

MFI

**COUNTY JUVENILE
DETENTION STANDARDS**



State of Illinois

JULY 1980

79928

ILLINOIS COUNTY JUVENILE DETENTION STANDARDS

DEPARTMENT OF CORRECTIONS
Executive Building
1301 Concordia Court
Springfield, Illinois 62702

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by
the Department of Corrections

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

BUREAU OF DETENTION STANDARDS
AND SERVICES
Conkle Hall - Second Floor
1301 Concordia Court
Springfield, Illinois 62702

NCJRS

AUG 28 1981

ACQUISITION

CONTENTS

FOREWORD	1
LEGAL AUTHORITY	
Illinois Revised Statues Chapter 38, S 1003-15-2	2
CHAPTER	
I DETENTION ADMISSION POLICY	3
1-1 Statement of Admission Policy	
1-2 Detention Hearing	
1-3 Situation Change	
1-4 Detention Recommendations	
II ADMINISTRATION	5
2-1 Detention Responsibility	
2-2 Objectives	
2-3 Staff Training	
2-4 Written Procedures	
2-5 Post Description	
2-6 Records	
2-7 Staff Library Recommendations	
III PERSONNEL	6
3-1 Detention Staffing	
3-2 Staff Selection	
3-3 Rules and Regulations	
3-4 Casework	
3-5 Certificate, Licenses, Registration	
3-6 Disciplinary and Grievance Procedures Recommendations	
IV RECORDS	8
4-1 Face Sheet and Personal Record Information	
4-2 Confidential Record	
4-3 Monthly Reports, Statistics	
4-4 Extraordinary or Unusual Occurrence	
4-5 Report to Court	
4-6 Fingerprinting and Photographing	
4-7 Daily Population Report	
4-8 Detention Over Thirty Days Recommendation	

V	ADMISSION PROCEDURES	10
	5-1 Posting of Rights	
	5-2 Legal Confinement Authority	
	5-3 Identity	
	5-4 Injuries	
	5-5 Parental Notification	
	5-6 Strip Search	
	5-7 Personal Property, Accountability	
	5-8 Personal Property, Security	
	5-9 Medical Screening	
	5-10 Medication	
	5-11 Face Sheet and Personal Record Information	
	5-12 Lice and Other Body Pests	
	5-13 Showers	
	5-14 Room Assignment	
	5-15 Items of Issue	
	5-16 Rules and Regulations	
	5-17 Admission Isolation	
	5-18 Orientation	
	5-19 Orientation Content Recommendations	
VI	RELEASE PROCEDURES	15
	6-1 Identification	
	6-2 Physical Examination	
	6-3 Contraband	
	6-4 Personal Property Recommendations	
VII	SEPARATION, SEGREGATION	16
	7-1 Separation by Sex	
	7-2 Separation by Category	
	7-3 Room Confinement Visits	
VIII	HOUSING	18
	8-1 Detention Room Space	
	8-2 Detention Room Occupancy	
	8-3 Detention Room Equipment	
	8-4 Detention Room Level	
	8-5 Living Area	
	8-6 Dangerous Items	
	8-7 Viewing Devices	
	8-8 Ventilation	
	8-9 Compliance	
	8-10 Variance Recommendations	

IX	MEDICAL AND HEALTH CARE	21
	9-1 Medical and Health Services	
	9-2 Physician and Dental Services	
	9-3 Medical Examination Room	
	9-4 Medical Examination	
	9-5 Sick Call	
	9-6 Written Record or Log	
	9-7 Medical Security	
	9-8 First Aid Training	
	9-9 First Aid Supplies	
	9-10 Parental Notification Recommendations	
X	CLOTHING, PERSONAL HYGIENE, GROOMING	25
	10-1 Cleanliness	
	10-2 Grooming and Personal Hygiene Recommendations	
XI	FOOD SERVICE	27
	11-1 Meal and Food Service	
	11-2 Method of Providing Food Service	
	11-3 Menus	
	11-4 Portion or Serving	
	11-5 On-Site Food Preparation and Service, Facility Provided	
	11-6 Staff Meals	
	11-7 Toilet Facilities Recommendations	
XII	SANITATION	31
	12-1 General Requirements	
	12-2 Facility Equipment	
	12-3 Facility Drinking Equipment	
	12-4 Facility Supplies	
	12-5 Facility Food Service	
	12-6 Body Pests	
	12-7 Pest and Vermin Control Recommendations	
XIII	SUPERVISION	34
	13-1 Shift Coverage	
	13-2 Log Record	
	13-3 Kangaroo Courts and Barn Boss System	
	13-4 Night Hours	
	13-5 Favoritism	
	13-6 Public View	
	13-7 Detention Room Observation Windows Recommendations	

XIV	SECURITY		36
	14-1	Searches	
	14-2	Training	
	14-3	Detention Security	
	14-4	Light Switches	
	14-5	Detention Windows	
	14-6	Shakedown	
	14-7	Makeshift Weapons	
	14-8	Maintenance	
	14-9	Access to Keys and Records by Youth	
	14-10	Population Count	
	14-11	Key Control	
	14-12	Firearms and Other Weapons	
	14-13	Emergency Power Source Recommendations	
XV	SAFETY		39
	15-1	Fire Protection	
	15-2	Emergency Exits	
	15-3	Horseplay	
	15-4	Safety Orientation	
	15-5	Combustible Materials Recommendations	
XVI	DISCIPLINE		41
	16-1	Written Rules	
	16-2	Written Rules, Illiterate Youth	
	16-3	Complaints	
	16-4	Violations, Reporting of	
	16-5	Restricted Diets	
	16-6	Group Punishment	
	16-7	Corporal Punishment, Definition	
	16-8	Use of Force by a Staff Member	
	16-9	Use of Restraints	
	16-10	Display of Restraints	
	16-11	Major Law Violations Recommendations	
XVII	EMPLOYMENT OF YOUTH		44
	17-1	Work Assignments Recommendations	

