

# ILLINOIS COUNTY JAIL STANDARDS



*State of Illinois*  
██████████, Governor

*Department of Corrections*  
██████████, Director

*Bureau of Detention Standards  
and Services*  
██████████, Chief

**MARCH 1972**

17387

## CONTENTS

### CHAPTER

I	Legal Authority of The Department of Corrections Regarding Detention Facilities .....	3
	A. Legal Requirements .....	3
II	Jail Administration .....	4
	A. Legal Requirements .....	4
	B. Recommendations .....	4
III	Legal Rights of Accused While in Custody .....	5
	A. Legal Requirements .....	5
	1. Section 103-2 Treatment While in Custody .....	5
	2. Section 103-3 Right to Communicate with Attorney and Family; Transfers .....	5
	3. Section 103-4 Right to Consult with Attorney .....	5
	4. Section 103-7 Posting Notice of Rights .....	5
IV	Personnel Standards .....	7
	A. Legal Requirements .....	7
	B. Guidelines .....	7
V	Rules and Regulations for Jail Personnel .....	10
VI	Records System .....	12
	A. Legal Requirements .....	12
	B. Record Keeping .....	12
VII	Jail Population and Unusual Occurrences Reports .....	13
	A. Legal Requirements .....	13
	B. Administrative Requirements .....	13
	C. Unusual Occurrences .....	13
VIII	Receiving Procedures .....	15
IX	Release Procedures .....	18
X	Segregation .....	19
	A. Legal Requirements .....	19
	B. Guidelines .....	19
	1. Female Prisoners .....	20
	2. Juveniles .....	20
	3. Witnesses .....	20

CONTENTS—Continued

<b>CHAPTER</b>		
	4. First Offenders .....	20
	5. Noncriminal Types .....	20
	6. Sentenced Prisoners .....	20
	7. Special Problem Inmates .....	20
	8. Work Release, Weekenders, and Trusties .....	20
	9. Discipline Problems .....	20
	10. Administrative Segregation .....	21
<b>XI</b>	Unusual Inmates .....	22
	A. Juveniles .....	22
	B. Narcotics Addicts .....	22
	C. Alcoholics .....	23
	D. The Mentally Ill .....	23
	E. Sex Related Offenders .....	23
	F. The Escape Risk .....	24
	G. Other Special Problems .....	24
<b>XII</b>	Security .....	25
	A. Prisoner Admission .....	25
	B. Prisoner Supervision .....	25
	C. Facility Security Regulations .....	26
	D. Prisoner Security Regulations .....	28
	E. Key Control .....	29
	F. Firearms and Tear Gas Control .....	29
	G. Tool Control .....	30
	H. Cell Shakedown for Contraband .....	30
	I. Disciplinary Procedures .....	32
	J. Disciplinary Hearings .....	32
	K. Disciplinary Cases .....	33
	L. Disciplinary Policies .....	34
	M. Disciplinary Records .....	34
	N. Use of Physical Force .....	34
	O. Kangaroo Courts and Barn Boss Systems .....	34
	P. Transporting Prisoners .....	35

CONTENTS—Continued

<b>CHAPTER</b>		
<b>XIII</b>	Legal Requirements for Health, Food, Sanitation, and Safety ..	37
	A. Illinois Revised Statutes .....	37
	1. Section 14 Removal in case of disease .....	37
	2. Section 15 Removal in case of fire .....	37
	3. Section 16 Water — Food .....	37
	4. Section 19 Bedding, clothing, fuel, medical aid furnished — account .....	38
	5. Section 22 Personal cleanliness .....	38
	6. Section 23 Penalty .....	38
<b>XIV</b>	Health .....	39
	A. Admission Physical Examination .....	39
	B. Sick Call or Routine Physical Complaints .....	39
	C. Hygienic Standards .....	41
	D. Extraordinary Events .....	42
	E. Services of Allied Departments of the State of Illinois .....	42
<b>XV</b>	Food Services .....	43
	A. Food Program .....	43
	B. Pamphlets Available .....	43
	C. Food Service .....	43
	D. Kitchen Facility .....	43
	E. Food Service Program .....	43
	1. Personnel .....	43
	2. Purchasing Food .....	44
	3. Food Storage .....	44
	4. Food Serving .....	44
	5. Kitchen Equipment .....	45
	6. Kitchen Sanitation .....	45
<b>XVI</b>	Sanitation .....	47
	A. Detention Facility Sanitation Defined .....	47
	B. Sanitation Supervision .....	47
	C. Sanitation Measures .....	47
	1. Facility building .....	47
	2. Facility equipment .....	48
	3. Facility supplies .....	49

**CONTENTS—Continued**

**CHAPTER**

XVII	Safety .....	50
	A. Detention Facility Safety Defined .....	50
	B. Safety Measures .....	50
	1. Emergency plan .....	50
	2. Fire plans .....	50
	3. First aid supplies and training .....	50
	4. Miscellaneous safety procedures .....	51
XVIII	Prisoner Privileges .....	52
	A. Communication .....	52
	1. Mail .....	52
	2. Telephone .....	54
	3. Packages .....	54
	B. Visits .....	54
	C. Commissary .....	56
XIX	Social Services .....	57
	A. Classification .....	57
	B. Counseling and Guidance .....	58
	C. Education .....	59
	D. Library .....	60
	E. Recreation and Leisure Time Activities .....	61
	F. Religious Services .....	62
	G. Employment of Inmates .....	62
	Appendix .....	65
	A. Minimum Jail Standards — (U.S. Bureau of Prisons) ...	65
	B. Jail Rules For The Guidance of Inmates — (Sample) ....	66
	C. Jail Rules For Prisoners — (Missouri jails) .....	68
	D. Rules for Prisoners — (U.S. Bureau of Prisons) .....	70
	E. Prisoner Rules — (Minnesota Jail Standards) .....	71
	F. Illinois Regional Library Systems .....	72
	Bibliography .....	73

**FOREWORD**

For over a hundred years Illinois county jails have been permitted to operate largely without public concern, interest, knowledge, or support. All too long they have been inadequate, understaffed, and without proper services or any resocialization programs. Consequently, in most jails, prisoners sit in idleness, despair and isolation from the community.

Detention facilities are an integral and important phase of the criminal justice system. In order for Illinois to have an effective rehabilitation system it must include appropriate local jail facilities and community treatment programs which always recognize that prisoners are human beings in trouble. Jails must protect society, provide humane custodial care, and attempt to improve the attitude and behavior of the prisoners. They should be returned back to the community better than when they were received.

On recommendations of the task force on corrections and with the initiative and support of Governor Richard B. Ogilvie, the 76th Illinois General Assembly passed legislation creating the Department of Corrections with power to set standards for all jails and juvenile detention facilities in the state, to conduct annual inspections of all such facilities, and to insure compliance.

This manual presents a concise statement of standards for effective jail management, services, and treatment programs.

It is the product of the best features contained in the various national guidelines and other state standards listed in the bibliography and also based on the experience and intimate contacts in jail work by the chief and staff of the Bureau of Detention Standards and Services, sheriffs and other jail administrators.

Implementation of these standards presents a real challenge for the officials and interested citizens of each county. The resources of the Bureau of Detention Standards and Services, Illinois Department of Corrections, will be available to assist in the process.

Special recognition is given to the following persons who reviewed this manuscript and made valuable suggestions which were incorporated in these standards:

Sheriff Gerald Pratt, Winnebago County, President, Illinois Sheriffs' Association;

Members, Illinois Sheriffs' Association Resolution Committee;

Sheriff Lester Kimmel, Whiteside County;

Sheriff Tom Usry, Kendall County;

Sheriff John Maeras, Madison County;

Sheriff Paul Smith, Coles County;

Chief Deputy Sheriff Marlo Specht, Jo Daviess County;

Former Sheriff Raymond Dillinger, Jackson County and

Former Sheriff William E. Lang, Ogle County.

Members, Interdisciplinary Research Group for the Planning and Design of Regional and Community Correctional Centers for Adults, University of Illinois:

Fred D. Moyer, AIA, Architect, Department of Architecture;

Edith E. Flynn, Ph.D., Sociologist, Departments of Sociology and Architecture;

Fred A. Powers, Researcher, Department of Architecture;

Sheriff Bernard Kennedy, Peoria County;

Sheriff Wayne Shimp, DuPage County;

Sheriff Hugh Campbell, Sangamon County;

Sheriff John Marley, Montgomery County and

Joseph R. Rowan, Executive Director, John Howard Association, Chicago, Illinois.

R. A. Miller, Director, Jail Services, and H. L. Thomas, Chief Jail Inspector, United States Bureau of Prisons, Washington, D. C. have studied and approve of these standards and this document.

Anthony S. Kuharich  
Chief  
Bureau of Detention Standards  
and Services

Peter B. Bensinger  
Director  
Department of Corrections  
State of Illinois

## CHAPTER I

### LEGAL AUTHORITY OF THE DEPARTMENT OF CORRECTIONS REGARDING DETENTION FACILITIES

A. **Legal Requirements.** (Illinois Revised Statutes, Chapter 127, Section 55a.)

The Department of Corrections shall have power:

To establish for the operation of county and municipal jails and houses of correction and juvenile detention facilities minimum standards for the physical condition of such institutions and for the treatment of inmates with respect to their health and safety and the security of the community and to make recommendations to such institutions to assure compliance with the requirements of such minimum standards. In no event, shall standards set by the Department exceed those established by the Federal Bureau of Prisons for county and municipal jails and houses of correction in which federal prisoners are incarcerated and any jail or house of correction inspected and approved by the Federal Bureau of Prisons shall be deemed to have met the minimum standards set by the Department. In no event, shall standards set by the Department exceed those established by the United States Childrens' Bureau for juvenile detention facilities. At least once each year, the Department shall inspect each such facility for compliance with the standards established and the results of such inspection shall be made available by the Department for public inspection. If any detention or correction facility does not comply with the standards established, the Director of Corrections shall give notice to the county board or the corporate authorities of the municipality, as the case may be, of such noncompliance, specifying the particular standards that have not been met by such facility. If the facility is not in compliance with such standards when six months have elapsed from the giving of such notice, the Director of Corrections may petition the appropriate court for an order for the closing of that facility or for other appropriate relief.

To provide consultation for the design, construction, programs and administration of detention and correctional facilities and services for children and adults operated by counties and municipalities and shall make studies and surveys of the programs and the administration of such facilities. Personnel of the Department shall be admitted to these facilities as required for such purposes. The department may develop and administer programs of grants-in-aid for correctional services in cooperation with local agencies. The department shall provide courses of training for the personnel of such institutions and conduct pilot projects in the institutions.

## CHAPTER II

### JAIL ADMINISTRATION

#### A. Legal Requirements. (Illinois Revised Statutes, Chapter 75, Jail and Jailers.)

1. The Sheriff of each county in this State shall be the warden of the jail of the county, and have the custody of all prisoners in such jail.
2. He may appoint a superintendent of the jail, and remove him at pleasure, for whose conduct he shall be responsible.
3. It shall be the duty of the grand jury to visit the jail and examine its conditions and the treatment of the prisoners and make a report thereof to the court.
4. It shall be the duty of the circuit court of each county to inquire into the condition of the jail and the treatment of the prisoners, and to see that all prisoners, civil and criminal, are humanely treated, and that the warden of the jail does not neglect any of his duties under this act, and such court may make all proper orders in the premises against the warden of said jail and enforce the same by the process of the court.

#### B. Recommendations:

1. A jail should be under the direct management of a person whose training and experience qualifies him to supervise staff and control prisoners.
2. The officer-in-charge must have the responsibility for staff and for the supervision, management, and control of the jail and for the care, custody, treatment, training, discipline and employment of the prisoners.
3. The administration of jails requires adequate financial support. Annual budget requests should regularly include sufficient funds to employ well qualified custodial, supervisory, medical, and non-medical professional staff, to conduct staff training and development, to establish adequate rehabilitative programs, and to maintain and replace equipment periodically.

## CHAPTER III

### LEGAL RIGHTS OF ACCUSED WHILE IN CUSTODY

#### A. Legal Requirements. (Illinois Revised Statutes, Chapter 38, Criminal Law and Procedure.)

1. Section 103-2. **Treatment While in Custody.**
  - a. On being taken into custody every person shall have the right to remain silent.
  - b. No unlawful means of any kind shall be used to obtain a statement, admission or confession from any person in custody.
  - c. Persons in custody shall be treated humanely and provided with proper food, shelter and, if required, medical treatment.
2. Section 103-3. **Right to Communicate with Attorney and Family; Transfers.**
  - a. Persons who are arrested shall have the right to communicate with an attorney of their choice and a member of their family by making a reasonable number of telephone calls or in any other reasonable manner. Such communication shall be permitted within a reasonable time after arrival at the first place of custody.
  - b. In the event the accused is transferred to a new place of custody, his right to communicate with an attorney and a member of his family is renewed.
3. Section 103-4. **Right to Consult with Attorney.**

Any person committed, imprisoned or restrained of his liberty for any cause whatever and whether or not such person is charged with an offense shall, except in cases of imminent danger of escape, be allowed to consult with any licensed attorney at law of this State whom such person may desire to see or consult, alone and in private at the place of custody, as many times and for such period each time as is reasonable. When any such person is about to be moved beyond the limits of this State, under any pretense whatever, the person to be moved shall be entitled to a reasonable delay for the purpose of obtaining counsel and of availing himself of the laws of this State for the security of personal liberty.
4. Section 103-7. **Posting Notice of Rights.**

Every sheriff, chief of police or other person who is in charge of any jail, police station or other building where persons under arrest are held in custody pending investigation, bail or other criminal proceedings, shall post in every room, other than cells, of such buildings where persons are held in custody, in conspicuous places where it may be seen and read by persons in custody and others, a poster, printed in large type, containing a verbatim copy in the English language of the provisions of Sections 103-2, 103-3, 103-4, 109-1, 110-2, 110-4, and sub-parts (a) and (b) of Section 110-7 and 113-3 of this Code. Each person who is in charge of any

courthouse or other building in which any trial of an offense is conducted shall post in each room primarily used for such trials and in each room in which defendants are confined or wait, pending trial, in conspicuous places where it may be seen and read by persons in custody and others, a poster, printed in large type, containing a verbatim copy in the English language of the provisions of Sections 103-3 of this Code. As amended by act approved August 5, 1965. L1965, p., H.B. No. 1664.

## CHAPTER IV

### PERSONNEL STANDARDS

#### A. Legal Requirements. (Illinois Revised Statutes, Chapter 75, Jail and Jailers.)

1. Employees who are charged with the care and custody of prisoners shall be known as jail officers.
2. When the Warden of any jail shall have in his custody any person charged with a capital offense or other high crime, and there is no jail in his County, or the jail is insufficient, he may, with the advice of the judge of the Circuit Court of such County, employ a sufficient guard, not exceeding three persons, for the guarding and safekeeping of such prisoner in his own County. The expense of such guard shall be audited and paid as other County expenses.

#### B. GUIDELINES

The jail officer is no longer merely a keeper of keys and bodies. The emphasis now given to the protection of prisoners' rights places great responsibility on staff. They must operate, in essence, a small community whose inhabitants lack freedom of mobility. Services such as food, laundry, clothing, medical treatment, religion, education, library, counseling, employment, visits, and recreation must be made available and properly supervised, for a group of persons under various degrees of restraint.

The personnel needs of any given jail will depend upon many factors such as the size of the facility and special problems which may be created by its physical layout. Basic minimum standards for personnel, however, require that:

1. Each jail must have sufficient personnel to provide adequate round-the-clock supervision of prisoners. No person shall be confined in a jail without an officer on duty, awake and alert at all times. There should be a minimum of one jail officer for every individual floor of detention area, and sections of a floor wherever separations by walls occur or where supervision by sight or sound cannot be made by one officer. Whenever a female person is confined in the jail, a matron must be on duty, awake and alert at all times.
2. Each jail must also have sufficient professional staff whose function is to counsel and educate the prisoners and provide the appropriate services to meet their needs. Jail officers should also be involved in the treatment programs for the prisoners.
3. The selection, appointment, and promotion of jail personnel should be by a merit system.
4. If selection and appointment of personnel is not made by the merit system, then officials responsible for selecting jail staff must

apply standards requiring physical fitness, experience, aptitude, a minimum of a high school education, (or equivalent), training and good character. Special emphasis should be placed on honesty, industry and intelligence. Persons who are drug addicts, chronic users to excess of alcoholic beverages, and have an unsatisfactory record of payment of debts must not be employed as jail officers. There should be at least a six month's probationary period before appointment is made permanent. Protection should be afforded to conscientious personnel against loss of jobs during changes of administration. They should be retained on their proven ability to perform the required duties on the job.

5. Personnel assigned to work in the jail should meet the same physical standards as other officers. Jail officers may be required to subdue violent prisoners, to stop assaults, and to disarm prisoners. The practice of assigning disabled or aged officers awaiting retirement to jail duty must be discontinued. It is recommended that an annual physical examination be given for all jail officers after 50 years of age or over.
6. Sixty-five should be the maximum age limit for jail officers having custodial duties.
7. In the recruitment of jail officers consideration should be given to those who have been trained in State or Federal service, in hospitals and other types of institutions, or who have had military training.
8. A written manual of policies and regulations for the operation of the jail should be given each employee of the jail. The duties, responsibilities, authority and limits thereof, with regard to established positions in the jail, should include copies of all legislative acts pertinent to custody and control; plans and procedures for emergencies, such as fire, escape, riot, and a copy of the jail organization chart as approved by the Sheriff.
9. The operation of a jail is a specialized function within the general field of Corrections which requires specific knowledge and skills. Every new jail officer must undergo a period of orientation and training. This training should be for a minimum of two weeks. During this period subjects should be covered such as: the daily operation plan of the jail, correctional philosophy, and the basic professional skills of a jail officer. The Bureau of Detention Standards and Services will make its staff available to assist in the organizing and implementation of the orientation and training program of any facility. Continuous in-service training should be given jail personnel. Staff conferences, selected reading material, the jail manual, and these standards may be used as the basis for training. Jail officers should be encouraged to take the training course offered by the United States Bureau of Prisons, Washington, D. C.
10. For each jail with ten or more employees, a training officer should be designated.

