



Coles County Sheriff's Office

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Kent Martin, Sheriff Tyler Heleine, Chief Deputy

2023 Annual Report

This is the Coles County Sheriff's Office Annual Report for 2023. This is the second such report submitted under my administration. I will continue to submit an annual report to the county board and publish it on our agency's website.

I believe citizens have a right to know how their tax dollars are being spent and what their elected officials are doing. My staff and I will strive to provide accurate, comprehensive information regarding the operations of the sheriff's office. As stated during my campaign, I will explain any line items that exceed the amount budgeted by the county board.

As I reflect on my first year in office, many things come to mind. I assumed the duties of sheriff as the outsider coming in, unfamiliar with most of the members of the agency and them unfamiliar with me. All but one member met individually with me, and we began to establish effective communication. My open-door policy remains in effect, and staff members and I continue to interact frequently. We have integrated new technologies, tackled a major policy manual revision and modernization, and successfully navigated significant personnel changes.

Most importantly, 2023 has seen the beginning of a change in the culture at the Coles County Sheriff's Office. During the pandemic, the sheriff was away from the office a significant amount of time. His absence dramatically altered the decision-making process and hampered the flow of information. As a result, the agency grew stagnant and communication deteriorated. Chief Deputy Tyler Heleine was appointed Coles County Sheriff after Sheriff Rankin's resignation in 2022. He worked hard to get the agency moving forward again, while being mindful that he would be replaced by a newly elected sheriff within months of his appointment. Heleine did a great job as sheriff, and he deserves a lot of the credit for helping me implement changes and improve the morale of this agency.

We have improved internal communications among our staff and strengthened our relationships with community organizations, including our law enforcement partners. Employees feel valued and appreciated, and know their voices are being heard. Equipment and training needs are being addressed. My staff and I will continue to work on these issues as we move through 2024 and beyond. We will expand our recruitment and retention efforts, increase our training and education initiatives, develop methods to improve our civil process and warrant services, and generally strive to better serve the citizens of Coles County in everything we do.

Sheriff Kent Martin
February 29, 2024

1. Administrative Section

This section is dedicated to activity that is not specific to corrections, investigations or patrol. In this section you will find summary budget and expenditure reports, a review of all funds generated and collected by the Coles County Sheriff's Office, personnel changes, department-wide firearms training, warrant activity and other items of interest. The administrative staff includes the Sheriff, the Chief Deputy, the Captain, three Lieutenants, and three civilian employees.

Personnel

The Coles County Sheriff's Office once again experienced a significant amount of turnover during 2023. We continued to face significant staffing shortages relating to corrections officers, telecommunicators, and cooks. At one point in 2023, the jail was staffed with 16 corrections officers instead of the 22 they were authorized to employ. This shortage resulted in officers frequently working overtime-at times voluntarily but often by being forced to come in early or stay late. There was also difficulty in maintaining staffing levels in the telecommunicator positions. We have four TC positions in the jail, but often only had 2-3 filled. When a TC position is vacant, another TC must work overtime. If a TC is unavailable, a corrections officer must work overtime in the TC position. Keep in mind, the rate of pay for a TC is much higher than the rate of pay for a corrections officer. This discrepancy is obviously greater when you calculate the time-and-a-half overtime rate. CCSO normally employs two cooks, but the second cook position was vacant for a good portion of 2023. Lt. Kyle Childress performed many of the duties of the second cook, covering shifts when the other cook was not available. Again, this resulted in a large overtime expenditure since his rate of pay is much higher than that of a cook. We had limited options in how to address this, as he possesses the required training and certification to operate the kitchen and other CCSO employees do not. I am happy to report that several corrections officers, two telecommunicators, and a second cook were hired during 2023. I am optimistic these hires will reduce overtime costs, help prevent burnout, and aid in the retention of our current staff.

Corrections officers and patrol deputies are hired through the Sheriff's Merit Commission. The commission is a bi-partisan, five-member board, the members of which are nominated by the sheriff and approved by the Coles County Board. This commission is established by state statute and oversees recruit and promotional testing, hiring, promotions, and some disciplinary matters. In 2023 we initiated recruitment efforts utilizing career/job fairs and open houses at area community colleges and universities with criminal justice programs. Those efforts have not yet proven successful, but we intend to continue building these relationships as there is minimal cost involved in doing so.

