



The Illinois Department of Corrections

1301 Concordia Court, P.O. Box 19277 • Springfield, IL 62794-9277 • (217) 558-2200 TDD: (800) 526-0844

June 5, 2018

Sheriff Jeff Wood
Edgar County Sheriff's Office
228 North Central Street
Paris, Illinois 61944

Edgar County Clerk August Griffin
115 West Court Street
Room J
Paris, IL. 61944

Dear Sheriff Wood and County Clerk Griffin:

A copy of our recent inspection report of your county jail is enclosed. The *Illinois Compiled Statutes [730 ILCS 5/3-15-2(b)]* mandate the Department of Corrections to inspect county jails annually and to make the results available for public review. Your offices should make this inspection report available for public review in the records of Edgar County and you are encouraged to give notice to the citizens of your county, by news release or other means, that this report is available for the public's review.

The physical limitations of a structure built in 1892 and the management methods employed by the Sheriff's office make the safety and security of the Edgar County Jail ("facility") an issue. Short staffing still remains an issue at the Edgar County Jail. The current and ongoing practice of assigning a single officer to most shifts means that no immediate backup is available at the facility. These staffing issues raise security concerns (especially in light of the jail's physical condition) and could pose a serious liability risk to Edgar County. Correctional Officers at the Edgar County Jail have numerous duties to complete on each shift. A single jail staff member oversees all detainees, distributes all meals, books/releases detainees, oversees outdoor recreation, completes laundry, issues commissary/clothing, cleans the jail, provides the proper equipment to clean and sanitize all toilets, washbasins, showers, and sinks, collects and distributes incoming and outgoing mail, dispensing medications, etc. The lengthy list of duties imposed on your staff calls into question their ability to complete these tasks in an adequate fashion.

The County's inability to source or fabricate replacement parts for the facility's sinks and toilets render two of the cells in the upper area of the facility without running water. Because of this issue, the detainees in the upper block are not locked down after lights out. The heating equipment designed to provide heat to the upper left side of the facility does not work and no timetable has been set to repair it.

As previously indicated to your office, failure to comply with the County Jail Standards could result in enforcement actions brought on behalf of DOC by the Illinois Attorney General. In light of this Unit's inspections of the Edgar County Jail conducted on February 9, 2011, September 8, 2011, February 15,

2012, August 9, 2012, January 8, 2013, January 22, 2014, August 21, 2014, February 5, 2015, and September 1, 2015, January 2016, March 2017 and October 2017, the DOC has referred the Edgar County Jail to the Illinois Attorney General's Office. The results of this inspection and any further correspondence with Edgar County officials will be submitted to their office as well. As previously documented and reported during the annual inspections, the Edgar County Jail continues to violate multiple Illinois County Jail Standards.

Our office is available for consultation should you desire. You may reach our office at 217/558-2200, ext. 4212.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Funk", written in a cursive style.

Mike Funk, Manager
Jail and Detention Standards Unit

Enclosure

cc: County Board Chairman Jeffry Voigt



The Illinois Department of Corrections

1301 Concordia Court, P.O. Box 19277 • Springfield, IL 62794-9277 • (217) 558-2200 TDD: (800) 526-0844

EDGAR COUNTY JAIL 2018 INSPECTION REPORT

The Edgar County Jail was inspected on April 19, 2018 and May 15, 2018. Entrance and exit interviews were conducted with C/O Zeb Washburn in April and Sheriff Jeff Wood in May.

IMPROVEMENTS SINCE LAST INSPECTION

Repairs to damage in lower level cell block were made, including patching holes, new door hinges, new locks on the doors within the cell block, and repairs to exposed metal that was torn away from the wall.

NONCOMPLIANCES WITH THE ILLINOIS COUNTY JAIL STANDARDS

1. 701.20 Personnel

(a) Jail Officer Staffing

- 1) Each jail must have sufficient personnel to provide adequate twenty-four hour supervision of detainees.
- 2) A jail administrator, qualified by training and experience to supervise staff and detainees, shall be appointed when the average daily jail population is expected to exceed 25. If the average daily jail population is 25 or less, the sheriff may function as the jail administrator for purposes of this Part.
- 4) If the facility has more than one floor of detention, one jail officer shall be required for each additional floor when 15 or more detainees are confined. This minimum standard does not apply to the midnight shift provided the 30-minute supervisory checks are performed.

Recommendation: Staff numbers remain insufficient and must be increased. This standard requires at least two security staff members per shift each day. Of the 3 full-time officers on duty during these inspections, 2 had yet to complete basic jail officer training academy.

2. 701.40 Admissions Procedures

(m) Showers

All detainees must shower or bathe when admitted.

(n) Cell Assignment

(1) The detainee shall be assigned suitable quarters.

(2) Jail staff shall be responsible for cell assignment and shall consider, among other matters:

(D) Classification and separation criteria outlined in Section 701.70.

Recommendation: The intake shower in the booking area continues to not be used on every detainee lodged. As before, all detainees are directed to take their intake shower once they are assigned a cell block or detention room. The cell assignments continue to be of very poor quality in regard to physical requirements and mechanical discrepancies. The physical limitations of the building continue to prevent adequate classification/separation compliance.

3. 701.70 Classification and Separation

(a) Classification Information

Each facility shall have a written guideline for the classification of detainees that specify criteria and procedures for determining and changing the status, assignment, or security of a detainee. To determine each detainee's degree of security, housing, programs, and assignments, the following information, to the extent available, shall be considered, among other matters:

- (1) Sex
- (2) Age
- (3) Offense
- (4) Status, that is, pretrial, awaiting sentence, or sentenced
- (5) Past criminal history, including known prior institutional history
- (6) Probation or parole status
- (7) Medical condition and treatment needs
- (8) Mental and emotional condition and needs
- (9) History of substance abuse
- (10) Homosexuality
- (11) Academic and Vocational needs

- (12) Special service an program needs
- (13) Detainee's attitude regarding him or herself and his or her future
- (14) Gang activity
- (15) Physical size and stature
- (b) Separation by Category
 - 4) Non-Criminal
 - B) When possible, non-criminal offenders such as traffic violators, non-support cases, and persons charged with civil contempt who are supervised under the indirect supervision option shall be kept separate by detention room cluster or cell block from persons charged with criminal offenses.
 - C) When possible, misdemeanants and felons should be housed separately, except where the detainee's prior history warrants similar housing.
- (c) Classification Review

Review of the committed person's security and assignment classification shall be conducted periodically, but at least every 60 days.

Recommendation: A comprehensive operations manual remains lacking and would address all classification issues relating to placement within the facility. As before, the jail lacks any records which indicate necessary classification reviews are being conducted. The physical limitations of the facility continue to make classification issues difficult. More attention should be paid to separation issues. Additionally on a tour of the jail inmates advised that they are not assigned to a particular cell on the unit; jail staff verified that they give detainees a cell assignment but do not enforce that they remain there.

4. 701.80 Housing

- (b) Cell or Detention Occupancy

All existing cells and detention rooms should be designed for a maximum of double occupancy (two inmates per cell or detention room).

- (c) Cell or Detention Room Equipment

Each cell or room shall be equipped with:

- (1) A rigidly constructed metal bed, with a solid or perforated metal bottom, securely anchored to the floor or wall or a concrete sleeping surface; a flame-retardant mattress with no inner spring; staph-check mattress covering; and bed covers suitable to the season. A sleeping surface constructed of concrete may only be used if the construction design was approved in advance by the Department. In determining whether to approve design of concrete beds, the Department will consider, among other matters, the architectural design, whether the concrete is solid, whether beds would be constructed in a manner which would not affect heating of the cell, whether the height and

measurements are similar to a standard jail bed, and whether the location of the bed would restrict detainee movement.

- (2) A washbasin with piped hot and cold water.
- (3) A prison type toilet.
- (4) Illumination sufficient to assure comfortable reading at desk level (at least 20 foot-candles illumination at a height of three feet above the floor). Light fixtures shall be tamper proof.

(h) Day Room

- (2) Each day room shall be equipped with securely anchored metal tables as well as chairs or benches. Tables and chairs do not have to be securely anchored in direct supervision units provided that alternatives would not affect the safety and security of the facility or individuals. Adequate seating shall be provided for detainees.

(i) Showers

Showers shall be provided in each cell block area.

(j) Mirror

Cells and detention rooms shall contain a metal mirror anchored securely to the wall.

(k) Ventilation

Detention areas shall 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.

(l) Compliance

- 1) All requirements of a physical nature shall be complied with by the jails. However, if the Department has previously given written approval for final architectural plans for new construction or remodeling, new standards of a physical nature will not be enforced.

