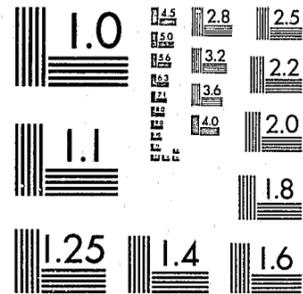


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REPORT OF THE GOVERNOR'S
JAIL AND DETENTION STANDARDS
REVIEW COMMITTEE

82319

REPORT OF THE
GOVERNOR'S JAIL AND DETENTION STANDARDS REVIEW COMMITTEE

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ACQUISITIONS

COMMITTEE CHAIRMAN - LT. GOVERNOR DAVE O'NEAL

Committee Members:

Richard Aubry, Chairman of the Rock Island County Board of Supervisors; Gerald Bratcher, Palatine Chief of Police; Robert Davison, Legal Director of the Office of the State Appellate Defender and Representative of the Illinois State Bar Association; Philip Elfstrum, Chairman of the Kane County Board of Supervisors; Milton Hocking, Jacksonville Mayor; Mearl Justus, Cahokia Chief of Police; Michael Mahoney, Executive Director of the John Howard Association; Judge John P. McGury, Circuit Court of Cook County Juvenile Division; Oliver E. O'Kier, Chief of Detention Standards, Illinois Department of Corrections; Leo Plante, former Jail Manager of the McLean County Jail; Don Scofield, Stephenson County Sheriff; Ron Sengenberger, Director of the Champaign County Youth Detention Center; and George Shadid, Peoria County Sheriff.



STATE OF ILLINOIS
OFFICE OF THE LIEUTENANT GOVERNOR
SPRINGFIELD

DAVE O'NEAL
LIEUTENANT GOVERNOR

September 19, 1979

James R. Thompson
Governor
State of Illinois
Room 207 State House
Springfield, IL. 62706

Dear Governor:

It is my honor to present to you the final report of your Jail and Detention Standards Review Committee, which you appointed last January and asked me to chair. At that time, you stated the purposes of the Committee were to: 1) review the current standards for county jails, county juvenile detention centers, and municipal lockups, as administered by the Illinois Department of Corrections Bureau of Detention Standards, and 2) to ensure that those standards could not be changed from one administration to the next, without proper input from experts from the criminal justice system and those persons who must operate their facilities under those standards.

This document is the result of seven months intensive work by members of the criminal justice system, who represent a wide spectrum of expertise.

Members of the committee are: Richard Aubry, Moline, Chairman of the Rock Island County Board of Supervisors; Gerald Bratcher, Palatine Chief of Police, Robert Davison, Springfield, Legal Director of the Office of the State Appellate Defender and representative of the Illinois State Bar Association; Philip Elfstrum, Batavia, Chairman of the Kane County Board of Supervisors; Milton Hocking, Jacksonville Mayor; Mearl Justus, Cahokia Chief of Police; Michael Mahoney, Western Springs, Executive Director of the John Howard Association; Judge John P. McGury, Circuit Court of Cook County Juvenile Division; Oliver E. O'Kier, Springfield, Chief of Detention Standards, Illinois Department of Corrections; Leo Plante, Danvers, former Jail Manager of the McLean County Jail; Don Scofield, Freeport, Stephenson County Sheriff; Ron Sengenberger, Thomasboro, Director of the Champaign County Youth Detention Center; and George Shadid, Edwards, Peoria County Sheriff.

We held our first meeting February 13 and the final meeting August 20. The committee was divided into three subcommittees: County Jail Standards, County Juvenile Detention Standards and Municipal Lockup Standards. The subcommittees held several meetings and prepared preliminary recommendations for standards changes, which were mailed to over 500 representatives of the state's criminal justice system, as well as all state legislators.

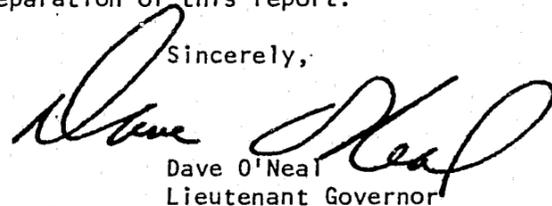
Eleven public meetings were then held throughout the state to take public testimony concerning problems encountered on a daily basis by those persons who are affected by the current standards. Written testimony was discussed by each subcommittee and a large portion of it incorporated in their final proposals. The public meetings were held in: Belleville, Chicago, Decatur, Effingham, Joliet, Marion, Peoria, Quincy, Rockford, Rock Island and Western Springs.

I direct your attention to the Preface of this report which contains 1) the letters from our subcommittee chairmen, summarizing the major proposed changes in the Standards and Chapter 75 - Jails and Jailers Act, Illinois Revised Statutes, 2) the general issues which arose during our committee meetings and public testimony, and our proposed solutions, and 3) a list of persons who testified at the public meetings.

Most of the proposed changes in this report can be put into effect at the determination of Illinois Department of Corrections Director, Gayle Franzen. However, there are also proposed amendments to the Illinois Revised Statutes which, of course, would result in the need for legislation. Other recommendations would involve further study by experts in the criminal justice system.

I can assure you that it was an honor and a pleasure to work with such an outstanding group of distinguished persons who made up the membership of this committee. Each one of them gave of their time and displayed a sense of dedication above and beyond the call of duty and should be highly commended for their untiring work in preparation of this report.

Sincerely,



Dave O'Neal
Lieutenant Governor

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P R E F A C E



OFFICE OF THE STATE APPELLATE DEFENDER

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August 23, 1979

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Lieutenant Governor Dave O'Neal
Chairman, Governors Jail and Detention
Standards Review Committee
State Capitol Building
Springfield, Illinois 62706

Dear Governor O'Neal:

In my capacity as Chairman of the Subcommittee on County Jail Standards I submit the following summary of the work performed by the Subcommittee.

The Subcommittee has held five formal meetings, February 13, March 5, March 26, July 9, and August 6, 1979. The members have also attended the various public meetings held throughout Illinois during May and June, 1979. Additionally, the Subcommittee members have met on an individual basis and have frequently communicated by telephone during the past months.

The members of the Subcommittee examined and discussed jail and correctional standards proposed and adopted by other organizations, commissions and States, including those of the American Correctional Association, the United States Department of Justice, the National Sheriff's Association, the American Bar Association, the American Medical Association, and from the States of Nebraska, Oklahoma and Texas. The members have also read and discussed numerous court decisions pertaining to jails and the status of prisoners. Additionally the members engaged in extensive discussions concerning the suggestions, recommendations and observations of persons who appeared at the various public meetings, and who submitted information by way of letter and oral communication. Finally, sheriffs representing the Illinois Sheriff's Association, Southern Zone attended two of the Subcommittee meetings, made numerous recommendations and took part in discussions.

The recommendations made by the Subcommittee were based upon the above information and the overall knowledge, experience, and ideas of the Subcommittee members.

The members of the Subcommittee agreed that a review of the County Jail Standards would be incomplete without a

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August 23, 1979

similar review of the Jails and Jailers Act (Ill. Rev. Stat., Ch. 75). Consequently the final report of the Subcommittee includes recommendations pertaining to both the Standards and the Statute.

The Subcommittee concluded that the vast majority of the existing sections in the Standards and the Statute require no change. Most of the changes which are recommended by the Subcommittee involve no substantive change, but are simply directed at updating and clarifying the language therein. For example the existing language in the Statute concerning "fuel" (section 19), "whitewashing" of jail walls (section 20), and "buckets" in cells (section 21) have been deleted and/or updated. Also, the provision regarding food service (section 16) was clarified by adding language which expressly authorizes the sheriff to contract for food services. Such changes were also recommended in the Standards. For example, the Subcommittee suggests that the requirement that the jail maintain a "record" for each prisoner be changed to "record or records"; and the term "escape" in section 3-3(B)(4) was changed to "escape from confinement" so that persons failing to appear at the jail to serve periodic imprisonment will not be classified as escapees from jail.

Most of the remaining recommendations for change stem from concern for particular problems, as voiced by the Subcommittee members and persons appearing before the Committee. For example various sections dealing with the health and medical care of prisoners were changed in accord with the suggestions of a medical doctor, the Chairman of the Illinois Jail Health Program; the language "drug abuse" was changed to "dependence on drugs" (sections 4-10 and 9-1), "sanitary" was changed to "environmental health" (section 9-1), "Health" was included as a factor to consider in cell assignments (section 4-15), "CPR" training for jail officers was added (section 9-1), and "first aid supplies" was included as an item which jail officers must be acquainted (section 2-3).

The Subcommittee also accepted suggestions concerning special assistance for illiterate and non-English speaking detainees (section 5-1, 16-2), record keeping and reporting (section 2-3(B), 3-3), telephone calls (section 4-9), disciplinary transfers (section 16-9(C)), and mail procedures (section 13-2).

Although the major substantive changes recommended by the Subcommittee are few in numbers, they are of vital importance. The Subcommittee members, as well as the overwhelming majority of individuals testifying before the Committee, believe that the training of jail officers is essential and that such training should be implemented as soon as possible. In determining the

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procedure for such training the Subcommittee carefully considered various factors which were raised at the public meetings. Such factors include the need for formal training, standardized or uniform training, prompt implementation and cost. After considering these factors, the Subcommittee concluded that the Illinois Local Governmental Law Enforcement Officers Training Board should be contacted to determine if that Board could provide the training. Members of the Subcommittee met with Albert A. Apa, Executive Director of that Board, and discovered that the work of that Board, in training law enforcement officers, was excellent and that the Board was interested in the training of Jail Officers. Mr. Apa and his staff exhibited outstanding cooperation, filed a written position paper with the Committee, and Mr. Apa appeared before the Committee on August 20, 1979.

Based on the above mentioned factors and the qualifications of the Board in the area of training the Subcommittee concluded that the most effective, least costly and fastest method to implement the training of jail officers would be to place the responsibility with the Illinois Local Governmental Law Enforcement Officers Training Board. Consequently, the Subcommittee recommends that the Police Training Act (Ill. Rev.Stat. Ch. 85, sec. 501, et seq.) be amended to empower the above Board to train jail officers.

Another major change recommended by the Subcommittee is the addition of new section 6 to the Jails and Jailers Act (Ch. 75) which would require the Sheriff to deliver to the Department of Corrections, at the time a prisoner is transferred from the jail to the Department, a verification of the number of days the prisoner was in custody at the jail and the prisoner's medical record (or copy or summary thereof).

The problem concerning the awarding of proper jail credit, which is known by some members of the Subcommittee based upon their own experience, is well known throughout the State of Illinois. This problem has been discussed in various publications (E.g. Computing Jail Time Credit, 14 Criminal Law Bulletin 437 (1978)) and has recently been discussed in a report by the Chicago Law Enforcement Study Group (For Want of a Record (1979)). Although the Sheriff is, seemingly, required at the present time to furnish such records to the Department of Corrections (See, Ill.Rev.Stat. Ch. 38, secs. 1003-8-1(a) and 1005-4-1(e) (4)), the problem continues to exist. Consequently, the Subcommittee has concluded that a clear, express requirement for the transfer of time served records must be included in the Jails and Jailers Act.

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In regard to a prisoner's medical records, the problem is also clear. Cases in which the lack of a medical record may have contributed to the death of a prisoner have been recently discussed in For Want of A Record, pp. 4-5. The Chairman of the Illinois Jail Health Program recommended to the Committee that a summary or highlights of an inmate's medical record should be sent to the institution to which an inmate is transferred. (Testimony of Dr. Robert Kramer, 6/13/79). The transfer of medical records is also suggested in other Standards examined by the Subcommittee (E.g. American Correctional Association Standard 5186; Department of Justice Standard 033 (Medical Care and Health Services); and State of Oklahoma Standard 8.14).

Although most of the authorities referred to above suggest that a waiver by the prisoner may be required for the transfer of records due to a potential confidentiality or privilege problem, the Subcommittee determined that such a waiver requirement adds additional administrative problems without serving any reasonable purpose in regard to protecting the prisoner. Consequently, the Subcommittee concluded that the transfer of medical records should be accomplished without the need for a waiver by the prisoner. The Subcommittee examined the Federal Privacy Act (Title 5, U.S.C.) and found nothing in that Act to prohibit such a transfer (See, 5 U.S.C. 552a (b)(1) and (2)). The only prohibition may arise from the application of the physician-patient relationship provision of the Illinois Statutes (Ch. 51, sec. 5-1), and this potential problem can be remedied by statutory amendment. Thus, the Subcommittee recommends that Ch. 51, sec. 5.1 be amended to provide, in effect, that "This Section shall not operate to prevent the transfer of information in a prisoner's medical record as provided in Ch. 75, sec. 6(b)."

Another major change recommended by the Subcommittee is the addition of new sections 19 and 20 in the Jails and Jailers Act (Ch. 75) to provide that the Illinois Departments of Public Health and Mental Health provide assistance to the jails for particular purposes. The substance of these provisions was previously included as recommendations 3 and 4 to Chapter IX (Medical) of the existing Standards. The Subcommittee believes that this change is necessary to assure proper health care in the jails.

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Another major addition in the Standards, recommended by the Subcommittee, concerns the date of compliance for physical requirements. The Subcommittee discussed this question at length and was presented with various suggestions, particularly from the Illinois Sheriff's Association, Southern Zone. The Subcommittee found the suggestions of the Sheriff's, and the reasons therefor, to be persuasive and concluded that their suggestions should be the recommendation of the Subcommittee. Consequently, the Subcommittee recommends the compliance dates set out in section 8-8 and the variance provision in section 8-9.

Finally, the Subcommittee recommends that the "Recommendations" which are contained in the existing Standards be deleted. The "Recommendations" which the Subcommittee determined to be important were included as a Standard (E.g. several "Recommendation" in Chapter XIV (Security) were added as Standards 14-3(F) through (L)).

In conclusion, I would emphasize that the members of the Subcommittee on County Jail Standards showed great concern and dedication, worked extremely hard to accomplish their difficult task, and each member provided valuable input.

Sincerely,



Robert E. Davison
Chairman, Subcommittee on
County Jail Standards

RED/jz

CIRCUIT COURT OF COOK COUNTY

CHAMBERS OF
JOHN P. MCGURY
JUDGE

CHICAGO, ILLINOIS 60602

August 28, 1979

Lieutenant Governor Dave O'Neal
State of Illinois
State Capitol Building
Springfield, Illinois 62706

Dear Lieutenant Governor O'Neal:

As chairman of the Subcommittee on Juvenile Detention Standards, I submit herewith the final content of the work of our Subcommittee as approved by the Governor's Jail and Detention Standards Review Committee on August 20, 1979.

The Subcommittee has met five times between February 13 and August 20, 1979. Members of the Subcommittee also attended public meetings throughout the state.

Input from a number of sources was received at the public meetings and in correspondence. The list includes: Citizens Committee on the Juvenile Court (Cook County), League of Women Voters of Illinois, Illinois Juvenile Officers Association, Illinois Sheriffs Association, Illinois Jail Health Program, Illinois State Medical Society, John Howard Association, sheriffs and police department officials and county board members from several counties.

The Subcommittee consulted a number of other sources including: Standards of the American Correctional Association, The American Medical Association and the American Bar Association. The Subcommittee also took into account recent judicial decisions dealing with detention.

The Subcommittee recommended that the Standards should not be incorporated into statutory form but that rather they be promulgated by the Department of Corrections and revised bi-annually by a Blue Ribbon committee appointed by the Governor. Among the areas reviewed included administration, selecting and training of staff, record keeping, housing, health care, supervision, security and discipline, education and service programs.

Some of the changes adopted: Responsibility for detained youths was placed solely on the superintendent of the detention facility. The former standard put responsibility on the judge of the juvenile court (2-1). The Subcommittee recognized the distinction between downstate facilities where the detention superintendent is under the direction of the presiding juvenile judge, and in Cook County where the superintendent is autonomous.

Lieutenant Governor Dave O'Neal
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The Subcommittee felt that training of staff should be emphasized. A minimum of 40 scheduled hours per year is now required (2-3A).

The Subcommittee addressed itself to the strip search problem and provided that a strip search shall be performed "consistent with law" and with the same guidelines and safeguards that apply to adult strip searches (5-6).

Medical records were required to be kept separately and subject to court order (5-11P). It was concluded that this represents the best approach in the conflict between right to know and privacy considerations.

Considerable attention was given to proper orientation of detainees by staff. The Subcommittee felt it important that detainees have full and timely information about rules of conduct, programs and discipline, with provision for assistance to non-English speaking youths (5-18-19).

The provision for a metal bed to be securely anchored to the floor was changed to simply require a rigidly constructed bed (8-3 A).

Considerable debate attended the consideration of the use of peep holes and one-way vision mirrors. The Subcommittee adopted the rule that such devices may be used, but only where the youth under surveillance is aware of the device (8-7).

Another difficult area was the use of shakedown. Shakedowns may be allowed but should be orderly and with recognition of the rights of the youth in question. (14-6).

The use of restraints was condoned only under strict safeguards including the requirement that the superintendent personally review such cases every 24 hours (16-9).

The question of whether youths should be required to work was the subject of more debate than any other issue. The Subcommittee finally voted to go back to the original language requiring youths to work only in keeping their living area clean. This was after considerable comment at public meetings (17-1).

The Subcommittee requires that facilities be constructed in compliance with standards for county detention homes as well as local and state laws (26-2).

The Subcommittee, after careful consideration, decided recommendations should supplement standards. One such recommendation was alternatives to detention placement for status offenders (Minors In Need of Supervision) (Chap. 1). This would comport to S.B. 346.

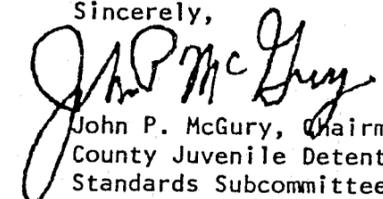
The Subcommittee also proposed that Chapter 27 of the County Jail Standards be changed so that juvenile detention cannot exceed the limits set out in the Municipal Jail Standards.

Lieutenant Governor Dave O'Neal
August 28, 1979
Page 3

The Subcommittee, in accordance with the emphasis they have put on training, recommended that the Illinois Local Governmental Law Enforcement Officials Training Board expand its scope to include planning and funding assistance to the training of juvenile justice personnel.

Each Subcommittee member brought dedication and energy to the task at hand.

Sincerely,


John P. McGury, Chairman
County Juvenile Detention
Standards Subcommittee

Palatine Police Department

110 West Washington Street

Palatine, Illinois 60067

J. D. BRATCHER

Chief of Police

Phone 312 / 358-7500

August 27, 1979

Honorable Dave O'Neal
Lieutenant Governor
State Capitol Building
Springfield, Illinois 62706

Dear Governor O'Neal:

As Chairman of the Municipal Lock Up Sub-Committee, I submit to you the following final content of the revised state standards for municipal lockup facilities, approved by the Governor's Jail and Detention Standards Review Committee, August 20, 1979.

The Sub Committee has held five formal meetings. Sub Committee members have also attended the public meetings held throughout the State during May and June, 1979.

Whenever a small group is selected to represent the interests of others, it is critical that that group develops a fair understanding of the views, experiences, and needs of those being represented. In order to gain an understanding of the problems that municipal law enforcement agencies were having with the Illinois Municipal Jail and Lockup Standards, members of the Municipal Detention Standards SubCommittee suggested the development of a survey. The Municipal Detention Standards Survey, which was distributed on the basis of location, department size, and jail size, was designed to provide local law enforcement authorities with the opportunity to review and make comment upon the Illinois standards. A total of 33 departments responded to the survey and contributed a variety of comments and suggested modifications to the standards. The information gathered from the surveys was an important variable in the Municipal Detention Standards Sub Committee's determination of changes or modifications to the Illinois Municipal Jail and Lockup Standards.

The salient issue faced by our Sub Committee was the controversy over strip search, which emerged shortly after our initial meeting in February. Subsequently, strip/search legislation was developed by Representative Anne Willer. Sub committee members were afforded the opportunity to meet with Representative Willer to discuss our concerns with some of the language in the proposed legislation. As a result of this meeting, significant changes were made in the Bill which enabled our Sub Committee to endorse the proposal (H.B.889).

TO SERVE WITH PRIDE AND DIGNITY

Honorable Dave O'Neal

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The revised State Standards for Municipal Lockup facilities delineated in this report are the result of many hours of hard work on the part of the Sub Committee members. Each member provided valuable input and were conscientious in reviewing and evaluating the concerns, comments, and recommendations of Mayors and Police Chiefs through the State of Illinois.

Sincerely,


Jerry Bratcher
Chairman, SubCommittee on
Municipal Lockup Standards

I S S U E S

The Governor's Jail and Detention Standards Review Committee recommends that the Bureau of Detention Standards of the Illinois Department of Corrections continue to administer the County Jail, Municipal Lockup and County Juvenile Detention Standards.

Testimony at public meetings held statewide by the Committee, as well as discussion by Committee members who work on a daily basis with the Bureau, displayed a confidence in the ability and expertise of personnel in this agency. Working relationships between Bureau employees and law enforcement officials were found, in most cases, to be good.

The main sources of frustration expressed through testimony originate not with how the Standards are administered, but in the financial inability, particularly by small downstate and southern Illinois county boards and other local governmental units, to comply with certain standards governing the physical structure of facilities.

The Committee has addressed this situation in its proposed revisions of some standards and in recommendations of solutions to issues which arose during the compilation of this report.

* * * *

The following are issues which emerged during subcommittee discussions and testimony from the eleven public meetings held throughout the state by the Governor's Jail and Detention Standards Review Committee.

1. How can the committee ensure that the standards not be arbitrarily changed from one administration to the next?

The Committee recommends that a standing committee, appointed by the Governor, be established which must be called upon when there is a proposed change in the standards. The Committee would be chaired by the Lieutenant Governor and would include: three sheriffs (one from each zone of the Illinois Sheriffs Association); a representative of the Illinois State Bar Association; a juvenile judge; a chief judge; two chiefs of police; two chairmen of county boards; one mayor; a correctional superintendent; a juvenile justice director and a representative of the John Howard Association or other citizen group involved in the criminal justice system.

The Committee also recommends that this committee be established statutorily.

2. When should counties and municipalities have to comply with the physical and administrative changes recommended in this report?

The Committee recommends that county jails, municipal lockups and county juvenile detention centers must comply with physical changes listed in their respective standards by dates established in the County Jail Standards, chapter 8, sections 8 and 9.

Regarding administrative compliance with standards, the Committee recommends that all revised and new standards of an administrative nature be enforceable six months after publication of the standards.

3. Should county jail officers receive specialized training?

The Committee recommends that a statutory training program for jail officers and county juvenile detention officers be created and administered by the Illinois Local Government Law Enforcement Officers Training Board. It also recommends that an advisory committee composed of three sheriffs (one from each zone of the Illinois Sheriffs Association) and three Illinois Department of Corrections personnel advise the Board on training programs and the curriculum for jail officer training.

4. How can additional funding be obtained for county jails, municipal lockups and county juvenile detention centers which are in need of such funding for the construction of new facilities, or the updating of existing facilities in order to comply with the standards?

The Urban Counties Council has a grant from the National Institute of Corrections to specifically study the issue of correctional subsidies.

The County Problems Study Commission has received a grant from the Illinois Law Enforcement Commission to study the issue and make recommendations about local funding of criminal justice services.

The Committee received a major portion of testimony from local governmental units concerning the need for funding in order to comply with standards for county jails, municipal lockups and county juvenile detention centers. It was also duly noted that there is a severe lack of federal and other types of funding available for local governmental units in the correctional facility area. Therefore, members recommend that the Governor encourage the Urban Counties Council and the County Problems Study Commission and use their findings in obtaining a solution to this problem.

5. Should the recommendations created by the Illinois Department of Corrections Bureau of Detention Standards and currently listed in the standards book remain in those publications?

Through testimony at public meetings and with input from Committee members who deal with the standards and recommendations on a daily basis, it was revealed that there is much confusion as to whether a recommendation is a standard or not.

Therefore, the Committee recommends that the recommendations be deleted from the county jail and municipal lockup standards. However, it was agreed by the Committee that the recommendations are essential for the operation of county juvenile detention centers; the committee recommends that they remain in this set of standards.

6. How long should juveniles be detained in county jails and municipal lockups?

The Committee supports the goal to eliminate the detention of juveniles (under 17) in county jails and municipal lockups beyond ten hours authorized for temporary basis pursuant to identification.

The Committee recommends, between August 20, 1979 and August 19, 1980, the development of a statewide study and proposed plan for the confinement of juveniles in need of secure custody in juvenile detention facilities and creation of a transportation component. The following groups should have representation and support in formulating the study plan: sheriffs, chiefs of police, the Illinois Department of Corrections, the judiciary, legislature, county boards and the Illinois Law Enforcement Commission.

7. How can the transfer of prisoners records, past and present, be better facilitated?

The Committee recommends an amendment to Chapter 75, Illinois Revised Statutes, which would be section 6A and 6B, as follows:

TRANSFER OF PRISONERS TO DEPARTMENT OF CORRECTIONS: (A) Whenever a prisoner is transferred from a jail to the Illinois Department of Corrections, the Warden of the jail shall convey to the Department a written verification of the number of days the prisoner was in custody at the jail. The verification must be delivered to the Department at the time that the prisoner is delivered. A copy of the verification shall be provided to the clerk of the court which issued the mittimus. (B) Whenever a prisoner is transferred from a jail to the Illinois Department of Corrections, the Warden of the jail shall convey to the Department the prisoner's medical record, copy or summary thereof. The medical record, copy or summary must be delivered to the Department, in a sealed envelope, at the time the prisoner is delivered.

A paragraph should be added to the Illinois Revised Statutes, Chapter 51, the Evidence Act, section 5.1, to state that this section shall not operate to prevent the transfer of information in a prisoner's medical report as provided in Chapter 75-6-B.

8. How shall the custodial jurisdiction of prisoners be established?

The Committee received testimony from law enforcement authorities concerning situations in which it is unclear which law enforcement authority has custodial jurisdiction of a prisoner.

As an example, if an arrest is being made by a police officer of a person suspected of violating a state law and that suspect or the officer is injured during that arrest, it is possible that the county sheriff's department might be held responsible by the state for any liabilities incurred in that apprehension. This, even though there were no sheriff's office personnel involved in the arrest.

Therefore, the Committee recommends that the staffs of the Illinois Senate and Illinois House research and prepare legislation on this matter, which, according to discussion supplied the Committee, has already resulted in numerous law suits in attempts to determine such jurisdiction.

TESTIMONY AT STATE-WIDE PUBLIC MEETINGS OF THE
GOVERNOR'S JAIL AND DETENTION STANDARDS REVIEW COMMITTEE

ANDREWS, ALLEN - City of Peoria Police Department
APA, ALBERT A. - Executive Director, Ill. Local Governmental Law Enf. Officers Training Bd.
BERGER, ALAN S. - Department of Human Services
BIGMAN, PAUL - Chicago Law Enforcement Study Group
BORESS, LARRY - Illinois State Medical Society
BRENNER, ROBERT J. - Sheriff Pope County
BROOKS, JERRY - Sheriff Ogle County
CONROY, MARTIN J. - Police Chief, Village of Schaumburg
DAHL, JERRY - Sheriff Clinton County
DONNELL, WILBUR - Chairman Moutrie County Board
DONOVAN, ROBERT - Illinois Juvenile Officers Association
DOYLE, SGT. STEVE V. - Juvenile Officer, Milan Police Department
DUELLMAN, PAUL T. - Representing Samuel Nolan, Acting Supt. of Police, Chicago
ELROD, RICHARD J. - Sheriff Cook County
ELSNER, PAM - League of Women Voters of Illinois
EUBANK, RALPH - Cumberland County Board Member
FULK, JR., ELMER - Sheriff Logan County
GASPARINI, DON - Winnebago County Sheriffs Department
GREENFELDER, OLIVE - League of Women Voters of Illinois
GRUBER, CHARLES A. - Chief of Police, City of Quincy
HAMMON, CAPTAIN ROBERT - Per Martin J. Conroy, Chief of Police Village of Schaumburg
HARDIMAN, PHILLIP - Cook County Department of Corrections
HARRIS, WILLIAM M. - Greater Egypt Regional Planning and Development Commission, Carbondale
HASKETT, REX - Cumberland County Board Member
HEATON, RANDY - Sheriff Rock Island County
HOHBEIN, LEONARD L. - Circuit Court Cook County, Juvenile Division
HOLSAPPLE, LUKE - Cumberland County Sheriff
HOOD, JACK - Sheriff Edgar County
JOHN HOWARD ASSOCIATION
JORDAN, JAMES M. - Superintendent of Cook County Juvenile Detention Center
KING, RICHARD M. - Executive Director, Illinois Youth Service Bureau Association, Inc.
KRAMER, DR. ROBERT - Chairman Illinois Jail Health Program
LA MAGDELEINE, E.J. - Sheriff McHenry County
LEARNER, ALISA - Quad Cities Chapter ACLU
MANNING, ROBERT - Representing John J. O'Connell Chief Police, Village of Hoffman Estates
MOORE, KENNETH - Sheriff, Effingham County
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PURDON, J.H. - Sheriff Sangamon County
SESEK, FRANK - Citizens Committee on Juvenile Court
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STANDARDS AND AMENDMENTS

COUNTY JAIL STANDARDS

STATE OF ILLINOIS

June, 1977

(Proposed Revision - August, 1979)

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FOREWORD

The introduction of the jail into the correctional process as a part of the criminal justice system placed the jail manager, especially the sheriff, in a unique position. Not only is he involved in law enforcement, the role with which he is more popularly identified, he is chief administrator of a correctional facility. The two are not the same and each requires special attention. During the past decade, the emphasis placed on the rights of individuals has made each more complex.

The Department of Corrections urges the development of local practices which divert many persons taken into custody from undergoing confinement. More extensive use of a notice to appear in lieu of arrest; intensified use of intake services to facilitate bond and release on recognizance; development of programs of supervision as alternatives to confinement pending trial; and post-trial assignment of carefully selected persons into supervised social and vocational re-adjustment programs, rather than short-term confinement, is encouraged.

At the same time, detention is a recognized need. Minimum standards and procedures for the operation of county jails and houses of correction are specified in this manual. Their purpose is to promote security of the community, improve safety to staff and detainees, protect the civil and legal rights of staff and detainees, encourage efficient management, and up-grade the general conditions of jails throughout Illinois.

In this respect, detention of juveniles must receive special attention. These standards apply equally to all minors under 17 except where prohibited.

Establishing standards is not an arbitrary or discretionary procedure. Statutes, court decisions, and sound management principles are fundamental guides. The minimum standards contained herein, which must be met, reflect these guides. ~~The recommendations are procedures which may be implemented with a view toward improving jail operations, and every effort should be made to follow them.~~

This manual establishes minimum standards for effective jail management and services. They also apply to houses of correction. The term "sheriff" is used throughout but is applicable to superintendents of houses of correction in the context of chief administrator.

The sheriff must be familiar with applicable court opinions regarding jail operations. When court opinions in the various jurisdictions contradict these standards, the court opinion supersedes and will prevail.

These standards supersede the Illinois County Jail Standards, June, 1977.

AUTHORITY OF DEPARTMENT OF CORRECTIONS

ILLINOIS UNIFIED CODE OF CORRECTIONS

Illinois Revised Statutes, Chapter 38 - Criminal Law and Procedure 1003-15-2. STANDARDS AND ASSISTANCE TO LOCAL JAILS AND DETENTION FACILITIES

(a) The Department shall 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.

(b) 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 correctional facility does not comply with the standards established, the Director of Corrections shall give notice to the county board and the sheriff 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.

(c) The Department shall provide consultation services 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 legal agencies. The Department shall provide courses of training for the personnel of such institutions and conduct pilot projects in the institutions.

