

Coles County Sheriff's Office

S.O.P.

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COLES COUNTY SHERIFF'S OFFICE POLICY MANUAL

TABLE OF CONTENTS

ADMINISTRATION

101	ACCESS TO INFORMATION
102	ADMINISTRATIVE ORDERS
103	AUTHORITY TO RELEASE FROM DUTY
105	CELLULAR TELEPHONES
106	CHAPLAIN PROGRAM
107	COMMUNICATION WITH HEARING IMPAIRED
108	CONTROL OF COMMUNICABLE DISEASES
109	D.A.R.E. PROGRAM
110	DEPARTMENTALLY OWNED VEHICLES
111	DISCIPLINE
113	DUTY UNIFORM
114	EMPLOYEE EVALUATIONS
118	HARASSMENT IN THE WORKPLACE
119	HIRING AND PROMOTION
120	INCIDENT NOTIFICATION
121	INTERNAL INVESTIGATIONS
122	INTERNET USAGE/SOCIAL NETWORKING
123	INTERNSHIP PROGRAM
124	LEAVE OF ABSENCE
125	LIGHT DUTY
126	LIMITED ENGLISH PROFICIENCY SERVICES
127	MEDIA RELATIONS
128	NATIONAL INCIDENT MANAGEMENT SYSTEM
129	ON CALL WRECKER SERVICE
130	ON DUTY INJURIES
131	ORGANIZATIONS
132	PART-TIME EMPLOYEES
133	PAY AND BENEFITS
134	PERSONAL APPEARANCE
135	RELEASE OF EMPLOYEE INFORMATION
137	RIDE ALONG PROGRAM
138	RULES OF CONDUCT
139	SEX OFFENDER REGISTRATION AND COMPLIANCE
140	SIX MINUTE TRAINING
141	SMOKING CONTROL

CORRECTIONS

202	DELINQUENT JUVENILE DETENTION
203	DISPENSING INMATE MEDICATION

- 205 EMERGENCY RESTRAINT CHAIR
- 206 GERBER E-Z OUT RESCUE TOOL
- 208 INMATE FOOD SERVICES
- 210 INMATE MAIL
- 212 INMATE PHONE CALLS
- 213 INMATE PROPERTY
- 214 INMATE RELIGIOUS SERVICES
- 216 INMATE VISITATION
- 217 INMATE WEDDINGS
- 218 JAIL CLEANLINESS

INVESTIGATIONS

- 301 CASE INVESTIGATIONS
- 306 IMPOUNDED VEHICLES/ASSET FORFEITURE
- 307 RELEASE OF INFORMATION

PATROL

- 401 ACCIDENT REPORTS
- 402 CIVIL PROCESS SERVICE
- 404 DESTROYING ANIMALS
- 405 DOMESTIC VIOLENCE INCIDENTS
- 408 IN CAR VIDEO RECORDING EQUIPMENT
- 409 JUVENILES
- 411 MISSING PERSONS
- 413 PATROL SHIFT LOG
- 416 REFERRAL AND TRANSPORTATION OF MENTALLY DISABLED PERSONS
- 419 TOWING/TAGGING/ABANDONED VEHICLES

ADDENDUM

COLES COUNTY SHERIFF'S OFFICE AND LABOR COUNCIL CONTRACT
COLES COUNTY SHERIFF'S OFFICE MERIT COMMISSION ACT
COLES COUNTY SHERIFF'S OFFICE ORGANIZATIONAL CHART

Section: ADMINISTRATION
Title: ACCESS TO INFORMATION

POLICY **The Coles County Sheriffs Office supports the policy of providing access to public records. The Coles County Sheriff’s Office is also very aware of the confidentiality restraints placed on every member of the criminal justice system of this state. Information collection and management is one of the most important tools of any law enforcement agency. Given these considerations, the Coles County Sheriff’s Office has adopted a policy designed to provide access to any and all records in the possession of the Coles County Sheriff’s Office, while ensuring the adherence to any legally imposed confidentiality. To implement this, the Coles County Sheriff’s Office has set forth the following procedure.**

INFORMATION REQUESTS All requests for release of information under the Freedom of Information Act shall be directed to the Coles County Sheriff’s Office administrative offices located at 701 7th Street Charleston Illinois 61920. The telephone number for the administrative office of the Coles County Sheriff’s Office is (217) 348-0585. All requests should be made during normal office hours, Monday through Friday from 8:00 a.m. to 4:00 p.m. Information requests should be directed to the chief deputy in regard to all matters pertaining to the Coles County Sheriff’s Office.

REQUEST FORMAT All requests for information must comply with the Freedom of Information Act. All requests for information pursuant to the Freedom of Information Act must be in written form, unless an exception is given by the Coles County Sheriff’s Office. All requests for information pursuant to the Freedom of Information Act must include the requestor's name, address, phone number, a complete description of the information requested, and an indication if the requestor is interested only in viewing the information or copying it as well.

RESPONSE FORMAT All responses by the Coles County Sheriff’s Office to requests for information pursuant to the Freedom of Information Act shall be in written form unless otherwise agreed to by the Coles County Sheriff’s Office. The Coles County Sheriff’s Office shall respond to all requests for information pursuant to the Freedom of Information Act within seven (7) working days of the request. The Coles County Sheriff’s Office, upon written notification to the requestor, may extend the date of response an additional seven (7) working days. If this becomes necessary, the requestor must receive written notification of the extension during the initial seven (7) working day period.

Section: ADMINISTRATION
Title: ACCESS TO INFORMATION

TYPES OF RESPONSES

The Coles County Sheriff's Office shall answer every request for information in one (1) of three (3) ways. The Coles County Sheriff's Office may approve the request and provide all the requested information. The Coles County Sheriff's Office may approve the request but provide the information requested with certain portions deleted. In some cases it will be necessary to release documents with certain portions deleted in order to comply with the laws pertaining to confidentiality. Examples would include, but not be limited to, the deletion of minors' names, names of suspects, the names of informants, criminal history information, etc. The Coles County Sheriff's Office may deny the request. All request denials shall be in written form citing the section of the Freedom of Information Act that exempts the material requested. This notification will also include the officer's name, who made the decision, and advise the requestor of his/her right to appeal the decision.

A request for information may be denied if the information requested is excluded by the Freedom of Information Act or if complying with the request would create an undue burden on the Coles County Sheriff's Office. If the latter is the case, the request will not be denied until an attempt has been made to agree upon a more manageable amount of information with the requestor.

RELEASE OF INFORMATION

Original documents will not leave the Coles County Sheriff's Office unless by subpoena or by the authority of the sheriff. In the case of an approved request to simply view information, the Coles County Sheriff's Office will provide suitable space for the requestor to review the documents. Coles County Sheriff's Office employees may be present while documents are viewed. The Coles County Sheriff's Office also reserves the right to ban any and all briefcases, bags, large purses, etc. from the area in which the documents are being viewed.

In the event the approved request is for copies of documents, the Coles County Sheriff's Office staff shall provide the copies or instruct the requestor on the operation of the copier. All copies of information provided pursuant to the Freedom of Information Act will cost \$5.00 per copy of the initial report and 25 cents per page for any supplemental reports attached to the initial report. The chief deputy shall have the discretionary power to waive any copy charge in the case of an indigent requestor.

APPEALS PROCESS

An individual, whose request for information has been denied by the Coles County Sheriff's Office Freedom of Information Officer, may appeal the decision to the sheriff or chief deputy. All appeals must be in written form addressed to the sheriff or chief deputy. A request for an appeal shall include the requestor's name, a complete description of the requested information, a copy of the denial, and a statement by the

Section: ADMINISTRATION

Title: ACCESS TO INFORMATION

requestor indicating why the denial should be rescinded. The officer considering the appeal shall respond, in writing, within seven (7) working days after the receipt of the appeal request. An individual who disagrees with the results of the Coles County Sheriff's Office appeal process may take the matter before the courts.

Section: ADMINISTRATION
Title: ADMINISTRATIVE ORDERS

POLICY **The Coles County Sheriffs Office recognizes that it is necessary for their administrators to convey to their staff, instructions pertaining to the functions of the Coles County Sheriff’s Office. The Coles County Sheriffs Office has therefore instituted procedures for conveying those instructions.**

GENERAL ORDERS General orders are written directives issued by the sheriff, which remain in full force and effect until amended or rescinded by the sheriff. These directives establish procedures, policies, or regulations, which affect the entire staff of the Coles County Sheriff’s Office. They are the most authoritative directives and take precedence over all other directives. General orders will become part of the Coles County Sheriffs Office Operations Manual when necessary. Changes in procedures for limited periods of time should not be made by a general order, but rather by a special order.

SPECIAL ORDERS Special orders are written directives issued on the administrative level which are given to govern particular situations. If the special order is not one that will be incorporated into the operations manual, it requires an expiration date. If the special order is to be incorporated into the operations manual, the special order will remain in effect until the next revision of the operations manual has been published. In this circumstance, the special order will not require an expiration date.

DIRECT ORDERS Direct orders are orders given either verbally or in written form by a superior directly to one particular individual within the Coles County Sheriff’s Office.

RESPONSIBILITY OF OFFICERS IN REGARD TO ORDERS It shall be the responsibility of an officer to read, understand, remain familiar with, and follow the administrative rules and regulations of the Coles County Sheriff’s Office. An officer shall read, understand, and carry out the policies and procedures of the Coles County Sheriff’s Office. An officer shall remain aware of all general, special, and standing orders of the Coles County Sheriff’s Office and comply with the same. An officer shall obey direct orders issued by a command officer or other designated supervisory personnel. It shall be the responsibility of an officer to read, understand and comply with all memos issued by the administration of the Coles County Sheriff’s Office that are directed to him/her.

Section: ADMINISTRATION

Title: ADMINISTRATIVE ORDERS

It shall be the responsibility of all command officers to ensure that the officers assigned to them are aware of, and are in compliance with all orders issued by the Coles County Sheriff's Office. An officer shall not alter, destroy, or deface official written orders, memos, or notices of the Coles County Sheriff's Office.

Section: ADMINISTRATION
Title: AUTHORITY TO RELEASE FROM DUTY

POLICY Under certain circumstances it may become necessary to relieve an employee from duty. This should only be done in order to protect the best interest of the Coles County Sheriff's Office, the employee affected, and/or the community at large. Any supervisor of the Coles County Sheriff's Office may relieve an employee from duty with pay pending an administrative investigation.

FACTORS TO CONSIDER Supervisors should only relieve officers from duty for acts of misconduct that create a safety hazard, are of a serious nature, or indicate the use of drugs or alcohol. A supervisor should be able to articulate the basis for relieving an employee from duty either by referring to personally observed behavior or actions observed by other parties. Physical evidence related to an employee's misbehavior should be gathered and preserved as well.

The supervisor should also take into consideration the nature of the incident involving the administrative leave with pay when releasing the employee from duty. If the condition of the employee is such that he/she is intoxicated or injured the employee should not necessarily be allowed to drive or may even require transportation to a hospital for treatment.

**PROCEDURE:
SUPERVISOR'S
RESPONSIBILITIES** When relieving an employee from duty the supervisor shall advise the employee of the reason for so doing. The supervisor shall inform the employee that he/she is on administrative leave with pay and is to leave the premises of the Coles County Sheriff's Office.

The supervisor shall have the employee relinquish any county owned property such as a vehicle or other equipment. The employee shall also be relieved of his/her authority to perform law enforcement actions.

In certain circumstances the employee may be told not to return to the Coles County Sheriff's Office property without first obtaining permission from a command officer. The supervisor might also feel it necessary to disarm the employee if that employee's actions so warrant. The supervisor shall see to it that the employee is given transportation to his/her residence if necessary.

Section: ADMINISTRATION
Title: AUTHORITY TO RELEASE FROM DUTY

The supervisor shall verbally notify the chief deputy of the circumstances necessitating the release of the employee from duty. This will be done as soon as is practicable. The supervisor shall also notify the sheriff of the reasons for relieving the employee from duty by memorandum no later than the termination of the supervisor's current shift of work. The supervisor shall be responsible for executing a report on the incident as soon as possible and for submitting that report to the chief deputy.

**PROCEDURE:
EMPLOYEE'S
RESPONSIBILITIES**

An employee who is on administrative leave with pay shall report daily, by telephone, to his/her normal supervisor. The employee shall daily notify his/her supervisor of his/her location and contact phone number.

If applicable, the employee shall obtain medical attention while on administrative leave with pay. In such circumstances the employee shall not return to duty without a medical release, signed by a physician.

**ADMINISTRATIVE
LEAVE**

The sheriff or his designee shall prepare a memorandum outlining the conditions of the employee's administrative leave. The memorandum should state that the employee is relieved of his/her authority to perform law enforcement duties and to utilize county equipment and vehicles. The document should inform the employee of his/her obligation to report by telephone at the start his/her normal work shift to the employee's supervisor at that supervisor's normal place of assignment. Any other conditions or requirements deemed necessary by the sheriff should be enumerated as well.

Section: ADMINISTRATION
Title: CELLULAR PHONES

POLICY

The use of cellular phones can enhance operations within the Coles County Sheriff’s Office by improving communication. Cellular phones may be used by officers to conduct official business when the use of radio communication or hard line telephones is inappropriate, unavailable, or inadequate to meet communication needs. The use of telecommunications equipment of the Coles County Sheriff’s Office for personal use is forbidden and the administration may examine the use of Officer telecommunications to ensure proper use. **THERE IS NO EXPECTATION OF PRIVACY AND CONSEQUENTLY NO UNREASONABLE INVASION OF PRIVACY ON ANY DEPARTMENT ISSUED TELECOMMUNICATIONS EQUIPMENT.** To ensure that cellular phones will be used appropriately by officers of the Coles County Sheriff's Office the following guidelines shall be followed:

DEPARTMENT OWNED CELLULAR PHONES

Cellular phones may be made available to officers of the Coles County Sheriff’s Office to be used in the course of official business only. Officers should only use department owned cellular phones for legitimate police functions. Exceptions may be made for family situations or personal matters that require attention and where alternative forms of communication are not suitable or easily available.

Department owned cellular phones may be used in off duty situations only for conducting police related business. These situations might include out-of-county training or after duty public relations assignments.

GENERAL GUIDELINES

Cellular phones shall be used to augment departmental communication systems but shall not be utilized as a substitute for radio communication. Officers should not use department owned cellular phones for car-to-car communication when other means of communication are available and appropriate.

Approved cellular phone use includes but is not limited to the following types of communications:

- * Conveyance of sensitive or restricted information
- * Undercover operations

Section: ADMINISTRATION
Title: CELLULAR PHONES

- * Lengthy communication with supervisors or command personnel
- * Communication beyond normal radio range
- * Incidents in which immediate contact with a reporting person by an officer is critical
- * Incidents where the use of a hard line telephone is appropriate but the telephone is not available

Cellular phone numbers should not normally be provided to the public. Exceptions to this may be made when immediate future contact between an officer and a victim, witness, or other person may be critical.

Cellular phone numbers of members of the Coles County Sheriff's Office shall not be provided to individuals not affiliated with the Coles County Sheriff's Office. Exceptions to this shall only be made when an employee requests that his/her cellular phone number be given to a specific individual.

Police reports should not be taken using a cellular phone unless the reporting person is not available within Coles County and delaying the report is not appropriate. In most instances a cellular phone should be utilized to contact the reporting person and arrange a meeting place and time.

An officer should not operate a vehicle while using a cellular phone unless circumstances dictate that the officer do so. Whenever possible, an officer should stop his/her vehicle in a safe location off the roadway when using a cellular phone. An exception to this would be if the officer has access to a hands-free operational device that is approved by the Coles County Sheriff's Office.

Cellular phones should not be used if they may be disruptive to others. Photo messaging capabilities are prohibited unless they can clearly be linked to the conducting of official police business.

Any financial charges incurred by cellular phone use should be limited and clearly linked to necessary usage. Random periodic audits of officer usage of department owned cellular phones may be made at the discretion of the Coles County Sheriff's Office

Section: ADMINISTRATION
Title: CELLULAR PHONES

Administration or designated personnel.

**PERSONAL
CELLULAR
PHONES**

Officers electing to carry personally owned cellular phones while on duty must obtain approval from their section supervisor. Officers using personally owned cellular phones while on duty shall provide their section supervisor with that cellular phone number.

Use of personally owned cellular phones, while on duty, either by voice or data transmission, should be restricted to essential communications and should be limited in length. Engagement in multiple or extended conversations unrelated to official business or similar use that interferes with the performance of an officer's duty is prohibited.

Section: ADMINISTRATION
Title: CHAPLAIN PROGRAM

POLICY **In an effort to meet the spiritual and personal needs of the employees of the Coles County Sheriff’s Office a Chaplain Program shall be instituted. The Chaplain shall be responsible for performing duties of a spiritual nature in a non-denominational manner.**

- QUALIFICATIONS**
- * The Chaplain is a voluntary position.
 - * The Chaplain shall be appointed by the Sheriff or his designee.
 - * The Chaplain shall be an ordained or licensed Chaplain, Minister, or Clergy member.
 - * The Chaplain shall successfully complete a background check.
 - * The Chaplain should possess a valid driver’s license.

DUTIES AND RESPONSIBILITIES

The Chaplain shall offer non-denominational spiritual counseling to employees who are experiencing personal problems. The Chaplain shall visit sick or injured employees at home or in the hospital as requested. The Chaplain shall be available to accompany supervisory staff in notifying family members of employees who have been seriously injured or killed in the line of duty.

The Chaplain shall make himself/herself available to respond to a specific scene or incident at the request of the Sheriff or his designee. The Chaplain shall provide support services at the scene of major disasters. The Chaplain shall be a liaison to other religious leaders in the community on behalf of the Coles County Sheriff’s Office.

The Chaplain may attend official events and ceremonial functions involving the Coles County Sheriff’s Office, and may provide invocations and benedictions upon request. The Chaplain may attend and/or participate in funerals of active or retired members of the Coles County Sheriff’s Office.

The Chaplain may ride along with deputies if they wish. The Chaplain may also attend roll call meetings and conduct appropriate presentations for in-service training upon request. The Chaplain shall attend administrative meetings and functions in connection with the Chaplain Program.

Section: ADMINISTRATION
Title: CHAPLAIN PROGRAM

ORIENTATION The Chaplain shall go through an orientation process to become familiar with the employees of the Coles County Sheriff’s Office and their duties. The Chaplain shall also review and understand the Standard Operating Policy/Procedure of the Chaplain Program.

LIMITATION ON DUTIES The Chaplain shall be provided with Coles County Sheriff’s Office credentials to readily identify him/her to employees and the public. The Chaplain shall only wear the credentials when engaged in official activities.

The Chaplain shall not be issued or allowed to use any law enforcement equipment. The Chaplain has no arrest power or law enforcement authority and shall not take any law enforcement action while performing his/her duties. When on a ride along the Chaplain shall obey the instructions of the deputy with whom he/she is riding. The Chaplain shall not exit the squad car at a scene unless told to do so by the attending deputy.

The Chaplain shall maintain confidentiality of communications in regard to persons requesting assistance. Exceptions may only be made by written permission from the person requesting assistance, or if there is a clear and immediate probability of physical harm to that person or others.

CHAIN OF COMMAND The Sheriff or his designee shall coordinate the Chaplain Program and any training to be given to the Chaplain. The Coles County Sheriff’s Office Chaplain will report to the Sheriff or his designee.

Section: ADMINISTRATION
Title: COMMUNICATING WITH THE HEARING IMPAIRED

POLICY

It is the policy of the Coles County Sheriff’s Office to ensure that a consistently high level of service is provided to all community members, including those who are deaf or hard of hearing. This agency has specific legal obligations under the “Americans With Disabilities Act” and the “Rehabilitation Act” to communicate effectively with people who are deaf or hard of hearing. This policy will assist in seeing that the Coles County Sheriff’s Office meets this need and its obligations.

OVERVIEW

People who are deaf or hard of hearing are entitled to a level of service equivalent to that provided to other persons. The Coles County Sheriff’s Office will make every effort to ensure that its officers and civilian employees communicate effectively with people who are deaf or hard of hearing. Effective communications with a person who is deaf or hard of hearing involved in an incident, whether as a victim, witness, suspect, or arrestee, is essential in ascertaining what actually occurred, the urgency of the matter, and type of situation.

Various types of communication aids, known as “auxiliary aids and services” are used to communicate with people who are deaf or hard of hearing. These aids include use of gestures or visual aids to supplement oral communications; use of a notepad and pen or pencil to exchange written notes; use of an assistive listening system or device to amplify sound for persons who are hard of hearing; or use of a qualified oral or sign language interpreter.

The type of aid that will be required for effective communications will depend on the individual’s usual method of communication, and the nature, importance, and duration of the communication. In many circumstances, oral communication supplemented by gestures and visual sign language or oral interpreter may be needed to communicate effectively with persons who are deaf or hard of hearing. The more lengthy, complex, and important the communication, the more likely it is that a qualified interpreter will be required for effective communication. For example:

- * If there has been an incident and the officer is conducting witness interviews, a qualified sign language interpreter may be required to communicate effectively with someone whose

Section: **ADMINISTRATION**

Title: **COMMUNICATING WITH THE HEARING IMPAIRED**

primary means of communication is sign language. A qualified oral interpreter may be required to communicate effectively with someone who has been trained to speech read (read lips).

- * If a person is asking for directions to a location, gestures or an exchange of written notes will likely be sufficient to communicate effectively.

To serve each individual effectively, primary consideration should be given to providing the type of communication aid or service requested by the individual. Officers should find out from the person who is deaf or hard of hearing what type of auxiliary aid or service he or she needs. Officers should defer to those expressed choices unless there is another equally effective way of communicating, given the circumstances, length, complexity, and importance of the communication, as well as the communication skills of the person who is deaf or hard of hearing. The individual's choice of communication aid may not be used if so doing would fundamentally alter the nature of the law enforcement activity in question or would cause an undue administrative or financial burden. Only the sheriff or his/her designee may make this determination.

The input of people who are deaf or hard of hearing who are involved in incidents is just as important to the law enforcement process as the input of others. Officers must not draw conclusions about incidents unless they fully understand, and are understood by, all those involved, including people who are deaf or hard of hearing. People who are deaf or hard of hearing must not be charged for the cost of an auxiliary aid or service needed for effective communication.

**ON CALL
INTERPRETIVE
SERVICES**

The Coles County Sheriff's Office will maintain a list of language and oral interpreting services that are available (on-call 24 hours per day) and willing to provide qualified interpreters as needed. Each of these services will be chosen after having been screened for the quality and skill of its interpreters, its reliability, and other factors such as cost. The Coles County Sheriff's Office will update this list annually.

A qualified sign language or oral interpreter is one who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Accordingly, an interpreter must be able to sign to the deaf

Section: ADMINISTRATION

Title: COMMUNICATING WITH THE HEARING IMPAIRED

individual, or interpret to the person who speech reads, what is being said by the officer and be able to voice to the officer what is being signed or said by the deaf individual. The interpreter must be able to interpret in the language the deaf person uses (American Sign Language or Signed English) and must be familiar with law enforcement terms and phrases. Because a qualified interpreter must be able to interpret impartially, a family member, child, or friend of the individual who is deaf may not be qualified to render necessary interpretation because of factors such as professional, emotional, or personal involvement, or considerations of confidentiality. Although a “qualified” interpreter may be certified, a certified interpreter is not necessarily “qualified” if he/she is not a good communications match for the deaf person or for the situation.

**TECHNIQUES TO
COMMUNICATE
EFFECTIVELY**

Officers may utilize the following auxiliary aids, to communicate effectively:

- * Use of a computer or typewriter
- * Use of a qualified oral or sign language interpreter

Section: ADMINISTRATION
Title: CONTROL OF COMMUNICABLE DISEASES

POLICY

It is the responsibility of the Coles County Sheriffs Office to ensure that its members are able to perform their duties in a safe and effective manner. The safe performance of daily operations has become threatened by life endangering communicable diseases. In order to provide protection against transmission of infectious diseases, the Coles County Sheriff's Office shall continuously provide employees with up to date safety procedures and information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases.

PRECAUTIONARY PROCEDURES

All members of the Coles County Sheriff's Office shall treat all blood and other potentially infectious materials, as defined in the Occupation Safety and Health Act, as health threats. Employees of the Coles County Sheriff's Office shall follow all precautionary measures outlined the Occupational Safety and Health Administration (O.S.H.A.) document # 1910-1030(b).

Whenever an employee of the Coles County Sheriff's Office comes in contact with blood or other potentially infectious materials, that person shall immediately, or as soon as possible, wash the affected area with soap and water and then properly dry the skin involved. An employee of the Coles County Sheriff's Office who is exposed to blood or other potentially infectious materials in the field, where hand washing facilities are not available, shall use antiseptic hand cleaners or towelettes, which shall be provided by the Coles County Sheriff's Office. When antiseptic hand cleaners or towelettes are used, hands or other affected skin areas shall be washed with soap and water as soon as possible thereafter.

An employee of the Coles County Sheriff's Office shall wear protective gloves and/or other protective devices if exposure to blood or other potentially infectious materials is likely to be encountered. After removal of protective gloves or other protective devices, affected skin areas shall be washed with soap and water. An employee shall not smoke, eat, drink, apply cosmetics or lip balm, or handle contact lenses in the immediate area of body fluids.

An employee of the Coles County Sheriff's Office shall handle all sharp instruments, such as needles, knives, and broken glass, with extreme care, avoiding physical contact with these items when possible using a broom and dustpan or other mechanical means when practical. An officer searching inmates or suspects shall use

Section: ADMINISTRATION
Title: CONTROL OF COMMUNICABLE DISEASES

extreme caution, having individuals empty their pockets first if this is practical considering safety concerns. When searching a purse, an officer shall carefully empty the contents directly from the purse by turning it upside down. When searching hidden areas, such as under car seats, an officer shall use caution, visually examining the area before reaching into it.

**PERSONAL
PROTECTIVE
EQUIPMENT**

The Coles County Sheriff’s Office shall provide personal protective equipment to all employees of the Coles County Sheriff’s Office. This equipment shall be of a type that does not permit blood or other body fluids to reach the employee's flesh or clothes under normal conditions if worn correctly. Personal protective equipment shall be available from the quartermaster and shall be kept in each squad car, in the correctional facility, and the front offices.

Personal protective equipment shall include the following:

- * Disposable surgical gloves
- * Face shields and/or masks
- * Raincoats or gowns
- * Antiseptic hand cleaner or towelettes
- * Plastic CPR mouthpieces equipped with a one-way valve or other authorized barrier
- * Puncture proof plastic containers for needles or other sharp instruments
- * Appropriately marked plastic or paper bags for storage of contaminated items
- * Surgical caps or hoods and shoe covers

An officer may utilize riot helmets, face shields, and duty raincoats for head, face and body protection.