Recommendation: All areas within the facility are in need of major repair; many of the showers are rusted and or in disrepair. Many of the sinks and/or toilets are in need of repair. The light fixtures provided are not tamper proof and are easily broken or missing in some areas. Some light fixtures were being held in place with pieces of torn clothing or socks, dangling. Jail staff have hung rope lights on the ceiling in an attempt to provide more light, however it is still inadequate. Many of the required mirrors are missing. The cell block areas are lined with exposed wiring and some had even been spliced together by the detainees. One cell block had a broken metal fan guard leaning up against the cells within detainees reach. This non-compliance has continued through several inspections, with the fan still leaning within reach of the inmates. A general sweep of the detention areas needs to be performed to remove dangerous and unsafe contraband.

5. 701.90 Medical and Mental Health Care

- b) Physician, Mental Health and Dental Services
 - 1) A medical doctor shall be available to attend the medical and mental health needs of detainees.
- d) Sick Call
 - 3) Detainees with emergency complaints shall receive attention as quickly as possible, regardless of the sick call schedule.
- e) Written Record or Log

A written record shall be maintained, as part of the detainee's personal file, of all treatment and medication prescribe, including the date and hour the treatment and medication is administered. A written record shall be maintained of over-the-counter medication, for example, aspirin, cough medicine, etc., issued by jail staff. A written record shall be kept of all detainees' special diets.

Recommendation: Medication logs are not being filled out by staff. Staff needs to properly fill out the medication log, keeping track of what medication was administered, the time administered and the initials of whom administered it.

During the April inspection, a female detainee advised she had just returned to the jail from being medical furloughed for a week due to a MRSA infection. She showed her bandaged foot to inspectors and stated that she had gone three weeks before any action was taken to take her to the doctor and at that time she needed a week of IV anti-biotics to fight the infection. Jail staff confirmed that it was only when her foot became so swollen and infected did they act on her request for medical care. Jail staff explained that when they do not have the manpower to take detainees to the doctor they cancel the appointments.

During the interaction with the detainee, another female detainee stepped forward and advised that she had been caring for the sick detainee, dressing her wound, etc. and that she had no medical training. Jail staff did not dispute her claim but did advise they had documentation that they had taken her to the hospital.

Upon exiting the cell block, inspectors discussed that the filth in the female cell block was unacceptable, especially given the detainee housed there was fighting a serious infection.

6. 701.120 Sanitation

- a) General Requirements
 - 6) Walkways and corridors shall be free of trash and debris.
- b) Facility Equipment
 - 1) Toilets, washbasins, shower stalls and sinks shall be thoroughly cleaned and sanitized each day with detergent and a germicidal agent.

Recommendation: On the April inspection date the trash cans were overflowing and the catwalk area of the units were littered with trash that the inspector had to step over to conduct the inspection. Staff needs to ensure that trash cans are emptied when full and that the catwalk area is kept clear of trash. The toilets on the unit that housed the female detainees had Kotex stuck around the seat areas of two toilets. This prevents the area from being properly cleaned daily and has the potential to harbor germs and bacteria. Staff needs to ensure that these are removed and that the detainees are NOT allowed to

replace them. Shower curtains were moldy and being held in place with pieces of socks or other garments that detainees had torn into order to hold the curtain up.

5. 701.130 Supervision

- a) Shift Coverage
 - 1) There must be a sufficient number of officers present in the jail, awake and alert at all times, to provide supervision directly or indirectly while detainees are in custody.
 - 2) A jail officer shall provide personal observation, not including observation by a monitoring device, at least once every 30 minutes.
- d) Night Hours
 - 1) Detainees shall be locked in their individual cells between the designated times of lights out and arising in the morning, except for night work crews which are continuously supervised.

Recommendation: More staff must be hired and trained. Staffing levels now are at noncompliant numbers. Documents show numerous cell checks over thirty minutes. Ensure these checks are being completed and documented according to the ICJS. Because of the lack of running water and flush toilets in the upper cell block, it is impossible to lock detainees in their individual cells.

6. 701.140 Security

- c) Facility Security Measures

Jail officers only must exercise and control security measures and shall not permit detainee assistance.

 - (1) All jail locks, doors, bars, windows, screens, grilles, and fencing shall be regularly and frequently inspected to ensure proper functioning and to detect and prevent escape efforts.
 - (12) 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 that obstruct direct observation of detainee activity.
- (5) Unoccupied cells, detention rooms, and storage rooms shall be kept locked at all times.
- (5) Backup personnel shall be notified and available when cell doors to living quarters are opened.
- (6) Glass or unattached metal items shall not be permitted in the detention area.
- (11) A documented inventory of all keys available to jail officers shall be made at the beginning of each shift.

d) Maintenance

Any damaged or nonfunctioning security equipment must be promptly reported and repaired.

h) Key Control

- 1) A record of all keys inventoried and issued shall be maintained.

i) Firearms and Other Weapons

- 1) No person, including law enforcement personnel, shall be permitted to enter any section of the jail with a gun or other weapon on his or her person.
- 2) Weapons shall be stored in a secure and locked drawer, cabinet or container outside of the security area.

j) Chemical Agents

- 1) Chemical agents shall be used only as a last resort to bring detainees under the necessary degree of control and only after through consideration of alternative means and of the hazards involved, including the physical characteristics of the area where it is to be used. A record of the incident shall be made.

Recommendation: Backup personnel are not presently being provided. More staff must be retained. All non-working security equipment must be repaired immediately. A comprehensive tool log must be started and maintained. An unusual occurrence report must be submitted to the Detention Standards Unit after each use of chemical agents. On the date of inspection, references to unusual occurrences were discussed for which the JDSU had no report. Reports of unusual occurrences must be submitted to the unit within 72 hours. On the second day of the inspection one staff member was walking around the secured jail area with his handgun on his person. No one should be allowed to enter the secured area of the jail with a weapon upon their person.

Detainees are permitted to hang clothing, towels, sheets and other items from the walls of the cell blocks obstructing the view of jail staff doing their tours. This was discussed during the April visit and was present again in May.

In addition, while passing chow, the correctional officer left his keys in the cell block door while the chuck hole was open, as well as the secure door being propped to the remainder of the jail. Exterior doors of the jail were opened to allow inspector entrance while the secure fence around the back of the jail was also unsecure. At that time, a detainee was being booked into the jail. These unsecure doors created an unobstructed passage to the parking lot of the jail.

7. 701.220 Education

- a. Jails are encouraged to provide relevant educational programs which may include:
 - 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 understanding self-concept, 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.
 - i. Educational information and academic materials shall be permitted and made accessible to detainees.
 - ii. Vocational information and materials shall be permitted and made accessible to detainees, provided their presence does not jeopardize security.

Recommendation: No educational programs exist within the facility. Efforts should be made to secure linkage agreements with service providers and community outreach organizations.

8. 701.260 Recreation and Leisure Time

- (a) All construction designs submitted for approval after publication of these standards must include an exercise room or yard of sufficient area to allow strenuous physical

exercise. A day room may be designated as an exercise room provided the minimum standards for exercise areas are met.

- (b) The exercise area shall be appropriately equipped and utilized within the limitations of security requirements.

Recommendation: Because of understaffing on every shift, the outdoor recreation area is never utilized. If more staff were on duty, detainee movement to the recreation yard could be made possible.

Melissa Pelker
Criminal Justice Specialist

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

April 19 and May 15, 2018

Date of Inspection

P.O. Box 19277
Springfield, Illinois 62794-9277
217-558-2200 ext. 4212
Fax: 217-558-4004

Name of Facility:	<u>Edgar County Jail</u>	Phone Number:	<u>217/465-4199</u>
Address:	<u>228 North Central Street</u>		
City/State:	<u>Paris</u> <u>IL</u>	Zip Code:	<u>61944</u>
Sheriff:	<u>Jeff Wood</u>	Phone Number:	<u>217/465-4166</u>
Address:	<u>228 North Central Street</u>		
City/State:	<u>Paris</u> <u>IL</u>	Zip Code:	<u>61944</u>
Chairman, County Board:	<u>Jeffrey Voigt</u>		
Address:	<u>115 West Court Street</u>		
City/State:	<u>Paris</u> <u>IL</u>	Zip Code:	<u>61944</u>
Chief Judge:	<u>Craig H. DeArmond</u>	Judicial Circuit:	<u>5th</u>
Address:	<u>P.O. Box 145</u>		
City/State:	<u>Toledo</u> <u>IL</u>	Zip Code:	<u>62468</u>
Resident Judge:	<u>Steven L. Garst</u>		
Address:	<u>115 West Court Street</u>		
City/State:	<u>Paris</u> <u>IL</u>	Zip Code:	<u>61944</u>
Jail Superintendent:	<u>Vacant</u>		