CHAPTER I
ADMINISTRATION

Sections of Illinois Revised Statutes, Appendix I, identify the basic functions of jail administrators and of associated authority to review, examine, and report in regard to jail management.

MINIMUM STANDARDS:

1-4 STAFF TRAINING: - The sheriff shall be responsible for providing jail officers with orientation, in-service training, and staff development instruction and to participate in training conducted by Correction Compliance Specialists, Department of Corrections. In-service training shall include: -

A. Training in methods and techniques of juvenile care for staff providing supervision for minors under 16.

B. Completion of the Federal Bureau of Prisons correspondence course for jail officers during the first six months of employment. (Not applicable to Cook County because of County Training Academy nor for Officers who have attended the jail officer course, Illinois Department of Corrections Training Academy.)

1-1 STAFF TRAINING: All full time jail officers shall be trained as provided by law.

E.A. All personnel assigned jail duties shall be made familiar with these standards.

1-2 WRITTEN PROCEDURES: A current written manual of policies and regulations for the operation of the jail shall be published and furnished to each employee. Written emergency procedures in event of fires, riots, escapes, bomb threats, and natural disasters shall be a part of this manual.

1-3 POST DESCRIPTION: Comprehensive duty descriptions for each jail operational position shall be in writing and furnished to each employee performing the function.

1-4 RECORDS: The sheriff or jail administrator shall assure that all required records are maintained and available for examination.

RECOMMENDATIONS:

1. In those counties where 12 months have passed since the last grand jury term, the chief judge of the circuit court of each county should arrange for the appointment of a committee of citizens to visit the jail, examine its condition and the treatment of prisoners, and make a report.

CHAPTER II

PERSONNEL

Rapid change characterizes modern society. Like most public institutions, the county jail, too, is changing. The emphasis is now on the role of the county jail in a corrections program. Today's jail officer is more than a mere keeper of keys and bodies. Officers must operate a small community whose inhabitants lack freedom of mobility yet retain many citizens' rights. As new and expanded program responsibilities are added to protective services, jail personnel must develop new skills and become proficient in applying them. When staff are given increased responsibility and proper recognition, job performance and job satisfaction improves.

MINIMUM STANDARDS:

2-1 JAIL OFFICER STAFFING: Each jail must have sufficient personnel to provide adequate twenty-four hour supervision of detainees.

- A. A jail administrator qualified by training and experience to supervise staff and detainees shall be appointed when the average daily jail population exceeds 25.
- B. No person shall be confined without an officer on continuous duty in the jail, awake and alert at all times.
- C. If the facility has more than one floor of detention, one jail officer is required for each additional floor when 15 or more detainees are confined. This minimum standard does not apply to the midnight shift if the required 30-minute supervisory checks can be performed.
- D. When the average daily jail population (determined on a quarterly basis) exceeds 15 detainees, one additional jail officer is required for up to an additional 30 detainees and for each additional 30 detainees thereafter.

E.D. Under the following conditions, supervision shall be provided by a person of the same sex:

- 1. When procedures which require physical contact or examination, such as strip searches, are made.
- 2. During periods of personal hygiene activities and care such as showers, toileting, and related activities.

(This standard does not prohibit the use of necessary force by a staff member of a sex other than that of a detainee.)

2-2 PHYSICAL FITNESS: ~~Jail officer personnel shall meet the same physical standards as required of other sheriff personnel of the same sex.~~ Jail officer personnel shall be physically fit.

2-3 PERSONNEL RULES AND REGULATIONS: Each staff member working in direct contact with detainees shall have a thorough knowledge of rules and regulations.

- A. Jail officers shall be thoroughly acquainted with all security features of the jail and the location and use of and all emergency equipment and first aid supplies.
- B. No jail officer shall recommend or furnish any advice concerning the retention of a specific lawyer; however, a list of lawyers shall be made available by the administration, if a detainee is not acquainted with a local attorney.

RECOMMENDATIONS:

- 1. A merit system ~~should be established for jail personnel.~~
- 2. Pay ~~scales or rates for jail officers should be equal to that of law enforcement deputies.~~
- 3. Trained female personnel ~~should be available on-call for those jails who do not require a full-time staff of female jail officers.~~
- 4. Jails ~~with fifteen or more jail officers should have a training officer designated.~~
- 5. Procedures ~~regarding employee disciplinary matters, grievances and personnel problems should be established and made known to all employees.~~
- 6. When supervision of female inmates is required and a female jail officer is not on duty, two jail officers should be present.
- 7. In jails ~~with an average daily detainee population of 15 or more, the sheriff should designate a jail administrator, qualified by training and experience, to supervise staff and detainees.~~
- 8. Staffing ~~should provide 1.57 persons for each duty position in order to man each post for a twenty-four hour period, seven days a week.~~

CHAPTER III

RECORDS

An accurate records system is of utmost importance. Factual information concerning prisoners and circumstances of their incarceration is necessary to plan programs, effectively control prisoners, meet statutory requirements, and supply regulatory agencies with information and statistics. A sound records and report system provides the jail administrator with an effective management tool.

MINIMUM STANDARDS:

- 3-1 BOOKING AND PERSONAL RECORD INFORMATION: A booking and personal record file shall be maintained. (Standard 4-12.)
- 3-2 MONTHLY REPORTS, STATISTICS: Each jail warden shall submit to the Department monthly, an accurate report of the number of persons confined during the preceding month and provide information on each in the several categories indicated on the report form provided by the Department of Corrections. (Appendix I.)
- A. Duplicate copies shall be prepared. The reporting facility maintains the original and forwards the duplicate to the Department by the tenth day of the following month.
- 3-3 EXTRAORDINARY OR UNUSUAL OCCURRENCE: All unusual incidents which involve or endanger the lives or physical welfare of jail officers or detainees must be reported to the Bureau of Detention Standards and Services by the sheriff or his designee utilizing the form DC-464-2-A supplied by the Bureau. (Appendix II.)
- A. Reports shall be forwarded within 72 hours of the occurrence.
- B. Extraordinary or unusual occurrences shall mean:
1. Death.
 2. Attempted suicide (if hospitalization or medical treatment is required).
 3. Serious injury, to include accidental or self inflicted.
 4. Escape from confinement.

5. Attempted escape.
6. Fire.
7. Riot.
8. Battery on a staff member.
9. Battery on detainees by a staff member.
10. Battery on detainee by another detainee (only if hospitalization or extensive medical treatment is required).
11. Sexual assaults.
12. Occurrence of serious contagious or infectious disease or illness within the facility.

RECOMMENDATION:

- ~~h. Preparation of monthly population reports should be the designated job responsibility of one staff person trained in the procedure.~~

CHAPTER IV
ADMISSION PROCEDURES

Good jail operation begins the instant a detainee in lawful custody enters the jail. A thoroughly planned and well organized admission process is an indispensable prerequisite to good jail management.

With confinement, the individual partially forfeits free status for one of a dependent detainee. If, in undergoing a first jail experience, a person observes thorough, objective, decent, orderly, and respectful methods by the admitting staff member, his reaction to other jail personnel is more likely to be with respect and confidence. On the other hand, admission methods that are careless and antagonistic will cause distrust and antagonism toward other jail staff. Admission procedures set the tone for detainee adjustment.

MINIMUM STANDARDS:

4-1 ~~POSTING OF RIGHTS:- A Notice of Rights, available from the Bureau of Detention Standards and Services, shall be conspicuously posted in all areas, other than cells, where persons are held in custody.~~

POSTING OF RIGHTS: A Notice of Rights, available from the Bureau of Detention Standards and Services, and jail rules and regulations shall be conspicuously posted in all receiving rooms and in common areas to provide maximum accessibility to detainees.

4-2 SEARCH: Detainees shall be given an immediate frisk search.

4-3 LEGAL CONFINEMENT AUTHORITY: The jail officer accepting persons for confinement must determine that each is being confined under proper legal authority.

4-4 IDENTITY: Identity of the person being admitted must be verified as the person named in the commitment documents. Documents must become a part of the detainee's record.

A. Each adult felon detainee must be photographed and fingerprinted.

4-5 INJURIES: Any seriously injured, seriously ill or unconscious person must not be admitted to the jail until a medical examination has been conducted by a licensed physician, except when a properly staffed medical facility is a part of the jail.

4-6 STRIP SEARCH: A strip search shall be performed to assure against the introduction of weapons, contraband, and body pests.

A. The strip search shall be performed in an area that ensures privacy and dignity of the individual. The individual shall not be exposed to the view of others not specifically involved in the process.

B. Searches will be conducted by a person of the same sex.

C. All personal clothing shall be carefully searched for contraband.

D. The probing of body cavities may not be done except where there is reasonable suspicion to believe that the detainee is carrying contraband there, and such searches may only be conducted by medically trained persons, other than an inmate, in a private location and under sanitary conditions.

4-7 PERSONAL PROPERTY, ACCOUNTABILITY: Each personal property item taken from the detainee shall:

A. Be listed and described in the presence of the detainee and a receipt issued.

B. The receipt must show the signatures of the admitting officer and the detainee, with the original filed in the detainee's personal record file and the duplicate given to the detainee.

4-8 PERSONAL PROPERTY, SECURITY: All personal property of the detainee shall be safely stored until such time as release, discharge or transfer occurs, unless the detainee approves, in writing, release of such property to a designated person.

A. Personal property released to a third party must have the detainee's signature approval and the signature receipt of the third party.

4-9 TELEPHONE CALLS:- ~~Detained persons shall be permitted a reasonable number of telephone calls to an attorney of their choice, and to family members, within one hour after arrival.~~

TELEPHONE CALLS: Detained persons shall be permitted a reasonable number of local and/or long distance completed telephone calls to an attorney of their choice, and to a family member, as soon as practicable, generally within one hour after arrival. The expense for the making of a telephone call, if any, shall be borne by the detainee.

- A. When no family member can be contacted, a friend may be substituted.
- B. Date and time of initial telephone calls shall be recorded.

4-10 MEDICAL EXAMINATION: The admitting officer shall inquire into and examine the detainee for any obvious injuries, medical tags, rashes, unusual cough, high temperature, and determine by questioning if there are medical problems including dependence on drugs or alcohol abuse, diabetes, epilepsy, mental distress or other conditions which require medical attention.

- A. When a detainee shows signs of or reports unusual physical or mental distress, he shall be referred to health care personnel within 24 hours, as soon as possible.

4-11 MEDICATION: Any medication in the possession of a detainee at admission shall be ~~labeled for identification and withheld until verification of its proper use is obtained. a medical doctor determines what use is to be made of it.~~ This ~~determination~~ verification shall be made as soon as at the earliest possible time but in no instance to exceed eight hours after admission.

4-12 BOOKING AND PERSONAL RECORD INFORMATION: A record or records for each detainee shall be established at admission and maintained throughout the period of confinement. (See Appendix III for sample form.) Such record shall include:

- A. Name and social security number.
- B. AKA and nicknames.
- C. Address.
- D. Marital status.
- E. Age and date of birth.
- F. Person to notify in case of emergency, including address and telephone number.
- G. Physical description and characteristic marks.
- H. Occupation.
- I. Education level attained.

- J. Religion or religious affiliation.
- K. Offense (charged with or sentenced for).
- L. Date and time of admission and authority.
- M. Name and title of officers presenting and receiving detainee.
- N. Name and telephone number of detainee's attorney.
- O. Previous arrest record and convictions.
- P. Medical record of health and physical condition at admission, during confinement, including treatment and medication administered, and condition at discharge, and medical and/or hospitalization insurance carrier and policy numbers.
- Q. Itemized record of detainee's cash and other valuables, expenditures, and receipts while in custody.
- R. Dates of temporary absences from jail, authority to be absent, and destination.
- S. Record of visitors' names and dates of visits.
- T. Record of misconduct and discipline administered.
- U. Case disposition, judge, and court.

4-13 LICE AND OTHER BODY PESTS: Treatment, directed by the facility physician, shall be initiated immediately when body pests are detected.

4-14 SHOWERS: All detainees must shower or bathe when admitted.

4-15 CELL ASSIGNMENT: The detainee shall be assigned to suitable quarters.

- A. Jail staff is responsible for cell assignment and shall consider the status of new detainees (for example, pre or post-trial detention, etc.) sex, health, age, type of offense charged, prior record if known, and whether there are any accomplices or material witnesses already within the jail from whom the person should be separated.

4-16 ~~ITEMS OF ISSUE: Detainees shall be issued clean bedding, towel, necessary clothing, soap, and a copy of the printed jail rules and regulations.~~

ITEMS OF ISSUE: Detainees shall be issued clean bedding, towel, necessary clothing, and soap.

- A. Bedding shall consist of at least a mattress cover, flame retardant mattress, and blanket(s) appropriate to the season of the year.
- B. The towel shall be cloth and of bath size.
- C. Detainees shall be permitted to purchase a toothbrush and dentifrice from the commissary, unless furnished by the jail staff or, if without funds in possession, shall be issued such items.
- D. Detainees shall be held accountable for all jail property issued to them.

RECOMMENDATIONS:-

- 1. ~~Uniform -jail-clothing-should-be-furnished-to-all-detainees-upon-admission.~~
- 2. ~~Personal-clothing-should-be-cleaned-and-stored-safely-until-release,-discharge,-or-transfer.~~
- 3. ~~Any-serious-injuries-existing-at-the-time-of-admission-should-be-photographed-in-color.~~
- 4. ~~Admission-procedures-should-include-a-screening-interview-to-assist-detainees-with-any-immediate-personal-and/or-family-problems-and-to-assist-in-determining-classification-for-placement-and-treatment-within-the-jail.~~
- 5. ~~A-description-of-personal-items-should-be-noted.-For-example,-ring-settings-should-be-so-described-rather-than-"diamond"-and-watches-should-be-identified-by-brand-name.~~
- 6. ~~Each-person-being-admitted-should-be-asked-if-medical-and/or-hospitalization-insurance-is-carried-or-covered-by-a-group-policy-membership.-In-some-instances,-medical-expenditures-by-the-jail-may-be-recovered-depending-upon-conditions-in-the-detainee's-policy.~~
- 7. ~~Careful-attention-to-body-orifices,-prosthetics,-and-surgical-dressings-should-be-given-in-the-strip-search-in-order-to-detect-contraband.~~
- 8. ~~Mattresses-with-fire-retardant-treated-cotton-filling-with-a-flame-retardant-waterproofed-cotton-cover-are-recommended.-Polyurethane-mattresses,-considered-fire-retardant,-are-resistant-to-fires-started-from-cigarettes-but-they-burn-rapidly-and-emit-a-highly-toxic-gas-when-ignited-by-an-open-flame.- (Bits-or-pieces-mixed-with-shredded-newspaper,-for-example.)~~

CHAPTER V

ORIENTATION

Arrest and confinement are stress-producing and often result in unpredictable behavior. For the person undergoing confinement for the first time, the initial impact can determine reaction to the total experience. To those who have been confined before, previously formed impressions may be reinforced and reaction to the present situation predetermined. To counter negative reactions, a clear and concise orientation procedure by qualified staff is required.

A detainee must learn to adjust to confinement and have the benefit of guidelines and correctly interpreted information. Otherwise, he is subject to misinformation from other detainees. He must learn rules in relation to schedules, visiting, correspondence, personal cleanliness, freedom of movement, and approved activities.

MINIMUM STANDARDS:

- 5-1 ORIENTATION CONTENT: The orientation shall include:
 - A. Information pertaining to rising and retiring, meals, mail procedures, work assignments, telephone privileges, visiting, correspondence, commissary, medical care, etc.
 - B. Rules of conduct.
 - C. Disciplinary procedures.
 - D. Information regarding programs, i.e., work, education and vocational training, counseling, and all social services.
 - E. Procedures for making requests or entering complaints to the jail staff, judiciary or to Department of Corrections personnel.
 - F. Special assistance shall be given to illiterate and non-English speaking detainees.

RECOMMENDATIONS:-

- 1. ~~Orientation-information-should-be-in-writing-and-each-detainee-supplied-with-a-copy-~~

CHAPTER VI

RELEASE PROCEDURES

Carefully followed release procedures are equally as important as proper admission procedures. Attention given to the rightful return of personal property demonstrates the jail personnel's attitude.

All jail personnel must be familiar with documentation required before a detainee is permitted to leave the jail, whether for a temporary period or as a final release. Positive identification of each detainee prior to release is essential.

MINIMUM STANDARDS:

- 6-1 IDENTIFICATION: Positive detainee identification shall be made by the releasing officer before discharge, transfer or release is effectid.
- A. When a detainee is discharged or is released to the custody of another, a record shall be made of the date, time, and the authority.
- 6-2 PHYSICAL EXAMINATION: Prior to final release or discharge, each detainee shall receive a physical inspection by a person of the same sex and record made of any wounds or injuries.
- 6-3 CONTRABAND: Detainees being discharged, released or transferred shall be searched by a person of the same sex to eliminate taking property which does not belong to them.
- 6-4 PERSONAL PROPERTY: All personal property and funds, other than those legally confiscated, inventoried at the time of admission or added during the period of confinement and not transferred to a third party or expended during confinement, shall be returned to the detainee.
- A. Items shall be carefully inventoried, or otherwise accounted for, with the releasing officer and the detainee signing the form.
- B. A copy of the itemized and signed receipt shall be maintained by the jail as a permanent record.
- C. Personal property of a person transferred to an Illinois Department of Corrections facility shall accompany the person.

RECOMMENDATIONS:

1. ~~Use of a photograph is suggested to ensure positive identification of the person leaving jail custody.~~
2. ~~Personal property of detainees being transferred to another agency should be turned over to the transporting officer in the presence of the detainee and the signature of the transporting officer obtained.~~
3. ~~Personal property of a person transferred to an Illinois Department of Corrections facility should accompany the person.~~

CHAPTER VII

CLASSIFICATION, SEPARATION, SEGREGATION

Minimum segregation is required by law. Jail administrators are responsible for the safekeeping of many different types of persons in a wide range of categories, i.e., legal, mental, and physical, and separating them for administrative purposes.

A good classification program is contingent upon obtaining essential information on which to base an appraisal which will help reduce many security problems and provide safety for staff and detainees. Proper decisions avoid the often dangerous consequence of indiscriminate housing. Classification can be uncomplicated or it can be a very complex process depending upon the size of the jail, physical facilities, and staff. Four fundamental conditions must be met: security of the jail; safety and welfare of the detainees; protection of the staff and community; and effective use of the jail to fulfill its potential as an instrument of correction and behavior modification for those confined.

MINIMUM STANDARDS:

7-1 CLASSIFICATION INFORMATION: To determine each detainee's degree of security, housing assignment, job assignment, and treatment plan, the following items of information ~~are required~~ shall be considered:

- A. Sex.
- B. Age.
- C. Offense.
- D. Pre-trial, awaiting sentence, sentenced.
- E. Past offense (and conviction) history.
- F. On probation/parole.
- G. Medical condition and treatment needs.
- H. Mental/emotional condition and needs.
- I. Academic and vocational needs.
- J. Special services and program needs.
- K. Detainee's attitudes regarding himself and his future.

7-2 SEPARATION BY SEX: Female detainees shall be confined in an area separated from ~~auditory~~ physical and visual contact with male detainees.

7-3

SEPARATION BY CATEGORY:

- A. WITNESSES: Persons being detained as witnesses shall be separated from detainees charged with an offense.
- B. NON-CRIMINAL: Non-criminal offenders such as traffic violators, non-support cases, and persons charged with civil contempt shall be kept separated from persons charged with criminal offenses.
- C. ~~FIRST-OFFENDER: Detainees who are first offenders shall be separated from the experienced habitual offender.~~
- D.C. SENTENCED OFFENDER: Sentenced offenders shall be segregated from unsentenced offenders.
- E.D. HOMOSEXUALS: Known homosexuals shall be housed separately.
- E.E. MENTALLY OR EMOTIONALLY DISTURBED OR RETARDED: The mentally or emotionally disturbed or retarded shall be housed or tiered separately and maintained under constant supervision.
 - 1. Suspected disturbed or retarded persons shall be immediately examined by a physician, or other competent person, and action taken to transfer them to an appropriate facility.
- G. ~~DRUG-ABUSERS: Narcotic or other drug addicts undergoing withdrawal shall be placed in the facility infirmary or in a hospital where they can be constantly supervised by trained medical personnel and shall remain under guard during that period.~~
- H.F. PERIODIC IMPRISONMENT, WORK AND EDUCATIONAL RELEASE, TRUSTIES: Persons sentenced to periodic imprisonment, work release program, educational release program or similar sentences, and trustees shall be separated from the general population.
- F.G. DISCIPLINARY AND ADMINISTRATIVE SEGREGATION: Detainees who frequently violate rules, attempt escapes, and provoke disturbances shall be kept in a separate section of the jail.
 - 1. Restriction or deprivation of rights or privileges shall be in writing and in accordance with established disciplinary procedures.
 - 2. Detainees must be permitted to rejoin the general population when considered capable of doing so without further disrupting jail operations.

3. A detainee in administrative segregation is not in a punishment status but all activities must be under controlled supervision.

RECOMMENDATIONS:-

1. When a detainee's record or behavior indicates a strong escape risk or the charge is a serious one, extra precaution should be taken to ensure secure custody, i.e., single cell occupancy, frequent strip search, and cell shakedown.
2. Filing of a detainer should require a re-evaluation of a detainee's custody classification. An offender held on a minor charge can easily become a security risk after learning a serious charge is to be filed against him.
3. When it is determined by a physician that an individual is a suicide risk, he should have access to professional clinical services in addition to constant jail staff supervision.
4. Jail personnel should receive instruction for emergency care of epileptics during seizures. Epileptics must be cared for in accordance with orders of the jail's physician.
5. Diabetics must be closely supervised as they may fail to follow their diet, react to an overdose of medication or, conversely, ignore necessary medication. Diabetics should be regularly seen by the jail physician.
6. To reduce introduction of contraband and to lower the cost of jail operations, work releasees may be housed in a less-secure facility that is not a part of the jail proper.

CHAPTER VIII

HOUSING

When admission procedures are completed, the new detainee must be assigned quarters based upon separation and classification requirements.

MINIMUM STANDARDS:

8-1 CELL AND DETENTION ROOM SPACE:

- A. At least 50 square feet of floor space shall be provided in each cell.
- B. At least 64 square feet of floor space shall be provided for each detention room.

8-2 CELL OCCUPANCY: The following measures shall be observed to ensure reasonable security, sanitation, and personal comfort:

- A. All existing cells and detention rooms shall be designated for single occupancy. Multiple occupancy shall not be used until all cells or detention rooms are in use.
- B. New jail design or planned expansion of existing facilities shall specify cells and/or detention rooms for single occupancy. Trusties and work releasees may be housed in dormitories.

8-3 CELL OR DETENTION ROOM EQUIPMENT: Each cell or room shall be equipped with:

- A. A rigidly constructed metal bed, with solid or perforated metal bottom, securely anchored to the floor and/or wall.
- B. A washbasin with piped hot and cold water.
 1. A supply of disposable drinking cups shall be provided if the washbasin is not drinking fountain equipped.
- C. A prison type toilet.
- D. Illumination sufficient to assure a comfortable reading level. (40 footcandles, three feet above the floor.)
 1. Light fixtures shall be tamper proof.

8-4 ACCESS BY ELEVATOR: No cells or detention rooms shall be located above the first floor unless key operated elevator service is provided. (Waived for existing structures.)

8-5 DAY ROOM: A day room area containing no less than 35 square feet per detainee must be provided in conjunction with each cell block or detention room cluster.

A. Each day room shall be equipped with securely anchored metal tables as well as chairs or benches. Seating shall be provided for each detainee.

8-6 SHOWERS: Showers shall be provided in each cell block area.

8-7 MIRROR: Cells and detention rooms shall contain a metal mirror anchored securely to the wall.

8-8 COMPLIANCE: All requirements of a physical nature shall be complied with by the following dates:

A. Jails built before 1950 shall be in compliance by January 1, 1986.

B. Jails built between 1951 - 1970 shall be in compliance by January 1, 1990.

C. Jails built between 1971 - 1979 shall be in compliance by January 1, 1995.

D. Jails currently under construction must comply.

8-9 VARIANCES: Variances connected with physical requirements may be granted by the Director of the Department of Corrections for existing facilities. Normally, such variances shall not exceed two years. Variance requests of an administrative nature will not be granted. Additionally, variance requests will not apply to new construction or major renovation of a facility.

A. The variance request must be in writing and pertain to a specific standard.

1. The request must describe the reasons for the variance, the period of time for the variance, any hardship the facility might experience by complying with the standard, plans to be implemented to eventually comply with the particular standard, and a statement that the variance would not adversely affect the health and safety of detainees or security of the jail.

B. The approval or denial of a variance request will be returned by letter to the requesting governmental agency.

C. The Director of the Department of Corrections, at his discretion, may grant a renewal of the variance provided documentation is received from the governing body which indicates a good faith effort on their part to effect necessary actions to comply with the standard in question.

D. A permanent variance, depending on the circumstances, may be granted.

RECOMMENDATIONS:-

1. Cells and detention rooms should contain a metal shelf anchored securely to the wall.
2. Cells and detention rooms should contain a metal mirror anchored securely to the wall.

CHAPTER IX
MEDICAL AND HEALTH CARE

For more than half a century, courts have held it a jailer's duty to exercise reasonable and ordinary care to protect a detainee's life and health. More recently, courts in several states have ordered direct and substantial medical services to be provided persons in jail confinement.

Health services should reflect the desire of the community to provide health care equivalent to that accorded its citizens in the free community. The detainee must be shown concern and interest in his physical and mental well being. Confinement, for many persons, generates psychosomatic reactions. Some detainees will attempt to manipulate jail staff with numerous physical complaints in order to attract attention, plot escape, obtain drugs or create situations in order to register complaints regarding their treatment.

Jail personnel cannot risk the consequences in refusing a detainee's need of or request for medical attention. Economics or a detainee's behavioral history must not be allowed to influence the decision to provide emergency medical attention.

MINIMUM STANDARDS:

- 9-1 MEDICAL AND HEALTH SERVICES: All ~~facilities-jails~~ shall provide a competent medically trained authority to ensure that the following medical services are available:
- A. Collection and diagnosis of complaints.
 - B. Treatment of ailments.
 - C. Prescription of medications and special diets.
 - D. Arrangements for hospitalization.
 - E. Liaison with community medical facilities.
 - F. Environmental health-Sanitary inspections.
 - G. Supervision of special treatment programs, as for ~~drug addicts, - alcoholics, - etc.~~ alcohol and other drug dependent inmates.
 - H. Administration of medications.
 - I. Maintenance of accurate medical records.
 - J. Maintenance of detailed records of medical supplies, particularly of narcotics, barbiturates, amphetamines, and other dangerous drugs.

9-2 PHYSICIAN AND DENTAL SERVICES: A medical doctor shall be available to attend the medical and mental health needs of detainees. Arrangements shall be made for a dentist to provide emergency dental care.

- A. General medical physician services shall be provided by one or more of the following procedures:
- 1. On salary, in accordance with locally established personnel pay plan.
 - 2. A contract with a local physician or clinic for full-time coverage at specific hours and for emergencies.
 - 3. A contract with a local physician to conduct sick call, be on call for emergencies, and to examine newly admitted persons.
 - 4. Arrangements with a nearby hospital to provide all needed medical services.
 - 5. Services rendered, without cost, by another agency or department or with costs prorated.

9-3 ADMISSION EXAMINATION: All persons admitted to confinement shall undergo a physical examination as prescribed in Standard 4-10.

- A. Newly admitted persons suspected of having any type of communicable disease shall be isolated and immediate referral made to the jail physician for possible transfer to a medical facility unless the admitting facility can safely and effectively segregate and maintain a medically prescribed course of treatment.
- B. All persons-detainees confined for more than seven days shall be given a medical screening by a medical doctor, a registered nurse or a physician assistant within 14 days and as required by a medical doctor thereafter.

9-4 SICK CALL: A schedule shall be established for daily sick call.

- A. The names of those detainees reporting to sick call shall be recorded in the medical log.
- B. Emergency complaints shall receive attention as quickly as possible regardless of the sick call schedule.
- C. Non-medical jail staff may issue any form of over-the-counter medication providing the attending physician gives prior written approval to the facility for such issue and the issue is made at the request of the detainee.

- 9-5 WRITTEN RECORD OR LOG: A written record shall be maintained, as a part of the detainee's personal file, of all treatment (including special diet) and medication prescribed with date and hour such treatment and medication is administered. A written record shall be maintained of over-the-counter medication, i.e., aspirin, cough medicine, etc., issued by jail staff. A written record shall be kept of all detainees' special diets.
- 9-6 MEDICAL SECURITY: Security of supplies must be maintained at all times.
- A. When a physician or other medical personnel attends patients at the facility, a jail officer shall be present to maintain order, prevent theft of medication and/or equipment or supplies, and to assure an orderly process.
- B. Drugs, including over-the-counter medication, and other abusable medical supplies shall be secured and accessible only to designated staff.
- C. Detainees shall receive one dose of medication at a time and shall be required to ingest medication in the presence of a medical staff member or jail officer.
- 9-7 FIRST AID TRAINING: At least one member of the jail staff on each shift shall have completed a recognized course of first aid training, including cardiopulmonary resuscitation (CPR).
- 9-8 FIRST AID SUPPLIES: Those facilities not having a dispensary shall maintain a stock of first aid supplies for the treatment of cuts, bruises, sprains, and other minor injuries.

RECOMMENDATIONS:

1. Medication to be ingested should, wherever possible, be in liquid form.
2. Conditions requiring immediate attention by a physician include but are not limited to: head injuries, coma, broken bones, open wounds, history of diabetes, epilepsy, tuberculosis, venereal disease, fever, or bleeding.
3. The Department of Public Health may be requested to assist detention facilities by: (a) providing immunizations, (b) investigating epidemics, food poisoning and providing sanitation inspections, (c) providing health education literature, lectures, and staff-in-service training consultation.
4. The Department of Mental Health may be requested to assist detention facilities. Since many detainees may be emotionally

disturbed, prepsychotic, or psychotic but in a temporary state of remission, the Department of Mental Health may provide: (a) mental health staff members for the jail, (b) hospitalization of psychotic detainees, (c) in-patient and out-patient treatment for discharged offenders, (d) mental health education, (e) diagnostic examinations for reports and commitments.

CHAPTER X

CLOTHING, PERSONAL HYGIENE, GROOMING

Development of a good attitude toward personal hygiene and grooming benefits any jail program. It enhances morale, self respect, and health and contributes to a more positive relationship between staff and detainees.

Arbitrary rules for personal appearance are sometimes encountered which reflect bias and violate detainee rights. On the other hand, some persons admitted to jail may practice such poor standards of personal hygiene as to be obnoxious to others and make fellow detainees uncomfortable.

MINIMUM STANDARDS:

10-1 CLEANLINESS: Mechanical washing, drying equipment, and cleaning agents must be provided when detainees are required to supply and wear personal clothing.

A. When clothing is provided by the jail, clean clothing shall be issued at least once weekly.

10-2 GROOMING AND PERSONAL HYGIENE:

A. ~~Hair combs are acceptable. They shall be furnished upon admission to persons without funds.~~

Detainees without funds shall be provided necessary equipment and articles to maintain proper grooming and hygiene, when requested by the detainee.

B. Bathing or showering shall be required twice weekly except as amended by medical advice in individual cases.

C. Detainees shall not be required to shave.

1. Detained males shall be permitted to shave daily. Shaving equipment and shaving soap shall be made available.

2. Detained females shall be provided with shaving supplies appropriate for personal hygiene needs.

D. Barber and beautician services shall be made accessible but must not violate required security measures.

1. Hair shall be kept neat and clean.

a. There shall be no standard hair length or style required.

b. Sideburns, mustaches, and beards are acceptable.