**USE OF
PERSONAL
PROTECTIVE
EQUIPMENT**

Disposable gloves shall be worn whenever an employee of the Coles County Sheriff’s Office can be reasonably expected to have contact with blood, other body fluids, non-intact skin or contaminated items or surfaces.

Face shields, masks, gowns (or raincoats) shall be worn by an

Section: ADMINISTRATION
Title: CONTROL OF COMMUNICABLE DISEASES

employee of the Coles County Sheriff’s Office whenever splashes, sprays, splatters or droplets of blood, or other body fluids may be generated, and eye, nose or mouth contamination can be expected. Surgical caps or hoods and shoe covers should be worn in instances where gross contamination can reasonably be expected.

A cardiopulmonary resuscitation (CPR) mask shall be worn by an employee of the Coles County Sheriff’s Office whenever he/she performs cardiopulmonary resuscitation (CPR) to provide a physical barrier between the victim and the employee performing mouth to mouth resuscitation.

A plastic puncture proof container shall be used for disposal of contaminated needles or other sharp instruments. Needles and/or other sharp instruments shall be disposed of without shearing or breaking the item.

Paper bags shall be used to store evidence that has been contaminated with blood or other body fluids. These items shall be air dried before being placed in a bag. The bags shall be identified as containing contaminated materials, specifying the body fluid involved (blood, urine, etc.).

It shall be the responsibility of each individual employee of the Coles County Sheriff’s Office to see that used disposable personal protective equipment assigned to them is replaced by obtaining new equipment from the quartermaster. In cases of equipment stocked for general use in the correctional facility, shift supervisors shall see to it that these stocks are replenished from the quartermaster.

Shift supervisors shall insure that subordinates use personal protective equipment as required. On occasion an employee of the Coles County Sheriff’s Office may decline to use personal protective equipment. This could be because in the employee’s professional judgement the use of the equipment would pose an increased hazard to the safety of those involved in the incident or would prevent the delivery of health care or public safety services. In such a case, the employee’s immediate supervisor shall conduct an investigation of the incident. That supervisor shall submit a written report to the section supervisor outlining the incident.

**CLEANUP AND
DISPOSAL OF
CONTAMINATED
MATERIAL**

An employee of the Coles County Sheriff’s Office shall insure that all work areas he/she is assigned to are maintained in clean and sanitary condition. All work area surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as possible

Section: ADMINISTRATION
Title: CONTROL OF COMMUNICABLE DISEASES

after contamination by blood or other body fluid. In cases where applicable, a solution of one (1) part bleach to nine (9) parts water shall be used for disinfecting a surface.

The only "Potentially Infectious Medical Waste", as defined by Chapter 415, Illinois Compiled Statutes, Act 5, Paragraph 3.84, that employees of the Coles County Sheriff's Office are likely to come in contact with is human blood and blood products (415 ILCS 5/3.84 (a)(3)) which is defined as discarded waste human blood, blood components (e.g. serum and plasma), or saturated material containing free flowing blood or blood components. "Saturated Material" is material from which blood can be wrung out. Therefore contaminated material, including disposable protective equipment, shall be secured in a plastic trash bag and disposed of in a regular trash receptacle. If the item involved is saturated, it shall be air dried and then disposed of as above described.

Puncture proof, plastic containers which are full of needles and/or other sharp instruments shall be placed in a larger card board box which will be collected by a firm contracted with by the Coles County Sheriff's Office. The nurse working the Coles County Jail will over see this process.

Contaminated laundry shall be separated and laundered at the expense of the Coles County Sheriff's Office. Instances involving officer's uniforms, the contaminated uniform shall be changed, brought to the Coles County Sheriff's Offices and laundered or dry cleaned at the expense of the Coles County Sheriff's Office.

**POST-EXPOSURE
FOLLOW-UP**

Any employee of the Coles County Sheriff's Office who has an exposure incident shall immediately notify his/her supervisor. Immediate medical treatment shall be obtained at an approved health care facility.

Any employee of the Coles County Sheriff's Office involved in an exposure incident shall fully document the incident explaining the route of exposure, the circumstances surrounding the exposure, and a description of the protective equipment used. The report shall be reviewed by the employee's immediate supervisor and forwarded to the section supervisor.

The blood of the individual who contaminated the employee shall be tested as soon as possible, after consent is obtained, to determine HBV and HIV infection. If consent is not obtained, the Coles County Sheriff's Office shall establish that legally required consent

Section: ADMINISTRATION
Title: CONTROL OF COMMUNICABLE DISEASES

cannot be obtained. If the source individual is already known to be infected with HBV or HIV, testing need not be conducted. Where possible, the results of the source individual's testing shall be made available to the exposed employee.

Post-exposure medical treatment, evaluation, and counseling shall be provided by a health care professional at the expense of the Coles County Sheriff's Office. All written evaluations will also be made available to the exposed employee within fifteen (15) days after completion of the medical evaluation.

**RECORD
KEEPING**

The chief deputy shall maintain an accurate record of each employee performing duties likely to involve occupational exposure. The records shall include the following:

- * The name and social security number of each Department member
- * A copy of all hepatitis B vaccination records, including vaccination dates and medical records relative to the employee's ability to receive vaccinations
- * Declination forms or written statements from employees who do not wish to be vaccinated
- * A copy of reports concerning any exposure incidents
- * A copy of post-exposure information supplied to the Coles County Sheriff's Office by health care professionals

All medical records shall be kept confidential and will not be disclosed or reported without the affected employee's consent.

Training information regarding communicable diseases and bloodborne pathogens shall be maintained by the chief deputy in each employee's personnel file. The information shall include the dates of training sessions attended, a summary of the sessions, and the name of the person conducting the training.

VACCINATIONS

Hepatitis B vaccinations shall be made available to all employees of the Coles County Sheriff's Office, free of charge. The Coles County Department of Public Health shall be the Coles County Sheriff's Office's approved vendor for vaccinating employees unless otherwise specified by the administration.

Section: ADMINISTRATION
Title: CONTROL OF COMMUNICABLE DISEASES

Employees of the Coles County Sheriff’s Office may receive or decline the vaccinations. Any employee who declines to be vaccinated shall do so in writing. If an employee initially declines the Hepatitis B vaccination but at a later date decides to accept the vaccinations the Coles county Sheriff’s Office shall make available the Hepatitis B vaccination at that time. If a booster dose of Hepatitis B vaccine is recommended at a later date, the Coles county Sheriff’s Office shall make the vaccination opportunity available to all employees requiring booster doses.

TRAINING

All employees of the Coles County Sheriff's Office performing duties likely to involve occupational exposure to blood or other potentially infectious materials, shall receive training as prescribed by law. The training shall be provided by the Coles County Sheriff’s Office.

As part of the training an employee shall be given a copy of the O.S.H.A. standards on bloodborne pathogens. There will also be a general explanation of the symptoms of bloodborne diseases and an explanation of the modes of transmission of bloodborne pathogens. Employees will be told the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other body fluids, as well as an explanation of the use and limitations of methods that will prevent or reduce exposure to bloodborne pathogens. Each employee will be given information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment. Information on the Hepatitis B vaccine will be provided, including information on its efficiency, safety, method of administration and the benefits of being vaccinated. Further, an explanation of the procedure to follow if an exposure incident occurs shall be taught.

The training shall be conducted by a person knowledgeable in the subject matter covered as it relates to the duties of the Cole County Sheriff’s Office employees attending. Newly hired employees shall receive mandatory training on the O.S.H.A. bloodborne pathogen standards as soon as possible after beginning employment. Additional training shall be provided to Coles County Sheriff’s Office employees as changes occur in O.S.H.A. policy.

Section: ADMINISTRATION
Title: DEPARTMENTALLY OWNED VEHICLES

POLICY **The Coles County Sheriffs Office shall maintain a fleet of vehicles used to carry out the functions of the Coles County Sheriff's Office. The use of these vehicles shall be governed by the following guidelines:**

AUTHORIZED USE The Coles County Sheriffs Office shall provide vehicles/squad cars for authorized on duty use by officers. Officers will be assigned vehicles/squad cars as needed. Officers assigned to the patrol, detectives, or administrative command sections may be assigned a specific vehicle from the Coles County Sheriff's Office squad car fleet. Corrections officers should utilize the prisoner transport vehicles or backup squad cars when a vehicle is needed in the performance of their duties.

County owned vehicles may only be driven by officers or authorized employees of the Coles County Sheriff's Office. Officers operating a vehicle/squad car owned by the Coles County Sheriff's Office, shall be in uniform or appropriately attired, and shall have in their possession their badge, identification and firearm in order to effectively perform a law enforcement function while at the same time, presenting a favorable image. The appropriate attire for a non-uniformed employee of the Coles County Sheriff's Office is outlined in the Coles County Sheriff's Office Duty Uniform Policy.

AUTHORIZED PASSENGERS The Coles County Sheriff's Office recognizes the following individuals as being authorized to ride in Coles County Sheriff's Office owned vehicles:

- * Officers and employees of the Coles County Sheriff's Office
- * Individuals under arrest
- * Inmates in the custody of the Coles County Sheriff's Office
- * Officers from other law enforcement agencies who are assisting the Coles County Sheriff's Office
- * Individuals who are being transported as part of the services of the Coles County Sheriff's Office

Section: ADMINISTRATION
Title: DEPARTMENTALLY OWNED VEHICLES

- * Individuals approved by the sheriff under special circumstances
- * Approved student interns

MAINTENANCE Officers using vehicles, owned by the Coles County Sheriff's Office, that are not assigned to be "taken home" shall make sure that the vehicle is refueled and the fluid levels checked after using it. The patrol supervisor will be responsible for the regular maintenance of these vehicles.

An officer assigned a "take home" vehicle will be responsible for the maintenance and cleanliness of his/her assigned vehicle. The patrol supervisor must approve all regular maintenance work done on vehicles owned by the Coles County Sheriff's Office. Emergency repairs of less than \$100.00 may be approved by the shift supervisor when the patrol supervisor or other administrative command officers are not on duty. If the repair cost will be in excess of \$100.00, the approval of the patrol supervisor or an administrative command officer must be obtained. No officer will alter equipment or add equipment to any vehicle owned by the Coles County Sheriff's Office without the approval of the patrol supervisor or an administrative command officer.

TAKE HOME POLICY The Coles County Sheriff's Office presently has a "take home" policy concerning vehicles for officers assigned to the patrol, detectives, and administrative command sections of the Coles County Sheriff's Office. Officers assigned "take home" vehicles shall only drive that vehicle to and from authorized locations while in the performance of official duties (such as reporting for duty, going to court, range, etc.). An officer assigned a "take home" vehicle, shall leave the vehicle at the Coles County Sheriff's Office, whenever the officer is on approved leave for five (5) or more days unless otherwise directed by the patrol supervisor or another administrative officer.

DRIVING CONDUCT All employees operating vehicles owned by the Coles County Sheriff's Office shall observe all traffic laws as prescribed by the Illinois Vehicle Code. All employees operating vehicles owned by the Coles County Sheriff's Office will drive in a manner that promotes the safety of the public and reduces the possibility of damage to property, owned by the Coles County Sheriff's Office or other entity/individual.

Section: ADMINISTRATION
Title: DEPARTMENTALLY OWNED VEHICLES

ACCIDENTS

If an officer of the Coles County Sheriff’s Office, driving a vehicle owned by the Coles County Sheriff’s Office, becomes involved in a traffic accident, the officer will, as soon as practical, notify his/her shift supervisor of the accident. The officer will also, to the best of his/her ability, maintain the integrity of the accident scene until the investigating officer arrives. The shift supervisor shall immediately notify an administrative officer of any accident involving personal injury or death.

If an officer of the Coles County Sheriff’s Office, driving a vehicle owned by the Coles County Sheriff’s Office, becomes involved in a traffic accident within a major municipality, normally the law enforcement agency of that municipality will complete the accident report. If an above described accident occurs in a rural area, normally the Illinois State Police will be asked to complete the accident report.

The officer in question may be requested to submit an additional written report, outlining the events surrounding the accident. An accident that was the result of an employee/officer's negligence may result in disciplinary action.

**ACCIDENT
REVIEW
COMMITTEE**

Any traffic accident involving an employee of the Coles County Sheriff’s Office who is driving a vehicle owned by the Coles County Sheriff’s Office, will be reviewed by the Coles County Sheriff’s Office Accident Review Committee. The findings of the Coles County Sheriff’s Office Accident Review Committee may be utilized to determine disciplinary action to be taken against the affected employee.

The Coles County Sheriff’s Office Accident Review Committee will consist of five (5) members of the Coles County Sheriffs Office. The committee will be comprised of one (1) member from the patrol section, one (1) member from the corrections section, and one (1) member from the detective section, with two (2) alternates. However, only three (3) members of the Coles County Sheriff’s Office Accident Review Committee will attend any given hearing. The members of the Coles County Sheriff’s Office Accident Review Committee will be chosen by the Sheriff.

When a hearing is convened, the committee will meet and review all paperwork associated with the incident under consideration. The committee will look at the accident report filed in regard to the incident, any additional reports by the officer involved, witness statements, repair estimates, etc. The officer involved in

Section: ADMINISTRATION
Title: DEPARTMENTALLY OWNED VEHICLES

the accident under review will be given an opportunity to speak before the committee, if he/she so desires. However, if the officer chooses to speak before the committee, he/she will not be required to answer any questions from the committee.

After the committee has gone over the above information the committee will render a decision on the accident. The committee will find one (1) of three (3) ways. The committee will find the accident avoidable, unavoidable, or unavoidable with extenuating circumstances. The committee will then complete a report on their findings and forward that report to the sheriff or his designee.

Section: ADMINISTRATION
Title: DISCIPLINE

POLICY

All organizations must have some type of disciplinary structure to maintain order and to ensure compliance with the organization’s rules and regulations. A firm, but fair, disciplinary structure can reduce the need for disciplinary sanctions because all employees realize there will be action taken if they do not comply with the rules regulating the organization. The Coles County Sheriff’s Office understands this and recognizes the principles of progressive and corrective discipline. The Coles County Sheriff’s Office shall only impose disciplinary action for just cause.

GENERAL GUIDELINES

Sworn officers shall be disciplined in accordance with the Uniform Peace Officers Disciplinary Act, the Coles County Merit Commission Rules, and the Collect Bargaining Agreement Between the Coles County Sheriff’s Office and the Illinois Labor Council Bargaining Unit 207. Non bargaining unit sworn employees may be disciplined outside the parameters of the bargaining unit agreement but in compliance with the Uniform Peace Officers Disciplinary Act and the Coles County Merit Commission Rules.

Non bargaining unit civilian employees shall only be disciplined for just cause. Civilian employees shall be afforded an opportunity to present to the sheriff, or his designee, a defense of their actions in regard to incidents that result in suspension or discharge.

PROGRESSIVE DISCIPLINE

To help ensure uniform application of discipline the Coles County Sheriff’s Office uses a systematic progression of applied discipline as needed and on a case-by-case basis. The levels of progressive discipline are as follows:

- * Counseling/Coaching- Counseling/coaching is the most commonly used method of assisting employees to improve work performance or comply with the rules and regulations of the Coles County Sheriff’s Office. The responsible supervisor shall make note of such counseling/coaching efforts on the employee’s quarterly evaluation report.

- * Oral Reprimand-An oral reprimand consists of a completed

Section: ADMINISTRATION
Title: DISCIPLINE

disciplinary form placed in the employee’s personnel file stating that the employee has been verbally reprimanded for a specific violation. The disciplinary form shall specify the circumstances of the violation and any additional actions taken to correct the infraction.

- * Written Reprimand-A written reprimand is a completed disciplinary form placed in the employee’s personnel file reprimanding the employee for a specific violation. The disciplinary form shall specifically outline the circumstances of the violation and will identify any further actions taken to correct the infraction.
- * Demotion- A demotion is a reduction in rank or position due to a specific violation.
- * Suspension-A suspension is administrative leave without pay for a specified period of time as the result of a specific violation. A suspension shall be initiated by a memorandum from the sheriff, or his designee, to the affected employee. The memorandum shall contain the reason for the suspension, the inclusive dates of the suspension, and the conclusions drawn from the pre-disciplinary hearing. The memorandum shall also include a notice of the employee’s right to appeal, and a warning that the employee’s failure to return to work on the first scheduled workday following the suspension may result in discharge.
- * Discharge-Discharge is the involuntary separation of an employee for specific cause. Discharge of non-probationary employees shall be for a serious violation(s), repeated violations of rules or policies, or for uncorrected failure to meet job requirements.

A discharged employee shall be notified in writing, by the sheriff or his designee, of the reason for discharge, the facts surrounding the discharge, and the conclusions drawn from the pre-disciplinary hearing. The notification shall include the date of discharge, the employee’s right to appeal, a statement of the employee’s benefits after discharge, and a statement concerning the employee’s eligibility or non-eligibility for rehire.

EXTENUATING Extenuating, mitigating, or aggravating, circumstances regarding
MITIGATING OR a specific incident may be presented in written form by the

Section: ADMINISTRATION
Title: DISCIPLINE

AGGRAVATING CIRCUMSTANCES accused employee, a supervisor, or other command officer. Mitigating or extenuating circumstances presented by the accused officer must be verified independently before such circumstances can be taken into account.

When an employee is charged with multiple violations, the employee shall be cited with all applicable offenses. Related prior violations may be considered in determining punishment but only if the violations have not been expunged from the employee's personnel file.

DISCIPLINARY PROCEDURE The procedure for investigating rule violations, and for disciplining an employee are outlined in the Internal Investigations Policy included in this manual.

Section: ADMINISTRATION
Title: DUTY UNIFORM

the left shoulder, sergeants chevrons on both sleeves (if applicable)

- * Silver or gold rank insignia on the collar
- * Silver or gold name plate, years of service pin, and shooting badge above the right shirt pocket
- * Silver or gold deputy sheriff badge above the left shirt pocket
- * Brown cotton utility style uniform pants
- * A black leather, or simulated leather, garrison belt for uniform pants
- * Dark brown or black socks (socks of other colors may be worn if they are not visible)
- * Black leather boots
- * A brown Montana Peak brimmed hat with a silver or gold cord, leather hat strap and silver or gold Coles County Sheriff's Office hat badge. (The wearing of this item is optional)
- * A brown Dickie

ADDITIONAL ITEMS

The following additional items that may be worn as part of the "Class-A" or utility uniform based on the season and/or the officer's qualification.

- * A brown windbreaker
- * A brown "Tuffy" style uniform jacket (may also be leather)
- * A brown winter uniform jacket
- * A brown uniform style pullover sweater
- * A yellow raincoat
- * Insulated duty boots (to be worn by patrol status officers only)
- * A plastic hat cover

Section: ADMINISTRATION
Title: DUTY UNIFORM

- * A brown stocking cap
- * Uniform pins as approved by the sheriff
- * The utility uniform and cap for K-9 officers
- * Wind pants (to worn by patrol status officers only)

PLAIN CLOTHES ATTIRE

The duty uniform of the plain clothes officer shall be attire which promotes a professional image for the officer and the Coles County Sheriff's Office. A plain clothes officer shall dress in a Polo shirt and dress pants, as well as dress style shoes or boots.

Optional plain clothes attire shall be a dress style shirt (long or short sleeved), trousers, a neck tie (for male officers), and a sport coat. The plain clothes officer may also wear a business suit. For female plain clothes officers, formal business attire is optional This attire shall be mandatory for officers attending court or a ceremonial event.

Apparel to be worn on Fridays may include blue jeans. This option is at the discretion of the sheriff or his designee. Officers assigned to the Drug Task Force shall wear clothing in conformity with the standards of that agency.

DUTY BELT

Officers are responsible for providing their own duty handgun, duty belt and duty belt accessories. The duty belt for uniform officers shall consist of a black leather, or simulated leather, "Sam Browne" belt (plain or basket weave). A black nylon duty belt may be worn with the utility uniform.

Holders for additional accessories such as a baton or "Pepper Mace" shall be of black leather or simulated leather. Holders for accessories for the nylon duty belt shall of an appropriate material for that duty belt. These items will be added to the duty belt upon the officer being qualified to carry them. Portable radio holders shall be assigned by the Coles County Sheriff's Office, and shall be made of black leather or simulated leather.

The duty belt for corrections officers who are not certified police officers is the same as for certified police officers. The duty belt for corrections officers who are not certified police officers shall be worn in the same manner as for certified police officers.

A plain clothes officer's duty belt shall consist of either a hip style

Section: ADMINISTRATION
Title: DUTY UNIFORM

holster or a shoulder holster. Whenever possible a plain clothes officer should keep his/her handgun and holster concealed. Plain clothes officers shall also have a Coles County Sheriff's Office badge on their belt whenever carrying a handgun.

The plain clothes officer's duty belt shall also include handcuffs, carried in such a manner so as to be immediately accessible. A plain clothes officer may also carry extra ammunition in a magazine or speed loader pouch. The carrying of other weapons on the plain clothes officer's duty belt, such as a baton or "pepper mace" is also optional.

**ISSUED
CLOTHING AND
ACCESSORIES**

The following items of clothing and equipment will be issued to officers upon employment:

- * One (1) Brown "Montana Peak" brimmed hat with silver cord, leather hat strap and a silver Coles County Sheriff's Office hat badge (The issuing of this item is optional)
- * Three (3) uniform shirts (appropriate to the season when issued)
- * One (1) set of silver Coles County Sheriff's Office pins or rank insignia
- * One (1) silver name plate/years of service pin
- * Two (2) silver deputy sheriff badges
- * Three (3) brown uniform pants
- * One (1) pair of black patent leather police style shoes or one (1) pair of black combat style boots
- * One (1) winter jacket
- * Officer's choice of either a windbreaker or a sweater
- * One (1) plastic hat cover (The issuing of this item is optional)
- * One (1) yellow raincoat (The issuing of this item is optional)
- * One (1) clip-on tie and one tie clasp (The issuing of these items is optional)
- * One (1) brown Dickie

Section: ADMINISTRATION
Title: DUTY UNIFORM

- * One (1) ballistic vest (This item will be issued to officers who are assigned to the patrol or detective sections.)
- * One (1) Coles County Sheriff’s Office identification card

UNIFORMS AND EQUIPMENT

All uniforms and/or equipment purchased by the Coles County Sheriff’s Office shall be the sole property of the Coles County Sheriff’s Office and shall be returned upon termination of employment. Non-uniform clothing purchased for plain clothes officers does not have to be returned.

Lost, damaged, or destroyed uniforms and equipment shall be reported to the quartermaster as soon as possible. Disciplinary action may be taken against an officer found negligently responsible for lost, damaged or destroyed uniforms and equipment.

WEARING OF THE UNIFORM AND ACCESSORIES

An officer’s uniform and accessories shall fit properly, and shall be cleaned and wrinkle free. It shall be free of holes, tears, missing buttons and frays. Long sleeves on shirts shall be worn down and buttoned. Buttons shall be buttoned at all times. However, the top button of the uniform shirt and buttons closing jackets need not be buttoned. A luster shall be kept on all leather items.

The uniform shall be worn in its entirety according to the officer’s duty assignment. Tee-shirts, thermal underwear or other clothing may be worn underneath the uniform. Only brown colored underclothing may be exposed and only at the neck area of the uniform. Pens, pencils or other items carried in the shirt pocket shall not be exposed or present a bulky appearance.

The officer’s Coles County Sheriff’s Office badge shall be visible to the public at all times while in uniform. A plain clothes officer’s Coles County Sheriff’s Office badge shall be visible to the public whenever the plain clothes officer is engaged in police actions or his/her weapon is visible to the general public.

Either the duty uniform or the “Class A” uniform may be worn for court appearances. The “Class A” uniform shall be worn for ceremonial events or when mandated by the sheriff or his designee.

SEASONAL CHANGE OF UNIFORM

The winter uniform will be worn from October 16th through April 1st of each year. There will be an interim period between April 1st and April 15th where either the winter or summer uniform may be

Section: ADMINISTRATION
Title: DUTY UNIFORM

worn.

The summer uniform will be worn from April 16th through September 30th. There will be an interim period between October 1st and October 15th where either the summer or winter uniform may be worn.

Summer Uniforms- If the t-shirt is visible then it must be a tan t-shirt

**CIVILIAN
EMPLOYEES
CLOTHING**

Civilian employees are responsible for their own clothing unless they are required to wear uniform type clothing. Clerical employees are required to wear dress style clothing that is appropriate for a business environment. Kitchen employees shall wear appropriate clothing for their duty assignment and a department issued kitchen hat. Janitor and maintenance personnel shall wear uniforms supplied by the employer.

Section: ADMINISTRATION
Title: EMPLOYEE EVALUATIONS

POLICY **In order to assist the employees of the Coles County Sheriff's Office in bettering their job performance it is necessary to evaluate that performance. To this end, an evaluation procedure will be implemented.**

GOAL SETTING At the beginning of each year each employee's supervisor will establish one (1) to three (3) goals that the employee can concentrate on during the year. The supervisor who developed the goals will then conduct a goal setting session with each employee. Each employee will be asked for his/her goals (three (3) to five (5) in number) for the coming year.

During the above mentioned session, it should be made clear to the employee that this entire procedure is intended to improve the employee. It is important that the employee understands, and hopefully agrees with, what the Coles County Sheriff's Office expects of him/her. The goals established during the goal setting session will be recorded on the "Employee Goals" form.

EMPLOYEE GOALS FORM At the beginning of each quarter, each supervisor will familiarize himself with the goals of every employee under his/her supervision. The supervisor will assist each employee in attaining his/her goals throughout the quarter.

The supervisor will make notes concerning an officer's activity and/or conduct. These notes should be made during the quarter, as things happen, not at the end of the three (3) month period. These notes should be placed in the appropriate section on the form provided for comments. Any comment recorded should pertain to observed activity and/or conduct that would assist the supervisor in completing the quarterly evaluation. Comments in regard to employee goals should also be made from observed behavior as well.

It should be the goal of every supervisor to help the employee under his/her supervision improve themselves by achieving their established goals. Supervisors should be praising, correcting, and reprimanding employees immediately, not just at the end of the quarter. It is the supervisor's responsibility to steer the employee on the right path to achieving his/her goals. If the employee is doing something correctly, and if its continuation will result in the employee's evaluation improving, the supervisor should tell the

Section: ADMINISTRATION
Title: EMPLOYEE EVALUATIONS

employee immediately. The supervisor should also write an explanation for any evaluation given the employee in the space on the evaluation form provided for comments. The supervisor should encourage the employee to keep up the good work. Immediate feedback is the key.

**EMPLOYEE
EVALUATION
FORM**

At the end of each quarter the supervisor will score the employee evaluation form. There shall be three (3) evaluation categories: “strong” (indicated by a +), “competent” (indicated by no marking), and “needs improvement” (indicated by a -).