Officials and titles interviewed, other than above: Zeb Washburn, Correctional Officer Allison Englum, Correctional Officer

Date of construction: _____ **Date of last renovation:** _____

Capacity:	Total: <u>37</u>	Male: <u>34</u>	Female: <u>3</u>
		Juv. Male: <u>0</u>	Juv. Female: <u>0</u>
Inspection date pop.:	Total: <u>26</u>	Male: <u>20</u>	Female: <u>6</u>
		Juv. Male: <u>0</u>	Juv. Female: <u>0</u>
Number of cells:	Single: <u>9</u>	Double: <u>4</u>	Other: _____
Number of detention rooms:	Single: <u>3</u>	Double: <u>8</u>	Other: _____
Employees specifically assigned full-time jail duties:	Male: <u>3</u>	Female: <u>1</u>	
a. Part-time jail officers:	Male: <u>3</u>	Female: <u>0</u>	
b. Non-jail staff persons: performing jail duties:	Male: <u>1</u>	Female: <u>0</u>	

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

YES N/A NO

Has the jail been approved to hold detainees who are under 18 years of age? ☐ ☐ ☒

Has the jail held detainees who are under 18 years of age since the last inspection conducted on the jail? ☐ ☐ ☒

Were the detainees under 18 years of age held in the jail since the last inspection separated by sight and sound at all times from other jail detainees 18 years of age and older? ☐ ☒ ☐

701.10 ADMINISTRATION

1. Are full-time jail officers trained in accordance with current law? ☒ ☐ ☐

a. Are jail officers trained in security and emergency procedures? ☒ ☐ ☐

b. Is staff training documented? ☒ ☐ ☐

2. Has a written jail procedures manual been established? ☒ ☐ ☐

3. Are emergency procedures (evacuations, riots, escapes, control devices, medical emergencies including suicide prevention and crisis intervention, severe weather, natural disasters and bomb threats) part of the manual? ☒ ☐ ☐

4. Is a comprehensive duty description of each jail post available in writing and furnished to each employee performing the function? ☒ ☐ ☐

5. Are all jail records required by law maintained and available for examination? ☒ ☐ ☐

6. Is discrimination and harassment of employees and detainees prohibited? ☒ ☐ ☐

7. Has a code of conduct for jail staff been established? ☒ ☐ ☐

8. Does staff training include first aid, CPR and identification of signs and management of detainees with a mental illness or a developmental disability? ☒ ☐ ☐

9. Do jail officers and other personnel assigned to correctional duties receive annual training conducted by or approved by mental health professionals on suicide prevention and mental health issues? ☒ ☐ ☐

10. Do jail officers that have contact with juvenile detainees receive additional training specific to juvenile issues within correctional settings, as approved by the Illinois Law Enforcement Training Standards Board? ☐ ☒ ☐

701.20 PERSONNEL

1. Are sufficient personnel assigned to provide 24 hour supervision of detainees? ☐ ☐ ☒

2. Has a jail administrator been appointed when the average daily population exceeds 25? ☒ ☐ ☐

3. Is the appointed Jail Administrator qualified by training and experience? ☐ ☐ ☒

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

YES N/A NO

- | | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|
| 4. When each floor of detention has 15 or more detainees, is there one officer assigned to each floor? | ☐ | ☒ | ☐ |
| 5. Is same gender supervision provided during periods of personal hygiene activities such as showering and toileting, when feasible? | ☒ | ☐ | ☐ |
| 6. Do jail officers working in direct contact with detainees have a thorough knowledge of the personnel rules and emergency procedures of the jail which has been documented? | ☒ | ☐ | ☐ |
| 7. Are jail officers thoroughly acquainted with all security features of the jail and the location and use of all emergency equipment and first aid supplies which has been documented? | ☒ | ☐ | ☐ |
| 8. Are jail officers prohibited from recommending or furnishing advice concerning the retention of a specific lawyer? | ☒ | ☐ | ☐ |
| 9. Is a list of local lawyers made available? | ☒ | ☐ | ☐ |

701. 30 RECORDS

- | | | | |
|---|-------------------------------------|--------------------------|-------------------------------------|
| 1. Are booking and personal records maintained for each detainee? | ☒ | ☐ | ☐ |
| 2. Is the monthly jail population report forwarded to the Jail and Detention Standards Unit in a timely manner? | ☒ | ☐ | ☐ |
| 3. Are extraordinary or unusual occurrences properly reported? | ☐ | ☐ | ☒ |

701. 40 ADMISSION PROCEDURES

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Are Notices of Rights and Jail Rules conspicuously posted in all receiving rooms and common areas? | ☒ | ☐ | ☐ |
| 2. Are detainees given an immediate pat down search? | ☒ | ☐ | ☐ |
| 3. Do receiving jail officers determine the legality of confinement? | ☒ | ☐ | ☐ |
| 4. Is the identity of the person being detained verified? | ☒ | ☐ | ☐ |
| 5. Are detainees fingerprinted and photographed in accordance with current law? | ☒ | ☐ | ☐ |
| 6. Are seriously injured, seriously ill or unconscious persons given a medical examination by a licensed physician or a medical staff member prior to detainment? | ☒ | ☐ | ☐ |
| 7. Are detainees strip searched? | ☒ | ☐ | ☐ |
| a. Is the search conducted in privacy? | ☒ | ☐ | ☐ |
| b. Is the search conducted by a person of the same gender? | ☒ | ☐ | ☐ |
| c. Is personal clothing searched? | ☒ | ☐ | ☐ |
| 8. Is probing of body cavities prohibited unless reasonable suspicion of contraband exists? | ☒ | ☐ | ☐ |

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
a. Is the body cavity search conducted by medically trained personnel?	☒	☐	☐
b. Is the body cavity search conducted in a private location under sanitary conditions?	☒	☐	☐
9. When an item of personal property is taken from a detainee, including medication, is the item identified and described on a property receipt in the presence of the detainee?	☒	☐	☐
10. Do property receipts contain the signatures of the admitting officer and the detainee?	☒	☐	☐
a. Is the original property receipt placed in the detainee's personal record and a duplicate given to the detainee?	☒	☐	☐
11. Is personal property securely stored?	☐	☐	☒
a. If personal property is released to a third party, is a written release containing the detainee's authorizing signature and signature of the receiving individual obtained and kept as part of the jail's records?	☒	☐	☐
b. Is there a policy for the disposal of abandoned property?	☐	☐	☒
12. Are detainees allowed to make a reasonable number of completed telephone calls as soon as practicable?	☒	☐	☐
a. Are the dates and times of telephone calls made during the admission process documented?	☐	☐	☒
13. Does the admitting officer observe detainees for any obvious injuries or illnesses requiring emergency medical care?	☒	☐	☐
14. Does the admitting officer question detainees to determine if the detainee has any medical condition which requires medical attention?	☒	☐	☐
a. Does the admitting officer question detainees regarding past treatment for mental disorders, mental illness, developmental disabilities or dual diagnosis?	☒	☐	☐
b. Does the admitting officer question detainees regarding an imminent risk of self-harm by use of an approved screening instrument or history of medical illness?	☒	☐	☐
c. Does the admitting officer question detainees to determine if the detainee is on medication?	☒	☐	☐
d. Does the admitting officer question female detainees to determine if they are pregnant?	☒	☐	☐
15. When a detainee shows signs of or reports unusual physical or mental distress, is the detainee referred to health care personnel as soon as possible?	☒	☐	☐
16. Are all mental health screenings conducted either by an assessment of a mental health professional or by an assessment of a jail officer using an approved screening instrument for assessing mental health?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
17. Are detainees exhibiting psychiatric symptoms such as acute psychotic features, mood disturbances or who have a known psychiatric history evaluated by a mental health professional?	☒	☐	☐
18. Are detainees exhibiting suicidal behavior or ideations placed in a reasonable level of care that provides for their safety and stability?	☒	☐	☐
19. Is any medication in a detainee's possession at the time of admission withheld until identification and verification of the proper use of the medication is obtained and documented by a licensed medical professional?	☒	☐	☐
20. Does medical staff obtain verification of the proper use of medication in the detainee's possession at the time of admission as soon as possible, but no later than the time interval specified for the next administration of the medication as provided on the medication's prescription container?	☐	☐	☒
21. Is a record established for each detainee at the time of admission and maintained for the duration of the period of confinement?	☒	☐	☐
a. Does the record contain the required information?	☒	☐	☐
22. Is a medical record part of the detainee's personal record?	☐	☐	☒
a. Does the medical record contain the health and physical condition, including treatment and medication administered to the detainee:			
(1) Upon admission?	☐	☐	☒
(2) During confinement?	☐	☐	☒
(3) Upon release?	☐	☐	☒
23. Is medication administered as prescribed?	☒	☐	☐
24. Does the record contain an itemized record of the detainee's cash and other valuables, expenditures and receipts while in custody?	☐	☐	☒
25. Is a record of authorized absences from the jail part of the detainee record?	☒	☐	☐
26. Is a record of visitors' names and dates of visits maintained?	☒	☐	☐
27. Is a record of each detainee's misconduct and any subsequent discipline administered maintained?	☒	☐	☐
28. Is a record of case disposition, judge and court maintained?	☒	☐	☐
29. Is immediate treatment initiated upon detection of body pests?	☒	☐	☐
30. Are all detainees required to take an admitting shower?	☐	☐	☒
31. Are detainees assigned to suitable quarters?	☐	☐	☒
32. Are detainees issued clean bedding, a towel, necessary clothing and soap?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
a. Does bedding include a mattress cover?	☒	☐	☐
b. Are flame-retardant mattresses issued?	☒	☐	☐
c. Is bed covering appropriate to the season?	☒	☐	☐
d. Is the towel made of cloth and of bath size?	☒	☐	☐
33. Are detainees permitted to purchase toothbrushes and dentifrice?	☒	☐	☐
34. Are detainees without funds issued such items by staff?	☒	☐	☐
35. Are detainees held accountable for all jail property issued to them?	☒	☐	☐