2. When a detainee abuses the requirement of neat and clean grooming, the sheriff or chief administrative officer may designate grooming standards to be maintained by that detainee.

E. Female detainees shall be provided articles for feminine hygiene.

RECOMMENDATIONS:-

1. Jail uniforms should be furnished.

2. Disposable toothbrushes should be considered.

3. Commissary stock should include a variety of grooming and hygiene items.

4. A daily shower or bath is encouraged.

CHAPTER XI

FOOD SERVICES

Food is a most important factor to a detainee. It assumes a greater significance than when he was free in the community. The method of preparing and serving it, menu variety, quality, and quantity -- all influence detainee behavior and morale. Poor food is a major source of complaint and is often identified as the cause of jail discontent and disorder.

A good food service program requires three meals per day, spaced at reasonable intervals, adequate in quantity, nutritionally balanced, well prepared, attractively served, and provided at moderate cost. It requires careful planning and competent supervision in food purchasing, preparation, and serving.

MINIMUM STANDARDS:

11-1 MEAL AND FOOD SERVICE: Jail facilities shall provide meals and food service that conform to the following:

- A. Food must be of sufficient nutritional value and provide a minimum of 1,800 - 2,000 calories for adults and 2,500 - 3,000 calories for juveniles per day.
- B. Food quantity must be sufficient to satisfy, within reason, the detainee's needs.
- C. Meals shall be provided at reasonable and proper intervals, i.e., adhering to recognized breakfast, lunch, and dinner schedules. Breakfast shall not be served earlier than 6:30 a.m., lunch no earlier than 11:00 a.m., and supper no earlier than 4:00 p.m.
- D. A drink other than water shall be served with each meal.
- E. Of the three meals provided for each 24 hours of detention, one shall be a balanced and complete hot meal.
- F. Special diets shall be adhered to when prescribed by a jail physician.

11-2 MEAL PREPARATION AND FOOD SERVICE, SOURCES OF: The jail warden may elect to provide meals and food service by one or more methods.

- A. Contract for catered food service.
- B. Provide frozen, or otherwise pre-prepared meals which have been processed by the procedure required to produce a condition suitable for consumption.

C. Food preparation and service in an on-site kitchen with a food service staff who are employees of the facility.

11-3 MENUS: Menus shall be preplanned and copies of the menu served shall be maintained for a period of three months.

A. The menu shall be diversified so as to avoid the monotony of a standardized diet.

11-4 PORTION OR SERVING: A portion or serving shall be defined as a quantity which looks good on the plate or tray and is satisfying to the majority.

11-5 ON-SITE FOOD PREPARATION AND SERVICE, FACILITY PROVIDED: Food service shall conform to the following:

A. The jail cook or kitchen staff must be familiar with security aspects of jail operation and effective in training and supervising detainees in food services.

1. Detainees assigned to food service must undergo a physical examination and be certified free of communicable diseases.

2. Personal appearance, whether employee or detainee, must be inspected regularly.

3. Detainees working in food service shall be required to bathe daily and be provided with clean clothing daily.

B. A heated or insulated cart capable of transporting containers of food, drink, and eating utensils shall be utilized when the serving or dining area (cell, day room, etc.) is a significant distance from the kitchen and results in food temperature not being maintained.

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

D. Undivided or noncompartmented trays shall not be used for full meal service. Food trays, dishes, and eating utensils shall be removed from detainees' quarters (cell, day room, etc.) soon after the meal is finished and returned to the kitchen for proper washing and sterilizing or disposal.

E. Ranges, stoves, and ovens shall be equipped with an accurate thermostat or temperature gauge.

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

1. A three-compartment, stainless steel sink with drainboard is required: one compartment for washing, 110 degree F. water containing adequate soap or detergent; one compartment for rinsing; and one compartment for sterilization with the water temperature no less than 170 degrees F. or sterilization using a sanitizing agent.
 2. Dishes and trays shall be drained, dried and not wiped dry.
- G. Dry stores such as flour, cereal, dried beans, peas, coffee, and canned goods shall be stored in a cool, dry, and well ventilated area, screened or otherwise protected against insects and rodents.
1. Containers used to store dry bulk quantities shall be lined with or have the interior coated with an acceptable impervious substance or plastic.
 2. Fresh fruits, vegetables, dairy products, meats, and frozen foods shall be refrigerated.
 - a. All refrigerators and freezers shall be equipped with an accurate thermometer.
 - b. Frozen food shall be kept at or below 0 degrees F. temperature.
 - c. All perishable food shall be stored at such temperature as will protect against spoilage (45 degrees F. or below).

RECOMMENDATIONS:-

1. Milk should be included on the menu at least three times-a-week.-
2. Fruit juices and/or fresh fruit should be provided frequently.-
3. Except for special diets or detainees on special work assignments at odd hours, breakfast should not be served earlier than 6:30 a.m., lunch no earlier than 11:00 a.m. and supper no earlier than 4:00 p.m.-
4. Apportioning of food should be supervised by a jail employee to ensure that favoritism or careless serving is eliminated.-
5. Detainees should not be allowed to store food in their cells, rooms or day rooms and their quarters should be kept free of all articles which might attract vermin.-

CHAPTER XII
SANITATION

Detergent, water, and supervision are three things essential to a clean jail.

Good sanitation must be a prime consideration. Sanitation procedures can be easily overlooked or ignored. Jail administrators must impress on jail staff that cleanliness improves the general conditions of the jail and affects detainee attitudes. Insistence upon keeping the facility clean demonstrates to detainees that they are important as human beings.

One of the most difficult tasks in effecting and supervising good sanitation practices is instructing newly admitted detainees of the importance for keeping their quarters clean. Individual differences exist between detainees with respect to their personal habits. Some are cleanliness conscious while others are not. Efficient supervision will note these differences and will quickly identify detainees who habitually have dirty cells or rooms.

MINIMUM STANDARDS:

- 12-1 GENERAL REQUIREMENTS: A cleaning schedule shall be established.
- A. Floors shall be swept and mopped at least once daily.
 - B. Windows shall be clean.
 - C. Insect screens shall be installed in windows, when appropriate, for protection from flying insects.
 - D. Ventilation must be sufficient to admit fresh air and remove disagreeable odors.
 - E. Forced air or other form of artificial ventilation in the living area shall provide 60 cubic feet per minute of air exchange per person.
 - F. Walls shall be kept clear of etched or inscribed drawings, graffiti and/or writing.
 - G. Walkways and corridors shall be free of litter and trash.
 - H. Mops and other cleaning tools and implements shall be thoroughly cleaned and dried after each use and securely stored in a well ventilated place.
 - I. All detainee cleaning details shall be under the supervision of a jail officer.

- 12-2 FACILITY EQUIPMENT: Quarters equipment -- toilets, washbasins, shower stalls, and sinks -- shall be thoroughly cleaned each day.
- A. All trash and garbage containers shall be equipped with tight fitting covers.
1. Trash and garbage shall be removed at least daily and disposed of in a sanitary manner.
- 12-3 FACILITY DRINKING EQUIPMENT: Drinking water shall be provided in cells, dormitories, recreation or day room areas and may be a sink tap, or preferably, a sink spout (bubbler).
- 12-4 FACILITY SUPPLIES: An adequate supply of clean clothing, bedding, towels, soap, and cleaning supplies shall be maintained.
- A. Sheets, pillowcases, and mattress covers shall be changed and washed at least once a week.
- B. Vinyl covered mattresses must be washed with hot water, detergent, and disinfectant monthly or before reissue.
- C. Blankets shall be laundered, or otherwise sterilized, monthly or before reissue.
- D. Cotton or fiber filled mattresses or pads shall be aired and spray sanitized monthly or before reissue.
- E. A clean towel shall be issued each detainee at least twice weekly.
- F. Shaving and barber tools shall be thoroughly cleaned by the user, returned to the staff, and secured.
- 12-5 FACILITY FOOD SERVICE: The floors of all rooms in which food or drink is stored, prepared, served, or in which utensils are washed, shall be kept clean.
- A. All counters, shelves, tables, equipment, and utensils with which food or drink come in contact, shall be maintained in good repair and free of corrosion, cracks, chipped places or pitted surfaces.
- B. Utensils shall be stored in a clean, dry place protected (covered or inverted) from flies, dust, overhead leakage, and condensation.
- C. There shall be adequate plumbing facilities, in good working order.

- D. The range cooking surface shall be scraped daily.
1. Hoods, vents, and filters shall be cleaned regularly.
- E. All windows, walls, and woodwork shall be kept clean.
- 12-6 BODY PESTS: Frequent inspection of living areas shall be made to aid in control of body pests.
- A. Immediate extermination measures shall be taken when body pest infestation occurs, including spraying or fumigation of bedding, clothing, equipment, and all areas of the building supportive to existence and reproduction of the pests.
- 12-7 PEST AND VERMIN CONTROL: A continuous and effective program of insect and rodent control and extermination shall be established.

RECOMMENDATIONS:-

1. Bars and exposed surfaces in the cell area should be dusted and washed weekly.
2. Mattresses should be aired weekly.
3. Detainees should be provided a small receptacle for refuse.

CHAPTER XIII

SUPERVISION

The primary objective of any jail is to provide a safe, secure, and humane facility.

The primary function of any jail is the safekeeping and control of persons charged with or convicted of a crime. In a detention setting, the gamut of human emotions and behavioral reactions to them can be seen -- depression, calm, rage. Twenty-four hour supervision by trained personnel is necessary to maintain a safe and secure facility.

Proper supervision provides protection to both staff and detainees. Mischievous or malicious acts cannot be easily plotted and carried out and escapes or attempted escapes are more easily thwarted, when staff direction is constant.

Supervision is more than surveillance for it includes the elements of interaction between people. Electronic surveillance should never be relied upon as a primary form of supervision. It is an important supplement to direct contact supervision, but at best, it provides only conditional watchfulness.

MINIMUM STANDARDS:

- 13-1 SHIFT COVERAGE: There must be sufficient officers present in the jail, awake and alert at all times, to provide supervision while detainees are in custody.
- A. A jail officer shall provide personal observation, not including observation by a monitoring device, at least once every 30 minutes.
- B. Radio operators performing jail officer duties, to include 30 minute supervisory checks, shall have jail officer training.
- 13-2 LOG RECORD: A written record book, or log, with entries in ink or time clock record shall be maintained by each jail officer assigned to cell block duty on each shift. Entries shall show the time of visit by the jail officer, his signature, and any relevant remarks.
- 13-3 KANGAROO COURTS AND BARN BOSS SYSTEM: Kangaroo courts, sometimes called "Sanitary Courts" or "Barn Boss System" or any other similar detainee organization, shall be prohibited. No detainee shall be allowed to have authority or disciplinary control over anyone.

- 13-4 NIGHT HOURS: Detainees shall be locked in their individual cells between the designated times of lights out and arising in the morning.

A. Designated lights out time shall be determined by administrative policy but shall not be set earlier than 10:00 p.m.

RECOMMENDATIONS:-

1. There ~~should be a minimum of one jail officer for each floor of detention.~~
2. Trustees ~~should be under the supervision of employees.~~
3. Non-staff persons, ~~such as volunteers, should provide only that supervision necessary to direct or to perform the specific activity.~~ Security supervision remains with jail officer personnel.

CHAPTER XIV

SECURITY

No correctional program can be successfully implemented without effective security. All jail personnel must be continuously attentive to security measures. Apathy, temporary lapse of caution, and ignoring procedures for personal convenience are major causes of breakdown in custody procedures.

Jail officers must follow proven security procedures in an unobtrusive manner with a minimum of disruption or interference with jail activities. Security objectives are more easily accomplished when each officer's work coordinates with that of other personnel. In this way, staff confidence and trust develops which, in turn, has a positive effect on the total jail environment.

Although mechanical locking devices and other equipment are an important part of the jail security system, the final dependence is on training and alertness of staff.

MINIMUM STANDARDS:

- 14-1 SEARCHES: Detainees permitted to leave the confines of the jail temporarily, for any reason, shall be thoroughly searched prior to leaving and before re-entering the jail.
- 14-2 SUPERVISION: Jail officers and other personnel assigned to jail duty must be trained in security measures and handling special incidents such as assaults, disturbances, fires, and natural disasters.
- 14-3 FACILITY SECURITY: Jail officers only must exercise and control security measures and shall not permit detainee assistance.
- A. All jail locks and doors shall be regularly and frequently inspected to ensure their proper working order and to detect escape efforts.
 - B. All cell block doors and all doors opening into a corridor shall be kept locked except when necessary to permit entry or exit.
 - C. In cell block design which includes safety vestibules, two doors into the cell block shall not be unlocked and opened at the same time.
 - D. Unoccupied cells, detention rooms, and storage rooms shall be kept locked at all times.
 - E. Backup personnel shall be available when cell doors to living quarters are opened.

- F. Detainees with "hold orders" shall not be assigned trusty status.
- G. Glass or unattached metal items shall not be permitted in the detention area.
- H. Trusties shall be carefully supervised and not be permitted unrestricted movement.
- I. Jail sections housing hardened or escape-minded detainees, inebriates, persons with suicidal tendencies, the ill, and the mentally disturbed or retarded shall be given special care and supervision and checked more frequently than the standard 30-minute check.
- J. A master population record, computer print-out or locator board shall be established and maintained at the control center indicating the various jail sections and housing assignments.
- K. Jail officers shall conduct population spot checks at least hourly.
- L. An inventory of all keys available to jail officers shall be made at the beginning of each shift.

14-4 SHAKEDOWN: Frequent but irregularly scheduled shakedown of detainees and their quarters shall be made to detect the presence of weapons and other contraband. Appendix IV describes cell shakedown procedures in detail.

- A. Bars, walls, windows, and floors of the jail and detention sections shall be regularly and frequently inspected and kept clear of large posters, pictures, calendars, and articles of clothing which might be used to conceal escape attempts.

4. ~~Small - photographs - of - family - or - friends - are~~ acceptable.

14-5 MAKESHIFT WEAPONS: After use, tools and equipment shall be accounted for by the jail officer responsible and returned to their proper storage place.

- A. Eating utensils shall be accounted for after each meal and returned to the kitchen.

14-6 MAINTENANCE: Any damaged or nonfunctioning security equipment must be promptly repaired.

14-7 ACCESS TO KEYS AND RECORDS BY DETAINEE: Detainees, including trustees, shall not be permitted to handle, use or have jail keys of any type in their possession.

- A. No detainee shall be assigned work that requires access to personnel records of persons currently or previously in detention nor to staff personnel records.
- 14-8 POPULATION COUNT: A head count shall be made and recorded at least four times daily, including counts taken at change of shifts and night lockup.
- 14-9 KEY CONTROL: Jail keys must be stored in a secure key locker when not in use.
- A. There must be at least one full set of jail keys, separate from those in use, stored in a safe place accessible only to jail personnel, for use in event of an emergency.
- 14-10 FIREARMS AND OTHER WEAPONS: No person, including law enforcement personnel, shall be permitted to enter any section of the jail with a gun or other weapon on his person.
- A. Weapons shall be stored in a secure and locked drawer, cabinet or container outside the security area.
- B. Reserve firearms ammunition, chemical agents, and other protective equipment shall be stored in a secured room (arsenal).
- 14-11 CHEMICAL AGENTS: Persons designated to authorize the use of tear gas, mace, etc., shall be named in writing and shall be trained in the proper employment of the chemical agents.
- A. Chemical agents shall be used only as a last resort to bring a detainee(s) 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. A record of the incident will be made.
- B. A detainee(s) affected by tear gas must be given a thorough medical examination and appropriate treatment immediately after security control has been gained.
- 14-12 TOOL CONTROL: All tools shall be inventoried and locked in a secure place.
- 14-13 EMERGENCY POWER SOURCE: An emergency electrical power source shall be available in the event of a power failure.

RECOMMENDATIONS:-

- 1- Detainees with "hold orders" should not be assigned trusty status.
2. Cell search should be conducted with the detainee observing the procedure whenever possible.

3. Glass or metal items should not be permitted in the detention area.
4. Trustees should be carefully supervised and not be permitted unrestricted movement.
5. Detainees with work release privileges should be housed separately.
6. Jail sections housing hardened or escape-minded detainees, inebriates, persons with suicidal tendencies, the ill, and the mentally disturbed or retarded should be given special care and supervision and checked more frequently than the standard 30-minute check.
7. When dangerous and escape risk detainees are housed in jail, their cells should be changed frequently, if feasible, without advance notice to prevent them from becoming too familiar with the cell block environment.
8. Detainees should not be permitted unsupervised access to the windows.
9. A master population or locator board should be established and maintained at the control center indicating the various jail sections and housing assignments.
10. Population count at shift change should have the incoming jail officer make the count with the officer being relieved acting as backup man.
11. Jail officers should conduct population spot checks at least hourly.
12. An inventory of all keys should be made at the beginning of each shift.
13. Shadow boards should be provided to assist in control of tools.
14. There should be a receipting system for issuance of tools to employees.
15. When it is necessary for outside maintenance men to work in a cell block, all detainees should be removed from the area and the cell block carefully searched before detainees are readmitted. Maintenance tools should be carefully checked into and out of the jail.
16. Automobiles in the jail's parking lot should be kept locked.

CHAPTER XV

SAFETY

The fine line between good safety and good security practices is almost indistinguishable - one complements the other. For the purposes of the standards, safety protects both staff and detainee.

MINIMUM STANDARDS:

- 15-1 FIRE PROTECTION: Based on the size of the facility, there shall be at least one fire extinguisher installed in the basement and on each floor for each 5,000 square feet of floor area.
- A. Extinguishers shall be readily accessible to staff but not detainees. The local fire department shall be contacted regarding the location, type, and number of fire extinguishers.
 - B. Extinguishers shall be examined not less than once each year and tagged with the date of inspection and initials of the inspector.
 - C. All jail personnel shall be familiar with the characteristics and operation of all types of extinguishers in the facility.
- 15-2 EMERGENCY EXITS: Emergency exit doors shall be clearly indicated with at least four-inch block lettering stating "EXIT", their location made known to all jail personnel, and the keys for the doors immediately available to jail staff.
- A. There shall be two exits from each floor of detention.
- 15-3 HORSEPLAY: Residents shall be prohibited from engaging in wrestling, horseplay or any unsupervised activity that could cause injury.
- 15-4 SAFETY ORIENTATION: Detainees who volunteer and are assigned to vocational tasks shall be given a safety orientation prior to participation.

RECOMMENDATIONS:

1. Floors and other walking surfaces should be kept free of substances producing hazardous footing.
2. Safety lectures should be conducted periodically and posters displayed highlighting safety regulations.
3. Fire drills for jail staff should be conducted quarterly on each shift.

CHAPTER XVI

DISCIPLINE

Discipline is a system of rules which gives training by instruction, control, and practice and includes administering punitive action. Equitable and consistent discipline is a prerequisite for proper jail operation.

A well-trained staff is essential to good discipline within the jail. Jail officers have a responsibility to assist detainees in achieving acceptable behavior and self-control. A trained jail officer prevents situations that result in rule infractions. An officer who knows the operation of his post, the rules, and the detainees assigned to his area of responsibility can anticipate circumstances that need special attention and thereby prevent difficulties.

Rules must be reasonable and evenly applied. Jail administrators cannot afford to have them capricious, arbitrary or unduly severe. A growing body of court decisions demonstrate that the civil rights of detained persons will not be ignored. Courts have intervened to protect detainees from poor administrative decisions and practices that infringe upon those rights.

Just as rules must be reasonable, action taken to determine an alleged infraction must be based on findings of fact. Once proven, penalty action is compelled to recognize the offender's civil rights. Some court decisions have held administrators personally liable for monetary damages in instances of civil rights oversight.

It is important that disciplinary measures be related to the infraction and be fairly applied. Jail regulations and the possible consequences for infractions, in writing, provides consistent direction to both staff and detainees.

MINIMUM STANDARDS:

- 16-1 WRITTEN RULES: Every detainee shall be provided with:
- A. Rules and regulations governing behavior.
 - B. Conduct constituting a penalty offense.
 - C. Types of penalties, including duration, which may be imposed.
 - D. Authority authorized to impose penalties.
 - E. Authorized methods of seeking information and making complaints.
 - F. All other matters necessary to enable him to understand both his rights and his obligations.

- 16-2 WRITTEN RULES, ILLITERATE AND NON-ENGLISH SPEAKING DETAINEE: If a detainee is illiterate, information shall be conveyed to him orally. Special assistance shall be given to non-English speaking detainees.
- 16-3 COMPLAINTS: Each detainee shall be permitted to make requests or complaints to the jail administration in proper form, without censorship as to substance.
- 16-4 VIOLATIONS, REPORTING OF: Jail officers who observe disciplinary violations shall submit a written report of the incident.
- 16-5 VIOLATIONS, INVESTIGATIONS AND PENALTIES: Decisions on investigations and penalties for disciplinary violations shall be made by a disciplinary committee and/or by a senior jail officer who shall be designated as the Disciplinary Officer by the sheriff.
- 16-6 VIOLATIONS, CLASSIFICATIONS: Violations shall be classified as minor or major.
- 16-7 MINOR VIOLATIONS: Minor violations of conduct rules are those for which the penalty does not exceed a reprimand or the loss of privileges for more than 72 hours.
- A. The Disciplinary Officer shall impose the penalty after informing the offender of the nature of the misconduct and giving him the chance to explain or deny it. A report of the violation shall be placed in the offender's personal file or record and the offender notified.
- B. The offender shall be provided with the opportunity to request a review by an impartial officer or committee by the sheriff.
- C. All reference to the incident shall be removed from the offender's file where the review indicates that the offender did not commit the violation.
- 16-8 MAJOR VIOLATIONS: Major violations are those for which the penalty may be more severe, such as loss of good time, transfer to segregation or isolation confinement, transfer to a higher classification of custody, any other change in status which may tend to affect adversely a detainee's time of release or discharge or the filing of additional charges subject to prosecution.
- 16-9 PREHEARING RULES, MAJOR VIOLATIONS: Rules governing major violations shall provide for specific procedures as follows:

- A. Someone other than the reporting officer shall conduct an investigation into the facts of the alleged misconduct to determine if a violation occurred and if there is probable cause to believe the alleged offender committed the violation. If probable cause exists, a hearing date shall be set no later than 48 hours after occurrence of the alleged misconduct.
- B. The accused, if he wishes, shall be offered assistance from a member of the jail staff, another detainee, or other authorized person to prepare for the hearing.
- C. No penalty shall be imposed until after the hearing except that the accused may be segregated from the rest of the population or transferred to a different tier or cellblock if jail authorities feel that he constitutes a threat to other detainees, staff members or to himself.
- 16-10 HEARING RULES, MAJOR VIOLATIONS: Rules governing major violations shall provide for a hearing on the alleged violation and the hearing shall be conducted as follows:
- A. The hearing shall be held as quickly as possible, but not more than 48 hours after the charges are made.
- B. The hearing shall be before an impartial officer or committee which may include a public member.
- C. The accused shall be allowed to present evidence or witnesses in his behalf.
- D. The accused shall be allowed to pose questions to the hearing officer/committee to be asked of witnesses against him.
- E. Where the accused is illiterate, the issues are complex, and it is unlikely the offender will be able to collect and present the necessary evidence, the aid of a fellow detainee or member of the staff shall be made available to him.
- F. The hearing officer or committee shall render the decision in writing setting forth the findings, the conclusion(s), and any penalty imposed.
1. If the decision finds the offender did not commit the alleged violation, all reference to the charges shall be removed from his file.
- G. Findings of the hearing officer or committee shall be reviewed by the sheriff or warden, who may accept the decision or reduce the penalty imposed.

16-11 DISCIPLINARY FINDINGS AND PENALTY IMPOSITION: In reaching a decision regarding the type of discipline to be imposed, the hearing officer or committee shall evaluate the violation and the violator and choose the disposition which is most likely to promote conformance to normal standards of conduct.

A. RESTRICTION OF PRIVILEGES. A restriction of privileges shall be carefully evaluated and assessed as it relates to the infraction, and does not impose a secondary penalty on another person.

B. SEGREGATION. Segregation shall be resorted to only after lesser penalties have been considered.

1. Assignment to segregation shall not be cause to deprive the detainee of other rights such as cleanliness, medical care, selected recreation, correspondence, diet or commissary.

2. Segregation of a minor under 17 must conform with statutes and minimum standards regarding separation from adults.

3. Minors under 16 in segregation must remain in the jail section designated for juveniles.

C. RESTRICTED DIETS AND CORPORAL PUNISHMENT. Restricted diets and corporal punishment are prohibited. ~~Food shall never be withheld as a punishment.~~

D. FORFEITURE OF GOOD TIME. Forfeiture of good time shall be assessed in conformity with the Illinois Revised Statutes, Chapter 75, Section 32, "Misdemeanant Good Behavior Allowance Act."

16-12 CORPORAL PUNISHMENT--DEFINITION: - Corporal punishment is defined as any deliberate action, planned or spontaneous, designed to purposely humiliate, demean, defile, harm, embarrass, psychologically intimidate, or result in physical pain or discomfort of a detainee and is prohibited.

16-13 USE OF RESTRAINTS: - Instruments of restraint, such as handcuffs, chains, irons, and straitjackets, shall not be applied as a penalty, and such instruments shall not be applied in any case for any longer time than is necessary.

A. Chains or irons shall not be used as restraints.

B. Other instruments of restraint shall not be used except:

1. As precaution against escape during a transfer.

2. On medical grounds by direction of the physician.

3. By order of the sheriff/chief jailer in order to prevent a detainee from injuring himself or others, or from damaging or destroying property.

16-12 USE OF RESTRAINTS: Restraint devices, such as handcuffs, waist chains, leg irons, leg braces, straitjackets, etc., shall not be applied as a penalty.

A. Such restraints may be used on an inmate:

1. As a precaution against escape during transportation.

2. On medical grounds by direction of the physician.

3. By order of the sheriff/chief jailer in order to prevent a detainee from injuring himself or others, or from damaging or destroying property.

B. A written report will be placed on file whenever restraint devices are applied in A-2 or 3 above.

1. Additionally, each individual case will be reviewed at least once every 24 hours to determine the necessity for such restraints.

16-14 3 USE OF FORCE BY STAFF: Use of force in no way prohibits selfdefense, prevention of injury to another staff member or detainee, prevention of property damage, to subdue a recalcitrant or to thwart or prevent escape or attempt to escape. The least force necessary under the circumstances shall be employed.

16-14 PROSECUTION: Where an inmate is alleged to have committed a crime covered by statutory law, the facility shall refer the case to appropriate law enforcement officials for possible prosecution.

RECOMMENDATIONS:

1. During the course of a disciplinary hearing, the Disciplinary Officer or the committee should also determine whether there are weaknesses in the administration of the jail that may be conducive to rules violation and require adjustment.

2. Serious violation of rules, e.g., assaults on staff or other detainees, deviate sexual assaults, criminal damage to property, narcotic violations, escapes, etc., should be referred to the State's Attorney.

3. Restriction on correspondence, visiting privileges, and telephone calls should not generally be imposed since this actually punishes the family of the detainee; however, when breaches of correspondence regulations, visiting regulations or telephone usage are involved, restrictions on these activities may be justified.

Safeguards should be taken to assure compliance with court decisions regarding correspondence.

CHAPTER XVII

EMPLOYMENT OF DETAINEES

Detainee idleness and boredom is a major problem in jail administration. Idleness contributes to disciplinary problems and to the deterioration of the detainee's attitude.

MINIMUM STANDARDS:

- 17-1 UNSENTENCED DETAINEES: Persons awaiting trial and those not sentenced shall not be required to work, except to keep their living area clean.
- 17-2 SENTENCED DETAINEES: Assigning sentenced persons to perform one or more of a variety of jobs is acceptable, especially within the areas of housekeeping and maintenance, except that such assignment shall not violate any personal right or jail standard; be hazardous or potentially dangerous to a detainee's life and/or limb, health or state of well being; conflict with any law or ordinance, standards of any regulatory agency or with terms and agreements in a recognized trade union contract; or endanger jail security regulations.

RECOMMENDATIONS:

1. A volunteer work program for unsentenced detainees may be created. This should be closely supervised and restricted to general housekeeping or maintenance chores.
2. Unsentenced detainees who volunteer to work should indicate their willingness in writing.

CHAPTER XVIII
MAIL PROCEDURES

Frequent communications with family, relatives, friends, and others concerned with the detainee is to be encouraged. It is essential to morale, maintenance of family ties, legal rights, and an eventual healthy reentry into the community.

Procedures for receiving and sending mail must protect the detainee's personal rights and provide for reasonable security practices consistent with the function of a jail.

MINIMUM STANDARDS:

- 18-1 SCOPE: A detainee shall be allowed to correspond with anyone so long as his correspondence does not violate any state or federal law, except:
- A. A detainee shall not be allowed to correspond with the victims of his current or previous offense(s) unless they have given their consent in writing.
 - B. A detainee shall be permitted to correspond with a member of his immediate family or spouse who is incarcerated in another correctional or detention facility provided joint approval of both chief administrative officers is obtained.

Failure to express disapproval within 15 days of request will be considered as approval. The disapproval shall state the reason therefore.
 - C. Caution shall be taken to protect the detainee's rights in accordance with court decisions regarding correspondence.
- 18-2 INCOMING MAIL: Detainees shall be permitted to receive an unlimited number of letters.
- A. Incoming mail shall not be read, censored or reproduced but shall be opened and examined for contraband or funds.
 - B. Cashier's checks, money orders, certified checks or cash shall be recorded in the detainee's personal property record or trust fund account indicating the sender, amount, and date.

- C. Incoming letters containing contraband shall be held for further inspection and disposition by the sheriff or chief administrator.
 - 1. Contraband received shall be handled with care and labeled indicating the date of receipt, the name and address of the sender, the name of the detainee to whom it is addressed, and the name(s) and date of the person(s) handling same.
 - 2. The appropriate law enforcement agencies shall be notified and the items safeguarded in the event they are to be used as evidence in criminal proceedings or disciplinary action.
 - D. All mail shall be distributed to the detainee on the day it is received within 24 hours of receipt, excluding weekends and holidays.
 - 1. A discharged or transferred detainee's mail shall be forwarded unopened if forwarding address is known. If no forwarding address is available, mail shall be returned unopened to the sender.
 - E. A detainee shall not be allowed to open, read or deliver another detainee's mail.
 - F. Detainees may receive books and periodicals subject to inspection by jail personnel.
 - 1. Packages may be received only if approved by administrative policy and shall be subject to inspection before being delivered to the detainee.
 - G. The sheriff shall retain the right to spot check incoming mail -- designation of one person, jail administrator or officer in charge -- when there is reason to believe that jail security may be impaired or mail procedures are being abused.
- 18-3 OUTGOING MAIL: Each detainee shall be permitted to send, at personal expense, an unlimited number of letters.
- A. Postage shall be provided to indigent detainees for at least one letter per week.
 - B. Postage supplied to detainees is not transferable.
 - C. Appropriate stationery, envelopes, and a writing implement shall be supplied, but detainees may use such items as they themselves provide.

D. Detainees may not send packages by mail unless granted permission to do so by the sheriff or jail administrator.

1. Detainee shall provide for the postage cost for mailing a package.

E. A program permitting residents to send special messages or greeting cards for anniversaries and birthdays or during special holidays such as Christmas, Easter, and Mother's Day shall be implemented providing the detainee has personal funds to pay the total cost of such communications.

F. Outgoing mail shall be collected Monday through Friday. Every effort shall be made to ensure that outgoing mail is delivered to the U.S. Postal Service on the same day.

G. While outgoing mail shall not normally be read, censored or reproduced, the jail shall retain the right to spot check nonprivileged outgoing mail by the sheriff designating one person--jail administrator or officer in charge -- to do so when it is believed that jail security may be impaired.