The following personnel changes occurred during 2023:

Promotions/Reassignment

Josh Miller promoted from Corrections Officer to Corrections Sergeant

Brandon Phillips reassigned from Corrections Officer to Patrol Deputy

Aaron Coleman reassigned from Corrections Officer to Patrol Deputy

Hired

Position

Teresa McKinney

Administrative Secretary

Logan Brown

Corrections Officer

Alex Kersten

Corrections Officer

Ryan Shepherd

Corrections Officer

Chase Dunne

Corrections Officer

Macie Waddill

Corrections Officer

Cayden Price

Corrections Officer

Kyle Strombley

Corrections Officer

Nicole Katz

Corrections Officer

Megan Ricketts

Telecommunicator

Maddie Bryant

Telecommunicator

Tracy Peterson

Cook

Separated

Position

Anna Goddard

Administrative Secretary

Matt Sandiford

Corrections Officer

Amanda Rosine

Corrections Sergeant

Keith Van Tassel

Corrections Officer

Brian Campbell

Corrections Officer

Dylan Bellamy

Telecommunicator

Jennifer Bayles

Cook

Retirement

Position

Jon Jean

Patrol Deputy

The sworn personnel of the sheriff's office are covered by collective bargaining agreements and are represented by the Illinois Fraternal Order of Police Labor Council. The civilian employees (administrative secretary, detective secretary, warrants clerk, and telecommunicators) are covered by a CBA, and the patrol officers, corrections officers, sergeants, and lieutenants are covered by a separate CBA. Both of these agreements expired November 30, 2023. Both units negotiated successor agreement contracts, and they are set for ratification in early 2024.

Several employees received letters of recognition during 2023. On August 20, 2023 Deputy Sam Jackson was leaving the jail in the early morning hours when he heard someone in the area

yelling for help. He located a structure fire in the 700 block of 9th Street. He utilized his fire extinguisher to attack the fire, then directed responding fire units to the rear of the house, where a resident was rescued from a second-floor window. On September 11 I received a letter from a nationally known, well respected retired law enforcement officer who was teaching a breaching class. Deputy Marshall Reinhart was a student in that class, and he was recognized for his efforts outside of class, namely assisting the instructor with setting up, cleaning up, and moving the very heavy breach doors off site for use by the next class. On September 15, TC Dylan Bellamy, Corrections Officer James Cook, and Corrections Officer Kristina Sokolinski responded to a medical incident where an inmate was found unresponsive. Telecommunicator Bellamy obtained information relevant to the incident and promptly contacted 911. Officers Cook and Sokolinski coordinated inmate movement and brought EMS to the inmate. They continued to monitor the inmate and render aid until the inmate was transported to the hospital. On October 20, Deputy Lance Robinson responded to a report of an unresponsive adult at a location in Ashmore. Deputy Robinson recognized the signs of a possible opioid overdose, administered Narcan, and helped revive the patient prior to transport to the hospital. Please join me in thanking these individuals for their dedication and service to the citizens of Coles County.

As I promised during my campaign for sheriff, I met individually with every employee of the sheriff's office who was willing to meet with me within the first 90 days of my term. Only one officer declined my invitation. These one-on-one meetings were very informative and positive.

Civil Process

The Coles County Sheriff's Office is charged with serving all civil process papers generated by our courts. Furthermore, we serve civil process from other counties where the plaintiff / respondent resides in Coles County. By law, only sheriff's deputies or licensed process servers are authorized to serve these court papers. Unlike warrants, local police departments may not serve these papers. We received 2640 papers for service which was an increase of 9 papers from last year. The Sheriff's Office served 1675 civil papers for a success rate of 63%. Last year our success rate was 76%. CCSO collected \$41,743.75 in fees for civil process.

Grants

In 2023, the Coles County Sheriff's Office received a grant from the US Department of Justice (the **Patrick Leahy Bulletproof Vest Partnership Program**.) This grant provides reimbursement for 50% of the cost of ballistic vests. Bulletproof vests expire every 5 years and must be replaced to ensure the integrity of the vest worn by the deputies of the sheriff's office. This reimbursement has not yet been received.

The Coles County Sheriff's Office also received a grant from the Illinois Department of Transportation titled the Sustained Traffic Enforcement Program or STEP grant. This grant provided funding in the amount of \$2926.24. These funds are used to pay the salary of deputies during hire-backs to enforce traffic laws specifically in areas that have a high number of traffic

crashes. These funds are broken into different campaigns that encompass time periods around holidays and other special events with higher traffic concentrations. The purpose of the funding is to provide the financial resources to enforce traffic laws with the goal of reducing the number of accidents which cause serious injuries.

Coles County Sheriff's Police
HS-23-0140
FFY23 STEP Grant End of Year Review

This year-end review document provides you with up to date information regarding grant enforcement activity, enforcement benchmark compliance, number of traffic stops, liquidation of approved hours, accomplishments and areas of improvement. Below is a snapshot of Coles County Sheriff's Police (CCSP) grant performance for FFY23.