The employee shall be evaluated in three (3) categories of job related behavior: “duty performance”, “leadership capabilities (all employees)”, and “leadership capabilities (supervisory personnel only)”. Within these broad categories are various sub-categories of job related behavior. An employee shall be evaluated on each of these sub-categories if the sub-category is applicable to the employee. However, only observed behavior will be evaluated. If behavior in regard to a certain sub-category is not observed that sub-category shall not be evaluated. The employee shall be evaluated with an overall observation of either “proficient performance” or “unsatisfactory performance”.

New employees, employees transferred into a different section, and employees who have been absent from the Coles County Sheriff’s Office for at least six (6) months, shall be evaluated on a weekly basis for a period of four (4) months. A new employee should be scored with the understanding that he/she cannot possibly be expected to have the same abilities as an experienced employee. Therefore this employee should not be graded down just because he/she does not have the same job related skills or knowledge as other employees.

After the quarterly evaluation is completed, the supervisor will meet with the employee and discuss the evaluation. The supervisor and employee will sign and date the evaluation at the end of each three (3) month period.

Section: ADMINISTRATION
Title: HARASSMENT IN THE WORKPLACE

POLICY

The purpose of this policy is to clearly establish the Coles County Sheriff’s Office’s commitment to provide a work environment free from harassment. Job based harassment, including sexual harassment, is a significant violation of the basic principle of mutual respect, is not in keeping with the mission and values of the Coles County Sheriff’s Office, and is not tolerated within the Coles County Sheriff’s Office. In short, it becomes a question of how people are treated in the workplace.

**HARASSMENT
DEFINED**

Harassment in the workplace is conduct deemed to be inappropriate and prohibited under this policy. Harassment may include, but is not limited to:

- * Epithets, slurs, negative stereotyping, threats, intimidation, and hostile acts that are related to race, color, religion, sex, national origin, age, veteran or other military status, marital status, sexual preference, disability, or any other reason.
- * Written or graphic materials that denigrate or show hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, veteran or other military status, marital status, sexual preference, disability, etcetera.
- * The explicit or implicit threat or use of authority to suggest that the terms of an individual’s employment, such as promotion, physical safety, or safe passage can be adversely affected, improved, continued, or modified, in return for unwelcome sexual favors by any member of the Coles County Sheriff’s Office.
- * Any unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature (e.g., unwanted touching, pats, squeezes, massages, brushing up against someone’s body, sexual jokes, sexual remarks about a person’s body or sexual activities, sexual pictures or cartoons, suggestive looks or leers, etc.), which is repeated, a term or condition of employment, or comments or actions that substantially contributes to an unprofessional work environment, or interferes with required tasks, career opportunities, or learning.

Section: ADMINISTRATION
Title: HARASSMENT IN THE WORKPLACE

SUPERVISORY PERSONNEL'S RESPONSIBILITY The Coles County Sheriff's Office directs all supervisory personnel to ensure their workplaces are free from harassment. Supervisory personnel shall be responsible for supporting training on harassment prevention and this harassment policy. Supervisory personnel shall post and distribute this policy, encourage employees to report incidents of harassment, and assure employees they do not have to endure a harassing work environment. Supervisory personnel shall stop any observed acts that may be considered harassment and shall follow appropriate procedures for reporting and resolving complaints of harassment.

NOTIFICATION Employees are encouraged to report incidences of harassment and/or ask questions in confidence about conduct that may be considered harassment without fear of retaliation. Employees should immediately report incidents of harassment. This includes employees who believe they have witnessed another employee being harassed. Any employee bringing a good faith harassment complaint, or assisting in the investigation of such, will not be adversely affected in the terms and conditions of his/her employment, nor discriminated against, or discharged because of the complaint or assistance.

CONFIDENTIALITY The disclosure of allegations of harassment shall be restricted to those individuals who have a "need to know". The complaint shall not be discussed with anyone other than those directly involved in the incident or the investigation process. It is as important to protect the confidentiality rights of the alleged harasser as it is to protect those of the complainant.

HARASSMENT BY NON-EMPLOYEES With respect to incidents of harassment where the offending individual is not an employee of the Coles County Sheriff's Office, the appropriate supervisory personnel shall communicate the alleged conduct to the offending person and his/her employer. The individual and his/her employer shall be informed that the offensive conduct will not be tolerated, and that steps must be taken to ensure that such actions do not reoccur.

DISCIPLINE Complaints and cases of harassment will be dealt with promptly. Employees who harass others, and/or supervisors who knowingly allow such activities to continue, subject themselves to a full range of disciplinary procedure, including reprimand, suspension, or discharge, depending on the seriousness and /or frequency of the violations. In the most severe cases, employees are subject to

Section: ADMINISTRATION
Title: HARASSMENT IN THE WORKPLACE

immediate discharge.

**FALSE OR
FRIVOLOUS
CHARGES**

False and frivolous charges refer to cases where the accuser is using a harassment complaint to accomplish some end other than stopping the harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and/or frivolous charge is a severe offense that can itself result in disciplinary action.

**APPLICATION
AND REVIEW**

This policy, and the procedures set forth therein, shall be applicable to all employees of the Coles County Sheriff's Office, whether full-time, part-time, temporary, contractual, bargaining unit, or non-bargaining unit. Any employee who has questions regarding this policy should contact the sheriff or his designee. All inquiries will be handled in the strictest confidence. The sheriff or his designee will be responsible for implementing this harassment policy for the Coles County Sheriff's Office. On an annual basis, the sheriff or his designee shall review this policy and procedures and developments in legislation relating to sexual harassment and shall make any changes deemed necessary.

**COMPLAINT
PROCEDURE**

An employee who believes he or she is being harassed must first identify the offensive behavior to the offending party as directly and firmly as possible and request that it stop. Employees are particularly urged to take this step if they believe that the offensive conduct may be unintentional. However, if the behavior does not cease after a confrontation with the offending party, the matter should be reported as set forth below.

While the county encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the county also recognizes that power and status disparities between the alleged harasser and the target may make such a confrontation impossible. In the event that such informal direct communication between the individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a harassment complaint.

All employees are urged to report any suspected harassment by another employee to their immediate supervisor or section head except in cases where that person is the individual accused of the harassment. In that case, the complaint should be reported to that person's supervisor. The report may be made initially either

Section: ADMINISTRATION
Title: HARASSMENT IN THE WORKPLACE

orally or in written form, but reports made orally must be reduced to writing before an investigation can be initiated. All bargaining unit employees shall follow the agreed upon grievance procedure as outlined in the collective bargaining contract.

When a complaint has been rendered in writing, the sheriff, or his/her designee, will initiate an investigation of the suspected harassment within five working days of notification. If necessary, the person named above may designate another employee of the same sex as the complainant to assist him/her in the investigation. If the sheriff deems it appropriate he/she may refer the investigation to an agency other than the Coles County Sheriff's Office. The investigation will include an interview with the employee(s) who made the initial report, the person(s) toward whom the suspected harassment was directed, and the individual(s) accused of harassment. Any other person who may have information regarding the alleged harassment may also be interviewed. In regard to bargaining unit employees, the applicable disciplinary and/or grievance procedures as outlined in the collective bargaining contract shall be followed.

The above mentioned designated person responsible for investigating the complaint shall prepare a written report within ten days from notification of the suspected harassment unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that harassment occurred, did not occur, or that there is inconclusive evidence to make a determination. A copy of the report will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment was directed, and the employee(s) suspected of the harassment. In regard to bargaining unit employees, all applicable discipline and/or grievance procedures as outlined in the collective bargaining contract shall be followed.

Employees who report incidents of harassment are encouraged to keep written notes in order to accurately record the offensive conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the Coles County Sheriff's Office advises that records it maintains, as well as those the complainant maintains, may not be considered exempt from disclosure. Written records will be maintained for two years from the date of the resolution unless new circumstances dictate that the file should be kept for a

Section: ADMINISTRATION
Title: HARASSMENT IN THE WORKPLACE

longer period of time. In regard to bargaining unit employees, all applicable discipline and/or grievance procedures as outlined in the collective bargaining contract shall be followed.

Any party involved in a harassment investigation who is dissatisfied with the outcome or resolution of that investigation has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the sheriff or his/her designee. In regard to bargaining unit employees, all applicable discipline and/or grievance procedures as outlined in the collective bargaining contract shall be followed.

SANCTIONS

Disciplinary action will be taken against any employee found to have engaged in harassment of any other employee. The extent of sanctions may be determined in part upon the length of employment of the offending employee and the nature of the offense. The Coles County Sheriff's Office has the right to apply any sanction or combination of sanctions, including discharge, to deal with unreasonable conduct or discrimination. It should be noted that all applicable Coles County Sheriff's Office Merit Commission rules and/or contractual obligations will be followed in regard to discipline and sanctions.

Section: ADMINISTRATION
Title: HIRING AND PROMOTION

POLICY

The Coles County Sheriff’s Office shall hire and promote persons certified by the Coles County Sheriff’s Office Merit Commission as eligible for hire or promotion. The sheriff may utilize additional screening processes to ensure hiring or promoting the best candidate.

HIRING REQUIREMENTS

In order to be considered for employment at the Coles County Sheriff’s Office an applicant must meet the following minimum criteria:

- * The applicant must be a United States citizen.
- * The applicant must be at least 21 years of age.
- * The applicant must be a high school graduate or the equivalent (G.E.D.).
- * The applicant must possess a valid Illinois driver’s license.
- * The applicant must become a resident of Coles County within 90 days after receiving employment with the Coles County Sheriff’s Office.
- * The applicant must have a valid Firearms Owner Identification (FOID) card.
- * The applicant must not have ever been classified as a conscientious objector by a local selective service board.
- * The applicant must not have any felony conviction.
- * The applicant must complete the application in its entirety.

Any applicant not meeting the above standards will not be considered for employment by the Coles County Sheriff’s Office. Any applicant that is found to have provided false statements on his/her application or has not fully completed his/her application will not be considered for employment. In the case of an applicant who has been hired by the Coles County Sheriff’s Office but later is found to have falsified his/her application, that individual may be discharged and prosecuted for any applicable law violations.

Section: ADMINISTRATION
Title: HIRING AND PROMOTION

**SELECTION
PROCESS**

The Coles County Sheriff’s Office Merit Commission shall initiate the hiring process by administering a written test to prospective applicants. The merit commission shall certify those applicants who successfully complete the written test.

The sheriff, in cooperation with the Coles County Sheriff’s Office Merit Commission, shall conduct administrative interviews with the best applicants certified eligible by the merit commission. The sheriff shall select the best candidates from these interviews to complete the Illinois Police Training Board's Physical Fitness Test, after being given a physical examination by an approved physician.

A background check will be conducted for those applicants that pass the physical testing. These applicants will be required to submit to fingerprinting. Fingerprints of applicants will be forwarded to the Federal Bureau of Investigation (F.B.I.) Identification Division.

Those applicants that successfully complete the background check procedure will then be given a psychological screening by a registered psychologist. Applicants successfully completing the entire screening process will be hired as positions become available.

PROMOTION

The promotion process for the Coles County Sheriff’s Office shall begin with a written test administered by the Coles County Sheriff’s Office Merit Commission. The second phase of the promotion process shall consist of an oral interview before the sheriff and the Coles County Merit Commission. After completion of the written test and the oral interview the sheriff shall review the officers’ personnel file. The Illinois Police Training Board physical test may also be administered if applicable.

This screening process shall be utilized for all promotions within the Coles County Sheriff’s Office to establish a promotional registry for future vacancies. The screening process is to be used as a tool in helping the sheriff select the best candidate for promotion. There are other factors that the sheriff shall take into consideration such as leadership skills, reactions to crisis situations or adversity, and the ability to work with minimal supervision.

Section: ADMINISTRATION
Title: INCIDENT NOTIFICATION

POLICY

It is important that the appropriate supervisory officers be notified when certain situations arise. To aid in the prompt notification of the appropriate supervisors, the following procedure will be followed.

**MANDATED
NOTIFICATIONS
LAW
ENFORCEMENT
SECTION**

The appropriate personnel shall be notified immediately when one (or more) of the following incidents occur:

INCIDENT	NOTIFY IN ORDER
Crime scenes to be processed	Patrol Shift Supervisor Detective
Major crime has occurred: (homicide, attempted homicide, home invasion, robbery, sexual assault, suicides, large narcotic seizures, questionable deaths)	Detective Supervisor Patrol Supervisor Pri/Sec Death Invest. Chief Deputy Sheriff
Civil disorders: (riots, demonstrations, hazardous material spills, explosions, floods, destructive storms, major fires, plane and train crashes. Crisis response team call outs	Patrol Supervisor Chief Deputy Sheriff Patrol Supervisor Chief Deputy Sheriff
Fatal accidents	Sheriff Chief Deputy
County employee involved accidents Of a serious nature: (injury or death)	Patrol Supervisor Chief Deputy Sheriff
Major incidents involving county owned Property including all accidents involving County owned vehicles	Patrol Supervisor Chief Deputy Sheriff
Major crimes in progress: (manhunts, missing children, hostage/barricade incident etc.)	Patrol Supervisor Chief Deputy Sheriff

Section: ADMINISTRATION
Title: INCIDENT NOTIFICATION

	Request for police assistance from an outside agency	Patrol Supervisor Chief Deputy Sheriff
	Officer involved shooting	Patrol supervisor Chief Deputy Sheriff
	Legal questions arising from incidents needing immediate resolution	Patrol Supervisor Detective Supervisor Chief Deputy Sheriff
	When a shift supervisor feels notification is necessary for incidents not listed	Patrol Supervisor Detective Supervisor Chief Deputy Sheriff
MANDATED NOTIFICATIONS CORRECTIONS SECTION	The appropriate personnel shall be notified immediately when one (or more) of the following incidents occur:	
	INCIDENT	NOTIFY IN ORDER
	Inmate escape or attempt	Corrections Supervisor Detective Supervisor Chief deputy Sheriff
	Inmate riots, barricaded inmate, seriously injured inmate, inmate suicide, an attack on an officer by an inmate, or incidents that may escalate into such	Corrections Supervisor Detective Supervisor Chief Deputy Sheriff
	Serious fires, bomb threats, or other incidents involving county property	Corrections Supervisor Chief Deputy Sheriff
	County employees injured on duty	Corrections Supervisor Chief Deputy Sheriff
	When a shift supervisor feels notification necessary for	Corrections Supervisor Chief Deputy

Section: ADMINISTRATION
Title: INCIDENT NOTIFICATION

incidents not listed

Sheriff

SPECIAL NOTE

Upon receiving information concerning any major incident the on scene supervisor should make his/her own determination whether or not the situation warrants the immediate notification of command officers. When possible, the use of the chain of command should be employed in making command staff notifications.

Officers should take the immediate steps necessary (call ambulance, contact shift supervisor, etc.) prior to contacting any of the above named supervisors. In the event that one is unable to contact the first command officer listed, the officer should contact any available section commander. Incidents where a section commander and the sheriff are to be notified, the section commander and/or the chief deputy shall be responsible for notifying the sheriff.

Section: ADMINISTRATION
Title: INTERNAL INVESTIGATIONS

POLICY **The Coles County Sheriff’s Office will investigate all complaints of alleged employee misconduct, to equitably determine whether the allegations are valid or invalid and to take appropriate action. All internal disciplinary investigations as well as sanctions administered against employees shall conform to Coles County Sheriff’s Office Policy, all contractual obligations, and any applicable federal, state or local laws.**

GENERAL GUIDELINES All disciplinary investigations involving sworn officers and all sanctions administered against sworn officers who are members of the Illinois Fraternal Order of Police Labor Council Bargaining Unit shall conform with the labor agreement in effect between the bargaining unit and the Coles County Sheriff’s Office. All officers shall also be treated according to the guidelines set down by the Uniform Peace Officers Disciplinary Act, and the Coles County Sheriff’s Office Merit Commission rules.

All disciplinary investigations as well as all sanctions administered against employees not covered by the labor agreement between the Coles County Sheriff’s Office and the Illinois Fraternal Order of Police Labor Council Bargaining Unit shall be undertaken for just cause. A civilian employee shall be afforded an opportunity to present to the sheriff, or his designee, his/her side of any incident that may result in disciplinary action being taken against that employee.

COMPLAINT RECEPTION AND PROCESSING A disciplinary investigation may be initiated from a citizen complaint, an inmate complaint, an officer’s report, or any other applicable source. Citizen complaints shall be referred to the chief deputy. The citizen making the complaint must make the complaint in writing. A citizen complaint form can be obtained from an employee on duty at the front office of the Coles County Sheriff’s Office, during business hours Monday through Friday. However, any employee receiving the initial complaint verbally, shall write an information report in regard to the matter and forward it to the chief deputy.

An inmate complaint of a minor nature shall be referred to the corrections shift supervisor. Minor rule infractions are infractions that usually would warrant no more than a verbal reprimand. An

Section: ADMINISTRATION
Title: INTERNAL INVESTIGATIONS

inmate complaint of a major nature shall be referred to the corrections supervisor, in writing, by the shift supervisor. Major rule infractions are infractions that usually warrant a written reprimand or more. Officer complaints/reports shall be handled in the same manner as inmate complaints.

Any complaint, involving an officer, of a serious nature, such as a misdemeanor or felony law violation or a major policy infraction that may result in an officer being dismissed or demoted, should be handled immediately. The employee receiving the complaint should inform his/her shift supervisor who in turn shall contact the section supervisor. The section supervisor will contact the chief deputy. If the chief deputy is not available, the sheriff shall be notified.

The chief deputy shall determine if there is a need to conduct any further investigation. If necessary, the chief deputy will determine to whom the investigation will be referred. An incident involving a rule infraction, that requires investigation may be referred to the investigations section supervisor by the chief deputy. In cases involving serious allegations of a potential criminal nature, the sheriff may opt to refer the matter to a police agency outside the Coles County Sheriff's Office.

When an investigation is initiated, the chief deputy will contact the investigation section supervisor to obtain a case number. No investigation shall be conducted without being assigned a case number.

**INVESTIGATIVE
RESPONSIBILITY**

A criminal investigation shall take precedence over an administrative investigation. When an employee becomes the focus of a criminal investigation the chief deputy may refer the complaint to the investigation section supervisor. However, the administrative investigation will be postponed only when its continuation would otherwise compromise the criminal investigation.

Criminal investigations will be performed by the Coles County Sheriff's Office Investigation Section, unless otherwise directed by the sheriff. Administrative investigations shall be conducted by the chief deputy or his/her designee. All "Americans with Disabilities Act" and "Equal Employment Opportunity Commission" (Title VII, i.e sexual harassment, race discrimination, sex discrimination, etc.) complaints will be investigated by the chief deputy.

Section: ADMINISTRATION
Title: INTERNAL INVESTIGATIONS

EMPLOYEE REQUIREMENTS

Depending on the circumstances of the investigation, an employee may be required to submit to being photographed for or participate in a line-up, at the direction of the chief deputy or his/her designee. An employee under investigation may also be required to submit to a drug or alcohol test. Refusal to submit to a line-up or a drug/alcohol test will be grounds for disciplinary action and may result in the employee’s dismissal.

An employee may be required to submit a written and/or electronically recorded statement concerning allegations outlined in a complaint. An employee may be required to submit to a polygraph examination in connection with an investigation. An employee may also be compelled to make financial disclosure statements when it is directly and narrowly related to allegations of misconduct involving unlawful financial gain.

The information gained from the above investigative tools may be used only in regard to an administrative hearing. Any evidence gained during the investigation of an administrative matter can not be used in any criminal proceeding.

EMPLOYEE DUTIES AND RIGHTS DURING AN INVESTIGATION

When applicable, an employee shall be given a copy of the “Uniform Peace Officer Disciplinary Act” (50 ILCS 725/1) prior to an internal interview concerning a complaint. All rights extended to officers under 50 ILCS 725/1 shall be strictly adhered to during the course of the investigation.

An employee governed under the “Uniform Peace Officer Disciplinary Act”, who is under investigation, is required to answer all questions specifically, narrowly, and directly as related to the performance of the employee’s duties as stated under the “Garrity Warning”. No employee governed under the “Uniform Peace Officer Disciplinary Act” can be disciplined for refusal (on fifth amendment grounds) to make a statement or prepare a report unless the employee has been given the “Garrity” admonition by the person conducting the investigation.

Employees who are not the subject of the investigation, but were a witness to or have knowledge of the incident, may be interviewed. These employees, if they are governed by the “Uniform Peace Officer Disciplinary Act”, will only be given the “Garrity Warning” if they refuse to answer questions.

Section: ADMINISTRATION
Title: INTERNAL INVESTIGATIONS

Refusal to answer questions after the “Garrity Warning” has been given, or giving evasive answers, is a violation of Coles County Sheriff’s Office Rules, and may subject the employee to discipline up to and including termination. Any required self incriminating admission made during the interview may not be used in any subsequent criminal proceeding.

Any employee under investigation, will be permitted to have an attorney and/or a union representative with him/her in the room during any interview concerning allegations of misconduct by the employee. The employee’s representative is limited to acting as an observer of the interview. Consultation between the employee and his/her representative may be granted upon request. Any such consultation shall be conducted outside the presence of the investigating officer or any recording device.

CONCLUSION OF INVESTIGATION AND RECORD RETENTION

At the conclusion on an investigation, the chief deputy shall review all the investigative material in connection to the complaint. The chief deputy shall then make a determination in regard to the complaint. The chief deputy will rule the complaint either “founded” or “unfounded”.

No further action shall be taken in regard to “unfounded” complaints. Complaints determined to be “founded”, shall proceed to a pre-disciplinary hearing.

All internal investigation case files and investigative materials shall be returned to the chief deputy upon completion of the case. After final disposition, the case file shall be retained in the chief deputy’s possession. No other record of a complaint shall be retained in any other file.

PRE-DISCIPLINE HEARING

Prior to a pre-disciplinary hearing, a letter will be generated instructing the employee under investigation that a hearing date has been set. The employee shall be informed where and when the hearing will take place and that the chief deputy will preside over the pre-disciplinary hearing. The hearing date will be within ten (10) working days of the issuance of the pre-disciplinary hearing letter. The employee must confirm the reception of the pre-disciplinary letter at least two (2) working days prior to the hearing, with the chief deputy.

The accused employee may waive the pre-disciplinary hearing and accept whatever discipline is determined appropriate by the sheriff and chief deputy. The employee may also agree with the

Section: ADMINISTRATION
Title: INTERNAL INVESTIGATIONS

complaint after the hearing is completed, choosing not to present any facts or evidence on his/her behalf.

At the pre-disciplinary hearing the chief deputy shall inform the employee of the basis of the complaint and the findings of the investigation. The employee shall be afforded the right to present any facts or evidence on his/her behalf, which the chief deputy will consider in his/her decision. A labor council representative may accompany the employee to the hearing and assist the employee in refuting or clarifying the reasons for such discipline.

The chief deputy will consider all arguments and evidence presented at the pre-disciplinary hearing. The chief deputy shall then make a recommendation to the sheriff as to an appropriate disciplinary action. The sheriff shall make a final recommendation of discipline for the employee. If the recommendation is for a suspension in excess of three (3) days or for termination, the matter will be forwarded to the Coles County Sheriff's Office Merit Commission for hearing and disposition.

Section: ADMINISTRATION
Title: INTERNET USAGE/SOCIAL NETWORKING

POLICY

Internet access is provided by the Coles County Sheriff's Office, as a privilege, for Coles County Sheriff's Office employees to perform authorized duties and responsibilities. This service is funded by the Coles County Sheriff's Office and is available through equipment owned by the Coles County Sheriff's Office. Only the sheriff and his designees shall be allowed full internet access. All data residing on, downloaded to, or uploaded from computers owned by the Coles County Sheriff's Office, including e-mail, is the property of the Coles County Sheriff's Office and may be monitored by the sheriff or his designee.

It is the intent of this policy to clarify a variety of internet uses, which are either acceptable or unacceptable, but does not enumerate all possible internet usage. Any internet access from any location shall comply with this policy in its entirety.

Social networking is a medium of communication that impacts the Coles County Sheriff's Office. Social networking, as in all internet usage, should be done in such a manner as to maintain a high level of professionalism on the part of employees, both on-duty and off-duty. Any publication, through any medium, which is potentially adverse to the operation, morale, or efficiency of the Coles County Sheriff's Office will be deemed a violation of this policy.

ACCEPTABLE USAGE

The following list, although not all-inclusive, provides some examples of acceptable internet use:

- * Communication with federal, state, or local government personnel, vendors, and others that conduct official business with the Coles County Sheriff's Office
- * Communications, including information exchange, for professional development or to maintain knowledge skills
- * Activity involving county-association, government-advisory, or standards activities
- * Communications for administrative purposes

Section: ADMINISTRATION
Title: INTERNET USAGE/SOCIAL NETWORKING

UNACCEPTABLE USAGE The following list, though not all-inclusive, provides some examples of unacceptable internet use:

- * Private or personal, for profit activities
- * Use for private or personal business and/or gain
- * Use for any illegal purpose, including communications which violate any laws or regulations
- * The transmission of threatening, obscene, or harassing communications
- * Use for political campaigning or other political activity
- * The intentional seeking, obtaining, or modifying of files, other data, or passwords of other users, unless authorized to do so
- * Accessing, reviewing, uploading, downloading, storing, printing, posting, or distributing pornographic, obscene, or sexually explicit material, unless done in the authorized performance of one's official duties
- * Transmitting or receiving obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language, unless done in the authorized performance of one's official duties
- * Accessing, reviewing, uploading, downloading, storing, printing, posting, or distributing materials that use language or images that are not within the authorized performance of one's official duties; or that could cause damage or danger to the computer system
- * Accessing, reviewing, uploading, downloading, storing, printing, posting, or distributing, materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that constitute harassment or discrimination, unless done in the authorized performance of one's official duties
- * Attempting to gain unauthorized access to other computers, commonly referred to as "hacking", attempting to or successfully logging in by using another person's account or password, or using computer accounts, access codes,

Section: ADMINISTRATION
Title: INTERNET USAGE/SOCIAL NETWORKING

passwords, or network identification other than those assigned to the user, unless authorized by the sheriff or his designee to do so

- * Installing hardware or software unless authorized by the sheriff or his designee to do so
- * Violating copyright laws, or usage agreements, or otherwise using another person's property without that person's prior approval, including the downloading, exchanging, or copying of pirated software to or from any computer

**INADVERTENT
USE**

If a user inadvertently accesses unacceptable materials or an unacceptable internet site, which is not in the direct performance of his/her official duties, the user shall immediately disclose the inadvertent access to his/her immediate supervisor. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also, in certain rare instances, access otherwise unacceptable materials if necessary to complete an assignment, if done with the prior approval of the sheriff.

**SOCIAL
NETWORKING**

Employees of this agency are prohibited from posting, or in any other way broadcasting, information on the internet, or other medium of communication, without prior authorization by administration of the Coles County Sheriff's Office. Photographs, video or audio files, logos, uniforms, badges or any other items or symbols associated with the Coles County Sheriffs Office shall not be used without prior approval by the Sheriff or Chief Deputy.