11. The Bureau of Detention Standards and Services will provide training opportunities and facilities for all jail personnel in the State and will assist in establishing training programs in the respective jails.
12. Jail staff should be encouraged and assisted to take courses in the field of Correction at available universities and community colleges.
13. Salaries and classification should be commensurate with the responsibilities placed upon jail officers and should be at least equal to deputy sheriffs and officers on assignment outside the jail. They should be high enough to guarantee continuity of service, and opportunities for promotion or merit increases should also be provided.
14. Procedures to deal with employee disciplinary matters and special personnel problems should be established.
15. The duties of both custodial and noncustodial staff must be clearly described and should reflect a joint and total performance and rehabilitative effort.



## CHAPTER V

### RULES AND REGULATIONS FOR JAIL PERSONNEL

- A. Each Sheriff or officer-in-charge shall be responsible for insuring that each employee, before assuming the duties of his employment, is familiar with all rules and regulations of the jail which pertain to such employee regarding the care, treatment, custody and control of the prisoners under his supervision.

The following rules and regulations should be in writing and posted.

1. Each employee shall keep himself completely informed and shall comply with all such rules and regulations during his employment.
2. Jail officers must be kept informed as to any changes in policy, rules and regulations.
3. Jail officers shall be thoroughly acquainted with all security features of the jail and also the emergency equipment.
4. Jail officers must be prompt in reporting for work, and be regular in attendance.
5. Each jail officer shall keep himself physically fit, mentally alert, personally neat and clean and shall perform his duties fairly and impartially, and otherwise conduct himself both on and off duty so as to command the respect of prisoners, fellow employees, and the general public.
6. Jail officers must realize they occupy a position of great responsibility toward society as well as towards the prisoners and should therefore conduct themselves in an exemplary manner at all times.
7. Jail officers shall avoid discussion of the affairs of the jail with prisoners or outsiders.
8. Jail officers should be alert to detect any unusual incidents occurring in the jail and to prevent contraband (such as liquor, weapons, drugs, and all other banned items) from entering the jail by any means. Any knowledge of such contraband within the jail should be immediately reported to superior authorities.
9. No jail officer shall report for duty or exercise supervision or control over inmates while under the influence of narcotic drugs or alcohol.
10. Jail officers must not use profane or abusive language in handling or dealing with inmates or otherwise abuse inmates.
11. Jail officers must treat all prisoners in a fair and just manner and abstain from preferential treatment.
12. Unauthorized persons should not be permitted on the jail premises.

13. Jail officers shall not engage in distracting activities but concentrate on administrative and rehabilitative efforts while on duty.
14. Jail officers shall always conduct themselves properly in performing their duties and interact with prisoners in a manner conducive to their rehabilitation. No gifts must be accepted or given and no trading or bartering should take place at any time between officers and prisoners or their families.
15. Jail officers should listen to and counsel prisoners as this is considered a part of their job.
16. No jail officer shall recommend or furnish any advice concerning the retention of a specific lawyer or bondsman. However, a list of lawyers and bondsmen should be made available for an inmate or for anyone in his behalf.
17. Each jail officer's conduct shall at all times be consistent with the rehabilitative process as well as the maintenance of proper security and welfare both of inmates under his supervision and of the facility.
18. No jail officer shall apply physical force to the person of an inmate, except and only to the extent that it reasonably appears to be necessary to do so in self-defense, to prevent escape, to prevent injury to a person or to property, to quell a disturbance, or when the inmate exhibits physical resistance to a lawful command. Once a situation is under control it does not give license to the jail officer to strike a prisoner or otherwise abuse him. In such cases, a written and signed report shall be made by the jail officer to the officer-in-charge, who shall have an investigation made of the force used and shall approve or disapprove the force used. If the jail officer involved is the officer-in-charge, it shall be sufficient for him to make a written and signed statement of the force used and of the circumstances under which it was used. Such officer-in-charge shall cause each such written report and statement to be retained in his files for inspection by the Detention Supervisor, Bureau of Detention Standards and Services, Illinois Department of Corrections, upon the latter's request. It should be noted, however, that each employee has a right and duty of self-defense and an obligation to intervene and to use force in the event of an assault on any prisoner or employee.

## CHAPTER VI

### RECORDS SYSTEM

An accurate records system in a jail is of utmost importance. Factual information concerning prisoners and circumstances of their incarceration is necessary for effective programming and control of prisoners.

- A. **Legal Requirements.** (Illinois Revised Statutes, Chapter 75, Jail and Jailers.)
1. Calendar. The warden of the jail shall keep an exact calendar of all persons committed to jail, registering therein the names of all prisoners, their places of abode, if known, the time, the cause and authority of their commitment, and a description of the persons of such as are committed on criminal prosecutions; also, the time and manner of their discharge.
- B. A separate record shall be kept on each prisoner admitted to the jail and included but need not be limited to the following:
1. Name of prisoner with aliases.
  2. Last known address.
  3. Marital status.
  4. Age and date of birth.
  5. Physical description (color, height, weight).
  6. Occupation.
  7. Education.
  8. Religion.
  9. Offense with which inmate is charged or for which he has been sentenced, as the case may be.
  10. Date and time of commitment and authority therefore.
  11. Name and title of officer delivering or receiving prisoners.
  12. Name and address of prisoner's attorney.
  13. Previous criminal record.
  14. Medical records of prisoner's physical condition on admission, during confinement, and at discharge.
  15. List of cash and other valuables taken from prisoners on commitment.
  16. Itemized record of prisoner's expenditures and receipts while in custody.
  17. Record of temporary absences from jail and authority therefore.
  18. Record of mail sent and received, giving dates and addresses of correspondents.
  19. Record of visitors' names and addresses and dates of visits.
  20. Record of misconduct and discipline administered.
  21. Names and addresses of persons to be contacted in the event of emergency.
  22. Date and time of telephone calls made or received during confinement.
  23. Disposition of the case; name of judge and court.
  24. Social Security number.

## CHAPTER VII

### JAIL POPULATION AND UNUSUAL OCCURRENCES REPORTS

Population accounting records should be maintained to accurately reflect the number of prisoners received in the jail and released over a prescribed period of time. These records meet legal requirements concerning persons in custody, their care, budgetary requirements and personnel needs.

- A. **Legal Requirements.** (Illinois Revised Statutes, Chapter 75, Jail and Jailers.)
1. **Report of Prisoners to Court.** On the first day of each month, the warden of the jail of the county shall return to the circuit court of his county a list of prisoners in his custody, specifying the causes for which and the persons by whom they were committed, and produce and exhibit therewith, for the inspection of the court his calendar of prisoners.
  2. **Report of Prisoners to Department of Corrections.**  
(Illinois Revised Statutes, Chapter 127, Section 55a.)  
The Department of Corrections shall make studies and surveys of the programs and the administration of such detention facilities as required for such purposes.
- B. **Administrative Requirements.**
- The Administrative Office of the Illinois Courts and the Department of Corrections have developed appropriate report forms which must be completed each month, in triplicate, by the Sheriff or other jail personnel.
- The original must be sent to the County Judge, the duplicate copy to the Bureau of Detention Standards and Services, Illinois Department of Corrections, and the triplicate copy retained by the Sheriff.
- The report forms are provided by the Department of Corrections and must be sent in, on or before the seventh day of each month for the previous calendar month.
- C. **Unusual Occurrences**
1. All unusual incidents which involve or endanger the lives or physical welfare of jail officers or prisoners in the jail, must be reported to the Bureau of Detention Standards and Services in Springfield, in writing, on a form supplied by the Bureau, within 72 hours. It is advisable for the Sheriff to keep one copy of such report for his own records. Only one copy shall be sent to the Bureau.

2. Unusual occurrences shall mean:
- a. Suicide or attempted suicide
  - b. Homicide
  - c. Death (Other than suicide or homicide)
  - d. Serious injury or illness (accidental, self or other inflicted, incurred subsequent to detention)
  - e. Escape
  - f. Attempted escapes
  - g. Fire
  - h. Riot
  - i. Assaults on officers
  - j. Assaults on prisoners
  - k. Other serious disturbances
  - l. Occurrences of infectious diseases and disposition.

## CHAPTER VIII

### RECEIVING PROCEDURES

- A. Good jail administration begins the instant a prisoner enters the jail in custody of a law enforcement officer. As the jail officer prepares to receive the prisoner, he must promptly determine whether the prisoner can legally be held in the jail. His immediate concern involves proper identification of the prisoner, a determination if whether pre-trial or post-trial detention is involved, the safety and well-being of the prisoner, the exclusion of contraband from the jail, safeguarding the jail from vermin and disease, the safe control of inmate's money or property of value, and the security of the jail.
- B. A thoroughly planned, well organized, and carefully observed procedure is an indispensable prerequisite to good jail management. At no time in the entire gamut of jail routine does the jailer have such precise control over so many potential administrative problems. On the other hand, failure to observe proven receiving techniques will usually lead to trouble.
- C. The function of the jail is the detention and restraint of persons committed by due process of law. In the accomplishment of that process, the staff and facility must not conduct human warehouses which will embitter men, degrade them, mistreat or antagonize them. The jail's job is to keep prisoners in decent and orderly surroundings, under rules and regulations which are understandable and practical, and which will enhance the rehabilitative process.
- D. If a person undergoing his first experience in jail observes thorough, objective, decent, and orderly methods during his initial contact with a jail official, he is more likely to respond with respect and confidence in the jail's personnel. On the other hand, crude, careless, rude, and antagonistic receiving methods will bring on distrust, disrespect and antagonism.
- E. The jail administrator should develop a thorough and well planned receiving area. It should be neat, clean, and well arranged. Jail officers should be trained to handle prisoners without displays of negative emotion or aggressiveness and to respect them as human beings. Prisoners will understand clearly the simple requirements of the jail and the behavior expected of them to a considerable degree. The tone and efficiency of the jail is reflected in and influenced by the receiving procedure.
- F. The following minimum requirements should be observed:
  - 1. The receiving officer must assure himself that each prisoner received has been committed under proper legal authority. Commitment papers or arrest orders must be carefully examined for completeness and signature by authorized officials, and the prisoner should be questioned to verify his identity with the person named in the papers. These documents must become a part of the prisoner's record.

2. It is essential that each prisoner, upon admission, be carefully stripped and searched for weapons, tools, drugs, or other contraband regardless of whether the arresting officer had previously conducted a search. Extreme caution must be exercised in searching all new prisoners. The search process should be conducted in a private area with full provisions for privacy and dignity of the individual. At no time is the individual to be exposed to the view of others not specifically in charge of the process.
3. The thorough strip search should include a check for body vermin, for cuts, bruises, needle scars, and other injuries. His clothes should be carefully searched for contraband.
4. A matron must be present when female prisoners are admitted to jail and should conduct the search of the female prisoners.
5. All money, jewelry, and personal property should be removed from the prisoner and placed in plain view on the table. All items should be listed with identifying descriptions on a duplicate receipt. All money should be counted in the presence of the prisoner and recorded on the form. The receiving officer and the prisoner should check the listing together, and each sign the form. One copy should be given to the prisoner and the original filed in the property records of the jail. The prisoner, while in jail, should never be permitted to retain money on his person. He must sign for all withdrawals from personal funds.
6. All money, jewelry, and personal property taken from the prisoner should be placed in an envelope or container and securely stored, pending the prisoner's release.
7. The identity of each prisoner should be established through fingerprinting and photographing, and copies of the fingerprint record should be forwarded to the proper State authorities and the Federal Bureau of Investigation in order that the current arrest can be made a matter of record.
8. Under the supervision of the receiving officer the prisoner must take a shower to assure his personal cleanliness. Certain prisoners may be in need of delousing before the receiving procedure advances further.
9. Each prisoner should be provided with jail clothing and his personal clothing should be receipted for, sterilized, cleaned and pressed, and stored safely until his release. Excess clothing and baggage should, if possible, be forwarded to the prisoner's home or to some other address which he may give. The mandatory issuance of uniform jail clothing to all prisoners upon admission, and that no personal clothing be permitted within the jail, is generally practiced in the best jails. This practice aids in the control of vermin and prevention of contraband, therefore adding to security.
10. Each prisoner should receive a medical examination at the time of admittance or as soon as possible thereafter. When it is not possible for a doctor to be in attendance during the receiving procedure; the receiving officer should arrange for the physician on call to be notified, and in the meantime make a close examination to detect conditions which may require immediate medical attention

and a search for "health tags". Head injuries, cuts, bruises, heart trouble, stupor, evidence of epilepsy or diabetes, skin rash, unusual coughing, high temperature, or other chronic illnesses, are examples of conditions which should be brought immediately to the doctor's attention. Ideally, any wounds existing at the time of the admission should be photographed and immediately cared for by medical personnel.

11. During the receiving procedure, information for the jail's records should be obtained, including at least the following: Name of prisoner, with aliases, address, description, occupation, education, offense, religious affiliation, date of commitment and authority therefore, previous criminal record, name and address of person to be contacted in event of emergency, name and address of prisoner's attorney. A medical record must be established showing the prisoner's condition at the time of admission, including his weight, listing any scars or injuries present on admission, and including as much of his prior medical history as can be obtained.
12. Upon commitment to the jail, each inmate should sign a declaration similar to the one shown below, authorizing the jail officials to open, read and examine his mail: "I hereby authorize the sheriff (or jailer) of ..... County or his authorized representative to open all mail and packages directed to me as long as I am a prisoner in said jail."
13. The jail officials should deny mail privileges to any prisoner who refuses to permit such authority and the prisoner should be informed that any mail received for him will be returned to the post office as undeliverable.
14. It is the responsibility of the receiving officer to be certain that the legal rights of all prisoners are protected. A telephone should be available within the receiving area. The prisoner must be permitted to contact an attorney, a bondsman as soon as the amount of the bail has been determined, and a family member or next of kin. (Illinois Revised Statutes, Chapter 38, Section 103-3.)
15. The admission procedure should include a screening interview with a counselor or social service worker to relieve any anxieties the prisoner may have and to assist him with any immediate personal and family problems. The importance of this process in terms of the total rehabilitative effort cannot be underestimated. This interview will also help determine social and mental functioning to enable classification for placement and treatment within the jail.
16. The jail staff on duty is responsible for the cell assignment of new prisoners and should keep in mind the status of his case, (for example, pre or post-trial detention, etc.), the type of offense with which he is charged, his prior record if it is known, and whether or not there are any accomplices, or material witnesses already within the jail from whom he should be separated.
17. On completion of the receiving procedure the prisoner should be assigned to suitable quarters, given clean bedding, towel, and other necessary items, furnished a copy of the jail rules, and provided all information needed for satisfactory adjustment to the jail routine.

## CHAPTER IX

### RELEASE PROCEDURES

- A. Equally as important as the proper procedures for the admittance of prisoners to a jail are the release procedures. Positive identification prior to release is of utmost importance. All jail personnel should be fully acquainted with the necessary documentation required prior to release of a prisoner. The following are standards which should be followed in relation to the release of prisoners from custody:
1. Each Sheriff or the Officer-in-charge shall keep a true and exact register of all prisoners committed to any jail under his charge, and when a prisoner is discharged or released to the custody of another officer, a record of the time when and the authority by which he was discharged or removed from the jail must be made.
  2. Positive identification should be made of a prisoner by the releasing officer before discharge or release to other custody is effected.
  3. Prior to release of a prisoner there should be a physical inspection so that a record can be made of any wounds or injuries at the time of release. If the prisoner is receiving medical care, or is ill or injured, he should be apprised of that fact and then asked to sign a release, releasing the jail authorities from responsibility for further medical care or liability for aggravation of injuries due to neglect of appropriate medical care following the release.
  4. Prisoners being released from the jail should be searched to eliminate the possibility of carrying away property which does not belong to them, or smuggling out contraband, letters, or messages. If they are being released to another agency, there should be a careful search for weapons which could be used in an attack upon the transportation officers.
  5. All the prisoners released from the jail should sign a receipt for property, valuables, and cash returned at the time of release. All items should be carefully inventoried on the receipt, and the receipt should be kept in the permanent records of the jail and should be witnessed by the releasing officer.
  6. In all cases where agencies such as the FBI or the State Police Identification Bureaus have been notified of the arrest of an individual, at the time of release they should be notified of the disposition of the case and the date of the release.

## CHAPTER X

### SEGREGATION

- A. **Legal Requirements.** (Illinois Revised Statutes, Chapter 75, Jail and Jailers.)

Separation of Prisoners. Debtors and witnesses shall not be confined in the same room with persons committed for crimes; male and female prisoners shall not be kept in the same room; minors shall be kept separate from notorious offenders and those convicted of a felony or other infamous crime; and persons charged with or convicted of an offense not infamous, from those charged with or convicted of infamous crimes.

- B. **Guidelines**

Minimum segregation is required by law, since jail administrators are responsible for the safekeeping of many different types of prisoners in a wide range of legal categories; they are also required to separate them for administrative reasons. Decisions concerning supervision requirements (custody), housing assignments, and treatment programs must be made to avoid often dangerous consequences of indiscriminate housing and other dispositions over inmates.