XVIII	MAIL PROCEDURES		45
	18-1	Scope	
	18-2	Incoming Mail	
	18-3	Outgoing Mail	
	18-4	Certified or Registered Mail	
	18-5	Privileged Mail, Outgoing	
	18-6	Privileged Mail, Incoming	
	18-7	Disciplinary Denial	
	18-8	Release, Transfer or Discharge Recommendation	
XIX	TELEPHONE		48
	19-1	Telephone Communication, Legal Right	
	19-2	Telephone Program	
	19-3	Incoming Telephone Calls	
	19-4	Calls to Attorneys	
	19-5	Violation of Telephone Rules	
XX	VISITING		49
	20-1	Visit Regulations	
	20-2	Interviews	
	20-3	Security Precaution	
	20-4	Search Recommendations	
XXI	SOCIAL SERVICE PROGRAMS		50
	21-1	Counseling	
	21-2	Use of Volunteers Recommendation	
XXII	EDUCATION		51
	22-1	Education	
	22-2	Objectives	
	22-3	Curriculum	
	22-4	Class Size	
	22-5	Classroom Size	
	22-6	Arts and Crafts Room	
	22-7	Teaching Qualifications	
	22-8	School Exempt Youth Recommendations	
XXIII	LIBRARY		53
	23-1	Library Services	
	23-2	Written Policy	
	23-3	Library Personnel Recommendations	

XXIV	RELIGIOUS SERVICES	54
	24-1 Religious Services	
	24-2 Compulsory Participation Recommendation	
XXV	RECREATION AND LEISURE TIME	55
	25-1 Recreation	
	25-2 Exercise Area	
	25-3 Comfort Facilities	
	25-4 Exercise Equipment	
	25-5 Written Policy Recommendations	
XXVII	NEW DESIGN AND CONSTRUCTION	57
	26-1 Department Approval	
	26-2 Compliance with Local and State Laws and Existing Standards for County Detention Homes	
	26-3 Location	
	26-4 Rated Capacity	
	26-5 Architect, Consultation With	
	26-6 Lighting	
	26-7 Emergency Lighting	
	26-8 Fire Alarms	
	26-9 Equipment	
	26-10 Corridors	
	26-11 Admission Area	
	26-12 Storage	
	26-13 Administration Area	
	26-14 Detention Room Space	
APPENDIX 1	Monthly Population Report	60
APPENDIX 2	Report of Extraordinary or Unusual Occurrence	61
APPENDIX 3	Juvenile Detention - Municipal Jails	63
APPENDIX 4	Juvenile Detention - County Jails	65

FOREWORD

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

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

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

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

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

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

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

AUTHORITY OF DEPARTMENT OF CORRECTIONS

ILLINOIS UNIFIED CODE OF CORRECTIONS

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

(a) The Department shall establish for the operation of county and municipal jails and houses of correction, and county juvenile detention and shelter care facilities established pursuant to the "County Shelter Care and Detention Home Act", minimum standards for the physical condition of such institutions and for the treatment of inmates with respect to their health and safety and the security of the community and to make recommendations to such institutions to assure compliance with the requirements of such minimum standards.

(b) At least once each year, the Department shall inspect each such facility for compliance with the standards established and the results of such inspection shall be made available by the Department for public inspection. If any detention, shelter care or correctional facility does not comply with the standards established, the Director of Corrections shall give notice to the county board and the sheriff or the corporate authorities of the municipality, as the case may be, of such noncompliance, specifying the particular standards that have not been met by such facility. If the facility is not in compliance with such standards when six months have elapsed from the giving of such notice, the Director of Corrections may petition the appropriate court for an order requiring such facility to comply with the standards established by the Department or for other appropriate relief.

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

CHAPTER I

DETENTION ADMISSION POLICY

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

MINIMUM STANDARDS:

- 1-1 STATEMENT OF ADMISSION POLICY: The juvenile judge shall define in writing the court's detention admission policies.
- A. A qualified intake officer shall be appointed to screen court intake service referrals and control detention admissions.
 - B. Twenty-four hour intake coverage shall be provided.
 - C. No youth shall be placed in detention without authorization by the judge or person appointed by the judge.
 - D. The officer presenting a youth to the court's intake officer for detention admission shall submit a detailed written report of the alleged charge.
 - E. No youth shall be admitted to a detention facility when such admission will result in exceeding the rated capacity.
- 1-2 DETENTION HEARING: Chapter 37, paragraph 703-5, Juvenile Court Act, as amended, provides that: (1) Unless sooner released, a delinquent minor taken into custody must be brought before a judicial officer within 36 hours, exclusive of Saturdays, Sundays and court-designated holidays, for a detention hearing or shelter care hearing to determine whether the youth shall be further held in custody; (2) The minor must be released from custody at the expiration of the 36 hour period if not brought before a judicial officer within that period.
- A. If a youth is further detained, an order must be issued by the judge or person designated by the judge or a petition must be on file.
 - B. A youth shall not be placed in detention for a period of more than 30 days as a disposition pursuant to Chapter 37, paragraph 705-2, Juvenile Court Act, as amended.
 - C. Any minor taken into custody who requires care away from home, but not physical restriction, shall be given temporary care in a foster family home or other shelter facility designated by the court.

D. The use of detention pending completion of a court hearing must comply with the Juvenile Court Act, 704-2 and 704-7.

- 1-3 SITUATION CHANGE: A youth shall be released from detention when a change in the situation which necessitated detention occurs and the need for secure custody is no longer justified.
- 1-4 DETENTION: Chapter 37, paragraph 701-9, Juvenile Court Act, as amended, defines "detention" as the temporary care of a minor alleged or adjudicated as a person described in Section 2-2 (Delinquent Minor) who requires custody for his own or the community's protection in physically restricting facilities pending disposition by the court or execution of an order of the court for placement or commitment.

RECOMMENDATIONS:

1. The court's admission policies should be periodically reviewed with the chief of probation services, the detention superintendent, and law enforcement officials.
2. Detention should not ordinarily exceed two weeks, provided no special work is required in preparing for adjudication and disposition.
3. Admission policies should reflect the nature of detention as temporary or short term secure custody.

CHAPTER II
ADMINISTRATION

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

MINIMUM STANDARDS:

- 2-1 DETENTION RESPONSIBILITY: The superintendent shall have full responsibility and accountability for secure custody management.
- 2-2 OBJECTIVES: The purposes of supervision, guidance, and treatment shall be clearly stated in writing and each staff member made fully aware of them.
- 2-3 STAFF TRAINING: The superintendent shall be responsible for providing staff orientation, in-service training, and a regular and continuous development program.
- A. Staff training shall consist of a minimum of forty scheduled hours each year.
- B. All staff assigned to detention duties shall be made familiar with these standards.
- 2-4 WRITTEN PROCEDURES: A written manual of policies and regulations shall be published and furnished to each employee. Written emergency procedures in event of fire, riot, escape, bomb threat, and natural disaster shall be a part of the manual.
- 2-5 POST DESCRIPTION: Comprehensive duty descriptions for each detention position shall be in writing and furnished to each employee performing the function.
- 2-6 RECORDS: The superintendent shall assure that all required records are maintained.
- 2-7 STAFF LIBRARY: Access to professional literature dealing with detention and related fields shall be maintained.