1. Except for privileged mail, detainees shall submit outgoing mail in unsealed envelopes.

18-4 CERTIFIED OR REGISTERED MAIL: Each jail shall establish procedures for processing certified or registered mail.

A. Determination of the appropriateness of such outgoing mail shall be the responsibility of the detainee.

B. To send certified or registered mail, the detainee must have sufficient funds in his personal property or trust fund account and must attach a signed withdrawal voucher to the envelope for the application of proper postage and deduction of postage charges and other costs from his trust fund account.

1. Blank withdrawal vouchers shall be provided by the jail.

18-5 PRIVILEGED MAIL, OUTGOING: Outgoing letters from detainees to persons or organizations listed below are privileged communications and may be sealed by the detainee prior to submission for mailing. Such letters shall not be opened by the jail staff before mailing and shall be dispatched promptly.

A. Elected or appointed federal or state officials including any U. S. Senator or Representative; any Federal Judge or the Clerk of any Federal Court; the Attorney General

of the United States; the Director of the Federal Bureau of Prisons; the Governor of the State of Illinois; any Illinois Circuit, Appellate or Supreme Court judge; the Illinois Attorney General; and any member of the Illinois Assembly.

B. The Director of the Illinois Department of Corrections; the Deputy Director-Operations of the Illinois Department of Corrections; the Chief of the Bureau of Detention Standards and Services of the Illinois Department of Corrections; the Chairman, Executive Secretary, and members of the Illinois Prisoner Review Board.

C. Any attorney listed in the current edition of the legal directory. Attorneys who have been recently licensed to practice law in Illinois and who are not listed in the directory shall be approved on an individual basis after the sheriff or chief administrative officer has investigated and satisfied himself that the person is licensed to practice law.

D. All correspondence addressed to legal aid organizations and any other organization whose official declared purpose is to provide legal services for detainees.

1. These letters may be addressed either to paraprofessional personnel at the organization or to the organization's office.

E. Members of the news media.

18-6 PRIVILEGED MAIL, INCOMING: Incoming mail from persons or organizations identified in the preceding standard may be opened only for the purpose of verifying the addressee and the addressor and to ascertain that nothing other than legal and/or official matter is enclosed. Mail opening must be in the presence of the detainee.

18-7 DISCIPLINARY DENIAL: Detainees shall not be denied mail rights for disciplinary purposes except that serious violation of mail regulations may result in close scrutiny.

18-8 RELEASE, TRANSFER OR DISCHARGE: A released, transferred or discharged detainee shall be permitted to take all personal mail.

RECOMMENDATIONS:

1. A written record of addressee names on privileged outgoing mail is suggested as a protection against allegations that dispatch rights are being violated.

2. Detainees should be asked to inform correspondents not to send them cash.
3. Postage and stationery supplies should be made available through the commissary system.
4. Release and discharge procedures should ensure security measures to prevent dispatching of unauthorized mail from persons remaining in jail.
5. Incoming and outgoing mail should be recorded for reference in event of an escape.

CHAPTER XIX

TELEPHONE

Periodic use of the telephone to talk with family, friends, and relatives aids in creating and maintaining good morale within the jail.

MINIMUM STANDARDS:

- 19-1 RIGHT TO USE: Telephone communication is a right when a detainee is first admitted to the jail.
- 19-2 TELEPHONE PROGRAM: A scheduled program to permit each detainee to place at least one telephone call each week shall be established. Additional calls may be permitted at local administrative discretion. The jail is not required to provide funds for toll calls. The expense for the making of a telephone call, if any, shall be borne by the detainee.
- A. A minimum of five minutes shall be allotted for each phone call.
 - B. Telephone calls shall not be monitored.
- 19-3 VIOLATION OF TELEPHONE RULES: Violation of jail rules governing the telephone program may result in suspension of telephone usage for a designated period of time.

RECOMMENDATIONS:

1. Installation of a telephone jack system in the cell block areas is recommended.
2. Special telephone call permission as a reward is useful.
3. Telephone calls to attorneys should not count against the allotted number of calls. Verification of the called party may be required.
4. In the case of valid emergencies, such as critical illness or death in a detainee's immediate family, consideration should be given to allowing a special telephone call(s).

CHAPTER XX

VISITING

Visits provide a direct and valuable means of communication between the detainee and his family and friends. Detainees look forward to receiving visitors and visits should be encouraged. They bolster morale and may prove valuable to jail programs designed to aid a detainee's social readjustment.

Jail personnel should not become complacent regarding visits. Visitor contact can provide the spark for an outburst of detainee misbehavior -- news of illness in the family, childrens' school problems, financial problems or real or imagined infidelity.

Jail administrators must give close attention to rules which control visiting. Severely restrictive regulations have been overturned by court decisions; however, security is threatened when procedures are not controlled.

MINIMUM STANDARDS:

20-1 VISIT REGULATIONS: The sheriff shall prescribe regulations relative to visits with detainees.

- A. Regulations shall provide a schedule identifying no fewer than two visiting days each week, one of which must be during the weekend.
- B. At least one visit per week per detainee shall be allowed except when an individual detainee has been assessed a disciplinary penalty for a visiting regulation infraction.
- C. Visits shall not be less than 15 minutes.
- D. Two or more persons permitted to visit at the same time shall count as a single visit.
- E. There shall be no age restriction on visitors when a child is accompanied by a parent.

20-2 VISITS BY ATTORNEYS AND CLERGYMEN: Attorneys and clergymen shall be permitted to visit detainees at reasonable hours other than during regularly scheduled visiting hours or periods and shall not count as an allotted visit.

- A. An area for interview between a detainee and his attorney or ~~religious advisor~~ clergyman shall be provided and arranged so as to ensure privacy.

20-3 SECURITY PRECAUTIONS: Visits can be a grave security risk; however, under proper supervision, the risk can be reduced.

- A. All visitors shall be required to sign the visitor register or visitor card before being permitted to visit a detainee. ~~(Standard 4-12-S).~~

20-4 VISITS, MAXIMUM SECURITY CLASSIFICATION: Detainees requiring maximum security precautions must be given special attention during visits.

20-5 NON-SECURITY AREA VISITS: In jails where visiting is conducted in an open room or area because of previous jail structural limitations, constant visual supervision by jail staff must be exercised.

- A. Detainees must be thoroughly searched before and after each visit.
- B. Visitors are subject to search and a Search Notice sign must be conspicuously posted.

RECOMMENDATIONS:-

1. ~~The length of the visit should be for a period of one-half hour to one hour.~~
2. ~~The sheriff may deny a visit when he has reason to suspect that the visit will endanger jail security or control.~~
3. ~~In the case of a detainee awaiting trial, persons with whom he may need to confer in order to prepare the defense of his case should be extended the same visitation rights as attorneys and clergymen.~~
4. ~~The visiting area should be thoroughly searched before and after each visit.~~
5. ~~Visits should be conducted out of sight and hearing of the cell area.~~

CHAPTER XXI
SOCIAL SERVICE PROGRAMS

Social services for detainees have generally been overlooked. Modern correctional thought emphasizes that all jails, regardless of size, must provide necessary treatment services in order to fulfill the full spectrum of obligations. Treatment services is used in a broader sense -- the aggregate of jail experiences -- rather than the traditional clinical concept of medical or psychological therapy.

Efforts must be intensified to reverse criminal trends through planned treatment programs in county jails.

The philosophy of a detention facility must emphasize that the resocialization of offenders and prevention of further antisocial behavior are essential factors in controlling crime. The protection of society, humane care of persons in detention, and services required to maintain the physical, social, and emotional health of detainees must be firmly established to implement this philosophy.

MINIMUM STANDARDS:

21-1 USE OF VOLUNTEERS: Volunteer workers and groups such as Alcoholics Anonymous, Gamblers Anonymous, clergy, and volunteer counselors or groups offering needed services shall be invited to participate in the jail programs.

RECOMMENDATIONS:-

1. Jail officers should receive training in group and individual counseling techniques from professionally trained staff at the jail, mental health clinics or hospitals, local hospitals or nearby colleges and universities.
2. Professionally trained staff from mental hospitals or clinics, local universities and community agencies should be contacted as a source for counseling and therapy programs, either volunteer or contractual service.
3. Jails with an average daily population of 60 should have one full-time counselor on the staff with one added for each additional 60.

Jails with less than 60 average daily population should encourage the use of volunteers as counselors.

CHAPTER XXII
EDUCATION

Education programs, both academic and vocational, not only reduce idleness but assist in meeting basic needs of detainees.

Educational programs can be developed with the aid of community resources and interested citizens. Many detainees welcome the opportunity to sharpen their academic skills.

Local school authorities may provide teachers and information regarding financial aids available through governmental agencies.

Educational programs that may be developed are:

1. ADULT BASIC EDUCATION COURSES aimed at reducing the level of illiteracy by increasing individual reading vocabulary, encouraging writing skill, explaining basic arithmetic and providing an opportunity for detainees to learn more about community business and social activities which affect their lives.
2. ELEMENTARY AND HIGH SCHOOL COURSES that are specific or general. Depending upon the aim of the detainee, these courses may serve to provide knowledge related to a definite interest or be suitable for a continued educational program in the community after release.
3. GENERAL EDUCATION DEVELOPMENT (G.E.D.) courses to prepare qualified detainees for the G.E.D. test so they can earn a high school equivalency diploma.
4. CORRESPONDENCE COURSES for both high school students and graduates can be arranged through local school districts, state colleges, and universities.
5. SOCIAL EDUCATION taught by instructors from local schools and colleges, volunteers from community agencies, and university students to instruct detainees in self-concept understanding, how to modify existing life style habits, and how to understand and relate to others.

Detainees, individually or in groups, can be introduced to acceptable methods of finding and getting a job. They may also be introduced to vocational requirements such as proper work habits, job performance, personal relationships, and keeping a job. Jail personnel can assist detainees in obtaining birth certificates and social security numbers, to find suitable employment after release, and to utilize the services of community agencies such as local unions, employment offices, and private agencies or industries.

MINIMUM STANDARDS:

- 22-1 EDUCATIONAL MATERIALS, ACCESS TO: Educational information and academic materials shall be permitted and made accessible to detainees.
- 22-2 VOCATIONAL MATERIALS, ACCESS TO: Vocational information and materials shall be permitted and made accessible to detainees, provided their presence does not jeopardize security.

RECOMMENDATIONS:-

1. ~~The development of instructional and vocational programs through contracted or volunteer services should be encouraged.~~
2. ~~Jail administration should seek to develop special staff capabilities in employment counseling and locating places of employment.-~~

CHAPTER XXIII

LIBRARY

Federal and state court decisions have underscored the detainee's right of access to any reading material except pornography as defined by the courts or reading matter which might pose an imminent threat to jail security.

The right to read is extremely important for the detainee to develop greater self-awareness, a better understanding of the social and governmental system, and to gain information usable for vocational purposes. The individual in confinement must have every opportunity for access to printed material pertinent to his personal needs. Just as important is the opportunity to have relief from boredom and a chance to reduce aggressiveness through recreational reading and related library services.

MINIMUM STANDARDS:

23-1 LIBRARY SERVICES: Library services shall be made available to all detainees. Library materials shall include up-to-date informational, recreational, legal, and educational resources appropriate to individual detainees.

A. Legal materials and references.

1. Detainee access to current Illinois Revised Statutes shall be provided.
2. ~~Detainees - shall - be - authorized - to - purchase - newspapers at their own expense.~~
2. Detainee access to current jail rules and regulations shall be provided.

23-2 WRITTEN POLICY: There shall be a written policy covering the library's day-to-day activities and schedule.

23-3 LIBRARY PERSONNEL: Where the level of need does not require full-time library personnel, whether employed by a public library system or on the staff of the jail, there shall be a jail staff person whose job assignment shall include responsibility for on-going development and maintenance of the library and liaison with a public library.

RECOMMENDATIONS:-

1. ~~Many public libraries and systems have other materials such as films, filmstrips, slides, audio tapes, records, games and puzzles available. Jail staff is encouraged to include such activities in the library program.-~~

2. Each jail with an average daily population of 50 or less should provide a minimum collection of 100 recreational reading titles. For each additional 50 persons, or fraction thereof, in the average daily population at least 100 more titles should be provided.
3. 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.
4. Suggested supplemental legal references are contained in Appendix VI.

CHAPTER XXIV
RELIGIOUS SERVICES

MINIMUM STANDARDS:

- 24-1 RELIGIOUS SERVICES: Detainees shall be afforded an opportunity to participate in religious services and receive religious counseling.
- 24-2 COMPULSORY PARTICIPATION: Detainees shall not be required to attend, or participate in or be exposed to religious services or discussions.

RECOMMENDATIONS:

1. Detainees should be afforded the opportunity for private interviews and counseling regarding religious, personal, or family problems with accredited clergy, nuns, seminarians, and lay persons active in community church affairs.
2. Scheduled religious services should be held at regular intervals.

CHAPTER XXV

COMMISSARY

A commissary provides a valuable morale and control factor in a jail operation. Items can be made available to detainees that are otherwise denied because the jail cannot supply them. The commissary provides a broader range of selection in several lines of commodities and provides a source of grooming and personal hygiene items.

MINIMUM STANDARDS:

- 25-1 COMMISSARY, ESTABLISHMENT OF: Each jail shall establish and maintain a commissary system to provide detainees with approved items that are not supplied by the jail.
- 25-2 COMMISSARY, MANAGEMENT OF: No member of the staff shall gain personal profit, directly or indirectly, as a result of the commissary system.
- 25-3 COMMISSARY PRICES: Prices charged detainees shall not exceed those for the same articles sold in local community stores.
- 25-4 SCHEDULE: Commissary shall be provided on a regularly scheduled basis and ~~no~~ not less than ~~twice~~ once weekly.
- 25-5 PURCHASES: Commissary purchases must be reflected by a debit entry on the detainee's cash account. Entry must be initialed by the detainee or a receipt issued.
- 25-6 PROFITS: All profits from the commissary shall be used for detainee welfare, and such monies shall be subject to audit.

RECOMMENDATIONS:-

1. Commissary ~~items should include tobacco, postage and writing materials, toilet articles and supplies, candy, snacks, greeting cards, and, possibly, small handcraft items.~~
2. The ~~jail administrator should request the County Board to re-appropriate commissary profits to the jail for detainee welfare fund use.~~
3. Items ~~from sources other than the commissary should be prohibited.~~

CHAPTER XXVI

RECREATION AND LEISURE TIME

Properly organized recreation and leisure time programs can do much to relieve idleness and boredom and provide constructive activities. A regular recreational activities schedule which permits strenuous exercise helps to lower tensions and reduce disciplinary, physical, and mental health problems.

These activities should be scheduled in the dayrooms, exercise rooms or yards, multipurpose rooms, and other available space to provide equal opportunities for all detainees to participate in programs of their choice and abilities. Athletic programs, radio, television, motion pictures, arts and crafts, cards, dominoes, puzzles of all types, checkers, chess, and similar diversions should be planned, equipment obtained, and scheduled.

Tools and material which can be used for unauthorized purposes must be carefully controlled.

MINIMUM STANDARDS:

- 26-1 EXERCISE AREA: All construction designs submitted for approval after publication of these standards must include an exercise room and/or yard of sufficient area to allow strenuous physical exercise.
- A. The exercise area shall be appropriately equipped and utilized within the limitations of security requirements.
 - B. Detainees shall be allowed in the exercise area for no less than one hour per day unless the sheriff or jail administrator determines that participation in such activity by a particular detainee or group of them is harmful or dangerous to the security and/or morale of the facility.

RECOMMENDATIONS:-

4. Access to a radio or television system should be provided.

CHAPTER XXVII

JUVENILE DETENTION

All standards in the preceding chapters apply equally to minors under 17 years of age except where prohibited. The following standards for juvenile detention provide added requirements, restrictions or emphasis.

The Juvenile Court Act, Illinois Revised Statutes, Chapter 37, Section 702-8 (1) specifies:

"No minor under 16 years of age may be confined in a jail or place ordinarily used for the confinement of prisoners in a police station. Minors under 17 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."

A. Two classifications of youth are identified:

1. Minors under 16 years of age are those youth who are less than 16 years of age.
2. Minors under 17 years of age are those youth who are older than 16 but under 17 years of age.

MINIMUM STANDARDS:

27-1 MINORS UNDER 16: Minors under 16 may be detained temporarily in a room, not a cell, in a county jail when the place of confinement is a separate floor or section which ensures complete and effective isolation from any contact with adult prisoners.

- A. The designated section shall be clearly indicated above each entrance.
- B. Male and female youth shall not be housed within auditory and/or visual range of each other.
- C. Rooms shall be single occupancy.

27-2 MINORS UNDER 17: Minors under 17 may be confined in cells or rooms in a jail or place ordinarily used for confinement of prisoners at a county jail, but these cells or rooms for the minors must be separate and distinct from the cells or rooms in which adults are confined. This does not preclude the very brief use of entrances, corridors, elevators, and booking areas prior to actual confinement.

- A. Separate and distinct shall mean no visual and/or auditory contact.

B. Minors under 17 years of age may be confined in an area designated for minors under 16.

C. The same jail facilities may be used but not simultaneously with adults.

27-3 DETENTION ADMISSIONS: Only those youth charged with the alleged commission of a delinquent act or for whom a delinquency petition has been filed shall be confined.

A. Unless sooner released, a minor taken into temporary custody must be brought before a judicial officer within 36 hours, exclusive of Sundays and legal holidays, for a detention hearing to determine whether he shall be further detained.

B. When a minor is delivered to the jail, a probation officer or such other public official designated by the court shall immediately investigate the circumstances of the minor and the facts surrounding his being taken into custody. If further detention is a matter of immediate and urgent necessity, written authorization of such public officer is required in accordance with Illinois Revised Statutes, Chapter 37, Section 703-4, Juvenile Court Act. The written authorization permits detaining the minor for up to 36 hours, excluding Sundays and legal holidays.

C. Parents, legal guardian, or person with whom the minor resides shall be notified if the law enforcement officer has been unable to do so.

27-4 SUPERVISION: Staff providing supervision for minors under 16 shall receive training in understanding the methods and techniques of juvenile care.

A. Supervision of minors under 16 shall be maintained by visual contact with each youth no less than once every 30 minutes.

B. A shift log, in ink, shall be maintained as a record of incidents and activities, including supervisory checks, occurring on the shift.

C. Detainee supervision shall be provided by a person of the same sex under the following conditions:

1. When procedures which require physical contact or examination such as body searches are made.
2. During periods of personal hygiene activities and care such as showers, toileting, and related activities.

CONTINUED

1 OF 3

3. This standard does not prohibit the use of necessary force by a staff member of a sex other than that of a detainee.

27-5 DETENTION ROOMS AND DAY ROOMS: The following requirements are established:

- A. Each detention room shall, at minimum, provide 64 square feet of floor space per room.
- B. A dayroom area must be provided with a minimum of 35 square feet per detainee for each detention room cluster.
- C. Each sleeping room shall be equipped with a rigidly constructed metal bed securely fastened to the wall or floor; a toilet; washbasin with hot and cold running water; a suitable flame retardant mattress, mattress covering, and bed covers suited to individual needs; illumination sufficient to guarantee distinct visual supervision, and a comfortable reading level.

27-6 PERSONAL HYGIENE: Clothing changes, showers, shaving, and other personal hygiene activities shall conform, at minimum, with those standards pertaining to adult detainees.

27-7 FOOD SERVICE: Food preparation, menu, diet, food service, and meal schedules shall conform to the needs of growing adolescents. A minimum of 2,500 to 3,000 calories per day shall be provided.

- A. Food service dining areas cannot be shared simultaneously with adults.

27-8 ACTIVITIES: Each youth shall have a daily eight hours minimum of dayroom and recreation activity except when behavior endangers required security, jeopardizes the safety and well being of staff and other detained youth, is a threat to himself or to protect property.

- A. Appropriate reading materials and table games in sufficient quantities; radio and/or television shall be provided.
- B. Recreation of an energetic nature shall be provided and out-of-doors activities shall be scheduled when appropriate facilities exist.

27-9 EDUCATION: A regular schedule of academic instruction and related educational services appropriate to the needs of each individual shall be provided for those youth detained beyond 36 hours with arrangements made through the appropriate school district.

- A. Co-educational classes may be scheduled.

27-10 PSYCHIATRIC AND SOCIAL SERVICES: Access to psychiatric, psychological, casework, and counseling services shall be provided as needed in individual cases.

27-11 VISITING: A liberal visiting schedule shall be established identifying no fewer than two visiting days each week, one of which must be during the evening hours and one during the weekend, and all holidays.

- A. Visits from attorneys, clergy, social workers, probation officers or other persons professionally associated with a youth's case shall be permitted at reasonable non-scheduled hours. These visits shall not count against any limitation which may be placed on the number of visits allowed.

27-12 RECORDS: Records, to include admission, medical, and visiting shall be maintained in accordance with these standards.

- A. Records of all minors under 17 years of age must be maintained separate from the records of adult arrests.

1. Names of juveniles shall not be recorded in the same ledgers, jail registers, monthly population reports or other records that are subject to public review.

- B. Records may not be open to public inspection or their contents disclosed to the public except by order of the court or when the institution of criminal proceedings has been permitted or the person has been convicted of a crime and is the subject of pre-sentence investigation or proceedings on an application for probation.

DEPARTMENT OF CORRECTIONS

STATE OF ILLINOIS

BUREAU OF DETENTION
STANDARDS AND SERVICES
303 State Armory Building
Springfield, Illinois 62706

COUNTY POPULATION REPORT

County _____

Month - Year _____

Please mail reports by the tenth day of each month

	INMATES BEGINNING OF MONTH	NON-SENTENCED		REGULAR SENTENCE		WORK RELEASE		WEEKEND	
		Number New Bookings	Total Days Held	Number New Sentenced	Total Days Held	Number New Sentenced	Total Days Held	Number New Sentenced	Total Days Held
Males									
Females									
Juvenile Males									
Juvenile Females									

ALL FIGURES FOR CURRENT MONTH ONLY

BREAKDOWN OF JUVENILES BY AGE

AGE	Delinquents Admitted		Non-delinquents Admitted *	
	MALES	FEMALES	MALES	FEMALES
10 and under				
11				
12				
13				
14				
15				
16				

*Non-delinquents are Status Offenders, e.g., runaway, truant, curfew, alcohol abuse, dependent, neglected.

DC 403-D

Appendix I

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
BUREAU OF DETENTION STANDARDS AND SERVICES
303 ARMORY BUILDING
SPRINGFIELD, ILLINOIS 62706

CHICAGO ONLY

Appendix II
Chicago Police Department
R. D. Number

REPORT OF EXTRAORDINARY OR UNUSUAL OCCURRENCE

County _____ Municipal _____ County Juvenile Detention Center _____

AUTHORITY: Illinois Revised Statutes, Chapter 38, Section 1003-15-2

- INSTRUCTIONS: 1. Reports must be made on all extraordinary or unusual occurrences involving detainees.
2. Mail reports within 72 hours of occurrence to the Bureau of Detention Standards and Services. Whenever delay is unavoidable, make report by telephone and follow as soon as possible with written report.
3. Forward the original of this report, retain a copy.

1. Name of facility _____
Address _____

2. Date of occurrence _____ 3. Time of occurrence _____

4. Type of occurrence:
Suicide or Attempt _____ Homicide or Attempt _____ Escape or Attempt _____ Fire _____
Serious Injury _____ Battery _____ Riot or Rebellion _____ Sex Offense _____
Other _____

5. Detainees involved:

Name	Age	Date Confined	Charge
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. If death resulting:
Name of deceased _____
Cause of death _____ Time of death _____
Prior to death, last seen by _____
Reported by _____
Was deceased examined by a physician on or after admission? _____
Did deceased give any signs of illness? _____

7. Detainees interviewed:

Name	Age	Charge

8. Officials interviewed:

Name	Title

9. Principal causes of occurrence:

10. Summary of details of extraordinary occurrence

11. Recommendations to prevent such occurrences:

Report date _____

Reporting Officer's Signature _____

CHICAGO ONLY

Reporting Officer's Signature	Star No.
Watch Commander's Signature	Star No.
Area Deputy Chief of Patrol or Director of General Support Division.	

PERSONAL INFORMATION

BOOKING RECORD

RECEIVED: DATE _____ TIME _____

Last Name	First Name	Middle Name	Residence:					
A and Nicknames:			Color/Ethnic	Age	LCB	Sex	Marital	Social Security No.
Employer:			Phone:		Occupation:			
Ed. level:			Relg:	Attorney:		U.S. Citizen		
yrs.			Telephone:		Yes No			
Notify in Emergency:			Relationship		Address:		Telephone:	

PHYSICAL AND HEALTH (Includes dental and psychiatric)

HEIGHT	WEIGHT	HAIR	EYES	SCARS--Tattoos	Amputation
Injuries noted and area:					Yes No
Reported state of health:			Drug User	Alcoholic	Prescribed Medication
Special Medical Exam:			Findings:		Special Diet
Date:			Prescription:		Medical Tags
Doctor:			Other:		Skin Rash
					Unusual cough
					Temperature
					Diabetes
					Epilepsy
					Other:

ARREST RECORD

Current Charges:	Arrest Date	Arrest Number:
Arresting Officers:	Time of Arrest	Arresting Dept.
COMPLAINANT:		
Previous Arrests: Offense _____	Where _____	When _____
Actual Sentence _____	Where served _____	When _____
Additional prior arrests on reverse)		
Fingerprint File No. _____	Status: Probation _____	Parole _____

CLASSIFICATION:

() Max.	() Med.	() Min.	() First Offender	() Regular Sent.
			() Multiple Offender	() Periodic Sent.
			() Witness	() Homosexual
			() Non-criminal	() Mental or
			() Drug Abuse	Emotional
			Disturbance	

Alleged Offense Officer Date of Review Action Taken Approved By

VII. APPEARANCES OUTSIDE THE JAIL:

Destination Escort Signature Date and Time Purpose Returned: Date and Time

VIII. DISPOSITION:

Fine _____ Bail \$ _____ Sentenced _____
 Recognizance _____
 Hold, Warrant; Other Jurisdiction _____ Judge _____ Court _____

IX. RELEASE OR TRANSFER:

Released _____ Authority _____ Date _____ Time _____

Transferred _____ Another Jurisdiction _____ DOC _____

Into Custody of: _____

Physical wounds, injuries or illness: _____

I certify that all personal property on hand in the jail was returned to me, and that the balance of any monies was returned to me.

 Detainee's Signature

 Releasing Officer

Additional Previous Arrests: Offense _____ Where _____ When _____

Sentence _____ Where served _____ When _____

Offense _____ Where _____ When _____

Sentence _____ Where served _____ When _____

Other Information Desired: _____

APPENDIX IV

CELL SHAKEDOWN FOR CONTRABAND

All occupied and unoccupied cells must be thoroughly searched for contraband. Searches should be frequent and timed so that they cannot be anticipated by detainees. Before admitting a detainee to an occupied cell it should be thoroughly searched.

PROCEDURE:

1. 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 water-proof container.
4. Examine shelves and all articles on them. Carefully inspect cosmetic item containers. 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. For a 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, 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, mattress covers and mattresses, with particular emphasis on seams or stitching.
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. Where possible, each mattress should be periodically inspected by an electronic metal detector.
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 books, magazines, or packages found in the cell.

APPENDIX V

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COUNTY JUVENILE DETENTION STANDARDS

STATE OF ILLINOIS

DECEMBER, 1977

(Proposed revision-August, 1979)

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FOREWORD

This manual contains minimum standards and procedures for the operation of the county juvenile detention facilities and supersedes the ~~Illinois Standards and Guides for the Detention of Juveniles dated January, 1975.~~ County Juvenile Detention Standards, dated December, 1977. Standards for juveniles detained in jails, which are contained in published county and municipal jail standards, are included for informational purposes as appendices.

These standards conform to the Juvenile Court Act which was promulgated primarily to protect and not punish; to secure for each minor such care and guidance as will serve the moral, emotional, mental, and physical welfare of the minor; and to ensure custody, care, and discipline as expected in a family home environment, when the minor is removed from his family.

The Department of Corrections urges the development of local practices which divert many youth taken into custody from undergoing confinement. An effective probation system, temporary group or individual home assignment, or return to the youth's home are alternative means to secure custody. Additionally, parental or guardian reinforcement, surrogate homes, and volunteer services are diversionary methods to be considered prior to a decision to commit a youth to secure custody.

It is recognized that a need exists for establishing juvenile detention homes, separate from the municipal and county jails, since a minimal percentage of youth require secure custody. These youth need positive programming elements, including casework, social group work, clinical services, academic assistance, health services, and a variety of recreational activities.

Juvenile detention facilities are a part of the justice system. Often, offenders receive their first confinement experience in such a facility and the type of care and treatment they receive has strong influence on their subsequent attitudes and adjustments. Humane custodial care and treatment that protects civil and legal rights and recognizes their qualities as a human being is therefore required and anything less is counterproductive to detention purposes.

Statutes, court decisions, and sound management principles are fundamental guides to establishing standards. The minimum standards contained herein, which must be met, reflect those guides. The recommendations are procedures which may be implemented toward improving detention operations, and every effort should be made to follow them.

The superintendent of a detention facility must be familiar with applicable court opinions regarding detention operations. When court opinions in various judicial jurisdictions within the State contradict these standards, the court opinion will prevail.

LEGAL AUTHORITY

Illinois Revised Statutes, Chapter 38, Section 1003-15-2. STANDARDS AND ASSISTANCE TO LOCAL JAILS AND DETENTION FACILITIES.

(a) The Department shall 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.

(b) 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 correctional facility does not comply with the standards established, the Director of Corrections shall give notice to the county board and the sheriff 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.

(c) The Department shall provide consultation services 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 I DETENTION ADMISSION POLICY

Admissions to a detention facility is the responsibility of the court. The judiciary recognizes that many delinquents do not require detention. The court has wide latitude to determine the desirable conditions for detention in each case pending adjudication.

MINIMUM STANDARDS:

1-1 STATEMENT OF ADMISSION POLICY: The juvenile judge shall define in writing the court's detention admission policies.

- A. A qualified intake officer shall be appointed to screen court intake service referrals and control detention admissions.
- B. Twenty-four hour intake coverage shall be provided.
- C. No youth shall be placed in detention without authorization by the judge or person appointed by the judge.
- D. The officer presenting a youth to the court's intake officer for detention admission shall submit a detailed written report of the alleged charge.
- E. No youth shall be admitted to a detention facility when such admission will result in exceeding the rated capacity.

1-2

DETENTION HEARING: Chapter 37, paragraph 703-5, Juvenile Court Act, as amended, provides that: (1) Unless sooner released, a delinquent minor taken into custody must be brought before a judicial officer within 36 hours, exclusive of Sundays and legal holidays, for a detention hearing or shelter care hearing to determine whether the youth shall be further held in custody; (2) Unless sooner released, a minor otherwise in need of supervision, a neglected minor or a dependent minor taken into temporary custody must be brought before a judicial officer within 48 hours, exclusive of Saturdays, Sundays and holidays, for a shelter care hearing to determine whether he/she shall be further held in custody; (3) The minor must be released from custody at the expiration of the 36 or 48 hour period, as the case may be, if not brought before a judicial officer within that period.

- A. If a youth is further detained, a written order must be issued by the judge or person designated by the judge or a petition must be on file.
- B. No youth shall be committed to a detention facility for any period of time as a form of sentence or in lieu of commitment to an institution or the Department of Corrections.
- C. Any minor taken into custody who requires care away from home, but not physical restriction, shall be given temporary care in a foster family home or other shelter facility designated by the court.
- D. The use of detention pending completion of a court hearing must comply with the Juvenile Court Act, 704-2 and 704-7.

1-3

SITUATION CHANGE: A youth shall be released from detention when a change in the situation which necessitated detention occurs and the need for secure custody is no longer justified.