OVERVIEW

- *46 total hours of enforcement (Campaigns)*
 - *38 hours of Impaired Driving patrol*
 - *8 hours of Distracted Driving patrol*
- *59 traffic stops (Campaigns)*
 - *41 stops during Impaired Driving patrols*
 - *18 stops during Distracted Driving patrols*
- *31 enforcement contacts (Campaigns)*
 - *24 contacts during Impaired Driving patrols*
 - *7 contacts during Distracted Driving patrols*
- *Benchmark: Average one enforcement contacts every 60 minutes of patrol*
 - *1 contact every 60 minutes (ID - Campaign)*
 - *1 contact every 53 minutes (Daytime - Additional)*
 - *1 contact every 68minutes (Nighttime - Additional)*
- *ID Objective: minimum of 1 DUI for every 15 hours of patrol*
 - *Averaged 1 DUI arrests for every 7.5 hours of patrol*
- *DD Benchmark: 50% of all enforcement contacts must be for Distracted Driving violations*
 - *80% during daytime patrols*
 - *50% during nighttime patrols*
- *10 arrests (Campaigns)*
 - *4 DUI Arrests*
 - *4 traffic arrests*
 - *2 criminal arrests*

- 60 total hours of enforcement (Additional)
- 120 traffic stops (Additional)
- 66 enforcement contacts (Additional)
 - 62 daytime patrols
 - 4 nighttime patrols
 - 1 Arrests (1 Traffic)
- Traffic Stop/60 minutes (Additional)
 - 1 traffic stop every 53 minutes during daytime patrols
 - 1 traffic stop every 68 minutes during nighttime patrols
- Liquidation of Enforcement Hours
 - Worked Campaign hours (41.07%)
 - Worked Additional Speed hours (107.14%)

CAMPAIGN OBJECTIVES MET

IMPAIRED DRIVING (ID)

- Objective: minimum of 1 citation for every 60 minutes of patrol
 - averaged citation for every 60 minutes of patrol
- ID Objective: minimum of 1 DUI for every 15 hours of patrol
 - averaged 1 DUI arrests for every 7.5 hours of patrol

AREAS OF IMPROVEMENT

BSPE205 REPORTING – (Campaigns/Additional Enforcement)

- Objective: BSPE205 is to be submitted within 2 weeks from the end of a campaign or month when Additional Enforcement was worked
Some of the Campaign and Additional Enforcement BSPE205 reporting were submitted after recommended due date.

COMMENTS

Coles County Sheriff's Police did a good job in spite of experiencing significant staffing issues during the first and second quarters of the grant year. They were able to start grant enforcement starting with the St. Patrick's Day campaign and continued through the end of the grant year. They are committed to highway safety and provide leadership to other agencies in the area.

Crisis Response Team

The Coles County Crisis Response Team (CRT) was established as a multi-agency tactical team in 1999. Founding members included the Coles County Sheriff's Office, Charleston Police Department, Mattoon Police Department, and Eastern Illinois University Police Department. The team has since grown to include Lake Land College Police Department and Mattoon Fire Department. Tactical medics from MFD are inserted with the team to provide emergency medical treatment in the event of injury to a team member, suspect, or other person. The team schedules training on a bi-monthly basis and plans for a multi-day training activity annually. CRT responded to 12 incidents in 2022, including a suspect who barricaded himself in his house with his children, and another suspect who barricaded himself in a house after a shooting. All incidents were resolved peacefully.

Firearms Training

The Coles County Sheriff's Office has trained and certified firearm instructors on staff. Sergeant Steve Spear is the Chief Range Officer. Detective Sergeant Shane Duzan and Sergeant Brady Coe serve as Range Officers. Every deputy sheriff is required by law to qualify annually with his or her sidearm. All officers passed this qualification course. CCSO also requires each patrol deputy to qualify with their patrol rifle if they choose to carry one. Deputies are also required to qualify with any off-duty sidearm they choose to carry.

In 2023 the agency conducted firearms training in May and November. The training topics included basic fundamentals, annual qualification, and low-light shooting. Deputies expended approximately 12,000 rounds last year. These rounds were fired during the previously listed trainings and qualifications, Crisis Response Team monthly training, patrol rifle certification class, and officers attending corrections and/or patrol basic training academies.

Budget

The Coles County Sheriff's Office FY23 budget, covering December 1, 2022 through November 30, 2022, totaled \$4,395,397. While exact final numbers won't be available from the County Treasurer's Office until later this spring, it appears CCSO has finished the fiscal year under budget by \$66,648. Of our twenty-five line-items, nine were over budget. Expenditures exceeded the budgeted amount in the following areas: Extra Pay Benefits, Training, Fleet Maintenance, Inmate Meals, Travel, Police Equipment, Bulletproof Vest, Other Contractual, and Cannabis Enforcement. All other line items broke even or showed a surplus. Here are the explanations for the areas where we exceeded the budgeted amounts:

- Our largest overruns were overtime and training, which at times are interconnected. Extra Pay Benefits was \$203,057 over our budgeted amount of \$357,208. We incurred a significant amount of overtime (\$48,056) due to sending twelve deputies to the Basic Corrections Officer academy and three deputies to the Basic Law Enforcement academy. Additionally, we often had to pay overtime for a deputy to work in the jail or on the road

because other deputies were enrolled in training. I anticipate being much closer to the budgeted number of overtime dollars in FY24 since our staffing levels have risen, eliminating the need to send so many newly hired employees to the basic training academies. The cost of an academy class ranges from approximately \$4400 for corrections academy to \$7500 for the basic law enforcement academy. In FY23, we spent a total of \$84,041 for training against a budgeted amount of \$45,000. This was a conscious decision on my part, as the only way to eliminate our serious staffing shortage and also reduce the amount of overtime was to hire new deputies and send them to the required training. We have applied for basic law enforcement and corrections academy tuition reimbursement from the state.