701.50 ORIENTATION

1. Is an orientation given to each detainee?	☒	☐	☐
2. Does orientation include all required information?	☒	☐	☐
3. Is special assistance given to detainees as needed?	☒	☐	☐

701.60 RELEASE PROCEDURES

1. Is positive identification of each detainee made prior to discharge, transfer or release?	☒	☐	☐
2. Is a record made as to date, time and authority of each release of a detainee?	☒	☐	☐
3. Is each detainee given a physical inspection and a record made of wounds or injuries?	☒	☐	☐
4. Are detainees searched prior to release?	☒	☐	☐
5. Are all personal property items inventoried and returned to the detainees?	☒	☐	☐
6. Is a written record retained that documents the name and amount of any maintenance medication released with a detainee?	☒	☐	☐
7. Is a copy of the itemized and signed personal property receipt maintained by the jail as a permanent record?	☒	☐	☐
8. Are detainees delivered to the custody of the Illinois Department of Corrections in accordance with <i>Illinois Compiled Statutes</i> ?	☒	☐	☐

DISCHARGE OF MENTALLY ILL DETAINEES

9. When a mentally ill detainee is released, is the detainee given a listing of community mental health resource addresses and telephone numbers?	☐	☐	☒
10. Is the detainee provided with the opportunity to receive a copy of his/her jail's mental health, medical and medication records?	☒	☐	☐
11. Does linkage and aftercare include a referral to a mental health provider, a prescription for medications or a two week supply of prescribed medications?	☐	☐	☒

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

YES N/A NO

701.70 CLASSIFICATION AND SEPARATION

- | | | | |
|---|-------------------------------------|--------------------------|-------------------------------------|
| 1. Is there a classification plan that specifies criteria and procedures for determining and changing the status of a detainee? | ☐ | ☐ | ☒ |
| 2. Are required segregation policies followed? | | | |
| a. Are female detainees separated by sight and sound from male detainees? | ☒ | ☐ | ☐ |
| b. Are witnesses separated from detainees charged with an offense? | ☒ | ☐ | ☐ |
| c. When possible, are non-criminal detainees separated from criminal detainees? | ☐ | ☐ | ☒ |
| d. Are charged detainees segregated from convicted detainees? | ☐ | ☐ | ☒ |
| e. Are mentally ill, developmentally disabled, dually diagnosed or emotionally disturbed detainees housed or tiered as recommended by a mental health professional? | ☒ | ☐ | ☐ |
| f. Are suspected mentally ill, developmentally disabled, dually diagnosed or emotionally disturbed persons examined by a mental health professional? | ☒ | ☐ | ☐ |
| g. Are detainees who have been determined by mental health professionals to be severely mentally ill, developmentally disabled or emotionally disturbed transferred to an appropriate facility? | ☒ | ☐ | ☐ |
| 3. Is detainee classification reviewed at least every 60 days? | ☐ | ☐ | ☒ |

701.80 HOUSING

of Floors of detention: 2

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| 1. Do cells provide at least 50 square feet of floor space with a minimum ceiling height of eight feet? | ☒ | ☐ | ☐ |
| 2. Do detention rooms provide at least 64 square feet of floor space with a minimum ceiling height of eight feet? | ☒ | ☐ | ☐ |
| 3. Are all cells and detention rooms designated for a maximum of double occupancy? | ☒ | ☐ | ☐ |
| 4. Is each cell and detention room equipped with: | | | |
| a. A rigidly constructed metal bed with solid or perforated metal bottom, securely anchored to the floor or wall or a concrete sleeping surface? | ☒ | ☐ | ☐ |
| b. A washbasin with piped hot and cold water? | ☐ | ☐ | ☒ |
| c. A prison-type toilet? | ☐ | ☐ | ☒ |
| d. Illumination sufficient for comfortable reading? | ☐ | ☐ | ☒ |
| e. Tamper-proof light fixtures? | ☐ | ☐ | ☒ |

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
f. A secured metal mirror?	☐	☐	☒
5. Do dormitories provide at least 50 square feet of floor space per occupant with a minimum ceiling height of 8 feet?	☐	☒	☐
6. Is each dormitory equipped with:			
a. A rigidly constructed metal bed with solid or perforated metal bottom, securely anchored to the floor or wall for each detainee?	☐	☒	☐
b. A washbasin with piped hot and cold water for every eight occupants?	☐	☒	☐
c. A prison-type toilet for every eight occupants?	☐	☒	☐
d. A shower with piped hot and cold water for every eight occupants?	☐	☒	☐
e. Illumination sufficient for comfortable reading?	☐	☒	☐
f. Tamper-proof light fixtures?	☐	☒	☐
g. Seating for each detainee?	☐	☒	☐
7. Do cells or detention rooms conform to current building and accessibility codes?	☐	☐	☒
8. Is a dayroom provided in conjunction for each cell block or detention room cluster?	☒	☐	☐
a. Does the day room area provide at least 35 square feet of floor space for each cell block and/or detention room cluster built prior to July 1 st , 1980?	☒	☐	☐
b. Does the day room area contain no less than 35 square feet of floor space for each cell or detention room in the cell block or detention room cluster for each cell block or detention room cluster built since July 1, 1980 or in which major renovations have occurred since July 1, 1980?	☒	☐	☐
c. Is adequate and appropriate seating provided for the number of detainees that make use of each dayroom?	☒	☐	☐
9. Are showers provided in each cellblock area?	☐	☐	☒
10. Is the jail comfortably heated or cooled according to the season?	☐	☐	☒
11. Does the system eliminate disagreeable odors and routinely provide temperatures within the normal comfort zone?	☐	☐	☒

701.90 MEDICAL AND MENTAL HEALTH CARE

1. Are all required medical and mental health services available to detainees?	☐	☐	☒
2. Is a medical doctor available to attend to the medical and mental health needs of detainees?	☐	☐	☒