RECOMMENDATIONS:

1. The court's admission policies should be periodically reviewed with the chief of probation services, the detention superintendent, and law enforcement officials.
2. Alternative placement to detention should be provided for status offenders and minors in need of supervision. (Senate Bill 346 amending the Juvenile Court Act prohibits use of detention for minors other than those alleged or adjudicated delinquent.
3. Detention should not ordinarily exceed two weeks, provided no special work is required in preparing for adjudication and disposition.
4. Admission policies should reflect the nature of detention as temporary or short term secure custody.

CHAPTER II
ADMINISTRATION

Detention, by legal definition, has emphasized protection and treatment of youth. All too often, concept and reality are not reconciled. Detaining procedures and programs should be based on a variety of behavior control methods.

MINIMUM STANDARDS:

- 2-1 DETENTION RESPONSIBILITY: ~~The judge of the juvenile court is responsible for detained youth no matter what administrative body operates the detention facility.~~
 - A. The superintendent shall have full responsibility and accountability for secure custody management.
- 2-2 OBJECTIVES: The purposes of supervision, guidance, and treatment shall be clearly stated in writing and each staff member made fully aware of them.
- 2-3 STAFF TRAINING: The superintendent shall be responsible for providing staff orientation, in-service training, and a regular and continuous development program.
 - A. Staff training shall consist of a minimum of forty scheduled hours each year.
 - AB. All staff assigned to detention duties shall be made familiar with these standards.
- 2-4 WRITTEN PROCEDURES: A written manual of policies and regulations shall be published and furnished to each employee. Written emergency procedures in event of fire, riot, escape, bomb threat, and natural disaster shall be a part of the manual.

- 2-5 POST DESCRIPTION: Comprehensive duty descriptions for each detention position shall be in writing and furnished to each employee performing the function.
- 2-6 RECORDS: The superintendent shall assure that all required records are maintained.
- 2-7 STAFF LIBRARY: Access to professional literature dealing with detention and related fields shall be maintained.

RECOMMENDATIONS:

1. The superintendent should exert leadership in advocating and assisting in the establishment of alternative detention services.
2. The judge of the juvenile court should ~~arrange for the appointment~~ encourage the formation of a committee of citizens to provide assistance and consultation to the superintendent and interpret the detention function to the community.
3. ~~Staff training should consist of a minimum of forty scheduled hours each year.~~

CHAPTER III
PERSONNEL

Improving staff performance to meet the expanded objectives of secure custody is on-going. Group supervisors have moved rapidly toward professional status and many persons now select group work as a career. Management must provide positive direction for staff members.

MINIMUM STANDARDS:

- 3-1 DETENTION STAFFING: Each detention facility must have sufficient personnel to provide adequate 24-hour supervision of youth seven days a week.
 - A. A superintendent, qualified by training and experience to supervise staff and youth, shall be appointed for each detention facility.
 - B. An assistant superintendent, qualified by training and experience to supervise staff and youth, shall be ~~appointed~~ designated for a detention facility of 25 or more rated capacity.
 - EC. No youth shall be confined without a staff member on continuous duty in the living unit, awake and alert, at all times.
 - BD. Supervision by a female supervisor shall be required any time a female youth is in custody.

~~EE.~~ No detention facility shall have fewer than three persons on duty per shift. On the midnight shift, two persons may be on duty and one on call. (See Standard 13-1 A.)

3-2 STAFF SELECTION: Selection criteria for a potential staff member whose job responsibility requires immediate and direct contact with detained youth shall include attention to such characteristics as emotional maturity; physical stamina; sense of humor; imagination; freedom from hostility; attitudes toward racial, ethnic, and religious differences; skills suitable for use in dealing with disturbed youth; and special experience.

3-3 RULES AND REGULATIONS: Each staff member working with youth shall have a thorough knowledge of all rules and regulations.

A. Detention staff shall be thoroughly acquainted with all security features of the facility and all emergency equipment.

B. Staff members working with youth shall not offer case-work advice regarding the individual's alleged offenses and/or legal issues.

3-4 CASEWORK: One professional staff member (possession of at least a bachelor's degree in one of the behavioral sciences) for a facility with a rated capacity of 20 or less shall be a member of the detention staff. One additional professional staff member shall be added for each additional 35 youth. (The superintendent may be counted for purposes of this requirement.)

3-5 CERTIFICATE, LICENSES, REGISTRATION: Duties which require possession of a current certificate, license or registration as evidence of special competence to perform those duties shall be licensed and certified by the Department of Registration and Education.

3-6 DISCIPLINARY AND GRIEVANCE PROCEDURES: Procedures regarding employee disciplinary matters and grievances shall be established and made known to all employees.

RECOMMENDATIONS:

1. A merit system should be established for detention staff.
2. Pay scales or rates for detention staff should be at least equal to those of probation officers.
3. Detention facilities with 15 or more employees should have a training officer designated.

CHAPTER IV
RECORDS

An accurate records system is of utmost importance. Statistical data serves as a basis for evaluating current practices while planning and giving direction to future operations. Such data serves to reveal areas where adjustments in current operations and procedures may be required. A sound record and report system provides the superintendent with an effective management tool.

MINIMUM STANDARDS:

4-1 FACE SHEET AND PERSONAL RECORD INFORMATION: A face sheet and personal record file shall be maintained. (Standard 5-11).

4-2 CONFIDENTIAL RECORD: All face sheet data and police record information is confidential and shall not be disclosed to unauthorized persons or to the public except by order of the court.

~~A. Juvenile Court Act, Chapter 37, paragraph 702-10 was amended and adds paragraph 702-10.1 which provides that the general policy of the Juvenile Court Act of confidentiality of juvenile police and court records shall not apply to the identity of minors adjudicated delinquent because of willful or malicious acts committed by such minor with the intention of causing injury to a person or property. The identity of the minor shall be made available to the victims of the offense after the minor has been adjudicated a delinquent.~~

BA. Staff members shall be provided access to case information required for the performance of their duties.

4-3 MONTHLY REPORTS, STATISTICS: The superintendent shall submit to the Bureau of Detention Standards and Services monthly, an accurate report of the numbers of youth confined during the preceding month and provide information on each in the categories indicated on the report form provided by the Bureau. (Appendix 1.)

A. Monthly population reports must be submitted to the Bureau by the 10th day of the following month.

B. Each calendar day, including day of admission and day of release, shall be counted for calculating length of stay.

C. Duplicate copies shall be prepared. The reporting facility maintains the original and forwards the duplicate to the Bureau.

4-4 EXTRAORDINARY OR UNUSUAL OCCURRENCE: All unusual incidents which involve or endanger the lives or physical welfare of staff members or youth must be reported to the Bureau of Detention Standards and Services utilizing form DC-464-2-B, supplied by the Bureau. (Appendix 2.)

A. Reports shall be forwarded within 72 hours of the occurrence.

B. Extraordinary or unusual occurrences shall mean:

1. Death.
2. Attempted suicide (if hospitalization or medical treatment is required).
3. Serious injury, to include accidental or self-inflicted.
4. Escape.
5. Attempted escape.
6. Fire.
7. Riot.
8. Battery on a staff member.
9. Battery on youth by a staff member.
10. Battery on youth by another youth (only if hospitalization or extensive medical treatment is required).
11. Sexual assaults.
12. Occurrence of serious infectious disease or illness within the facility.

4-5 REPORT TO COURT: A written report which summarizes the needs, personal and social problems, strengths, and other pertinent findings as revealed in detention activities and services shall be forwarded to the probation officer and to the court upon request.

4-6 FINGERPRINTING AND PHOTOGRAPHING: It is illegal for any person, agency or law enforcement officer to knowingly transmit any fingerprint or photograph relating to a minor who has been arrested or taken into custody before his 17th birthday unless so authorized by the court. (Juvenile Court Act, 702-8.)

4-7 DAILY POPULATION REPORT: A daily detention population report shall be supplied to the judge and the chief of probation services by the superintendent. The report shall include the name of each youth, day admitted, accumulated days of stay, assigned probation officer, date of adjudicatory hearing, and any other information the judge might request to assist the control of admissions.

4-8 DETENTION OVER THIRTY DAYS: Any youth who has been detained continuously for more than 30 days must be brought to the attention of the presiding judge of the juvenile court having jurisdiction in the case.

RECOMMENDATION:

1. Preparation of monthly population reports should be the designated responsibility of one staff person trained in the procedure.

CHAPTER V
ADMISSION PROCEDURES

The legal authority for detention admissions is the juvenile court judge or his designated representative. A thoroughly planned and well-organized admission process is an indispensable prerequisite to good detention management.

Admission to a detention facility can be a traumatic experience. A feeling of abandonment is easily developed due to separation from home and familiar surroundings.

MINIMUM STANDARDS:

5-1 POSTING OF RIGHTS: A Notice of Rights, in Spanish and English, available from the Bureau of Detention Standards and Services, shall be conspicuously posted in all areas, other than detention rooms, where youth are held in custody.

5-2 LEGAL CONFINEMENT AUTHORITY: The staff member accepting youth for detention must determine that each is being detained under proper legal authority.

5-3 IDENTITY: Identity of the person being admitted must be verified.

5-4 INJURIES: Any seriously injured, seriously ill or unconscious youth must not be admitted to the detention facility until a medical examination has been conducted by a licensed physician.

A. A written record of diagnosis, treatment, and medication prescribed shall accompany the youth if detention admission approval prevails.

5-5 PARENTAL NOTIFICATION: Detention staff shall notify the parents, guardian, or other responsible person of the youth's admission within one hour after arrival.

A. Date and time of such call and name of person contacted shall be recorded.

5-6 STRIP SEARCH: A strip search consistent with law shall be performed by a staff member to assure against the introduction of weapons, contraband or body pests.

- A. The strip search shall be performed in an area that ensures privacy and dignity of the individual. The individual shall not be exposed to the view of others not specifically involved in the process.
- B. Searches shall be conducted by a person of the same sex.
- C. All personal clothing shall be carefully searched for contraband.
- D. The probing of body cavities may not be done except where there is reasonable suspicion to believe that the detainee is carrying contraband there, and such searches may only be conducted by medically trained persons in a private location and under sanitary conditions.

5-7 PERSONAL PROPERTY, ACCOUNTABILITY: Each personal property item taken from the youth shall:

- A. Be listed and described in the presence of the youth and a receipt issued.
- B. The receipt must show the signatures of the admitting staff member and the youth, with the original filed in the youth's personal record file and the duplicate given to the youth.

5-8 PERSONAL PROPERTY, SECURITY: All personal property of the youth shall be securely stored until such time as release, discharge or transfer occurs, unless the youth approves, in writing, the release of such property to a designated person.

- A. Personal property released to a third party must have the youth's signature approval and the signature receipt of the third party.
- B. Contraband items, officially confiscated or disposed of, shall be shown on the inventory and the youth's signature obtained along with the signature of the staff member.
- C. Items of personal property subsequently added shall be recorded on the inventory and the youth's signature obtained along with the signature of the staff member.
- D. A system of strict accountability to ensure personal property security shall be established in writing.
- E. Personal clothing shall be laundered or dry cleaned, as appropriate, before storage and made ready for a youth's court appearance, release or approved use during the detention period.

5-9 MEDICAL SCREENING: The admitting staff member shall inquire into and examine the youth for any obvious injuries, medical tags, rashes, unusual cough or high temperature and determine, by questioning, if there are medical problems including drug or alcohol abuse, asthma, diabetes, epilepsy, mental distress or other conditions which require medical attention. The person performing the examination shall be able to identify medical problems.

- A. The admitting staff member shall question the parents, guardian or other responsible person, at the time of the first visit, regarding the medical history of the youth.
- B. Any youth showing signs of or reports physical or mental distress, drug or alcohol abuse, shall be referred to health care personnel immediately.

5-10 MEDICATION: Any medication in the possession of a youth at admission shall be labeled for identification and withheld until a medical doctor determines the disposition. This determination shall be made at the earliest possible time, but in no instance shall it exceed eight hours after admission.

5-11 FACE SHEET AND PERSONAL RECORD INFORMATION: A record for each youth shall be established at admission and maintained throughout the period of confinement. Such record shall include:

- A. Name.
- B. AKA and nicknames.
- C. Address.
- D. Age, date of birth, and sex.
- E. Parents, guardian, or responsible person to notify in case of emergency, including address and telephone number.
- F. Physical description and characteristic marks.
- G. Occupation.
- H. Education level, name and address of school now attending.
- I. Religion or religious affiliation.
- J. Alleged charge.
- K. Date and time of admission and authority.
- L. Name and title of officers presenting and receiving youth, as well as law enforcement jurisdiction by name.
- M. Name and telephone number of youth's attorney.
- N. Dates of previous admissions and releases.
- O. Legal status: Delinquent, nondelinquent, or status offender.
- P. Medical record of health and physical condition at admission, during confinement, including treatment and medication administered, and condition at discharge. Medical records will be kept separately, subject to court order.
- Q. Itemized record of youth's cash, other valuables, and monetary expenditures and receipts while in custody.

- R. Date and time of court detention order.
 - S. Date of petition filing.
 - T. Date of adjudicatory and/or dispositional hearing, including continuances.
 - U. Dates of temporary absences from detention facility, authority to be absent, and destination.
 - V. Record of visitors' names and dates of visits.
 - W. Record of misconduct and discipline administered.
 - X. Probation officer.
 - Y. Date of release, including name of person and agency to whom released.
- 5-12 LICE AND OTHER BODY PESTS: Treatment, as directed by the facility physician, shall be initiated immediately when body pests are detected.
- 5-13 SHOWERS: All youth must shower or bathe when admitted, except as amended by medical advice in individual cases.
- 5-14 ROOM ASSIGNMENT: The youth shall be assigned to suitable quarters. (See Chapter VIII.)
- 5-15 ITEMS OF ISSUE: Youth shall be issued clean bedding, towel, necessary clothing, soap, toothbrush, and dentifrice.
- A. Bedding shall consist of sheets, flame-retardant mattress, blanket(s) appropriate to the season of the year, a pillow, and pillow case.
 - B. The towel shall be cloth and of bath size.
- 5-16 RULES AND REGULATIONS: A copy of the printed detention facility rules and regulations shall be given each youth at time of admission.
- 5-17 ADMISSION ISOLATION: A youth shall not routinely be placed in isolation at admission pending a routine medical examination by a medical doctor or licensed nurse or as a "cooling off period."
- 5-18 ORIENTATION: An initial orientation, conducted by the case worker or a member of the group supervisor staff, shall be conducted at time of admission.
- 5-19 ORIENTATION CONTENT: The orientation shall include:
- A. Information pertaining to rising and retiring, meals, mail procedures, telephone privileges, visiting, correspondence, commissary, recreation, and medical care.
 - B. Rules of conduct.
 - C. Disciplinary procedures.

- D. Information regarding programs, i.e., education, arts and crafts, counseling, and all social services.
- E. Procedures for making requests or entering complaints to staff members, judiciary or to Department of Corrections personnel.
- F. Orientation presentations shall be in written form and read to youth. Non-English speaking youth shall be given interpretive assistance.

RECOMMENDATIONS:

1. ~~Detention~~ Varied and multi-colored clothing should be furnished to all youth upon admission.
2. Any serious injuries existing at the time of admission should be photographed in color.
3. A description of personal items should be noted. For example, ring settings should be so described rather than "diamond" and watches should be identified by brand name.
4. ~~Careful attention to body orifices (consistent with law), prosthetics, and surgical dressings should be given in the strip search in order to detect contraband.~~
5. ~~Mattresses with fire retardant treated cotton filling with a flame retardant waterproofed cotton cover are recommended. Polyurethane mattresses, considered fire retardant, are resistant to fires started from cigarettes but burn rapidly and emit a highly toxic (possibly lethal) gas when ignited by an open flame. (Bits or pieces mixed with shredded newspaper, for example.)~~
6. One staff member should be designated the responsibility for personal property control.
5. American Medical Association Standards regarding all medical screening and medical services in jails should be considered.
7. ~~A Notice of Rights, in Spanish, should be posted along side those in English.~~

CHAPTER VI
ORIENTATION

~~A youth more easily adjusts to detention by having the benefit of guidelines and correctly interpreted information. He must learn rules in relation to schedules, visiting, correspondence, personal cleanliness, freedom of movement, and approved activities.~~

~~To counter negative reactions, a clear and concise orientation procedure by qualified staff members is required.~~

MINIMUM STANDARDS:

- ~~6-1~~ ORIENTATION: ~~An initial orientation, conducted by the case worker or a member of the group supervisor staff, shall be conducted at time of admission.~~
- ~~6-2~~ ORIENTATION CONTENT: ~~The orientation shall include:~~
- ~~A. Information pertaining to rising and retiring, meals, mail procedures, telephone privileges, visiting, correspondence, commissary, recreation, and medical care.~~
 - ~~B. Rules of conduct.~~
 - ~~C. Disciplinary procedures.~~
 - ~~D. Information regarding programs, i.e., education, arts and crafts, counseling, and all social services.~~
 - ~~E. Procedures for making requests or entering complaints to staff members, judiciary or to Department of Corrections personnel.~~

CHAPTER VII
RELEASE PROCEDURES

The legal authority for release is the juvenile court judge or his designated representative.

Detention staff must be familiar with documentation required before a youth is permitted to leave the detention facility, whether for a temporary period or a final release.

MINIMUM STANDARDS:

- ~~76-1~~ IDENTIFICATION: Positive identification shall be made by a staff member before discharge, transfer or release of a youth.
- ~~A. When a youth is discharged or released to the custody of another, a record shall be made of the date, time, and authority.~~
- ~~76-2~~ PHYSICAL EXAMINATION: Prior to final release or discharge, each youth shall receive a physical inspection by a person of the same sex and a record made of any wounds or injuries.
- ~~76-3~~ CONTRABAND: Youth being discharged, released or transferred shall be searched by a person of the same sex to eliminate taking property which does not belong to them.
- ~~76-4~~ PERSONAL PROPERTY: All personal property and funds, other than those legally confiscated, inventoried at the time

of admission or added during the time of detention and not transferred to a third party or expended during detention shall be returned to the youth.

- A. Items shall be carefully inventoried, or otherwise accounted for, with the releasing staff member and the youth signing the form.
- B. A copy of the itemized and signed receipt shall be maintained by the detention facility as a permanent record.

RECOMMENDATIONS:

1. Use of a photograph is suggested to ensure positive identification of the youth leaving detention custody.
2. Personal property of youth being transferred to another agency should be turned over to the transporting officer in the presence of the youth and the signature of the transporting officer obtained.
3. Personal property of a youth transferred to an Illinois Department of Corrections facility should accompany the youth.

CHAPTER VIII
SEPARATION, SEGREGATION

Segregation policies and procedures should be reviewed periodically to ensure that they are not routinely used as a punishment.

MINIMUM STANDARDS:

- ~~87-1~~ SEPARATION BY SEX: Female youth shall be detained in a group living area separated from auditory and visual contact with male youth. Separation of female and male youth shall mean only the sleeping, toilet, and bathing areas. Coeducational program activities are encouraged.
- ~~87-2~~ SEPARATION BY CATEGORY:
- A. Mentally or Emotionally Disturbed or Retarded: The mentally or emotionally disturbed or retarded youth shall be immediately examined by a physician, or other competent person, and action taken to transfer them to an appropriate facility.
 - B. Suicide Risk: When it is determined that an individual is a suicide risk or demonstrates other serious mental distress, access to professional clinical services, e.g., psychiatrist or psychologist, shall be provided in addition to constant detention staff supervision.

- C. Drug Abusers: Narcotic or other drug addicts undergoing withdrawal shall be placed in a hospital where they can be constantly supervised by trained medical personnel and shall remain under supervision during that period.
- D. Disciplinary and Administrative Segregation: Youth placed in disciplinary or administrative segregation (superintendent's protective custody) shall be kept in room confinement. (Not more than 36 hours, unless clinically contraindicated.)
 - 1. Restriction or deprivation of privileges shall be in writing and in accordance with established disciplinary procedures.
 - 2. Youth must be permitted to rejoin the general population when considered capable of doing so without further disrupting detention operations.
 - 3. A youth in administrative segregation is not in a punishment status but all activities must be under controlled supervision.

87-3 ROOM CONFINEMENT VISITS: The superintendent or his designated representative shall visit youth in room confinement status daily.

- A. A record of daily visits shall be maintained in a log denoting name of youth visited.

CHAPTER ~~X~~ VIII
HOUSING

When admission procedures are completed, youth must be assigned appropriate quarters.

MINIMUM STANDARDS:

98-1 DETENTION ROOM SPACE: At least 80 70 square feet of floor space shall be provided for each detention room. (May be adjusted by the Director of Corrections on an individual basis when sufficient justification for doing so exists.)

98-2 DETENTION ROOM OCCUPANCY: The following measures shall be observed to ensure reasonable security, sanitation, and personal comfort:

- A. All existing detention rooms shall be designated for single occupancy. This requirement may be waived for multiple occupancy/dormitory rooms in existing facilities.
- B. New detention facility design or planned expansion of existing facilities shall specify detention rooms for single occupancy.

98-3 DETENTION ROOM EQUIPMENT: Each room shall be equipped with:

- A. A rigidly constructed ~~metal bed, securely anchored to the floor.~~
 - 1. Mattresses with fire-retardant treated cotton filling with a flame-retardant waterproofed cotton cover are recommended. (Polyurethane mattresses, considered fire-retardant, are resistant to fires started from cigarettes but burn rapidly and emit a highly toxic (possibly lethal) gas when ignited by an open flame, e.g., bits or pieces mixed with shredded newspaper, for example.)
- B. A washbasin with piped hot and cold water.
 - 1. A supply of disposable drinking cups shall be provided if the washbasin is not drinking fountain equipped.
- C. A toilet.
- D. Illumination sufficient to ensure a comfortable reading level. (30 footcandles, three feet above the floor.)
 - 1. Light fixture shall be recessed and tamperproof.

98-4 DETENTION ROOM LEVEL: Detention rooms shall be located above ground level.

98-5 LIVING AREA: A living area containing no less than 5030 square feet per youth must be provided in conjunction with each cluster of detention rooms. (Waived for existing facilities.)

- A. Each living area shall be equipped with tables and chairs. Seating shall be provided for each youth.
- B. Radio and television equipment shall be provided.
- C. A bulletin board shall be provided.
- D. A cold water drinking fountain shall be provided.
- E. One shower head for each six occupants shall be provided.

98-6 DANGEROUS ITEMS: Items adaptable for use as a weapon, i.e., plumbing, conduit, heating equipment, etc., shall not be accessible to youth.

98-7 VIEWING DEVICES: ~~Peep holes, one-way vision mirrors and similar devices are prohibited.~~ There shall be no viewing devices, e.g., peep holes, one-way vision mirrors, of which youth are not aware.

8-8 COMPLIANCE: All requirements of a physical nature shall be complied with by the following dates:

- A. Facilities built before 1950 shall be in compliance by January 1, 1986.
- B. Facilities built between 1951 - 1970 shall be in compliance by January 1, 1990.
- C. Facilities built between 1971 - 1979 shall be in compliance by January 1, 1995.
- D. Facilities currently under construction must comply.

8-9 VARIANCES: Variances connected with physical requirements may be granted by the Director of the Department of Corrections for existing facilities. Normally, such variances shall not exceed two years. Variance requests of an administrative nature will not be granted. Additionally, variance requests will not apply to new construction or major renovation of a facility.

- A. The variance request must be in writing and pertain to a specific standard.
 - 1. The request must describe the reasons for the variance, the period of time for the variance, any hardship the facility might experience by complying with the standard, plans to be implemented to eventually comply with the particular standard, and a statement that the variance would not adversely affect the health and safety of detainees or security of the facility.
- B. The approval or denial of a variance request will be returned by letter to the requesting governmental agency.
- C. The Director of the Department of Corrections, at his discretion, may grant a renewal of the variance provided documentation is received from the governing body which indicates a good faith effort on their part to effect necessary actions to comply with the standard in question.
- D. A permanent variance, depending on the circumstances, may be granted.

RECOMMENDATIONS:

- 1. Detention rooms should contain a metal shelf and mirror, anchored to the wall.
- 2. Water shut-off valves should be available to the staff.
- 3. Water for showers should be thermostatically regulated.

CHAPTER IX
MEDICAL AND HEALTH CARE

Courts in several states have ordered direct and substantial medical services to be provided persons in detention. Detention staff cannot risk the consequences in refusing a youth's need of or request for medical attention.

Health services should reflect the desire of the community to provide health care equivalent to that accorded its citizens in the free community.

The American Medical Association Standards for health services for juvenile correctional facilities should be consulted as guidelines.

MINIMUM STANDARDS:

109-1 MEDICAL AND HEALTH SERVICES: All facilities shall provide a competent medically trained authority to ensure that the following medical services are available:

- A. Diagnosis of complaints.
- B. Treatment of ailments.
- C. Prescription of medications and special diets.
- D. Arrangements for hospitalization.
- E. Liaison with community medical facilities.
- F. ~~Sanitary inspections.~~ Environmental health inspections and procedures.
- G. Supervision of special treatment programs, as for drug addicts, alcoholics, etc.
- H. Administration of medications.
- I. Maintenance of accurate medical records.
- J. Maintenance of detailed records of medical supplies, particularly of narcotics, barbiturates, amphetamines, and other dangerous drugs.

109-2 PHYSICIAN AND DENTAL SERVICES: A medical doctor shall be available to attend the medical and mental health needs of youth. Arrangements shall be made for a dentist to provide emergency dental care.

- A. General medical physician services shall be provided by one or more of the following procedures.

1. On salary, in accordance with locally established personnel pay plan.
 2. A contract with a local physician or clinic for fulltime coverage at specific hours and for emergencies.
 3. A contract with a local physician to conduct sick call, be on call for emergencies, and to examine newly admitted youth.
 4. Arrangements with a nearby hospital to provide all needed medical services.
 5. Services rendered, without cost, by another agency or department or with costs prorated.
- B. Access to psychiatric and/or psychological services shall be provided in individual cases as needed.

109-3 MEDICAL EXAMINATION ROOM: A medical examining room shall be located close to or be part of the admissions area. (Waived for existing facilities.)

109-4 MEDICAL EXAMINATION: All youth admitted to detention shall undergo a physical examination as prescribed in Standard 5-9.

- A. Newly admitted youth suspected of having any type of communicable disease shall be isolated and immediate referral made to the facility physician for possible transfer to a medical facility, unless the admitting facility can safely and effectively segregate and maintain a medically prescribed course of treatment.
- B. All youth confined for more than seven days shall be given a medical screening by a medical doctor, a registered nurse or physician assistant.

109-5 SICK CALL: A schedule and procedure shall be established for daily sick call.

- A. The names of youth reporting to sick call shall be recorded in the medical log.
- B. Emergency complaints shall receive attention as quickly as possible regardless of the sick call schedule.
- C. Non-medical detention staff may issue any form of over-the-counter medication providing the facility physician gives prior written approval to the facility for such issue.

109-6 WRITTEN RECORD OR LOG: A written record, in ink, shall be maintained, as part of the youth's personal file, of all treatment (including special diet) and medication prescribed, with date and hour such treatment and medication is administered. A written record shall be maintained of over-the-counter medication, i.e., aspirin, cough medicine, etc., issued by detention staff.

- A. A youth's treatment and medication program shall be a part of the summary to the probation officer.

109-7 MEDICAL SECURITY: Security of supplies must be maintained at all times.

- A. When a physician or other medical personnel attends patients at the facility, a staff member shall be present to assure an orderly process.
- B. Drugs, including over-the-counter medication and other abusable medical supplies, shall be secured and accessible only to designated staff.
- C. Youths shall receive one dose of medication at a time and shall be required to ingest medication in the presence of a medical staff member or detention staff member.

109-8 FIRST AID TRAINING: ~~At least one member of the detention staff on each shift shall have completed a recognized course of first aid training.~~ One person on duty, per shift, shall have basic first aid and cardiopulmonary resuscitation (CPR) training.

109-9 FIRST AID SUPPLIES: Those facilities not having a dispensary shall maintain a stock of first aid supplies for the treatment of cuts, bruises, sprains, and other minor injuries.

- A. First aid supplies must be secured and not accessible to youth.

109-10 PARENTAL NOTIFICATION: Recommendations of the facility physician shall be reported to parents or guardians, in writing, through the probation officer.

- A. Parents or guardian, the probation officer, and the court shall be immediately notified of a youth's serious illness or accident.

RECOMMENDATIONS:

1. Medication to be ingested should, whenever possible, be in liquid form.
2. Conditions requiring immediate attention by a physician include, but are not limited to: head injuries, coma, broken bones, open

wounds, history of diabetes, epilepsy, tuberculosis, venereal disease, fever, or bleeding.

3. The Department of Public Health may be requested to assist detention facilities by: (a) providing immunization, (b) investigating epidemics, contagious diseases, food poisoning and providing sanitation environmental inspections, (c) providing health education literature, lectures, and staff inservice training consultation.
4. The Department of Mental Health and Developmental Disabilities may be requested to assist detention facilities. Since many youth may be emotionally disturbed, a pre-psychotic, or psychotic but in a temporary state of remission, the Department of Mental Health may provide: (a) mental health staff members for detention facilities, (b) hospitalization of psychotic youth, (c) in-patient and out-patient treatment of discharged youth, (d) mental health education, (e) diagnostic examinations for reports and commitments.
5. Existing facilities should provide a private area for a medical examining room.
6. Detention personnel should receive instruction for emergency care of epileptics during seizures. Specialized care for epileptics will be determined by the detention physician.
7. Diabetics and epileptics should be closely supervised as they may fail to follow their diet, react to an overdose of medication or, conversely, ignore necessary medication. Diabetics and epileptics should be regularly seen by the detention physician.

CHAPTER XI CLOTHING, PERSONAL HYGIENE, GROOMING

Good personal grooming habits can be considered part of the treatment program, whereby a youth enhances his morale, self-respect, and health. Development of a good attitude toward personal hygiene and grooming should be encouraged.

MINIMUM STANDARDS:

- 110-1 CLEANLINESS: Mechanical washing, drying equipment, and cleaning agents must be provided when youth are required to supply and wear personal clothing.
- A. If youth are required to wash and dry their personal clothing, a staff member shall supervise and instruct youth in the proper use of cleaning aides during the washing process.
 - B. When clothing is provided by the facility, clean clothing shall be issued at least three time weekly.
 - C. Underclothing and socks shall be changed daily.

110-2 GROOMING AND PERSONAL HYGIENE:

- A. Hair combs for male youth and hair brushes for female youth are acceptable. They shall be furnished upon admission to youth without funds.
 - B. Bathing or showering shall be required at least three times weekly except as amended by medical advice in individual cases.
 - C. Youth shall not be required to shave. (See Standard 12-4 F.)
 1. Detained males shall be permitted to shave as often as necessary. Shaving equipment shall be made available.
 2. Detained females shall be provided with shaving supplies appropriate for personal hygiene needs.
 - D. Barber and beautician services shall be made accessible but must not violate required security measures.
 1. Hair shall be kept neat and clean.
 - a. There shall be no standard hair length or style required.
 - b. Sideburns, mustaches, and beards are acceptable.
- NOTE: When a youth abuses the requirement of neat and clean grooming, the superintendent may designate grooming standards to be maintained by that youth.
- E. Female youth shall be provided articles for feminine hygiene.

RECOMMENDATIONS:

1. Disposable toothbrushes should be considered.
2. ~~Commissary stock should include a variety of grooming and hygiene items.~~ Daily shower or bath should be encouraged.

CHAPTER XII FOOD SERVICES

Food is a staple of life, but it assumes a greater significance to youth in detention than when free in the community. The unavailability of between-meal snacks creates an added craving for food.