RECOMMENDATIONS:

1. The superintendent should exert leadership in advocating and assisting in the establishment of alternative detention services.
2. The judge of the juvenile court should encourage the formation of a committee of citizens to provide assistance and consultation to the superintendent and interpret the detention function to the community.

CHAPTER III

PERSONNEL

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

MINIMUM STANDARDS:

- 3-1 DETENTION STAFFING: Each detention facility must have sufficient personnel to provide adequate 24-hour supervision of youth seven days a week.
- A. A superintendent, qualified by training and experience to supervise staff and youth, shall be appointed for each detention facility.
 - B. An assistant superintendent, qualified by training and experience to supervise staff and youth, shall be designated for a detention facility of 25 or more rated capacity.
 - C. No youth shall be confined without a staff member on continuous duty in the living unit, awake and alert, at all times.
 - D. Supervision by a female supervisor shall be required any time a female youth is in custody.
 - E. No detention facility shall have fewer than three persons on duty per shift. On the midnight shift, two persons may be on duty and one on call. (See Standard 13-1 A.)
- 3-2 STAFF SELECTION: Selection criteria for a potential staff member whose job responsibility requires immediate and direct contact with detained youth shall include attention to such characteristics as emotional maturity; physical stamina; sense of humor; imagination; freedom from hostility; attitudes toward racial, ethnic, and religious differences; skills suitable for use in dealing with disturbed youth; and special experience.
- 3-3 RULES AND REGULATIONS: Each staff member working with youth shall have a thorough knowledge of all rules and regulations.
- A. Detention staff shall be thoroughly acquainted with all security features of the facility and all emergency equipment.
 - B. Staff members working with youth shall not offer casework advice regarding the individual's alleged offenses and/or legal issues.

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

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

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

RECOMMENDATIONS:

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

CHAPTER IV
RECORDS

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

MINIMUM STANDARDS:

- 4-1 FACE SHEET AND PERSONAL RECORD INFORMATION: A face sheet and personal record file shall be maintained (Standard 5-11).
- 4-2 CONFIDENTIAL RECORD: All face sheet data and police record information is confidential and shall not be disclosed to unauthorized persons or to the public except by order of the court.
- A. Staff members shall be provided access to case information required for the performance of their duties.
- 4-3 MONTHLY REPORTS, STATISTICS: The superintendent shall submit to the Bureau of Detention Standards and Services monthly, an accurate report of the number of youth confined during the preceding month and provide information on each in the categories indicated on the report form provided by the Bureau. (Appendix 1.)
- A. Monthly population reports must be submitted to the Bureau by the 10th day of the following month.
- B. Each calendar day, including day of admission and day of release, shall be counted for calculating length of stay.
- C. Duplicate copies shall be prepared. The reporting facility maintains the original and forwards the duplicate to the Bureau.
- 4-4 EXTRAORDINARY OR UNUSUAL OCCURRENCE: All unusual incidents which involve or endanger the lives or physical welfare of staff members or youth must be reported to the Bureau of Detention Standards and Services utilizing form DC-7158, supplied by the Bureau. (Appendix 2.) A copy of the report shall also be forwarded to the court.
- A. Reports shall be forwarded within 72 hours of the occurrence.
- B. Extraordinary or unusual occurrences shall mean:
1. Death.
 2. Attempted suicide (if hospitalization or medical treatment is required).

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

- 4-5 REPORT TO COURT: A written report which summarizes the needs, personal and social problems, strengths, and other pertinent findings as revealed in detention activities and services shall be forwarded to the probation officer and to the court upon request.
- 4-6 FINGERPRINTING AND PHOTOGRAPHING: It is illegal for any person, agency or law enforcement officer to knowingly transmit any fingerprint or photograph relating to a minor who has been arrested or taken into custody before his 17th birthday unless so authorized by the court. (Juvenile Court Act, 702-8.)
- 4-7 DAILY POPULATION REPORT: A daily detention population report shall be supplied to the judge and the chief of probation services by the superintendent. The report shall include the name of each youth, day admitted, accumulated days of stay, assigned probation officer, date of adjudicatory hearing, and any other information the judge might request to assist the control of admissions.
- 4-8 DETENTION OVER THIRTY DAYS: Any youth who has been detained continuously for more than 30 days must be brought to the attention of the presiding judge of the juvenile court having jurisdiction in the case.

RECOMMENDATION:

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

CHAPTER V
ADMISSION PROCEDURES

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

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

MINIMUM STANDARDS:

- 5-1 **POSTING OF RIGHTS:** A Notice of Rights, in Spanish and English, available from the Bureau of Detention Standards and Services, shall be conspicuously posted in all areas, other than detention rooms, where youth are held in custody.
- 5-2 **LEGAL CONFINEMENT AUTHORITY:** The staff member accepting youth for detention must determine that each is being detained under proper legal authority.
- 5-3 **IDENTITY:** Identity of the person being admitted must be verified.
- 5-4 **INJURIES:** Any seriously injured, seriously ill or unconscious youth must not be admitted to the detention facility until a medical examination has been conducted by a licensed physician.
 - A. A written record of diagnosis, treatment, and medication prescribed shall accompany the youth if detention admission approval prevails.
- 5-5 **PARENTAL NOTIFICATION:** Detention staff shall notify the parents, guardian or other responsible person of the youth's admission within one hour after arrival.
 - A. Date and time of such call and name of person contacted shall be recorded.
- 5-6 **STRIP SEARCH:** A strip search consistent with law shall be performed by a staff member to assure against the introduction of weapons, contraband or body pests.
 - A. The strip search shall be performed in an area that ensures privacy and dignity of the individual. The individual shall not be exposed to the view of others not specifically involved in the process.