A good segregation program is contingent upon the obtaining of essential information on which to base an effective classification system which will help to reduce many security problems and provide safety for the staff and the inmates.

In order to have real segregation, not only physical separation must be achieved, but also absence from visual and audible contact as well.

Lack of adequate segregation presents one of the serious difficulties of jail administration. Innumerable administrative problems can be avoided if the physical plant provides for adequate separations. While larger jails will have no difficulties in meeting the many physical segregation requirements of the statutes, small facilities with low daily population averages frequently are unable to separate prisoners as legally required.

Several types of architectural schemes have been developed to provide flexibility in smaller jails so that adequate segregation can be obtained without excessive expense or space use. These generally involve an arrangement of doors which can be used alternatively to close cell entrances or block corridors. By this means, the area can be used by adult males or females and male or female juveniles without lessening moral and legal separation requirements.

In the planning of new jails or the reconstruction of old ones careful consideration must be given segregation requirements.

The following types of prisoners should be separated from each other:

1. **Female Prisoners** shall be confined in a detention unit and area completely separate from the detention units and areas for the confinement of male prisoners. Female prisoners shall be constantly supervised by a matron and all male officer contacts with female prisoners shall only be made when a matron is present.
2. **Juveniles.** No minor under 14 years of age may be confined in a jail or place ordinarily used for the confinement of prisoners in a police station.  
Boys under 17 and girls under 18 years of age must be kept separate from confined adults and may not at any time be kept in the same cell, room, or yard with adults confined pursuant to the criminal law. Refer to the Juvenile Court Act as revised by 76th General Assembly (Article 2, Section 2-8).
3. **Witnesses.** Persons being detained as witnesses, and when detention is required, shall be held completely separate from other jail prisoners. Preferably witnesses should be housed in detention rooms rather than cells.
4. **First Offenders.** The prisoners charged with a first offense and the criminally inexperienced should be held separate from the experienced habitual criminal.
5. **Noncriminal types** such as traffic violators, nonsupport cases, and persons charged with civil contempt should be kept segregated from those prisoners charged with criminal offenses.
6. **Sentenced prisoners** should be completely segregated from unsentenced prisoners.
7. **Special problem inmates.** Complete segregation must be provided those charged with sex crimes, homosexuals, mentally disturbed and mentally deficient persons, the physically handicapped, narcotic addicts, etc. Narcotic addicts undergoing withdrawal and alcoholics with delirium tremens should be placed in a hospital where they can be constantly supervised by trained medical staff. In the event they must be detained in jail, special rooms should be provided for their confinement and their treatment should be directed by a physician.
8. **Work release, weekenders, and trusties.** Prisoners sentenced to the work release or weekend detention program and trusty inmates should be completely segregated from the remainder of the jail population. This is necessary not only to prevent unsavory influence but to control the introduction of contraband into the jail.
9. **Discipline problems.** A limited number of segregation cells should be provided in every jail for disciplinary purposes. These cells may be designed and equipped as other cells, except that tables, seats, shelves and lockers must be omitted. They should be located

so that any deliberate noise will not distract the operation of the jail. However, it is desirable they be situated so that various classes of prisoners can be lodged in them without violating segregation principles.

10. **Administrative segregation.** Prisoners who frequently violate the rules, attempt escapes, and provoke disturbances, should be kept in a separate section of the jail under administrative segregation conditions. While the prisoner is not in a punishment status, he nevertheless must forfeit some privileges. He should not be permitted to participate with the group in such programs as recreation and movies, and all his activities must be under controlled supervision.

The duration of administrative segregation is indefinite. The case of each prisoner under administrative segregation should be reviewed by the jail staff at least every thirty days. The prisoner should be permitted to rejoin the general population when he is considered capable of doing so without getting himself into further difficulty and without disrupting the activities of the other prisoners.



## CHAPTER XI

### UNUSUAL INMATES

The jail population usually consists of adult offenders and the jail's policies and procedures are designed to handle this group. However, jails also contain a variety of inmates who, because of their physical and mental state, sex, age, and legal status, should be accorded special treatment in terms of housing, work, program, and other jail activities. The classification, segregation, and treatment of such prisoners must be based on humane consideration, recommended standards, and good security practices.

- A. **Juveniles:** In the case of a juvenile, when jail detention cannot possibly be avoided, it is the responsibility of the jail to provide full segregation from adult inmates, constant supervision, a well-balanced diet, and a constructive program of wholesome activities. The detention period should be kept to a minimum and every effort made to expedite the disposition of the juvenile's case.
- B. **Narcotic Addicts:** There is a wide variety in types of drug abusers, who may generally be classified according to four general categories of drugs involved: opiates, barbiturates, amphetamines, and hallucinogens. Not all drugs are narcotics, and not all are physically addictive, although they may be habit forming. Addiction as such, is a complex phenomenon and generally characterized by: (1) physiological dependence which becomes manifest when the drug is withheld for an extended period, (2) tolerance which constitutes physiological adjustment to the drug, thereby calling for increased doses to produce the same effect, and (3) habituation, which is defined as psychological and emotional dependence on the drug. While users of marijuana do not become addicted to the drug, it is sometimes found to be habit forming and contributive to personality disintegration.

Even though there is no uniform treatment for drug users and addicts, an increasing number of communities provide narcotics treatment centers for the care of drug abusers who have not committed any offense. Since jails are generally not equipped to treat addicts, such diversion techniques are strongly recommended. For those drug abusers, however, who are admitted to the jail, care must be taken that all prisoners who admit to using drugs, or those who are received under the influence of drugs, or suffering from withdrawal symptoms, be given immediate medical attention and treatment to alleviate suffering from nausea, pains, acute anxiety, depression and other complicating factors. Deaths, suicides and self-inflicted injuries have and can occur during withdrawal stages. Drug addicts undergoing withdrawal symptoms, should be placed in a hospital or detoxification centers under constant medical and security supervision. Should this not be possible, separate housing is required with close supervision and treatment directed by a physician.

While addicts and other drug abusers are in jail, special supervision must be provided to prevent access to narcotics and other drugs through

contraband, barter, or theft. They should be separated from the general jail population, and special care should be given when supervising visiting and screening mail and packages.

Special programming, in addition to recreation, self-improvement and work, should be provided, such as Narcotics Anonymous, and referrals should be made to community narcotics treatment centers during and upon release of the prisoner from jail.

- C. **Alcoholics:** It is being recognized that the jail is not the proper place for the treatment of alcoholics. As a result, the establishing and utilization of detoxification centers and subsequent medical treatment is encouraged, in combination with use of summons and citations for minor offenses. In those cases, where admission of an alcoholic offender cannot be avoided, an immediate medical examination to determine his physical condition should be given, so that all necessary measures can be taken to restore an often debilitated condition. Alcoholics should be held in quarters separate from other prisoners, and supervised closely to guard against suicide attempts and to watch for symptoms of delirium tremens or other deterioration in his physical condition. An alcoholic with delirium tremens should be placed in a hospital where he can receive proper attention. A well-balanced diet should be provided as soon as he is able to eat. During his stay in the jail, close supervision should be maintained to guard against the smuggling of liquor into the jail and to prevent access to medicines and other products containing alcohol.

As soon as possible, the prisoner should be permitted access to alcoholic counseling. For example, Alcoholics Anonymous provides a program which is being used quite successfully in many jails. The Sheriff or jail administrator should seek the help of his local AA chapter and other related agencies in working with the alcoholic prisoner while confined and after release.

- D. **The Mentally Ill:** The jail is not the proper place of detention for the mentally ill, but if the hospitals of the community have no facilities for the care of psychotic patients, jail detention, pending commitment to a state mental hospital, may be unavoidable for those mental patients who are violent and may represent hazards to themselves or others. Nevertheless, every effort should be made to contact a local hospital or clinic for the detention of the mentally ill person.

The mentally ill persons who must be detained must be closely supervised to guard against suicide attempts or attacks on others, and all should be under the care of a physician who can prescribe sedation, if needed, to control the patient. Medication should be carefully dispensed. Preferably, they should be housed in individual cells, and for violent cases special restraint rooms should be available.

- E. **Sex Related Offenders:** Sexual deviation is often a symptom of mental illness, and almost always requires extensive treatment. Although this type of prisoner should be separated immediately to protect the health and safety of the other prisoners, it should be recognized

that the degree of disturbance and dangerousness of the offender to the community varies considerably with the type of sexual deviation. For example, "Peeping Toms" (Voyeurism) and prostitutes are less dangerous than child molesters. Consequently, housing and work assignments should be made on that basis.

F. **The Escape Risk:** When a prisoner's record or behavior indicates that he is an escape risk, or if the charge on which he is held is a particularly serious one, extra precautions should be taken to insure his safe custody. He should be held in the most secure quarters the jail affords, preferably in a single cell. His quarters should be searched frequently and the prisoner himself should be subjected to frequent strip searches. Care should be taken, however, to afford privacy during such searches. His visits should be closely supervised and his conduct during and after visits carefully observed. Extra attention should be given to inspection of his mail. Telephone calls should be made within the maximum security area and shall be monitored on an extension. (An exception to this rule, of course, is his conversation with his lawyer, which should be verified.)

**The filing of a detainer often calls for re-evaluation of a prisoner's custody classification. An offender held on a minor charge can easily become an escape risk if he learns that he is facing a serious charge in another jurisdiction.**

G. **Other Special Problems:** Other problem prisoners with whom the jailer may have to deal include the handicapped, who should be housed apart and closely supervised to protect them from mistreatment by other prisoners; the suicide risk, who should be given close and constant supervision as well as access to professional counseling; and the epileptic and diabetic, whose care should be in accordance with the advice of the jail physician.

## CHAPTER XII

### SECURITY

The primary objective of any jail is to protect society by providing a safe, secure and healthful facility for the prisoners. This responsibility is not carried out solely through the physical security of the jail facility and its equipment. Effective security measures require the skills of trained jail officers, proper methods of receiving prisoners, constructive and intelligent segregation of prisoners in terms of security risk, supervision of prisoners, effectual control of weapons, keys and tools, and good disciplinary management of security.

#### A. Prisoner Admission

1. Upon admission every prisoner and his clothing must be thoroughly searched for contraband or articles with which he might injure himself or others, or mar the cells. A receipt must be issued to him for all personal property and money taken from him before he is taken to his cell.
2. Prisoners permitted to leave the jail under a work program must be thoroughly searched before re-entering the jail.
3. Prisoners charged with serious offenses, known escape risks, or considered violent should be held in maximum security.
4. As a precautionary measure, it is advisable at the time of admission, to secure a sample of each prisoner's handwriting and printing and place it in his file. Such procedures can prove invaluable in identifying unsigned notes, letters, kites, etc.
5. All prisoners, upon admittance or as soon as possible thereafter, as well as those who during confinement show signs of physical or mental distress, shall be immediately examined by a physician who shall have the full power and authority to order his removal to a hospital with supervision if necessary.
6. For the protection of county officials and the prisoners, all suspected inebriates should be examined by a physician before commitment to determine intoxication or illness.

#### B. Prisoner Supervision

1. The safekeeping and control of persons charged with or convicted of a crime is the primary function of a jail. Twenty-four hour supervision by trained personnel is necessary to effectively maintain a secure facility.
2. There must be sufficient jail officers present in the jail, awake and alert at all times, to provide adequate supervision while prisoners are in custody. A jail officer must provide visual supervision of each prisoner at least every 30 minutes. A patrol officer stopping at the jail every little while will not suffice. The radio or communication officer cannot provide the proper supervision and should not be required to do so.



3. A record book should be kept, with entries in ink, showing the time of visit by the jail officer, his signature, the apparent condition of the prisoner, and any relevant remarks.
4. There must be a matron or other qualified female employee present in the jail, awake and alert at all times, while a female prisoner is in custody. She is responsible to the Sheriff or the Officer-in-Charge for the supervision, custody, sanitation and care of female prisoners.
5. At no time shall a male jail officer enter the female area without the matron present.
6. At no time must a matron or any other female be left to supervise and control male prisoners in the jail.
7. Although mechanical locking devices and other equipment are an important part of the security system of the jail, the final dependence will be upon the training and alertness of personnel. Personnel assigned to the jail should be trained in security measures and in the handling of special incidents such as assaults, generalized disturbances, fires, etc.

#### C. Facility Security Regulations

1. Each jail should establish the necessary locations to place jail officers and describe their specific post orders and duties. These should include the following:
  - a. Hours of duty
  - b. Specific duties to be performed at certain hours. When prisoners are fed, released for work, court calls, laundry issued, privileges to be allowed, etc.
  - c. Specific housekeeping or sanitation duties and times to be performed, mopping of floors, cleaning windows, etc.
  - d. Time and the method for making official counts, method of maintaining constant unofficial counts.
  - e. Time, methods, and techniques that are to be followed in making security bar checks, windows, grilles, etc.
  - f. Specific responsibilities in event of fire, disturbances, attempted escapes, or other emergencies.
  - g. Responsibilities to prisoners within general regulations.
2. All jail locks and doors should be regularly and frequently inspected to insure their proper working order and to detect escape efforts.
3. All jail personnel must be familiar with the locking system of the jail and must be able to immediately release prisoners in the event of a fire or other emergency.
4. The jail officers must not rely completely on bolts, bars, electric controls and lights. After cell and other doors are secured, they should be tested for vulnerability. Jail staff must never forget that a jail is no stronger than the human element in charge; prisoners generally study the operations, characteristics, movements and time schedules of jail personnel.

5. All cell block doors and all doors opening into a corridor should be kept locked, except when necessary to permit admission or exit of prisoners, visitors, or employees. Doors to vacant units and storage rooms should also be locked at all times.
6. Occupied and unoccupied cells should be thoroughly searched for contraband. Searches should be frequent and timed so that they cannot be anticipated by inmates.
7. Unoccupied cells should be kept locked at all times.
8. When opening and closing cell block doors, jail employees should always be alert to possible escape attempts and should make certain that no prisoners can get to the door before it can be closed. Safety vestibules should be used in all movements of prisoners, and no two doors in the same area shall be unlocked and opened at the same time.
9. If there is only one jail officer on duty, arrangements should be made with a deputy sheriff or other employee to be present when the jailer enters the prisoners' quarters.
10. Bars, walls, windows, and floors of the jail and detention sections should be regularly and frequently inspected and kept clear of large pictures, calendars, and clothing to prevent the possibility of unnoticed escape attempts. Small family photographs may be permitted.
11. Frequent but irregular shakedown of prisoners and their quarters must be made. This must include the person of the inmates as well as every part of and contents of their cell and the cell block.
12. All cells should be systematically and routinely searched at irregular intervals for materials which would serve as weapons or means of self-destruction or escape. Roof vents over utility corridors should also be examined at the same time to insure that they have not been tampered with.
13. Any damage or nonfunctioning security equipment must be promptly repaired.
14. No article which can be converted into a dangerous weapon or tool for escape should be allowed to remain within the reach of prisoners except when being used for an authorized purpose under supervision. After each use, tools and equipment shall be accounted for and returned to proper storage place. (Example: keys, daggers, and garrotes have been made from wire, knives, forks, spoons, and metal coat-hangers.)
15. Mops, brooms, mop wringers, buckets, and other cleaning items should be removed from the cell areas and properly stored after use.
16. Items made of glass or metal such as containers for commissary items should not be permitted into the detention area.
17. Large combs with handles which could be used or fashioned into a weapon should not be permitted into the detention area.
18. Ignition keys must be removed from all automobiles using the jail parking area, and the doors of the automobiles must be securely locked.

19. Enforcement and jail personnel must not leave weapons in an unlocked, unattended automobile in the jail parking areas.

#### D. Prisoner Security Regulations

1. Prisoners must never be permitted to supervise, control, or assume any authority over other prisoners. Any form of prisoner control, whether exercised in the form of a kangaroo court, a "sanitary court", or a "key man" or "tier boss" system, results inevitably in a breakdown of security and destroys prisoner morale.
2. Prisoners should not assist in searches of cells or in other security inspections.
3. Prisoners assigned as trustees should be carefully supervised by jail officers not only when working outside, but also inside the jail sections where prisoners are confined, so as to prevent their escape or aiding other prisoners to escape. Trustees should not be permitted unrestricted freedom.
4. Under no circumstances shall prisoners ever be permitted to act as turnkey or be assigned work that requires access to or use of jail keys or personnel records.
5. Trustees should not be used as automobile drivers for jail or enforcement personnel, nor should they be assigned duties requiring them to leave the jail proper when not accompanied by an officer.
6. Prisoners working outside the jail should be carefully searched each time they leave and return to the jail to minimize the possibility of contraband articles being brought into the jail, letters being smuggled out, and other breaches of discipline.
7. Prisoners with work release privileges should be separated from other inmates in the jail and should not be permitted to have any contact whatsoever with them.
8. Prisoners should be locked in their individual cells between the designated time of lights-out and arising time in the morning.
9. Persons considered escape risks or charged with serious offenses should be held in maximum security, those who are not, may be held under less stringent conditions.
10. Jail sections housing hardened or escape-minded prisoners, inebriates still in a stupor, prisoners with suicidal tendencies, the sick, insane or mentally disturbed, should be given special care and supervision and checked frequently.
11. When dangerous and escape risk prisoners are housed in jail, if feasible, their cells should be changed frequently, without advance notice, to prevent them from becoming too familiar with the cell block environment.
12. Prisoners should not be permitted access to the windows except when doing work which necessitates their presence there, and then only when supervised. It is a simple procedure to communicate with persons on the outside when no officers are on duty.