The food service program requires three full meals per day, served at reasonable intervals, adequate in quantity and nutritional value, and

attractively prepared. Careful planning of menus and competent supervision in food preparation is required.

MINIMUM STANDARDS:

1211-1 MEAL AND FOOD SERVICE: Detention facilities shall provide meals and food service that conform to the following:

- A. Food must be of sufficient nutritional value and provide a daily minimum of 2,500 - 3,000 calories.
 - 1. Food shall not be used as a reward or withheld as a disciplinary measure.
- B. Food quantity must be sufficient to satisfy, within reason, a youth's needs.
- C. Meals shall be provided at reasonable and proper intervals, i.e., adhering to recognized breakfast, lunch, and dinner schedules.
 - 1. No more than 14 hours shall elapse between the serving of evening and breakfast meals, if no bed snack is allowed.
- D. Three complete and balanced meals shall be served each youth for each 24 hours of detention.
- E. A drink, in addition to water, shall be available with each meal and milk shall be available for at least two meals during each 24 hours of detention.
- F. Special diets shall be adhered to when prescribed by a physician.

1211-2 METHOD OF PROVIDING FOOD SERVICE: The superintendent may elect to provide meals and food service by one or more methods:

- A. Food preparation and service in an on-site kitchen with a food service staff who are employees of the facility.
- B. Contract for catered food service.
- C. Food preparation sources must meet the conditions and requirements, including license, established by the Illinois Department of Public Health.

1211-3 MENUS: Menus shall be preplanned and copies of the menu served shall be maintained for a period of three months.

- A. The menu shall be diversified so as to avoid the monotony of a standardized diet.

1211-4 PORTION OR SERVING: A portion or serving shall be defined as a quantity which looks good on the plate or tray and is satisfying to the majority.

1211-5 ON-SITE FOOD PREPARATION AND SERVICE, FACILITY PROVIDED:

Food service shall conform to the following:

- A. The detention cook or kitchen staff must be familiar with security aspects of detention operation and effective in training and supervising youth in food services.
 - 1. Youth assigned to food service must undergo a physical examination and be certified free of communicable diseases.
 - 2. Personal appearance, whether employee or youth, must be inspected regularly.
 - 3. Youth working in food services shall be required to bathe daily and be provided with clean clothing daily.
- B. A heated or insulated cart capable of transporting containers of food, drink, and eating utensils shall be utilized when the serving or dining area is a significant distance from the kitchen and results in food temperature not being maintained.
- C. Meals shall be attractively served and conducted in a group setting.
- D. Food and drink while being stored, prepared, displayed, served or transported shall be protected from contamination by insects or foreign substances.
- E. Divided or compartmented trays shall be used for full meal service. Food trays, dishes, and eating utensils shall be removed from the dining room soon after the meal is finished and returned to the kitchen for proper washing and sterilizing or disposal.
- F. Ranges, stoves, and ovens shall be equipped with an accurate thermostat or temperature gauge.
- G. A mechanical dishwasher, meeting Illinois Department of Public Health standards is preferred, but in its absence:
 - 1. A three-compartment stainless steel sink with drain-board is required: one compartment for washing, 110° F water containing adequate soap or detergent; one compartment for rinsing; and one compartment for sterilization, with the water temperature no less

than 170° F or sterilization using a sanitizing agent.

2. Dishes, trays, and eating utensils shall be drain dried and not wiped dry.
- H. Dry stores such as flour, cereal, dried beans, peas, coffee, and canned goods shall be stored in a cool, dry, and well-ventilated area, screened or otherwise protected against insects and rodents.
 1. Containers used to store dry bulk quantities shall be lined with or have the interior coated with an acceptable impervious substance or plastic.
 2. Fresh fruits, vegetables, dairy products, meats, and frozen food shall be refrigerated in accordance with Illinois Department of Public Health standards.
 - a. All refrigerators and freezers shall be equipped with an accurate thermometer.
 - b. Frozen food shall be kept at or below 0° F.
 - c. All perishable foods shall be stored at such temperature as will protect against spoilage (no higher than 45° F.).

4211-6 STAFF MEALS: Staff members shall be served meals no different in quality, quantity or menu than that served to youth.

4211-7 TOILET FACILITIES: Toilet and washbasin facilities shall be available to food service personnel in the vicinity of the food preparation area.

RECOMMENDATIONS:

1. A light snack should be ~~served~~ available to youth prior to bedtime.
2. Fruit juices and/or fresh fruit should be provided frequently.
3. Apportioning of food by youth should be supervised by staff members to ensure that favoritism or careless serving is eliminated.
4. Meals should be served family-style with a supervisor seated at the same table with youth.
5. Youth should not be allowed to store food in their rooms.

CHAPTER XIII
SANITATION

Youth, in varying stages of adolescence, exhibit individual differences with respect to their personal habits. Some are cleanliness conscious while other are not.

Good sanitation practices must be a prime consideration. Detergent, water, and supervision are essential to a clean detention facility. Instruction in proper cleaning methods, scheduled cleaning periods and assignments, and inspection of all areas are measures necessary to emphasize the importance of maintaining good personal and housekeeping habits.

MINIMUM STANDARDS:

4312-1 GENERAL REQUIREMENTS: A cleaning schedule shall be established.

- A. Floors shall be swept and mopped at least once daily.
- B. Windows shall be clean.
- C. Insect screens shall be installed in windows, when appropriate, for protection from flying insects.
- D. Ventilation must be sufficient to admit fresh air and remove disagreeable odors.
- E. Forced air or other form of artificial ventilation in the living area shall provide 60 cubic feet per minute of air exchange per person.
- F. Walls shall be kept clear of etched or inscribed drawings or writing.
- G. Walkways and corridors shall be free of litter and trash.
- H. Mops and other cleaning tools and implements shall be thoroughly cleaned and dried after each use and securely stored in a well-ventilated place.
- I. All youth cleaning details shall be under the supervision of a staff member.

4312-2 FACILITY EQUIPMENT: Quarters equipment - toilets, washbasins, shower stalls, and sinks - shall be thoroughly cleaned each day.

- A. All trash and garbage containers shall be equipped with tight-fitting covers.

1. Trash and garbage shall be removed at least daily and disposed of in a sanitary manner.

4312-3 FACILITY DRINKING EQUIPMENT: A drinking fountain shall be provided in the indoor recreational area and adjacent to the playground in an outdoor recreational area.

4312-4 FACILITY SUPPLIES: An adequate supply of clean clothing, bedding, towels, soap, and cleaning supplies shall be maintained.

- A. Sheets, pillowcases, and mattress covers shall be changed and washed at least once a week.
- B. Vinyl-covered mattresses must be washed with hot water, detergent, and disinfectant monthly or before reissue.
- C. Blankets shall be laundered, or otherwise sterilized, monthly or before reissue.
- D. Cotton or fiber-filled mattresses or pads shall be aired and spray-sanitized monthly or before reissue.
- E. A clean towel shall be issued each youth at least three times weekly.
- F. Shaving and barber tools shall be thoroughly cleaned by the user, returned to a staff member, and secured.

4312-5 FACILITY FOOD SERVICE: The floors of all rooms in which food or drink is stored, prepared, served, or in which utensils are washed, shall be kept clean.

- A. All counters, shelves, tables, equipment, and utensils with which food or drink come in contact, shall be maintained in good repair and free of corrosion, cracks, chipped places or pitted surfaces.
- B. Utensils shall be stored in a clean, dry place protected (covered or inverted) from flies, dust, overhead leakage, and condensation.
- C. There shall be adequate plumbing facilities, in good working order.
- D. The range cooking surface shall be scraped daily.
 1. Hoods, vents, and filters shall be cleaned regularly.
- E. All windows, walls, and woodwork shall be kept clean.

4312-6 BODY PESTS: Frequent inspection of living areas shall be made to aid in control of body pests.

- A. Immediate extermination measures shall be taken when body pest infestation occurs, including spraying or fumigation of bedding, clothing, equipment, and all areas of the building supportive to existence and reproduction of the pests.

4312-7 PEST AND VERMIN CONTROL: A continuous and effective program of insect and rodent control and extermination shall be established.

RECOMMENDATIONS:

1. Tables and chairs in living areas should be dusted daily.
2. Mattresses should be aired weekly.
3. Youth should be provided a small receptacle for refuse.
4. An annual sanitation inspection, conducted by the local health department, should be requested.

CHAPTER ~~XIV~~XIII SUPERVISION

The primary objective of any detention facility is to provide a safe, secure, and humane abode. Twenty-four hour supervision by trained personnel is necessary to maintain the safety and security of youth.

Proper supervision provides protection to both staff and youth. Supervision is more than surveillance for it includes the elements of interaction between people. The frightened, insecure youth needs the closeness of an adult to gain some measure of security in a place foreign to him.

MINIMUM STANDARDS:

4413-1 SHIFT COVERAGE: There must be sufficient staff members present in the detention area, awake and alert at all times, to provide supervision while youth are in custody.

- A. No detention facility shall have fewer than three persons on duty, except two staff persons may be on duty and one on call when only male or female youth are detained, e.g., when there are no female youth in detention, a female staff member must be on immediate call and when there are no male youth in detention a male staff member must be on immediate call.
 1. On the midnight shift, two persons may be on duty and one on call.
- B. Staff members shall maintain a record, in ink, of visual contact with each youth no less than once every 30

minutes. Entries shall show the time of checks by the staff member, signature, and any relevant remarks.

C. Supervision of youth shall be constant.

D. Under the following conditions, supervision shall be provided by a person of the same sex:

1. When procedures require physical contact or examination, such as strip searches.
2. During periods of personal hygiene activities and care such as showers, toileting, and related activities.

(This standard does not prohibit the use of necessary force by a staff member of a sex other than that of a detainee).

4413-2 LOG RECORD: A shift log, in ink, shall be maintained as a record of incidents and activities, including supervisory checks, occurring on the shift.

4413-3 KANGAROO COURTS AND BARN BOSS SYSTEM: No youth shall be allowed to have authority or disciplinary control over another youth.

4413-4 NIGHT HOURS: Designated lights-out time shall be determined by administrative policy but shall not be set earlier than 10 p.m.

4413-5 FAVORITISM: Youth shall be treated without favoritism but according to their needs.

4413-6 PUBLIC VIEW: Detained youth shall be completely protected from public view.

4413-7 DETENTION ROOM OBSERVATION WINDOWS: Each detention room door shall be provided with an observation window of at least 60 square inches, with the smaller dimension no less than 5 inches wide, to provide visual supervision of the room.

A. All glass shall be wire reinforced, heavy safety-type or high tempered, measuring at least one-fourth inch thick.

RECOMMENDATIONS:

1. There should be a minimum of one staff member on duty for each group living area of detention.
2. Non-staff persons, such as volunteers, should provide only that supervision necessary to direct or to perform the specific activity. Security supervision remains with staff members.

3. Race, ethnic group, or creed should not influence the granting or withdrawal of announced youth privileges.

CHAPTER XXIV SECURITY

Good security procedures are determined by staff members' attentiveness to policies and procedures. Apathy, temporary lapse of caution, and ignoring procedures for personal convenience are major causes of breakdown in custody procedures.

Detention staff must realize the importance of their role in providing the treatment, care, and custody of youth placed in their charge.

MINIMUM STANDARDS:

4514-1 SEARCHES: Youth permitted to leave the facility grounds temporarily, for any reason, shall be thoroughly searched prior to leaving and before reentering.

4514-2 TRAINING: Staff members and other personnel assigned to detention duties must be trained in security measures and handling special incidents such as assault, disturbance, fire, and natural disasters.

4514-3 DETENTION SECURITY: Staff members only must exercise and control security measures and shall not permit youth assistance.

A. All detention locks and doors shall be regularly and frequently inspected to ensure their proper working order and to detect escape efforts.

B. Living unit doors opening into a corridor shall be kept locked except when necessary to permit entry or exit.

C. Detention rooms and storage rooms shall be kept locked at all times when not in use.

4514-4 LIGHT SWITCHES: Electric light switches shall be located in the corridor.

A. Light switches shall be key operated. (Waived for existing facilities.)

4514-5 DETENTION WINDOWS: ~~All glass shall be wire reinforced, heavy safety type or high tempered, measuring at least one-fourth inch thick. All detention windows shall be covered with stainless steel mesh detention screen with minimum 800 psi (12 strands per inch), spring-mounted with lock controlled frame mounted flush with the inside wall. A glass shall be wire reinforced, heavy safety type or high tempered, measuring at least one-fourth inch thick.~~

A. All detention windows which can be opened shall be covered with stainless steel mesh detention screen with minimum psi (12 strands per inch), spring mounted with lock controlled frame mounted flush with the inside wall.

1514-6 SHAKEDOWN: Frequent but irregularly scheduled shakedown of youth and their quarters shall be made to detect the presence of weapons and other contraband and should be orderly and with recognition of youth's rights.

A. ~~Walls, windows and floors of the detention area shall be regularly and frequently inspected and kept clear of large posters, pictures, calendars, and articles of clothing which might be used to conceal escape attempts.~~

1. ~~Small photographs of family or friends are acceptable.~~

1514-7 MAKESHIFT WEAPONS: After use, tools and equipment shall be accounted for by the staff member on duty and returned to their proper storage space.

A. Eating utensils shall be accounted for after each meal and returned to the kitchen.

B. Kitchen cutlery, i.e., paring knives, butcher knives, etc., shall be listed and inventoried daily.

1514-8 MAINTENANCE: Any damaged or nonfunctioning security equipment must be promptly repaired.

1514-9 ACCESS TO KEYS AND RECORDS BY YOUTH: Youth shall not be permitted to handle, use or have detention keys of any type in their possession.

A. No youth shall be assigned work that requires access to personnel records of persons currently or previously in detention nor to staff personnel records.

1514-10 POPULATION COUNT: A head count shall be made and recorded at least four times daily, including counts taken at change of shift and night lockup.

1514-11 KEY CONTROL: Detention keys must be stored in a secure key locker when not in use.

A. There must be at least one full set of detention keys, separate from those in use, stored in a safe place accessible only to staff members, for use in an emergency.

1514-12 FIREARMS AND OTHER WEAPONS: No person, including law enforcement personnel, shall be permitted to enter any section of the detention area with a gun or other weapon on his person.

A. Weapons shall be stored in a secure and locked drawer, cabinet or container outside the security area.

14-13 EMERGENCY POWER SOURCE: An emergency electrical power source shall be available in the event of a power failure.

RECOMMENDATIONS:

1. Room search should be conducted with the youth observing the procedure whenever possible.
2. Glass or metal items should not be permitted in the detention area.
3. Youth should not be permitted unsupervised access to windows.
4. A master population or locator board should be established and maintained at the control center indicating the various group living areas and housing assignments.
5. Population count at shift change should have the incoming staff member make the count with the staff member being relieved assisting.
6. Staff members should conduct population spot checks at least hourly.
7. An inventory of all keys should be made at the beginning of each shift.
8. Shadow boards should be provided to assist in control of tools.
9. There should be a receipting system for issuance of tools to employees.
10. When it is necessary for outside maintenance men to work in a detention living area, all youth should be removed from the area and the living area carefully searched before youth are readmitted. Maintenance tools should be carefully checked into and out of the detention area.
11. Automobiles in the detention facility parking lot should be kept locked.
12. Walls, windows and floors of the detention area should be regularly and frequently inspected and kept clear of large posters, pictures, calendars, and articles of clothing which might be used to conceal escape attempts. Small photographs of family or friends are acceptable.

CHAPTER XVI
SAFETY

Good safety and security practices complement each other.

Several agencies or departments, local and state, are empowered to assure compliance with safety standards which have been established by law.

MINIMUM STANDARDS:

- ~~16~~15-1 FIRE PROTECTION: Based on the size of the facility, there shall be at least one fire extinguisher installed in the basement and on each floor for each 5,000 square feet of floor area.
- A. Extinguishers shall be readily accessible to staff members but not to youth. The local fire department shall be contacted regarding the location, type, and number of fire extinguishers.
 - B. Extinguishers shall be examined not less than once each year and tagged with the date of inspection and initials of the inspector.
 - C. All staff members shall be familiar with the characteristics and operation of all types of extinguishers in the facility.
 - D. Fire drills for staff personnel shall be conducted quarterly on each shift.
- ~~16~~15-2 EMERGENCY EXITS: Emergency exit doors shall be clearly indicated with at least 4-inch block lettering stating "EXIT", their location made known to all staff members, and the keys for the doors immediately available to staff members.
- A. There shall be two exits from each floor of detention.
- ~~16~~15-3 HORSEPLAY: Youth shall be prohibited from engaging in wrestling, horseplay, or any unsupervised activity that could cause injury.
- ~~16~~15-4 SAFETY ORIENTATION: Youth who volunteer and are assigned to vocational-type tasks shall be given a safety orientation prior to participation and shall be supervised while performing the task.
- ~~16~~15-5 COMBUSTIBLE MATERIALS: Combustible materials such as drapes, curtains, and rugs shall be of flameproof material.
- A. Paint shall be flame-retardant.

RECOMMENDATIONS:

1. Floors and other walking surfaces should be kept free of substances producing hazardous footing.
2. Safety lectures should be conducted periodically and safety posters displayed.
3. A smoke detector system should be installed.

CHAPTER XVII
DISCIPLINE

Discipline is a system of rules which gives training by instruction, control, and practice. Equitable and consistent discipline is a prerequisite for proper detention operation.

A well-trained staff is essential to good discipline within the detention facility. Written regulations and the possible consequences for infractions provides consistent direction to both staff and youth.

The detention experience should emphasize protection and care. Procedures and programs can be so directed as to place emphasis on guidance and playing-down the old concept of incarceration and punishment.

MINIMUM STANDARDS:

- ~~17~~16-1 WRITTEN RULES: Every youth shall be provided with:
- A. Rules and regulations governing behavior.
 - B. Description of conduct constituting a penalty offense or award.
 - C. Types of penalties, including duration, which may be imposed and system of awards.
 - D. Authority authorized to impose penalties or approve awards.
 - E. Authorized methods of seeking information and making complaints, including time frame for resolution of complaints and appeal procedures, with access to an advocate.
 - F. All other matters necessary to enable youth to understand both their rights and obligations.
- ~~17~~16-2 WRITTEN RULES, ILLITERATE YOUTH: If a youth is illiterate, information shall be conveyed orally.
- A. Special assistance shall be given to non-English youth in their own language.

- 4716-3 COMPLAINTS: Each youth shall be permitted to make requests or complaints to the detention administration, without censorship as to substance.
- 4716-4 VIOLATIONS, REPORTING OF: Detention staff members who observe disciplinary violations shall submit a written report of the incident.
- 4716-5 RESTRICTED DIETS: Non-medical restricted diets are prohibited. Food shall never be withheld as a punishment.
- 4716-6 GROUP PUNISHMENT: Group punishment for the misbehavior of one or more youth is prohibited. Punishment must be meted out on an individual basis.
- 4716-7 CORPORAL PUNISHMENT, DEFINITION: Corporal punishment is defined as any deliberate action, planned or spontaneous, designed to purposely humiliate, demean, defile, harm, embarrass, psychologically intimidate, or result in physical pain or discomfort of a youth and is prohibited.
- 4716-8 USE OF FORCE BY A STAFF MEMBER: Use of force is prohibited. This prohibition in no way prohibits self-defense, prevention of injury to another staff member or youth, prevention of property damage, subduing a recalcitrant, or preventing an escape or attempt to escape. When the use of force is authorized, only the least force necessary under the circumstances shall be employed. When force is used, a complete written report shall be made.
- 4716-9 USE OF RESTRAINTS: Instruments of restraint, such as handcuffs, and strait jackets, shall not be applied as a penalty, and such instruments shall not be applied in any case for any longer time than is necessary.
- A. Other instruments of restraint shall not be used except:
1. As precaution against escape during a transfer transportation.
 2. On medical grounds by direction of the physician.
 3. By order of the superintendent in order to prevent a youth from injuring himself or others or from damaging or destroying property, provided the superintendent personally reviews such cases every 24 hours.
- B. Chains or irons shall not be used as restraints.
- C. When restraints are used, a full written report shall be made.

D. Psychotropic medicines shall not be used as a disciplinary device or control measure.

- 4716-10 DISPLAY OF RESTRAINTS: The display of restraining devices on a staff member's person or in a place in view of youth, such as on desk tops, shelves, and wall hooks, is prohibited.

16-11 MAJOR LAW VIOLATIONS: Acts covered by statutory law committed by juveniles in custody shall be reported to law enforcement authorities.

RECOMMENDATIONS:

1. During the course of a disciplinary investigation or hearing, the committee or a senior staff member should also determine whether there are weaknesses in the administration procedures of detention that may be conducive to rule violation and require adjustment.
2. Serious violation of rules, e.g., assaults on staff or other youth, escapes, etc., should be referred to the Chief of Probation or Director of Court Services.

CHAPTER XVIII
EMPLOYMENT OF YOUTH

Active and inquisitive youth need to have their time occupied. Idleness contributes to disciplinary problems and to the deterioration of programs.

MINIMUM STANDARD:

- 4817-1 WORK ASSIGNMENTS: Youth shall not be required to work, except to keep their living area clean. ~~Work shall not be prohibited.~~
- A. ~~Juveniles may be required to perform housekeeping and yardkeeping functions provided:~~
1. ~~The work is not unreasonably arduous or demeaning.~~
 2. ~~The work can be shown to be of benefit to the juvenile.~~
 3. ~~The work does not have as its primary purpose monetary benefit to the facility.~~

RECOMMENDATIONS:

1. A volunteer work program for youth may be created. This should be closely supervised and restricted to general housekeeping chores.

2. Youth who volunteer to work should indicate their willingness in writing.

CHAPTER ~~XIX~~XVIII
MAIL PROCEDURES

Frequent communication with family, relatives, friends and others concerned with the youth is to be encouraged. It is essential to morale, maintenance of family ties, legal rights, and an eventual healthy re-entry into the community.

Procedures for receiving and sending mail must protect the youth's personal rights and provide for reasonable security practices consistent with the function of a detention facility.

MINIMUM STANDARDS:

- 4918-1 SCOPE: A youth shall be allowed to correspond with anyone as long as the correspondence does not violate any state or federal law except:
- A. A youth shall not be allowed to correspond with the victims of his current or any previous offense unless they have given their consent in writing.
- 4918-2 INCOMING MAIL: Youth shall be permitted to receive an unlimited number of letters.
- A. Incoming mail shall not be read, censored or reproduced but shall be opened and examined for contraband or funds.
- B. Cashier's checks, money orders, certified checks or cash shall be recorded in the youth's personal property record or trust fund account indicating the sender, amount, and date.
- C. Incoming letters containing contraband shall be held for further inspection and disposition by the superintendent.
1. Contraband received shall be handled with care and labeled indicating the date of receipt, the name and address of the sender, the name of the youth to whom it is addressed and the date and names of persons handling same.
2. The appropriate law enforcement agencies shall be notified and the items safeguarded in the event they are to be used as evidence in criminal proceedings or disciplinary action.

- D. All mail shall be distributed to the youth on the day it is received.
1. A discharged or transferred youth's mail shall be forwarded unopened. If no forwarding address is available, mail shall be returned, unopened, to the sender.
- E. A youth shall not be allowed to open, read or deliver another youth's mail.
- F. Youth may receive books and periodicals subject to inspection by detention staff members.
1. Packages may be received only if approved by administrative policy and shall be subject to inspection before being delivered to the youth. Youth shall be present when package is opened.
- G. The superintendent (or his designated representative) shall retain the right to spot check incoming mail when there is reason to believe that security may be impaired or mail procedures are being abused.
- 4918-3 OUTGOING MAIL: Each youth shall be permitted to send, at personal expense, an unlimited number of letters.
- A. Postage shall be provided to indigent youth for at least three letters per week.
- B. Postage supplied to youth shall not be transferable.
- C. Appropriate stationery, envelopes and a writing implement shall be supplied, but youth may use such items as they themselves provide.
- D. Youth may not send packages by mail unless granted permission to do so by the superintendent.
1. Youth shall provide the postage cost for mailing a package.
- E. A program permitting youth to send special messages or greeting cards for anniversaries and birthdays or during special holidays such as Christmas, Easter, and Mother's Day shall be designed and implemented, providing the youth has personal funds to pay the total cost of such communications.
- F. Outgoing mail shall be collected Monday through Friday. Every effort shall be made to ensure that outgoing mail is delivered to the U.S. Postal Service on the same day.

G. While outgoing mail shall not normally be read, censored or reproduced, the superintendent (or his designated representative) shall retain the right to spot check nonprivileged outgoing mail when it is believed that security may be impaired.

1. Except for privileged mail, youth shall submit outgoing mail in unsealed envelopes.

4918-4 CERTIFIED OR REGISTERED MAIL: Each detention facility shall establish procedures for processing certified or registered mail.

4918-5 PRIVILEGED MAIL, OUTGOING: Outgoing letters from youth to persons or organizations listed below are privileged communications and may be sealed by the youth prior to submission for mailing. Such letters shall not be opened by the detention staff before mailing and shall be dispatched promptly.

A. Elected or appointed federal or state officials including any U.S. Senator or Representative; any federal judge or the clerk of any federal court; the Attorney General of the United States; the Director of the Federal Bureau of Prisons; the Governor of the State of Illinois; any Illinois Circuit, Appellate or Supreme Court judge; the Illinois Attorney General; and any member of the Illinois Assembly.

B. The Director of the Illinois Department of Corrections; the ~~Chief~~ Deputy Director of Operations of the Illinois Department of Corrections; and the Chief of the Bureau of Detention Standards and Services of the Illinois Department of Corrections.

C. Any attorney listed in the current edition of the legal directory. Attorneys who have been recently licensed to practice law in Illinois and who are not listed in the directory shall be approved on an individual basis after the superintendent has investigated and satisfied himself that the person is licensed to practice law.

D. All correspondence addressed to legal aid organizations and any other organization whose official declared purpose is to provide legal services for youth.

1. These letters may be addressed either to paraprofessional personnel at the organization or to the organization office.

E. Members of the news media.

4918-6 PRIVILEGED MAIL, INCOMING: Incoming mail from persons or organizations identified in the preceding standard may be opened only for the purpose of verifying the addressee and the addressor and to ascertain that nothing other than legal and/or official matter is enclosed. Mail opening must be in the presence of the youth.

4918-7 DISCIPLINARY DENIAL: Youth shall not be denied mail rights for disciplinary purposes except that a serious violation of mail regulations may result in close scrutiny.

4918-8 RELEASE, TRANSFER OR DISCHARGE: A released, transferred or discharged youth shall be permitted to take all personal mail.

RECOMMENDATION:

1. A written record of addressee names on privileged outgoing mail is suggested as a protection against allegations that dispatch rights are being violated.

CHAPTER ~~XXIX~~
TELEPHONE

Periodic use of the telephone to talk with family aids the youth to maintain a personal closeness with family functions and reinforces family ties.

MINIMUM STANDARDS:

2019-1 TELEPHONE COMMUNICATION, LEGAL RIGHT: Each youth shall be given an opportunity to make a reasonable number of telephone calls upon admittance. (Refer to Notice of Rights, Standard 5-1.)

2019-2 TELEPHONE PROGRAM: A scheduled program to permit each youth to place at least one telephone call each week shall be established. Additional calls may be permitted by local administrative direction. The detention facility is not required to provide funds for toll calls.

A. A minimum of 15 minutes shall be allotted for each phone call.

B. Telephone calls shall not be monitored.

C. A record of telephone calls, including date and person called, shall be maintained.

2019-3 INCOMING TELEPHONE CALLS: Youth shall be allowed to receive a reasonable number of telephone calls from parents, guardians, attorneys, and clergy.

A. A designated time period each day shall be established by local administrative ruling for youths to receive calls, so as not to interfere with the normal functions of the detention facility.

~~2019~~-4 CALLS TO ATTORNEYS: Telephone calls to attorneys shall not count against the allotted number of calls. Verification of the called party may be required.

~~2019~~-5 VIOLATION OF TELEPHONE RULES: Violation of detention rules governing the telephone program may result in suspension of telephone usage for a designated period of time for the individual.

CHAPTER XXI- VISITING

Visits provide a direct and valuable link of communication between the youth and his family. The assurance of family ties is reinforced and relieves the feeling of loss and insecurity.

MINIMUM STANDARDS:

~~2120~~-1 VISIT REGULATIONS: The superintendent shall establish written procedures relative to visits.

A. A liberal visiting schedule shall be established identifying no fewer than two visiting days each week, one of which must be during the weekday evening hours and one during the weekend. Additionally, visiting shall be allowed on all legal holidays.

B. No restriction shall be placed on visits by attorney, clergy, social workers, probation officers or other persons professionally associated with a youth's case at reasonable non-scheduled hours. These visits shall not count against any limitation which may be placed on the number of visits allowed.

C. Youth shall be authorized at least 30 minutes for each visit.

D. Visits shall be supervised only to the extent that privacy is assured.

~~2120~~-2 INTERVIEWS: An area for private interviews between youth and attorney, religious advisor, or other professional persons shall be provided and arranged so as to ensure privacy.

~~2120~~-3 SECURITY PRECAUTION: All visitors shall be required to sign a visitor register before being permitted to visit a youth.

~~2120~~-4 SEARCH: Visitors are subject to search, as provided by law, and a "Search Notice" sign must be conspicuously posted.

A. Youth must be thoroughly searched ~~before and~~ after each contact visit under the same legal procedures contained in Chapter 5-6.

RECOMMENDATIONS:

1. The visiting area should be thoroughly searched before and after each visit.

2. Persons under the influence of alcoholic beverages or drugs should be denied visits with youth.

CHAPTER XXI+ SOCIAL SERVICE PROGRAMS

Civic organizations, concerned citizens, colleges, and universities are a source of volunteer services. Many persons within a community are more than willing to give their time, but are not aware of skills needed by the facility or where to volunteer. Caution must be exercised to ensure that volunteers supplement the staff and are not used as a substitute for essential expertise.

Volunteers affect a youth's attitude by showing that the community is interested in him and that people help others for reasons other than financial reward.

MINIMUM STANDARDS:

~~21~~-1 COUNSELING: Psychiatric, social services, and counseling services shall be provided; as needed; in individual cases.

~~2221-1-2~~ USE OF VOLUNTEERS: Volunteer workers and counselors offering needed services shall be invited to participate in the treatment program.

A. The selection of volunteers must be accomplished with the same degree of care that is used in choosing staff members. (See Standard 3-2.)

RECOMMENDATION:

1. Volunteer workers should receive training in group and individual counseling techniques from professionally trained staff at the detention facility, mental health clinics or hospitals, local hospitals or nearby colleges and universities.

CHAPTER XXIIH
EDUCATION

An educational program must be established, partly as a requirement of State law for persons under 16 years of age, but, most importantly, as a continuance of the learning process to improve the youth's chances for reentry into society as a contributing member. It is essential that detention care include a school program based on a sound philosophy of education. During the course of instruction, a teacher must associate himself with the youth's apprehensiveness and uneasiness.

The detention facility school teacher should find himself teaching interpersonal relationships and youth self-appreciation ahead of subject matter. The primary need of a student who has experienced persistent failure is a need to feel he is important as a person and is accepted by his peers.

MINIMUM STANDARDS:

2322-1 EDUCATION: A regular schedule of academic instruction and related educational services appropriate to the needs of each individual shall be provided for detained youth.

- A. A detention facility shall operate a school program, with qualified teachers provided by the public school system.
- B. The schedule of instruction and activities shall be operated 12 months a year.

2322-2 OBJECTIVES: The objectives of each school program shall be clearly defined in writing, reflecting the value of each activity.

2322-3 CURRICULUM: The curriculum must supply instruction in the basic subjects.