- 5-7 **INVENTORY:** An inventory of all personal property shall be conducted at the time of admission. The inventory shall be conducted in the presence of the youth and a staff member. The inventory shall be recorded on the inventory form and the youth's signature obtained along with the signature of the staff member.
- 5-8 **CONTRABAND:** Contraband items, if any, discovered or reported to staff shall be shown on the inventory and the youth's signature obtained along with the signature of the staff member.
 - B. Contraband items, if any, discovered or reported to staff shall be shown on the inventory and the youth's signature obtained along with the signature of the staff member.
 - C. Items of personal property, subsequently added shall be recorded on the inventory and the youth's signature obtained along with the signature of the staff member.
 - D. A system of strict accountability to ensure personal property security shall be established in writing.
 - E. Personal clothing shall be laundered or dry cleaned, as appropriate, before storage and made ready for a youth's court appearance, release or approved use during the detention period.
- 5-9 **MEDICAL SCREENING:** The admitting staff member shall observe the youth for any obvious injuries or illnesses requiring immediate emergency medical care, rashes, unusual cough, high temperature, body pests, and general mental status. The officer shall determine by questioning if the youth has medical conditions such as dependence on drugs or alcohol, diabetes, epilepsy, past treatment for

mental disorders, allergies, if the youth is on medication, and if female, if she is pregnant. The person performing the examination shall be trained to identify medical problems.

- A. The admitting staff member shall question the parents, guardian or other responsible person, at the time of the first visit, regarding the medical history of the youth.
 - B. Any youth showing signs of or reports physical or mental distress, drug or alcohol abuse, shall be referred to health care personnel immediately.
- 5-10 MEDICATION: Any medication in the possession of a youth at admission shall be labeled for identification and withheld until a medical doctor determines the disposition. This determination shall be made at the earliest possible time, but in no instance shall it exceed eight hours after admission or within the time interval specified for administration of the medication on the prescription container, whichever is less.
- 5-11 FACE SHEET AND PERSONAL RECORD INFORMATION: A record for each youth shall be established at admission and maintained throughout the period of confinement. Such record shall include:
- A. Name.
 - B. AKA and nicknames.
 - C. Address.
 - D. Age, date of birth, and sex.
 - E. Parents, guardian or responsible person to notify in case of emergency, including address and telephone number.
 - F. Physical description and characteristic marks.
 - G. Occupation.
 - H. Education level and name and address of school now attending.
 - I. Religion or religious affiliation.
 - J. Alleged charge.
 - K. Date and time of admission and authority.
 - L. Name and title of officers presenting and receiving youth, as well as law enforcement jurisdiction by name.
 - M. Name and telephone number of youth's attorney.
 - N. Dates of previous admissions and releases.
 - O. Legal status.
 - P. Medical record of health and physical condition at admission, during confinement, including treatment and medication administered, and condition at discharge. Medical records will be kept separately, subject to court order.
 - Q. Itemized record of youth's cash, other valuables, and monetary expenditures and receipts while in custody.
 - R. Date and time of court detention order.
 - S. Date of petition filing.
 - T. Date of adjudicatory and/or dispositional hearing, including continuances.

- U. Dates of temporary absences from detention facility, authority to be absent, and destination.
- V. Record of visitors' names and dates of visits.
- W. Record of misconduct and discipline administered.
- X. Probation officer.
- Y. Date of release, including name of person and agency to whom released.

- 5-12 LICE AND OTHER BODY PESTS: Treatment, as directed by the facility physician, shall be initiated immediately when body pests are detected.
- 5-13 SHOWERS: All youth must shower or bathe when admitted, except as amended by medical advice in individual cases.
- 5-14 ROOM ASSIGNMENT: The youth shall be assigned to suitable quarters. (See Chapter VIII.)
- 5-15 ITEMS OF ISSUE: Youth shall be issued clean bedding, towel, necessary clothing, soap, toothbrush, and dentifrice.
- A. Bedding shall consist of sheets, flame retardant mattress, blanket(s) appropriate to the season of the year, a pillow, and pillow case.
 - B. The towel shall be cloth and of bath size.
- 5-16 RULES AND REGULATIONS: A copy of the printed detention facility rules and regulations shall be given each youth at time of admission.
- 5-17 ADMISSION ISOLATION: A youth shall not routinely be placed in isolation at admission pending a routine medical examination by a medical doctor or licensed nurse or as a "cooling off period."
- 5-18 ORIENTATION: An initial orientation, conducted by the case worker or a member of the group supervisory staff, shall be conducted at time of admission.
- 5-19 ORIENTATION CONTENT: The orientation shall include:
- A. Information pertaining to rising and retiring, meals, mail procedures, telephone privileges, visiting, correspondence, commissary, recreation, and medical care.
 - B. Rules of conduct.
 - C. Disciplinary procedures.
 - D. Information regarding programs, i.e., education, arts and crafts, counseling, and all social services.
 - E. Procedures for making requests or entering complaints to staff members, judiciary or to Department of Corrections personnel.

- F. Orientation presentations shall be in written form and read to youth. Non-English speaking youth shall be given interpretive assistance.

RECOMMENDATIONS:

1. Varied and multi-colored clothing should be furnished to all youth upon admission.
2. Any serious injuries existing at the time of admission should be photographed in color.
3. A description of personal items should be noted. For example, ring settings should be so described rather than "diamond" and watches should be identified by brand name.
4. One staff member should be designated the responsibility for personal property control.
5. American Medical Association Standards regarding all medical screening and medical services in jails should be considered.

CHAPTER VI
RELEASE PROCEDURES

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

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

MINIMUM STANDARDS:

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

RECOMMENDATIONS:

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

CHAPTER VII

SEPARATION, SEGREGATION

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

MINIMUM STANDARDS:

- 7-1 SEPARATION BY SEX: Female youth shall be detained in a group living area separated from auditory and visual contact with male youth. Separation of female and male youth shall mean only the sleeping, toilet, and bathing areas. Coeducational program activities are encouraged.
- 7-2 SEPARATION BY CATEGORY:
- A. Mentally or Emotionally Disturbed or Retarded: The mentally or emotionally disturbed or retarded youth shall be immediately examined by a physician, or other competent person, and action taken to transfer them to an appropriate facility.
 - B. Suicide Risk: When it is determined that an individual is a suicide risk or demonstrates other serious mental distress, access to professional clinical services, e.g., psychiatrist or psychologist, shall be provided in addition to constant detention staff supervision.
 - C. Drug Abusers: Narcotic or other drug addicts undergoing withdrawal shall be placed in a hospital where they can be constantly supervised by trained medical personnel and shall remain under supervision during that period.
 - D. Disciplinary and Administrative Segregation: Youth placed in disciplinary or administrative segregation (superintendent's protective custody) shall be kept in room confinement. (Not more than 36 hours, unless clinically contraindicated.)
 - 1. Restriction or deprivation of privileges shall be in writing and in accordance with established disciplinary procedures.
 - 2. Youth must be permitted to rejoin the general population when considered capable of doing so without further disrupting detention operations.
 - 3. A youth in administrative segregation is not in a punishment status but all activities must be under controlled supervision.
- 7-3 ROOM CONFINEMENT VISITS: The superintendent or his designated representative shall visit youth in room confinement status daily.