13. A recorded inmate head-count should be made at least four times daily. A count should be made at each shift change with the oncoming jail officer doing the counting and the jail officer going off duty acting as a backup man. A written count slip should at this time be made and turned into the control center. A master population board should be established and maintained at the control center indicating the various jail sections and accounting for the prisoners in the respective assigned sections. Spot checks should be made every hour, both daytime and nighttime.
14. Jail uniforms and washable scuffs or sneakers should be provided. They assist immeasurably in preventing the introduction of contraband in the jail.
15. Security type safety razors and/or battery type razors should be used and removed from cell areas when not in use.
16. Keys, knives, etc. have been fashioned from spoons; knives are dangerous weapons in the hands of desperate men. Precaution should be taken that all eating utensils are accounted for and returned to the kitchen from the cells after each meal. The civilian cook or the jail officer should be responsible for safekeeping of all kitchen utensils.
17. Inmates with "hold orders" shall not be assigned to trusty status.

#### E. Key Control

1. Jail keys must be stored in a secure key locker when not in use and a record of all keys should be kept. There must be at least two sets of jail keys, one set in use and one or more sets stored in a safe place accessible only to jail personnel and kept for use in event of an emergency. It is suggested that another duplicate set of keys be kept apart from the facility in a secure place. All jail personnel must be given instructions concerning the use and storage of the keys and held strictly accountable for keys assigned to them.
2. No jail employee should go among the prisoners with the keys on his person which might be used to escape from the jail.
3. All jail officers must exercise every feasible precaution while carrying keys and other potentially dangerous articles in the presence of prisoners.

#### F. Firearms and Tear Gas Control

1. Jail officers shall be trained in the proper and safe use of firearms and tear gas.
2. Firearms and other protective equipment should be kept in a secure room. The arsenal should be located in the jail building so as to be inaccessible to prisoners and outside persons, but at the same time, quickly accessible to jail personnel.
3. Tear gas or any chemical suppressing agent should be kept in a secure, locked case or cabinet outside the prisoners' living area and inaccessible to prisoners and outside persons.

4. Jail personnel or any other person should not be permitted to go into any section of the jail occupied by prisoners with a gun or other weapon on his person. Law enforcement officers or other persons entering the jail should be required to leave their weapons outside the prisoners' quarters. Weapons are to be kept in a secure, locked drawer, cabinet, or vault until returned to the depositor.
5. Tear gas should be used only as a last resort to bring a prisoner or prisoners under the necessary degree of control and only after thorough consideration of the hazards involved (including the physical characteristics of the area where it is to be used).
6. Permission for the use of tear gas must always be obtained from the Officer-in-Charge and used under his supervision.
7. All prisoners affected by the tear gas must be given a medical checkup as soon as feasible after being brought under disciplinary control.

#### G. Tool Control

1. All tools used in the jail should be recorded and locked in a secure place. Shadow boards should be provided to assist in control of tools. There should be a receipting system for issuance of tools to employees.
2. When it is necessary for outside maintenance men to work a cell block, all prisoners should be removed from the area, and the cell block carefully checked before admitting prisoners. The tools of the maintenance men should be carefully checked when being admitted to the jail and also when they depart from the jail.
3. Prisoners should not be allowed to use tools except while under direct supervision.

#### H. Cell Shakedown for Contraband

- A. All occupied and unoccupied cells should be thoroughly searched for contraband. Searches should be frequent and timed so that they cannot be anticipated by inmates. Before admitting a prisoner to an unoccupied cell it should be thoroughly searched.
- B. Procedure for cell shakedown:
  1. First, glance over the entire cell to detect evidence of anything unusual. If anything is noticed, proceed to examine that item or condition immediately.
  2. Search all clothing in the cell.
  3. Inspect in, under, and in back of washbowl. Look in any recess between the washbowl, the toilet, and the wall. If the toilet has the old style flush cabinet, look inside the water container to determine whether anything is hidden in the water in a waterproof container.
  4. Examine shelves and all articles on them. Carefully inspect talcum powder cans; make sure that they contain talcum powder. Squeeze tubes of cream or toothpaste to determine that no contraband is concealed in them.

5. Cakes of soap can be deceptive. Make certain that the soap has not been hollowed out as a hiding place.
6. Carefully examine toilet paper containers and rolls.
7. Carefully inspect all walls. Be alert for evidence of mortar having been removed from anywhere in the cell wall.
8. Give careful attention to hot air registers or ventilating grilles. Make certain that nothing has been suspended by strings or threads in back of the grille.
9. Inspect radiators thoroughly; look between the fins; check behind and underneath the radiators.
10. If an "outside" cell with exterior windows, examine the window and window frame thoroughly to make sure that nothing is concealed in any recesses of the window or suspended outside the window.
11. Examine all window bars for evidence of tampering and, as with regular grille inspection inside, look along cross bars, and properly tap all bars in the cell to detect evidence of tampering.
12. If the bed has tubular legs and is not fastened, lift leg and inspect the tubing to make sure that nothing has been hidden or suspended in the hollow legs. Look under the bed to make certain that nothing is suspended from the spring or metal holding the mattress, or hidden in depressions in the metal frame.
13. Inspect all blankets, sheets, and mattresses.
14. At the slightest suspicion, examine the entire mattress. Be particularly alert to detect any cuts or tears in the covering, especially along the seams. If any evidence is found that the mattress might be used as a place for secreting contraband, remove the mattress for careful examination. If the jail owns an electronic mattress frisker, each mattress in the jail should be periodically put through the inspection machine.
15. Open all lockers and examine all contents. Inspect the locker to make certain that no false bottoms have been provided or that no contraband is taped under the locker.
16. Completely remove all drawers from the lockers. Examine all contents and the drawers.
17. Examine thoroughly all shoes in the cell. Look for signs of tampering with shoe heels or soles, commonly used for hiding hacksaw blades, narcotics, or other contraband.
18. Carefully inspect the entire floor of the cell to detect any tampering.
19. Examine all letters, books, magazines, or packages found in the cell. These are favorite hiding places for contraband, notes, and money.

## I. Disciplinary Procedures

1. Equitable and even discipline is a prerequisite for the maintenance of an orderly, controlled, and well functioning jail.
2. Good discipline is creative and constructive, while punitive, uneven, and negative discipline creates resentment and a suspicious and oppressive atmosphere.
3. The first requirement for the maintenance of order and discipline is a clearly established set of written rules, which should be explained and made available to each inmate upon admission. Each man should be given an opportunity to fully understand the rules, the conduct that will be expected of him, as well as the system of rewards and disciplinary action that exists in the facility.
4. Discipline in the jail is created and maintained by every procedure, policy, and contact between inmates and personnel.
5. It is important that discipline, when it is necessary, be suited to the infraction, and above all be fairly applied.
6. A well trained staff is essential to the maintenance of good discipline within the jail. A trained jail officer prevents situations that result in infractions of the rules, rather than creates them. If the officer knows the operations of his post and the inmates assigned to his area of responsibility, he can anticipate the circumstances that need special attention and thereby prevent difficulties and infractions.
7. Training should include methods of dealing with inmate misconduct, thorough understanding of the entire disciplinary procedure, and writing of infraction reports.
8. Officers who observe disciplinary violations should be required to submit a written report on the incident.
9. In all except the smaller jails, decisions on investigation and punishment for disciplinary violations should be made by a disciplinary committee rather than by a single jail employee.

## J. Disciplinary Hearings

Disciplinary procedures start with the jail officer submitting his report on a prescribed form which includes the name of the inmate and other identifying information, the offense charged, a brief description of the circumstances, the names of the complainants and witnesses, and the signature of the officer making the report.

The processing of such reports should always follow a set procedure. The report is examined by the reporting officer's immediate supervisor; the supervisor interviews the inmate and investigates the circumstances. He may either dismiss the complaint, take some minor corrective action, or refer the matter for further disciplinary process.

Each jail should have either a disciplinary officer who is a senior officer, or a disciplinary committee. Infractions which are committed by inmates who are awaiting trial or sentence are usually heard by the disciplinary officer. If he finds that an infraction has indeed oc-

curred, he may recommend disciplinary action but only with the approval of the head of the institution.

Those inmates who are accused of an infraction and are serving a sentence should appear, as soon as practicable, before a disciplinary committee for a hearing.

During the course of the hearing, the disciplinary officer or committee should also determine whether there are weaknesses in the administration of the jail that may be conducive to violations of the rules and make the necessary adjustments when applicable.

Serious violations of the rules should be dealt with by referring them to the State's Attorney for prosecution. Examples of such offenses are: murder, aggravated battery, deviate sexual assault, narcotic violations, escape, attempted escape, and assaults are in this category.

## K. Disciplinary Cases

Discipline must always be in conformity with the law. Cruel and unusual punishment is prohibited under the constitution, but if it results in permanent injury or death, the officials responsible must be prosecuted. Unfair punishment works against the goals of corrections and not worthy of good detention practices. It is strongly resented by the rest of the jail population who identify with the punished inmate and may vent its resentment in a mass disturbance.

1. **Restriction of Privileges:** Usually the less serious infractions which justify more than verbal reprimand and counseling can be adjusted through the restriction of such privileges as movies, use of dayrooms, or even work. As a rule, restriction of correspondence or visiting privileges is not justified, since this actually imposes punishment upon the family of the inmate rather than upon the one who committed the violation. However, when breaches of correspondence or visiting regulations are involved, that restriction of these privileges may be justified.
2. **Solitary Confinement:** Solitary confinement as disciplinary action should be resorted to only after all other possibilities have been exhausted. It can take several forms: the violator can be placed in a single cell, in a special disciplinary unit, or removed from a congregate situation to one in which he lives alone.
3. **Forfeiture of Good Time:** For sentenced prisoners in those jails which grant time off the sentence for good behavior, the withholding or forfeiture of good time is usually an effective disciplinary measure. Since most inmates are concerned with gaining the earliest possible release by proper means, the forfeiture of good time which defers release is a powerful deterrent.
4. **Corporal punishment in any form is prohibited.**
5. Restricted diets are prohibited. "Special diets" can only be prescribed by physicians for medical reasons.

#### L. Disciplinary Policies

In reaching a decision as to the type of discipline to be imposed, the disciplinary committee should evaluate the disciplinary violation, the violator, and choose the disposition for this violation which is most likely to promote conformance to normal standards of conduct within the facility and in the community. At times, the committee may want to discuss a problem with the jail physician or, in unusual cases, with a consulting psychiatrist. Frequently, violations of regulations are "red flags" indicating that staff may be dealing with a psychopathic, pre-psychotic, or an otherwise abnormal personality. In few areas of jail administration are the jailer's objectivity and intelligence more clearly tested than in handling disciplinary matters. Above all, emotionally charged behavior should never be met by similar emotion on the part of the officers or the disciplinary committee.

Moreover, when discipline is viewed as a constructive procedure, even the handling of more extreme behavior problems can become an actual part of treatment and can be accomplished in conjunction with the goals and methods of acceptable behavior treatment methods.

#### M. Disciplinary Records

All matters of formal disciplinary actions should be made a matter of permanent record in the inmate's file. In addition, duplicate disciplinary records should be maintained in administrative files. When all disciplinary actions become a part of the jail's permanent records, the jail officer has his best protection against charges of mistreatment or prejudicial action.

#### N. Use of Physical Force

The use of necessary physical force must be restricted to the following conditions:

1. When absolutely necessary in self-defense or to prevent an assault on staff or other inmates.
2. To prevent escapes.
3. To prevent serious destruction of property.

When other means have failed and necessary physical force is used, only that amount which is required to achieve the purpose can be justified. In all cases, it must be followed by a complete report from the personnel involved.

#### O. Kangaroo Courts and Barn Boss Systems

Disciplinary actions taken by inmates through the use of so-called "Kangaroo Courts", sometimes called "Sanitary Courts", or "Barn Boss Systems", are one of the worst evils of poorly administered jails and must be stamped out. Gross abuses have resulted in mistreatment, brutality, and even death of inmates, to say nothing of the immoral practices it often supports. These types of systems are absolutely forbidden.

#### P. Transporting Prisoners

1. Constant vigilance is required at all times when transporting prisoners. The escorting officer should expect an escape attempt to happen at any time. He must know how to use his restraints and use them, but must not become complacent. Prisoners have escaped when wearing practically all of the known restraints. Promises of good behavior by a prisoner should never lull the officer into relaxing his vigil or removing the restraints. Prisoners must be delivered to their destination, but must at the same time be treated as decently and humanely as possible. Procedural aspects, documentation and routing should be clearly understood. All information regarding the particular trip, which may be pertinent, as well as instructions with regard to procedure must be obtained in each case.

Emergency procedures should be discussed with the supervisor planning the trip. In all cases where an emergency arises with which the jail employee making the trip cannot cope, he should telephone or wire his superior collect. Financial arrangements, including fares, accommodations, meals, etc., should be planned in advance.

2. Prisoners should be carefully searched and handcuffed before leaving the jail. If a prisoner is deemed to be an escape risk, he should be encased with leg irons regardless of the type of transportation used; otherwise leg irons should be used only when traveling by automobile.

Under no circumstances should a prisoner ever be chained or otherwise fastened to a vehicle or stationary object. During transfer, treatment of prisoners should be humane, considerate, and firm. They should be escorted as unobtrusively as possible, commensurate with security, and every effort should be made to protect them from unnecessary exposure to the public and embarrassment while manacled.

3. Prisoners should be searched each time they are taken into custody during the journey. For instance, if they are left overnight in a jail, they should be carefully searched when picked up to resume the trip.
4. Firearms should be carried by the escorting officers but they should carry these arms in such a manner so that the prisoners have no opportunity to seize them. Escorting officers should never display or flourish weapons unnecessarily. Officers who carry such weapons should be thoroughly trained in the use of same.
5. Prisoners should not be given information as to where they are going, time of arrival, contemplated stops, or changes to be made in transportation facilities.
6. The escorting officers must never let the prisoners out of sight. No person should ever be permitted to pass between the escorting officer and his prisoners.

When travel is over a long distance and more than one officer is escorting the prisoners, shifts should be arranged so that at least one officer is awake and observing the prisoners at all times.

7. The escorting officer must make periodic and unexpected inspections of handcuffs and leg irons on the prisoners.
8. If a prisoner escapes, the escorting officer must not waste time hunting him or trying to reapprehend him, until the nearest law enforcement agency has been notified.
9. When transferring prisoners to other jurisdictions, the escorting officer must always obtain receipts after delivering them safely.

## CHAPTER XIII

### LEGAL REQUIREMENTS FOR HEALTH, FOOD, SANITATION, AND SAFETY

#### A. Illinois Revised Statutes — Chapter 75, Jails and Jailers

##### 1. Section 14. Removal in case of disease.

If disease breaks out in any jail, which, in the opinion of the county board, may endanger the lives or health of the prisoners to such a degree as to render their removal necessary, the county board may cause the prisoners to be removed to some suitable place within the same county, or to the jail of some convenient county, where they may be confined until they can be safely returned to the place whence they were removed. Any place to which the prisoners are so removed shall, during their imprisonment there, be deemed, as to such prisoners, a prison of the county in which they were originally confined; but they shall be under the care, government and direction of the superintendent of the jail of the county in which they are confined.

##### 2. Section 15. Removal in case of fire.

Whenever, by reason of any jail or building contiguous or near thereto being on fire, there is reason to apprehend that the prisoners confined in such jail may be injured or endangered thereby, the warden thereof shall remove the prisoners to some safe and convenient place, and there confine them so long as may be necessary.

##### 3. Section 16. Water — Food.

The warden of the jail shall furnish each prisoner daily with as much clean water as may be necessary for drink and personal cleanliness, and serve him three times a day with wholesome food, well cooked and in sufficient quantity. On and after the first Monday in December 1918, the warden of the jail in counties of the first and second class shall procure, at the expense of the county, all necessary foods and provisions for the support of the prisoners confined in the jail, and when authorized by the county a suitable person or persons to prepare the food for the prisoners and to serve the same.

The said superintendent of the jail shall from time to time consult with the county board as to the quantity, kinds and quality of foods and provisions necessary and proper to be procured. All bills for such food and provisions, and for the preparation and service of the same, shall be audited and allowed by the county board and paid from the county treasury. The warden of the jail shall file with the clerk of the county board on or before the fifth day of each month an itemized report of the foods and provisions procured during the month for which the report is made, and of all expenses for employees authorized to be employed, which report shall have



attached thereto a list of all bills, vouchers, or other evidences of purchases or employment, together with a statement that the food and provisions reported as purchased, were purchased and used solely for the prisoners and that all accounts for employment are for employees authorized by the county board. Said report shall be signed and sworn to by the warden of the jail.

4. **Section 19. Bedding, clothing, fuel, medical aid furnished — Account.**

The warden of the jail shall furnish necessary bedding, clothing, fuel and medical aid for all prisoners under his charge, and keep an accurate account of the same.

5. **Section 22. Personal Cleanliness.**

The warden of the jail shall see that strict attention is constantly paid to the personal cleanliness of all prisoners confined in the jail.

6. **Section 23. Penalty.**

Any sheriff or superintendent of the jail who shall fail or refuse to comply with the provisions of either section 16, 17, 18, 19, 20, 21, and 22 shall be fined not exceeding \$100.00.

