

Bruce Rauner
Governor



John Baldwin
Acting Director

The Illinois Department of Corrections

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

October 13, 2017

Sheriff William Heffington
Calhoun County Sheriff's Office
P. O. Box 635
Hardin, Illinois 62047

Calhoun County Clerk Rita Hagen
102 County Road
P. O. Box 187
Hardin, IL. 62047

Dear Sheriff Heffington and Clerk Hagen:

A copy of our recent inspection report of your new county jail is enclosed. The *Illinois Compiled Statutes [730 ILCS 5/3-15-2 (b)]* authorize the Department of Corrections to inspect county jails and to make the results available for public review. Your offices should make this inspection report available for public review in the records of Calhoun County and you are encouraged to give notice to the citizens of your county, by news release or other means, that this inspection report is available for the public's review. The office of the Chairman of the County Board has no e-mail address and will need to have this report forwarded to him.

The listed non compliances are repeats from previous year's inspection. Aside from staffing issues within the facility, the storage of evidence has made one detention room unusable. The practice of storing evidence, and in some instances, contraband not allowed in the secure area of the jail, makes housing detainees for more time than is allowed to attend court proceedings impossible. As the jail is outfitted now, only single sex pre-trial detainees can be held before or directly after their hearings. The ability to perform first appearance and early court procedures via electronic video alleviates the problem of housing, but holding detainees is still impossible. I strongly encourage you to share this information with your county board to assist them in understanding what is expected to meet the minimum standards we set.

If further assistance is needed, please contact our office at 217/558-2200, extension 4212.

Mission: To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.

www.illinois.gov/idoc

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Funk". The signature is fluid and cursive, with a large initial "M" and a stylized "F".

Mike Funk
Manager
Jail and Detention Standards Unit

cc: Chairman Doug Wilschetz



The Illinois Department of Corrections

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CALHOUN COUNTY JAIL 2017 INSPECTION REPORT

The Calhoun County Jail was inspected on September 26, 2017. Entrance and exit interviews were conducted with a road deputy on duty when Specialist Rawlings arrived. Efforts to contact the Sheriff, including by phone and email, prior to the inspection were not returned.

The road deputy advised that Calhoun County Jail does not hold detainees at this time. Anyone requiring holding past two hours prior to court is transferred to nearby counties. The jail remains unchanged since the 2016 inspection.

IMPROVEMENTS SINCE LAST INSPECTION

None

NONCOMPLIANCES WITH ILLINOIS COUNTY JAIL STANDARDS

1. Section 701.10 Administration a) 1) 2) 3) 4) b)

a) Staff Training

- 1) All full time jail officers shall be trained as provided by the Police Training Act {50ILCS 705/8.1}. All personnel assigned jail duties shall be made familiar with these standards. Such training shall include first aid, CPR, and identification of signs and management of detainees with a mental illness or a developmental disability.
- 2) Jail officers and other personnel assigned to jail duty shall be trained in security measures and handling special incidents such as assaults, disturbances, fires, natural disasters, evacuation procedures, escapes, emergency medical response, communications, crime scene protection, and suicide prevention.
- 3) Jail officers and other personnel primarily assigned to correctional duties shall be trained annually by mental health professionals on suicide prevention and mental health issues.
- 4) Written documentation of staff training shall be maintained.

b) Written Procedures

A current written manual of policies and regulations for the operation of the jail shall be established by the jail administrator and furnished to each employee. Written procedures for Mission: To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.

fires, riots, escapes, hostage situations, major disturbances, use of chemical agents, medical emergencies including suicide prevention and crisis intervention, bomb threats, severe weather, and natural disasters shall be a part of this manual.

Recommendation: All jail staff must be trained regarding security measures and suicide prevention/mental health training.

2. Section 701.20 Personnel a) 1)

Jail Officer Staffing

- 1) Each jail must have sufficient personnel to provide adequate twenty-four hour supervision of detainees.

3. Section 701.40 Admission Procedures a); i) 3) A) and B); m); n) 1) 2) A) through D)

a) Posting of Rights

A Notice of Rights, available from the Unit, and jail rules and regulations shall be conspicuously posted in all receiving rooms and in common areas to provide maximum accessibility to detainees.

i) Physical and Mental Health Assessments

- 3) When a detainee shows signs of or reports unusual physical or mental distress, he or she shall be referred to health care personnel as soon as possible.

A) Detainees exhibiting psychiatric symptoms such as acute psychotic features or mood disturbances, or detainees who have a known psychiatric history shall be evaluated by a mental health professional.