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

CHAPTER VIII
HOUSING

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

MINIMUM STANDARDS:

- 8-1 DETENTION ROOM SPACE: At least 70 square feet of floor space shall be provided for each detention room.
- 8-2 DETENTION ROOM OCCUPANCY: The following measures shall be observed to ensure reasonable security, sanitation, and personal comfort:
- A. All existing detention rooms shall be designated for single occupancy. This requirement may be waived for multiple occupancy/dormitory rooms in existing facilities; however, each youth housed in multiple occupancy rooms shall be provided at least 70 square feet of floor space.
 - B. New detention facility design or planned expansion of existing facilities shall specify detention rooms for single occupancy.
- 8-3 DETENTION ROOM EQUIPMENT: Each room shall be equipped with:
- A. A rigidly constructed bed.
 - 1. Mattresses with fire retardant treated cotton filling with a flame retardant waterproofed cotton cover are recommended. (Polyurethane mattresses, considered fire retardant, are resistant to fires started from cigarettes but burn rapidly and emit a highly toxic, possibly lethal gas, when ignited by an open flame, e.g., bits or pieces mixed with shredded newspaper.)
 - B. A washbasin with piped hot and cold water.
 - 1. A supply of disposable drinking cups shall be provided if the washbasin is not drinking fountain equipped.
 - C. A toilet.
 - D. Illumination sufficient to ensure a comfortable reading level. (Thirty footcandles, three feet above the floor.)
 - 1. Light fixture shall be recessed and tamperproof.
- 8-4 DETENTION ROOM LEVEL: Detention rooms shall be located above ground level.

- 8-5 LIVING AREA: A living area containing no less than 30 square feet per youth must be provided in conjunction with each cluster of detention rooms. (Waived for existing facilities.)
- A. Each living area shall be equipped with tables and chairs. Seating shall be provided for each youth.
 - B. Radio and television equipment shall be provided.
 - C. A bulletin board shall be provided.
 - D. A cold water drinking fountain shall be provided.
 - E. One shower head for each six occupants shall be provided.
- 8-6 DANGEROUS ITEMS: Items adaptable for use as a weapon, i.e., plumbing, conduit, heating equipment, etc., shall not be accessible to youth.
- 8-7 VIEWING DEVICES: There shall be no viewing devices, e.g., peep holes, one-way vision mirrors, of which youth are not aware.
- 8-8 VENTILATION: The facility shall be comfortably heated and cooled according to the season with a system designed to eliminate disagreeable odors and to routinely provide temperatures within the normal comfort zone.
- 8-9 COMPLIANCE: All requirements of a physical nature shall be complied with by the following dates:
- A. Facilities built in 1950 or before shall be in compliance by January 1, 1986.
 - B. Facilities built between 1951 - 1970 shall be in compliance by January 1, 1990.
 - C. Facilities built between 1971 - 1979 shall be in compliance by January 1, 1995.
 - D. Facilities currently under construction must comply.
 - E. Those noncompliances relating to physical conditions which adversely affect the treatment of youth with respect to their health and safety may be considered for further action under the provisions of Illinois Revised Statutes, Chapter 38, 1003-15-2(b).
- 8-10 VARIANCES: Variances connected with physical requirements may be granted by the Director of the Department of Corrections for existing facilities. Normally, such variances shall not exceed two years. Variance requests of an administrative nature will not be granted. Additionally, variance requests will not apply to new construction or major renovation of a facility.

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

RECOMMENDATIONS:

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

CHAPTER IX
MEDICAL AND HEALTH CARE

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

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

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

MINIMUM STANDARDS:

- 9-1 **MEDICAL AND HEALTH SERVICES:** All facilities shall provide a competent medical authority to ensure that the following medical services are available:
 - A. Collection and diagnosis of complaints.
 - B. Treatment of ailments.
 - C. Prescription of medications and special diets.
 - D. Arrangements for hospitalization.
 - E. Liaison with community medical facilities and resources.
 - F. Environmental health inspections and procedures.
 - G. Supervision of special treatment programs, as for drug addicts, alcoholics, etc.
 - H. Administration of medications.
 - I. Maintenance of accurate medical records.
 - J. Maintenance of detailed records of medical supplies, particularly of narcotics, barbiturates, amphetamines, and other dangerous drugs.
- 9-2 **PHYSICIAN AND DENTAL SERVICES:** A medical doctor shall be available to attend the medical and mental health needs of youth. Arrangements shall be made for a dentist to provide emergency dental care.
 - A. General medical physician services shall be provided by one or more of the following procedures:
 - 1. On salary, in accordance with locally established personnel pay plan.
 - 2. A contract with a local physician or clinic for full time coverage at specific hours and for emergencies.
 - 3. A contract with a local physician to conduct sick call, be on call for emergencies, and to examine newly admitted youth.

4. Arrangements with a nearby hospital to provide all needed medical services.
 5. Services rendered, without cost, by another agency or department or with costs prorated.
- B. Access to psychiatric and/or psychological services shall be provided in individual cases as needed.
- 9-3 MEDICAL EXAMINATION ROOM: A medical examining room shall be located close to or be part of the admissions area. (Waived for existing facilities.)
- 9-4 MEDICAL EXAMINATION: All youth admitted to detention shall undergo a physical examination as prescribed in Standard 5-9.
- A. Newly admitted youth suspected of having any type of communicable disease shall be isolated and immediate referral made to the facility physician for possible transfer to a medical facility, unless the admitting facility can safely and effectively segregate and maintain a medically prescribed course of treatment.
 - B. All youth confined for more than seven days shall be given a medical screening by a medical doctor, a registered nurse or physician assistant.
- 9-5 SICK CALL: A schedule and procedure shall be established for daily sick call.
- A. The names of youth reporting to sick call shall be recorded in the medical log.
 - B. Emergency complaints shall receive attention as quickly as possible regardless of the sick call schedule.
 - C. Non-medical detention staff may issue any form of over-the-counter medication providing the facility physician gives prior written approval to the facility for such issue.
- 9-6 WRITTEN RECORD OR LOG: A written record, in ink, shall be maintained, as part of the youth's personal file, of all treatment (including special diet) and medication prescribed, with date and hour such treatment and medication is administered. A written record shall be maintained of over-the-counter medication, i.e., aspirin, cough medicine, etc., issued by detention staff.
- A. A youth's treatment and medication program shall be a part of the summary to the probation officer.

