. The detainee may also submit the request form to the CRW. The CRW will respond to and/or refer each request to the appropriate department.

Please note: Request for Medical, Dental and Mental Health related services should be on the Health Care Request Form and not the CCDOC request form.

Health Services

Cermak Health Services of Cook County, an affiliate of the Cook County Bureau of Health Services, provides on site medical, dental and mental health services. Hospitalization and specialized medical services are arranged with other Bureau affiliates (Stroger, Oak Forest and Provident Hospitals). The on site services include:

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| -Intake screening | -Specialty Clinics |
| -Emergency Room | -Infirmery |
| -Health Education | -Dental |
| -Therapy Services | -Sick call |
| -Outpatient dialysis | -Mental Health |

Detainees can fill out a Health Services Request Form to request healthcare services. This form is available from the Cermak staff or it can be found in the housing area on the wall mounted black painted container marked "Health Request Box." After the form is filled out it is to be put inside this container.

Social Services

Correctional Rehabilitation Workers (CRWs) are available to aid in requests for information, process referrals and seek resolution of detainee complaints, grievances, and ongoing concerns. CRW's are assigned in each division and will provide information/services Monday thru Friday, excluding government holidays. They also act as the detainee's link with families, friends and other various outside agencies. CRWs may assist in arranging emergency phone calls. Pre-paid stamped envelopes may be given to indigent detainees when available. Issues regarding money, the release of personal property and documents requiring a detainee's signature will also be handled by the CRW.

Law Library Services

All detainees housed in the CCDOC will have access to legal information related to their case(s). Law libraries located throughout the department are made available for this purpose.

Law Library Services are available twice daily, Monday thru Friday for researching criminal and civil matters. Law Library sessions will be, at minimum, one hour and a half.

Detainee Request Forms must be utilized for accessing each session. Access requests will be limited to one session per day, once per week. The request forms will be forwarded to the Law Library for scheduling.

1. Detainees with court orders that stipulate Law Library access, and those detainees who act as their own attorney, will be allowed access according to the provisions of the court order.
2. Detainees that have pending court dates; with the closest upcoming court date will be allowed access.

Photocopies and assistance with postage for legal mail is available to the detainee; however if the detainee is indigent these services will be provided without cost. Please see the Law Library staff for guidelines and limitations.

Religious Services

Religious volunteers provide spiritual guidance, bible studies, Holy Day observation programs and worship

services for many denominations on a regular basis. In addition, chaplains provide individual counseling.

Educational Programs

Eligible detainees from 17 to 21 years of age may enroll in the Chicago Public School/York Alternative High School. Detainees may work toward achieving a G.E.D. and/or classroom credits. This program is available to all detainees in every security classification. If more information is needed, please submit a **Detainee Request Form**. The CRW will refer all requests directly to the designated school representative.

Programmed Activities for Correctional Education (PACE) is a non-profit educational program available to detainees of any age. This program offers literacy education, volunteer tutorials and G.E.D. preparations. In addition, individual and group educational counseling is available. This program is not open to all detainees, more information can be obtained from the CRW.

City Colleges of Chicago provides G.E.D. preparation instruction to detainees 22 years of age and older. This program is not open to all detainees; more information can be obtained from the CRW.

Substance Abuse Treatment

Detainees who desire to begin a treatment program for substance abuse should complete a **Detainee Request Form**. All requests will be forwarded to a Drug Unit Coordinator for review and consideration. Participation in this program is limited to space availability and security classification requirements.

Sheriff's Female Furlough Program (SFFP)

SFFP combines the use of electronic monitoring devices and components of daytime programming to provide selected participants with a maximum level of supervision as well as the opportunity to participate in life skills programming.

Administrative Mandatory Furlough (AMF)

When the AMF program is being utilized, detainees are automatically screened for eligibility. Detainees that meet eligibility requirements may be released on AMF. If incarceration or case information has changed after intake, detainees can submit a request for reconsideration. The CRW will forward this request to the Classification Department for review and consideration.

Electronic Monitoring (EM)

Upon entry into the CCDOC, all detainees are automatically screened for eligibility. Detainees that meet eligibility requirements may be release on EM. If incarceration or case information has changed after intake, detainees can submit a request for reconsideration. The CRW will forward this request to DCSI for review and/or response.

Department of Community Intervention and Supervision (DCSI)/Day Reporting

Detainees participating in the EM program are automatically screened for eligibility. Detainees that meet requirements may be released on Day Reporting.

Chicago Legal Aid to Incarcerated Mothers (CLAIM)

A non-profit agency that provides free legal services to incarcerated mothers to help benefit their children and families.