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
3. If no mental health professional is on staff, are professional mental health services secured through linkage agreements with local and regional providers or independent contracts?	☒	☐	☐
4. If so, are linkage agreements and credentials of independent contractors documented?	☐	☐	☒
5. Is approved mental health training provided to jail officers and other personnel primarily assigned to correctional duties on suicide prevention and mental health issues?	☒	☐	☐
6. Does suicide prevention training include:			
a. The nature and symptoms of suicide?	☒	☐	☐
b. The specifics of identification of suicidal individuals through the recognition of verbal and behavioral cues?	☒	☐	☐
c. Situational stressors?	☒	☐	☐
d. Evaluation of detainee coping skills?	☒	☐	☐
e. Other signs of potential risk?	☒	☐	☐
f. Monitoring?	☒	☐	☐
g. Evaluation?	☒	☐	☐
h. Stabilization?	☒	☐	☐
i. Referral of suicidal individuals?	☒	☐	☐
7. Does mental health training include:			
a. The nature of mental illness?	☒	☐	☐
b. Symptoms of mental illness?	☒	☐	☐
c. Specifics of identification of mentally ill individuals through the recognition of verbal and behavioral cues?	☒	☐	☐
d. Situational stressors?	☒	☐	☐
e. Evaluation of detainee coping skills, and other signs of potential risk?	☒	☐	☐
f. Monitoring of mental illness?	☒	☐	☐
g. Evaluation of mental illness?	☒	☐	☐
h. Stabilization of mental illness?	☒	☐	☐
i. Referral of the mentally ill detainee?	☒	☐	☐
8. Have arrangements been made for detainees to have access to emergency dental care?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
9. General medical services are provided by (select all that apply):			
☐ Staff physicians			
☐ Contractual services			
☒ A nearby hospital			
10. Are detainees suspected of having communicable diseases immediately referred to appropriate medical staff and isolated?	☒	☐	☐
11. Are detainees given a medical screening by a medical doctor, a physician's assistant, a nurse practitioner, a registered nurse or a licensed practical nurse within 14 days after confinement?	☐	☐	☒
12. Is a schedule for daily sick call established?	☐	☐	☒
a. Are the names of those detainees reporting to sick call recorded in the medical log?	☐	☐	☒
b. Are detainees with emergency complaints attended to as quickly as possible?	☐	☐	☒
c. Has the attending physician provided written approval for non-medical staff to issue over-the-counter medication at the request of the detainee?	☒	☐	☐
13. Are detainee medical and mental health treatment logs maintained?	☐	☐	☒
a. Is all the treatment and medication prescribed recorded including date and time of treatment and medication is administered?	☐	☐	☒
b. Is a written record kept of all detainees' special diets?	☐	☐	☒
14. Are all medications securely stored?	☒	☐	☐
15. Is a jail officer present when a physician or other medical personnel attend to detainees at the jail?	☒	☐	☐
16. Are proper precautions taken to ensure detainees actually ingest received medication?	☒	☐	☐
17. Before a detainee may be approved by the jail administrator to retain lifesaving medication on his or her person, is there consultation with and concurrence by a physician or other medical professional with the safety and security of the jail and detainee taken into consideration?	☒	☐	☐
18. Are detainees prohibited from having access to medical supplies, patients' records and medications?	☒	☐	☐
19. Has at least one member of the jail staff on each shift successfully completed and subsequently received biannual recertification from a recognized course in first aid training which included cardiopulmonary resuscitation (CPR)?	☒	☐	☐
20. Is there a proper stock of first aid supplies available to staff?	☒	☐	☐
21. Is there a TB isolation room?	☐	☐	☒
a. Is proper air supply maintained?	☐	☒	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

YES	N/A	NO
☐	☒	☐
☐	☒	☐
☐	☒	☐
☐	☒	☐
☐	☒	☐
☐	☒	☐

701.100 CLOTHING, PERSONAL HYGIENE, AND GROOMING

1. Are mechanical washing and drying equipment and cleaning agents provided when detainees are required to supply and wear personal clothing?	☒	☐	☐
2. Is clean clothing issued at least twice weekly when clothing is provided by the jail?	☒	☐	☐
3. Are detainees without funds provided with necessary equipment and articles to maintain proper grooming and hygiene?	☒	☐	☐
4. Are detainees allowed to shower or bathe at least three times weekly?	☒	☐	☐
5. Are detainees allowed to shave daily?	☒	☐	☐
6. Are females provided with shaving supplies appropriate for personal hygiene needs?	☒	☐	☐
7. Are barber and beautician services available?	☐	☐	☒
8. Are female detainees provided with necessary articles for personal hygiene?	☒	☐	☐

701.110 FOOD SERVICES

Meal service type (select all that apply):

- ☒ Contract for catered food service.
- ☐ Provide frozen or otherwise pre-prepared meals that have been processed by the procedure required to produce a condition suitable for consumption.
- ☐ Food preparation and service in an on-site kitchen with food service staff who are employees of the facility.

Menu on day of inspection:

Breakfast: Cold cereal, muffin, milk, coffee

Lunch: Ham & cheese sandwich (2), chips, celery & carrot sticks, cake, kool-aid

Dinner: Lasagna, green beans, applesauce, cake, bread, tea

1. Are meals of sufficient nutritional value?	☒	☐	☐
2. Does food quantity appear sufficient?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
3. Are meals served at appropriate intervals?	☒	☐	☐
4. Is a drink, other than water, served with each meal?	☒	☐	☐
5. Is at least one complete, balanced and hot meal served each 24 hours?	☒	☐	☐
6. Are special meals adhered to when medically prescribed?	☒	☐	☐
7. If the food preparation and service is provided by an on-site kitchen, does at least one full-time cook employed by the facility have proper food service sanitation certification from the Illinois Department of Public Health?	☐	☒	☐
8. If the facility has contracted for catered food service, does the food service provider have proper food service sanitation certification from the Illinois Department of Public Health?	☒	☐	☐
9. Are menu items substituted when a detainee's religious beliefs prohibit eating of particular foods?	☒	☐	☐
a. Do detainees submit written requests for alternative diets?	☒	☐	☐
b. Are dietary restrictions confirmed with religious leaders?	☒	☐	☐
10. Are menus preplanned?	☐	☐	☒
a. Retained for at least 3 months?	☐	☐	☒
b. Diversified?	☐	☒	☐
11. Do food service operations conform to the <i>Food Sanitation Code</i> ?	☒	☐	☐
12. Are food service trustees screened by medical staff?	☐	☒	☐
13. Are employees and trustees visually evaluated at the beginning of each shift and any individual found to have boils, infective wounds or respiratory infections cleared by medical staff before being permitted to work in any food service area?	☒	☐	☐
14. Are kitchen trustees required to bathe and dress in clean clothing prior to their daily work shift?	☐	☒	☐
15. Is the jail cook or kitchen staff familiar with security aspects of jail operation, training and supervision of trustees?	☐	☒	☐
16. Are heated or insulated carts or trays used for transportation of food from the jail kitchen to detainees when a significant distance is involved?	☐	☐	☒
17. Are food and drinks protected from contaminants during preparation and delivery?	☒	☐	☐
18. Are divided or compartmented trays used for meal service?	☒	☐	☐
19. Are eating utensils removed from detainee quarters soon after the meal is finished?	☒	☐	☐
20. Are openings to the outside protected to prevent the entrance of rodents and insects?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
21. Are ranges, stoves and ovens equipped with accurate thermostats or temperature gauges?	☒	☐	☐
22. Is the kitchen equipped with:			
a. A mechanical dishwasher?	☐	☒	☐
b. A three-compartment sink?	☐	☒	☐
23. Are dishes and trays drain dried?	☐	☒	☐
24. Are dry goods properly stored?	☒	☐	☐
25. Are refrigerators and freezers operated at appropriate temperatures?	☒	☐	☐
<u>701.120 SANITATION</u>			
1. Are non-carpeted floors swept and mopped with detergent or a germicidal agent at least once daily?	☒	☐	☐
2. Are germicidal cleaning agents used on all floors in the toilet, shower and food service areas?	☒	☐	☐
3. Are the windows clean?	☐	☐	☒
4. Are openings to the outside effectively protected to prevent the entrance of rodents and insects?	☒	☐	☐
5. Is ventilation sufficient to provide at least 10 cubic feet of air per minute per person?	☒	☐	☐
6. Are walls kept clear of etched or inscribed graffiti or writing?	☐	☐	☒
7. Is the jail free of trash and debris?	☐	☐	☒
8. Are cleaning implements and equipment cleaned, dried and securely stored after use?	☒	☐	☐
9. Are detainee work details supervised by a jail officer?	☐	☒	☐
10. Are toilets, washbasins, showers and sinks cleaned and sanitized daily?	☒	☐	☐
11. Is trash and garbage contained and disposed of in a sanitary manner?	☒	☐	☐
12. Is a source of drinking water provided in each cell and day room?	☐	☐	☒
13. Is an adequate supply of clean clothing, bedding, towels, soap and cleaning equipment maintained?	☒	☐	☐
14. Are sheets, pillowcases and mattress covers changed and washed at least once a week?	☒	☐	☐
15. Are vinyl covered mattresses washed with hot water, detergent and disinfected monthly, or before reissue?	☒	☐	☐
16. Are blankets laundered or sterilized monthly, or before reissue?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
17. Are cotton or fiber-filled mattresses and mattress pads aired and spray-sanitized monthly, or before reissue?	☒	☐	☐
18. Are detainees issued a clean towel at least twice weekly?	☒	☐	☐
19. Are shaving and barber tools thoroughly cleaned, disinfected and secured?	☒	☐	☐
20. Are floors in rooms where food or drink are stored, prepared or served kept clean?	☐	☒	☐
21. Are all counters, shelves, tables, equipment and utensils in which food or drink comes in contact kept in good repair?	☒	☐	☐
22. Are utensils stored in a clean, dry place protected from flies, dirt, overhead leakage and condensation?	☒	☐	☐
23. Are plumbing facilities in good working order?	☐	☐	☒
24. Are range cooking surfaces, hoods, vents and filters cleaned regularly?	☐	☒	☐
25. Are windows, walls and woodwork clean?	☒	☐	☐
26. Are frequent inspections of living areas made for the control of body pests?	☒	☐	☐
27. Are immediate control or extermination measures taken when body pest infestation occurs?	☒	☐	☐
28. Does the jail have an established rodent, pest and vermin control program?	☒	☐	☐