- 9-7 MEDICAL SECURITY: Security of supplies must be maintained at all times.
- A. When a physician or other medical personnel attends patients at the facility, a staff member shall be present to assure an orderly process.
 - B. Drugs, including over-the-counter medication and other abusable medical supplies, shall be secured and accessible only to designated staff.
 - C. Youths shall receive one dose of medication at a time and shall be required to ingest medication in the presence of a medical staff member or detention staff member.
- 9-8 FIRST AID TRAINING: One person on duty, per shift, shall have basic first aid and cardiopulmonary resuscitation (CPR) training.
- 9-9 FIRST AID SUPPLIES: Those facilities not having a dispensary shall maintain a stock of first aid supplies for the treatment of cuts, bruises, sprains, and other minor injuries.
- A. First aid supplies must be secured and not accessible to youth.
- 9-10 PARENTAL NOTIFICATION: Recommendations of the facility physician shall be reported to parents or guardians, in writing, through the probation officer.
- A. Parents or guardian, the probation officer, and the court shall be immediately notified of a youth's serious illness or accident.

RECOMMENDATIONS:

1. Medication to be ingested should, whenever possible, be in liquid form.
2. Conditions requiring immediate attention by a physician include, but are not limited to: head injuries, coma, broken bones, open wounds, history of diabetes, epilepsy, tuberculosis, venereal disease, fever or bleeding.
3. The Department of Public Health may be requested to assist detention facilities by: (a) providing immunization, (b) investigating epidemics, contagious diseases, food poisoning and providing environmental inspections, (c) providing health education literature, lectures, and staff inservice training consultation.
4. The Department of Mental Health and Developmental Disabilities may be requested to assist detention facilities. Since many youth may be emotionally disturbed, pre-psychotic or psychotic but in a temporary state of remission, the Department of Mental Health may provide: (a) mental health staff members for detention facilities, (b) hospitalization of psychotic youth, (c) in-patient and out-patient treatment of

discharged youth, (d) mental health education, (e) diagnostic examinations for reports and commitments.

5. Existing facilities should provide a private area for a medical examining room.
6. Detention personnel should receive instruction for emergency care of epileptics during seizures. Specialized care for epileptics will be determined by the detention physician.
7. Diabetics and epileptics should be closely supervised as they may fail to follow their diet, react to an overdose of medication or, conversely, ignore necessary medication. Diabetics and epileptics should be regularly seen by the detention physician.

CHAPTER X

CLOTHING, PERSONAL HYGIENE, GROOMING

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

MINIMUM STANDARDS:

- 10-1 **CLEANLINESS:** Mechanical washing, drying equipment, and cleaning agents must be provided when youth are required to supply and wear personal clothing.
 - A. If youth are required to wash and dry their personal clothing, a staff member shall supervise and instruct youth in the proper use of cleaning aids during the washing process.
 - B. When clothing is provided by the facility, clean clothing shall be issued at least three times weekly.
 - C. Underclothing and socks shall be changed daily.
- 10-2 **GROOMING AND PERSONAL HYGIENE:**
 - A. Hair combs for male youth and hair brushes for female youth are acceptable. They shall be furnished upon admission to youth without funds.
 - B. Bathing or showering shall be required at least three times weekly except as amended by medical advice in individual cases.
 - C. Youth shall not be required to shave.
 1. Detained males shall be permitted to shave as often as necessary. Shaving equipment shall be made available.
 2. Detained females shall be provided with shaving supplies appropriate for personal hygiene needs.
 - D. Barber and beautician services shall be made accessible but must not violate required security measures.
 1. Hair shall be kept neat and clean.
 - a. There shall be no standard hair length or style required.
 - b. Sideburns, mustaches, and beards are acceptable.

NOTE: When a youth shaves the requirement of neat and clean grooming, the superintendent may designate grooming standards to be maintained by that youth.

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

RECOMMENDATIONS:

1. Disposable toothbrushes should be considered.
2. Daily shower or bath should be encouraged.

CHAPTER XI
FOOD SERVICES

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

The food service program requires three full meals per day, served at reasonable intervals, adequate in quantity and nutritional value, and attractively prepared. Careful planning of menus and competent supervision in food preparation is required.

MINIMUM STANDARDS:

- 11-1 MEAL AND FOOD SERVICE: Detention facilities shall provide meals and food service that conform to the following:
- A. Food must be of sufficient nutritional value and provide a daily minimum of 2,500 - 3,000 calories.
 1. Food shall not be used as a reward or withheld as a disciplinary measure.
 - B. Food quantity must be sufficient to satisfy, within reason, a youth's needs.
 - C. Meals shall be provided at reasonable and proper intervals, i.e., adhering to recognized breakfast, lunch, and dinner schedules.
 1. No more than 14 hours shall elapse between the serving of evening and breakfast meals, if no bed snack is allowed.
 - D. Three complete and balanced meals shall be served each youth for each 24 hours of detention.
 - E. A drink, in addition to water, shall be available with each meal and milk shall be available for at least two meals during each 24 hours of detention.
 - F. Special diets shall be adhered to when prescribed by a physician.
- 11-2 METHOD OF PROVIDING FOOD SERVICE: The superintendent may elect to provide meals and food service by one or more methods:
- A. Food preparation and service in an on-site kitchen with a food service staff who are employees of the facility.

B. Contract for catered food service.

C. Food preparation sources must meet the conditions and requirements, including license, established by the Illinois Department of Public Health.

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

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

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

11-5 ON-SITE FOOD PREPARATION AND SERVICE, FACILITY PROVIDED:

Food service shall conform to the following:

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

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

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

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

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

C. Meals shall be attractively served and conducted in a group setting.

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

E. Divided or compartmented trays shall be used for full meal service. Food trays, dishes, and eating utensils shall be removed from the dining room soon after the meal is finished and returned to the kitchen for proper washing and sterilizing or disposal.

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

G. A mechanical dishwasher, meeting Illinois Department of Public Health standards is preferred, but in its absence:

1. A three-compartment stainless steel sink with drainboard is required: one compartment for washing, 110° F water containing adequate soap or detergent; one compartment for rinsing; and one compartment for sterilization, with the water temperature no less than 170° F or sterilization using a sanitizing agent.

2. Dishes, trays, and eating utensils shall be drain dried and not wiped dry.

H. Dry stores such as flour, cereal, dried beans, peas, coffee, and canned goods shall be stored in a cool, dry, and well-ventilated area, screened or otherwise protected against insects and rodents.

1. Containers used to store dry bulk quantities shall be lined with or have the interior coated with an acceptable impervious substance or plastic.