Employees of the Coles County Sheriff's Office who utilize social networking sites, blogs, twitter or other mediums of electronic communication, in their off-duty time shall maintain an appropriate level of professionalism. Employees shall exhibit appropriate conduct so as not to broadcast in any manner information which is detrimental to the mission and function of the Coles County Sheriff's Office.

Employees shall not use references in these social networking sites or other mediums of communication that in any way represent themselves as an employee of this agency without prior agency approval. Employees shall not text the identity of this agency, use photos that depict the logos, photos or badges or other identifying symbols of this agency. Employees will not give

Section: ADMINISTRATION
Title: INTERNET USAGE/SOCIAL NETWORKING

accounts of events which occur within the agency. Any other material, text, audio, video, photograph or image which would be identifiable to this agency will not be used by employees using social networking sites.

Employees shall not use a social networking site or other medium of internet communication to post any materials of a sexually graphic nature. Employees shall not use a social networking site or other medium of internet communication to post any materials which promote violence and weaponry. Employees shall not use a social networking site or other medium of communication to post or broadcast any materials which would be detrimental to the mission and function of this agency.

Employees of this agency are prohibited from using their title as well as any reference to this agency in any correspondence to include emails, postings, blogs, twitter, social networking sites such as Facebook, unless the communication is of an official nature and is serving the mission of the Coles County Sheriff's Office. This prohibition also includes signature lines in personal email accounts. An employee may seek administrative approval for such use.

Employees who are subject to administrative investigations may be ordered to provide the agency access to the social networking site when the subject of the investigation is directly, narrowly, and specifically related to the employee's performance or ability to perform his or her function within the agency or when the subject of the investigation is potentially adverse to the operation, morale, or efficiency of this agency.

Section: ADMINISTRATION
Title: INTERNSHIP PROGRAM

POLICY

The Coles County Sheriff’s Office wishes to foster and encourage academic and career interest in law enforcement related careers. To facilitate this, the Coles County Sheriff’s Office offers an internship program designed to introduce students to the many facets of law enforcement. Intern Students will be given the opportunity to observe the patrol and corrections functions of the Coles County Sheriff’s Office equally. This will be done in connection with an internship program from a qualified university or college only.

APPLICATION PROCESS

All requests for inclusion in the Coles County Sheriff’s Office Internship Program must be forwarded to the chief deputy. Only students enrolled at a qualified university or college will be accepted into the internship program.

Potential interns must complete a student internship application and show proof of liability insurance provided by their university or college. Applicants must provide satisfactory proof of student medical/health insurance to be accepted into the internship program.

The chief deputy shall review the potential intern’s application and will see that a background check is preformed on the applicant. The chief deputy may require an interview with the applicant prior to accepting him/her into the Coles County Sheriff’s Office Internship Program. Upon approval by the chief deputy, the applicant shall be accepted into the Coles County Sheriff’s Office Internship Program.

INTERN ASSIGNMENT AND LIMITATIONS

The intern's coordinator at the college or university shall schedule the intern's assignments after the intern has met with the chief deputy. The intern shall be given specific duty assignments by the intern coordinator for the Coles County Sheriff’s Office. Assignments within the shift will be made by the shift commander of the particular shift involved.

Interns are required to report promptly for their shift assignment. Interns will dress in an appropriate manner that presents a professional image to the public. Interns shall act courteously and obey the instructions of their supervising officer.

Section: ADMINISTRATION
Title: INTERNSHIP PROGRAM

Interns shall not be allowed to perform any patrol or corrections duties with the exceptions of telecommunication work within the Coles County Jail, and radio communications while observing the patrol function. This is not intended to limit the officer's ability to summon the aid of an intern when the officer would be legally able to do so (720 ILCS 5/31-8).

Interns, under the authority of the Coles County Sheriff's Office, shall be supervised by an officer at all times. Interns are to remain in the squad car or control room of the jail when situations occur that may pose an inherent danger. Instances such as traffic stops, alarm calls, responses to calls of crimes against persons and disturbances in the jail are examples of potentially dangerous situations. Any violation of this policy may result in termination of the intern from the program.

**EVALUATION
PROCESS**

To insure the continued success of the internship program and to correct any problems that might come up, an evaluation of each intern's experience shall be done. Supervising officers will complete the "student intern evaluation" form at the conclusion of each shift worked by the intern. A copy of the completed "student intern evaluation" form will be forwarded to the intern's university or college upon completion of the program.

Additionally, interns will be asked to submit a report of their experiences, as well as the strengths and weaknesses of the program at the conclusion of the internship. A periodic review of the internship program will be completed by the administrative staff of the Coles County Sheriff's Office.

Section: ADMINISTRATION
Title: LEAVES OF ABSENCE

POLICY **Leaves of absence may be granted by the sheriff for a variety of reasons so as to benefit the Coles County Sheriff’s Office and its employees.**

DISCRETIONARY LEAVE The sheriff may, at his/her discretion, grant leaves of absence, without pay, to an employee of the Coles County Sheriff’s Office. The leave may be for job-related reasons, such as further training or study, which will enable the employee to perform his/her duties with greater efficiency and expertise. The leave may also be for other valid reasons, such as a prolonged illness of the employee, his spouse, or his children.

The sheriff may assure an employee who is granted such leave, that the employee's position, or job, will be restored to him/her at the conclusion of such leave. Any person hired to fill the employee's position, or to perform his/her usual and customary duties during the employee's leave will be discharged so as to permit such employee to resume employment. However, the employee on leave may be terminated if during the period of such leave, the employee's position were to be eliminated.

An employee may be granted a leave of absence up to one (1) calendar year. The sheriff shall have the discretion to review whether the leave should be continued after six (6) months. Such continuation shall not be unreasonably denied. An employee on discretionary leave will not accrue any benefits whatsoever (including accruing seniority time).

JURY DUTY An employee required to serve on a grand jury or petit jury shall be granted a leave of absence for the period needed to serve on such jury without loss of pay. The affected employee shall sign a waiver of any per diem compensation otherwise due him/her for serving on such jury but shall be entitled to receive any mileage expense due him/her.

MILITARY LEAVE Any employee who is a member of a reserve force of the Armed Forces of the United States, or the State of Illinois National Guard shall be granted any appropriate leave of absence. The leave of absence may be for mandated training purposes or for active duty. However, in all instances the employee shall provide a copy of his/her written orders from the appropriate authorities to the sheriff or his designee. The Coles County Sheriff’s Office shall follow all

Section: ADMINISTRATION
Title: LEAVES OF ABSENCE

applicable federal or state laws pertaining to the employee’s salary while on active duty.

PARENTAL LEAVE AND MATERNITY LEAVE

A leave of absence shall be granted to an employee who is the parent of a newborn child, upon request. Such request must be presented in writing to the officer's immediate supervisor, setting forth the approximate dates the leave is to begin and end. Parental leave shall be of no longer than six (6) weeks duration. Parental leave shall not be paid leave. However, the employee taking parental leave may use sick time, vacation time, floating holidays, or comp time in connection with the leave.

A leave of absence shall also be granted to an employee who is pregnant. A pregnant employee should report that fact to her immediate supervisor, as soon as practical after she becomes pregnant. The request for pregnancy leave shall be in writing and shall state the date the employee will be beginning the leave of absence. A physician’s report should accompany the employee’s request.

INJURY LEAVE

An officer who sustains injuries or illness arising out of and in the course of his employment shall be covered by the provisions of Chapter 5, Act 345 of the Illinois Compiled Statutes (Public Employee Disability Act). No officer will lose any benefits while absent because of a work related injury, and will continue to accumulate all approved benefits for a period up to one year only.

An officer who sustains an illness or a non-work related injury may also be granted a leave of absence. An officer on injury leave may be returned to light duty if able to perform the work

PROHIBITION AGAINST MISUSE OF LEAVES

During any leave, regardless of it being with or without pay, an employee may not be gainfully employed or independently self-employed without prior approval by the sheriff. An officer granted a leave of absence shall return to work promptly at the conclusion of the leave. Violation of this section may subject the employee to immediate discharge and loss of all benefits.

LEAVE OF ABSENCE REQUESTS

Leave of absence requests shall be submitted in written form and shall give a detailed reason for the leave. Any supporting documents, such as a physician's recommendation, brochures, or a curriculum, should be attached. The request should also state the beginning and ending dates for the leave.

Section: ADMINISTRATION
Title: LIMITED ENGLISH PROFICIENCY SERVICES

POLICY

Language barriers can sometimes inhibit or even prohibit individuals with limited English proficiency from gaining meaningful access to, or an understanding of, important rights, obligations and services. It is therefore the policy of the Coles County Sheriff’s Office to take all reasonable steps to insure timely and equal access to the services of the Coles County Sheriff’s Office by all individuals, regardless of national origin or primary language

FOUR FACTOR ANALYSIS

Since there are potentially hundreds of languages officers could encounter, the Coles County Sheriff’s Office will analyze four (4) factors in determining those measure which will provide reasonable and meaningful access to various rights, obligations, services and programs to everyone. Because it is recognized that law enforcement contacts and circumstances will vary considerably, this analysis must remain flexible and requires an ongoing balance of the four factors. The four (4) factors are:

- * The number of limited English proficient individuals eligible to be served or likely to be encountered by officers, who may benefit from programs or services within the Coles County Sheriff’s Office jurisdiction or a particular geographic area;
- * The frequency with which a limited English proficient individual is likely to come in contact with officers, programs or services;
- * The nature and importance of the contact, program, information, or service provided; and,
- * The cost of providing limited English proficient assistance and the resources available.

As indicated above, the intent of this analysis is to provide a balance that reasonably ensures meaningful access to critical services for limited English proficient individuals, while not imposing undue burdens on officers of the Coles County Sheriff’s Office.

The Coles County Sheriff’s Office will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

Section: ADMINISTRATION
Title: LIMITED ENGLISH PROFICIENCY SERVICES

However, the above analysis will be utilized to determine the availability and level of assistance provided to any limited English proficient individual or group.

TYPES OF ASSISTANCE AVAILABLE

Depending on the balance of the above four factors, the Coles County Sheriff’s Office shall make every reasonable effort to provide meaningful and timely assistance to limited English proficient individuals through a variety of services, where available. Limited English proficient individuals may elect to accept interpreter services offered by the Coles County Sheriff’s Office at no cost, or choose to provide their own interpreter services at their own expense. Officers should document in any related report whether the limited English proficient individual elected to use interpreter services provided by the Coles County Sheriff’s Office or some other source. The Coles County Sheriff’s Office provided interpreter services may include, but are not limited to:

Bilingual Staff –

Individual officers and employees need not be certified as interpreters, but need only have a competent understanding of the language involved. When a bilingual employee of the Coles County Sheriff’s Office is not available, an employee from another police agency within the area, may be requested by a supervisor depending of the circumstances.

Written Forms and Guidelines –

The Coles County Sheriff’s Office will endeavor to provide frequently used, critical forms and guidelines in languages most commonly represented within the community or a particular area. When appropriate, these forms will be conspicuously posted at the front counter and shall be otherwise available upon request. For example, the Coles County Sheriff’s Office Personnel Complaint form and information about various Coles County Sheriff’s Office programs and services should be made readily available to limited English proficient individuals.

Audio Recordings –

From time to time, the Coles County Sheriff’s Office may develop audio recordings of important information needed by limited English proficient individuals. For example, officers may be provided with a police K-9 warning or crowd dispersal order for

Section: ADMINISTRATION
Title: LIMITED ENGLISH PROFICIENCY SERVICES

broadcast in a language most likely to be understood by the limited English proficient individuals involved in any given incident.

Telephone Interpreter Services –

The patrol supervisor and corrections supervisor will maintain a list of qualified interpreter services, approved by the sheriff or his designee, which may be contacted to assist limited English proficient individuals.

Community Volunteers –

Depending on the circumstances, location, and availability, responsible members of the community may be utilized to provide qualified interpreter services. Sources for these individuals may include local businesses, banks, churches, neighborhood leaders, and school officials. In addition to such sources developed by individual officers, the Coles County Sheriff’s Office will attempt to maintain and update a list of qualified community volunteers.

Family and Friends of Limited English Proficient Individuals –

While family and friends of a limited English proficient individual may frequently offer to assist with interpretation. Officers should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in emergency situations. Further, the nature of the contact and relationship between the limited English proficient individual and the individual offering services must be carefully considered.

Posting of Available Services –

Forms printed in available languages should be maintained in a conspicuous location at the front counter and other appropriate areas such as a booking area. When such forms are either unavailable or inappropriate, the Coles County Sheriff’s Office shall post a conspicuous notice that limited English proficient services may be available.

Section: ADMINISTRATION
Title: LIMITED ENGLISH PROFICIENCY SERVICES

LIMITED ENGLISH PROFICIENT CONTACT SITUATIONS AND REPORTING

While all police contacts, services, and individual rights are important, the Coles County Sheriff’s Office will utilize the four (4) factor analysis to prioritize language services so that they may be targeted where most needed, because of the nature and importance of the particular law enforcement activity involved. Whenever any member of the Coles County Sheriff’s Office is otherwise required to complete a report or other documentation, and translation services are provided to any involved limited English proficient individual, such services should be noted in the related report.

It is the desire of the Coles County Sheriff’s Office to provide limited English proficient individuals with meaningful access to police services when they are victims of, or witnesses to, alleged criminal activity or other emergencies. Coles County Sheriff’s Office personnel will make every reasonable effort to promptly accommodate such limited English proficient individuals in utilizing 911 lines through any of the above resources. While 911 calls shall receive top priority, it is also important that reasonable efforts be made to accommodate limited English proficient individuals seeking access to more routine services and information from the Coles County Sheriff’s Office.

CUSTODIAL INTERROGATIONS AND BOOKINGS

In an effort to ensure the rights of Limited English proficient individuals are protected during arrest and custodial interrogation, the Coles County Sheriff’s Office will provide competent translation during such situations. Further, it is recognized that miscommunication during custodial interrogations may have a substantial impact on the evidence presented in any related criminal prosecution. Therefore, Coles County Sheriff’s Office personnel will make every reasonable effort to provide translation services and/or forms that will accurately translate all communications with limited English proficient individuals.

Employees providing translation services shall also be aware of the inherent communication impediments to gathering information from the limited English proficient individual throughout the booking process or any other situation in which a limited English proficient individual is within the control of Coles County Sheriff’s Office personnel. Medical screening questions are commonly used to elicit information on an individual’s medical needs, suicidal inclinations, presence of contagious diseases, potential illness, resulting symptoms upon withdrawal from certain medications, or the need to segregate the arrestee from other prisoners. It is important for the Coles County Sheriff’s Office to make every

Section: ADMINISTRATION
Title: LIMITED ENGLISH PROFICIENCY SERVICES

reasonable effort to provide effective language services in these situations.

**FIELD
ENFORCEMENT
AND
INVESTIGATIONS**

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine police actions which may involve limited English proficient individuals. Because the scope and nature of these activities will inevitably vary, the Coles County Sheriff's Office recognizes that it would be virtually impossible to provide immediate access to complete translation services to every officer in the field. However, each officer and/or supervisor must assess each such situation to determine the need for and availability of translation services to any and all involved limited English proficient individuals.

Although not every situation can be addressed within this policy, it is important that an officer is able to effectively communicate the reason for a contact, the need for information, and the meaning or consequences of any enforcement action taken against a limited English proficient individual. It would also, for example, be meaningless to request consent to search if the officer is unable to effectively communicate with an limited English proficient individual.

**COMMUNITY
OUTREACH**

Community outreach programs and other such services offered by the Coles County Sheriff's Office, have become increasingly recognized as important to the ultimate success of more traditional law enforcement duties. Therefore, the Coles County Sheriff's Office will continue to work with community groups, local businesses, and neighborhoods, to make equal access to such programs and services available to limited English proficient individuals and groups.

TRAINING

In an effort to ensure that all employees of the Coles County Sheriff's Office who have regular contact with the public or individuals in custody are properly trained. The Coles County Sheriff's Office will provide periodic training in the following areas:

- * Employees shall be made aware of limited English proficiency procedures, forms and available resources.
- * Employees having contact with the public (or individuals in the custody of the Coles County Sheriff's Office) shall be trained to work effectively with interpreters.

Section: ADMINISTRATION

Title: LIMITED ENGLISH PROFICIENCY SERVICES
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- * Management staff, even if they may not interact regularly with limited English proficient individuals, shall be trained in limited English proficiency procedures, forms, and resources, in order that they remain fully aware of, and understand this policy, so they can reinforce its importance and ensure its implementation.

Section: ADMINISTRATION
Title: MEDIA RELATIONS

POLICY

The Coles County Sheriff’s Office understands the need to cooperate with authorized news media representatives in order to inform the public of criminal activity and incidents pertinent to the general welfare of the citizens of this county. The Coles County Sheriff’s Office shall provide an unhindered flow of accurate information to authorized news media representatives concerning matters of public interest in a timely and unbiased manner. However, the release of this information must take place so that it does not interfere with the operations of the Coles County Sheriff’s Office or infringe on the rights of persons involved in those matters.

PUBLIC INFORMATION OFFICER

The chief deputy shall serve as the Coles County Sheriff’s Office Public Information Officer. He/she shall serve as a central source for the release of information to the news media and the community at large. From time to time the chief deputy may designate another member of the Coles County Sheriff’s Office to act as public information officer in his/her absence.

The Coles County Sheriff’s Office Public Information Officer shall assist news personnel in covering news stories on an “on-call” basis. The public information officer shall prepare and distribute news releases as well as arrange for and assist in news conferences.

The Coles County Sheriff’s Office Information Officer shall be responsible for assisting the news media at incident scenes. He/she shall set up a press area at the direction of the supervisor in command of the scene and will assist in controlling crisis situations.

The Coles County Sheriff’s Office Public Information Officer shall be responsible for the release of authorized information concerning confidential departmental investigations and other major operations. He/she shall coordinate the release of information with the sheriff and the representatives of other agencies.

The Coles County Sheriff’s Office Public Information Officer shall be responsible for developing and changing policies relating to the dissemination of public information. He/she shall also develop procedures for releasing information involving multi agency operations.

Section: ADMINISTRATION
Title: MEDIA RELATIONS

COOPERATION WITH THE MEDIA

Authorized news media representatives shall have reasonable access to the public information officer and the sheriff, as well as access to the operations of the Coles County Sheriff’s Office. When information must be denied to the media, the basis for that denial shall be fully and courteously explained.

The Coles County Sheriff’s Office maintains the right to require identification from all local, national, and international news organizations. Failure of media personnel to present identification may provide grounds for restricting access to requested information or incident scenes to that individual or organization.

Public information shall be released to the media as promptly as circumstances allow, without partiality, and in as objective a manner as possible. Public information may be provided to media representatives by telephone if the identity of the representative is known or can be authenticated.

Ranking officers at a crime or incident scene may release information of a factual nature to the media at the direction of the public information officer. Any media inquiries can also be referred to the public information officer, especially when the officer is unsure of the facts or the propriety of releasing the information.

Written press releases shall be disseminated only following approval of the sheriff or his designee. All press releases shall be prepared using the press release form

Upon receipt of information by an officer, regarding events or incidents having media interest, that officer shall notify the appropriate shift commander. That shift commander is responsible for ensuring that the public information officer is informed of the event as well as the other persons listed in the Coles County Sheriff’s Office Incident Notification Policy included in this manual.

RELEASE OF INVESTIGATIVE INFORMATION

During the course of any criminal investigation, from its inception through its final court disposition, the sheriff or his designee shall approve all media requests for case information prior to release.

Investigative information that may be released:

Section: ADMINISTRATION
Title: MEDIA RELATIONS

- * The type or nature of a crime or incident
- * The location, date, time, injuries, damages, and general description of the occurrence
- * The type and quantity of the property taken or damaged
- * The identity and address of the victim, excepting the victims of sex crimes or victims that might be endangered by the release of that information
- * Requests for aid in locating evidence, a victim, or a suspect
- * The number of agency personnel involved in an event or investigation, and the length of the investigation
- * The name of the officer in charge of the case, his/her supervisor, and the division he/she is assigned to

Investigative information that may not be released:

- * The identity of a suspect prior to his/her arrest unless such information would aid in the apprehension of the suspect or warn the public of potential danger
- * The identity of any victim of a sex crime or any related information which, if divulged, could lead to the identification of that victim
- * The identity of a victim or witness if such disclosure would prejudice an investigation to any significant degree or place the victim or witness in personal danger
- * The identity of any juvenile that is a suspect or defendant
- * The identity of any critically injured or deceased person prior to the notification of the next of kin
- * The results of any investigative procedures such as lineups, polygraph tests, fingerprint comparison, firearms examinations, or other investigative procedures
- * Information that, if prematurely released, may interfere with an investigation or the apprehension of a suspect such as investigative leads, details of the crime known only to the

Section: ADMINISTRATION
Title: MEDIA RELATIONS

suspect, or information that may cause the suspect to flee or avoid apprehension

- * Information that may be of evidentiary value in criminal proceedings
- * The specific cause of death of an individual unless officially determined by the medical examiner
- * The home address or telephone number of any member of the Coles County Sheriff's Office

Any exception to releasing any of the proceeding prohibited information must be authorized by the sheriff or his designee.

**RELEASE OF
ARREST
INFORMATION**

Arrestee information that may be released:

- * The arrestee's name, age, physical, description, residence address, occupation, family status, and photograph
- * The time and place of the arrest, whether pursuit or resistance occurred, weapons used, charges brought against the arrestee, and a description of any contraband items seized
- * The identity of the arresting officers and the duration of the investigation, unless the officers are working an undercover assignment
- * The location of the arrestee's detention

Arrestee information that may not be released:

- * A record of prior criminal convictions or any information regarding the character or reputation of the defendant
- * The existence or contents of any confession, admission, or statement of a defendant or the unwillingness of the defendant to make a statement
- * The performance or results of any tests, or the a defendant's refusal to submit to testing of any kind
- * Any opinion about the guilt or innocence of a defendant or the merits of any investigation

Section: ADMINISTRATION
Title: MEDIA RELATIONS

* Any opinion or knowledge of a plea bargain or pretrial action

The prohibited arrestee information listed above pertains to individuals under arrest and/or formal charges but not yet adjudicated. Any exceptions pertaining to any release of the above prohibited information must be authorized by the sheriff or his designee.

**SPECIAL
CIRCUMSTANCES**

Recognized news media representatives will be provided reasonable access to all crime scenes controlled by Coles County Sheriff's Office Personnel. This may include closer access for media persons and their equipment than afforded to the general public. However, special access to the media will only be granted if it does not interfere with the objectives of the Coles County Sheriff's Office at the scene or the safe movement of vehicle traffic.

The news media shall not be allowed access to any area or scene where there exists a possibility that evidence may be damaged, altered, destroyed, or otherwise prejudiced by its existence being published or portrayed. Once evidence has been processed, removed, and secured by detectives or crime scene personnel and the scene has been prepared for release, the media may be allowed to enter the location with the permission of the officer commanding the scene. News media filming or photography on private property requires the permission of the property owner or his/her representative.

Suspects or accused persons in custody shall not be posed for the media nor shall arrangements be made for the media to take photographs, telecasts, or interviews. Coles County Sheriff's Office Personnel shall not pose with suspects or accused persons in custody.

Once a person is charged with a crime and is being sought by law enforcement authorities, photographs or mug shots may be released to the news media to aid in the apprehension of the suspect. No Coles County Sheriff's Office photographs, mug shots, video, or composites of suspects in custody shall be released to the media unless authorized by the chief deputy or his designee.

In regard to major crime scenes in progress, such as a hostage or barricade situation, the officer commanding the scene shall designate a press area. This shall be done as early as possible and

Section: ADMINISTRATION
Title: MEDIA RELATIONS

the area shall be as close as possible to the incident as safety and operational requirements will reasonably allow.

Details regarding suicides may be reported to the media, including factual information describing how the incident occurred. The name, age, physical description, and occupation of the victim may also be released, but only after notification of the next of kin has been completed. The existence of a suicide note may also be disclosed. However, the contents of such notes are personal and confidential and shall not be released.

**ACCIDENTS
DISASTERS AND
NON-CRIMINAL
INCIDENT
SCENES**

In regard to scenes involving accidents, disasters, or other non-criminal incidents the principles of media cooperation shall be maintained. However, the management of such scenes shall be conducted so as not to impede the mission of law enforcement, fire, medical, or other emergency personnel responsible for controlling the incident.

During any critical incident, the commanding officer on scene shall designate a press area as early as possible and as close as possible to the scene as safety and operational considerations allow. The fire department officer-in-command at the scene shall manage media access to and movement within designated fire scene perimeters. This access and movement should be coordinated with the overall scene commander.

Emergency personnel on the scene, including Coles County Sheriff's Office Officers will not decline to rescue news media personnel who are in danger but they are not required to provide escort into or out of dangerous areas. In general, authorized news media representatives are permitted free movement in disaster areas providing they do not hamper, deter, or interfere with law enforcement or public safety functions.

**RESTRICTED
INFORMATION**

Statements of policy, which express the official position of the Coles County Sheriff's Office, official responses to criticism of the department, or statements regarding any pending civil litigation involving this agency shall be made only by the sheriff or his designee. Also, all statements regarding internal investigations, disciplinary or other personnel matters, officer involved critical incidents, such as shootings or accidents, shall only be made by the sheriff or his designee.

Section: ADMINISTRATION
Title: NATIONAL INCIDENT MANAGEMENT SYSTEM

POLICY

The Coles County Sheriff's Office has adopted the National Incident Management System (NIMS). This system provides a consistent nationwide template to enable federal, state, local, and tribal governments, as well as private-sector and non-governmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

This approach would also improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. These incidents can include, but are not limited to, acts of terrorism, hazardous material spills, natural disasters, aircraft accidents, war related disasters, etc.

PROCEDURE

All certified peace officers are required to complete NIMS 700 and ICS 100LE courses. These can be completed online at: <http://training.fema.gov/EMIWEB/IS/crslist.asp>

Section: ADMINISTRATION
Title: ON CALL WRECKER SCHEDULE

POLICY **In the course of investigating accidents and crimes, it occasionally becomes necessary to tow and/or impound vehicles. In order to facilitate the orderly removal of vehicles and to allow any reputable towing firm the opportunity to assist the Coles County Sheriffs Office in this task, an on call wrecker schedule will be maintained. The following guidelines will govern participation in the on call wrecker program.**

GENERAL REQUIREMENTS The towing agency must be located within the geographical boundaries of Coles County. The towing agency must provide a twenty-four hour service, seven days a week, including holidays. The towing agency must have impound facilities such as a fenced in area or a securable building. The towing agency must be reputable and the drivers professional and courteous. The towing agency must maintain their equipment in good order and be in compliance with any applicable laws governing towing vehicles. The towing agency must have the appropriate insurance. The towing agency must charge reasonable prices. The towing agency must respond to calls promptly.