- A. A youth's own school shall be immediately notified of his detention status. (Detention school attendance is credited on the youth's parent school attendance record.)
- B. A summary report describing a youth's school strengths, weaknesses, accomplishments, and adjustment shall be forwarded to the probation officer for inclusion as a part of the social study.
- C. A collection of or access to library of materials in regard to career requirements and opportunities shall be available.

2322-4 CLASS SIZE: Class size shall not exceed 15.

- A. Classes shall be co-educational.
- B. Remedial classes shall be limited to a maximum of five students.

2322-5 CLASSROOM SIZE: Classrooms shall provide no less than 150 square feet for the teacher and 20 square feet per student per room.

- A. Toilet and washbasin facilities must be located in or near the classroom.
- B. Each classroom shall be equipped with adequate shelf and storage space.
- C. Equipment and supplies shall be of similar quality and quantity as provided in public school facilities.

2322-6 ARTS AND CRAFTS ROOM: Arts and crafts activities, requiring special equipment, i.e., pottery, woodshop, shall have a special room provided.

- A. Special equipment shall have safety devices available and safety operational signs posted.
- B. Each youth shall be given a safety orientation lecture before using equipment.
- C. Secure storage areas shall be provided for tools, supplies, and unfinished projects.
- D. Tools shall be inventoried at the end of each class session.

2322-7 TEACHING QUALIFICATIONS: Teacher personnel shall be qualified by training and certified by the State of Illinois Department of Registration and Education.

2322-8 SCHOOL EXEMPT YOUTH: Separate activities for school exempt youth shall be established.

RECOMMENDATIONS:

1. Teacher personnel should be qualified by training in special education and experience in dealing with difficult or disturbed youth.
2. Volunteers should be encouraged to assist youth in need of remedial assistance.

CHAPTER XXVXXIII
LIBRARY

The opportunity to read is extremely important for the youth to develop greater self-awareness, a better understanding of the social and governmental system, and to gain information usable for vocational purposes.

The library is a component of the school program. Proper instruction and scheduling in the use of the library is imperative.

MINIMUM STANDARDS:

- ~~2423-1~~ LIBRARY SERVICES: Library services shall be made available to all youth.
- A. Library materials shall include up-to-date information, recreational, and educational resources appropriate to individual youth.
- B. Reading material shall reflect racial and ethnic interests.
- ~~2423-2~~ WRITTEN POLICY: There shall be a written policy covering the library's day-to-day activities and schedule.
- ~~2423-3~~ LIBRARY PERSONNEL: Where the level of need does not require full-time library personnel, whether employed by a public library system or on the staff of the detention facility, there shall be a staff member whose job assignment shall include responsibility for on-going development and maintenance of the library and liaison with a public library.

RECOMMENDATIONS:

1. The personnel of the local public library system should be contacted for advice and assistance.
2. The local post office should be contacted as a source for undeliverable books, periodicals, and magazines.

CHAPTER XXVXXIV
RELIGIOUS SERVICES

MINIMUM STANDARDS:

- ~~2524-1~~ RELIGIOUS SERVICES: Youth shall be afforded an opportunity to participate in religious services and receive religious counseling.
- ~~2524-2~~ COMPULSORY PARTICIPATION: Youth shall not be required to attend, participate in or be exposed to religious services or discussions.

RECOMMENDATION:

1. Parents or guardian of a youth should be contacted when the youth expresses a desire to attend religious services or to receive religious counseling in a faith other than that of the family.

~~CHAPTER XXV
COMMISSARY~~

~~The commissary should provide a broad range of selection in several lines of commodities and a source of grooming and personal hygiene items that are attractive to the youth.~~

MINIMUM STANDARDS:

- ~~2625-1~~ ~~COMMISSARY--ESTABLISHMENT OF:~~ Each detention facility shall establish and maintain a commissary system to provide youth with approved items that are not supplied by the facility.
- ~~2625-2~~ ~~COMMISSARY--MANAGEMENT OF:~~ No member of the staff shall gain personal profit, directly or indirectly, as a result of the commissary system.
- ~~2625-3~~ ~~COMMISSARY--PRICES:~~ Commissary prices shall not exceed those for the same articles sold in local community stores.
- ~~2625-4~~ ~~SCHEDULE:~~ Commissary shall be provided on a regularly scheduled basis and no less than three times weekly.
- ~~2625-5~~ ~~PURCHASES:~~ Commissary purchases must be reflected by a debit entry on the youth's cash account. Entry must be initialed by the youth or a receipt issued.

RECOMMENDATIONS:

1. Commissary items should include postage and writing materials, toilet articles and supplies, candy, snacks, greeting cards, and small handcraft items.
2. The superintendent should request the county board to reappropriate commissary profits to the detention facility for youth welfare fund use.
3. Items from sources other than the commissary should be prohibited.

CHAPTER XXV+
RECREATION AND LEISURE TIME

Recreation activities play a major role in the development of youth. All activities must be used in a total time schedule to enhance sportsmanship, the ability to participate as a team member, leadership qualifi-

cations, coordination, anger threshold, acceptance by peers, and other personal characteristics.

Recreation should be heavily programmed for after school hours, evenings, weekends, and holidays.

MINIMUM STANDARDS:

~~2725~~-1 RECREATION: Vigorous physical activities, indoor and out, shall be a part of the daily schedule. Passive indoor activities, in addition to television viewing and radio listening, shall be included.

A. Team games shall be emphasized, but no youth required to participate.

~~2725~~-2 EXERCISE AREA: Facilities shall include an exercise room and a yard of sufficient area to allow strenuous physical exercise. (Although highly desirable, this requirement may be waived for existing facilities.)

A. The exercise room must be at least 20 by 40 feet for facilities of less than 60 rated capacity.

B. Facilities of 60 or more rated capacity shall have a standard size gymnasium.

C. Areas for outdoor yard exercise must be at least 200 by 200 feet for facilities of less than 60 rated capacity.

D. Facilities of 60 or more rated capacity shall provide no fewer than two areas as described in Standard 26-2 C.

~~2725~~-3 COMFORT FACILITIES: Drinking and toilet facilities shall be immediately accessible to youth off the play area of exercise rooms and outdoor yard areas.

~~2725~~-4 EXERCISE EQUIPMENT: Exercise areas shall be appropriately equipped and utilized within the limitations of security requirements.

~~2725~~-5 WRITTEN POLICY: There shall be a written policy covering day-to-day exercise activities and schedules.

RECOMMENDATIONS:

1. Exercise material which can be used for unauthorized purposes should be carefully controlled.

2. Volunteers should be recruited to supplement recreational opportunities.

CHAPTER XXVIII
NEW DESIGN AND CONSTRUCTION

Planning of a new juvenile detention facility is a highly ordered process. Since the facility will remain to serve the community for many years, it is vitally important that planning should be unhurried and thorough.

A new facility should be programmed through the joint efforts of the juvenile court judge, the governing board, and a citizen's advisory committee working with an architect and having the advice of the staff consultants from other disciplines.

The Bureau will assist architects in planning such facilities through consultation and the review of preliminary and final drawings submitted to the Bureau office for examination.

MINIMUM STANDARDS:

~~2826~~-1 DEPARTMENT APPROVAL: The Department of Corrections, Bureau of Detention Standards and Services, must approve all remodeling and new construction plans of detention facilities.

A. The architect's preliminary drawings must be reviewed by the Bureau.

B. A complete set of final plans and specifications shall be submitted to include:

1. Architectural design.
2. Heating and ventilating system.
3. Plumbing specifications.
4. Electrical specifications.
5. Specifications for construction materials.
6. Equipment.
7. Furnishings.

C. Change orders in construction, subsequent to final plan approval, must be submitted to the Bureau.

~~2826~~-2 COMPLIANCE WITH LOCAL AND STATE LAWS AND EXISTING STANDARDS FOR COUNTY DETENTION HOMES: The Bureau will withhold approval of a site or building design not complying with the requirements of or having the approval of local zoning boards, county or municipal governing bodies or commissions, or other responsible agencies.

~~2826~~-3 LOCATION: The site shall be located so as to:

A. Assure privacy for youth.

B. Insure against encroachment by future construction on adjacent property.

- C. Permit future expansion of the facility.
- D. Be reasonably accessible by available public transportation.

2826-4 RATED CAPACITY: The rated capacity of each detention facility shall be established prior to construction.

2826-5 ARCHITECT, CONSULTATION WITH: The architect shall be immediately informed of available Department of Corrections' consultation services.

2826-6 LIGHTING: Fixtures must be security-type, recessed, and provide a comfortable reading level (30 footcandles). Building design shall provide for maximum natural light.

2826-7 EMERGENCY LIGHTING: An emergency lighting system shall be provided.

2826-8 FIRE ALARMS: An automatic fire alarm system, including smoke detectors, shall be provided.

2826-9 EQUIPMENT: Secure type equipment shall be provided in detention areas.

A. Doors shall be either 14 gauge hollow metal filled with sound absorbing insulation or a solid hardwood with metal covering.

1. Doors to sleeping quarters and detention area corridors shall have a secure observation port.

B. Door knobs shall be on the corridor side only with a solid metal non-projecting finger pull on the room side.

C. Door jams shall be hinged to metal frames set securely in the wall. Hinges shall be concealed, tamperproof mounted, and contain tamperproof hinge pins.

D. Each door shall have a security-type ventilating feature unless air conditioning is provided.

2826-10 CORRIDORS: When a central corridor design is used, the corridor must be no less than eight feet wide. It must be without turns, blind spots, and be well-lighted.

A. Individual rooms shall be on each side of the corridor in a staggered fashion.

B. Doors shall swing open into the corridor.

C. The corridor shall provide direct entrance to the living area from the sleeping area.

2826-11 ADMISSION AREA: The admission area shall be accessible by separate entrance for youth being admitted and shall be:

A. Adjacent to the detention area.

B. Equipped with toilet, washbasin, and shower facilities.

C. Provided with a medical examination room adjacent to the admission area.

2826-12 STORAGE: Adequate storage area shall be provided in the admission area and living unit area.

A. Storage rooms, particularly janitor closets, will be ventilated.

2826-13 ADMINISTRATION AREA: The administration area shall provide adequate office space for private consultations.

A. Staff washroom and shower areas shall be provided.

~~28-44 LIVING UNITS: Living units for opposite sexes shall not be built one atop the other.~~

~~2826-1514 RECREATIONAL AREAS: Facilities shall include an exercise room and a yard of sufficient area to allow strenuous physical exercise.~~

~~A: The exercise room must be at least 20 by 40 feet for facilities of less than 60 rated capacity.~~

~~B: Facilities of 60 or more rated capacity shall have a standard size gymnasium.~~

~~C: Areas for outdoor yard exercise must be at least 200 by 200 feet for facilities of less than 60 rated capacity. A portion of this area (a minimum of 2500 square feet) shall be hard surfaced.~~

~~D: Facilities of 60 or more rated capacity shall provide no fewer than two areas as described in Standard 26-2-C.~~

26-14 DETENTION ROOM SPACE: Detention room space shall be a minimum of 100 square feet.

BUREAU OF DETENTION STANDARDS AND SERVICES 303 Armory Building Springfield, Illinois 62706 217/782-5964

JUVENILE DETENTION POPULATION REPORT

Table with 3 columns: Name of Facility, Male, Female. Rows include: 1. Number of juveniles in custody first day of month, 2. Number of juveniles received during month, 3. Total juveniles (#1 plus #2), 4. Number of juveniles released during month, 5. Total number of detention days during month.

TABLE I DELINQUENTS ADMITTED. Table with 2 columns: Male, Female. Rows: Released within 36 hours.

TABLE II *NON-DELINQUENTS ADMITTED. Table with 2 columns: Male, Female. Row: Released within 48 hours.

TABLE III **STATUS OFFENDERS ADMITTED. Table with 2 columns: Male, Female.

TABLE IV RANGE OF STAY (Days at Time of Release). Tables for DELINQUENTS, NON-DELINQUENTS, and STATUS OFFENDERS, each with Male and Female columns and Shortest/Longest rows.

TABLE V Number Held More than 30 Days. Table with 2 columns: Male, Female.

*Non-delinquents include dependent, neglected or otherwise in need of supervision. **Status offenses include runaway, truancy, curfew, alcohol abuse, etc.

Report prepared by _____

NOTE: Delinquent or non-delinquent status is determined by alleged charge or status at time of admission.

Reports to be submitted to the Bureau by the tenth day of each month.

CHICAGO ONLY

Chicago Police Department R. D. Number

REPORT OF EXTRAORDINARY OR UNUSUAL OCCURRENCE

County _____ Municipal _____ County Juvenile Detention Center _____

AUTHORITY: Illinois Revised Statutes, Chapter 38, Section 1003-15-2

- INSTRUCTIONS: 1. Reports must be made on all extraordinary or unusual occurrences involving detainees. 2. Mail reports within 72 hours of occurrence to the Bureau of Detention Standards and Services. 3. Forward the original of this report, retain a copy.

1. Name of facility _____ Address _____ 2. Date of occurrence _____ 3. Time of occurrence _____ 4. Type of occurrence: Suicide or Attempt _____ Homicide or Attempt _____ Escape or Attempt _____ Fire _____ Serious Injury _____ Battery _____ Riot or Rebellion _____ Sex Offense _____ Other _____

5. Detainees involved: Table with columns Name, Age, Date Confined, Charge.

6. If death resulting: Name of deceased _____ Cause of death _____ Time of death _____ Prior to death, last seen by _____ Reported by _____ Was deceased examined by a physician on or after admission? _____ Did deceased give any signs of illness? _____

7. Detainees interviewed:

Name

Age

Charge

8. Officials interviewed:

Name

Title

9. Principal causes of occurrence:

10. Summary of details of extraordinary occurrence

11. Recommendations to prevent such occurrences:

Report date _____

Reporting Officer's Signature _____

CHICAGO ONLY

Reporting Officer's Signature Star No.

Watch Commander's Signature Star No.

Area Deputy Chief of Patrol or Director of General Support Division.

EXTRACT FROM MUNICIPAL JAIL AND LOCKUP STANDARDS,
STATE OF ILLINOIS, OCTOBER 1977.

XV. JUVENILE DETENTION

All standards in the preceding chapters apply equally to minors under 17 years of age except where prohibited. The following standards for juvenile detention provide added requirements:

A. Two classifications of youth are identified:

1. Minors under 16 years of age are those youth who are less than 16 years of age.
2. Minors under 17 years of age are those youth who are older than 16 but under 17 years of age.

B. Minors under 16 may be detained on a strictly temporary basis, pursuant to identification and being taken into custody, in a police station when confinement is in a room, not a cell, that is completely separate and independent from any other area of confinement in the same building. Arrangements shall be made to transfer minors under 16 to a county jail or juvenile detention center authorized to confine them facility authorized to detain juveniles.

1. Temporary shall mean a period not to exceed six ten hours.

C. Close supervision of minors under 16 shall be maintained.

1. Male and female youths shall not be confined in the same room.
2. A female jail officer or other trained female employee shall provide all supervision of female detainees confined in the detention room during periods of personal hygiene and care such as showers, toileting, and related activities.

D. Minors under 17 may be confined in cells, rooms or yards in a jail or place ordinarily used for confinement of prisoners at a police station, but these cells, rooms or yards must be separate and distinct from the cells, rooms or yards in which adults are confined. Separate and distinct shall mean no visual or auditory contact with confined adults.

E. Only those youth charged with the alleged commission of a delinquent offense or for whom a delinquency petition has been filed shall be confined detained.

F. Records of juveniles must be maintained separate from adult records.

1. Names of juveniles shall not be recorded in records that are subject to public review.
2. Records may not be open to public inspection or their contents disclosed to the public except by order of the court or when the institution of criminal proceedings has been permitted or the person has been convicted of a crime and is the subject of pre-sentence investigation or proceedings on an application for probation.

EXTRACT FROM COUNTY JAIL STANDARDS,
STATE OF ILLINOIS, JUNE 1977

CHAPTER XXVII
JUVENILE DETENTION

All standards in the preceding chapters apply equally to minors under 17 years of age except where prohibited. The following standards for juvenile detention provide added requirements, restrictions or emphasis.

The Juvenile Court Act, Illinois Revised Statutes, Chapter 37, Section 702-8 (1) specifies:

"No minor under 16 years of age may be confined in a jail or place ordinarily used for the confinement of prisoners in a police station. Minors under 17 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."

A. Two classifications of youth are identified:

1. Minors under 16 years of age are those youth who are less than 16 years of age.
2. Minors under 17 years of age are those youth who are older than 16 but under 17 years of age.

MINIMUM STANDARDS:

27-1 MINORS UNDER 16: Minors under 16 may be detained temporarily in a room, not a cell, in a county jail when the place of confinement is a separate floor or section which ensures complete and effective isolation from any contact with adult prisoners.

- A. The designated section shall be clearly indicated above each entrance.
- B. Male and female youth shall not be housed within auditory and/or visual range of each other.
- C. Rooms shall be single occupancy.

27-2 MINORS UNDER 17: Minors under 17 may be confined in cells or rooms in a jail or place ordinarily used for confinement of prisoners at a county jail, but these cells or rooms for the minors must be separate and distinct from the cells or rooms in which adults are confined. This does not preclude the

very brief use of entrances, corridors, elevators, and booking areas prior to actual confinement.

- A. Separate and distinct shall mean no visual and/or auditory contact.
- B. Minors under 17 years of age may be confined in an area designated for minors under 16.
- C. The same jail facilities may be used but not simultaneously with adults.

27-3

DETENTION ADMISSIONS: Only those youth charged with the alleged commission of a delinquent act or for whom a delinquency petition has been filed shall be confined.

- A. Unless sooner released, a minor taken into temporary custody must be brought before a judicial officer within 36 hours, exclusive of Sundays and legal holidays, for a detention hearing to determine whether he shall be further detained.
- B. When a minor is delivered to the jail, a probation officer or such other public official designated by the court shall immediately investigate the circumstances of the minor and the facts surrounding his being taken into custody. If further detention is a matter of immediate and urgent necessity, written authorization of such public officer is required in accordance with Illinois Revised Statutes, Chapter 37, Section 703-4, Juvenile Court Act. The written authorization permits detaining the minor for up to 36 hours, excluding Sundays and legal holidays.
- C. Parents, legal guardian, or person with whom the minor resides shall be notified if the law enforcement officer has been unable to do so.

27-4

SUPERVISION: Staff providing supervision for minors under 16 shall receive training in understanding the methods and techniques of juvenile care.

- A. Supervision of minors under 16 shall be maintained by visual contact with each youth no less than once every 30 minutes.
- B. A shift log, in ink, shall be maintained as a record of incidents and activities, including supervisory checks, occurring on the shift.
- C. Detainee supervision shall be provided by a person of the same sex under the following conditions:

- 1. When procedures which require physical contact or examination such as body searches are made.
- 2. During periods of personal hygiene activities and care such as showers, toileting, and related activities.
- 3. This standard does not prohibit the use of necessary force by a staff member of a sex other than that of a detainee.

27-5

DETENTION ROOMS AND DAY ROOMS: The following requirements are established:

- A. Each detention room shall, at minimum, provide 64 square feet of floor space per room.
- B. A dayroom area must be provided with a minimum of 35 square feet per detainee for each detention room cluster.
- C. Each sleeping room shall be equipped with a rigidly constructed metal bed securely fastened to the wall or floor; a toilet; washbasin with hot and cold running water; a suitable flame retardant mattress, mattress covering, and bed covers suited to individual needs; illumination sufficient to guarantee distinct visual supervision, and a comfortable reading level.

27-6

PERSONAL HYGIENE: Clothing changes, showers, shaving, and other personal hygiene activities shall conform, at minimum, with those standards pertaining to adult detainees.

27-7

FOOD-SERVICE: Food preparation, menu, diet, food service, and meal schedules shall conform to the needs of growing adolescents. A minimum of 2,500 to 3,000 calories per day shall be provided.

- A. Food service dining areas cannot be shared simultaneously with adults.

27-8

ACTIVITIES: Each youth shall have a daily eight hours minimum of dayroom and recreation activity except when behavior endangers required security, jeopardizes the safety and well being of staff and other detained youth, is a threat to himself or to protect property.

- A. Appropriate reading materials and table games in sufficient quantities; radio and/or television shall be provided.
- B. Recreation of an energetic nature shall be provided and out-of-doors activities shall be scheduled when appropriate facilities exist.

27-9 EDUCATION: A regular schedule of academic instruction and related educational services appropriate to the needs of each individual shall be provided for those youth detained beyond 36 hours with arrangements made through the appropriate school district.

A. Co-educational classes may be scheduled.

27-10 PSYCHIATRIC AND SOCIAL SERVICES: Access to psychiatric, psychological, casework, and counseling services shall be provided as needed in individual cases.

27-11 VISITING: A liberal visiting schedule shall be established identifying no fewer than two visiting days each week, one of which must be during the evening hours and one during the weekend, and all holidays.

A. Visits from attorneys, clergy, social workers, probation officers or other persons professionally associated with a youth's case shall be permitted at reasonable non-scheduled hours. These visits shall not count against any limitation which may be placed on the number of visits allowed.

27-12 RECORDS: Records, to include admission, medical, and visiting shall be maintained in accordance with these standards.

A. Records of all minors under 17 years of age must be maintained separate from the records of adult arrests.

1. Names of juveniles shall not be recorded in the same ledgers, jail registers, monthly population reports or other records that are subject to public review.

B. Records may not be open to public inspection or their contents disclosed to the public except by order of the court or when the institution of criminal proceedings has been permitted or the person has been convicted of a crime and is the subject of pre-sentence investigation or proceedings on an application for probation.

MUNICIPAL JAIL
AND
LOCKUP STANDARDS

STATE OF ILLINOIS

OCTOBER, 1977

(Proposed revision-August, 1979)

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FOREWORD

This manual contains standards and procedures for the operation of municipal jails and lockups and supersedes the Municipal Jail and Lockup Standards dated October, 19747. These standards provide a guide to municipal authorities which will promote the security of the community, improve safety for staff and confined persons, encourage efficient management, and upgrade the general condition of jails and jail operations throughout Illinois.

Jails and lockups are a part of the criminal justice system. Often, offenders receive their first confinement experience in such a facility and the type of care and treatment they receive has a strong influence on their subsequent attitudes and adjustments. Humane custodial care and treatment is, therefore, required.

Establishing standards is not an arbitrary procedure. Statutes, court decisions, and sound management principles are fundamental guides. The minimum standards contained herein, which must be met, reflect those guides. ~~The recommendations may be implemented in an effort to improve jail operations, and every effort should be made to follow them.~~

I. LEGAL AUTHORITY TO SET UP STANDARDS AND EXERCISE SUPERVISION OVER JAILS AND LOCKUPS

Illinois Revised Statutes, Chapter 38-Criminal Law and Procedure, Section 1003-15-2. STANDARDS AND ASSISTANCE TO LOCAL JAILS AND DETENTION FACILITIES.

(a) The Department shall 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.

(b) 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 correctional facility does not comply with the standards established, the Director of Corrections shall give notice to the county board and the sheriff 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.

(c) The Department shall provide consultation services 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 legal agencies. The Department shall provide courses of training for the personnel of such institutions and conduct pilot projects in the institutions.

II. LEGAL RIGHTS OF ACCUSED WHILE IN CUSTODY

Illinois Revised Statutes, Chapter 38

A. 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.

B. 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.

(Note: A "reasonable time" shall mean within the first hour.)

(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.

C. 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.

D. 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 Sections 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 103-6, 113-1, 113-4 and 115-1 and of sub-parts (a) and (b) of Section 113-3 of this Code. As amended by Act approved August 5, 1965. L.1965, p.2622. (Notice of Rights posters in English and Spanish are available from the Bureau of Detention Standards and Services.)

E. Section 103-8. Mandatory Duty of Officers:

Any peace officer who intentionally prevents the exercise by an accused of any right conferred by this Article or who intentionally fails to perform any act required of him by this Article shall be guilty of official misconduct and may be punished in accordance with Section 33-3 of the "Criminal Code of 1961" approved July 28, 1961, as heretofore and hereafter amended. (See Chapter 38, Section 33-3.)

III. USE OF JAILS/LOCKUPS (hereinafter referred to as jails)

A. The jail is a security facility, operated by the police department, for the temporary detention of persons held for investigation pending disposition of their cases by the judiciary or awaiting transfer to another institution.

B. The maximum period of detention in a jail should not normally exceed 48 hours except when detention occurs at the beginning of a weekend or holiday.

C. No minor under 16 years of age may be confined in a jail or place ordinarily used for the confinement of prisoners in a police station. Minors under 17 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. (Juvenile Court Act, Illinois Revised Statutes, Chapter 37, Section 702-8(1).)

D. ~~No~~ A detainee with a known history of mental disorder or mental defect, or who shows evidence of such condition, shall be ~~detained only temporarily in a housed in any~~ municipal jail and ~~transferred as soon as possible.~~ In the event such a detainee is received, he shall be afforded protective custody and constant supervision until transferred. ~~Such person shall immediately be referred for appropriate professional study and diagnosis. If a finding of mental illness or mental disorder is made,~~ The Chief of Police or the Chief Jailer shall immediately notify the appropriate authorities regarding the mental condition of the detainee so that a transfer can be effected.

IV. MINIMUM PHYSICAL STANDARDS--EXISTING BUILDINGS

A. The building in which a jail is located must:

1. Conform to the building, fire, safety, and health requirements of local and State authorities. State of Illinois standards for a jail which exceed those of a local authority shall take precedence.
2. Be well lighted to provide 30 foot candles in the detention area and at least 20 foot candles in other parts of the jail.
3. Be comfortably heated and cooled according to the season with a system designed to eliminate disagreeable odors and to routinely provide temperatures within the normal comfort zone (67° to 85°F).
4. Have electrical conduits, fixtures, switches, and outlets inaccessible to the reach of detained persons or of tamperproof construction.
5. Have all exterior windows in the detention area security screened or barred. Those exterior windows that can be opened must also be insect screened.

B. The heating system shall not constitute a fire hazard or jeopardize the health or safety of staff or detainees.

RECOMMENDATIONS

- ~~1. The entrance to the facility should provide protection from other public functions.~~
- ~~2. Persons in custody should enter the jail by means other than the public entrance.~~

V. MINIMUM CELL AND DETENTION ROOM STANDARDS--EXISTING FACILITIES

A. Male and female detainees shall be completely segregated.

1. Quarters for males and females shall be located so that physical, visual, and auditory contact between the sexes is prevented.
2. Juveniles shall be completely separated from adults. Minors under 17 may be housed in detention rooms or cells while minors under 16 shall not be housed in cells.

B. All existing cells and detention rooms shall be designated single occupancy. Multiple occupancy shall not be used until all cells and detention rooms are in use.

C. The minimum size of each cell shall provide at least 50 square feet of floor space. Detention rooms shall provide at least 64 square feet of floor space.

D. Each cell or detention room shall be equipped with:

1. A rigidly constructed metal bed, with a solid or perforated steel bottom, anchored to the floor or walls. A metal bench may be used if detention is for less than eight hours.
2. A washbowl with piped hot and cold water, if detention exceeds eight hours. If detention is eight hours or less, access to a washbowl with cold water, adjoining the cells or detention rooms, must be provided.
3. A toilet. If detention is eight hours or less, access to toilet facilities adjoining the cells or detention rooms must be provided.
4. Security light fixtures providing an illumination level sufficient for distinct visual supervision and a comfortable reading level (30 foot candles). Illumination may be provided by a light fixture in the inspection corridor, provided it is not accessible to detainees.

E. Physical restraints shall not be placed upon a detainee to confine his movements within a cell or detention room other than for the specific purpose of protecting his own well being, preventing the detainee from injuring himself or others or from damaging or destroying property.

F. Cells shall not be constructed of wood or flammable material.

G. Cells or detention rooms located in a basement must be adjacent to the office of the jailer responsible for supervision and care of detainees.

1. A basement is defined as a story whose floorline is below grade at any entrance or exit and whose ceiling is not more than five feet above grade at any such entrance or exit.
2. The basement detention area must be provided with adequate light, heat, and forced-air ventilation.

H. Each cell shall be supplied with:

1. Toilet tissue.
2. Soap.

3. Paper towels.
 4. Supply of disposable drinking cups, if washbasin is not drinking fountain equipped.
- I. Clean bedding shall be provided for detainees confined overnight and consist of a flame retardant mattress, a mattress cover if the mattress cannot be sanitized after use, and blankets appropriate to the season of the year or temperature of the facility.
 - J. Shaving equipment, comb, and disposable toothbrush shall be made available for detainee use preparatory to going to court, ~~discharge or transfer.~~
 - K. COMPLIANCE: All requirements of a physical nature shall be complied with by the following dates:
 1. Jails built before 1950 shall be in compliance by January 1, 1986.
 2. Jails built between 1951 - 1970 shall be in compliance by January 1, 1990.
 3. Jails built between 1971 - 1979 shall be in compliance by January 1, 1995.
 4. Jails currently under construction must comply.
 - L. VARIANCES: Variances connected with physical requirements may be granted by the Director of the Department of Corrections for existing facilities. Normally, such variances shall not exceed two years. Variance requests of an administrative nature will not be granted. Additionally, variance requests will not apply to new construction or major renovation of a facility.
 1. The variance request must be in writing and pertain to a specific standard.
 - a. The request must describe the reasons for the variance, the period of time for the variance, any hardship the facility might experience by complying with the standard, plans to be implemented to eventually comply with the particular standard, and a statement that the variance would not adversely affect the health and safety of detainees or security of the jail.
 2. The approval or denial of a variance request will be returned by letter to the requesting governmental agency.

3. The Director of the Department of Corrections, at his discretion, may grant a renewal of the variance provided documentation is received from the governing body which indicates a good faith effort on their part to effect necessary actions to comply with the standard in question.
4. A permanent variance, depending on the circumstances, may be granted.

RECOMMENDATIONS

1. ~~Stainless steel, prison-type combination toilet/washbasin/drinking fountain, angle-jet type, is preferred.~~
2. ~~Evidence and confiscated items should not be stored in the detention area.~~
3. ~~Mattresses with fire retardant treated cotton filling with a flame retardant waterproof cotton cover are recommended. Polyurethane mattresses, considered fire retardant, are resistant to fire started from cigarettes but burn rapidly and emit a highly toxic, and in some cases lethal gas, when ignited by an open flame.~~
4. ~~Cell lighting fixtures should be equipped with a night light.~~

VI. SUPERVISION

- A. There must be sufficient officers present in the jail, awake and alert at all times, to provide supervision while persons are confined. For most municipalities, a radio operator on duty will suffice, provided duties do not interfere with the conduct of supervisory checks required in the following paragraph. (Also refer to VII-D).
 1. A visual check by personal inspection of each person confined shall be conducted, not including observation by a monitoring device, at least once every 30 60 minutes.
 2. Visual checks shall be recorded by a mechanical device or logged in ink indicating:
 - a. Time of check.
 - b. Signature of responsible person.
 - c. Any relevant remarks.
- B. Under the following conditions, supervision shall be provided by a person of the same sex:

1. When procedures which require physical contact or examination, such as body searches, are made.
 2. During periods of personal hygiene activities such as showers, toileting, and related activities. (This standard does not prohibit the use of necessary force by a staff member of a sex other than that of a detainee).
- C. Persons confined beyond 48 hours shall be permitted to shower or bathe.
- D. Any seriously injured, seriously ill or unconscious person must not be admitted to the jail until a medical examination has been conducted by a physician.
1. A physician shall have authority to order a detainee's removal to a hospital.
 2. A written record of all physicians' visits, examinations, and treatment shall be maintained.
 3. Medication administered to detainees shall be recorded in a log.
- E. Receipts must be issued for all personal property taken from a detainee.