2. Fresh fruits, vegetables, dairy products, meats, and frozen food shall be refrigerated in accordance with Illinois Department of Public Health standards.

a. All refrigerators and freezers shall be equipped with an accurate thermometer.

b. Frozen food shall be kept at or below 0° F.

c. All perishable foods shall be stored at such temperature as will protect against spoilage (no higher than 45° F.).

11-6 STAFF MEALS: Staff members shall be served meals no different in quality, quantity or menu than that served to youth.

11-7 TOILET FACILITIES: Toilet and washbasin facilities shall be available to food service personnel in the vicinity of the food preparation area.

RECOMMENDATIONS:

1. A light snack should be available to youth prior to bedtime.

2. Fruit juices and/or fresh fruit should be provided frequently.

3. Apportioning of food by youth should be supervised by staff members to ensure that favoritism or careless serving is eliminated.

4. Meals should be served family-style with a supervisor seated at the same table with youth.
5. Youth should not be allowed to store food in their rooms.

CHAPTER XII

SANITATION

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

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

MINIMUM STANDARDS:

- 12-1 GENERAL REQUIREMENTS: A cleaning schedule shall be established.
- A. Floors shall be swept and mopped at least once daily.
 - B. Windows shall be clean.
 - C. Insect screens shall be installed in windows, when appropriate, for protection from flying insects.
 - D. Ventilation must be sufficient to admit fresh air and remove disagreeable odors.
 - E. Forced air or other form of artificial ventilation in the living area shall provide 60 cubic feet per minute of air exchange per person.
 - F. Walls shall be kept clear of etched or inscribed drawings or writing.
 - G. Walkways and corridors shall be free of litter and trash.
 - H. Mops and other cleaning tools and implements shall be thoroughly cleaned and dried after each use and securely stored in a well-ventilated place.
 - I. All youth cleaning details shall be under the supervision of a staff member.
- 12-2 FACILITY EQUIPMENT: Quarters equipment - toilets, washbasins, shower stalls, and sinks - shall be thoroughly cleaned each day.
- A. All trash and garbage containers shall be equipped with tight-fitting covers.
 1. Trash and garbage shall be removed at least daily and disposed of in a sanitary manner.

12-3 FACILITY DRINKING EQUIPMENT: A drinking fountain shall be provided in the indoor recreational area and adjacent to the playground in an outdoor recreational area.

12-4 FACILITY SUPPLIES: An adequate supply of clean clothing, bedding, towels, soap, and cleaning supplies shall be maintained.

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

12-5 FACILITY FOOD SERVICE: The floors of all rooms in which food or drink is stored, prepared, served or in which utensils are washed, shall be kept clean.

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

12-6 BODY PESTS: Frequent inspection of living areas shall be made to aid in control of body pests.

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

12-7 PEST AND VERMIN CONTROL: A continuous and effective program of insect and rodent control and extermination shall be established.

RECOMMENDATIONS:

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

CHAPTER XIII
SUPERVISION

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

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

MINIMUM STANDARDS:

13-1 **SHIFT COVERAGE:** There must be sufficient staff members present in the detention area, awake and alert at all times, to provide supervision while youth are in custody.

A. No detention facility shall have fewer than three persons on duty, except two staff persons may be on duty and one on call when only male or female youth are detained, e.g., when there are no female youth in detention, a female staff member must be on immediate call and when there are no male youth in detention a male staff member must be on immediate call.

1. On the midnight shift, two persons may be on duty and one on call.

B. Staff members shall maintain a record, in ink, of visual contact with each youth no less than once every 30 minutes. Entries shall show the time of checks by the staff member, signature, and any relevant remarks.

C. Supervision of youth shall be constant.

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

1. When procedures require physical contact or examination, such as strip searches.

2. During periods of personal hygiene activities and care such as showers, toileting, and related activities.

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

13-2 **LOG RECORD:** A shift log, in ink, shall be maintained as a record of incidents and activities, including supervisory checks, occurring on the shift.

13-3 **KANGAROO COURTS AND BARN BOSS SYSTEM:** No youth shall be allowed to have authority or disciplinary control over another youth.

13-4 **NIGHT HOURS:** Designated lights-out time shall be determined by administrative policy but shall not be set earlier than 10 p.m.

13-5 **FAVORITISM:** Youth shall be treated without favoritism but according to their needs.

13-6 **PUBLIC VIEW:** Detained youth shall be completely protected from public view.

13-7 **DETENTION ROOM OBSERVATION WINDOWS:** Each detention room door shall be provided with an observation window of at least 60 square inches, with the smaller dimension no less than 5 inches wide, to provide visual supervision of the room.

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

RECOMMENDATIONS:

1. There should be a minimum of one staff member on duty for each group living area of detention.

2. Non-staff persons, such as volunteers, should provide only that supervision necessary to direct or to perform the specific activity. Security supervision remains with staff members.

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

CHAPTER XIV

SECURITY

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

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

MINIMUM STANDARDS:

- 14-1 SEARCHES: Youth permitted to leave the facility grounds temporarily, for any reason, shall be thoroughly searched prior to leaving and before reentering.
- 14-2 TRAINING: Staff members and other personnel assigned to detention duties must be trained in security measures and handling special incidents such as assault, disturbance, fire, and natural disasters.
- 14-3 DETENTION SECURITY: Staff members only must exercise and control security measures and shall not permit youth assistance.
- A. All detention locks and doors shall be regularly and frequently inspected to ensure their proper working order and to detect escape efforts.
 - B. Living unit doors opening into a corridor shall be kept locked except when necessary to permit entry or exit.
 - C. Detention rooms and storage rooms shall be kept locked at all times when not in use.
- 14-4 LIGHT SWITCHES: Electric light switches shall be located in the corridor.
- A. Light switches shall be key operated. (Waived for existing facilities.)
- 14-5 DETENTION WINDOWS: All glass shall be wire reinforced, heavy safety type or high tempered, measuring at least one-fourth inch thick.
- A. All detention windows which can be opened shall be covered with stainless steel mesh detention screen with a minimum 800 psi (12 strands per inch), spring mounted with lock controlled frame mounted flush with the inside wall.