ON CALL WRECKER SCHEDULE The on call wrecker schedule will be compiled in November for the upcoming year. The schedule will list the towing agencies to be used and the dates those agencies are on call.

To be considered for placement on the schedule, the requesting towing agency must give written notice of their desire to be included on that schedule prior to November 1st. To be included on the yearly “On Call Wrecker Schedule” a towing firm must complete an application form. The towing firm must list the towing agency's name, address, phone number, type of equipment (semi-wreckers, flatbeds, dolly equipment, etc.), impound facilities, and their charges. Each firm must also list the full name, drivers license number, date of birth, and date of hire of each driver in their employ. This information must be kept current.

All requesting towing agencies will be screened before inclusion on the on call schedule. The screening of towing firms requesting inclusion on the on call wrecker schedule will be done by the chief deputy. All questions or appeals in regard to the on call wrecker schedule or policy shall handled by the chief deputy.

Section: ADMINISTRATION
Title: ON CALL WRECKER SCHEDULE

CAUSES FOR
INELIGIBILITY
OR REMOVAL
FROM THE ON
CALL SCHEDULE

A towing agency may be ineligible if it fails to comply with all the policies of the Coles County Sheriffs Office and the state laws concerning towing procedures and vehicles. A towing agency may be ineligible if it repeatedly fails to respond to calls promptly. A towing agency may be ineligible if its personnel are rude to or uncooperative with the public or members of the Coles County Sheriffs Office. A towing agency may be ineligible if it fails to keep stored or impounded vehicles safe from theft or damage. A towing agency may be ineligible if it charges excessive fees. A towing agency may be ineligible because of inept performance or questionable business practices. A towing agency may be ineligible if it is owned by, or employs, convicted felons.

Section: ADMINISTRATION
Title: ON DUTY INJURIES

PURPOSE	The purpose of this policy is to ensure proper medical attention is received, provide for the reporting of on-duty injuries, occupational illnesses, or deaths to Supervisors, Sheriff and Chief Deputy. It is also vital to document the circumstances surrounding the incident.
Policy	<p>INJURIES REQUIRING MEDICAL CARE:</p> <p>All work related injuries and work related illnesses requiring medical care must be reported to the Sheriff or Chief Deputy, or other designated person and a claim form shall be provided to the injured employee within 24 hours from the time the injury was discovered, excluding weekends and holidays.</p> <p>Accident:</p> <p>Defined as any occurrence from which bodily injury or property damage may result, regardless of whether any injury or damage actually does occur (e.g., exposure where no immediate injury is apparent).</p> <p>Employee Responsibility:</p> <p>Any employee sustaining any work related injury or illness, as well as any employee who is involved in any accident while on duty shall report such injury, illness or accident as soon as practical to his/her supervisor. Any employee observing or learning of a potentially hazardous condition is to promptly report the condition to his/her immediate supervisor. Any employee sustaining a work related injury or illness that required relief from duty is required to be examined and/or treated by a doctor. Any employee sustaining a work related injury or illness is also required to comply with departmental policies and directives relating to the duty to periodically call in during absences, as well as the duty to notify the Department of any change in condition or anticipated duration of the absence. When appropriate, an employee being treated for an on duty injury should inform the attending physician that a modified duty assignment may be available at the Department. Limited Services duty may be available for the employees whose injuries prevent resumption of</p>

Section: ADMINISTRATION
Title: ON DUTY INJURIES

	<p>regular duties. An injured employee or employee who has suffered a work related illness shall report as soon as is practical to his/her immediate supervisor the medical findings concerning the injury and the extent and duration of any work restrictions if they are known. In addition, such employees are required to promptly submit all medical releases, whether partial or full releases, to their supervisor.</p> <p>Supervisor's Responsibility</p> <p>A supervisor learning of any work related injury, illness or accident shall promptly be reported. If appropriate or required by Sheriff or Chief Deputy, or designated person, an investigation (including the identification of witnesses interviews, scene documentation, and photographs) should be considered. For work related accidents, injuries or illness not requiring professional medical care, a Supervisor's Report of Injury shall be completed. Copies of the report shall be forwarded to the Chief Deputy, through the chain of command. When an accident, injury, or illness is reported initially and the employee subsequently requires professional medical care, the State of Illinois Employer's First Report of Injury form shall then be completed. Every injured employee must be provided with an Illinois Worker's Compensation Commission Application for Benefits form within 24 hours, regardless of the nature of illness or injury. Copies of any reports documenting the accident or injury should be forwarded to the Chief Deputy as soon as they are completed.</p> <p>Chief Deputy Responsibility</p> <p>The Chief Deputy receiving a report of a work related accident or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Sheriff.</p> <p>Sheriff</p> <p>Sheriff shall review and forward copies of the report to the County Insurance Carrier and retain one copy in the employee's personnel file.</p> <p>Injury not requiring medical attention</p> <p>Those injuries and illnesses not requiring medical attention shall be recorded by a report. This report shall be completed and signed</p>
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Section: ADMINISTRATION
Title: ON DUTY INJURIES

	<p>by a supervisor. This report shall be signed by the affected employee., indicating that he/she desired no medical attention at the time of the report. By signing this report the employee will not preclude his/her ability to seek attention later.</p> <p>Settlement of Injury Claims</p> <p>Occasionally, an employee work related injury results from the negligent or wrongful acts of another, for which the employee, the county, and/or other insurers are entitled to recover civilly. To ensure that the county's interests are protected and that the employee has the benefit of the county experience in these matters, the following procedure is to be followed.:</p> <p>Employee To Report Initial Contacts</p> <p>When an employee sustains work related injuries caused by another person and is then approached by such person or an agent, insurance company, or attorney and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.</p> <p>No settlement without prior approval</p> <p>No less than ten(10) days prior to accepting and finalizing the settlement of any third party claim arising out of or related to an on duty injury, the employee shall provide the Sheriff with written notice of the proposed terms of such settlement. In no case shall the employee accept a settlement without first providing such written notice to the Sheriff. The purpose of such notice is to permit the county to determine whether or not the offered settlement will affect any claim the county may have regarding payment for damage(s) to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the county's right of subrogation, while ensuring that the employee's rights to receive compensation for injuries are not affected.</p>

Section: ADMINISTRATION
Title: ORGANIZATION

POLICY

The Coles County Sheriff’s Office derives its authority from the Illinois State Constitution. As with all law enforcement entities the Coles County sheriff’s Office must have a structure and chain of command. The organization of the Coles County Sheriff’s Office will be structured as outline in this policy.

OFFICE OF THE SHERIFF

In the State of Illinois, the sheriff is the only law enforcement officer whose position is set forth by the Illinois State Constitution. All other law enforcement agencies, with the exception of federal officers operating within the state, were created by acts of the Illinois legislature. As a constitutional officer, the sheriff serves as the chief law enforcement officer of the county he/she was elected in. A sheriff’s jurisdiction extends throughout the entire county.

The sheriff is basically charged with three areas of responsibility; serving as the officer of the court, providing law enforcement services, and operating the county jail. In the capacity as officer of the court, the sheriff is called upon to provide for the service of civil process issued by the court. The sheriff is also responsible for the security of the court. While the sheriff is responsible for law enforcement throughout the entire county, most sheriffs concentrate their patrol and investigative efforts in the rural unincorporated areas of the county, as well as the small villages and towns. Since many larger cities have police departments, the sheriff generally leaves the law enforcement responsibilities for those jurisdictions primarily in the hands of the city departments, rather than duplicate services. As the administrator of the county jail, the sheriff operates lock-up facilities that house both pre-trial detainees and those inmates sentenced by the court.

In addition to the three major areas of responsibility, the sheriff also supervises the maintenance and security of the courthouse and serves as the superintendent of safety for the entire county. As prescribed by law, the sheriff may appoint deputy sheriffs who share his/her powers and assist with the execution of the duties of the office.

COLES COUNTY SHERIFF’S OFFICE

The Coles County Sheriffs Office utilizes both civilian personnel and sworn deputy sheriffs to fulfill the various responsibilities of the office. Organizationally, the Coles County Sheriff’s Office is comprised of three major sections: the patrol section, the detective section and the corrections section.

The patrol section is staffed with sworn deputy sheriffs who provide

Section: ADMINISTRATION
Title: ORGANIZATION

the law enforcement services of the Coles County Sheriff’s Office. The patrol section is primarily responsible for the initial response to calls for service and emergency situations, service of civil process and warrants, and pro-active patrol duties.

The detective section is staffed with sworn deputy sheriffs who also provide law enforcement services. The detective section is responsible for the investigation of all felony complaints, as well as other types of investigative and specialty duties.

The corrections section is staffed by both civilian personnel and sworn officers. Deputy sheriffs, serving as corrections officers, supervise and attend to the needs of the arrestees, detainees, and inmates of the Coles County Jail.

Civilian staff provides auxiliary services such as clerical work, cooking, cleaning and building maintenance. The service of civil process is handled by both civilian personnel and sworn deputy sheriffs.

**COLES COUNTY
SHERIFF’S
OFFICE MERIT
COMMISSION**

The Coles County Sheriffs Office Merit Commission was impaneled by a vote of the Coles County Board in 1974. The merit commission acts as a screening body to ensure fairness and continuity in hiring and promotional practices for the Coles County Sheriff’s office. The merit commission may also serve as an unbiased hearing body, charged with the responsibility of mediating serious disciplinary differences between staff and management.

Pursuant to Chapter 50 of the Illinois Compiled Statutes, the merit commission is comprised of five members. The commission members are selected and recommended by the sheriff and either approved or disapproved by the Coles County Board. The current Coles County Sheriffs Office Merit Commission is comprised of a chairman, vice chairman, secretary, and two (2) members.

**ORGANIZATION
CHART**

Refer to the addendum of this manual for the organizational flow chart of the Coles County Sheriff’s Office.

Section: **ADMINISTRATION**

Title: **PART-TIME EMPLOYEES**

JURISDICTION
AND TESTING

Part-time employees do not fall under the jurisdiction of the Coles County Sheriff's Office Merit Commission. Part time employees are exempt from the entry level testing requirements conducted for applications for full-time employment as law enforcement or correctional officers. The Coles County Sheriff's Office will complete a background investigation on each part-time employee.

Section: ADMINISTRATION
Title: PAY AND BENEFITS

POLICY **The Coles County Treasurer issues payroll checks for the employees of the Coles County Sheriff’s Office on or about the first (1st) and the sixteenth (16th) of every month. The Coles County Sheriff’s Office also provides various other benefits to its employees.**

A portion of the employees of the Coles County Sheriff’s Office are subject to a collective bargaining agreement between the Coles County Sheriff’s Office and the Illinois Fraternal Order of Police Labor Council Bargaining unit. Other employees of the Coles County Sheriff’s Office are not members of the bargaining unit. Employees not covered by the collective bargaining agreement shall be governed by the “Coles County Personnel Policy Manual”.

SALARY/WAGES **The amount of salary and/or wages of non-bargaining unit employees shall be determined by the sheriff. The Coles County Board shall have input in regard to the salary and/or wages of employees as well.**

INSURANCE **Coles County currently provides health insurance to its employees. Health insurance costs are shared between the individual employee and Coles County. In addition an employee may, at his/her own expense, purchase dependent coverage on the Coles County Health Insurance Policy.**

Life insurance is provided to employees of Coles County. Coles County currently provides \$10,000.00 worth of life insurance to each employee.

The Coles County Sheriff’s Office shall provide a high-risk liability policy and surety bonds for all employees. This insurance and bond are required in order to allow employees to perform their duties.

**RETIREMENT
DISABILITY
DEATH
BENEFITS** **Employees of the Coles County Sheriff’s Office are covered by the Illinois Municipal Workers Retirement Fund benefits. Participation in the Illinois Municipal Workers Retirement Fund is required and it enables employees to provide for retirement (in addition to Social Security Benefits) and provides for disabilities or death. The exact retirement, disability, and death benefits available to each worker will vary. Therefore the Illinois Municipal Workers Retirement Fund should be consulted in regard to these benefits.**

Section: ADMINISTRATION

Title: PAY AND BENEFITS

The Coles County Sheriff’s Office also provides worker compensation in accordance with the Illinois Worker's Compensation Act and Occupational Diseases Act. The provisions of these acts should be consulted to determine the benefits available under them.

In addition, the State of Illinois and Government of the United States provide death benefits for all sworn officers killed in the line of duty. The respective government entities listed above should be consulted in regard to the provisions of these benefits.

LEAVES

The Coles County Sheriff’s Office shall provide sick leave. The Coles County Sheriff’s Office provides one (1) sick day (8 hours) per month cumulative to 240 days. A maximum of ninety (90) days may be used in one block by an employee for illness or disability. For any period exceeding ninety (90) days, the employee must obtain Illinois Municipal Worker Retirement Fund disability payments. Sick leave may only be used for legitimate illness of the employee or immediate family members. Sick leave may also be used in conjunction with bereavement days with approval from the sheriff.

The Coles County Sheriff’s Office provides up to three (3) days of bereavement leave in the event of the death of a member of the employee's immediate family. The sheriff may also grant bereavement leave in the event of the death of a person who is not a member of the employee's immediate family, but who had a close familial relationship with the officer. For the purpose of this section, immediate family shall include spouse, children (including stepchildren), parents, in-laws, brothers, sisters, grandparents, and grandchildren of the employee.

The Coles County Sheriff’s Office provides three (3) personal leave days per year. These days may not be carried over from year to year. However, personal leave may be taken even if granting the personal leave would require the payment of overtime to fill the employee's shift.

The Coles County Sheriff’s Office provides non-bargaining unit employees benefit time in accordance with the “Coles County Personnel Policy Manual”.

The dieticians do not receive personal leave or holiday leave. However, the dieticians may be compensated for this with other benefits that the sheriff deems appropriate.

Section: ADMINISTRATION
Title: PAY AND BENEFITS

COMPENSATORY AND OVERTIME PAY The Coles County Sheriff’s Office provides compensatory time pay for hours worked in excess of regular hours. Non-bargaining unit employees shall be compensated at 1 1/2 times their regular rate for any hours worked over 40 hours in a week's period. Non-bargaining unit employees shall be compensated by choice of pay or comp time, as approved by the sheriff. The Coles County Sheriff’s Office may "Buy Back" accumulated comp-time at the end of each fiscal year as the budget allows.

VACATION The Coles County Sheriff’s Office provides vacation time for non-bargaining unit employees based upon the schedule provided in the “Coles County Personnel Policy Manual”.

Section: ADMINISTRATION
Title: PERSONAL APPEARANCE

trimmed and of a length that is appropriate for his particular job assignment. Facial hair shall also be trimmed and maintained so as to convey a professional appearance.

A female civilian employee shall keep her hair in such a manner that is appropriate for her job assignment. A female civilian employee shall be groomed so as to convey a professional appearance. All civilian employees assigned to food preparation service shall keep their hair in accordance with health department standards.

A civilian employee may wear jewelry that is appropriate for his/her particular job assignment. Jewelry that may interfere with the performance of a specific job performance should not be worn. No jewelry or accessories that may discredit the Coles County Sheriff's Office will be allowed.

**SPECIALIZED
ASSIGNMENTS
EXEMPTION**

Officers working in positions of specialized assignments, such as task forces or undercover assignments, may be excused from complying with the standards set forth in this policy when it is necessary for the performance of their duties. Officers must obtain permission for this exemption by the sheriff or his designee.

Section: ADMINISTRATION
Title: RELEASE OF EMPLOYEE INFORMATION

POLICY **On occasion the Coles County Sheriff’s Office receives requests for information in regard to employee records. It is necessary to meet those requests but also to protect the officer’s privacy and to comply with all applicable laws.**

**AUTHORITY TO
RELEASE
INFORMATION** The chief deputy or his/her designee is the only person authorized to release information or department records regarding past or present employees. Employee information shall not be released in any form (in writing, verbally, or electronically) without the authorization of the chief deputy or his/her designee.

PROCEDURE Any past or present employee may request the release of information to specific individuals or entities by forwarding a signed waiver to the chief deputy. The chief deputy may then authorize other employees of the Coles County Sheriff’s Office to relate information in regard to that employee to the specified person or persons. Only factual information regarding the past or present employee should be discussed.

Section: ADMINISTRATION
Title: RIDE-ALONG PROGRAM

POLICY **It is the desire of the Coles County Sheriff’s Office to provide community relations oriented programs. The ride-along program will be done with the intent to educate, as well as strengthen the relationship between the community and the Coles County Sheriff’s Office.**

GUIDELINES Host officers are restricted to performing five (5) ride-alongs a year, unless assigned to additional ride-alongs by a supervisor. All ride-along candidates; friends and family members of Coles County Sheriff’s Office employees, as well as members of the general public, are restricted to one (1) ride-along per year, regardless of the host officer. All individuals requesting a ride-along must be a minimum of eighteen (18) years of age. Officers may decline to be a host officer. In order to do so the officer shall inform his/her immediate supervisor if he/she does not wish to act as a host officer.

Civilian participants in the ride-along program shall dress in appropriate business or casual attire, and shall not be permitted to possess or use cameras, audio/video recorders, flashlights, or any other equipment without prior authorization from the sheriff or his designee. The ride-a-long participant shall only exit the squad car when the assigned officer deems it is safe to do so.

At no time will a citizen be armed during the ride-along. Only police officers certified to carry a firearm, who have obtained permission from the chief deputy or the sheriff, may be armed during the ride-along.

A patrol officer shall act as a host officer and shall be responsible for the guest rider during the ride-along. A citizen on a ride-along will not be taken into a situation where the likelihood of physical danger exists. If a serious or violent call is received by a host officer, the citizen on the ride-along should be dropped off at a safe location before the officer responds to the call. In such a circumstance the communications center should be advised and, if possible, another unit should pick up the ride-along until the host officer completes the call.

If at any time a citizen on a ride-along interferes with or otherwise obstructs an officer in the performance of his/her duties, the officer will immediately report the situation to his/her shift supervisor. The shift supervisor will then terminate the ride-along, if required.

Section: ADMINISTRATION
Title: RIDE-ALONG PROGRAM

When a ride-along has been completed, the shift supervisor shall speak with the host officer and will prepare a written report detailing the particular ride-along. The written report shall be forwarded to the patrol section supervisor, who shall review it and present it to the chief deputy.

**RIDE-ALONG
REQUEST
PROCEDURE**

To arrange a ride-along, the individual requesting the ride-along shall complete a “ride-along request form”. This form shall include a statement waiving liability on the part of the Coles County Sheriff’s Office. The completed request form shall be given to the shift commander of the particular shift the requestor is desiring to ride-along on.

The shift supervisor shall also conduct an interview with the ride-along requestor. If the shift supervisor determines that the ride-along request is in the best interest of the Coles County Sheriff’s Office, the shift supervisor will forward the request to the patrol section supervisor.

The patrol supervisor shall review the request and shall conduct a routine background check on the requestor. The patrol supervisor will then either approve or deny the request. If the patrol section supervisor denies the request he/she shall notify the requestor of his/her decision.

A patrol officer shall act as a host officer and shall be responsible for the guest rider during the ride-along. The host officer shall perform normal shift duties during the ride-along.

When a ride-along has been completed, the shift supervisor shall speak with the host officer and will prepare a written report detailing the particular ride-along. The written report shall be forwarded to the patrol supervisor.

Section: ADMINISTRATION
Title: RULES OF CONDUCT

POLICY

It is the policy of the Coles County Sheriff’s Office to hold its employees to high professional standards. The Coles County Sheriff’s Office, in an effort to maintain fair, uniform, and proper disciplinary standards, has developed a uniform disciplinary system.

This policy shall set forth standards for the sheriff to use in determining what the appropriate discipline is for an individual offense. As it would be difficult, if not impossible, to document every type of offense that could occur, the offenses listed herein are designed to be a general guide so that the appropriate discipline for offenses of a similar nature can be determined.

Acting contrary to any of the examples in this policy should not be construed as a policy violation in and of itself. The actual violation is determined by referring to the individual policy, procedure, labor contract, or directive. Then compare the violation to the closest class designation for the appropriate discipline level.

ABUSE OF SICK LEAVE

An employee of the Coles County Sheriff’s Office shall not abuse their authorized sick leave by applying for it needlessly. An employee who takes a minimum of three (3) consecutive sick days may be required to produce a statement from his/her doctor explaining the nature of the illness or injury. A pattern of sick leave abuse will be considered improper use of sick leave.

ACCEPTANCE OF GRATUITIES

An employee of the Coles County Sheriff’s Office shall not accept any gift, favor, or gratuity from any member of the general public if such gift, favor, or gratuity is being extended for the purpose of eliciting preferential treatment from the employee in the future. Further, an employee of the Coles County Sheriff’s Office shall not accept gifts, gratuities, or favors from an incarcerated individual or from a family member of an incarcerated individual. Neither shall an employee of the Coles County Sheriff’s Office enter into any type of transaction which involves the buying, selling, or trading of items of worth with any incarcerated individual or with a family member of an incarcerated individual.

COMMUNICATION OF DEPARTMENTAL BUSINESS

An employee of the Coles County Sheriff’s Office shall not discuss the business of the Coles County Sheriff’s Office with individuals not affiliated with the Coles County Sheriff’s Office without prior authorization from the administration. An employee of the Coles

Section: ADMINISTRATION
Title: RULES OF CONDUCT

County Sheriff’s Office shall not engage in official correspondence with any person or agency without the expressed consent of the administration. For the purpose of these rules, discussion could be either verbal or written. This does not imply, however, that an employee cannot cooperate in any legal investigation involving the Coles County Sheriff’s Office or its employees.

An employee of the Coles County Sheriff’s Office shall not speak to members of the general public concerning the merits of any case being handled by the Coles County Sheriff’s Office without the expressed consent of the administration.

**CONSUMING
ALCOHOLIC
BEVERAGES OR
CONTROLLED
SUBSTANCES**

An employee of the Coles County Sheriff’s Office shall not report for duty while under the influence of any type of alcoholic liquor. For purposes of clarification, no employee shall consume any type of alcoholic beverage eight (8) hours prior to beginning a shift. No employee of the Coles County Sheriff’s Office, in uniform or wearing any identifiable part of the uniform shall consume or purchase any type of alcoholic beverage, except in the line of duty.

An employee of the Coles County Sheriff’s Office shall not take any type of controlled substance while on duty without a doctor’s order and the approval of the sheriff or his/her designee. At no time will an employee of the Coles County Sheriff’s Office be allowed to work while under the influence of a substance, which impairs or compromises the efficiency and judgement of the employee in question. An employee of the Coles County Sheriff’s Office shall report any prescribed controlled substances, which they are taking, to his/her immediate supervisor.

**COOPERATION
WITH
INVESTIGATIONS**

An employee shall fully cooperate with any police investigation. Additionally, an employee shall not fail to answer questions, respond to lawful orders, and render material or relevant signed statements, in an Coles County Sheriff’s Office internal investigation when such orders, questions and statements are directly related to the employee’s job responsibilities.

An employee shall not testify, make reports, or conduct police business in a less than truthful and/or cooperative manner. An employee is prohibited from intentionally making any materially false statements in connection with the performance of his/her duties, or in the hiring or promotion process.

COURT

All employees of the Coles County Sheriff’s Office are required

Section: ADMINISTRATION

Title: RULES OF CONDUCT

**PROCEEDINGS
AGAINST
EMPLOYEES**

to notify the chief deputy in writing of all actions taken against them in criminal court, state or federal bankruptcy court, or civil court. All employees of the Coles County Sheriff's Office are required to notify the chief deputy in writing of all legal proceedings where the employee is a defendant, plaintiff, or respondent. The above stated notification shall be made as soon as practical after the employee is made aware of the legal proceedings he/she is involved in.

COURTESY

An employee shall be courteous and tactful in the performance of his/her duties and shall promptly respond to all requests for assistance in accordance with Coles County Sheriff's Office procedures. An employee shall control his/her temper, and shall not use profane or intentionally insulting language.

**COURTROOM
DEMEANOR**

An employee shall be prompt, punctual, and prepared for his/her court appearances. This includes consultations with the prosecutor and the processing of pertinent police reports, notes and evidence. At all times, employees of the Coles County Sheriff's Office shall maintain a respectful attitude toward the court and both counsels. Should an employee be requested/subpoenaed to testify for the defense in a trial, or in any other criminal or civil hearing, the employee so requested/subpoenaed shall notify the chief deputy or the sheriff of the request/subpoena. An employee will appear for all court hearings in full duty uniform or proper business attire.

**DEALING WITH
CRIMINAL LAW
VIOLATIONS
WHILE
WORKING
OUTSIDE THE
DEPARTMENT**

If an employee observes a violation of the criminal law while working outside his/her employment with the Coles County Sheriff's Office, he/she may act in the role of a complaining witness as an agent of the business where he/she is employed. If the employee acts as a complaining witness in affecting an arrest, the employee will notify the proper law enforcement authority who will determine what police actions are then taken.

If an employee observes a violation of the criminal law while working outside his/her employment with the Coles County Sheriff's Office, he/she may determine that it is necessary to identify himself/herself as a deputy sheriff, in order to affect an arrest. In such an instance, the employee shall act as if he/she was on duty with the Coles County Sheriff's Office and follow all regular procedures and complete all required paperwork as if on duty. In such case, transportation of the arrestee will be done by the Coles County Sheriff's Office. However, if exigent circumstances exist, the employee may elect to request the law enforcement agency in the jurisdiction where the offense was committed

Section: ADMINISTRATION
Title: RULES OF CONDUCT

transport the arrestee.

**DEPARTMENT
PROPERTY**

An employee of the Coles County Sheriff’s Office shall not trade property owned by the Coles County Sheriff’s Office with other employees unless authorized to do so by the administration. Employees shall not lend property owned by the Coles County Sheriff’s Office to persons or parties outside of the Coles County Sheriff’s Office without authorization by the administration.

An employee of the Coles County Sheriff’s Office shall immediately report, in writing, any loss of, or damage to equipment or vehicles, owned by the Coles County Sheriff’s Office, to his/her immediate supervisor. The supervisor shall, in turn, notify the administration.

An employee shall not misuse or abuse county owned property or equipment. Any employee guilty of willful damage to county owned property or equipment may be required to pay for the cost of its repair or replacement and may also receive disciplinary action. Any employee guilty of neglect causing damage to county owned property or equipment may be required to pay for the cost of its repair and may also receive disciplinary action.

**DISOBEDIENCE
TO ORDERS**

An employee shall not fail to obey and fully execute any lawful order, written or oral, given by a superior employee. Lawful orders shall include, but shall not necessarily be limited to, the general orders of the Coles County Sheriffs Office.

Employees who are given an otherwise proper order, which is in conflict with a previous order, rule, regulation, or directive, shall respectfully inform the supervisor issuing the conflicting order of the conflict. If the supervisor does not alter or retract the conflicting order, that order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the supervisor giving the conflicting order. Employees shall obey the conflicting order (unless subject to the restrictions set forth below) and shall not be held responsible for disobedience of the order, rule, regulation or directive previously issued.