701.130 SUPERVISION

1. Are sufficient jail officers present in the jail?	☐	☐	☒
2. Is continuous 24-hour supervision provided in direct supervision housing?	☐	☒	☐
3. Are supervisory checks conducted at least once every 30 minutes and documented in the shift record for indirect supervision housing?	☐	☒	☐
4. Are all supervisory checks recorded by time, signed by the jail officer conducting the check and noted for any relevant remarks?	☒	☐	☐
5. Are dormitories housing more than 25 detainees provided with continuous observation?	☐	☒	☐
6. Do radio operators who conduct 30 minute personal observation checks have jail officer training?	☐	☒	☐
7. Are detainees prohibited from having control or authority over anyone?	☐	☐	☒
8. Are detainees locked in their individual cells between designated times of lights out and arising in the morning?	☐	☐	☒

Time of lights out: 11:00

701.140 SECURITY

1. Are detainees searched prior to exiting and entering the jail?	☒	☐	☐
---	-------------------------------------	--------------------------	--------------------------

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
2. Are jail officers and other personnel assigned to jail duty trained in security measures?	☒	☐	☐
3. Are detainees prohibited from exercising control of security measures?	☒	☐	☐
4. Are all locks, doors, bars, windows and other security equipment frequently inspected?	☐	☐	☒
5. Are all cell block doors and doors opening into a corridor kept locked?	☐	☐	☒
6. Are security vestibule doors opened one at a time?	☐	☐	☒
7. Are all unoccupied cells and rooms kept locked at all times?	☐	☐	☒
8. Are backup personnel available when doors to living quarters are opened?	☐	☐	☒
9. Are glass and unsecured metal items prohibited in the detention area?	☐	☐	☒
10. Are trustees carefully supervised and not permitted unrestricted movement?	☐	☒	☐
11. Are detainees who present special security concerns checked more frequently than 30 minutes?	☒	☐	☐
12. Is a master population record, locator board or computer printout indicating the various jail sections and housing assignments maintained at the control center?	☒	☐	☐
13. Are keys inventoried and documented at the beginning of each shift?	☐	☐	☒
14. Are random, unannounced shakedowns of detainees and jail and detention areas conducted?	☒	☐	☐
Frequency: <u>Weekly or as needed</u>			
15. Are bars, walls, windows and floors of the jail regularly and frequently inspected and kept clear of posters, pictures, calendars and articles of clothing that obstruct direct observation of detainee activity?	☒	☐	☐
16. Are tools and equipment inventoried and securely stored?	☐	☐	☒
17. Are eating utensils accounted for after each meal?	☒	☐	☐
18. Is damaged or nonfunctioning security equipment promptly repaired?	☐	☐	☒
19. Are detainees prohibited access to all jail records?	☒	☐	☐
20. Is a physical head count made and recorded at least three times daily?	☒	☐	☐
21. Is a record of all keys inventoried and issued maintained?	☐	☐	☒
a. Are keys not in use stored in a secure key locker?	☐	☐	☒
b. Is one full set of keys, separate from those in current use, securely stored in a separate area accessible to designated jail staff for use in the event of any emergency?	☒	☐	☐
c. Are all detainees, including trustees, not permitted to handle, use or possess jail keys of any type?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
22. Are weapons prohibited in the secure section of the jail?	☒	☐	☐
a. Are weapons secured in a locked drawer, cabinet or container outside of the security area?	☐	☐	☒
b. Are reserve firearms, ammunition, control devices and other protective equipment stored in a secure room?	☒	☐	☐
23. Are persons authorized to use control devices trained in the proper employment of the device?	☒	☐	☐
a. Is the training documented?	☐	☐	☒
b. When control devices are used, is a record of the incident made?	☒	☐	☐
c. Are detainees affected by control devices given a thorough medical examination and appropriate treatment after security control has been gained?	☒	☐	☐
24. Is an emergency electrical power source available?	☒	☐	☐

Date last tested: Weekly Type: Diesel

701.150 SAFETY

1. Does the jail maintain written procedures covering response and drills for preparation of handling emergency situations that includes, but not limited to, natural disasters and mass evacuation of the jail and is documented training provided to all jail staff?	☒	☐	☐
2. Is there at least one fire extinguisher for each 5,000 square feet of floor area?	☒	☐	☐
3. Are fire extinguishers readily accessible to staff, but not detainees?	☒	☐	☐
4. Are fire extinguishers examined at least once a year and tagged with date of inspection and initials of the inspector?	☒	☐	☐
5. Are all jail personnel familiar with the characteristics and operation of all types of fire extinguishers in the jail?	☒	☐	☐
6. Does the jail have a posted fire plan and evacuation procedures?	☒	☐	☐
7. Are simulated fire drills conducted?	☐	☐	☒
8. Are all emergency exits known to jail personnel and exit keys immediately available?	☒	☐	☐
9. Are there two exits from each floor of detention?	☒	☐	☐
10. Are all means of egress kept clean and open?	☒	☐	☐
11. Are detainees prohibited from engaging in wrestling, contact sports, horseplay or any activity likely to cause injury?	☒	☐	☐
12. Are detainees assigned vocational tasks given a safety orientation?	☐	☐	☒

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

YES N/A NO

701.160 DISCIPLINE

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Does the jail maintain written standards and provide detainees with: | | | |
| a. Disciplinary rules and regulations governing behavior? | ☒ | ☐ | ☐ |
| b. Conduct constituting a penalty offense? | ☒ | ☐ | ☐ |
| c. Types and duration of penalties, including loss of visiting privileges, that may be imposed? | ☒ | ☐ | ☐ |
| d. Information on who may impose penalties? | ☒ | ☐ | ☐ |
| e. Authorized methods of seeking information and making complaints? | ☒ | ☐ | ☐ |
| f. All other matters necessary to enable the detainee to understand both his or her rights and obligations? | ☒ | ☐ | ☐ |
| 2. Is special assistance provided to detainees when needed? | ☒ | ☐ | ☐ |
| 3. Are detainees allowed to make requests or complaints to the jail administrator in written form without censorship of substance? | ☒ | ☐ | ☐ |
| 4. Are detainees permitted to submit a complaint to the Jail and Detention Standards Unit? | ☒ | ☐ | ☐ |
| 5. Do jail officers observing a disciplinary violation submit a written report? | ☒ | ☐ | ☐ |
| 6. Do supervisory staff conduct a review of the factors of an alleged minor rule violation within 24 hours after its occurrence? | ☒ | ☐ | ☐ |
| a. Are detainees segregated as a result of a minor rule infraction informed by supervisory staff of the result of his or her review? | ☒ | ☐ | ☐ |
| b. Are detainees allowed to submit a grievance to higher authority? | ☒ | ☐ | ☐ |
| 7. Are penalties for minor rule violations limited to a reprimand or the loss of privileges or segregation for no more than 72 hours? | ☒ | ☐ | ☐ |
| 8. Does someone other than the reporting officer conduct an investigation on major rule violations? | ☒ | ☐ | ☐ |
| a. If probable cause is established, is a hearing date scheduled? | ☒ | ☐ | ☐ |
| b. Are penalties withheld until after the hearing? | ☒ | ☐ | ☐ |
| 9. Are major rule violation hearings conducted in accordance with hearing rules for major violations? | ☒ | ☐ | ☐ |
| 10. Do major rule violation disciplinary findings: | | | |
| a. Contain restrictions of privileges carefully evaluated and assessed as it relates to the infraction and does not impose a secondary penalty on another person? | ☒ | ☐ | ☐ |
| b. Impose segregation only after lesser penalties have been considered? | ☒ | ☐ | ☐ |
| 11. Are restricted diets and corporal punishment prohibited? | ☒ | ☐ | ☐ |