- Fleet maintenance expenses totaled \$51,388 which was \$14,888 over our budgeted amount. Two vehicles experienced transmission failures. These were replaced at approximately \$9000 apiece. Two vehicles also experienced water pump failures at a cost of over \$1000 each.
- Inmate meals exceeded our budgeted amount by \$13,754 for a total expenditure of \$136,754. Even though our inmate population was down toward then end of the year, inflation drove the price of food, consumables, and supplies higher than we had anticipated.
- The Travel Outside County budget was set at \$5500, but we spent \$12,699. CCSO staff travelled to Arizona, Milwaukee, and Tennessee to perform extradition for individuals arrested on our warrants. Coles County utilized the services of extradition companies to return individuals from Alabama, Kentucky, and California to Coles County. The use of extradition companies was necessitated by the staffing shortages referenced throughout this report and by not having deputies who were certified by the TSA to fly while armed. CCSO now has multiple deputies who are certified, and we intend to phase out the use of transport companies unless a cost analysis shows the company is the more economical option.
- Police Equipment expenses totaled \$50,865, an overage of \$5865. Most of this was due to purchasing uniforms and equipment for the newly hired deputies. The approximate cost of uniforms and equipment for a new employee is \$1500.
- There was no money budgeted for the Bulletproof Vest fund, but we spent \$5852. This fund is a 50% reimbursement grant operated through the Department of Justice. Our failure to request funding in this line was an administrative oversight.
- Other Contractual spent \$225.62 against a budget of \$1500. Two former employees of the agency were paid a total of \$2413.27 for testimony in a criminal trial and for reimbursement for benefit time used during recovery for an on-duty injury.
- Cannabis Enforcement shows \$6890 against a budget of \$6000. The extra funds were the result of purchasing technology to assist in narcotics investigations.

CCSO saw significant savings in some areas, such as fleet fuel, inmate medical, and equipment maintenance. We hope to continue to see savings in these areas, but many aspects of these expenses are outside of our control.

Funds Generated

Funds are generated from a variety of sources. These sources include restitution, grants, and various fees. Many of these funds are restricted to specific uses. As an example, the DUI Restitution Fee may only be used to offset the costs associated with drunken driving enforcement and equipment purchases. Arrestee Medical is used to supplement the Medical Expense line item and the Drug Fund is used, obviously, for drug enforcement.

The income generated in 2023 was as follows:

Training Reimbursement	\$53,595.32
Civil Process Fees	41,743.75
Traffic Fines	65,107.09
Criminal Cases	162,669.83
Reports	1435.00
Fingerprint Fees	240.00
Sheriff Sales	10,200.00
Tow Fees	3,600.00
Kiosk Fees	5,376.00
Delivery of Felons to IDOC	2313.50
Sex Offender Registration	1,470.00
Arrestee Medical	5,744.63
DUI Restitution	27,363.02
E-Citation Fees	3513.85
Police Vehicle Fund	20.00
Failure to Appear Fees	3,476.97
Bond Fees	16,811.38
Execution of Warrant Fees	20,541.99
Total	\$425,222.33

East Central Illinois Task Force

CCSO has been a member of the drug task force since its inception in 1989. The task force investigates illegal drug activity in Douglas and Coles counties. We currently have one deputy assigned to this task force, which is based out of Mattoon. The task force is under the command of the Illinois State Police.

In 2023, the task force opened 89 cases, resulting in 71 arrests, 66 convictions, and 0 acquittals. Five cases were dismissed. The breakdown of charges is as follows:

Super X felony	2	3% of total arrests
Class X felony	19	27%
Class 1 felony	10	14%
Class 2 felony	8	11%
Class 3 felony	24	34%
Class 4 felony	7	10%
Class A misdemeanor	1	1%

The following substances were involved in the 71 arrests by ECITF agents last year:

Methamphetamine	50	70% of total arrests
Other	6	8%
Cannabis	4	6%
Cocaine	4	6%
Heroin	3	4%
Various pharmaceuticals	3	4%
Ecstasy	1	2%

The following charges were filed in these arrests:

Delivery of Controlled Substance	37	52% of total charges
Possession of Controlled Substance	24	34%
Other charges	6	8%
Delivery of Cannabis	3	4%
Possession of Cannabis	1	2%

The following amounts of drugs were seized:

Cocaine	69,664.1 grams	\$6,966,370 street value
Methamphetamine	13,443.56	842,876
Cannabis	9,896.39	197,551.80
Cannabis Wax	5,904	118,080
Psilocybin	1,043.61	11,081.20
Various pharmaceuticals	164.05	3,437

Heroin	20.6	880
LSD (doses)	43	301
Crack cocaine	13.1	1,310
Hydrocodone (pills)	10	20
Fentanyl	0.1	585
Ecstasy (pills)	144	3,625

Total 197 pills/doses 100,149.51 grams \$8,142,171 street value

ECITF also seized 30 firearms, consisting of 2 shotguns, 6 rifles, and 22 pistols.