However, employees shall not obey any order, which they know, or should know, would require them to commit an illegal act. If in doubt as to the legality of an order, employees shall either request clarification of the order or confer with higher authority in an acceptable professional manner as soon as possible.

Section: ADMINISTRATION	
Title: RULES OF CONDUCT	

ENGAGING IN UNAUTHORIZED POLICE ACTIONS An employee of the Coles County Sheriff’s Office shall not undertake self-assigned police action while off duty, unless he/she would be authorized to take the same police action while on duty.

GAMBLING An employee of the Coles County Sheriff’s Office shall not engage in gambling of any kind while on duty. Off duty, an employee shall not engage in illegal gambling.

IMPROPER DISSEMINATION OF RECORDS An employee of the Coles County Sheriff’s Office shall not improperly give criminal justice information obtained from the LEADS or NCIC computer systems to persons or organizations not authorized to receive such information.

An employee shall not steal, alter, forge or tamper with any kind of police record, report, memorandum, or citation. To this end, the removal of any record, card, report, letter, document, or other official file from the Coles County Sheriff’s Office, except by process of law or as directed by the sheriff or a superior, is prohibited. Additionally, the obtaining and/or duplicating or attempted obtaining/duplicating of any information from Coles County Sheriff’s Office files, sources, or reports, other than that to which one is properly entitled to in accordance with one’s duties/assignments, is prohibited.

An employee shall promptly submit such reports as are required in the performance of his/her duties. This shall be done in accordance with current Coles County Sheriff’s Office guidelines.

INSUBORDINATION Insubordination shall include, but shall not necessarily be limited to, any failure or deliberate refusal to obey a lawful order given by a superior employee. Insubordination may also be any disrespectful, insolent, or abusive language or action directed toward a superior employee, whether in or out of the presence of the superior employee.

LEAVING THE COUNTY OR AREA OF ASSIGNMENT An employee shall not go beyond the county limits or the employee’s assigned area while on duty unless in the performance of an actual police duty, or with the permission of a supervisor.

MAINTENANCE OF A RESIDENCE AND TELEPHONE An employee of the Coles County Sheriff’s Office shall maintain a residence in Coles County. An employee of the Coles County Sheriff’s Office must be a resident of Coles County, or take residency in Coles County ninety (90) days after beginning employment with the Coles County Sheriff’s Office.

Section: ADMINISTRATION
Title: RULES OF CONDUCT

An employee of the Coles County Sheriff’s Office shall maintain a telephone at their place of residence, or have a cell phone. An employee shall make their residence address and telephone or cell phone number available to the Coles County Sheriff’s Office. An employee shall notify the Coles County Sheriff’s Office of any change in his/her residence or phone number.

NEGLECT OF DUTY

An employee shall not neglect his/her duty. To this end, there shall be no failure to give suitable and prompt attention to the performance of one’s duty. An employee shall take any official action required by federal law, by state law, or by any directive of the sheriff.

ON AND OFF DUTY CONDUCT

An employee shall not engage in conduct, on or off duty, which adversely affects the morale or efficiency of the Coles County Sheriff’s Office. Further, an employee shall not engage in conduct, on or off duty, which has a tendency to destroy public respect for the employee and/or the Coles County Sheriff’s Office and/or destroys confidence in the operation of the Coles County Sheriff’s Office. To this end, an employee shall conduct himself/herself, at all times, in a manner in keeping with the highest standards of the law enforcement profession.

OUTSIDE EMPLOYMENT

An employee of the Coles County Sheriff’s Office who accepts employment outside the Coles County Sheriff’s Office shall submit a memorandum to the chief deputy, via chain of command, outlining the place of employment, the number of hours worked, and the type of work. If the chief deputy determines that the employment is in compliance with all applicable provisions of Coles County Sheriff’s Office policy regarding outside employment, the chief deputy shall so indicate on the memorandum and will place a copy in the employee’s personnel file. If the chief deputy determines that the employment does not conform to Coles County Sheriff’s Office policy, he/she shall return the memorandum, via chain of command, to the employee with a written explanation of his/her determination. The employee may appeal the chief deputy’s decision to the sheriff. The sheriff’s decision shall be final.

An employee of the Coles County Sheriff’s Office shall not accept any type of part-time employment if such employment would interfere with his/her normal duty assignment within the Coles County Sheriff’s Office. An employee shall not work outside employment during scheduled “on call” status, unless prior

Section: ADMINISTRATION
Title: RULES OF CONDUCT

approval from that employee’s supervisor has been received. An employee shall provide notification to the chief deputy of any change in his/her outside employment.

An employee of the Coles County Sheriff’s Office engaged in employment, outside of the Coles County Sheriff’s Office, will not accept any type of employment that would tend to discredit the employee or the Coles County Sheriff’s Office. To avoid a conflict of interest an employee of the Coles County Sheriff’s Office shall not take outside work for, or under the direction of, a private security firm; nor shall an employee work as investigator for an attorney or as a private process server. It shall also be considered a conflict of interest to work, in any capacity, in an establishment where the primary function and profits of the business are derived from gaming, and/or the distribution, sale or service of alcoholic beverages, without the prior approval of the sheriff.

Without the specific written permission of the sheriff, an employee of the Coles County Sheriff’s Office is prohibited from participating in any business that involves teaching or instructing, whether monetarily compensated or not, for any person or company when the instruction relates directly to the knowledge, training, or experience the employee obtained through law enforcement. This does not preclude an employee from teaching or instructing at approved schools or colleges. It is the intent of this provision to preclude employees from instructing civilians outside of a college setting in law enforcement techniques. Such prohibited activities include, but are not limited to, teaching or instructing the private sector in firearms; teaching or instructing the private sector in pursuit or high speed driving techniques; teaching or instructing the private sector in canine techniques. Nothing shall prohibit an employee from teaching, in the private sector, any skills or knowledge obtained at his/her expense. In which case the employee shall not represent the Coles County Sheriff’s Office.

PROHIBITED ASSOCIATIONS

An employee shall not frequent any place with a bad reputation, nor associate with persons or organizations of such repute, unless necessary for police business. To this end, an employee shall not associate with persons who have been convicted of a felony within the last five years, or who are under criminal investigation or indictment, unless such association is necessary in the performance of his/her official duties.

PUBLIC

An employee shall not address public gatherings, appear on radio or

Section: ADMINISTRATION
Title: RULES OF CONDUCT

APPEARANCES television, prepare any articles for publication, or act as a correspondent to a paper or periodical without administrative approval.

PUBLIC CRITICISM An employee of the Coles County Sheriff’s Office shall not criticize the Coles County Sheriff’s Office or any member of the Coles County Sheriff’s Office in public. Neither shall an employee of the Coles County Sheriff’s Office speak publicly in a derogatory manner concerning any individual arrested by the Coles County Sheriff’s Office or incarcerated in the Coles County Jail. Further, an employee of the Coles County Sheriff’s Office will not speak publicly in a derogatory manner concerning another law enforcement agency or any member of the judicial system.

PURCHASING ITEMS OR SERVICES An employee of the Coles County Sheriff’s Office shall not purchase any item or contract for any service on behalf of the Coles County Sheriff’s Office without prior authorization from the administration.

RECOMMENDATIONS PROHIBITED An employee shall not recommend any product or service to any suspect or prisoner. Nor shall an employee recommend the retention of a specific attorney or law firm. This rule does not apply in regard to referring individuals to the public defender, indigent legal services, or the Coles County Bar Association’s Bar Referral Service.

An officer of the Coles County Sheriff’s Office shall not utilize his/her official position to influence political affairs. Neither shall an employee of the Coles County Sheriff’s Office give depositions, affidavits, or appear as a witness in a civil matter stemming from the employee’s official duties, as assigned by the Coles County Sheriff’s Office, without the prior knowledge of the administration. Also, an employee of the Coles County Sheriff’s Office shall not solicit business for, or recommend business to, any for-profit firm, attorney, or bonding agency.

REPORTING FOR DUTY An employee shall be punctual and report for his/her regularly scheduled shift at the time and place designated. An employee shall report for court, mandatory training, firearm qualification, other special assignments, meetings, or temporary schedule changes at the time and place designated.

RESPECT FOR The chain of command from the sheriff down to the rank of deputy

Section: ADMINISTRATION
Title: RULES OF CONDUCT

**SUPERVISORS
AND
DEPARTMENT
MEMBERS**

or civilian employee shall be preserved in order to maintain the principles of good order and administration. Employees of the Coles County Sheriff’s Office shall not speak critically, to fellow employees or the public, regarding orders or instructions issued by a superior officer or supervisor.

An employee shall treat supervisors, subordinates, and associates in a respectful manner. Employees are prohibited from making personal attacks that ridicule, belittle or defame any employee of the Coles County Sheriff’s Office.

**SEXUAL ETHNIC
RACIAL OR
RELIGIOUS
HARASSMENT**

An employee shall not intentionally subject any citizen or fellow employee to any verbal or physical harassment of a sexual, ethnic, racial, or religious nature. Employees of the Coles County Sheriff’s Office shall be governed by the specific provisions of the Coles County Sheriff’s Office Harassment Policy.

**SLEEPING ON
DUTY**

An employee of the Coles County Sheriff’s Office shall not sleep while on duty and shall remain alert at all times.

**TERMINATION
OF DUTY
ASSIGNMENT**

An employee shall not terminate his/her duty assignment, unless properly relieved or dismissed by constituted authority.

**UNAUTHORIZED
PERSONS IN
POLICE
VEHICLES**

An employee shall not allow unauthorized persons to ride in county owned vehicles. Unauthorized persons are those who are not employees of the Coles County Sheriff’s Office, prisoners, individuals on official (authorized) police business, or individuals in the Coles County Sheriff’s Office Intern Program. However, the sheriff or his/her designee may, at his/her discretion, allow otherwise unauthorized persons to ride in county owned vehicles.

**UNSATISFACTORY
PERFORMANCE**

An employee of the Coles County Sheriff’s Office shall be required to maintain an acceptable level of performance in all areas designated by the administration.

**VIOLATION OF
THE LAW**

An employee shall not violate or attempt to violate any federal, state, county, or municipal law.

**VISITORS AND
USE OF
TELEPHONE
SEVICES**

An employee of the Coles County Sheriff’s Office shall not receive an excessive amount of non-work related visitors at the Coles County Sheriff’s Offices while he/she is on duty. An employee of the Coles County Sheriff’s Office shall not excessively use the telephone for personal business, while on duty. Nor shall an employee make long distance personal calls that are charged to the

Section: ADMINISTRATION
Title: RULES OF CONDUCT

Coles County Sheriff's Office.

**WITHHOLDING
INFORMATION
ON CRIMINAL
ACTIVITY
MISCONDUCT OR
RULE
VIOLATIONS**

No employee of the Coles County Sheriff's Office shall withhold information on any criminal activity, misconduct, or rule violation. An employee shall verbally report, as soon as reasonably practical, to their supervisor information in regard to criminal activity, misconduct, or rule violations. The employee shall also file a written report within seventy-two hours to their immediate supervisor, or other appropriate supervisor, in regard to any criminal activity, misconduct, or rule violation he/she has information on. The report shall contain any information or reasonable suspicions which the employee may have concerning a crime, misconduct, or rule violation which has taken place, is about to take place, or is taking place. Any related documentation that substantiates the report shall be included. An employee who is off-duty shall report the above activities to the shift commander of his/her section who is currently working and shall file a written report as soon as reasonably practical.

Section: ADMINISTRATION
Title: SEX OFFENDER REGISTRATION AND COMPLIANCE

POLICY

In compliance with the Sex Offender Registration Act (730 ILCS 150/2) and the Child Sex Offender Community Notification Law (730 ILCS 152/101) the Coles County Sheriff's Office has developed a procedure for identifying, registering, tracking, and notifying the public of sex offenders. This policy will govern how information on sex offenders is gathered and will provide for the orderly dissemination of the information acquired.

IDENTIFICATION OF OFFENDERS

Upon the release of any sentenced sex offender, who is required to register under the Sex Offender Registration Act, the corrections section of the Coles County Sheriff's Office shall direct the offender to register as a sex offender. Front and profile photographs and fingerprints of the offender shall be taken by the corrections section prior to the sex offender's release. The photographs and fingerprints shall be forwarded to the Illinois State Police Sex Offender Registry Unit in Springfield Illinois within one week after release. A copy of the Coles County Jail Booking Record, in regard to the specific sex offender, will be submitted along with the photograph.

REGISTRATION OF OFFENDERS

All persons living in the jurisdiction of the Coles County Sheriff's Office, who are required to register under the Sex Offender Registration Act, may do so Monday through Friday between the hours of 8:00 A.M. and 4:00 P.M. at the Coles County Sheriff's Offices, 701 7th Street, Charleston, Illinois. It will primarily be the responsibility of the administrative secretary of the Coles County Sheriff's Office to register sex offenders.

A Sex Offender Registration Form will be filled out on each sex offender presenting himself/herself for registration. Each Sex Offender Registration Form will be filled out according to the instructions in the "Guide To Sex Offender Registration". Front and profile photographs of the offender and the offender's fingerprints will be taken.

The original copy of the Sex Offender Notification Form, photographs of the offender, and his/her original fingerprints will be kept on file at the Coles County Sheriff's Offices. A copy of the form shall be sent to the Illinois State Police Sex Offender Registry Unit in Springfield Illinois. Another copy of the form will be given to the offender. The appropriate information will be entered into

Section: ADMINISTRATION

Title: SEX OFFENDER REGISTRATION AND COMPLIANCE

the LEADS computer system in regard to those offenders for whom a Sex Offender Notification Form has been completed.

An offender currently registered with the Coles County Sheriff's Office must, within ten days of moving, inform the Coles County Sheriff's Office of his/her new address. That sex offender shall also notify the appropriate law enforcement agency having jurisdiction in the offender's new place of residence. The Coles County Sheriff's Office shall, within three days of receipt of the notification, inform the Illinois State Police Sex Offender Registry Unit and the law enforcement agency having jurisdiction in the offender's new place of residence. The appropriate LEADS modification shall be made, indicating that the offender has moved.

TRACKING OF OFFENDERS

The LEADS system has been modified so that a specific sex offender will be identified when a LEADS inquiry is made on that person. In this way the movement of sex offenders will be tracked statewide. The LEADS response will indicate one of the following designations regarding the status of a registered sex offender:

- * The individual is in compliance - the officer will complete a field contact report.
- * The individual is not in compliance - the officer will arrest the offender (violation of 730 ILCS 150/3, violation of Duty to Register, class A misdemeanor) and complete an offense report.
- * The individual has not been notified - the officer will notify the individual of the Sex Offender Registration Act, notifying that person that he/she has to register. The officer will complete an informational report.

After receiving documentation an "add on" record will be entered into LEADS. Through this modification of the sex offender's LEADS record the Illinois State Police Sex Offender Registry Unit will be duly notified.

PUBLIC NOTIFICATION

During the first two weeks of February, May, August, and November, a letter will be sent to all entities within Coles County which are entitled to mandatory notification. The letter will disclose the name, address, and the offense or adjudication of all child sex offenders registered in Coles County. The letters will be sent by the Coles County Sheriff's Office and a record of the mailings will be kept.

Section: ADMINISTRATION

Title: SEX OFFENDER REGISTRATION AND COMPLIANCE

Any organization or individual not on the mailing list, who wishes to be included on the list, must make request through the Illinois State Police Sex Offender Registry Unit in Springfield Illinois. The requesting organization or individual shall comply with all the requirements of the Illinois State Police Sex Offender Registry Unit.

The name, address, and offense or adjudication of child sex offenders registered in Coles County will be open to inspection by the public from 8:00 A.M. to 4:00 P.M., Monday through Friday at the Coles County Sheriff's Offices, 701 7th Street Charleston Illinois. The request to inspect the information must be made in person. The list of child sex offenders will be kept in the front office of the Coles County Sheriff's Offices.

The chief deputy will be the designated contact person for the Coles County Sheriff's Office concerning the Child Sex Offender Community Notification Law. All files, mandatory notifications, and logs will be the responsibility of an administrative assistant.

**COMPLIANCE
CHECKS**

In accordance with the Illinois Sex Offender Notification Law the Coles County Sheriff's Office shall conduct periodic compliance checks. This will be done for offenders under the jurisdiction of the Coles County Sheriff's Office and not registered with another police agency.

Section: ADMINISTRATION
Title: SIX MINUTE TRAINING

POLICY **A program of six minute training will be implemented. Each section in the Coles County Sheriff’s Office will utilize six minute training or roll call training to further train officers. Information given to officers will include law updates, policy reviews, law enforcement related news and any other information deemed relevant by the organizing officer.**

ESTABLISHING THE SIX MINUTE TRAINING PRESENTATIONS An officer will be appointed from each section to prepare the six minute training for his/her particular section. The training will be presented in the form of a computer program, photocopied articles, videos, or physical demonstrations. Each shift will review the training on a daily basis and will make record of the officers that viewed the training. The shift supervisor or senior officer on the shift will be responsible for ensuring the training is done and recorded on each shift.

UPDATING THE TRAINING The officer appointed to prepare the six minute training will update the training on a timely basis, and will keep current training available for the beginning of each shift. The officer preparing the six minute training will keep a record of the titles of training provided in the event it is needed for review.

Section: ADMINISTRATION
Title: SMOKING CONTROL

POLICY **Smoking and the use of smokeless tobacco can have a detrimental effect on smokers and nonsmokers alike. In order to protect the health and welfare of the employees of the Coles County Sheriff’s Office, and to comply with all applicable laws, the following guidelines shall be implemented to regulate the use of tobacco in the workplace.**

SMOKING For the purposes of this policy “smoking” or “to smoke” is defined as inhaling and exhaling smoke from a pipe, cigar, or cigarette. This definition of smoking also means burning or carrying any lit pipe, cigar, or cigarette.

Employees of the Coles County Sheriff’s Office are prohibited from smoking in any building, public area, or when in contact with the general public. Smoking is also prohibited in all county owned vehicles at all times. Employees may smoke only during established break and lunch periods, or before and after working hours.

Smoking shall be permitted only in areas so designated by posted signs. The sheriff or his designee shall be responsible for determining the areas where smoking will be allowed. All smoking materials must be extinguished before leaving a designated smoking area.

SMOKELESS TOBACCO The use of smokeless tobacco is permitted in any Coles County Sheriff’s Office Facility. However, an employee using smokeless tobacco may not spit on the floor or ground outside a county owned building. Any employee using smokeless tobacco must have and use a spittle container. Any spills resulting from the use of smokeless tobacco shall be promptly cleaned up by the employee causing such spill. After use, spittle containers shall be disposed of in a proper trash receptacle.

An employee will not use smokeless tobacco when in the presence of the public. The use of smokeless tobacco is strictly prohibited in all county owned vehicles at all times.

Section: CORRECTIONS
Title: DELINQUENT JUVENILE DETENTION

POLICY **In accordance with the Illinois Compiled Statutes, with the intent of preventing juveniles and minors from being exposed to a detrimental environment, juveniles and minors must not be detained or incarcerated within sight or sound of any adult inmates.**

ARREST AND PLACEMENT OF JUVENILE DETAINEES Upon the arrival of a juvenile at the Coles County Jail, a juvenile officer shall be notified. The notification of the juvenile officer will be the responsibility of the officer who took the juvenile into custody.

The placement of a delinquent juvenile in a juvenile detention facility shall be arranged by a juvenile officer. The arrangements shall be made through the Coles/Cumberland Court Services Department.

NON-SECURE CUSTODY Non-secure custody requires five (5) standards be met under the Federal Juvenile Justice and Delinquency Prevention Act.

- * Anywhere the juvenile is held must be an unlocked multi-purpose area, such as a lobby, office, interrogation, or report writing room.
- * In no event can the area be designed for or intended to be used for residential purposes.
- * The juvenile cannot be physically secured to a cuffing rail or other stationary object. Juveniles may be cuffed to themselves or to a non-stationary object.
- * The use of the area(s) should be limited to providing non-secure custody only long enough for the purposes of identification, investigation, processing, releasing to parents or arranging transfer to an appropriate juvenile facility or court.
- * The juvenile must be under continuous supervision until his/her release.

SECURE CUSTODY Secure custody means placing a juvenile in a locked room, office, or cell, or handcuffing the individual to a cuffing ring or a stationary object or placing the individual in a juvenile detention center.

Section: CORRECTIONS
Title: DELINQUENT JUVENILE DETENTION

**DETENTION
GUIDELINES**

Delinquent juveniles shall be held in non-secure custody (see above) pending release to their parents/guardian or their transportation to a juvenile detention facility. Delinquent juveniles shall not be held in secure custody (see above) without the prior approval of the jail administrator.

Offenders who are (17) seventeen years of age or older are considered adults and may be incarcerated in the adult general population.

The detention of juveniles requires constant visual monitoring and this shall be the responsibility of all sections based upon available manpower.

Minors requiring authoritative intervention may be held in non-secure custody.

All juveniles (regardless of age) may only be detained for six (6) six hours. This is an accumulative six (6) six hours. If the juvenile has been detained at another facility, that time shall be taken into account and added to the time he/she is detained at the Coles County Jail.

Section: CORRECTIONS
Title: DISPENSING INMATE MEDICATION

POLICY **The use of medications is often an important part of maintaining an inmate's health. Medications shall be dispensed safely and in the manner prescribed.**

GENERAL INFORMATION All medications, prescription or otherwise, shall be kept in a locked cabinet in the nurse's office. The exceptions to this are those medications set up to be dispensed, which shall be stored in locked carts.

No inmate shall have access to any medications unless authorized by a qualified person (doctor, nurse, officer). All medications, that are dispensed, shall be documented.

All medications, prescription or otherwise, brought into the Coles County Jail by or for an inmate, shall be verified through the prescribing physician prior to being issued.

PRESCRIPTION MEDICATION Medication prescribed to an inmate shall be issued to the particular inmate by an officer. Inmates shall be issued prescription medications at regular intervals. These medications shall be brought to the inmates on a cart.

All prescribed medications shall be contained in compartmentalized pill boxes. The pill boxes will contain enough medication for an entire week and will have the specifically assigned medications available for each medication dispensing period in a separate compartment. Each inmate receiving medication will have a box assigned to him/her.

Each inmate receiving medication shall only get the medication needed at the time and the inmate shall ingest the medication in the presence of the officer dispensing it. The inmate must then raise their tongue to show that they have taken the medication.

The dispensing officer shall initial the inmate's medication charting sheet as to the appropriate date, time, and medication. This must be done every day that the inmate is at the Coles County Jail, and on every occasion that the inmate receives or refuses the medication. When through being dispensed, all medications shall be returned to the nurse's office.

Section: CORRECTIONS
Title: DISPENSING INMATE MEDICATION

OVER THE
COUNTER
MEDICATION

The medical officer shall coordinate with the county nurse and the county doctor, the maintenance of a list of over-the-counter medications. Only those medications on the “Over-The-Counter List” will be given to the inmates. All over-the-counter medications issued to inmates shall be recorded on the “Over-The-Counter Medication Checklist”. Over-the-counter medications shall only be dispensed at the time prescription medicines are dispensed.

MEDICATION
SET UP

The county nurse shall set up medications once a week. The county nurse shall put the specific medications for each medication dispensing period in the appropriate compartment of the pill box designated for the individual inmate requiring the medication.

The county nurse shall fill out the "Residents Medication Charting Sheet" for each individual inmate receiving medication. In cases where inmates come into the Coles County Jail after the weekly nurse's medication set up, the third shift supervisor will assign an officer to set up that inmate's medication for the remainder of the week.

Section: CORRECTIONS
Title: EMERGENCY RESTRAINT CHAIR

POLICY

The emergency restraint chair is intended to help control combative, self destructive, or potentially violent arrestees/inmates. If used properly it can reduce the risk of physical harm to both the arrestees/inmates and staff. Violent behavior may mask dangerous medical conditions, therefore arrestees/inmates must be monitored for and provided with medical treatment if needed. The emergency restraint chair is never used as a means of punishment.

Officers of the Coles County Sheriff’s Office will restrain violent or combative arrestees/inmates in such a manner as described in the Handling Of Violent Arrestee/Inmate Policy. When an arrestee/inmate is too combative to be housed in a holding cell or is so violent that they are a threat to officers or themselves, the emergency restraint chair will be utilized to secure the arrestee/inmate until they are able to control themselves in an acceptable manner.

TRAINING AND CERTIFICATION

Officers will be trained by the Coles County Sheriff’s Office Jail Administrator or his/her designee prior to utilizing the emergency restraint chair. Officers will read and understand the Coles County Sheriff’s Office Emergency Restraint Chair Policy. Officers will demonstrate to the Coles County Sheriff’s Office Jail Administrator or his/her designee the proper use of the emergency restraint chair by securing a test subject without the use of the instructions from others. Documentation of this training will be placed in each officer’s personnel file.

PLACEMENT IN THE CHAIR

A minimum of two officers (preferably three officers) will secure the arrestee/inmate in the emergency restraint chair. The arrestee/inmate secured in the emergency restraint chair is to be placed in an area where they can be continually monitored.

SUPERVISORY AND MEDICAL STAFF NOTIFICATION

The Coles County Sheriff’s Office Jail Administrator is to be advised immediately after an arrestee/inmate is placed in the emergency restraint chair. The Coles County Sheriff’s Office physician will be notified in the event an inmate or detainee is held in the emergency restraint chair in excess of six (6) hours.

DURATION OF OCCUPANCY

Belts and straps may need to be periodically loosened to insure adequate blood flow. Circulation checks of arms and legs and knees will be done at regular intervals. Range of motion exercises must be

Section: CORRECTIONS
Title: EMERGENCY RESTRAINT CHAIR

performed regularly. All injuries to arrestees/inmates or staff are to be documented and reported to the jail administrator immediately.

DOCUMENTATION An informational report is to be filled out each time an arrestee/inmate is placed in the restraint chair.

A master log will be kept in the control room listing all inmates who have been placed in the restraint chair. The log will document the name of the inmate/arrestee, the date and time he/she was placed in chair, the date and time he/she was removed from chair, and the name of the authorizing supervisor.

An individual log will be maintained for the arrestee/inmate from the time he/she is placed in the emergency restraint chair until he/she is removed from the emergency restraint chair. After the arrestee/inmate is removed from the emergency restraint chair the log will be placed in the inmate's personal file.

All documents pertaining to the inmate's medical or psychological treatment will be maintained by the Coles County Jail medical staff.

Section: CORRECTIONS

Title: GERBER E-Z OUT RESCUE TOOL
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POLICY

Should an incident occur in the cellblock area of the Coles County Jail that requires a cutting tool, the Gerber E-Z Out Rescue Tool shall be utilized whenever possible. The Gerber E-Z Out Rescue Tool is a single bladed knife with a serrated edge. This tool shall be kept in the control room of the Coles County Jail and is provided primarily to assist in dealing with suicide attempts involving hanging. All corrections personnel shall receive training on the proper utilization of the rescue tool.