B) Detainees exhibiting suicidal behavior or ideations shall be placed in a reasonable level of care that provides for their safety and stability.

m) Showers

All detainees must shower or bathe when admitted.

n) Cell Assignment

- 1) The detainee shall be assigned to suitable quarters.
- 2) Jail staff shall be responsible for cell assignment and shall consider among other matters:
 - A) The status of a new detainee, for example, pre or post-trial detention, etc.
 - B) The detainees sex, health ,age, type of offense charged, and prior record if known;
 - C) Whether there are any accomplices or material witnesses already within the jail from whom the detainee should be separated ; and

D) Classification and separation criteria outlined in Section 701.70

Recommendation: Provide access to Notice of Rights posters. Provide access to Mental Health Professionals and supply area for those detainees suffering from mental issues. Ensure admitting showers are being taken and provide adequate and suitable housing.

2. Section 701.60 Release Procedures e) 2)

e) Discharge of Mentally Ill Detainees

- 2) Linkage and after care may include a referral to a mental health provider, a prescription for medication, or a 2 week supply of prescribed medications.

Recommendation: When mental health services are provided, aftercare services must be afforded.

3. Section 701.70 Classification and Separation a), 1) through 15 b) 1) through 6) c)

a) Classification Information

Each facility shall have written guidelines 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 items of 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 services and program needs
- 13) Detainees attitudes regarding him or herself and his or her future

14) Gang activity

15) Physical size and stature

b) Separation by Category

1) Sex

Male and female detainees, supervised under both the direct and indirect supervision options (See Section 701.130) must be housed separately by sight and sound

2) Age

Juvenile and adult detainees, supervised under both the direct and indirect supervision options, must be housed separately by sight and sound.

3) Witnesses

Persons being detained as witnesses, supervised under both the direct and indirect supervision options, shall be separated from detainees charged with an offense.

4) Non-Criminal

A) Non-criminal offenders such as traffic violators, nonsupport cases, and persons charged with civil contempt who are supervised under the direct supervision option shall be kept separate by cell or detention room from persons charged with criminal offenses.

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 cell or 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.

5) Charged and convicted Offenders

A) Charged offenders who are supervised under the direct supervision option shall be separated from convicted offenders by cell or detention room

B) Charged offenders who are supervised under the indirect supervision option shall be separated from convicted offenders by detention room cluster or cell block.

6) Mentally Ill, Developmentally Disabled, Dually diagnosed, or Emotionally Disturbed

A) Detainees who are mentally ill, developmentally disabled, dually diagnosed, or emotionally disturbed shall be housed or tiered and maintained under supervision as recommended by a mental health professional.

- B) Action shall be taken to transfer detainees who have been determined by mental health professionals to be severely mentally ill, developmentally disabled, or emotionally disturbed to an appropriate facility.

- c) Classification Review

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

Recommendation: Based on the physical limitations of the present facility, separation and/or classification issues are impossible regardless of mental stability. Any classification review would not affect persons detained.

4. **Section 701.90 Medical and Mental Health Care c) 1) 2) 3), f) 1) 2,) g), h) 1) 2)**

- c) Admission Examination

- 1) All persons admitted to confinement shall undergo a physical assessment as prescribed in Section 701.400 (i)
- 2) Newly admitted persons suspected of having any type of communicable disease shall be isolated and an immediate referral shall be 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.
- 3) All detainees confined shall be given a medical screening by a medical doctor, a registered nurse, a licensed practical nurse, or a physician assistant within 14 days after confinement and as required by a medical doctor thereafter.

- f) Medical Security

- 1) Security of medical supplies shall be maintained at all times. Drugs, including over the counter medication and other abusable medical supplies shall be secured and accessible only to designated staff.
- 2) 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, equipment, of supplies, and to assure an orderly process.

- g) 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)

- h) Mental Health Training

Annually, mental health professionals shall provide training to all jail officers and other personnel primarily assigned to correctional duties on suicide prevention and mental health issues.

- 1) Suicide prevention training shall include the nature and symptoms of suicide; the specifics of identification of suicidal individuals through the recognition of verbal and behavioral cues, situational stressors, evaluation of detainee coping skills, and other signs of potential risk; monitoring; evaluation; stabilization; and referral of suicidal individuals.
- 2) Mental health training shall include the nature of mental illness; symptoms; specifics of identification of mentally ill individuals through recognition of verbal and behavioral cues, symptoms of mental illness, situational stressors, evaluation of detainee coping skills, and other signs of potential risk; monitoring; evaluation; stabilization; and referral of the mentally ill detainee.