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
12. Do disciplinary rules, regulations and the forfeiture of good behavior allowance comply with <i>The County Jail Good Behavior Allowance Act [730ILCS 130/3.1]</i> ?	☒	☐	☐
13. Is the use of restraint devices prohibited from being applied as a penalty?	☒	☐	☐
14. Are restraint devices used on detainees:			
a. As a precaution against escape during transportation?	☒	☐	☐
b. On medical grounds at the discretion of a physician?	☒	☐	☐
c. By order of the jail administrator in order to prevent a detainee from injuring others or to prevent a detainee from damaging or destroying property?	☒	☐	☐
15. If the county where the jail is located has less than 3,000,000 inhabitants, is use of restraint devices upon a pregnant female detainee in compliance with Section 17.5 of the County Jail Act [730 ILCS 125/17.5]?	☒	☐	☐
16. If the county where the jail is located has 3,000,000 or more inhabitants, is the use of restraint devices upon a pregnant female detainee in compliance with section 3-15003.6 of the Counties Code [55 ILCS 5/3-15003.6]?	☐	☒	☐
17. Is a written report placed on file whenever restraint devices are applied?	☒	☐	☐
18. Are individual cases reviewed once every 24 hours to determine the necessity for such restraints?	☒	☐	☐
19. Are psychotropic medicines prohibited for use as disciplinary devices or control measures?	☒	☐	☐
20. When detainees are alleged to have committed a crime while in the jail, is documentation made and the case referred to the appropriate law enforcement official for possible prosecution?	☒	☐	☐

701.170 EMPLOYMENT OF DETAINEES

1. Is employment of detainees prohibited when such assignment may violate any personal right or jail standard?	☐	☒	☐
2. Is employment of detainees prohibited if the assignment is hazardous or potentially dangerous?	☐	☒	☐
3. Is employment of detainees prohibited if the assignment is in conflict with any law, ordinance or local labor working agreements?	☐	☒	☐
4. Is employment of detainees prohibited if the assignment endangers jail security?	☐	☒	☐

701.180 MAIL PROCEDURES

1. Can detainees receive an unlimited number of letters?	☒	☐	☐
2. Is incoming mail opened and examined for contraband or funds?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
3. Are cashier's checks, money orders or certified checks discovered in a detainee's incoming mail recorded and securely kept as part of the detainee's personal property on a property receipt indicating the sender, amount and date, or deposited into the detainee's commissary fund account?	☒	☐	☐
4. Are personal checks and cash returned to sender along with a notification that funds may not be received in that form?	☒	☐	☐
5. Is incoming mail containing contraband held for inspection and disposition by the jail administrator?	☒	☐	☐
a. Is the contraband labeled and logged?	☒	☐	☐
b. Are appropriate law enforcement agencies notified?	☒	☐	☐
6. Is incoming mail promptly delivered?	☒	☐	☐
a. Is mail forwarded to discharged detainees or returned to sender if a forwarding address is known?	☒	☐	☐
7. Are detainees prohibited from opening, reading or delivering another detainee's mail without his or her permission?	☒	☐	☐
8. Are detainees permitted to receive books and periodicals subject to inspection and approval by jail personnel?	☒	☐	☐
9. Does the jail administrator spot check and read incoming non-privileged mail when there is reason to believe that jail security may be impaired, or mail procedures are being abused?	☒	☐	☐
10. Is outgoing, non-privileged mail reproduced or withheld from delivery if it presents a threat to jail security or safety?	☒	☐	☐
11. When a detainee is prohibited from receiving a letter or portions thereof, are both the detainee and sender notified in writing of the decision?	☒	☐	☐
12. Are detainees allowed to send an unlimited number of letters?	☒	☐	☐
13. Have provisions been made to allow detainees to send packages?	☒	☐	☐
14. Is outgoing mail clearly marked with the detainee's name?	☒	☐	☐
15. Is outgoing mail collected Monday through Friday and mailed promptly?	☒	☐	☐
16. Is outgoing, non-privileged mail submitted in unsealed envelopes?	☒	☐	☐
17. Is the detainee notified in writing of any outgoing mail withheld?	☒	☐	☐
18. Are procedures established for processing certified or registered mail?	☒	☐	☐
19. Is privileged mail submitted in sealed envelopes?	☒	☐	☐
20. Is incoming mail clearly marked "privileged" opened in the presence of detainees?	☒	☐	☐
21. Are disciplinary restrictions prohibited from being placed on a detainee's mail or electronic mail privileges?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
22. If the jail administrator allows detainees to send and receive electronic mail:			
a. Does the jail have a Web site providing instructions how electronic mail can be sent to detainees?	☐	☐	☒
b. Does the Web site set forth and are detainees notified that electronic mail is considered non-privileged and subject to inspection procedures for regular non-privileged mail including being viewed and read by jail staff?	☐	☒	☐
c. Is inspected electronic mail, determined to have improper content or which compromises safety or security, not allowed to be sent by the detainee or delivered to the detainee?	☐	☒	☐
d. If electronic communication is rejected for delivery, is a report of occurrence completed which includes the name of the detainee involved, name and e-mail address of the other party, date and time the e-mail was sent or received, and the reason for rejection that is both dated and signed by the jail staff person making the determination?	☐	☒	☐
e. Is the sender notified by designated jail staff when electronic mail is received for a detainee no longer in the custody of the jail?	☐	☒	☐

701.190 TELEPHONE

1. Are detainees permitted to place at least one 5-minute telephone call per week?	☒	☐	☐
2. Are telephone calls subject to monitoring?	☒	☐	☐
a. Can violations of telephone rules result in the suspension of the detainee's use of the telephone for a designated period of time?	☒	☐	☐
b. Is a notice stating telephone calls may be monitored or recorded posted by each telephone from which detainees may place calls?	☒	☐	☐
3. Are rules governing the use of telephones established?	☒	☐	☐
4. Can violations of telephone rules result in the suspension of the detainee's use of the telephone for a designated period of time?	☒	☐	☐

701.200 VISITING

1. Are visiting procedures established?	☒	☐	☐
2. Are there at least two visiting days per week?	☒	☐	☐
3. Is one of the visits during the weekend?	☒	☐	☐
4. Are detainees allowed at least 15 minutes per visit?	☒	☐	☐
5. Are two or more visitors visiting at the same time counted as one visit?	☒	☐	☐
6. May children visit when accompanied by an adult?	☒	☐	☐
7. Are professional individuals associated with a defendant's case or involved with counseling needs granted liberal visitations?	☒	☐	☐
8. Is an area provided to ensure privacy during the visit?	☒	☐	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

YES N/A NO

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 9. Are all visitors required to provide identification and sign in before being permitted to visit a detainee? | ☒ | ☐ | ☐ |
| 10. When applicable, are detainees searched before and after each visitation? | ☒ | ☐ | ☐ |
| 11. Is a visitors "Search Notice" sign posted? | ☒ | ☐ | ☐ |
| 12. Is constant visual supervision maintained in contact visitation areas? | ☒ | ☐ | ☐ |

701.210 SOCIAL SERVICE PROGRAMS

- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| 1. Are social service programs available on site to detainees? | ☐ | ☐ | ☒ |
| 2. Are volunteer workers and groups invited to participate in jail programs? | ☐ | ☐ | ☒ |

701.220 EDUCATION

- | | | | |
|---|--------------------------|--------------------------|-------------------------------------|
| 1. Are relevant educational programs provided? | ☐ | ☐ | ☒ |
| 2. Are educational information and academic materials permitted and made accessible to detainees? | ☐ | ☐ | ☒ |
| 3. Are vocational information and materials permitted and made accessible to detainees? | ☐ | ☐ | ☒ |

701.230 LIBRARY

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Are library services made available to detainees? | ☒ | ☐ | ☐ |
| a. Is access to current <i>Illinois Compiled Statutes</i> provided? | ☒ | ☐ | ☐ |
| b. Is access to current jail rules and regulations provided? | ☒ | ☐ | ☐ |
| 2. Is there a written policy covering day-to-day activities and schedules? | ☒ | ☐ | ☐ |
| 3. If a full-time librarian is not required, is a jail staff person assigned library administration responsibility? | ☒ | ☐ | ☐ |

701.240 RELIGIOUS SERVICES

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| 1. Are detainees allowed to participate in religious services and obtain religious counseling? | ☒ | ☐ | ☐ |
| 2. Are detainees required to participate in religious activities? | ☐ | ☐ | ☒ |

701.250 COMMISSARY

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Has a commissary system been established? | ☒ | ☐ | ☐ |
| 2. Are prices charged detainees consistent with local community stores? | ☒ | ☐ | ☐ |
| 3. Are prices for postal supplies sold at post office cost? | ☒ | ☐ | ☐ |
| 4. Is commissary provided on a regular scheduled basis at least weekly? | ☒ | ☐ | ☐ |
| 5. Are net profits of the commissary system used only for education, recreation or other purposes within the jail for the benefit of the detainees as deemed appropriate by the Sheriff? | ☒ | ☐ | ☐ |