Fleet Information

We traveled a total of 372,635 miles in 2023. We consumed a total of 27,365.7 gallons of gasoline and 938.99 gallons of propane. Several years ago, under Sheriff Cox, the agency began converting some patrol units to liquid propane as a cost saving measure. There was no loss of performance, the mileage was similar, the propane-fueled vehicles experienced longer engine life, and the oil needed changed with less frequency. There was also a rebate program that covered approximately 2/3 of the conversion cost. We still have a few fleet vehicles running on propane, but due to expiration of the rebate program and the unavailability of EPA compliant conversion kits, we are phasing out LP vehicles.

We requested 3 additional vehicles through the ARPA program and received funding for one vehicle in the FY24 budget. We have a fleet of 28 vehicles for use by patrol deputies, detectives, administrators, and jail transport units.

Warrants

Arrest warrants issued by Coles County courts are received by the sheriff's office and entered into a statewide database (LEADS-the Law Enforcement Agency Data System.) Most felony warrants are entered into a national database called NCIC (National Crime Information Center.) When law enforcement across the country has contact with an individual, the person's name and date of birth are checked against these databases to determine if there is an outstanding arrest warrant for that person. Patrol deputies attempt to serve local warrants and out-of-county warrants for individuals residing in Coles County.

The CCSO warrants clerk is responsible for entering the warrants as they are received by the agency. We work diligently to update our records by removing warrants for individuals who are deceased and removing warrants that have been quashed.

The following table includes information on the number of Coles County warrants issued, served, and quashed. Please note that the "number served" does not necessarily indicate that all

warrants served in a given year had been issued in that year. Warrants may be quashed for a number of reasons, including but not limited to the death or incarceration of the suspect, the inability or unwillingness of a victim to continue with the prosecution of the case, or the discovery of new information or evidence in the case.

<u>Year</u>	<u>Issued</u>	<u>Served</u>	<u>Quashed</u>
2017	1230	1091	328
2018	1611	1326	276
2019	1684	1435	287
2020	1525	1088	194
2021	1856	1208	249
2022	1441	1259	237
2023	1209	1086	258

Freedom of Information Act Requests/Subpoenas Duces Tecum

Coles County Sheriff's Office received a total of 100 requests for information pursuant to the Freedom of Information Act. The agency has a designated FOIA officer who processes these requests and ensures the agency responds to them as required by law. We also processed 13 subpoenas duces tecum, which is an order commanding the production of evidence and/or documents for a court proceeding.

Lexipol

2023 saw the implementation of a major policy upgrade for the Coles County Sheriff's Office. When I took office, I discovered our policy and procedure manuals were stored in PDF format, requiring updates and revisions to be applied manually. This process is labor intensive and inefficient. I entered into an agreement with Lexipol, a public safety policy management company. Our policies are now digitized, with automatic updates available to reflect new legislation and case law on both the state and federal levels. This new system also incorporates monthly training on our policies, giving us better trained and knowledgeable employees.

Tyler Technology

A major technology upgrade was completed in 2023. Coles-Moultrie 911 and public safety agencies implemented new computer aided dispatch, record management, and report writing software. This project took several months to complete. The new software replaced systems that were nearly 20 years old.

Sheriff App

In an effort to increase our digital presence and to get information to the public in a timely manner, CCSO subscribed to the Sheriff App, a mobile app for iPhones and android devices. This program allows us to share information directly to our citizens. Users can review our Ten Most Wanted list, submit tips, obtain inmate information, commend an officer, and receive information such as road closures or weather bulletins.

Use of Force Certification

As part of the process to become eligible for an equipment grant through the Illinois Law Enforcement Alarm System (ILEAS), which is a statewide law enforcement mutual aid network, I submitted our policies regarding use of force, rendering aid, and other related areas to the Illinois Association of Chiefs of Police for review. They have completed their review of our policies, and we have been certified as meeting the federal use of force eligibility requirements, set forth by the Department of Justice. This makes us eligible for discretionary federal grants.

Flock Cameras

CCSO has invested in automated license plate reading technology. Flock cameras read license plates and send instant alerts to law enforcement officers when the cameras identify license plates that match those on "hot lists" of cars that are stolen or otherwise of interest to the police. They do not collect data relating to speed or seat belt usage. They are neither designed nor used for traffic enforcement. I intend to expand the use of this technology throughout the county, as it has proven to be an invaluable resource for our patrol and investigations divisions.