Recommendation: Provide jail staff with mandatory mental health/suicide prevention training. Based upon the housing restrictions agreed upon, no 14 day medical screenings are being completed. The same information goes with the doctor visits to the facility. The facility should purchase a lockable cabinet for any medication prescribed. The jail staff needs to be certified in CPR every two years.

5. **Section 701.100 Clothing, Personal Hygiene, Grooming a) 1)**

a) Cleanliness

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

Recommendation: Provide washing and drying equipment for all detainees who must wear their own clothing.

6. **Section 701.110 Food Services a) 6) and 9) and c) 1)**

a) Meal and Food Service

- 6) Special diets shall be adhered to when prescribed by a jail physician
- 9) Detainees may abstain from any food the consumption of which violates their required religious tenets.

c) Food Preparation and Service

- 1) Food service operations, whether contracted or on site, shall be conducted in conformance with the Illinois Department of Public Health Food Service Sanitation Code, 77 Ill. Adm. Code 750.

Recommendation: When requested, detainees should have the option of following their religious beliefs by either refusing or asking to add certain items to the menu. No option now exists.

7. **Section 701.130 Supervision a) 1) and 2) 4)**

a) Shift Coverage

- 2) 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.

- 4) Radio operators who may perform jail officer duties such as 30-minute supervisory checks shall have jail officer training in accordance with Section 701.10.

Recommendation: Any staff with direct supervisory contact with detainees must be security officer trained. Two staff members must be present any time the door to the cell is opened.

11. Section 701.140 Security b) and c) 5) and 6), h) 2), j) 1) and 2)

b) Supervision

Jail officers and other personnel assigned to jail duty must be trained in security measures and handling special incidents in accordance with Section 701.10.

c) Facility Security Measures

- 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.

h) Key Control

- 3) Jail keys must be stored in a secure key locker when not in use.

j) Chemical Agents

Persons who may be authorized to use teargas, mace, oleocapsicum (commonly known as pepper mace or OC), etc. in accordance with the jail's written policy shall be trained in the proper employment of the chemical agents. Such training shall be documented.

- 3) Chemical agents shall be used only as a last resort to bring detainees under the necessary degree of control and only after thorough 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.
- 4) Detainees affected by tear gas or other chemical agents must be given a thorough medical examination and appropriate treatment immediately after security control has been gained.

Recommendation: Provide adequate staff for proper supervision. Provide secure lockable emergency key cabinet. Any security staff authorized to use pepper spray or OC must be trained, and any time it is used, anyone affected must be decontaminated.

8. Section 701.200 Visiting c) 2)

Security Precautions

- 2) Detainees must be thoroughly searched before and after each visit, unless the visit is conducted via such means as video conferencing.

Recommendation: Ensure thorough searches are being performed before and after visits.

9. Section 701.230 Library a) 1)

- a) Library services shall be made available to all detainees. Library material shall include up-to-date informational, recreational, legal, and educational resources.
 - 1) Detainee access to current Illinois Compiled Statutes shall be provided.

Recommendation: Supply copy of compiled statutes to detainees.

14. Section 701. 250 Commissary e) and f)

- e) 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 must be issued.
- f) All profits from the commissary shall be used for detainee welfare and such monies shall be subject to audit.

Recommendation: Structure commissary program to conform to standards.

15. Section 701. 260 Recreation and Leisure Time a), b), c) and d)

- 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 designed as an exercise room provided the minimum standards for exercise area are met.
- b) The exercise area shall be appropriately equipped and utilized within the limitations of security requirements.
- c) Detainees shall be allowed in the exercise area for no less than one hour per day unless the jail administrator determines that participation in such activity by a particular detainee or group of them is harmful or dangerous to the security or morale of the facility.
- d) Recreation and leisure time activities should be planned and scheduled.

Recommendation: Based on the physical limitations of the present facility, it is impossible for the detainees to be provided with an acceptable exercise area.

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

September 26, 2017

Date of Inspection

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

Name of Facility:	<u>Calhoun County Jail</u>	Phone Number:	<u>618/576-2417</u>
Address:	<u>301 South County Road</u>		
City/State:	<u>Hardin</u> <u>IL</u>	Zip Code:	<u>62047</u>
Sheriff:	<u>William Heffington</u>	Phone Number:	<u>618/576-2417</u>
Address:	<u>301 South County Road</u>		
City/State:	<u>Hardin</u> <u>IL</u>	Zip Code:	<u>62047</u>
Chairman, County Board:	<u>Doug Wilschetz</u>		
Address:	<u>102 County Road</u>		
City/State:	<u>Hardin</u> <u>IL</u>	Zip Code:	<u>62047</u>
Chief Judge:	<u>Diane M. Lagoski</u>	Judicial Circuit:	<u>8th</u>
Address:	<u>521 Vermont Street</u>		
City/State:	<u>Quincy</u> <u>IL</u>	Zip Code:	<u>62301</u>
Resident Judge:	<u>Charles Birch</u>		
Address:	<u>P. O. Box 486</u>		
City/State:	<u>Hardin</u> <u>IL</u>	Zip Code:	<u>62047</u>
Jail Superintendent:	<u>N/A</u>		