## CHAPTER XIV

### HEALTH

#### A. Admission Physical Examination

1. Every newly received prisoner shall undergo a physical examination. In larger facilities this examination shall be conducted by a doctor, nurse, or medically trained technician and in small facilities by the admitting jailer. If there are any unusual conditions they must be brought immediately to the doctor's attention.
2. Conditions requiring immediate medical attention by a physician are: head injuries, coma, broken bones, open wounds, history of diabetes, epilepsy, tuberculosis, venereal disease, or fever.
3. Suspected mental admissions should be immediately isolated with arrangements being made for transfer to a facility equipped to handle this type of inmate.
4. Newly admitted prisoners suspected of having any type of communicable disease must be isolated and immediate arrangements must be made for their transfer to a facility equipped to handle the suspected disease, unless the admitting facility can safely and effectively segregate and maintain a medically prescribed course of treatment.
5. The admission physical examination will provide the jail administration with the following information:
  - a. A physical and mental record of the prisoner.
  - b. Illnesses and/or injuries prior to or subsequent to entering the jail.
  - c. The prisoner's needs for immediate or emergency medical treatment.
  - d. The proper treatment for certain type of inmates, e.g., drug addicts, diabetics, epileptics, infirm, alcoholics, or disabled.
  - e. Contraband hidden in body orifices, in prosthetics, or under surgical dressings.
  - f. A description of the inmate's scars, tattoos, and other physical features for the identification and medical records.

#### B. Sick Call or Routine Physical Complaints

1. A definite time should be set for sick call in both large or small jails and emergency complaints considered justifiable should receive attention as quickly as possible.
2. Jail officers should list the names of inmates reporting for sick call or offering complaints. Depending upon the size of the facility, the physician's examination may be conducted in:
  - a. The facility examining room or infirmary,
  - b. The physician's office, providing the facility has no infirmary or examining room,

- c. The cell block, with the physician visiting those inmates whose removal is not feasible. However, care must be taken to provide for the privacy of the examined prisoner.
- 3. All complaints of illness or injury shall be noted on the prisoner's medical record, together with the treatment prescribed.
- 4. If a physician attends a patient, at the facility, an officer should be present to maintain order, prevent theft of medication and assure an orderly process.
- 5. For those facilities too small to employ a full-time physician the following may be utilized:
  - a. A contract made with a local physician for full-time coverage on specified days and for emergencies,
  - b. A contract made with a local physician to be on-call to conduct "sick call" for emergencies and examine newly received prisoners and/or,
  - c. Arrangements made with a local hospital for these medical services.
- 6. Medical staff and facilities are predicated on the size of the jail and should conform to the following:
  - a. A jail of three hundred or more prisoners shall have, on a full-time basis, a minimum of:
    - 1. A chief medical doctor
    - 2. A psychiatrist or psychologist,
    - 3. At least one Registered Nurse or Licensed Practical Nurse per shift,
    - 4. At least one medically trained technician per shift,
    - 5. Utilization and training of trusties to perform paramedical assistance but not to dispense narcotics or to give injections.
  - b. A jail of one hundred fifty or more shall have, on a full-time basis, access to one physician and one on-duty nurse, at least on the first and second shift.
  - c. A jail of fifty or more should have, as an absolute minimum, access to one full-time nurse, as needed, and the availability of an "on call" physician at all times.
  - d. The number of physicians and other medical personnel depends not only on the number of prisoners but should reflect the desire of the community to provide health care equivalent to that accorded its citizens in the free community.
  - e. All facilities, regardless of size, shall provide a competent medically trained authority to ensure that the following medical services or practices are available to all prisoners:
    - 1. Diagnosis of complaints,
    - 2. Treatment of ailments,
    - 3. Prescription of medications and special diets,
    - 4. Arrangements for hospitalization,

- 5. Liaison with community medical facilities,
  - 6. Sanitary inspections,
  - 7. Supervision of special treatment programs, as for drug addict, etc.,
  - 8. Administration of medications,
  - 9. Keep accurate medical records,
  - 10. Keep careful records of medical supplies, particularly of narcotics, barbiturates, amphetamines, and other dangerous drugs.
- 7. Summarization of Health Standards**
- a. Each newly received prisoner shall undergo a physical examination upon admission and before assignment to a general prisoner area.
  - b. A physician must be available or on call at all times.
  - c. The health services staff shall be adequate for the number of prisoners held in the jail, as described above.
  - d. Maximum use should be made of community health facilities, personnel and organizations.
  - e. The distribution of medications to prisoners shall be carefully supervised and recorded.
  - f. The medical examining room shall be adequately equipped.
  - g. Where applicable, an infirmary shall be set aside for the housing of prisoners receiving treatment within the jail.
  - h. Medical records shall be kept current for all prisoners.
  - i. Medical treatment should aid in the rehabilitation of prisoners.
- C. Hygienic Standards**
- 1. The sheriff or other keeper of a jail shall, at all times, keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners and shall cause the clothing of each prisoner to be properly laundered. He shall furnish each prisoner with clean water, towels and bedding. The County or Municipality shall furnish its jail with clothing as applicable, toilet facilities, and light and heat for prisoners.
  - 2. Regular bathing (showers) twice a week shall be a minimum requirement. Daily bathing may be permitted all prisoners and is encouraged. Every detention facility that would normally expect to detain a prisoner at least 72 hours, shall furnish bathing facilities in the form of either a tub or shower with hot and cold running water.
  - 3. To maintain satisfactory personal hygiene, prisoners shall be furnished with soap of good quality; toothpaste or powder, and a toothbrush.
  - 4. Facilities for shaves and haircuts shall be made available. Equipment should be carefully supervised and removed from inmate quarters after use.



5. Prisoners' washable clothing should be changed and laundered at least once per week.
6. If a jail has no laundry facility, inmates should be furnished the means of washing and drying their clothing. The jailer shall see that this is done frequently enough to keep each inmate clean.
7. The utmost precautions must be taken in the control of insecticides, rodent killers, and other poisons. Prisoners must never be permitted to have access to such materials, except under careful supervision.

**D. Extraordinary Events**

1. Death of an inmate must be immediately reported to the attending physician. If a physician was not in attendance, the coroner shall be immediately notified.
2. An inmate's death, for whatever reason, shall be reported in writing to the Bureau of Detention Standards and Services within 72 hours. The report form will be provided by the Bureau and shall include inmate's name, age, address, reason, and authority for confinement, cause of death, time of death, time last seen alive by jailer or attendant and time death reported to coroner or doctor in attendance.

**E. Services of Allied Departments of the State of Illinois**

**1. Department of Public Health**

The Department of Public Health may assist detention facilities by:

- a. Providing immunization,
- b. Providing portable X-ray machine for tuberculosis diagnosis,
- c. Investigating epidemics, food poisoning, etc.,
- d. Providing health education literature, lectures, etc.

**2. Department of Mental Health**

Since many prisoners may be emotionally disturbed, prepsychotic, or psychotic but in a temporary state of remission, the Department of Mental Health may assist detention facilities by providing:

- a. Mental health staff members for the jail, wherever feasible,
- b. Hospitalization of psychotic prisoners,
- c. In-patient and out-patient treatment for discharged prisoners,
- d. Mental health education,
- e. Diagnostic examinations for reports and commitments.

**CHAPTER XV**

**FOOD SERVICES**

- A. A good feeding program calls for three meals per day, spaced at reasonable intervals, adequate in quantity and nutritionally balanced, well prepared and attractively served, and provided at moderate cost. It requires careful planning, intelligent purchasing and competent supervision by personnel of all phases of food handling, preparation, and serving.
- B. Pamphlets on planning and preparing meals for the correctional facility may be secured from:
  1. Bureau of Human Nutrition and Home Economics, U.S. Department of Agriculture,
  2. U.S. Navy Cookbook, Supt. of Documents, Washington, D.C., or
  3. "Information of Feeding County Jail Prisoners," U.S. Bureau of Prisons, Washington, D.C.
- C. Only those County facilities whose normal maximum capacity is ten prisoners or less, and do not normally hold prisoners in excess of forty-eight hours, may either contract with a local restaurant for catering of food service, or may purchase on a "when and as necessary" basis, food for prisoners being temporarily detained. However, facilities in this category must conform to the following:
  1. Food must be of sufficient nutritional value,
  2. Shall be provided at reasonable and proper intervals, e.g., adhering to breakfast, lunch and dinner schedules,
  3. Served as shortly after cooked as possible,
  4. Coffee, tea, or milk shall be served with each meal,
  5. Jail utensils must be cleaned in conformity with standards insuring sanitary cleanliness, and
  6. A minimum of one "hot" meal shall be provided for each twenty-four hours of detention.
- D. Facilities exceeding a normal maximum capacity of ten prisoners shall have an "on-site" kitchen facility, whose supervisor and/or cook shall be an employee of the facility who is competent to plan, purchase, and prepare a nutritionally adequate diet. In larger jails a full-time cook should be employed; in the smaller jails, supervision of the food service program may be part of the duties of the jailer or the matron.
- E. The Food Service Program for each facility shall conform to the following categories, as is applicable to the detention facility, predicated on size, employed personnel and number of prisoners served.
  1. **Personnel**
    - a. The jail cook must be given special training in jail operations. He must learn to adapt his skills to the jail situation and

must be effective in training and supervising prisoners in food services. The jail cook must know and follow proper security procedures.

b. Jail staff and inmates must be given a physical examination and certified to be free of communicable diseases before being assigned to the food service.

c. Inmates working in food services shall be required to bathe daily and be provided with a clean uniform daily to present a neat and well groomed appearance.

## 2. Purchasing Food

a. The aim of the jail food buyer is to provide nutritionally adequate diet at the lowest possible cost.

b. Food purchasing should be based on a planned menu, which shall be flexible and diversified in order to take advantage of especially favorable food price situations and to avoid the monotony of standardized diets.

c. Quality must always be a consideration, as spoiled or inedible food is not consistent with good purchasing procedures.

d. A careful record of food costs shall be maintained from which it is possible to determine the per-prisoner feeding costs.

## 3. Food Storage

a. Dry stores such as flour, cereal, dried beans, peas, coffee, and canned goods should be stored in a cool, dry well-ventilated area, screened against insects and rodents. Temperature in the dry-storage area should be maintained at 50-55°.

b. Fresh fruits and vegetables should be refrigerated at 40-45°, potatoes at approximately the same temperature.

c. Dairy products should be maintained at 33-37° and meats at 31-34°. All frozen food products should be stored at 0°F, or below.

d. Compartmented, "reach-in" type refrigerators are satisfactory for small jails; larger jails will require separate "walk-in" type refrigerators.

e. Sugar, yeast, fruit, fruit juices, malt, nutmeg, and mace are often used as intoxicants and as such, should be maintained under lock and key and handled only under the direct supervision of employed jail personnel.

## 4. Food Serving

a. If the serving area (cell, day room, etc.) is some distance away from the kitchen, a heated food cart which can be loaded with containers of food, drink, and the prisoner's eating utensils, should be utilized.

b. Food should be served promptly after it is prepared, hot foods hot and cold foods cold.

c. Apportioning of food should be supervised by a jail employee to ensure that favoritism or careless serving is eliminated.

d. Compartmented trays or paper plates and individual cups or mugs shall be utilized. In no instance shall more than one type of food be served in a noncompartmented tin, bowl, or other type of individual container.

e. Food trays and other eating utensils should be removed from the prisoners' quarters when the meal is finished and returned to the kitchen for washing and sterilizing.

f. On a space available basis, centralized feeding with cafeteria type service is more economical and more easily supervised. Wherever possible, small table seating arrangements are preferable.

g. Prisoners should not be allowed to store food in their cells or in the day rooms and their quarters should be kept free of all unnecessary articles which might attract vermin.

## 5. Kitchen Equipment

a. The kitchen range should have a thermostat or a temperature gauge for control.

b. The bake oven can be either of the revolving type or of the stationary two-tier type.

c. A mechanical dishwasher is preferred, but in its absence:

d. A multi-compartmented stainless steel sink with drainboard (one sink for washing, one for rinsing and the third for sterilization) may be substituted. Water temperature for sterilization must be at least 170° F.

e. Dishes should be drained but not wiped and all utensils should be brought to the kitchen for washing.

f. Refrigeration may be provided by walk-in cold storage boxes and/or reach-in refrigerators.

g. Steam jacketed kettles are helpful and pots, pans, etc., should be selected as preferred.

h. Automatically operated potato peelers and commercial garbage disposals are not only time saving and economical, but aid in the control of flies and other bugs that thrive off vegetables and garbage.

## 6. Kitchen Sanitation

a. In the commercial type kitchen, floor drains are a necessity. In any detention facility kitchen, floors should be washed down daily, rinsed and squeegeed, as mops only spread dirt more thinly.

b. There shall be adequate plumbing facilities, in good working order.

c. Personnel appearance should be inspected regularly and all personnel, whether employee or inmate, shall meet requirements for certification of food handlers as prescribed by the State Department of Public Health.

- d. The range should be scraped daily and kept free from crust formed by burned food and grease. All windows and woodwork should be washed weekly and walls should be washed frequently and kept grease free.
- e. The jail kitchen should always reflect the highest standards of cleanliness, safety, and sanitation.

## CHAPTER XVI

### SANITATION

#### A. Detention Facility Sanitation Defined

There is no excuse for unsanitary practices in detention facilities. There are only three things essential to a clean jail and these are: detergent, water, and proper supervision. Competent jail officers should be placed in charge of sanitation details and charged with specific responsibilities, i.e., yards, windows, floors, exterminating vermin and removal of trash and inflammable waste material. Good sanitation should not be the tag-end operation, linked by indifference or neglect but should be a prime consideration linked with morale, custody, and character training.

#### B. Sanitation Supervision

One of the most difficult tasks in effecting and supervising good sanitation practices is in instructing the newly admitted prisoner of the importance of keeping his quarters clean. Many individual differences exist between prisoners with respect to their personal habits, some are cleanliness conscious, while others are not. Efficient supervision will note these differences and will quickly pick out prisoners who are habitually untidy and have dirty cells or rooms. Many of these prisoners have been accustomed to unsanitary living conditions and must be trained to adjust to standards of conformity with respect to cleanliness.

#### C. Sanitation Measures

The following measures shall be practiced and enforced to ensure compliance with reasonable sanitary living conditions:

##### 1. Facility Building

- a. A schedule should be established and adhered to, relative to building cleaning procedures.
- b. Floors should be swept and mopped at least once daily.
- c. Windows should be washed once a week, screens should be kept clean at all times.
- d. Bars and exposed surfaces should be dusted and washed weekly.
- e. Walls should be kept clear of pictures, drawings, and writing. The only exception to this would be a posted copy of the jail rules and regulations and/or a current year's calendar, and perhaps some small photographs of the prisoner's family.
- f. At least 500 cubic feet of air space shall be provided each prisoner in his cell and adjacent areas. An even temperature of between 68° and 72° Fahrenheit should be maintained in the cell areas during the day and not below 60° F. temperature at night.

- g. Window ventilation must be sufficient to admit fresh air and remove disagreeable odors.
- h. Light in the cell and day room areas must be sufficient to permit reading.
- i. Regular test and inspection of water and sewage systems maintained by the facility shall be effected.
- j. The floors of all rooms in which food or drink is stored, prepared or served, or in which utensils are washed, shall be kept clean on a continuous, daily basis. All, except emergency floor cleaning, shall be done during those periods when the least amount of food and drink is exposed.

## 2. Facility Equipment

- a. Toilets, washbasins, sinks, and other equipment in the cell or living quarters should be cleaned thoroughly each day with hot water, soap, and scouring powder, if indicated.
- b. When smoking is permitted in cells and day areas, each prisoner should be provided a receptacle for use as an ashtray, or for other small refuse.
- c. All counters, shelves, tables, equipment and utensils with which food or drinks come in contact, shall be maintained in clean condition, good repair, free of breaks, corrosion, open seams, cracks and chipped places.
- d. Utensils shall be stored in a clean, dry place protected from flies, dust, overhead leakage and condensation and other contamination. Wherever practical, utensils shall be covered or inverted.
- e. All garbage shall be stored in watertight containers with tight fitting covers and shall be disposed of in a manner that will not permit transmission of disease, create a nuisance, or provide a breeding place for flies.
- f. Eating utensils and equipment shall be washed in hot water (at least 110°), containing an adequate amount of an effective soap or detergent. Water shall be kept clean by frequent changing. After cleaning and rinsing, all utensils shall be effectively sanitized by submergence for at least 30 seconds in clean water, at a temperature of at least 170° F.
- g. Washbasins: there should be one (1) washbasin in each single cell, or one washbasin for eight (8) prisoners in a day room or dormitory, and each washbasin will provide both hot and cold running water.
- h. A source for drinking water should be provided in cells, dormitories, recreation or day areas and may take the form of either a sink tap, or preferably, a sink spout.

## 3. Facility Supplies

- a. Clean bed clothing, regardless of type, must be furnished new prisoners.
- b. Blankets must be laundered or sterilized before reissue.
- c. Blankets used with sheets must be laundered at least every month.
- d. Sheets, pillowcases, and mattress covers (if used without sheets) must be changed and washed at least weekly.
- e. Quilted, stuffed mattresses or pads must be sanitized before reissue. In the absence of sanitizing equipment, the mattress should be swept and aired for a reasonable period of time, then sprayed with a disinfectant.
- f. Clean individual bath and/or face towels should be issued each inmate at least twice per week, and a bed linen change at least once a week.
- g. All ice used shall be from an approved source, stored and handled in such manner as to prevent contamination.
- h. Washing aids, such as brushes, dishmops, dishcloths, and other hand aids used in dishwashing operations shall be clean and shall be used for no other purpose.
- i. Mops and other cleaning tools should be thoroughly cleaned and dried after each use and stored in a well-ventilated place.
- j. Shaving and barber tools should be supplied prisoners and shall be thoroughly cleaned by the prisoners before return to the supervising jailer and secured.

## CHAPTER XVII

### SAFETY

#### A. Detention Facility Safety Defined

The fine line between good safety and good security practices is almost indistinguishable; and one compliments the other. For the purposes of these standards and in the context of Health, Sanitation and Safety, safety is that which is relative to both staff and prisoners. The lives of neither can be safely guarded in accident-prone situations. With respect to their welfare, they must be kept safe from injury or personal danger.