Automated External Defibrillators/Fire Extinguishers

Two automated external defibrillators have been purchased and will be placed in service. We now have two devices available for patrol and one for the jail. I was surprised to learn that CCSO deputies did not have fire extinguishers readily available in their squad cars. During my initial one-on-one meetings with my staff, I heard more than story about the helplessness felt by a deputy who responded to a vehicle fire or farm equipment fire and could do nothing but stand and watch the flames grow while waiting for the fire department to arrive. All vehicles were outfitted with a fire extinguisher and mounting bracket for under \$2000. While we pray we never have the need to utilize this equipment, we are thankful to have the technology available.

2. Corrections Section

This section is dedicated to topics related to the Coles County Safety and Detention Center. Topics include a description of corrections officer staffing, daily population information, cost and number of inmate meals, inmate medical expenses, and other information pertaining to the operation and staffing of the facility.

Staffing

The current staffing in the jail consists of one Lieutenant (who serves as Jail Administrator), three sergeants, and seventeen correctional officers. One sergeant position is vacant. Out of this group, one CO is attending the Corrections Academy in Belleville and two others will attend in March. Our authorized staffing for corrections officers is 21 and we are fully staffed as of January 2024. In addition to corrections staff, one full-time cook, a part-time cook, and three tele-communicators work in the jail. We have one telecommunicator position vacant.

Daily Population

The average daily population for 2023 was 82 inmates. However, I would note that our population declined by 64 inmates between June (110 inmates) and October (46 inmates). This decline is due to the implementation of the Pretrial Fairness Act, otherwise known as the elimination of cash bail.

Inmate Meals

According to Illinois Jail Standards, we are required to serve a minimum of 1800-2000 calories per day spread across three meals. At least one of the meals must be a hot meal. Our food expense for 2023 was \$132,880. We served 92,628 meals for an average cost of \$1.44 per meal. When figuring in the other costs of preparing meals, such as disposables, detergent/chemicals, and laundering, the county spent an additional \$4418. This increased the average cost per meal to \$1.49. Our dietician spends several hours a week comparison shopping to obtain the best value for our tax dollars. We will diligently explore ways to hold down the cost of meals and associated expenses throughout my term of office.

Inmate Medical Expenses

The Coles County Sheriff's Office contracted with Advanced Correctional Healthcare for inmate medical services many years ago. That partnership still exists today. Advanced Correctional Healthcare provides a nurse to the detention center 40 hours per week, and a doctor makes weekly sick call visits. We also have resources available by telephone for after-hours medical questions, including mental health concerns. As the result of a resolution passed by the County Board several years ago, CCSO is charged Medicare rates for inmate emergency care. Our medical costs were down from FY22 to FY23, partly due to a decrease in our average daily population, and also due to the release or transfer of inmates who required expensive medications.

Miscellaneous Information

The corrections officers perform a wide variety of duties. These duties include, but are certainly not limited to, booking inmates into the jail, transporting inmates to court proceedings in Coles County and other jurisdictions, extraditing inmates from other jurisdictions (both in-state and out-of-state), transporting inmates to the Illinois Department of Corrections, providing transportation to and security for hospital/doctor visits, and ensuring the safety and security of the inmates.

Monthly Intakes By Shift													
	January	February	March	April	May	June	July	August	September	October	November	December	Total Shift Bookings
Midnights	22	32	38	36	38	46	37	34	23	15	14	13	348
Day Shift	51	31	43	29	51	46	50	46	31	20	30	23	451
Swing Shift	25	25	16	28	35	29	29	27	19	7	6	10	256
Evening Shift	28	31	33	31	42	44	36	24	35	12	21	18	355
Wednesday Evening	7	5	17	8	22	7	11	9	8	4	4	12	114
Total Bookings	133	124	147	132	188	172	163	140	116	58	75	76	
Notes: Wednesday evening is separate due to both Swing Shift and Evening shift being on duty at the same time.													
We see a decline in bookings during and after October due to implementation of the "Safe-T Act."													
We also see more releases on dayshift due to the "abolishment" of bond. Requiring everyone to either be detained or released at a court appearance.													
Monthly Releases By Shift													
	January	February	March	April	May	June	July	August	September	October	November	December	Total Shift Releases
Midnights	10	8	8	7	10	13	10	10	9	3	2	6	96
Day Shift	74	73	92	77	121	105	116	86	85	46	51	55	981
Swing Shift	13	31	23	26	30	28	27	29	27	9	7	11	261
Evening Shift	14	9	17	16	22	27	22	20	21	8	7	10	193
Wednesday Evening	3	2	4	3	3	4	7	7	2	2	1	1	39
Total Bookings	114	123	144	129	186	177	182	152	144	68	68	83	

In 2023, corrections officers booked 1524 inmates, transported and/or escorted inmates to 2377 court appearances in Coles County and 24 in other jurisdictions, transported 75 inmates to state prison, and made 108 off-site medical care trips (including dentist visits, lab work at Sarah Bush Lincoln Health Center, and other medical related appointments.)