Officials and titles interviewed, other than above: road deputy for sheriff's office

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

Capacity:	Total: <u>2</u>	Male: <u>2</u>	Female: <u>0</u>
		Juv. Male: <u>0</u>	Juv. Female: <u>0</u>
Inspection date pop.:	Total: <u>0</u>	Male: <u>0</u>	Female: <u>0</u>
		Juv. Male: <u>0</u>	Juv. Female: <u>0</u>
Number of cells:	Single: <u>0</u>	Double: <u>0</u>	Other: <u>0</u>
Number of detention rooms:	Single: <u>0</u>	Double: <u>1</u>	Other: <u>0</u>
Employees specifically assigned full-time jail duties:	Male: <u>0</u>	Female: <u>0</u>	
a. Part-time jail officers:	Male: <u>2</u>	Female: <u>0</u>	
b. Non-jail staff persons: performing jail duties:	Male: <u>2</u>	Female: <u>2</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?	☒	☐	☐

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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: 1

- | | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|
| 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? | ☒ | ☐ | ☐ |

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	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?	☐	☐	☒

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	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?	☐	☐	☒

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	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?	☐	☒	☐

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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: No Detainees

Lunch: No Detainees

Dinner: No Detainees

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

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	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?	☒	☐	☐

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	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?	☐	☒	☐

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	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: N/A

701.140 SECURITY

1. Are detainees searched prior to exiting and entering the jail?	☒	☐	☐
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	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>No Detainees</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?	☐	☒	☐

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	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: monthly 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?	☐	☒	☐

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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? | ☒ | ☐ | ☐ |

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	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?	☒	☐	☐

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	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?	☒	☐	☐

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	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?	☐	☒	☐

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	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?	☐	☒	☐
<u>701.210 SOCIAL SERVICE PROGRAMS</u>			
1. Are social service programs available on site to detainees?	☐	☐	☒
2. Are volunteer workers and groups invited to participate in jail programs?	☐	☒	☐
<u>701.220 EDUCATION</u>			
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?	☐	☒	☐
<u>701.230 LIBRARY</u>			
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?	☐	☒	☐
<u>701.240 RELIGIOUS SERVICES</u>			
1. Are detainees allowed to participate in religious services and obtain religious counseling?	☐	☐	☒
2. Are detainees required to participate in religious activities?	☐	☐	☒
<u>701.250 COMMISSARY</u>			
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?	☐	☒	☐

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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? | ☐ | ☒ | ☐ |

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	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?	☐	☒	☐

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	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?	☐	☒	☐

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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?

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Inspector's comments:

1. The facility was opened in the spring of 2012 with two detention rooms. One of the detention rooms meets ADA standards. Between 2012 and February 2013, the ADA detention room had been turned into a secure evidence storage area making it impossible to be used as a detention area. The facility shower room has also been converted into a secure evidence storage area. Now, only same sex temporary detention is available. Only persons awaiting court visits or waiting to be returned to out of county secure detention are housed.
2. The one available detention room is furnished with one set of security bunk beds mounted to both the floor and the wall, a wahsbasin with piped hot and cold water, and a prison type toilet with a bubbler fountain. Lighting is provided by a security type CFC light anchored to the ceiling. A security type mirror is mounted ot the wall above the sink.
3. Ventilation provides heat and cooling as required. The system is designed to eleminate disagreeable odors and to provide temeratures within the normal comfort zone.
4. Because no security staff is available, the facility is not able to securely detain inmates. Sight and sound separation between sexes is impossible therefor, only same sex persons are allowed in the facility.
5. Any/all medical care is provided by the out of county secure housing facility.
6. If detainees are held during meal hours, frozen meals are purchased from the local grocery store and heated in a microwve oven.
7. There is no provision in place for visiting. The physical layout of the facility does not allow for non-contact visits. If visits are conducted in the future, they will have to be video.
8. There are no educational programs available at the facilty.
9. E-mails of record: Sheriff Bill Heffington, sheriff@calhouncountyil.com

Clerk Rita Hagen, calhouncoclk@frontiernet.net

Chairman Doug Wilschetz, None

Stephanie Rawlings

Criminal Justice Specialist Name (Print)