#### B. Safety Measures

The following measures shall be practiced and enforced to ensure compliance with reasonable and realistic safety standards.

##### 1. Emergency Plan

- a. An emergency plan shall be in effect and shall be in writing relative to: escapes, riots, assaults, fires, rebellions and any other type of major disaster or disturbance. This plan shall outline the responsibilities of jail personnel, action to be taken with or for the prisoners, and evacuation plans, predicated upon the type of disaster/disturbance.
- b. An evacuation plan shall be an integral part of the training of all jail staff and will specifically detail the route of evacuation and the subsequent disposition of the prisoners once removed from the jail.

##### 2. Fire Plans

- a. Based on the size of the facility, there will be an adequate number of fire extinguishers available; these shall be examined periodically in conformance with State fire regulations, and all jail personnel shall be instructed in their operation.
- b. Emergency exit doors will be clearly indicated, their location made known to all jail personnel and the keys for the doors in the possession of, or immediately available to, on duty jail staff.

##### 3. First Aid Supplies and Training

- a. Those facilities not having a dispensary or hospital, shall have available first aid supplies for minor cuts, bruises, sprains, etc., and at least one member of the jail personnel, per shift, shall have at least a rudimentary knowledge of the utilization of these supplies.
- b. It will be to the benefit of the facility, the facility personnel and the inmates, that all jail staff receive at least minimal training in first aid and emergency life saving techniques.

#### 4. Miscellaneous Safety Procedures

- a. Close supervision is necessary for good safety. Changes in behavioral patterns might indicate the potential for suicide and should be closely observed.
- b. Good housekeeping will eliminate most of the danger from spontaneous combustion. All waste material should be disposed of quickly, particularly oil, greasy or paint soaked rags.
- c. All inflammable or combustible materials should be used only under officer supervision and should be locked in a well-ventilated storage space.
- d. All work space should be kept free of obstacles, grease spots, water or other hazards which can cause accidents.
- e. Hand tools should be kept in proper storage and maintained in good working condition. Tools should not be issued any inmate not instructed in their proper use.
- f. In larger facilities with maintenance shops or with vocational training programs, there shall be established regulations governing the use of safety devices such as guards and goggles.
- g. Safety campaigns should be conducted periodically and use should be made of posters giving safety regulations and information.
- h. The condition of floors and other walking surfaces is an important factor to personal safety in all detention facilities. They should be kept free of hazardous substances at all times.
- i. Adequate segregation of problem cases must be implemented to protect them both from themselves and others.

## CHAPTER XVIII

### PRISONER PRIVILEGES

Privileges should be established for the prisoners which will encourage good conduct, develop a sense of responsibility, aid in their adjustment to the jail, and contribute to their rehabilitation upon return to the community. They are also valuable to the administration of the jail in reducing frustrations of idleness, helping maintain physical health, and providing outlets for tensions and anxiety.

The sheriff or the jail administrator must know which activities are **rights** and which are **privileges**. Rights are prescribed as such by law; their removal can be the subject of court action. (See Chapter III of this document and Illinois Revised Statutes, Chapters 38 and 75.) Privileges may be removed as the sheriff or jail administrator sees fit.

The removal of privileges should not be arbitrary. For example, correspondence and visiting privileges should not be removed except for abuse of these privileges as this action may harm the family more than the prisoner. Removal of privilege should be the consequence of a disciplinary hearing.

No prisoner should be permitted privileges except those that are available to all prisoners, or which can be earned by any prisoner.

#### A. Communication

##### 1. Mail

Prisoners should be encouraged to correspond with relatives and other approved persons and agencies. Mail privileges are an important factor in the treatment of inmates. The prisoner should be permitted controlled communication because:

- a. It is a means of continuing the ties with the family, friends, attorney, employment, personal interests, and if awaiting trial, persons necessary in the preparation of his defense.
- b. It is a means of reducing isolation from the community.
- c. It is an outlet for expression of loneliness and inner conflict.
- d. The mail may reveal intentions of suicide, escape, other crimes, or indications of poor mental health.

Mail should not be opened without written consent of the inmate to whom it is addressed. The inspection of prisoners' incoming and outgoing mail by a jail employee is essential for the security of the jail and for the maintenance of discipline and control. Upon commitment to the jail, each inmate should be requested to submit to the sheriff or jailer a list of the individuals with whom he wishes to correspond and at the same time sign a declaration similar to the following:

I hereby authorize the Sheriff of ..... or his designated agent to open and examine all my incoming and outgoing letters,

papers, parcels or other material; to deliver to me only such material as deemed proper; and in any manner to destroy or dispose of material which is deemed improper or prejudicial to the security, discipline, or welfare of the jail.

Mail privileges should be denied to any prisoner who refuses to permit such authority and the inmate should be informed that any mail received for him will be returned to the post office as undeliverable.

If inspection of incoming or outgoing letters discloses evidence of contraband, attempts to escape, information concerning criminal activities, or any material in violation of the laws, the letters should be withheld. If the facts warrant, violations should be referred to local law enforcement agencies or, in the case of a federal prisoner, the United States Marshal or the Director of the Bureau of Prisons.

The allowance for the amount of outgoing and incoming mail should be liberal. The prisoner should receive all incoming mail after the following security measures have been applied:

- a. Spot checks of letters. Mail for some prisoners, for example, maximum security risks, narcotic addicts, escape risks, should be thoroughly checked.
- b. Removal of cash, checks, and money orders. The prisoner must be given a receipt for the amount and his account must be credited.
- c. Nonacceptance of packages unless arranged for in advance. When permitted, they should be carefully inspected for weapons or other contraband.
- d. Keep a record for control and law enforcement value. The list of the correspondents and visitors may prove helpful in an investigation.

All incoming mail, when duly censored and passed, should be delivered to the proper inmate by a jail officer. Under no circumstances shall any mail or package be delivered to any inmate other than the one to whom it is addressed.

The jail should use a post office box number for the return address rather than the jail address on the envelope. It saves the family from unnecessary embarrassment.

Federal prisoners must be allowed to correspond with Federal Judges, the Attorney General, the United States District Attorney, their attorneys, the Director of the Bureau of Prisons, and the Pardon Attorney **without examination of the letters by the jail officials. Correspondence with these officials is a matter of right.**

All communications, addressed by an inmate to the governor, attorney general, judges, state's attorney, his attorney, or Director, Department of Corrections must be forwarded to the addressee **without examination or censorship.** Communications from such officials to inmates must also be exempt from censorship.



Rules and regulations should be established governing all inmate correspondence. Inmates and all correspondents should be furnished a copy of these rules and regulations.

## 2. Telephone

Telephone communication is a right when a trial prisoner is first received. He may want to notify his family, attorney, bondsman, employer, or other important person.

## 3. Packages

The practice of permitting persons outside the jail to send or deliver packages for prisoners is a dangerous one and, especially when not closely controlled, is the root cause of many serious problems, including escapes.

The regulations should prohibit the receipt of food and all articles which can be purchased in the jail commissary or by a jail employee from outside sources without forcing a heavy expenditure upon the prisoner.

If the jail furnishes necessary clothing and toilet articles, it should prohibit packages entirely.

The regulations should be specific and made known to the prisoners so that undeliverable articles will not be received at the jail. All packages, whether brought by visitors or received through the mail, should be carefully inspected by a jail employee before being delivered to the inmate. In handling packages received through the mail, the regulation requiring the consent of the inmate for opening the mail should be followed.

## B. Visits

Visits provide a direct and valuable means of communication between the prisoner and his family and friends. They should be encouraged because visits can bolster the morale of the prisoner and aid the jail rehabilitation programs.

Visits with attorneys and religious advisors are a **right**; however, visits with family and friends are a **privilege** which may be removed if there is any abuse of the visiting privilege either by the visitor or the prisoner.

1. The sheriff or the jail administrator must prescribe regulations relative to visits with prisoners.
2. The jail rules should specify when and how often visitors will be permitted and limit the number of persons and the maximum time allowed for each visit.
3. Visiting periods should be scheduled during the day and evening hours to permit employed relatives and friends to visit prisoners without taking time off from their work.
4. Prisoners should enjoy the privilege of weekly visits.
5. Each prisoner should submit a list of persons with whom he wishes to have visitation privileges. Usually the list should not exceed six persons, anyone of whom may visit him on visiting days.
6. The length of the visit should be for a period of ½ hour to one hour. Overcrowdedness in the jail, or other reasons, may require

curtailing the period of the visit, but 5 to 10 minute visits are not satisfactory.

7. Attorneys and clergymen shall be permitted to visit prisoners at reasonable hours other than during regularly scheduled visiting periods.
8. An area for interview between a prisoner and his attorney or religious advisor shall be provided and arranged in such a manner as to insure privacy.
9. In the case of a prisoner awaiting trial, persons with whom he may need to confer in order to prepare the defense of his case, should be extended the visitation privileges and the necessary time.
10. The sheriff or jail administrator may, at his discretion, grant special visiting privileges to visitors who have traveled long distances, to visitors for hospitalized prisoners, and for other unusual conditions.

Visits can be a grave security risk; however, under proper supervision, the risk may be reduced to a minimum. The following security precautions must be followed:

1. There must be a complete physical barrier, extending from floor to ceiling, between the prisoners and their visitors, in order to prevent the passing of contraband.
2. All visitors should be required to sign a register before being permitted to visit a prisoner. The register should be a separate book used only for the registration of visitors. The following information should be included in the register: Name, address, relationship to prisoner, purpose of visit, date and time of visit, and other information the sheriff or jail administrator may consider necessary.
3. The sheriff or jail administrator should deny a visit to any prisoner when, in his opinion, such a visit would not be in the best interest of society or might endanger the security of the jail.
4. Children should not be permitted to visit unless they are close relatives and accompanied by an adult.
5. All visits should be supervised by a jail officer and persons visiting should be kept under observation to see that they have no opportunity to pass anything to a prisoner or leave contraband in the jail to be picked up later by a prisoner.
6. The visiting area should be thoroughly searched before and after each visit, particularly the concealed places, for example, under ledges, under seats, in telephone mouth pieces, in toilets, in refuse baskets. Dangerous contraband has been found concealed in the visiting room. By prearrangement the trusty who cleans the room would retrieve it and deliver it to the prisoner for whom it was intended.

Visits with maximum security prisoners should be conducted under the following conditions:

1. The prisoner must be separated from his visitor by a solid wall containing a shatterproof glass window for visibility, and a telephone for communication.

2. The prisoner must enter the visiting area from the jail proper, and the visitor enters the visiting booth from outside of the jail security area. This arrangement avoids physical contact between the prisoner and his visitor.
3. The visiting should be conducted out of sight and hearing of the prisoners who are not receiving a visit.
4. When visitors are separated by a close-meshed wire for visibility and communication, the jail officer on duty must be alert to prevent the passage of contraband through the wire.

Where visiting is done in the corridors or in the open rooms, strict supervision must be exercised during the visit. Prisoners should change their clothing immediately before and after the visit in order to prevent unauthorized items from leaving the jail and contraband from coming into the jail. Prisoners must be thoroughly searched for contraband before and after each visit.

### C. Commissary

1. The sheriff should establish, maintain, and operate a commissary in conjunction with the jail and for this purpose should purchase confectionery, tobacco, postage and writing materials, and toilet articles and supplies and to sell such goods, articles, and supplies to the prisoners in the jail.
2. The commissary supplements the jail food supply and aids in the appearance of prisoners through purchase of grooming items. It is a valuable morale and control factor.
3. The sale prices of the articles offered for sale shall be fixed by the sheriff at such amounts as will render the jail store self-supporting and, in addition, will provide a small margin of profit which shall be deposited in a prisoner welfare fund. The sale prices should not exceed those for the same articles sold in the local community stores.
4. Purchase amounts should be limited and controlled to prevent an oversupply of any commodity in the prisoner living area. This helps to prevent theft, bartering, and/or the purchase of favors, services, and status.
5. Prisoners must not be permitted to keep money on their persons. Payments must be made by debit on the prisoner's cash account. All receipts of cash and inmates' expenditures require accurate bookkeeping and control.
6. The money and property in the prisoner welfare fund must be expended by the sheriff solely for the benefit, education, and welfare of the prisoners confined within the jail. An itemized financial report concerning all incomes from commissary sales and all expenditures shall be submitted annually to the Board of Supervisors.

The next chapter outlines various rehabilitation treatment programs which become valuable to the administration of the jail and assist prisoners with their personal and social problems.

## CHAPTER XIX

### SOCIAL SERVICES

Social Services available to the prisoners in jails have been limited to a few privileges, such as, visiting, correspondence, and commissary. Modern correctional thought emphasizes that all jails, regardless of size, should provide necessary treatment services for the prisoners to fulfill properly their legal, moral and community, as well as professional, obligations.

The philosophy of a detention facility must emphasize that the re-socialization of offenders and the prevention of further anti-social behavior are essential factors in controlling crime. To implement this philosophy, goals of: (1) protection of society, (2) humane care of inmates, and (3) provisions of services required to maintain the physical, social and emotional health of inmates must be firmly established and followed.

Persons received at the jail come from all walks of life and the majority function marginally, at best, within our society. Often times they do not possess the economic, social, and emotional strength needed to deal with the external and internal pressures of everyday living. When they are locked in a dark jail cell with enforced idleness, there is further deterioration of the total person, thus lengthening his road back to socially acceptable behavior.

At this state in the correctional process, attempts should be made to reverse criminal trends through planned treatment programs in county jails. Correction treatment consists of any jail activities or services which would help prisoners develop a more favorable attitude toward authority, better ability to get along with others, more acceptable ways of making a living, and better understanding of themselves and their assets and liabilities in the community.

### A. CLASSIFICATION

Good jail administration requires knowledge of the prisoner population. Increasing numbers of jail prisoners received are total strangers to the jail staff. All persons admitted to the jail should be evaluated in terms of criminal, medical, and social history. This can be accomplished by efficient classification procedures and skilled personnel to perform them.

Each jail should have professionally trained staff whose functions are to: (1) interview all persons entering the jail, (2) refer cases to the psychiatric or medical service when indicated, (3) classify prisoners for appropriate placement and programs in the facility, (4) provide counseling services for prisoners where indicated, (5) work with families of prisoners or make referral when such services are required, and (6) work closely with courts, probation, and parole services providing and receiving legal diagnostic information where required.

A well executed classification process will assist in effectively administering the jail and properly treating prisoners. Jail personnel must be aware of prisoners' needs, problems, and feelings. Information about individual prisoners will aid the jail officer in distinguishing



among prisoners so as to make decisions based on these distinctions. A classification system provides for proper separation of unusual and special prisoners, better security of the facility, and appropriate assignments to work, educational, and other treatment programs. Jail and community resources can be more efficiently utilized for each prisoner. The effectiveness of prisoner classification is largely dependent upon maintaining adequate records on each case and the action taken.

## B. COUNSELING AND GUIDANCE

The jail should provide more than mere detention services. It should also contribute to the social reconstruction of the prisoners. Most persons committed to jails present personal, family, and behavior problems, which may have been important factors in their delinquencies. A system of counseling should be devised to provide all prisoners an opportunity to discuss their problems with individuals who may be able to aid them in overcoming their handicaps.

Much counseling in jails is usually conducted by jail officers on an informal basis and this should be continued and encouraged. Such counseling is done regularly in the routine performance of their duties and teaches the prisoner to adhere to the rules of the jail and to adjust to a socially acceptable way of life in the community after release.

This counseling can be done on an individual or one-to-one basis as between jail officer and prisoner. It can also be done on a group basis as one jail officer meeting regularly with a small group of prisoners. Group counseling teaches individuals to function in groups, to understand that other persons have similar problems, and to use the group in helping each to solve his problems. Jail officers can receive basic training and counseling techniques for individual and group counseling from professionally trained staff at the jail, mental health clinics or hospitals, or local hospitals, or local universities. Volunteer workers and groups such as Alcoholics Anonymous, Narcotics Anonymous, Clergy, and others should be invited to the jail to participate in counseling programs.

Prisoners with complex or deep-seated emotional problems require the services of professionally trained staff who must carefully study the prisoner's background, determine the factors responsible for his conflict with the law, assist him to understand and solve his problems and thus lead a more useful life.

The jail is not equipped to deal with the seriously mentally ill prisoner. He must be provided protective supervision and immediate steps taken for transfer to a mental facility.

Professional trained staff from mental hospitals or clinics, local universities and community agencies could be utilized in counseling and therapy programs in the jails on a part-time basis.

The future of the prisoner is of major concern. When a prisoner is released from the jail he should be referred to the appropriate community agencies for follow-up treatment and guidance in the community such as employment services, Alcoholics Anonymous, Drug Abuse programs, or special community projects. The volunteer workers in the jail can also provide valuable assistance to the prisoner upon release.

Vocational guidance is especially needed to motivate prisoners to look for more rewarding and beneficial employment opportunities and make them aware of the requirements which must be met.

## C. Education

Educational programs in jails not only reduce idleness but more important, assist in meeting the basic needs of prisoners. For the most part, prisoners lack the proper education and vocational training to function adequately in society and to maintain steady employment to support themselves and their dependents.

The Sheriff or the jail administrator, with the aid of available community resources and interested local citizens, could develop educational programs for the prisoners. Local school authorities could provide the teachers and indicate the financial aids which might be available through other governmental agencies concerned with correctional and educational programs.