Since the 2022 Annual Report was completed, the Coles County Sheriff's Office has purchased educational materials (printed in both English and Spanish) covering topics such as parenting, stress management, anger management, conflict resolution, and living on the outside. Various religious works, including Bibles, were added to the inmate library. The inmate booking program was replaced with a more efficient integrated document management system, and a fingerprinting system which captures fingerprints electronically was purchased. Lt. Kyle Childress, who is in command of the corrections staff, implemented a culinary program allowing detainees to secure a food service certification.

The Coles County Safety and Detention Center has historically offered a mentor program to provide spiritual support and guidance to inmates. This program utilized professional and lay

ministers, and consisted of in-person interactions with inmates. This program was eventually discontinued due to repeated rules violations by the mentors. These violations consisted of relaying messages to and from inmates, posting bond or providing monetary support for an inmate, delivering items to or from inmates, and/or making phone calls on behalf of an inmate. As promised during my campaign, I have met with the mentors and resumed this program. I have restricted the program to video meetings only. This decision was made as a compromise that would allow the program to resume while still ensuring the safety of the mentors and inmates, as well as reducing the potential for improper interactions between the parties.

The intercom system in the jail had been in a state of disrepair for a number of years, and some repairs were made in 2023. CCSO has a contract with Johnson Controls, an Indiana company, to maintain fire alarm systems, some closed-circuit video systems, and intercoms. This contract will expire in June 2024, and I am working to either strengthen the services received from this company or explore the possibility of contracting with a new vendor.

Throughout 2022 and 2023, the Coles County Safety and Detention Center has been working with the Coles County Board and the American Rescue Plan Act committee to remodel the jail and create a medical wing with the ability to isolate inmates who are afflicted with communicable diseases. Blueprints have been drawn, submitted to Illinois department of Corrections for approval, and released for bid. I will provide updates as this project progresses.

Coles County Jail 2022 Compliance Monitoring Report

I am honored to announce that the Coles County Jail has recently completed the annual inspection process through the Illinois Department of Corrections, and our facility has been declared compliant with all aspects of Illinois County Jail Standards. These inspections are very thorough, as the IDOC inspector not only inspects the facility itself but also reviews our policies, practices, and training requirements. I am incredibly proud of the commitment and dedication of the entire CCSO staff. Every member has played a part in making this successful inspection possible, and I appreciate their efforts. We will continue to work hard to keep our facility safe, clean, and secure.

3. Investigations Section

The investigations section of the Coles County Sheriff's Office generally works from 8:00 a.m. to 4:00 p.m. Monday through Friday. Of course, they are subject to call-outs and scheduling adjustments based on operational need. Det. Sgt. Shane Duzan, and Det. Marshall Reinhart are assigned to this section. Deputy Garin Johnson was transferred from patrol to investigations during FY23.

When staffing permits, a deputy can be assigned to this section temporarily to participate in "OJT", or on-the-job training. This allows deputies to work alongside detectives and learn advanced skills such as crime scene processing, interviewing/interrogation techniques, and evidence collection and processing. We have not had any deputies participate in this very valuable program due to staffing shortages.

CCSO deputies Marshall Reinhart, Butch Beadles, Ransom Beadles, and Cody Parsons serve as crime scene technicians. They have the training and equipment needed to process most of our own scenes, reducing the need to rely upon the Illinois State Police for crime scene services and evidence collection.

The investigations section is responsible for numerous tasks, some of which include reviewing criminal offense reports, assigning reports for follow-up investigation, and creating case folders and "hot files" for entry into the Law Enforcement Agency Data System (a computer network that allows law enforcement agencies the ability to access information on an individual's driving record, license and vehicle registration information, and criminal history, among other things.) Other duties include handling evidence, preparing disposal orders for evidence, conducting background investigations on prospective employees of this agency and outside agencies, review pawn shop records, providing reports to the State's Attorney's Office for prosecution, maintaining case files, reporting index crimes to state and local entities, and providing courtroom testimony.

A total of 213 cases were assigned to detectives in 2023. One hundred ninety-three cases were cleared, leaving twenty pending cases from last year. The following is a partial list of the types of cases investigated in 2023:

Theft/larceny	44	Trespass	13
Burglary	24	Domestic	12
Sex crimes	18	Damage	10
Fraud	16	Disorderly	7

Cases may be cleared or administratively closed for a number of reasons. Cases are cleared by arrest, by referral to another agency having jurisdiction, by death of the suspect or offender, if the victim is uncooperative, or if the case is unfounded. Administratively closed cases include instances where no offender is identified, there is not enough evidence to sustain a charge, or an

arrest cannot be made. These cases may be reopened later if more information becomes available.