PROCEDURE

Upon discovering an inmate who has attempted suicide by hanging, the officer discovering the incident shall immediately notify personnel in the control room of the Coles County Jail. The officer shall request backup and a call to the emergency dispatch center will be initiated. If the jail nurse is on duty, he/she shall also be summoned to the scene. Other inmates in the cellblock area (where feasible) shall be ordered to immediately lock down. The officer shall not enter a cell or other secure area until a backup officer arrives, unless the delay will hinder the preservation of life. In balancing the safety of the officer and the inmate, it's imperative that officers understand that brain injury can occur within four (4) minutes and that death can occur within five (5) to six (6) minutes from asphyxiation by hanging.

When necessary, an officer shall obtain the Gerber E-Z Out Rescue Tool from the control room and bring it to the scene of the incident. The noose should be removed as expeditiously as possible from the hanging victim, in order to begin coronary pulmonary resuscitation or other life saving maneuvers.

Unnecessary personnel shall not enter the scene until given permission from a command officer. As with all major occurrences within the Coles County Jail, the appropriate investigative and administrative staff members shall be notified without unnecessary delay. An Illinois Department of Corrections Bureau of Operations "Extraordinary Occurrence Form" shall be completed in cases involving inmate hangings.

Section: CORRECTIONS
Title: INMATE FOOD SERVICES

preparation.

Inmates working in food service shall be required to bathe daily and shall be provided with clean clothing daily. Personal appearance, whether of an employee or inmate, must be inspected regularly.

TRAYS

Insulated trays capable of transporting complete meals shall be utilized when the serving or dining area is a significant distance from the kitchen, and food temperature would not otherwise be maintained. Divided or compartmentalized trays shall be used for full meal service. Food trays, dishes, and eating utensils shall be removed from the detainee's quarters (cell, day room, etc.) soon after the meal is finished and returned to the kitchen for proper washing and sterilizing or disposal.

FOOD STORAGE

Food and drink, while being stored, prepared, displayed, served or transported, shall be protected from contamination by insects or foreign substances.

Dry stores such as flour, cereal, dried beans, peas, coffee, and canned goods shall be stored in a cool, dry, and well ventilated area, screened or otherwise protected against insects and rodents. Containers used to store dry bulk quantities shall be lined with or have the interior coated with an acceptable impervious substance or plastic.

Fresh fruits, vegetables, dairy products, meats, and frozen foods shall be refrigerated. All refrigerators and freezers shall be equipped with an accurate thermometer. Frozen food shall be kept at or below 0 degrees Fahrenheit temperature. All perishable food shall be stored at such a temperature as will protect against spoilage (45 degrees Fahrenheit or below).

CLEANUP

All cooking utensils and food trays shall be washed and sterilized promptly after being used. If the dishwashing machine malfunctions, a three-compartment, stainless steel sink with drain board will be used. One compartment shall be for washing with 110 degree Fahrenheit water containing adequate soap or detergent. One compartment shall be for rinsing. The third compartment shall be for sterilization with the water temperature no less than 170 degrees Fahrenheit. However, a sanitizing agent can be used for sterilization in lieu of 170 degree Fahrenheit water. Dishes and trays shall be drain dried, not wiped dry.

Section: CORRECTIONS
Title: INMATE MAIL

POLICY

Frequent communication with family, relatives, and friends is essential to the maintenance of an inmate's morale, family ties and legal rights. These communications may also assist in the eventual healthy re-entry of the inmate into the community. The procedures for receiving and sending inmate mail shall protect the inmates' rights and shall provide for reasonable security practices consistent with the function of the Coles County Jail.

AN INMATE'S FREEDOM TO CORRESPOND

Inmates may correspond with anyone, except other inmates incarcerated in the Coles County Jail, so long as the correspondence does not violate any state or federal law. An inmate shall be permitted to correspond with a member of his/her immediate family or spouse who is incarcerated in another correctional or detention facility, provided joint approval of both facilities chief administrative officers or their designates is obtained. Failure of the administrative officer to express disapproval within fifteen (15) days of the request, will be considered an approval. Any disapproval shall state the reason therefore. Caution shall be taken to protect the inmate's rights in accordance with court decisions regarding correspondence.

INCOMING MAIL

Inmates shall be permitted to receive an unlimited number of letters and newspapers. Inmates may receive newspapers by subscription only. No magazine subscriptions shall be permitted. All newspapers will be subject to inspection by jail personnel.

Incoming inmate mail may be read in its entirety, and reproduced for investigative purposes. Inmate mail shall be opened, scanned, and examined for contraband or funds. Cashier's checks, money orders, certified checks, bank drafts, or cash shall be recorded in the inmate's commissary account indicating the amount and date. The inmate will in turn be notified that he/she has received funds by the amount of the transaction being written on the envelope the funds came in.

Incoming letters containing contraband shall be held for further inspection and disposition by the jail administrator. The contraband shall be appropriately labeled and stored. A property receipt shall be filled out as well as an offense or informational report in cases where the possession of the contraband constitutes a crime. Inmates are obligated to inform correspondents not to send them cash or

Section: CORRECTIONS
Title: INMATE MAIL

contraband.

All mail shall be distributed to inmates on the day the mail is received, whenever possible. Officers of the Coles County Sheriff's Office will distribute inmate mail. An inmate shall not be allowed to open, read, or deliver another inmate's mail.

A discharged or transferred inmate's mail shall be forwarded, unopened, if a forwarding address is known. If no forwarding address is available, such correspondence shall be returned, unopened to the sender.

OUTGOING MAIL Each inmate shall be permitted to send, at personal expense, an unlimited number of letters. Inmates will be afforded the opportunity to purchase writing materials, envelopes and stamps from the inmate commissary. Greeting cards will also be available from the inmate commissary.

Inmates may not send packages by mail unless granted permission to do so by the jail administrator. Inmates shall provide the postage cost for mailing a package.

Outgoing mail shall be collected daily. Every effort shall be made to ensure that outgoing mail is delivered to the United States Postal Service on a timely basis.

Outgoing inmate mail shall be scanned, and may be read or reproduced for investigative purposes.

CERTIFIED OR REGISTERED MAIL Inmates shall be permitted to send certified or registered mail, according to the following procedures. Determination of the appropriateness of such outgoing mail shall be the responsibility of the inmate.

To send certified or registered mail, the inmate must have sufficient funds in his/her commissary account. The requesting inmate must also attach a signed script to the envelope signifying that the proper postage and any other costs be deducted from his/her commissary fund account.

OUTGOING PRIVILEGED MAIL Outgoing letters from inmates to persons or organizations listed below are recognized as being privileged communications and should be sealed by the inmate prior to submission for mailing. Such letters shall be mailed as soon as it is feasible.

Section: CORRECTIONS
Title: INMATE MAIL

Mail addressed to elected or appointed federal or state officials including any U.S. Senator or Representative, any Federal Judge or the Clerk of any Federal Court, the Attorney General of the United States, the Director of the Federal Bureau of Prisons, the Governor of the State of Illinois, any Illinois Circuit, Appellate or Supreme Court Judge, the Illinois General Assembly or its members or the Illinois Attorney General is privileged.

Mail addressed to the Director of the Illinois Department of Corrections, the Chief of Operations of the Illinois Department of Corrections, the Chief of the Bureau of Detention Standards and Services of the Illinois Department of Corrections, the Chairman, Executive Secretary, and members of the Illinois Parole and Pardon Board is privileged.

Mail addressed to any attorney listed in the current edition of the legal directory is privileged. Attorneys who have been recently licensed to practice law in Illinois and who are not listed in the directory shall be approved on an individual basis after the jail administrator has investigated the matter and satisfied himself/herself that the person is licensed to practice law.

All correspondence addressed to legal aid organizations and any other organization whose officially declared purpose is to provide legal service for inmates is privileged. These letters may be addressed either to paraprofessional personnel at the organization or to the organization's office.

Mail addressed to members of the news media is privileged.

**INCOMING
PRIVILEGED
MAIL**

Incoming mail from persons or organizations identified in the preceding section may be opened only for the purpose of verifying the addressee and the addresser and to ascertain that nothing other than legal and/or official materials are enclosed. The opening of privileged mail must be done in the presence of the inmate to whom the mail is addressed.

If the letter does not contain contraband, it shall be handed directly to the addressee. If the letter contains any contraband, it shall be held for further inspection and disposition by the jail administrator.

**DISCIPLINARY
DENIAL**

Inmates shall not be denied mail rights for disciplinary purposes. However, serious violation of mail regulations may result in close scrutiny of that inmate's mail.

Section: CORRECTIONS
Title: INMATE MAIL

DOCUMENTATION All incoming and outgoing mail shall be documented. The correspondence will be documented as either incoming or outgoing mail. The documentation will note the date the mail was either received or sent out. The mail log will also show the inmate's name, the sender/recipient's name, and the sender/recipient's address. Whether or not the letter contains funds and if it is privileged mail will be noted as well.

SPECIAL NOTE A released, transferred, or discharged inmate shall be permitted to take with them all personal mail.

Section: CORRECTIONS
Title: INMATE PHONE CALLS

POLICY **The Coles County Sheriffs Office will utilize an inmate telephone call program applicable in accordance with the Illinois County Jail Standards and all applicable laws. The inmate telephone call program shall be used to guarantee the inmate's legal rights, and to create and maintain good inmate morale.**

INITIAL PHONE CALLS Each inmate shall be given a reasonable number of attempts at phone calls to contact his/her family and attorney upon admittance to the Coles County Jail. The initial phone call will be placed with the assistance of an officer.

SPECIAL PHONE CALLS Inmates may be allowed to make special telephone calls at the discretion of the corrections shift supervisor. All special phone calls will be placed with the assistance of an officer.

OFFICER ASSISTED PHONE CALLS All officer assisted phone calls will be dialed by the officer. The officer shall hand the phone to the inmate only after contact has been established with someone at that number dialed. All long distance phone calls shall be collect.

Officer assisted phone calls shall be limited to ten (10) minutes in duration. Calls placed to attorneys will be accepted and will continue as long as the attorney desires. The ten (10) minute time limit for phone calls shall begin when anyone at the number dialed answers the phone. Whenever the person that the inmate wished to speak to is not available, the inmate may immediately terminate the call and receive another phone call attempt.

The officer assisting in the phone call shall advise the inmate when he/she has approximately one (1) minute left to the call. When the ten (10) minute limit is up, the officer shall advise the inmate of this and advise him/her to terminate the phone call. Any inmate refusing to terminate the phone call after being advised at least twice that the time is up, shall have the phone call terminated by the officer.

GENERAL RULES Most cellblocks in the Coles County Jail have a phone in the cellblock. Inmates with access to a cellblock phone shall be allowed to make calls between the hours of 7:00 a.m. and 11:00 p.m. each day. These calls will be made collect or with a phone card issued by the Coles County Sheriff's Office. Inmates in

Section: CORRECTIONS
Title: INMATE PHONE CALLS

cellblocks without a phone will be given a minimum of one (1) phone call a week.

**INCOMING
PHONE CALLS**

No inmate shall receive incoming phone calls unless authorized by the shift supervisor. The officer receiving the incoming phone call shall advise the caller that only emergency messages will be taken. Whenever an attorney calls wishing to speak with an inmate which is his/her client, every attempt should be made to have the inmate return the phone call as soon as possible.

SPECIAL NOTE

Inmate phone calls may be monitored.

Section: CORRECTIONS
Title: INMATE PROPERTY

POLICY **In order to efficiently release inmate property the following procedure shall be followed.**

PROCEDURE An effort shall be made to ensure that the inmate’s property is released according to his/her wishes. Once an inmate is sentenced to the Illinois Department of Corrections, but prior to the inmate being transported to an Illinois Department of Corrections facility, a “Department of Corrections Property Receipt Form” shall be completed. The completed property receipt shall be placed in the bag containing the inmate’s property.

The inmate’s property will be taken to the detective section of the Coles County Sheriff’s Offices. Property of inmates sentenced to the Illinois Department of Corrections shall be kept in the evidence vault pending release to an individual designated by the inmate or its disposal.

Inmate property may be collected by designated persons from the detective section of the Coles County Sheriff’s Offices during business hours Monday through Friday. Designees have sixty (60) days to pick up inmate property. Property not claimed after sixty (60) days shall be disposed of by the evidence officer.

The Coles County Sheriff’s Office is not responsible for property belonging to an inmate that is transported from the Coles County Jail by an agency other than the Coles County Sheriff’s Office. In such cases the inmate property that is left at the Coles County Jail will be disposed of in a manner authorized by the jail administrator.

Section: CORRECTIONS
Title: INMATE RELIGIOUS SERVICES

POLICY

It shall be the intention of the Coles County Sheriffs Office to allow inmates to practice their religious beliefs as long as those beliefs do not jeopardize the safety and security of the Coles County Jail.

SERVICES AND COUNSELING

Inmates shall be afforded an opportunity to participate in religious services and receive religious counseling. Religious services are currently provided on Saturday mornings. Clergy are to call the shift supervisor starting at 8am and visits will begin at 9am and go until 11am. There will only be 5 spots available.

Religious services and counseling will be conducted in the visitation area of the Coles County Jail. Limit of 30 minutes per visit.

Section: CORRECTIONS
Title: INMATE VISITATION

POLICY **Visits provide a direct and valuable means of communication between inmates and their family and friends. Visits are encouraged by the Coles County Sheriff’s Office because they bolster morale and may aid in an inmate’s social readjustment upon leaving the Coles County Jail.**

REGULAR VISITS Visitation will be every Tuesday at 6:00 p.m. and Saturday at 1:00 p.m. Each inmate will receive one visit per week unless prior approval for additional or extended visits is given by the jail administrator or his/her designee. It will be the responsibility of each inmate to correctly complete the “Visitation List Form” that is provided upon entry into the Coles County Jail. This list can only be changed on the first of each month.

Visitors must sign in between 6:00 p.m. and 6:30 p.m. on Tuesday and between 1:00 p.m. and 1:30 p.m. on Saturday. Visitors arriving after 6:30 p.m. on Tuesdays or 1:30 p.m. on Saturday will not be admitted.

Inmates will only be allowed one (1) twenty (20) minute period of visitation per week. Visitors giving false identification or other false information will not be allowed to visit. The number of visitors will be limited to four (4) persons at one time, if more than four (4) people show up for the same inmate, they will not be allowed in the visitation area.

All visitors must be eighteen (18) years of age (with proper I.D) unless accompanied by a parent or legal guardian. Visiting minor children must be family members or direct relatives of the inmate they are visiting, and must have proof of the same.

SPECIAL VISITS Special visits are visits that are given at non-regular visitation times and/or are longer than the regular twenty (20) minute period. Special visits must be approved by the jail administrator. Special visits shall only be given to inmates who have not been discipline problems or when it is in the best interests of the Coles County Sheriff’s Office to do so. Consideration should also be given to family members, circumstances, and the inmate’s well being.

CONTACT VISITS Contact visits must be approved by the jail administrator and shall be granted on a very limited basis in order to maintain the security of the Coles County Jail.

Section: CORRECTIONS
Title: INMATE WEDDINGS

POLICY **On occasion an inmate will request that he/she be married while in the custody of the Coles County Sheriff’s Office. All such requests shall be allowed when practical. All inmate marriage ceremonies shall be performed so as to insure the security of the Coles County Jail and the safety of the inmate, those attending, and jail staff members.**

INMATE ELIGIBILITY Coles County Inmates who are awaiting trial shall be eligible to be married while in custody. Sentenced inmates shall also be eligible as long as the inmate is not sentenced to weekends or other periodic sentence.

Marriage ceremonies shall not be performed for inmates who are incarcerated at the Coles County Jail but are sentenced to the Illinois Department of Corrections. Also, Coles County Inmates who have holds from any other police agency shall be ineligible as well.

GUIDELINES All weddings shall be performed at the Coles County Jail. Weddings shall be performed Tuesday through Friday between the hours of 8 a.m. and 4 p.m. There shall be no physical contact between the inmate and his/her intended spouse during the ceremony.

The marriage must be performed by a judge of the Fifth Judicial Circuit of the State of Illinois. Those requesting the marriage shall be responsible for contacting the judge and scheduling the ceremony.

It is the responsibility for the petitioning inmate to submit a written request to the Coles County Sheriff’s Office Jail Administrator. The Coles County Sheriff’s Office Jail Administrator or his/her designee shall respond to that request within seven (7) days. If the wedding is granted, the petitioning inmate shall provide the names of persons in the wedding party, not to exceed two attendees. If the wedding is denied, a written notification must be given to the petitioning inmate within seven (7) days of the request.

Section: CORRECTIONS
Title: INMATE WEDDINGS

**MONETARY
CONSIDERATIONS**

The inmates requesting the marriage shall be responsible for all costs for the wedding ceremony. All appropriate fees shall be paid prior to the wedding date. The fee for the wedding ceremony shall be three hundred dollars (\$300.00).

Inmates wishing to have a wedding ceremony must have a zero balance of any fees owed to the Coles County Sheriff's Office. This may include, but is not limited to fees for medical care and/or damage done to property belonging to the Coles County Sheriff's Office.

Section: INVESTIGATIONS
Title: CASE INVESTIGATION

POLICY **Investigative section personnel shall coordinate the investigation of all crimes which occur within the jurisdiction of the Coles County Sheriffs Office and shall assist in the prosecution of all persons brought to trial on charges stemming from investigations completed by that section. Investigative section personnel shall also assist all members of the Coles County Sheriff’s Office and others as the situation warrants.**

DETECTIVE SUPERVISOR On a daily basis the investigative section shall receive all reports and complaints taken by other sections within the department. The detective supervisor shall review all reports/complaints received and assign the resulting cases to detectives and/or patrol officers.

The detective supervisor will periodically review cases being investigated and give direction to the investigating detective as appropriate. All cleared cases will be reviewed by the detective supervisor before being assigned a final disposition.

INVESTIGATING DETECTIVE Upon being assigned a case, each detective will immediately initiate an investigation into the case. The investigation shall consist of processing the crime scene; interviewing the victim(s), witness(s), suspect(s); recovering stolen property; and/or any other actions as the situation warrants.

The investigating detective will maintain a case file on each case assigned to him/her. The case file shall contain the names and addresses of all persons contacted during the investigation. The case file shall list the names of persons arrested and the charges placed. The case file shall show what evidence was collected and shall establish the chain of custody for the evidence. The case file shall document all property that was recovered, and shall account for its return to the rightful owner or its final disposition. The case file shall document the entire course of the investigation to its final disposition.

The case file shall be complete enough to inform other detectives of how the investigation progressed or is progressing. The case file shall be maintained so as to be usable by other agencies such as the state’s attorney’s office.

Section: INVESTIGATIONS

Title: CASE INVESTIGATION

The investigating detective will close each active case in a timely manner when all leads have been exhausted or the case has been successfully completed by arrest. Cases shall also be submitted to the detective supervisor on a timely basis after the investigation is completed.

A case review shall be conducted monthly by the Chief Deputy and all the members of the investigative section. The manner in which this is accomplished will be determined by the chief deputy.

Section: INVESTIGATIONS
Title: IMPOUNDED VEHICLES/ ASSET FORFEITURE

POLICY **Vehicles seized by the Coles County Sheriff’s Office for the purpose of asset forfeiture shall be stored at the impound lot at the Coles County Sheriff’s Offices. The seized vehicle will be under the care and custody of the Coles County Sheriff’s Office until the case is concluded.**

QUALIFICATION FOR FORFEITURE Any vehicle containing a felony amount of a controlled substance is eligible for asset forfeiture. Any vehicle used in the commission of a forcible felony is also eligible for forfeiture.

IMPOUND Should an officer, during the course of duty, determine that a vehicle qualifies as a possible asset forfeiture, that officer must then contact the asset forfeiture officer. If the officer is unable to contact the asset forfeiture officer or his designee, the vehicle can be placed in the Coles County Sheriff’s Office impound lot until the asset forfeiture officer determines that the vehicle meets the asset forfeiture requirements.

STORAGE The owner of the seized vehicle will be charged a ten (10) dollar a day storage fee as set by the Coles County Board. The owner will not be responsible for storage fees should the vehicle be awarded to the Coles County Sheriff’s Office. All storage fees will be placed in the Coles County Sheriff’s Office drug interdiction checking account and a receipt will be given to the owner.

Section: INVESTIGATIONS
Title: RELEASE OF INFORMATION

POLICY	The purpose of this policy is to establish a uniform procedure for the release of information and/or official reports by the detective section personnel.
VICTIMS	The detective assigned of a particular case shall be responsible for notifying the victim in the case as to the progress and/or disposition of the investigation. The victim shall not be given the name(s) of the suspect(s), if no arrest is made, unless it is necessary to aid in the investigation. The victim shall be informed of the suspect's name if an arrest of the suspect has occurred.
NEWS MEDIA	All information released to the news media which pertains to the investigative section shall be released in accordance will the Coles County Sheriff's Office Press Release Policy.
INSURANCE COMPANIES	Copies of the original offense report may be sent to the insurance company representing the victim if requested. The victim may also request a copy of the incident report only. A charge will be rendered for these services. Requests for investigative reports, photographs, evidence technician's reports, crime laboratory reports, etc. will be denied, unless subpoenaed by due process of law or surrendered under the Freedom of Information Act.
LAW ENFORCEMENT	Reports and/or information may be given to other law enforcement authorities. This shall include other police agencies (local and state), county sheriffs departments, states attorneys, or prosecutor's offices.
PRIVATE INDIVIDUALS	Requests for reports and/or information by other private persons will be denied unless such reports/information are subpoenaed by due process of law or surrendered under the Freedom of Information Act. Requests for reports and/or information, except by other law enforcement authorities, must be made in writing. Information shall not be given over the telephone. All requests for reports and for information, except by other law enforcement authorities, must be approved by the detective supervisor, his designee, or the Freedom of Information Act Officer where applicable.

Section: **PATROL**Title: **ACCIDENT REPORTS****POLICY**

It shall be the policy of the Coles County Sheriffs Office to complete traffic crash reports on all accidents requiring a report pursuant to Illinois Statutes. The Coles County Sheriff's Office may have a designated traffic crash investigator. It shall be the responsibility of the Coles County Sheriff's Office Traffic Crash Investigator to handle traffic accidents involving serious personal injury or fatalities. In all instances, except for accidents occurring on private property, the accident report will be completed on the "Mobile Capture and Reporting System" (MCR) software.

AREAS OF RESPONSIBILITY

An officer may request the assistance of the Illinois State Police, in a support role, on any accident. However, the Coles County Sheriff's Office may request that the Illinois State Police handle certain accidents which occur in Coles County.

PERSONAL INJURY/FATAL ACCIDENTS

The Coles County Sheriff's Office Traffic Crash Investigator shall be contacted in regard to accidents involving serious personal injury or death. The primary and/or secondary death investigator will also be notified if the situation dictates the need for their assistance. The initial responding officer shall assist ambulance personal and shall secure the accident scene until the arrival of the Coles County Sheriff's Office Traffic Crash Investigator.

PROPERTY DAMAGE ACCIDENTS

The Coles County Sheriff's Office will handle all traffic accidents involving minor personal injury or property damage only that occur within its jurisdiction. Exceptions to this shall be traffic accidents, which other police agencies having jurisdiction happen upon. In these cases, the Coles County Sheriff's Office shall assist the officer handling the traffic accident upon his/her request.

DESK REPORTS

When individuals who were involved in a traffic accident come to the Coles County Sheriff's Offices to file a report, a desk report shall be completed. Officers shall complete all desk reports that occur within Coles County and are under the jurisdiction of the Coles County Sheriff's Office.

HIT AND RUN ACCIDENTS

A traffic crash report shall be completed on all hit and run accidents. If and when the suspect driver involved in a hit and run is apprehended, a supplemental traffic crash report shall be filed and placed with the original traffic crash report. Offense reports shall also be completed when a hit and run traffic accident occurs. When a hit and run traffic

Section: PATROL

Title: ACCIDENT REPORTS

accident occurs involving serious injury or fatality on the highways outlined in this policy, and the Coles County Sheriff's Office Traffic Crash Investigator is not available, the Illinois State Police shall be requested to handle the investigation if their personnel can respond in a timely manner.

ACCIDENTS
INVOLVING
DEPARTMENT
MEMBERS

If an on-duty member of the Coles County Sheriff's Office is involved in a traffic accident, an outside police agency shall be requested to handle the traffic crash. If no outside agency is available to handle the traffic accident, the Coles County Sheriff's Office Traffic Crash Investigator shall be requested to handle the traffic accident.

Section: PATROL

Title: CIVIL PROCESS SERVICE

POLICY **Civil process papers will be received and processed in a timely manner. The service of civil process papers will be done efficiently and at the convenience of the Coles County Sheriff's Office whenever possible.**

PROCESSING The specific information of each civil process paper will be entered into the civil process computer file and each such paper will be issued an individual departmental file number.

The individual defendant, named on the civil process paper will be sent a post card notifying the individual of the civil process paper, giving them notice to report to the Coles County Sheriff's Offices for personal service by a selected date. Post cards should be sent to all individuals unless the accounts clerk has reason to believe, from experience or records, that the individual will not report to the Coles County Sheriff's Offices for service, or there is not enough time to expect the individual to report to the Coles County Sheriff's Offices before the paper expires.

SERVICE Civil process papers for businesses and orders of protection will be given to the patrol section of the Coles County Sheriff's Office immediately for service and shall be placed within the appropriate east/west side files. Papers for defendants that fail to report to the Coles County Sheriff's Offices for personal service within seven (7) days will also be given to the patrol section.

The patrol staff will then make a reasonable amount of attempted services on the defendant. After service the original paper will be returned to the process clerk. The officer will return the cover sheet properly endorsed, with fees, the signature of the officer, the date, the time, the place of service, and the defendant's first name, middle initial, last name, sex, race and date of birth, at least three (3) days prior to the court date. This does not pertain to papers where return of service is not required by Illinois Statute within three (3) days of the court date (subpoenas, orders of protection, etc.).

Substitute service can be made on a summons, at the defendant's residence, by leaving a copy of the paper with a person who lives there. That person must be at least thirteen (13) years of age. Legal notices can be served by posting a copy of the notice on the

Section: PATROL

Title: CIVIL PROCESS SERVICE

door of the defendant's residence. This may be done after three (3) attempts at service have already been made. Personal service must be made on all other papers (subpoenas, orders of protection, etc.).

All returns shall be made within the guidelines of Illinois Statute. Officers should use all available means (city directories, post offices, phone books, Coles County Sheriff Office records, etc.) to attempt the service of civil process papers. Officers will utilize phone calls to arrange service whenever possible.