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

YES N/A NO

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 6. Are net profits used for record keeping expenses of the commissary system? | ☒ | ☐ | ☐ |
| 7. Is there accurate accounting maintained for all purchases, sales and expenditures of the commissary system; which includes telephone access services and electronic mail access services provided to detainees? | ☒ | ☐ | ☐ |
| 8. Has there been a completed timely annual audit of the commissary system arranged with the county auditor or county treasurer? | ☒ | ☐ | ☐ |

701.260 RECREATION AND LEISURE TIME

- | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. Is out of cell indoor recreation provided? | ☒ | ☐ | ☐ |
| 2. Is out of cell outdoor recreation provided? | ☐ | ☐ | ☒ |
| 3. Are exercise areas appropriately equipped and utilized? | ☐ | ☒ | ☐ |
| 4. Are detainees allowed in the exercise area for at least one hour per day? | ☐ | ☒ | ☐ |
| 5. Are recreation and leisure time activities planned and scheduled? | ☐ | ☐ | ☒ |

701.270 JUVENILE DETENTION

- | | | | |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. Are status offenders prohibited from being detained? | ☒ | ☐ | ☐ |
| 2. Does the jail detain juveniles? | ☐ | ☐ | ☒ |
| 3. Is the detention six hours or less? | ☐ | ☒ | ☐ |
| 4. Is periodic supervision maintained and recorded? | ☐ | ☒ | ☐ |
| a. Are supervisory checks made on each juvenile at least once every 15 minutes? | ☐ | ☒ | ☐ |
| b. Are juveniles detained sight and sound separate from adults? | ☐ | ☒ | ☐ |
| 5. Are minors informed of the purpose of the detention, the time it is expected to last and that detention cannot exceed six hours? | ☐ | ☒ | ☐ |
| 6. Are minors 12 years of age or older confined for more than six hours but less than 36 hours (excluding Saturdays, Sundays and court holidays)? | ☐ | ☒ | ☐ |
| 7. Are parents, legal guardians or persons with whom the minor resides notified of the minor's detention, if the law enforcement officer or court officer has been unable to do so? | ☐ | ☒ | ☐ |
| 8. Are juvenile records maintained separately from adult records? | ☒ | ☐ | ☐ |
| 9. Are juvenile records prohibited from being open to public inspection or disclosure, except by appropriate authority? | ☒ | ☐ | ☐ |
| 10. Is same-gender supervision of minors provided: | | | |
| a. During the performance of established procedures which require physical contact or examination such as body searches? | ☐ | ☒ | ☐ |

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
b. During periods of personal hygiene activities such as showers, toilet and related activities?	☐	☒	☐
11. Is periodic supervision maintained?	☐	☐	☒
a. Are periodic checks made once every 15 minutes for the first six hours of confinement?	☐	☒	☐
b. Are periodic checks made once every 30 minutes after the first six hours of confinement?	☐	☒	☐
c. Are periodic checks made once every 15 minutes of minors subject to isolation or segregation?	☐	☒	☐
d. Are checks recorded by a mechanical device or logged in ink?	☐	☒	☐
e. Are the times of the checks recorded?	☐	☒	☐
f. Does the supervisory check log allow for entries of relevant remarks?	☐	☒	☐
g. Do the checks contain the signature of staff conducting the check?	☐	☒	☐
12. Are minors assigned to single occupancy cells or detention rooms?	☐	☒	☐
13. Are minors provided with meals when detained during the facility's normal meal periods?	☐	☒	☐
14. Is evidence of child abuse reported to the Illinois Department of Human Services?	☐	☒	☐
15. Are staff trained in juvenile supervision with training approved by the Illinois Law Enforcement Training Standards Board?	☐	☒	☐
<u>701.280 TEMPORARY DETENTION STANDARDS</u>			
1. Are minors detained for more than 36 hours, but less than seven days (including Saturdays, Sundays and court holidays)?	☐	☐	☒
2. Are youth offered a minimum of two hours of day room activity daily?	☐	☒	☐
a. Are youth offered a minimum of one hour of physical activity daily?	☐	☒	☐
b. Are appropriate reading materials, table games and radios and/or televisions provided?	☐	☒	☐
c. Is appropriate social interaction provided for youth?	☐	☒	☐
3. Is an outdoor recreation area available for detainee use?	☐	☒	☐
4. Are outdoor activities for youth scheduled?	☐	☒	☐
5. Is academic instruction provided a minimum of four hours per day?	☐	☒	☐
a. Is the instruction appropriate to the individual needs of each youth?	☐	☒	☐
b. Is the instruction provided by a trained teacher or tutor?	☐	☒	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

	YES	N/A	NO
6. Are medical, psychiatric, psychological, casework and counseling services provided as needed in all individual cases?	☐	☒	☐
7. Is a daily visiting schedule established?	☐	☒	☐
a. Is one visit per day afforded?	☐	☒	☐
b. Are liberal visits afforded to persons professionally associated with a youth's case?	☐	☒	☐
8. Are youth allowed to place or receive at least one telephone call per day?	☐	☒	☐
9. Is each youth provided with a copy of written rules and regulations?	☐	☒	☐
a. Do the rules contain a description of conduct constituting a penalty offense?	☐	☒	☐
b. Do the rules contain the types and duration of penalties?	☐	☒	☐
c. Do the rules contain the method or conditions under which penalties maybe imposed and persons so authorized to impose discipline?	☐	☒	☐
d. Do the rules contain procedures for seeking information, making complaints and filing appeals?	☐	☒	☐
10. Are rule violations reviewed by the jail administrator?	☐	☒	☐
a. Are minor rule violations reviewed within 24 hours?	☐	☒	☐
b. Are major rule violations reviewed within 36 hours?	☐	☒	☐

701.290 YOUTH PROSECUTED UNDER THE CRIMINAL CODE OF 1961

1. Do jail officers determine that a minor being detained is confined under proper legal authority?	☐	☒	☐
2. Is a day room of no less than 35 square feet per cell or room provided?	☐	☒	☐
3. Are youth allowed eight hours of day room activity each day?	☐	☒	☐
a. Is recreation of an energetic nature offered?	☐	☒	☐
b. Are appropriate reading materials, table games, radios or televisions provided?	☐	☒	☐
4. Is an outdoor recreation area available for detainee use?	☐	☒	☐
5. Are outdoor activities for youth scheduled?	☐	☒	☐
6. Is regularly scheduled academic instruction provided?	☐	☒	☐
a. Is the instruction appropriate to the individual needs of each youth?	☐	☒	☐
b. Have educational arrangements been made through the appropriate local school district?	☐	☒	☐
c. Are co-educational classes scheduled?	☐	☒	☐

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

YES	N/A	NO
☐	☒	☐
☐	☒	☐
☐	☒	☐
☐	☒	☐
☐	☒	☐
☐	☒	☐

7. Is access to psychiatric, psychological, casework and counseling services provided as needed in individual cases?
8. Has a visiting schedule been established identifying no fewer than two visiting days per week?
 - a. Is at least one visit allowed during evening hours?
 - b. Is at least one visit allowed during the weekend?
 - c. Are visits permitted on holidays?
9. Are liberal visits afforded to professional persons associated with a youth's case?

ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
County Jail Inspection Checklist

Inspector's comments:

1. This inspection was conducted on two different days - April 19, 2018 by Stephanie Rawlings and then on May 15, 2018 by Stephanie Rawlings and Melissa Pelker.
2. The jail consists of two sections. The old section contains two cellblocks on the first and second floor. Both upper and lower sections contain six cells. The lower section has been double bunked. The new section of the facility contains two cellblocks, east and west. The lower East detention room had a broken sink and other plumbing issues were observed as well.
3. Detainees are instructed to notify staff when medical attention is needed. A contracted Registered Nurse visits 2 times per week; however 14- day medical screenings and sick call could not be verified on the date of inspection. The nurse primarily provides medication verification and dispenses the meds for the week. Mental health screenings are not usually done unless there is an obvious need, determined by jail staff.
4. All meals are received pre-packaged from the Vigo County (Indiana) Jail through their Canteen system.
5. It was observed on the second floor that only one shower was operational, and that three cells did not have operational plumbing. Six detainees were observed in this level on inspection date.
6. Shower curtains were observed on all cellblock showers, but were tied up with scrap material and barely hanging up.

Sheriff Jeff Wood can be reached via e-mail at: jwood@edgarcountyillinois.com

Additional e-mail adressess: County Clerk August Griffin: agriffin@edgarcountyillinois.com

County Board Chair Jeffry Voigt: voigtjeff3@aol.com

Melissa Pelker

Criminal Justice Specialist Name (Print)