4. Patrol Section

Patrol Activities

The Coles County Sheriff's Office provides police protection, investigates criminal activity, and responds to calls for service in the small municipalities and unincorporated areas of the county. We also assist the Charleston, Mattoon, Eastern Illinois University, Lake Land College, and Oakland police departments as needed.

In 2022, we were involved in 10,574 incidents. These incidents covered a wide variety of topics, such as traffic accidents, fire and medical responses, civil standbys, community policing activities, follow-up investigations, criminal complaints, motorist assists, and traffic stops.

K-9

Our canine, Jett, is a black lab. His handler is Sergeant Nick Clapp. Jett was deployed 15 times for various reasons. These include vehicle and building searches, article searches, and tracking missing and/or endangered persons. Jett located drug paraphernalia and methamphetamine in 2023. He was deployed 4 times to assist other agencies. The K-9 team earned the following certifications:

State of Illinois narcotics certification April 5, 2023

USPCA (United States Police Canine Assoc.) Trials were postponed until 2024

Motor Vehicle Accidents

Deputies responded to a total of 285 traffic crashes during the year, with one fatality and 78 injuries reported. A total of 68 traffic citations were issued. The busiest day for accidents was Friday, with 54. The worst time of day was 5:00pm-6:00pm, with 25. Please see the following tables:

<u>Day of Week</u>	<u>Total Accidents</u>
Sunday	30
Monday	38
Tuesday	38
Wednesday	45
Thursday	46
Friday	54
Saturday	34

<u>Time of Day</u>	<u>Accidents</u>
12:00am-1:00am	9
1:01am-2:00am	4
2:01am-3:00am	2
3:01am-4:00am	9
4:01am-5:00am	6
5:01am-6:00am	15
6:01am-7:00am	19
7:01am-8:00am	16
8:01am-9:00am	18
9:01am-10:00am	8
10:01am-11:00am	6
11:01am-12:00pm	8

<u>Time of Day</u>	<u>Accidents</u>
12:01pm-1:00pm	9
1:01pm-2:00pm	12
2:01pm-3:00pm	10
3:01pm-4:00pm	18
4:01pm-5:00pm	13
5:01pm-6:00pm	20
6:01pm-7:00pm	16
7:01pm-8:00pm	15
8:01pm-9:00pm	21
9:01pm-10:00pm	15
10:01pm-11:00pm	5
11:01pm-11:59pm	10

5. Summary

2023 was definitely a turning point for the Coles County Sheriff's Office. We began the year with a very critical staffing problem. The corrections staff was functioning at approximately 2/3 of its authorized strength. This had a major impact on the budget, but more importantly on the physical and mental health of the corrections officers. Inmates were still scheduled for court appearances, medical appointments, dental appointments, and so on. Officers were still required to serve meals, process inmates into and out of the facility, distribute medications, and perform the other tasks necessary for the smooth and efficient operation of the jail. This took a toll. We aggressively worked to reverse this shortage, hiring eight corrections officers and sending them to the corrections academy in Belleville. We had one officer return to the agency after the completion of a military deployment. Adding all these positions at one time did pose some challenges, as it was tough to coordinate the required academy training within the timeline imposed by the State of Illinois. It also added a burden to the CCSO officers assigned to train and supervise the newly hired officers. However, once we got 'over the hump' and the newly certified officers returned from their academy training, the burden on the agency was eased. I commend all of the corrections staff, especially Lt. Kyle Childress, for working hard to help alleviate a very serious staffing problem. A special 'thank you' is also warranted for the patrol division, investigations section, and the CCSO administration for assisting the jail staff in keeping things running smoothly until the staffing level in the jail was restored.

Several retirements are expected within the next 1-2 years, in both corrections and patrol. My staff and I will continue researching ways to increase compensation and/or fringe benefits to aid recruitment, stop attrition, reduce overtime, and maintain morale.

We will maintain our commitment to officer safety and operational efficiency. Equipment has been ordered, including portable radios and ballistic vests for use by corrections staff. Plans are being made to address training mandates and other requirements of the Illinois SAFE-T Act, and officer wellness will be a priority going forward.

As we move further into 2024, I will continue meeting with my administrative staff and supervisors to determine the best strategies for streamlining both the day-to-day and long-term operations of the agency. Chief Deputy Heleine continues to perform a wide range of duties, administrative and otherwise. I will be working with him to delegate some of the duties he is currently performing so the administrative tasks are divided appropriately among the sheriff, chief deputy, and captain. I expect this to result in increased productivity and efficiency, and to reduce the amount of stress and burnout experienced by the administrative staff.

I am very proud of the work being done by the members of the Coles County Sheriff's Office. As always, we will work hard to maintain the high quality of service we have provided for many years. I encourage anyone with concerns, comments, suggestions, or compliments to contact me at kmartin@co.coles.il.us, or at 217-348-0584.