RECOMMENDATIONS

1. ~~For the protection of city officials, suspected inebriates should be examined by a physician before confinement to determine intoxication or illness. An undetected skull fracture, diabetic coma, epilepsy or some other disease or illness often produce behavior resembling drunkenness.~~
2. ~~Receipts should contain a complete description of items and the signature of the receiving officer and detainee.~~

VII. SECURITY

- A. Detainees shall be given an immediate frisk search.
- B. Strip Search. Section 103-1, Chapter 38, Illinois Revised Statutes, has been amended and the following has been extracted:
1. No person arrested for a traffic, regulatory or misdemeanor offense, except in cases involving weapons or a controlled substance, shall be strip searched unless there is reasonable belief that the individual is concealing a weapon or controlled substance.

2. "Strip search" means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.
3. All strip searches conducted under Section 103-1, Chapter 38, Illinois Revised Statutes, shall be performed by persons of the same sex as the arrested person and on premises where the search cannot be observed by persons not physically conducting the search.
4. Every peace officer or employee of a police department conducting a strip search shall:
 - (a) Obtain the written permission of the police commander or an agent thereof designated for the purposes of authorizing a strip search in accordance with this Section.
 - (b) Prepare a report of the strip search. The report shall include the written authorization required by subsection 4 (a): (1) the name of the person subjected to the search; (2) the names of the persons conducting the search; and (3) the time, date and place of the search. A copy of the report shall be provided to the person subject to the search.
5. No search of any body cavity other than the mouth shall be conducted without a duly executed search warrant; any warrant authorizing a body cavity search shall specify that the search must be performed under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice medicine in all of its branches in this State.
6. Any peace officer or employee who knowingly or intentionally fails to comply with any provision of this Section is guilty of official misconduct as provided in Section 103-8; provided, however, that nothing contained in this Section shall preclude prosecution of a peace officer or employee under another section of this Code.

- BC. No armed officer shall enter a cell or detention area where a person is confined.
- GD. No officer or other person responsible for detainee supervision shall enter an occupied cell or detention room without the presence of another officer qualified police employee.
- DE. Cells and detention rooms shall be examined for the presence of unauthorized objects before being reassigned to another detainee.

- EF. All fixtures, equipment, wiring, and conduits shall be properly maintained.
- FG. Eating utensils shall be removed from cells and detention rooms after each meal.
- GH. Open or contact visits must be closely supervised and the detainee searched before and after the visit.
- HI. Visitors are subject to search and a search notice sign must be conspicuously posted.

RECOMMENDATIONS

- 1. ~~Detainees should not have belts, ties, shoe laces, socks or similar items in their possession that could be used to harm themselves or others.~~
- 2. ~~Each cell should be searched daily.~~
- 3. ~~Gun drops, located outside the detention areas, should be provided.~~
- 4. ~~Disposable eating utensils should be provided.~~
- 5. ~~Visiting hours should be posted.~~

VIII. FOOD

- A. All detainees shall be furnished three meals per day.
 - 1. Food must be of sufficient nutritional value and provide a daily minimum of 1,800 - 2,000 calories for adults and 2,500 - 3,000 calories for juveniles.
 - 2. Food quantity must be sufficient to satisfy, within reason, the detainee's needs.
 - 3. Meals shall be provided at reasonable and proper intervals, i.e., adhering to recognized breakfast, lunch, and dinner schedules.
 - 4. A drink other than water shall be served with each meal.
 - 5. Of the three daily meals provided, at least one shall be a balanced and complete hot meal.
 - 6. Special diets shall be adhered to when prescribed by the contract jail physician, clinic or hospital.
 - 7. A copy of the menu served shall be maintained for a period of three months.

- 8. Detainees shall be served in their cells or detention rooms.

IX. SANITATION

- A. When occupied, cells shall be cleaned daily.
- B. Areas adjacent to cells shall be maintained in a clean and orderly condition.
 - 1. Walkways and corridors shall not be used as storage areas.
- C. A vermin and pest control program shall be implemented.

X. FIRE PROTECTION

- A. Based on the size of the facility, there shall be at least one fire extinguisher installed in the basement and on each floor for each 5,000 square feet of floor area.
 - 1. Extinguishers shall be readily accessible to staff but not to detainees. The local fire department shall be contacted regarding the location, type, and number of fire extinguishers required.
 - 2. Extinguishers shall be examined not less than once each year and tagged with the date of inspection and initials of the inspector.
 - 3. All jail personnel shall be familiar with the characteristics and operation of all types of extinguishers in the facility.
- B. Emergency exit doors shall be clearly indicated with at least 4½ inch block lettering stating "EXIT", their location made known to all jail personnel, and the keys for the doors immediately available to jail staff.
 - 1. There shall be at least two exits from each floor of detention.
- C. There shall be at least one full set of keys, separate from those in use, stored in a safe place accessible only to police department personnel, for use in the event of an emergency.

XI. EMERGENCY PLAN

- A. Each jail shall have, in writing, detailed plans that include procedures for emergencies such as:
 - 1. Fires, severe weather periods, civil disaster.

CONTINUED

2 OF 3

2. Riots or major disturbances.
 3. Battery on jail officers.
 4. Battery on detainees.
 5. Escapes or escape attempts.
 6. Contagious diseases.
 7. Medical (epilepsy, heart attacks, etc.)
- B. Emergency plans must be known and understood by all personnel.

~~RECOMMENDATION~~

1. ~~Plans should include location for temporary transfer of detainees, if emergency necessitates detainee movement.~~

XII. DETAINEE RECORDS

- A. Minimum identification data and information shall be recorded for each person detained as follows:
1. Name.
 2. AKA and nicknames.
 3. Address.
 4. Marital status.
 5. Age and date of birth.
 6. Person to notify in case of emergency, including address and telephone number.
 7. Physical description, sex, and characteristic marks.
 8. Occupation.
 9. Religion or religious affiliation.
 10. Offense.
 11. Date and time of admission and authority.
 12. Name and title of officers presenting and receiving detainee.
 13. Name and telephone number of detainee's attorney.

14. Previous arrest record and convictions.
 15. Itemized record of detainee's cash and other valuables, expenditures, and receipts while in custody.
 16. Disposition of case and authority.
 17. Date of release or transfer.
- B. Juvenile and adult records shall be kept separate from each other.

RECOMMENDATION

1. ~~A medical record should be maintained indicating health and physical condition at admission, during confinement, including treatment and medication administered, and condition at discharge.~~

XIII. REPORTS TO THE BUREAU OF DETENTION STANDARDS AND SERVICES

- A. Population Reports - The Chief of Police, or any other responsible supervisor designated by him, shall furnish monthly reports to the Bureau, utilizing appropriate forms supplied by the Bureau. The report will include:
1. Total number of adult males and adult females detained during the month.
 2. Total number of juvenile males and juvenile females detained during the month.
 3. Reports shall be submitted by the tenth day of each month, including those months in which no persons were detained. Reports shall indicate only those persons actually confined and not those merely arrested.
- B. Extraordinary or Unusual Occurrences - All extraordinary or unusual occurrences which involve the lives or physical welfare of jail officers or detainees shall be reported to the Bureau utilizing appropriate forms supplied by the Bureau.
1. Reports shall be forwarded within 72 hours of the occurrence.
 2. Extraordinary or unusual occurrences shall mean:
 - a. Death.
 - b. Attempted suicide (if hospitalization or medical treatment is required).

- c. Serious injury, to include accidental or self-inflicted.
- d. Escape.
- e. Attempted escape.
- f. Fire.
- g. Riot.
- h. Battery on a staff member by a detainee.
- i. Battery on detainee by a staff member.
- j. Battery on detainee by another detainee (only if hospitalization or extensive medical treatment is required.)
- k. Sexual assaults.
- l. Occurrences of serious infection, disease or illness within the facility.

XIV. USE OF FORCE

- A. Officers shall not strike or lay hands on a detainee except:
 - 1. In self-defense.
 - 2. To prevent escape.
 - 3. To prevent serious injury or damage to person or property.
 - 4. To quell a disturbance.
 - 5. To effect detention.
 - 6. To establish control.
- B. Only the amount of physical force necessary to gain control of the detainee is authorized.

XV. JUVENILE DETENTION

All standards in the preceding chapters apply equally to minors under 17 years of age except where prohibited. The following standards for juvenile detention provide added requirements:

- A. Two classifications of youth are identified:

- 1. Minors under 16 years of age are those youth who are less than 16 years of age.
- 2. Minors under 17 years of age are those youth who are older than 16 but under 17 years of age.

- B. Minors under 16 may be detained on a strictly temporary basis, pursuant to identification and being taken into custody, in a police station when confinement is in a room, not a cell, that is completely separate and independent from any other area of confinement in the same building. Arrangements shall be made to transfer minors under 16 to a ~~county jail or juvenile detention center authorized to confine them~~ facility authorized to detain juveniles.

- 1. Temporary shall mean a period not to exceed ~~six~~ ten hours.

- C. Close supervision of minors under 16 shall be maintained.

- 1. Male and female youths shall not be confined in the same room.
- 2. A female jail officer or other trained female employee shall provide all supervision of female detainees confined in the detention room during periods of personal hygiene and care such as showers, toileting, and related activities.

- D. Minors under 17 may be confined in cells, rooms or yards in a jail or place ordinarily used for confinement of prisoners at a police station, but these cells, rooms or yards must be separate and distinct from the cells, rooms or yards in which adults are confined. Separate and distinct shall mean no visual or auditory contact with confined adults.

- E. Only those youth charged with the alleged commission of a delinquent offense or for whom a delinquency petition has been filed shall be ~~confined~~ detained.

- F. Records of juveniles must be maintained separate from adult records.

- 1. Names of juveniles shall not be recorded in records that are subject to public review.
- 2. Records may not be open to public inspection or their contents disclosed to the public except by order of the court or when the institution of criminal proceedings has been permitted or the person has been convicted of a crime and is the subject of pre-sentence investigation or proceedings on an application for probation.

XVI. NEW CONSTRUCTION

- A. All plans and specifications for the construction of municipal jails or the remodeling or renovation of existing facilities must be approved by the Bureau of Detention Standards and Services, Illinois Department of Corrections.
1. The Bureau is concerned with all aspects of jail construction, maintenance, and operation which affect the rights, safety, security, care, and welfare of all persons detained and of the staff.
 - a. One set of preliminary drawings shall be submitted to the Bureau for review and approval.
 - b. One set of final drawings and specifications shall be submitted to the Bureau for review and approval, to include:
 - (1) Architectural design.
 - (2) Heating and ventilating system.
 - (3) Plumbing specifications.
 - (4) Electrical specifications.
 - (5) Specifications for materials.
 - (6) Equipment.
 - (7) Furnishings.
- B. All minimum standards for existing facilities (Chapter V) shall apply in addition to the following:
1. DESIGN AND LAYOUT OF CELLBLOCK
 - a. The cellblock shall adjoin the police quarters.
 2. CELL, DETENTION ROOM, AND CELLBLOCK CORRIDOR WALLS AND CEILINGS
 - a. Either steel or reinforced masonry is required.
 - (1) Masonry must be at least six inches thick.
 - (2) Joints between concrete blocks shall not exceed 3/8 inch.
 - b. Bars across the cell tops are not permitted.

- c. Paint, if used, must be fire retardant.
3. CELL AND DETENTION DOORS AND FRONTS
 - a. Each door shall contain a food pass no larger than twelve inches wide by five inches high; and a viewport in solid doors with the smaller dimension not to exceed five inches.
 - b. Cell front shall be steel grille (bars) or reinforced solid masonry.
 - (1) Grille construction shall be no less than 7/8 inch steel bars, round or hexagonal.
 - (2) Bar openings shall be no more than 5 inches from their centers.
 - c. Detention room doors shall be hollow metal or solid core wood with the door frames being at least 12-gauge metal.
 - d. There shall be a manual override for all doors that are electrically operated.
4. CELLBLOCK ENTRANCE DOOR
 - a. A grille door or hollow steel door, equipped with a safety glass observation panel with the smaller dimension not to exceed five inches, shall be used.
 - b. Entrance door shall be no less than three feet wide and the area on either side shall be unobstructed.
5. PLUMBING
 - a. Each cell and detention room shall be equipped with a toilet and washbowl, preferably a stainless steel prison-type with bubbler.
 - (1) Toilet shall be:
 - (a) Seatless (integral seat).
 - (b) Tankless.
 - (c) Push button flush valve.
 - (2) Washbowl shall be:
 - (a) Hot and cold water equipped.

(b) Push button controls.

(3) Water shutoff valve for each cell shall be installed outside the cell.

b. A shower shall be provided in the detention area to permit bathing for those persons detained 48 hours or more.

6. WINDOWS

a. Windows in the detainee's living quarters must be security type.

b. The maximum dimension of the lesser side of any security sash in the cell shall not exceed five inches.

c. Any public view into the living area is prohibited.

d. Translucent glass shall be used.

e. All cellblock external windows shall be security screened. Windows that can be opened must also be insect screened.

f. Windows are not required when artificial illumination, cooling, and ventilation (air conditioning) is adequate.

7. CELL AND CELLBLOCK FLOORS

a. Floors must be concrete and may have non-skid material.

b. Floor shall be pitched one to two inches above corridor floor for drainage purposes.

8. CELLBLOCK CORRIDORS

a. Cellblock corridors shall be no less than four feet wide.

9. WATER DRAINS

a. Water drains shall be located only in cellblock corridor floors with one drain for every three cells.

b. Drain covers must be securely anchored.

c. In certain sections, notably cells used for offenders under the influence of alcohol, floor drains shall be located inside the cells so that these areas may be cleaned without washing debris into the corridor.

10. HEATING -- Any standard heating system is acceptable.

a. System must assure comfort during cold or damp weather.

b. No heating equipment, such as radiators, shall be located in the cells.

c. Radiators, if used, shall be located outside the cells and adequately shielded to prevent accidental injury.

d. Thermostats shall not be located in cells or detention rooms.

11. VENTILATION -- The system shall be capable of moving a sufficient volume of air to each cell to remove foul air and odors.

a. Air duct openings to cells and detention rooms shall be security screened and secured with tamper proof screws or welded to the floor or wall.

12. LIGHTING

a. Prison-type security light fixtures shall be installed in cells.

b. Illumination level must be, for supervision purposes, of sufficient intensity to clearly light cells at all times.

c. Lights must be switch controlled from outside cells or detention rooms.

d. Standard, safe fixtures are acceptable in corridors or vestibules.

13. CELL BUNKS

a. Bunks shall be of metal construction securely anchored to walls or floor or otherwise integrally constructed.

14. MONITOR SYSTEM -- An auditory or auditory-visual monitoring system shall be installed.

a. Cells shall be monitored with at least an auditory system to allow the jailer to check activities and for a confined person to advise the jailer of emergency situations.

15. EMERGENCY EXITS

- a. There shall be at least one direct emergency exit from a cellblock, in addition to the cellblock entrance door, where the detention area totals 1200 square feet or more, or where the corridor has a dead end exceeding 50 feet.
- b. Every exit sign shall have the word "EXIT" in plainly legible letters, not less than six inches high with the principal strokes of letters not less than 3/4 inch wide.

16. VISITING AREA -- Semi-private compartments or a visiting room shall be provided to allow detainees to communicate with authorized visitors.

17. EMERGENCY POWER SOURCE -- An emergency electrical power source must be available in the event of a power failure.

- a. The emergency power source must be of sufficient capacity to operate electrical locking devices and other electrical equipment and to provide minimum lighting within the jail and its perimeter.

JAILS AND JAILERS ACT
(Ill.Rev.Stat. Ch. 75)

(PROPOSED REVISIONS August 1979)

1. JAIL FACILITIES - There shall be kept and maintained in good and sufficient condition and repair, one or more jail facilities for the use of each county within this State. However, this requirement may be satisfied by a single jail facility jointly maintained and used by 2 or more counties. It shall be unlawful to build a jail within 200 feet of any building used exclusively for school purposes.
2. POWERS OF SHERIFF - 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 the jail, except when otherwise provided in the "County Department of Corrections Act".
3. SUPERINTENDENT OF THE JAIL - He may appoint a superintendent of the jail, and remove him at his pleasure, for whose conduct and training, he shall be responsible. The Sheriff shall also be responsible for the hiring and training of all personnel necessary to operate and maintain the jail.
- 3a. JAIL OFFICERS - Employees who are charged with the care and custody of prisoners shall be known as jail officers.
4. RECEIPT AND CONFINEMENT OF PRISONERS - Subject to the provisions of "An Act in relation to the employment of persons committed to a county jail, house of correction or workhouse for non-support of any member of their family", approved July 17, 1959, as heretofore or hereafter amended,¹ and subject to the provisions of "An Act permitting the interchange of prisoners by wardens or superintendents of penal institutions in any county, township, city, village or incorporated town", enacted by the 73rd General Assembly,² the warden of the jail shall receive and confine in such jail, until discharged by due course of law, all persons who are committed to such jail by an competent authority.

4. CONFINEMENT OF PRISONERS - The Warden of the jail shall receive and confine in such jail, until discharged by due course of law, all persons committed to such jail by any competent authority.
5. UNITED-STATE PRISONERS - The provisions of the preceding section shall extend to persons detained or committed by authority of the United States, as well as of this state.
5. MAINTENANCE OF PRISONERS - All costs of maintaining persons committed under violations of the Illinois Revised Statutes shall be the responsibility of the county. All costs of maintaining, including medical expenses, of persons committed under any other ordinance, resolution or law, is the responsibility of the jurisdiction enacting the law, and arresting the person. The county, or other jurisdiction shall be responsible for the costs of a prisoner's medical treatment only to the extent such costs are not covered by the prisoner's medical and/or hospitalization insurance.
6. PENALTIES FOR FAILING TO RECEIVE, ETC., UNITED STATES PRISONERS - FEES, ETC. - The warden of the jail shall be liable, for failing to receive and safely keep all persons delivered under the authority of the United States, to like pains and penalties as for similar failures in the case of persons committed under the authority of this state: - Provided, always, the marshal or person delivering such prisoner shall pay, or cause to be paid, for the use and keeping of such jail, at the rate of fifty cents per month, for each person that shall, under their authority, be committed thereto, and also to the warden such fees as he would be entitled to for like services rendered, in virtue of the existing laws of this state, during the time such prisoner shall be there in confined, and, moreover, shall support such of said prisoners as shall be committed for offenses.

6. TRANSFER OF RECORDS TO DEPARTMENT OF CORRECTIONS -
(a) Whenever a prisoner is transferred from a jail to the Illinois Department of Corrections the warden shall convey to the Department a written verification of the number of days the prisoner was in custody at the jail. The verification must be delivered to the Department at the time that the prisoner is delivered. A copy of the verification shall be provided to the prisoner and to the clerk of the court which issued the mittimus.
(b) Whenever a prisoner is transferred from a jail to the Illinois Department of Corrections the Warden of the jail shall convey to the Department the prisoner's medical record, copy of summary thereof. The medical record, copy or summary must be delivered to the Department, in a sealed envelope, at the time the prisoner is delivered.
- ~~7. 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, 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.~~
7. CALENDAR - The warden of the jail shall keep an exact permanent calendar of all persons committed to jail, registering the name, place of abode, time, cause and authority of their commitment, and the time and manner of their discharge.
8. 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~~ prepare a list of all 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.~~ make available to the court his calendar of prisoners.
9. SHERIFF-IMPRISONMENT IN JAIL-CORONER - The sheriff may be imprisoned in the jail of his county, and for the time he is so imprisoned the coroner shall be warden of the jail, and perform all the duties of the sheriff in regard thereto, and shall, by himself and his sureties, be answerable for the faithful discharge of his duties as such warden.
10. USE OF JAIL IN ANOTHER COUNTY - When there is no jail or other penal institution in a county, or the jail or other penal institution of the county is insufficient, the sheriff may commit any person

in his custody, either on civil or criminal process, to the nearest sufficient jail of another county, and the warden of the jail of such county shall receive and confine such prisoner, until removed by order of the court having jurisdiction of the offense, or discharged by due course of law.

- ~~25-~~ 11. IMPRISONMENT IN ANOTHER COUNTY - EXPENSES -
Whenever a prisoner is committed to the jail of one county for a criminal offense committed or charged to have been committed in another, or is transferred to another county for safe keeping or trial, the county in which the crime was committed, or charged to have been committed, shall pay the expenses of the keeping of such prisoner. In civil suits, the plaintiff or defendant shall pay the expenses, in the same manner as if the imprisonment had taken place in the same county where the suit was commenced.
- ~~11-~~ 12. 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.
- ~~12-~~ 13. NOTICE TO COUNTY BOARD WHEN JAIL INSUFFICIENT -
Whenever the warden of the jail of any county deems such jail insufficient to secure the prisoners confined therein, he shall give notice thereof to the county board.
- ~~13-~~ 14. EMPLOYMENT OF GUARD - Whenever 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, nor exceeding 3 persons, for the guarding and safe keeping of such prisoner in his own county. The expense of such guard shall be audited and paid as other county expenses.

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 discretion of the superintendent of the jail of the county in which they are confined.~~

15. ~~REMOVAL IN CASE OF FIRE--Whenever, by reason of any jail or any 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.~~

15. EMERGENCY REMOVAL OF PRISONERS - At any time, in the opinion of the Warden, the lives or health of the prisoners are endangered, to such a degree as to render their removal necessary, the Warden may cause the prisoners to be removed to some suitable place within the county, or to the jail or 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 Warden of the jail of the county in which they are confined.

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 board so to do may employ at the expense of 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.~~

16. FOOD AND WATER - 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. 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 shall employ suitable persons to prepare and serve the food for the prisoners or otherwise provide suitable food service.

17. LIQUOR-PROHIBITION-PENALTY - The Warden or other person of the jail shall not permit any prisoner to send for or have any alcoholic beverages, cannabis, or controlled substances except when prescribed by a physician as medicine.
18. ~~LIQUOR-PROHIBITION-PENALTY---If any such sheriff, superintendent of the jail or other person shall permit any such prisoner to send for or have any spirituous, vinous or malt liquor, except when prescribed by some respectable physician as a medicine, such sheriff, superintendent of the jail or other person shall be guilty of a petty offense.~~
19. 18. 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.
19. DEPARTMENT OF PUBLIC HEALTH ASSISTANCE - The Illinois Department of Public Health shall, at the request of the Warden, assist detention facilities by:
- (a) Providing immunizations;
 - (b) Investigating epidemics, contagious diseases, food poisoning and by providing environmental health inspections; and
 - (c) Providing health education literature, lectures, and staff in-service training consultation.
20. DEPARTMENT OF MENTAL HEALTH ASSISTANCE - The Illinois Department of Mental Health shall, at the request of the Warden, assist detention facilities by providing:
- (a) Mental Health staff services at the jail;
 - (b) Appropriate hospitalization;
 - (c) Mental Health education; and
 - (d) Diagnostic examinations for reports and commitments.
20. ~~JAIL KEPT CLEAN---WHITEWASHED---The superintendent of the jail shall keep the jail in as cleanly and healthful a condition as may be, and shall cause the whole interior thereof to be thoroughly white-washed with lime at least once every three months and the walls and floors of each room, while any person is confined therein to be so whitewashed once in each month between the first of May and the first day of November.~~

21. JAIL KEPT CLEAN - The Warden shall keep and maintain the jail in a clean and healthful condition.
21. ~~BUCKETS---Every room occupied by a prisoner shall, except when the same is furnished with closets cleansed by water, be furnished with a suitable bucket with a cover made to shut tight, for the necessary accommodation of such prisoner, and such bucket, when used, shall be emptied daily and constantly kept in good order.~~
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.
24. 23. EXPENSES PAID BY COUNTY - The cost and expense of keeping, maintaining and furnishing the jail of each county, and of keeping and maintaining the prisoners thereof, except as otherwise provided by law, shall be paid from the county treasury, the account therefor being first settled and allowed by the county board.
26. 24. GRAND JURY - VISITATION - It shall be the duty of the grand jury, or a committee of not less than three of its members, ~~at each term, except in the county of Cook, and in that county as often as every other term, least once every twelve months,~~ to visit the jail and examine its condition and the treatment of the prisoners, and make report thereof to the court and particularly whether any of the provisions of this act have been violated or neglected, and the causes of such violation or neglect. In counties where twelve months have passed since the last grand jury term, the chief judge of the Circuit Court or other judge designated by the Chief judge, shall appoint a committee of citizens to visit the jail, and examine its condition and treatment of prisoners and make a report.
27. 25. PERFORMANCE OF DUTY OF GRAND JURY - ENFORCEMENT - The circuit courts of the respective counties shall see that the grand jury or committee of citizens performs the duty imposed upon it by the preceding section, and said report being made, a copy thereof shall be transmitted by the Clerk of the court to the county clerk, who shall lay the same before the county board at its next meeting.

28- 26. CONDITION OF JAIL AND TREATMENT OF PRISONERS - DUTY OF COURT - It shall also 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 the jail, and enforce the same by the process of the court.

23- 27. PENALTY - Any sheriff or superintendent of the jail who shall fail or refuse to comply with the provisions of either of sections 6, 16, 17, 18, 19, 20, 21 and 22 and any Director of the Departments set out in Sections 19 and 20 who shall fail or refuse to comply with the provisions of either Sections 19 and 20 shall be guilty of a petty offense and fined not exceeding \$100.

MISDEMEANANT COUNTY JAIL GOOD BEHAVIOR ALLOWANCE ACT

AN ACT to provide for diminution of sentence based on good behavior of persons while serving a fixed term of imprisonment as-misdemeanants in a county jail.

30. TITLE - This Act shall be known and may be cited as the "Misdemeanant County Jail Good Behavior Allowance Act."

31. DEFINITIONS - For the purposes of this Act;
"Good behavior" means the compliance by a person, imprisoned as-a-misdemeanant, in a county jail and serving other than a term of periodic imprisonment with assigned duties, work or service in an orderly and peaceable manner and compliance by such person with all rules and regulations of the institution and all laws of the State while confined as-a-misdemeanant in a county jail.

"Good behavior allowance" means the number of days awarded in diminution of sentence as a reward for good behavior.

"Month", for the purpose of determining the good behavior allowance when the sentence is in months, means that period of time commencing on and including the date of sentence and continuing up to but not including the same date in the next succeeding calendar month regardless of the number of days in the intervening period. If any calendar

month occurring during the sentence does not contain the date of sentence, the "month" for the purpose of calculating the good behavior allowance, means that period of time beginning on the date of sentence in the calendar month immediately preceding the calendar month which has no such date and continuing up to and including the last day of the month having no date of sentence. The next month for purposes of calculating the good behavior allowance, begins on the first day of the calendar month immediately succeeding the calendar month which has no date of sentence and shall continue up to but not include the date of sentence in such succeeding calendar month.

"Unit", for the purpose of determining the good behavior allowance when the sentence is in days, means 30 days commencing on and including the date of sentence. The good behavior allowance for a sentence of over 30 days which results in the person serving a fraction of a unit shall be calculated in the following manner: that part of the unit good behavior allowance shall be credited represented by a fraction, the numerator being the number of days of a unit served and the denominator being 30, the total number of days in a unit.

If the calculation results in a fractional part of a day, no credit shall be allowed for such part unless the fraction is over $\frac{1}{2}$ day in which case a whole day shall be credited on the good behavior allowance.

"Date of sentence" means and includes the date of the calendar month on which the person commences to serve the sentence. If the sentence commences at midnight, date of sentence shall be the date of the day occurring one minute after midnight.

"Warden" means any sheriff or other police official charged with the duty of supervising and maintaining the confinement of misdemeanants prisoners.

32. ALLOWANCE RATE - The good behavior of any person who commences a sentence of confinement ~~as a misdemeanor for a fixed term of imprisonment~~ after the effective date of this Act ~~of 1957~~ shall entitle such person beginning on the date of sentence to a good behavior allowance.

Such good behavior allowance shall be cumulative and awarded at either a standard rate or merit rate. Assignment to the standard or to the merit good behavior allowance rate shall be discretionary with the warden.

All or any part of a merit good behavior allowance earned may, in the discretion of the warden, be revoked at any time prior to discharge from the institution. All or any part of the standard good behavior allowance earned may be revoked by the warden for good cause at any time prior to discharge from the institution. Upon such revocation, the warden shall make a written report setting out such cause and such report shall be attached to the ~~misdemeanant's~~ prisoner's record of imprisonment in the warden's files. The warden may restore any allowance earned but revoked.

The standard good behavior allowance rate shall be cumulative and awarded on the following basis:

- (1) 4 days for each of the first 6 months or units of sentence;
- (2) 6 days for each of the second 6 months or units of sentence;
- (3) 10 days for each of the third 6 months or units of sentence;
- (4) 15 days for each of the remaining months or units of sentence.

The merit good behavior allowance rate shall be cumulative and shall be awarded only after 1 month or unit of confinement on the following basis:

- (1) 6 days for each of the second, third, fourth, fifth and sixth month or unit of sentence;
- (2) 8 days for each of the second 6 months or units of sentence;
- (3) 12 days for each of the third 6 months or units of sentence;
- (4) 15 days for each of the remaining months or units of sentence.

If the sentence rendered is for one year plus an excess of days or months, the one year part for purposes of determining the good behavior allowance shall be calculated in months. The excess of the sentence over one year shall be calculated in months

or units depending on whether such excess part of the sentence is rendered in months or days.

If consecutive sentences are served and the time served amounts to a total of one year or more, the good behavior allowance shall be calculated on a continuous basis throughout the entire time served beginning on the first date of sentence. Such good behavior allowance shall be calculated by month or unit or a combination of months and units depending respectively on whether the sentences were rendered in months or days or whether one or more sentences were rendered in months and one or more sentences were rendered in days.

33. OPERATION OF STANDARD AND MERIT RATES - QUALIFICATIONS -

Assignment to the standard or merit good behavior allowance rate shall be made so as to begin only on the first day of a month or unit. Credit on the good behavior allowance for the month or unit shall not be allowed unless the misdemeanant prisoner remains on the standard or merit rate for a full month or unit, except in the case of the fraction of a unit as provided for in Section 2 of this Act.¹ Assignment to the merit rate for a month or unit has the following effect: the standard rate runs concurrently with the merit rate but credit on the good behavior allowance is awarded only at the merit rate; if the warden revokes the merit rate allowance at any time during the month, the misdemeanant prisoner shall, at the end of the month or unit, receive credit for one month's or unit's allowance at the standard rate; however, if the warden specifically revokes both the merit and standard rate allowance for the month or unit, the misdemeanant prisoner shall receive no good behavior allowance for that month or unit.

¹Section 31 of this chapter.

34. EFFECT ON IMPRISONMENT FOR FAILURE TO PAY A FINE--
~~A person fined as a misdemeanor who is imprisoned for failure to pay the fine shall not be entitled to a good behavior allowance for the service of the period of time deemed by statute to be the equivalent of payment of the fine.~~

61. AUTHORITY OF WARDEN OR SUPERINTENDENT - CONSENT-RECORDS - The warden or superintendent of any penal institution in any county, township, city, village or incorporated town to which prisoners have been committed for imprisonment for conviction of misdemeanors or for nonpayment of fines for violation of state law, ordinance, resolution, rule or regulation of a township, city, village or incorporated town may recommit such prisoners to confinement in any other penal institution in the county in which, by contract or otherwise, such prisoners may be held, but only with the consent of the warden or superintendent of the other penal institution. In making such recommitment the warden or superintendent shall take into consideration the nature of the offense, the character of the offender, whether the offender should be held under maximum security conditions and any other condition pertinent to such decision. The warden or superintendent may recommit prisoners committed to his institution to be confined in another penal institution in which he may hold prisoners when in his judgment, such recommitment will be beneficial to the welfare or rehabilitation of the prisoner or is desirable to relieve overcrowding in any such penal institution.

Appropriate records of such recommitments shall be kept by the wardens or superintendents of both penal institutions. Such recommitments shall not operate to lengthen or shorten the term of imprisonment of prisoners.

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