ILLINOIS DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS

County Jail Inspection Checklist

November 28, 2017
Date of Inspection

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

Name of Facility:	COOK COUNTY JAIL Division 4 ANNEX	**Phone Number:**	(708) 869-2859
Address:	2650 S California		
City/State:	Chicago, Illinois IL	**Zip Code:**	60608
Sheriff:	Tom Dart	**Phone Number:**	(708 603-4444
Address:	690W. Washington		
City/State:	Chicago, Illinois Il	**Zip Code:**	60602
Chairman, County Board:	Toni Preckwinkle		
Address:	1118 N. Clark Street		
City/State:	Chicago, Illinois Il	**Zip Code:**	60602
Chief Judge:	Timothy J. Evans	**Judicial Circuit:**	Cook
Address:	2600 Richard J.Daley Center		
City/State:	Chicago Il	**Zip Code:**	60602
Resident Judge:			
Address:			
City/State:	Chicago Il	**Zip Code:**	60602
Jail Superintendent:	Dr. Nneka Jones		

Officials and titles interviewed, other than above: Office of Program Audits George Holly and Superintendent Sal Martinez

Date of construction: June 1, 1992 **Date of last renovation**: _____

Capacity:	Total: 552	Male: 552	Female: 0
		Juv. Male: 0	Juv. Female: 0
Inspection date pop.:	Total: 552	Male 552	Female: 0
		Juv. Male: 0	Juv. Female: 0
Number of cells:	Single: 0	Double: 0	Other: _____
Number of detention rooms:	Single: ____	Double: ____	Other: Dorm Style
Employees specifically assigned full-time jail duties:	Male: 218	Female: 99	
a. **Part-time jail officers:**	Male: 0	Female: 0	
b. **Non-jail staff persons: performing jail duties:**	Male: 0	Female: 0	

	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?	☒	☐	☐

	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?	☒	☐	☐

	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?	☒	☐	☐

		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?	☒	☐	☐

	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 ***Illinois Compiled Statutes***?	☒	☐	☐
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?	☒	☐	☐

	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?	☒	☐	☐

	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 1st, 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?	☒	☐	☐

	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?	☒	☐	☐

	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?	☒	☐	☐

	YES	N/A	NO
b. Are all air returns permanently sealed?	☒	☐	☐
c. Is all air from the room exhausted to the exterior of the building?	☒	☐	☐
d. Is the air pressure switch or sail switch properly installed?	☒	☐	☐
e. Is a differential air pressure gauge used to monitor isolation rooms?	☒	☐	☐
f. Are all windows permanently closed or inoperable?	☒	☐	☐
g. Does the corridor door to the isolation room have a door closer?	☒	☐	☐

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: Wheat bread, breakfast square, ginger snap, vitamin c packet

Lunch: Turkey, bread wheat, chips, drink vitamin c packet, cookie sandwich

Dinner: ham, mixed vegetables, skim milk, margarine, iced cake

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 *Food Sanitation Code*?	☒	☐	☐
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?	☒	☐	☐

	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?	☒	☐	☐

701.120 SANITATION

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?	☒	☐	☐

	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: 10:30 pm

701.140 SECURITY

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

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: Weekly or as needed			
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?	☒	☐	☐

	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 Testing 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?	☒	☐	☐

701.160 DISCIPLINE

	YES	N/A	NO
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?	☒	☐	☐

	YES	N/A	NO
12. Do disciplinary rules, regulations and the forfeiture of good behavior allowance comply with ***The County Jail Good Behavior Allowance Act*** **[730ILCS 130/3.1]**?	☒	☐	☐
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?	☒	☐	☐

		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?	☒	☐	☐

	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?	☒	☐	☐

	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 ***Illinois Compiled Statutes*** 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?	☒	☐	☐

	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?	☐	☒	☐

	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?	☐	☒	☐
701.280 TEMPORARY DETENTION STANDARDS			
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?	☐	☒	☐

	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?	☐	☒	☐

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?	☐	☒	☐

Inspector's comments:

1.Division 4 (formerly Division 2 Dorm 4) was completed in 1992.

2. Division 4 has a building capacity of 552, the day of the inspection the count was 552.

3. Sheets were observed to be hanging in the shower and toilet area.

4. Inmates had mattresses on the dayroom floor.

Errica L. Weatherspoon
Criminal Justice Specialist Name (Print)