Depending upon the size of the jail and the general educational level of the prisoners, the following educational programs could be developed:

1. **Adult basic education courses** aimed at eliminating illiteracy and an opportunity to learn about trades, business, customs, personal responsibilities, the law, etc. The prisoners would be taught how to read, write, and understand basic arithmetic.
2. **Elementary and high school courses** especially designed for learning so they can continue in the regular community schools upon release.
3. **"General Education Development"** courses to prepare qualified prisoners for the GED test so they can earn a high school equivalency diploma.
4. **Correspondence courses** for both high school students and graduates can be arranged through the local school districts and state colleges and universities.
5. **Social education classes** can be taught by instructors from local schools and colleges, volunteers from community agencies, and university students to teach the prisoner how to understand himself better and how to relate to others.
6. **Vocational Education.**

Most prisoners lack proper work habits or skills to find suitable employment in the free community. Unfortunately, most jails lack adequate space, personnel, and equipment to conduct a suitable training program. In most jails only a limited number of prisoners can be prepared for employment upon release by working on various jobs in the jail or for community public agencies. Qualified instructors on the staff should be assigned to this program. Qualified teachers from local trade schools, unions, or industry, may be hired on a part-time basis, or volunteer their services.

Prisoners qualified for educational release or work release may receive vocational training in local schools or on the job when

released into the community during the day and returned to the jail at night and on weekends.

In the larger jails, vocational training programs can be established and maintained by federal funds such as those provided for under the Manpower Development and Training Act.

Teaching prisoners basic vocational skills and assisting them to obtain employment for further training is one of the most effective ways of preparing them to become useful citizens in the community.

In all vocational and work programs, prisoners should be taught proper work habits, and should be regularly counseled on how best to perform a job, how to relate to other workers, and how to retain a job. Finally, jail personnel should assist all prisoners to obtain birth certificates, social security numbers, and draft cards, if needed, to find suitable employment after release, and to utilize the services of local unions, employment offices, private industry or other community agencies.

Education and social service programs are not easily available to the jail. They must be developed with the aid of local authorities, business and professional groups, community organizations (Jaycees, Lions, Church, etc.) Illinois Law Enforcement Commission and the Bureau of Detention Standards and Services.

#### D. LIBRARY

Jails should be equipped with libraries. The maintenance of a proper library can be one of the most effective rehabilitative tools in a jail and is comparatively inexpensive and easy to initiate. The following factors should receive careful consideration in setting up a library in the jail:

##### 1. Physical facilities

Particular attention should be given to a central location, space for adequate shelving, light, and ventilation. The number of books and magazines feasible is, of course, dependent upon the number of prisoners to be served, the quality of the material, the procedures used in distribution, and the length of time the prisoners spend in the jail.

##### 2. Library staff.

Since most jails do not have the funds to employ librarians, it is necessary that the library program be administered by jail employees as a part of their regular assignment or by volunteers in the community who will donate their services for this worthwhile cause. Professional librarians in the Regional and Public Library systems may be called upon for selection of books and professional advice.

##### 3. Source of library material.

Since very few jails have funds available for the purchase of reading material, it is necessary to rely on donations or the borrowing of books from library systems, etc. A definite policy of selection should be directed towards choosing interesting fiction, nonfiction,

educational, and reference books which are as up-to-date as possible. The following resources are generally available to local jails:

- a. **Public libraries.** Arrangements can be made with local and Regional Public Library systems to keep the jail supplied with appropriate reading material on a rotation basis.
  - b. **Donations by private citizens.** Sometimes private citizens will donate new books or subscriptions to magazines. All donated books and magazines should be examined. All worthless and unsuitable books and magazines should be destroyed so that the library is not cluttered with out-of-date books and magazines which are of little interest to the prisoners. Professional librarians would be most helpful in this area.
  - c. **Donations by employees and/or professional people whose work is related.** This includes jail personnel, judges, probation officers, lawyers, etc.
  - d. **Private organizations.** This source would include service clubs, churches, fraternal organizations, citizens' groups, etc.
  - e. **Commissary funds.** It is strongly recommended that some of these funds, insofar as possible, be used for the purpose of purchasing carefully selected books, preferably those of a reference nature.
  - f. **Publishers and distributors.** In the more urban areas, upon request, book publishers might donate discontinued editions, and magazine distributors might also donate unsold magazines.
  - g. **Unclaimed material from U. S. Post Office.** It has been found in some areas that, upon request, the local post office will turn over to jails undeliverable and unclaimed books and magazines.
  - h. **Regular budget funds.** In the preparation of the annual budget of the jail, some funds should be included to defray the cost of library operation, specifically to employ someone oriented to library supervision.
4. The jail should have at least two complete up-to-date sets of Illinois Revised Statutes. One set could be used by the staff and the other by the prisoners to assist them in preparing their defense.
  5. Consult the appendix for addresses and contacts of Regional Library Systems.

#### E. RECREATION AND LEISURE TIME ACTIVITIES

Properly organized recreation and leisure time programs can do much to relieve idleness and provide constructive activities for prisoners. These programs will help to reduce tensions and minimize disciplinary, physical and mental health problems.

These activities should be scheduled in the dayrooms, exercise yards, multi-purpose rooms, and other available space to provide equal opportunities for all prisoners to participate in programs of their choice and abilities. Athletic programs, radio, television, motion picture, arts and crafts, cards, dominoes, puzzles of all types, checkers, chess, etc. should be considered. Tools and material which can be used for unauthorized purposes should be carefully controlled.

Prisoner-owned televisions and radios should not be permitted in the jail. However, central radios are valuable not only for programming but as a part of an intercommunication or monitoring system. Radio and television programs selected by the jail officers will insure variety and maximum beneficial results for the prisoners but their interests should be considered and selection shall not be arbitrary.

These programs can be established and supervised by jail staff. Free or inexpensive assistance can be obtained from qualified volunteers or recreation directors and instructors from local schools.

#### F. Religious Services

Prisoners should be afforded an opportunity to participate in religious services and counseling on a voluntary basis. Space should be provided for these purposes. Scheduled religious services should be held at regular intervals, in such a location that the prisoners who do not wish to participate are not exposed to the service. To achieve this goal the following procedures are recommended:

1. The jail staff should determine the religious affiliation of each prisoner.
2. The sheriff or the jail administrator should arrange with the clergy of the denominations represented in the jail population to conduct the religious services and provide counseling if requested.
3. Religious services for groups not represented in the jail population should not be encouraged.
4. Religious services should not be conducted in cell block corridors.

Prisoners requesting private interviews and counseling regarding religious, personal, or family problems with accredited clergy, nuns, seminarians, and lay persons active in community church affairs should be afforded this opportunity.

Quite often these persons can be of invaluable assistance as volunteers in providing constructive educational, recreational, or leisure time activities for prisoners.

#### G. Employment of Inmates

Idleness is a major problem in jail administration. Not only does idleness contribute to disciplinary problems, but it also contributes to deterioration of the personality of the individuals confined in the jail and makes their rehabilitation much more difficult.

##### 1. Unsentenced Prisoners

Persons waiting trial and not sentenced in the jail are not required to work, except to keep their immediate living area clean. However, a volunteer work program for unsentenced prisoners may be created. This should be very closely supervised and restricted to general housekeeping chores within the security area. Prisoners held on serious charges and those with detainers, and outstanding warrants should be in a secure area at all times.

##### 2. Sentenced Prisoners

Persons sentenced to the jail may be assigned to a variety of jobs within the areas of housekeeping and maintenance. Such jobs as painting, food service, laundry work and grounds keeping, come under these categories. Only prisoners in a trusty status with short-term sentences should be assigned work outside the confines of the jail.

Prisoners should be assigned to jobs according to appropriate classification. In addition to jail convenience, selected work provides a humanitarian service to prisoners. Work should be of a constructive nature and should be useful rather than "made work".

Prisoners should not be required to work more than forty-eight hours per week, except in an emergency.

##### 3. Work Release (Illinois Revised Statutes, Chapter 75, Section 35, Jail and Jailers)

In the case of any person committed to the county jail, house of correction or workhouse, for any crime or for nonsupport of any member of his family, or for nonpayment of a fine, or for contempt of court, the court may, in its order of commitment, provide that such person may leave the county jail, house of correction or workhouse during necessary and reasonable hours for any of the following purposes:

- a. Seeking employment
- b. Working at his employment
- c. Conducting his own business or other self-employed occupation including, in the case of a woman, housekeeping and attending the needs of her family.
- d. Attendance at an educational institution, or
- e. Medical treatment.

Unless such work release order is expressly granted by the court, the prisoner is sentenced to ordinary confinement. The prisoner may petition the court for such work release at the time of sentence or thereafter, and in the discretion of the court may renew his petition. The court may revoke the work release order at any time with or without notice.

##### Continuation of Employment — Efforts to Secure Employment — Hours — Compensation.

If the guilty person has been regularly employed, the sheriff or the superintendent of the house of correction or workhouse, or the probation officer may arrange for a continuation of such employment insofar as possible without interruption. If the guilty person has not been regularly employed, the court may order the sheriff or the superintendent of the house of correction or workhouse to make every reasonable effort to secure some suitable employment for such person and any person for whom the sheriff or the superintendent of the house of correction or workhouse secures employment shall not be required to work more than 8 hours per day nor more than 48 hours per week.

#### **Duty of Clerk of Court—Collection and Disposition of Compensation**

The compensation due on account of such employment of a prisoner shall be collected by the clerk of the circuit court. Every prisoner gainfully employed is liable for the cost of his board in an amount not to exceed \$3.50 per day. If necessarily absent from jail at mealtime, he shall, at his request, be furnished with an adequate nourishing lunch to carry to work. The clerk of the circuit court shall charge his account, if he has one, for such board. If the prisoner is gainfully self-employed, he shall pay to the clerk of the circuit court for such board and in default of such payment his release under this Section shall be terminated. By order of the court the wages or salaries of employed prisoners shall be distributed by the clerk of the circuit court for the following purposes, in the order stated:

- a. The board of the prisoner;
- b. Necessary travel expenses to and from work and other incidental expenses of the prisoner;
- c. Support of the prisoner's dependents, if any;
- d. The balance, if any, to the prisoner upon his discharge.

#### **Report of Violations — Confinement of Prisoner**

In the case of any violation by a prisoner of any provision contained in the order of the court for the prisoner's conduct, custody or employment, the sheriff or the superintendent of the house of correction or workhouse shall report such violation to the court which may then require that all of the balance of the sentence be spent in actual confinement. The sheriff may refuse to permit the prisoner to leave the county jail, house of correction or workhouse as provided in subsection 1 for a period not to exceed 5 days for any breach of discipline or other violation of jail regulations.

#### **Arrangement Between Sheriffs For Employment of Prisoners**

The court may, by order, authorize the sheriff to whose custody the prisoner is committed, to arrange with another sheriff for the employment of the prisoner in the latter's county, and while so employed, to be in the latter sheriff's custody but in other respects to be and continue subject to the commitment, and the cost of maintenance of such prisoner shall be paid by the county in which he was committed.

#### **Duty of Clerk of Court—Receipt To Employer—Keeping Individual Accounts—Audit.**

The clerk of the circuit court shall give a receipt to the employer from whom he collects any compensation due on account of employment of any prisoner and such receipt shall be evidence that the liability of the employer to pay for such employment is satisfied. The clerk of the circuit court shall keep complete individual accounts of all money collected by him as required by this Act. He shall deposit all such money in his name as trustee in a depository designated by the county board and shall make payments required by the court's order from such trustee account. Such accounts

shall be subject to audit in the same manner as accounts of the county are audited. As amended by act approved August 21, 1967, L. 1967 p., H. B. No. 1897. Effective January 1, 1969.

#### **Jurisdiction**

Any court which commits a person pursuant to this Act shall retain jurisdiction during the term of commitment and may order a diminution of the term but not to exceed one-fourth if the conduct, diligence and general attitude of the person committed merit such diminution.

### **APPENDIX**

#### **A. MINIMUM JAIL STANDARDS**

Jail Services, U. S. Bureau of Prisons

1. A jail should be under the direct management and control of a person qualified by training and experience to supervise and control prisoners. As many persons as are necessary to provide constant supervision over the prisoners should be employed and be under authority of the head official. Salaries should be sufficient to attract persons of high caliber.
2. Jail officials should have a set of policies and regulations for the operation of the jail, for the employees and for the inmates.
3. The building should be structurally sound, secure, fire-resistant, properly heated, ventilated, and lighted. Windows should be screened. There should be a good locking system and the devices should be in operating order.
4. All parts of the jail should be kept immaculately clean.
5. Kangaroo courts or similar inmate organizations should be prohibited. No prisoner should be allowed to have authority over any other prisoners. Employees should fulfill their own responsibilities and not turn them over to prisoners, any more than a hospital superintendent turns over his responsibilities to the patients.
6. Brutal treatment by employees or prisoners should be prohibited. No prisoner should be permitted special privileges. Trusties, so-called, should be under the supervision of employees.
7. A competent physician should be available to take care of the medical needs of the prisoners, and to give each prisoner a medical examination when admitted to jail.
8. Juveniles should not be held in jails, but if committed should be definitely segregated and well supervised.
9. Prisoners with contagious diseases, hardened criminals, and the sexes should be segregated.
10. Women prisoners should be under the supervision of a matron at all times. No male employee should have keys to the women's quarters or be permitted to go there unless accompanied by a matron. Male prisoners should never be permitted to go to the women's quarters to bring food or for any other purpose.

11. Prisoners should be fed three times each day. The food should have the proper nutritive value and be prepared and served in a wholesome and palatable way. The eating utensils should be returned to the kitchen and washed with soap and scalding water after each meal.
  12. Adequate bathing and toilet facilities should be available, and water, soap, towels, and toothbrushes should be supplied to prisoners. These are essential to the health of any human being — prisoners not excepted.
  13. Convicted prisoners should be kept employed. An ingenious jail official can find many ways to occupy the prisoners working for the state or city or county, without interfering with private industry or free labor. They can work on salvaging government property; repair autos, trucks and other items; paint bridges; some of them can work on the highways under proper supervision; and perform other useful jobs. They should also be required to keep their own quarters and other sections of the jail clean. This work should be done under the supervision of an employee. Prisoners who have not been convicted should be given the opportunity to work within the jail confines if they are suitable and care to do so. Useful occupation stimulates self-respect; idleness breeds trouble and leads to more crime.
  14. There should be good reading material available. Outdoor exercise should be required, and provisions made for education and religious instruction.
  15. Prisoners' legal rights should be protected and they should be given every reasonable opportunity to confer with their attorneys, but the jail officials should see that they are not fleeced or exploited by unscrupulous persons.
  16. Regular visiting by the family and friends of the prisoners should be permitted under reasonable conditions and under supervision.
- Courtesy of Jail Inspection Service, Federal Bureau of Prisons, Washington, D. C. 20537.

#### **B. JAIL RULES FOR THE GUIDANCE OF INMATES**

1. Neither a Kangaroo Court, nor any similar organization, will be allowed and any inmate who attempts to form one will be disciplined. No fines nor contributions may be collected from any prisoner, nor shall any class of prisoners be singled out for sanitary duties by other occupants of a cell block or dormitory.
2. Sanitary work within each cell block shall be apportioned equally among all inmates regardless of the length of time they have been in jail. A work roster shall be made up at least weekly, under direction and supervision of the Jailer, and no inmate will be permitted to assume nor exercise special authority over the other inmates in the carrying out of jail rules on sanitation, cleanliness and personal hygiene.
3. Each cell, cell block, dayroom and dormitory must be prepared for sanitary inspection by the Jailer not later than 9 a.m. each day, also for a sanitary inspection immediately after the evening meal. All bunks must be neatly made up by inspection time so as to show each piece of bedding in proper place; no articles shall be left under mat-

tresses nor placed between bars; and all garments and other necessary articles must be neatly arranged in places assigned for them. All floors must be properly swept, bathing facilities, washbasins, sinks and toilets thoroughly cleaned, and all trash and litter deposited in containers and ready to be carried out. All floors must be mopped and bars washed with soap and hot water at least weekly or more often if necessary in order to keep them reasonably clean at all times.

4. Each inmate must bathe at least twice a week and launder all his washable garments at least once a week. He shall report promptly to the Sheriff or Jailer the presence of any kind of vermin, or his suspicion of them, and all prisoners shall cooperate fully in the immediate eradication of them.
5. Every prisoner will be required to show a decent and proper respect toward his fellows: in the use of toilet facilities, by washing his hands thoroughly before each meal or before handling any article of food, and by avoiding nakedness or undue and indecent exposure.
6. Reasonable quietness shall prevail at all times and especially at mealtimes; and the serving and eating of food must be done in an orderly and decent manner. Fighting, wrestling, rough play, making of loud and disagreeable and unnecessary noises are forbidden. All lights must be turned out by 10 p.m. after which absolute quiet must prevail.
7. No gambling nor betting will be allowed, nor will prisoners be allowed to buy, sell or swap clothing nor keep articles of personal value.
8. No inmate shall be permitted to keep any amount of cash in his possession. All disbursements of a prisoner's money shall be made on an order written and signed by the prisoner himself, and purchases may be made in quantities not to exceed his own personal needs.
9. All mail written and received will be censored by jail officials. Letters written by them must be left unsealed when handed to the Jailer for mailing, and each inmate must give written permission for incoming mail to be opened and read, otherwise it will be returned to the sender.
10. At least three months must elapse between the time of an inmate's release and the time he will be allowed to return to the jail as a visitor to other inmates.
11. Inmates must respect the personal and property rights of one another, they must not use articles belonging to others, nor shall they enter or occupy, without permission, cells and bunks which are not their own.
12. It is strictly forbidden for inmates to attempt to communicate with the outside, talk through the windows to persons on the outside, or to pass in and out notes, messages or letters. Prisoners are also forbidden to carry on communication of any kind between the male and female sections of the jail.