Section: PATROL
Title: DESTROYING ANIMALS

POLICY **The Coles County Sheriffs Office realizes that in the course of their duties patrol officers will encounter injured or dangerous animals. The destroying of such animals will be done in a humane manner with the safety of persons and property in mind.**

WILD ANIMALS Upon arrival at the scene of an incident involving a wounded animal the officer shall ascertain the condition of the animal and determine whether or not it should be destroyed. In cases involving exotic wild animals, the Illinois Department of Conservation should be contacted before the animal is killed. The destroying of wild animals shall be done by an officer, not by the public, as per the Illinois Department of Conservation Statutes.

DOMESTIC ANIMALS In cases involving domestic animals the owner of the animal shall be contacted whenever possible before the animal is destroyed. If the animal’s owner cannot be contacted, the officer will summon an employee of the Coles County Animal Shelter to the scene. The officer will assist the Coles County Animal Shelter employee after the animal shelter employee determines whether or not to kill the animal.

PROCEDURE The proper duty weapon must be used. Ammunition issued by the Coles County Sheriff’s Office must be used. Training ammunition should be used if a pistol is to be employed to destroy the animal. A slug round should be used if a shotgun is to be employed to destroy an animal. Duty ammunition shall be employed if using the police rifle. Ammunition used for destroying animals will be replaced upon request by contacting a range officer.

A report must be written anytime an officer discharges his/her firearm in the line of duty. Therefore, after using a firearm to destroy the animal a notation and the accident report to that effect shall be made or an informational report will be submitted.

SAFETY Animals will be destroyed with the safety of persons and property as a priority.

Section: PATROL
Title: DOMESTIC VIOLENCE INCIDENTS

POLICY

The crime of domestic violence is widespread and pervasive transcending all social, racial and economic boundaries. The Illinois Domestic Violence Act of 1986 defines domestic violence crimes and establishes remedies for these crimes. It is the intent of this policy to establish a procedure for enforcing the Illinois Domestic Violence Act of 1986 and to comply with Illinois Statutes mandating that such a policy be written.

INITIAL
RESPONSE
PROCEDURES

Upon receiving a call involving domestic violence, communications personnel shall obtain response information, including the caller's identity, the exact location of the incident, any injuries, the description and location of any weapons at the scene, the identity of the victim and of the suspect, and whether or not the suspect is still at the scene. A backup officer shall be assigned to the detail and communications personnel shall make periodic checks on the officers at the scene.

The responding officers shall use due caution, treating domestic violence incidents as high risk calls. Responding officers shall, as soon as possible, separate the parties and ensure the safety of all persons present. The identities of the victim, suspect and any witnesses shall be ascertained and statements shall be taken from all parties involved. A LEADS computer check should also be done on all parties involved in the incident to determine if a warrant or an active order of protection is in force. If the suspect has left the scene, the officers shall attempt to locate him/her.

EVIDENCE
COLLECTION
AND WRITTEN
REPORTS

The crime scene should be examined and processed to gather any evidence that is present. Photographs of the scene should be taken if signs of a struggle are evident and all physical evidence should be collected such as bloody articles, torn clothing, damaged items, etc.

If the victim shows signs of physical harm such as swelling, bruising, bleeding, etc., color photographs should be taken of the victim. Photographs of specific injuries should be taken both with and without a "scale" to identify the size of the wound. A long view of the victim shall also be taken as well as photos of the crime scene (if applicable).

A detailed written report of the officer's actions, observations, victim's statements, witness statements, and suspect's statements will be completed after every domestic violence incident. This will

Section: PATROL
Title: DOMESTIC VIOLENCE INCIDENTS

include incidents where no arrests are made. Also, if applicable, a crime scene report will be written.

Additionally, the officer will fill out a "Coles County Sheriff's Department Domestic Violence Incident Report To State's Attorney" form. This form shall be completed in all circumstances of domestic violence regardless if an arrest is made or not.

ARREST OF SUSPECTS

An officer may effect an arrest without a warrant if probable cause exists to prove that a felony or misdemeanor has been committed. If the victim chooses to sign a "No Police Action Refusal to Prosecute" form, one will be provided to him/her. If an arrest is not made, all offense, investigation and crime scene reports shall be forwarded to the Coles County State's Attorney's Office for review and disposition.

An officer shall make an arrest in every case where probable cause exists and there is an imminent danger posed by the suspect to any person. This shall be done whether or not the victim or complainant wishes an arrest to be made.

An officer shall make an arrest in every case where probable cause exists and physical harm has been done to at least one party. This shall be done whether or not the victim or complainant wishes an arrest to be made.

An immediate arrest shall be made for all violations of orders of protection when probable cause to believe such violations have occurred is shown. This shall be done regardless of the wishes of the petitioner involved in the order of protection.

ASSISTANCE TO THE VICTIM

The investigating officer shall provide the victim with a copy of the form advising the victim of his/her rights under the Illinois Domestic Violence Act of 1986, as well as giving the victim any other pertinent information in the "victims packet". The officer shall sign his/her name to the "Illinois Domestic Violence Act Rights" form and write his/her badge number, the department's name, and the date on the form as well.

The officer shall advise the victim to seek medical treatment if necessary and will arrange for transportation to a medical facility for treatment. The officer shall accompany the victim into his/her residence to remove necessary personal items and will, if necessary, provide transportation to a domestic violence shelter.

Section: PATROL

Title: DOMESTIC VIOLENCE INCIDENTS

The investigating officer shall advise the victim that he/she can press any applicable charges against the suspect. The officer shall also explain to the victim what an order of protection is and will advise the victim how to obtain one.

The officer should also, when pertinent, make appropriate referrals to the victim of other social service assistance, such as mental health agencies, elder abuse programs, sexual assault counseling, domestic violence counseling, etc.

Section: PATROL
Title: IN CAR VIDEO RECORDING EQUIPMENT

POLICY **The Coles County Sheriff’s Office will use in-car video camera recording equipment in selected patrol vehicles to assist in the prosecution of violators, to enhance officer safety, and for any other lawful purpose. The Coles County Sheriff’s Office will establish procedures for the maintenance, repair, and use of in-car video camera recording equipment. The Coles County Sheriff’s Office will also establish procedures for the maintenance, use, submission, storage, and destruction or erasing of video medium. Procedures for training operators of in-car video camera recording equipment and handling of video medium will also be established.**

DEFINITIONS In-car video camera recording equipment is a Coles County Sheriff’s Office approved in-car video camera recording system consisting of a camera assembly, recording mechanism, and recording medium, exclusive of the wireless microphone.

A wireless microphone is a device worn by the officer so conversations between the officer and a second party can be transmitted to the recording equipment.

In-car recording medium is any authorized recording medium, such as video tape, used for the retention and playback of recorded audio and video.

RESPONSIBILITIES Operators of video camera recording equipment will properly care for and maintain the recording equipment and wireless microphone in accordance with manufacturer’s instructions. Operators will properly secure the recording equipment and wireless microphone, and will ensure that proper procedures are followed for the handling, usage, submission, and storage of video medium. Any equipment failure will be immediately reported to the operator’s immediate supervisor. Officers will never attempt to make any repairs to the recording equipment which would require them accessing any internal parts of the recording equipment.

USE OF IN CAR VIDEO RECORDING EQUIPMENT Only approved in-car camera recording equipment installed by a designated and qualified technician will be utilized in the patrol vehicle.

Officers will have the in-car video camera recording equipment

Section: PATROL
Title: IN CAR VIDEO RECORDING EQUIPMENT

activated during every Illinois Vehicle Code enforcement stop and/or motorist/pedestrian assist. Audio as well as visual recording will be used on all Illinois Vehicle Code enforcement stops. Motorist assists will not be audio recorded unless the motorist grants consent. Pedestrian contacts will only be audio recorded when stopped for a violation of the Illinois Vehicle Code or upon consent.

Officers will record the entire enforcement stop from start to finish. The recording should not be interrupted or stopped until completion of the enforcement stop and/or motorist/pedestrian assist. When using audio, it will remain on during all violator contact.

Officers, who are operating video equipment, shall identify themselves and their office and will make audio recordings simultaneously with video recordings if the reason for the initial stop is a violation of the Illinois Vehicle Code. This includes criminal violations discovered as a result of the Illinois Vehicle Code stop.

Officers will not audio record an enforcement stop when an individual has not committed a violation of the Illinois Vehicle Code. Officers will stop audio recording of an enforcement stop upon release of the violator and prior to initiating a separate criminal investigation (i.e., telling the violator he/she is free to go and asking for consent to search). However, audio recordings can be made of non-traffic enforcement stops if the officer obtains consent from the violator.

Officers will ensure the time/date feature on the video camera is activated at all times. The display may also include car number or other identifier at the discretion of the sheriff or his designee.

Officers are encouraged to activate the camera any time it would be beneficial, such as observations of suspicious activity, traffic problems, or crowd problems. Officers are encouraged to inform their supervisor of any video recorded sequences and incidents which may be of value for training. Once reviewed, the supervisor will forward the request to the sheriff or his designee for approval to use for training.

Officers will maintain a log of all video media issued to them. The beginning and ending date of each tape utilized will be entered on the log. The officer will keep the video medium log

Section: PATROL
Title: IN CAR VIDEO RECORDING EQUIPMENT

for a period of ninety (90) days after the completion of the last video tape listed on the log.

STORAGE OF VIDEO MEDIUM

The officer will determine the appropriate storage process for the video medium. Video medium containing recorded incidents which may be of evidentiary value, (driving under the influence of alcohol, drug arrests, fleeing and eluding, etc.) shall be placed into evidence after each video medium is completed. Each video medium shall remain in evidence until it is determined that the medium is no longer needed for court purposes.

All other video medium will be turned into the officer's supervisor or designee and placed into storage for a period to be determined by the sheriff or his designee, but no less than ninety (90) days.

Video medium will be stored in accordance with the manufacturer's guidelines. Under no circumstances should the video medium be altered or erased prior to the expiration of the designated storage period.

Upon completion of each video medium, the officer will label the medium. The medium shall be labeled with the officer's name, the officer's identification number, and the date the medium was started and completed.

Upon the completion of the designated storage period, the video medium will be erased and reissued for operational use. No video medium will be reissued for operational use unless completely erased.

DUPLICATION OF VIDEO MEDIUM

Video medium will not be made available for public viewing unless authorized by the sheriff or his designee. Except for evidentiary purposes, reproduction of a video medium recorded by Coles County Sheriff's Office personnel is prohibited unless authorized by the sheriff or his designee.

Any person or firm making an authorized request for a copy of a video recorded incident must provide a blank medium, unless otherwise directed by the court. Only recorded portions of the video medium applicable to the request will be copied. The original medium will be retained by the Coles County Sheriff's Office.

Section: PATROL
Title: JUVENILES

POLICY

In the course of their duties officers will become involved with juveniles (individuals under the age of seventeen (17)) who have violated the criminal statutes and minors (individuals under the age of eighteen (18)) who are in need of authoritative intervention (runaways). Juvenile offenders and minors in need of authoritative intervention shall not be housed with adult offenders. Therefore the following procedure will be followed.

**MINORS
REQUIRING
AUTHORITATIVE
INTERVENTION**

A minor requiring authoritative intervention is any minor under the age of eighteen (18) years who is absent from home without the consent of a parent/guardian or is beyond the control of his or her parent/guardian, in circumstances which constitute a danger to the minor's safety. Officers will normally come into contact with this category of minor through the investigation of runaways.

Runaways taken into custody by an officer should be transported to the Coles County Sheriff's Offices and a juvenile officer shall be contacted at that time. The parents of the minor shall be contacted and the minor, if willing, may be returned to the custody of his/her parent or guardian.

The Illinois Coalition for Community Services shall be contacted whenever the minor refuses to go home. Their telephone number is 217-345-1221. The minor will then be given into the custody of an Illinois Coalition for Community Services caseworker.

If the minor alleges some type of abuse, neglect, etc., the officer shall contact the Illinois Department of Children and Family Services through their child abuse hot line (1-800-252-2873). The officer shall coordinate safe placement of the minor with a caseworker from the Illinois Department of Children and Family Services.

**DELINQUENT
JUVENILES**

A delinquent juvenile is any minor who prior to his/her seventeenth (17th) birthday, has violated or attempted to violate any federal law, state law, or municipal ordinance. Officers taking delinquent juveniles into custody shall transport them to the Coles County Sheriff's Offices in order to process them through the booking procedure.

Officers will contact a juvenile officer upon arrival with the delinquent juvenile at the Coles County Sheriff's Offices. After

Section: PATROL
Title: JUVENILES

completing the booking procedure, the delinquent juvenile may be released to a parent or guardian. The decision to put a delinquent juvenile in detention will be made by a juvenile officer.

If the delinquent juvenile is to be held, the juvenile officer will contact Coles/Cumberland County Court Services for a determination as to whether detention is warranted or not. The Coles/Cumberland County Court Services will make detention arrangements.

If a juvenile transportation unit is available, the delinquent juvenile shall be held in non-secure custody until the transportation unit arrives. If a juvenile transportation unit is not available, the corrections shift supervisor shall be responsible for coordinating the transportation of the juvenile to a juvenile detention facility. The corrections shift supervisor shall also be responsible for coordinating the transportation of the juvenile back to Coles County. Reports must be completed anytime an officer takes a minor into custody.

REQUIREMENTS

State Law mandates the confidentiality of names of juveniles and their records. The names of juvenile offenders will not be released to the news media or any other person not involved in the judicial or diversion process.

Under certain circumstances information on juveniles collected during the course of business may be released/disseminated. Information required to be collected, may be given to the Coles/Cumberland Court Services and the Illinois Department of Children and Family Services. Information compiled during the investigation of a criminal act may be released to other criminal justice agencies or any court having jurisdiction over the child. Information concerning missing children may be entered into the LEADS/NCIC computer system. Information concerning children adjudicated of sexual offenses, who are required to register, will be given to the Illinois Sex Offenders Registry.

Physical files and records concerning juveniles shall not be open to public inspection and shall be open to inspection only by members of a juvenile justice agency or criminal justice agency. All juvenile arrest files and records, when not in use, shall be maintained in a secure work area. Under no circumstances will juvenile records be placed with adult records.

Section: PATROL
Title: JUVENILES

**DETENTION
VERSUS
CUSTODY**

A juvenile is considered “in custody” when that individual would be considered “under arrest” if the juvenile was an adult. A detention situation exists when an officer detains a child for a short period of time for investigative purposes.

Whenever a juvenile is taken into custody, the juvenile’s parents or guardian shall be promptly notified. It is the responsibility of the arresting officer to make this notification or arrange for notification to be made by a juvenile officer.

An officer may take a juvenile into custody whenever the officer has probable cause to believe the juvenile is violating or has violated any law, ordinance, or regulation having the force of law or whose conduct indicates that the juvenile is in need of authoritative intervention. Officers will apply the same probable cause standards for juveniles as those used for adult offenders.

INTERVIEWS

An interview takes place when a juvenile witness or victim of a crime is questioned. It is not necessary to administer the “Miranda Warning” or to have parents or guardians present under such circumstances. If a child is too young or mentally incompetent to render a decision, the minor’s parents or guardians should be present.

**ON-SCENE
INTERVIEWS**

Field interviews should be avoided until after the juvenile can be processed unless it is absolutely necessary to do so. However, street interviews often present exigent circumstances that demand immediate action from the responding officer. Suspects, weapons, and other evidence may be lost or destroyed if information is not immediately obtained. The safety of officers, the safety of the public, and the need to obtain basic information are considerations that patrol officers must deal with in making decisions regarding the field interview of a juvenile.

**CUSTODIAL
INTERVIEWS**

The officer, in regard to all custodial interviews, must administer the “Miranda Warning”. The juvenile’s parent/guardian shall be contacted prior to the custodial interview or at least a reasonable attempt must be made to contact the parent/guardian. It is not required to have the parent/guardian’s permission to interview the juvenile.

It is desirable to have the permission of the parent/guardian prior to interviewing the juvenile in a custodial situation. If at any time during the interview, the juvenile requests his/her parent/guardian’s presence, it is desirable to allow the juvenile’s

Section: PATROL
Title: JUVENILES

parent/guardian to sit in on the interview.

**NON-CUSTODIAL
INTERVIEWS**

When a juvenile is not in custody, no “Miranda Warning” is required prior to taking a statement from the juvenile. In a non-custodial interview prior to talking with the juvenile, the juvenile and the juvenile’s parent/guardian should be advised that the juvenile is not in custody and that the juvenile is free to leave at any time. Whenever dealing with a juvenile it is advisable, if circumstances allow, to notify the juvenile’s parent/guardian concerning the interview of the juvenile.

Section: **PATROL**Title: **MISSING PERSONS****POLICY**

The Coles County Sheriff's Office will render as much assistance as possible in locating missing persons reported to this department regardless of the actual circumstances of the disappearance. The Coles County Sheriff's Office does not recognize the commonly practiced police procedure of initiating missing persons reports only after the victim has been missing a proscribed length of time.

NEED TO REPORT MISSING PERSONS

Reports will be completed on all identified missing persons, and the victim(s) will be entered into LEADS/NCIC computer system prior to the completion of the reporting officer's shift. There will be no exceptions to this requirement. The missing person report shall contain descriptive information needed to conduct a proper missing person investigation.

MISSING WITH EXIGENT CIRCUMSTANCES

Officers investigating a missing person (adult or juvenile) will determine whether or not foul play or exigent circumstances exist.

Exigent circumstances will include the following:

- * Juveniles under eight (8) years of age missing anytime
- * Juveniles, eight to twelve (8-12) years of age, who have not returned home from school or are missing an unusual length of time
- * Juveniles, abducted with the use of or threat of force involved
- * Abducted persons with the use of or threat of force involved
- * Missing persons with physical or mental disabilities, and the elderly, regardless of age or length of time missing

When a missing person with exigent circumstances is reported, communications personnel will provide all available descriptive information on the missing individual to the responding officer. An attempt will be made to locate the missing individual while enroute to the scene. When a complete description is received from the reporting person, officers will have an "attempt to locate message" broadcast to all appropriate law enforcement agencies.

Section: PATROL
Title: MISSING PERSONS

MISSING WITHOUT EXIGENT CIRCUMSTANCES

When foul play is not suspected and exigent circumstances do not exist, the missing person report may be taken at the Coles County Sheriff's Office, or at the victim's address. A LEADS/NCIC entry will be completed and any appropriate broadcast will be made.

Examples of missing persons without exigent circumstances may include:

- * Juveniles thirteen (13) years or older missing any length of time where foul play not suspected
- * A known runaway thirteen (13) years or older
- * Missing juveniles, thought to be in the custody of one parent, under circumstances indicating the juvenile is being kept from the other parent without judicial approval. In this case the juvenile's whereabouts must be unknown, and custody must not have been awarded to either parent.
- * Wards of the court who leave foster homes or shelters without permission
- * Adults missing with no foul play suspected

ADDITIONAL CONCERNS

Photographs of the missing person will be obtained, if possible. Photographs will be attached to the reports.

Officers will not promise that any specific action will be taken by the Coles County Sheriff's Office, but will inform the reporting person that all necessary investigative leads will be pursued as appropriate to the investigation. Officers will instruct the reporting party to contact the Coles County Sheriff's Office immediately when the missing person returns home or is found.

Officers will inform reporting persons that missing persons eighteen (18) years of age and over, as adults, cannot be forced to return home, nor can their whereabouts be disclosed against the wishes of the missing person. When an adult missing persons is located and that person requests that his/her whereabouts not be disclosed, the reporting officer will advise the person that specific notations as to where the missing person was located will be made in the missing person report.

Section: PATROL
Title: MISSING PERSONS

**LOCATED
MISSING
PERSONS**

When a missing adult or juvenile is found, an officer will make every attempt to verify the return of the missing person by going to that person’s residence. The officer will visually observe the physical condition of the located missing person and will obtain a statement from him/her if possible. The missing person entry will then be removed from the LEADS/NCIC computer system.

**“ A CHILD IS
MISSING”
PROGRAM**

The Coles County Sheriffs Office has joined with “A Child is Missing” program in an attempt to aid in the investigation of missing children, elderly persons, or disabled persons. This program also assists in the telephone notification, giving the addresses of sexual predator/offenders in Coles County. Officers investigating missing children, elderly persons, or disabled persons will contact 1-888-875-2246 and provide pertinent information about the missing individual.

**AMBER ALERT
NOTIFICATION**

When a child is abducted, and certain criteria are met, an “AMBER Alert” notification shall be made to the Illinois State Police. The “AMBER Alert” notification shall be made by faxing an “AMBER Alert Notification Message” to the Illinois State Police in Springfield Illinois. This notification shall be approved by and coordinated through an administrative supervisor with the rank of lieutenant or above.

To activate the “AMBER Alert Notification Plan” the Coles County Sheriff’s Office must confirm that a child has been abducted. The child must be under the age of sixteen (16) or have a diagnosed mental or physical disability. The Coles County Sheriff’s Office must believe the child is in danger of serious bodily harm or death. There must be enough descriptive information about the child, the abductor, and/or the suspect’s vehicle to believe an immediate broadcast alert will help.

Once the Coles County Sheriff’s Office receives a report of a child abduction, the following process should be followed:

- * Confirm that an abduction has taken place and the Illinois AMBER Alert criteria have been met.
- * Notify the nearest Illinois State Police District, call the Illinois State Police Communication Center, or fax the AMBER Fax Packet.
- * Include detailed information, which could be helpful to the public in identifying the child.

Section: PATROL

Title: MISSING PERSONS

- * Designate a departmental contact for the Illinois State Police Communication Center (include a name and telephone number).
- * Designate a secondary telephone number to list for media contacts.
- * The Coles County Sheriff's Office shall follow all investigative policy and procedures regarding the investigation process involving an abducted/kidnapped child incident which takes place within the jurisdiction of the Coles County Sheriff's Office.
- * Disseminate necessary abduction information via a LEADS/NLETS message (sent ISPERN messages shall be coordinated through the Illinois State Police district of occurrence).
- * If a current portrait of the child is available, forward it electronically along with a copy of all abduction details/summaries to the Illinois State Police Clearinghouse for Missing and Exploited Children Manager (missing@isp.il.us)

Information on how to obtain the AMBER Alert Notification Fax Packet can be obtained at (amberillinois.org). The criteria and procedure as above outlined is available at the above web site as are the appropriate forms and telephone numbers.

Section: PATROL
Title: PATROL SHIFT LOG

POLICY **A shift log will be kept and filled out at the beginning of each shift. The purpose of the shift log is to make a written record of the officers working each shift as well as their work assignment.**

RECORDED INFORMATION The information recorded in the shift log will include the checking of civil process papers, warrants, LEADS bulletins, and previous shift messages. The shift log will record the names of the officers working the shift, the duty assignments for the officers, and the name of the shift supervisor. The shift log shall also document that the daily six (6) minute training was completed. Information may be added or subtracted from the shift log at the discretion of the patrol supervisor or his/her designee.

REVIEW AND ARCHIVING It will be the responsibility of the patrol supervisor, or his/her designee, to keep the archived shift logs for later reference. The patrol supervisor, or his/her designee, will review the shift logs for accuracy and completeness.

Section: PATROL
Title: TOWING / TAGGING / ABANDONED / VEHICLES

POLICY **In order to promote efficient and safe traffic flow on public roadways, the Coles County Sheriff’s Office shall require officers to have unattended vehicles, abandoned vehicles, or vehicles involved in accidents which present traffic hazards, towed from the roadway by a commercial towing firm.**

AUTHORITY Officers shall be authorized to have unattended motor vehicles, abandoned motor vehicles, or motor vehicles involved in accidents towed as specified in the following sections of the Illinois Vehicle Code (Illinois Compiled Statutes Chapter 625).

- * 5/4-201 Abandonment of Vehicles Prohibited
- * 5/4-202 Abandoned, Lost, Stolen or Unclaimed Vehicles Notification to Law Enforcement Agency
- * 5/4-203 Removal of Any Motor Vehicles or Other Vehicles - Towing or Hauling Away
- * 5/4-204 Reports on Towed Vehicles

Officers shall be authorized to immediately tow any vehicle which is a traffic hazard.

ASCERTAINING THE STATUS OF THE VEHICLE When an officer discovers an unattended, abandoned, or wrecked motor vehicle, on or along the roadway which constitutes a traffic hazard, the officer should use his mobile data computer to ascertain if the vehicle is wanted referring to the registration plate or the vehicle identification number plate.

If a computer check indicates a vehicle has been stolen or used in the commission of a crime, the officer shall notify the communications center of this information and the officer shall follow the procedures for the recovery of a stolen vehicle.

If the vehicle is not listed as stolen in the LEADS computer the officer shall request communications contact the registered owner. Registered owners that do not live in Coles County shall be contacted by the most economical means possible.

If the registered owner reports the vehicle is stolen, the officer shall follow the above stated procedure, dealing with the automobile as a

Section: PATROL
Title: TOWING / TAGGING / ABANDONED / VEHICLES

recovered stolen vehicle. If the automobile is not stolen, the registered owner shall be required to remove the vehicle in a legal and expedient manner that insures the safety of all those present. If the registered owner cannot provide such service, or cannot be contacted, the officer shall have the vehicle removed by a towing service authorized by the Coles County Sheriff's Office.

**TOWING THE
VEHICLE AND
THE TOWED
VEHICLE
REPORT**

The officer shall stand by and facilitate the safe removal of the vehicle by directing traffic until the towed vehicle is removed by the wrecker service.

The departmental towed vehicle sheet shall be completed in all cases where a vehicle tow is ordered or coordinated by Coles County Sheriff's Office personnel. If a towed vehicle is unsecured, the officer shall inventory the contents of any unsecured compartment of the vehicle and note those contents on the towed vehicle form. If entry cannot be gained, in cases of secured vehicles, the officer shall inventory those items in plain view and indicate the inability to check further for personal property.

The officer shall provide the wrecker driver with a completed copy of the Coles County Sheriff's Office Towed Vehicle Sheet. The officer shall retain the original copy of the towed vehicle sheet and turn the towed vehicle sheet into the Coles County Sheriff's Office communication section at the conclusion of the officer's shift.

A towed vehicle sheet need not be completed if the owner/driver is aware of which tow agency has towed the vehicle.

**TAGGING A
VEHICLE**

If an officer feels an unattended motor vehicle does not pose a traffic hazard the vehicle need not be towed. The officer should ascertain that the vehicle is not wanted and shall complete a Coles County Sheriff's Office green vehicle tag and place that tag on the abandoned vehicle. The green tag shall be placed preferably on the driver's side of the rear window of the vehicle or other place where it is readily visible from the roadway. The vehicle shall also be entered into the LEADS computer as tagged.

**ABANDONED
VEHICLES**

Any vehicle abandoned, and not a traffic hazard, and not on private property shall be towed by a deputy after a waiting period of twenty four (24) hours. A towed vehicle sheet shall be completed any time the Coles County Sheriff's Office authorizes the towing of an abandoned vehicle.