**PROMPT DISCIPLINARY ACTION WILL BE TAKEN BY THE SHERIFF OR JAILER FOR VIOLATION OF THESE RULES.**



### C. JAIL RULES FOR PRISONERS

The following rules will be strictly adhered to by all concerned:

1. Prisoners will keep their property Slip in their possession at all times and are warned never to surrender same to any other prisoner.
2. Kangaroo Court or any similar organization will not be allowed. Prisoners entering cell blocks are not required to contribute money or personal property to other inmates of the cell block for any service, favor or fund, whatsoever, and any such demands, attempted "shakedown", or other abuses should be reported to the Sheriff or Jailer and perpetrators will be disciplined.
3. Upon arising in the morning, beds are to be properly made up and kept in a neat condition throughout the day. Do not use bed blankets or pillows on the floor. The bars and walls of each cell will be cleaned by the inmates thereof.
4. Refuse — heavy rolls of paper or bulky articles of any description must not be thrown into toilet. Anything of this nature, such as orange peelings, etc., will be placed in the garbage can. Purposely stopping of toilets or washbowls in any manner will result in loss of privileges for the cell block.
5. Destroying County property, defacing walls, cells or cell blocks will not be tolerated. Anyone doing so will be filed on in Criminal Court for destruction of public property. Clothing, pictures, etc., will not be stuck or pasted on the walls as this destroys paint.
6. Laundry for prisoners except coveralls will not be sent out of the jail. Only socks, handkerchiefs and underwear will be accepted for prisoners.
7. Gambling is not permitted in cell blocks and games of Poker, Blackjack or Dice will not be allowed. Only friendly card games are permitted.
8. Letters from prisoners are restricted to not more than three (3) pages, size 5" x 8", written on one side; or if larger paper is used, to not more than one (1) page written on both sides. Outgoing mail must bear sender's name and be left unsealed.
9. Fights or disorderly conduct of any nature in cell blocks will not be tolerated. Wrestling, boxing, kangaroo courts, "crazy man" act, etc., are not permitted.
10. Under no circumstances will prisoners speak to persons visiting the jail and must conduct themselves in an orderly manner at all times when visitors are in the jail. Prisoners must be fully clothed at all times during the day until 5:00 p.m.
11. While on any call outside the cell blocks, prisoners will not loiter or talk to other prisoners but will keep moving.
12. Prisoners returning to cell block from any outside cell, shall inform the Officer what cell block they are from and stand near the door of their cell block until admitted by the officer.

13. Prisoners must use precaution to prevent any part of body from interfering with the opening or closing of the cell doors.
14. Cell Block trustees nor anyone else will not be allowed to have a house game, store or any other means of deriving profits from other prisoners within cell blocks.
15. Each prisoner will be allowed to withdraw from his cash account a maximum of two (2) dollars at one time. This order must be signed by the prisoner personally and coupons or scrip or merchandise delivered to same prisoner personally. No prisoner will be allowed to have more than five dollars (\$5.00) in his possession at anytime. This must be in Jail scrip or due coupons. **No cash will be allowed in the prisoner's possession.**
16. Prisoners are not allowed to exchange clothing with each other at any time and the sale or transfer of money, clothing, shoes or other personal property from the account of one prisoner to the other is not permitted.
17. Nothing will be passed from one cell block to the other by any prisoner.
18. Prisoners will go to and remain in their own respective cells fifteen (15) minutes prior to nightly lockup at which time cell floors must be cleared.
19. Raking of a cup against the bars is for emergency only — **AT NIGHT.**
20. Each prisoner is permitted two visiting days per week, in the visiting screen. Tuesday and Thursday, 2:00 p.m. to 4:00 p.m.
21. The Doctors and nurses are employed for the prisoners' welfare and they must be respected and obeyed at all times.
22. Prisoners must treat all officers with courtesy and obey their orders at all times.
23. The towel furnished will be exchanged every Saturday for a clean one. Towels must be carefully kept and surrendered to the jail with property slip when prisoners are to be released from jail.
24. Each inmate must bathe at least twice a week and launder all his washable garments at least once a week. He shall report promptly to the Jailer the presence of any kind of vermin, or his suspicion of them, and all prisoners shall cooperate fully in their immediate eradication.
25. Prisoners requiring any kind of barber work may report same to the Sheriff or Jailer who will provide the necessary facilities for their needs.

---

Sheriff

(Rules used in a Missouri Jail)

#### D. RULES FOR PRISONERS

The rules stated below will explain what is expected of you and what we can do for you while you are in this jail. They are intended to insure safe custody, decent living conditions, and fair treatment for all inmates.

If you do not understand the rules, ask the jailer to explain them.

**MANAGEMENT:** This jail is managed and controlled by the sheriff and his staff. No inmate has the right to assign work to other inmates or to have any control or supervision over them. Kangaroo Courts, sanitary courts, and all other inmate organizations are forbidden.

**PERSONAL CLEANLINESS:** You are required to bathe as soon as you come into the jail and at least twice a week while you stay here. You must launder all of your washable garments at least once a week.

**PERSONAL PROPERTY:** You are not permitted to keep cash or valuable articles in your possession. You will be given a receipt for your personal property and money and you should keep this receipt for checking your belongings when you are being released. You are not permitted to transfer your clothing or other property to another inmate. Gambling in any form is forbidden.

**JAIL PROPERTY:** Bedding, towels, clothing, and other items of equipment assigned to you belong to the jail and you must return them in good condition when you leave. You must not transfer any of the equipment assigned to you to another inmate. Do not damage plumbing or lighting or any other part of the jail building or equipment. You can be prosecuted for destruction of jail property.

**CARE OF LIVING QUARTERS:** Whether you are serving sentence or held for trial or otherwise, you are required to clean the quarters in which you live and share in maintaining cleanliness throughout the jail. The jailer will assign you your share of this work and show you how to do it. Your quarters must be ready for daily inspection at 9:00 a.m.

**CONDUCT:** You must obey all of the jail rules and the jailer's instructions, and conduct yourself in an orderly, decent manner with respect for the rights of other inmates. If you fail to conduct yourself properly, you may lose the privileges which are permitted to inmates in good standing.

**MAIL:** If you wish to receive mail or send it out, you must give the jailer written authority to open and inspect your mail. If you do this, you will be allowed to write to members of your immediate family, your attorney, and such other persons as may be approved by the jailer. You will not be permitted to carry on correspondence for the regular operation of your business.

**VISITS:** Regular visiting hours are from 3:00 p.m. to 4:00 p.m. on Tuesdays and Fridays. You may have visits from members of your immediate family, a minister of your choice, and such other persons as may be approved by the jailer. If you are not under sentence, you may have as many visits from your attorney as are necessary to help you prepare your case.

**PACKAGES—MONEY:** You will not be permitted to receive packages. If any are delivered for you, they will be returned to the sender. If your family or friends wish to provide money for your use while in jail, they may deposit it in the jail office where it will be credited to your account.

**COMMISSARY:** There is a commissary in the Jail, where you may buy such things as candy and tobacco and certain other items not provided by the jail. The jailer will tell you what articles are available and how you can buy them. You may spend not more than \$3.50 per week in the commissary.

**MEDICAL SERVICES:** A physician is employed to give you medical treatment when it is needed. If you think you need medical attention, ask the Jailer to call the doctor for you.

**RELIGIOUS SERVICES:** You may attend the religious services which are conducted in the jail every Sunday. Whether you attend or not, you must be quiet and respectful while services are being conducted. If you want to see a minister personally, ask the jailer to arrange for one to visit you.

**PERSONAL PROBLEMS:** You may discuss your problems with the jailer and state any complaints you may have to him. Also, the sheriff will see you if you request it, or you may write him a letter and the jailer will deliver it to him without opening it.

**ESCAPE—CONTRABAND:** Any inmate who escapes or attempts to escape or assists another inmate to escape, or who is responsible for bringing into the jail any weapon, saw, narcotic drug or other contraband, will be prosecuted.

(From U.S. Bureau of Prisons Correspondence Course for Jailers)

#### E. PRISONER RULES

Profanity, loud whistling or singing, yelling from one part of the jail to another, and any indecent conduct will not be permitted at any time. Cash and valuable property must be turned in to the jailer on duty. Gambling in any form is forbidden.

You must keep yourself and your clothing clean at all times.

Jail property must be kept in good condition. No writing or marking will be allowed on walls or tables. Violation of this rule may be cause for a charge of destruction of jail property.

You must keep your cell area and your assigned cell clean and orderly at all times. No pictures or pinups will be allowed. This includes cleaning the walls and floors, making the beds, cleaning the toilet and basin.

You can write and receive mail only if you have given written authority to the jailer so that he may open and inspect it.

Visitors will be allowed during regular visiting hours. Attorneys, doctors, and ministers will be allowed to see you at your request, if at reasonable hours, or in an emergency.

No packages can be brought in to you, except when deposited with the jailer and inspected by him. Money can be left with the jailer for you.

Commissary items can be bought, by you from the jailer, if available, and during hours as set out by the jail staff.

A doctor is available to give necessary medical attention.

Reading material can be obtained from that available by asking the jailer.

Nothing shall ever be put into toilets or sinks to plug them.

Lights in cells or blocks shall never be covered or tampered with.

Prisoners will not be permitted to close windows or ventilators except upon order of the jailer or his assistant.

No dishes or cutlery are to remain in the cell blocks after meals.

Prisoners are not permitted to keep any articles of any kind whatsoever under their mattresses.

Violations of rules, or refusal to obey jailers orders will be cause for loss of good time, privileges refused, solitary, or disciplinary action.

Escape, attempted escape, aid to escape, and bringing in of items not authorized will result in prosecution.

(From State of Minnesota Jail Standards)

#### F. ILLINOIS REGIONAL LIBRARY SYSTEMS

Bur Oak Library System  
c/o Joliet Public Library  
150 North Ottawa  
Joliet 60431  
Director: Mr. Charles DeYoung

Chicago Library System  
c/o Chicago Public Library  
Central Library  
78 East Washington Street  
Chicago 60602  
Director: Dr. Alex Ladenson

Corn Belt Library System  
412 Eldorado Road  
Bloomington 61701  
Director: Mr. Henry Meisels

Cumberland Trail Library System  
12 and McCawley Streets  
Flora 62839  
Director: Mr. Glenn Dockins

DuPage Library System  
200 West Front Street  
Post Office Box 826  
Wheaton 60187  
Director: Miss Alice E. McKinley

Great River Library System  
Newcomb Hotel  
400 Maine Street  
Quincy 62301  
Director: Mr. Stillman Taylor

Illinois Valley Library System  
c/o Peoria Public Library  
107 Northeast Monroe Street  
Peoria 61602  
Director: Mr. William Bryan

Kaskaskia Library System  
629 East Main Street  
Belleville 62221  
Director: Mr. Edgar W. Chamberlin

Lewis & Clark Headquarters Library  
Post Office Box 368, R. R. 4  
Boshen Road  
Edwardsville 62025  
Director: Mrs. Mary T. Howe

Lincoln Trail Library System  
1704 West Interstate Drive  
Box 3339 Country Fair Station  
Champaign 61820  
Director: Mr. Anthony Baldarotta

North Suburban Library System  
5814 Dempster Street  
Morton Grove 60053  
Director: Mr. Robert McClarren

Northern Illinois Library System  
c/o Rockford Public Library  
215 North Wyman Street  
Rockford 61101  
Director: Mr. Julius Chitwood

River Bend Library System  
Post Office #125  
Coal Valley 61240  
Director: Mr. George A. Curtis

Rolling Prairie Library System  
345 West Eldorado Street  
Decatur 62522  
Director: Miss Elizabeth Edwards

Shawnee Library System  
R. R. 2 Box 136A  
Carterville 62918  
Director: Mr. James Ubel

Starved Rock Library System  
Hitt and Swanson Streets  
Ottawa 61350  
Director: Mrs. Lou Ann Boone

Suburban Library System  
125 Two Drive  
Burr Ridge 62521  
Director: Mr. Lester Stoffel

Western Illinois Library System  
60 Public Square  
Monmouth 61462  
Director: Miss Camille Radmacher

#### BIBLIOGRAPHY

These standards were prepared after review and study of the following:

1. Alexander, Myrl E.: JAIL ADMINISTRATION; Springfield, Illinois, C. C. Thomas, 1957.
2. American Correctional Association: MANUAL OF CORRECTIONAL STANDARDS; Washington, D. C., The Association, 1966 edition.
3. American Correctional Association: PROCEEDINGS; Regional Institutes for State and Local Assessment and Planning in Corrections; Summary of Four Regional Institutes; Washington, D. C. 1969.
4. American Correctional Association: PROCEEDINGS; Published annually. Consult the section titled "The Area of Jails."
5. American Correctional Association: PROCEEDINGS; "Jail Standards Approved by the National Jail Association", 1956.
6. California State Board of Corrections: MINIMUM JAIL STANDARDS, Part I, II; Sacramento, California, The Department, 1963, reissued 1969.
7. California, City and County of San Francisco: RULES AND REGULATIONS, COUNTY JAILS NO. ONE AND TWO; (undated).
8. California State Sheriffs' Association: JAIL MANUAL, 1968.
9. Casey, Roy: THE MODERN JAIL; Keene, Texas, Continental Press, 1958.
10. Florida Department of Corrections: COUNTY DETENTION FACILITIES, Chapter 190A-12, The Department, November 9, 1968.
11. Iowa Department of Social Services: JAIL SUPERVISOR'S MANUAL; Des Moines, Iowa, The Department, 1970.
12. Itri, Robert A.: RULES AND REGULATIONS AND STANDARD OPERATING PROCEDURES FOR PENNSYLVANIA COUNTY PRISONS AND JAILS, Pennsylvania Bureau of Corrections, 1962.
13. Itri, Robert A.: RULES AND REGULATIONS FOR MUNICIPAL JAILS, Pennsylvania Bureau of Corrections, 1970.
14. Mann, Charles and Taedter, Carl: THE JAILS OF MISSOURI; A Report for the Governor's Citizen Committee on Delinquency and Crime, Jefferson City, Missouri, 1965.
15. Maryland Department of Correction: (1) REGULATIONS FOR CONSTRUCTION AND MANAGEMENT OF CITY, COUNTY AND TOWN LOCKUPS ADOPTED BY THE DEPARTMENT OF CORRECTIONAL SERVICES, (2) MINIMUM JAIL STANDARDS; The Department, 1967.
16. Mattick, Hans W. and Sweet, Ronald P.: CHALLENGE AND OPPORTUNITIES FOR THE 1970's; based on THE ILLINOIS JAILS SURVEY OF 1967-1968.



17. Michigan Department of Corrections: JAIL OPERATIONS MANUAL; Lansing, Michigan, The Department, 1968.
18. Michigan Department of Corrections: RULES FOR COUNTY JAILS; Lansing, Michigan, The Department, 1965.
19. Michigan Department of Corrections: RULES GOVERNING THE CONSTRUCTION, MAINTENANCE, ADMINISTRATION, AND SUPERVISION OF COUNTY JAILS AND HOUSES OF CORRECTION; Lansing, Michigan, The Department, 1969.
20. Minnesota Department of Corrections: JAILS AND LOCKUPS; St. Paul, Minnesota, The Department, October 1969.
21. National Council on Crime and Delinquency; Special Task Force on Correctional Standards: CORRECTIONAL STANDARDS, 1969.
22. National Council on Crime and Delinquency: THE WAYNE COUNTY (Detroit, Michigan) JAIL SURVEY; New York, The Council, 1968.
23. National Sheriff's Association, Washington, D. C.: MANUAL OF JAIL ADMINISTRATION: A HANDBOOK DESIGNED TO EASE THE DIFFICULT TASK OF THE JAIL ADMINISTRATOR, 1970.
24. New York State Commission of Correction: MINIMUM STANDARDS AND REGULATIONS FOR MANAGEMENT OF COUNTY JAILS AND PENITENTIARIES, 1967: REGULATIONS FOR MANAGEMENT OF CITY JAILS — TOWNS AND VILLAGES, The Commission, 1967.
25. Pennsylvania Bureau of Corrections: PLANNING REPORT FOR REGIONAL CORRECTIONAL FACILITIES; Harrisburg, The Department, 1969.
26. Pennsylvania, Bucks County Department of Corrections: MANUAL OF RULES, REGULATIONS AND REQUIRED DUTIES FOR CORRECTIONS OFFICERS; The Department, 1969.
27. Richmond, Mark S. (Editor): NEW ROLES FOR JAILS: GUIDELINES FOR PLANNING; U.S. Bureau of Prisons, Department of Justice, Washington, D. C., 1969.
28. U. S. Bureau of Prisons, Jail Inspection Service: THE PLANNING FOR A NEW JAIL, The Bureau. (undated)
29. U. S. Bureau of Prisons: MEMORANDUM TO: Jail Inspection; Re: Classification of Jail Prisons; Washington, D. C., The Bureau, March 12, 1970.
30. U. S. Bureau of Prisons: RULES AND REGULATIONS GOVERNING CUSTODY AND TREATMENT OF FEDERAL PRISONERS IN NON-FEDERAL INSTITUTIONS: Washington, D. C., The Bureau, (Revised 1970), mimeog.
31. U. S. President's Commission on Law Enforcement . . . : TASK FORCE REPORT: CORRECTIONS; Washington, D. C., Government Printing Office, 1967.
32. Washington State Department of Institutions, Division of Adult Correction: MINIMUM JAIL STANDARDS AND MANUAL OF OPERATING PROCEDURES; Olympia, Washington, The Department 1969.
33. Wisconsin Division of Corrections State Department of Public Welfare: STANDARDS: JAILS — LOCKUPS — HOUSES OF CORRECTION — FORESTRY CAMPS — DETENTION HOMES — REHABILITATION CAMPS; The Department, May, 1967.

**END**