- 14-6 SHAKEDOWN: Frequent but irregularly scheduled shakedown of youth and their quarters shall be made to detect the presence of weapons and other contraband and should be orderly and with recognition of youth's rights.
- 14-7 MAKESHIFT WEAPONS: After use, tools and equipment shall be accounted for by the staff member on duty and returned to their proper storage space.
- A. Eating utensils shall be accounted for after each meal and returned to the kitchen.
 - B. Kitchen cutlery, i.e., paring knives, butcher knives, etc., shall be listed and inventoried daily.
- 14-8 MAINTENANCE: Any damaged or nonfunctioning security equipment must be promptly repaired.
- 14-9 ACCESS TO KEYS AND RECORDS BY YOUTH: Youth shall not be permitted to handle, use or have detention keys of any type in their possession.
- A. No youth shall be assigned work that requires access to personnel records of persons currently or previously in detention nor to staff personnel records.
- 14-10 POPULATION COUNT: A head count shall be made and recorded at least four times daily, including counts taken at change of shift and night lockup.
- 14-11 KEY CONTROL: Detention keys must be stored in a secure key locker when not in use.
- A. There must be at least one full set of detention keys, separate from those in use, stored in a safe place accessible only to staff members, for use in an emergency.
- 14-12 FIREARMS AND OTHER WEAPONS: No person, including law enforcement personnel, shall be permitted to enter any section of the detention area with a gun or other weapon on his person.
- A. Weapons shall be stored in a secure and locked drawer, cabinet or container outside the security area.
- 14-13 EMERGENCY POWER SOURCE: An emergency electrical power source shall be available in the event of a power failure.

RECOMMENDATIONS:

1. Room search should be conducted with the youth observing the procedure whenever possible.

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

CHAPTER XV

SAFETY

Good safety and security practices complement each other.

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

MINIMUM STANDARDS:

- 15-1 FIRE PROTECTION: Based on the size of the facility, there shall be at least one fire extinguisher installed in the basement and on each floor for each 5,000 square feet of floor area.
- A. Extinguishers shall be readily accessible to staff members but not to youth. The local fire department shall be contacted regarding the location, type, and number of fire extinguishers.
 - B. Extinguishers shall be examined not less than once each year and tagged with the date of inspection and initials of the inspector.
 - C. All staff members shall be familiar with the characteristics and operation of all types of extinguishers in the facility.
 - D. Fire drills for staff personnel shall be conducted quarterly on each shift.
- 15-2 EMERGENCY EXITS: Emergency exit doors shall be clearly indicated with at least 4½ inch block lettering stating "EXIT", their location made known to all staff members, and the keys for the doors immediately available to staff members.
- A. There shall be two exits from each floor of detention.
- 15-3 HORSEPLAY: Youth shall be prohibited from engaging in wrestling, horseplay, or any unsupervised activity that could cause injury.
- 15-4 SAFETY ORIENTATION: Youth who volunteer and are assigned to vocational-type tasks shall be given a safety orientation prior to participation and shall be supervised while performing the task.
- 15-5 COMBUSTIBLE MATERIALS: Combustible materials such as drapes, curtains, and rugs shall be of flameproof material.
- A. Paint shall be flame retardant.

RECOMMENDATIONS:

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

CHAPTER XVI

DISCIPLINE

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

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

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

MINIMUM STANDARDS:

- 16-1 WRITTEN RULES: Every youth shall be provided with:
- A. Rules and regulations governing behavior.
 - B. Description of conduct constituting a penalty offense or award.
 - C. Types of penalties, including duration, which may be imposed and system of awards.
 - D. Authority authorized to impose penalties or approve awards.
 - E. Authorized methods of seeking information and making complaints, including time frame for resolution of complaints and appeal procedures, with access to an advocate.
 - F. All other matters necessary to enable youth to understand both their rights and obligations.
- 16-2 WRITTEN RULES, ILLITERATE YOUTH: If a youth is illiterate, information shall be conveyed orally.
- A. Special assistance shall be given to non-English speaking youth in their own language.
- 16-3 COMPLAINTS: Each youth shall be permitted to make requests or complaints to the detention administration, without censorship as to substance.
- 16-4 VIOLATIONS, REPORTING OF: Detention staff members who observe disciplinary violations shall submit a written report of the incident.
- 16-5 RESTRICTED DIETS: Non-medical restricted diets are prohibited. Food shall never be withheld as a punishment.

- 16-6 GROUP PUNISHMENT: Group punishment for the misbehavior of one or more youth is prohibited. Punishment must be meted out on an individual basis.
- 16-7 CORPORAL PUNISHMENT, DEFINITION: Corporal punishment is defined as any deliberate action, planned or spontaneous, designed to purposely humiliate, demean, defile, harm, embarrass, psychologically intimidate or result in physical pain or discomfort of a youth and is prohibited.
- 16-8 USE OF FORCE BY A STAFF MEMBER: Use of force is prohibited. This prohibition in no way prohibits self-defense, prevention of injury to another staff member or youth, prevention of property damage, subduing a recalcitrant or preventing an escape or attempt to escape. When the use of force is authorized, only the least force necessary under the circumstances shall be employed. When force is used, a complete written report shall be made.
- 16-9 USE OF RESTRAINTS: Instruments of restraint, such as handcuffs and straitjackets, shall not be applied as a penalty, and such instruments shall not be applied in any case for any longer time than is necessary.
- A. Other instruments of restraint shall not be used except:
1. As precaution against escape during transportation.
 2. On medical grounds by direction of the physician.
 3. By order of the superintendent in order to prevent a youth from injuring himself or others or from damaging or destroying property, provided the superintendent personally reviews such cases every 24 hours.
- B. Chains or irons shall not be used as restraints.
- C. When restraints are used, a full written report shall be made.
- D. Psychotropic medicines shall not be used as a disciplinary device or control measure.
- 16-10 DISPLAY OF RESTRAINTS: The display of restraining devices on a staff member's person or in a place in view of youth, such as on desk tops, shelves, and wall hooks, is prohibited.
- 16-11 MAJOR LAW VIOLATIONS: Acts covered by statutory law committed by juveniles in custody shall be reported to law enforcement authorities.

RECOMMENDATIONS:

1. During the course of a disciplinary investigation or hearing, the committee or a senior staff member should also determine whether there

are weaknesses in the administration procedures of detention that may be conducive to rule violation and require adjustment.

2. Serious violation of rules, e.g., assaults on staff or other youth, escapes, etc., should be referred to the Chief of Probation or Director of Court Services.

CHAPTER XVII
EMPLOYMENT OF YOUTH

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

MINIMUM STANDARD:

17-1 WORK ASSIGNMENTS: Youth shall not be required to work, except to keep their living area clean.

RECOMMENDATIONS:

1. A volunteer work program for youth may be created. This should be closely supervised and restricted to general housekeeping chores.
2. Youth who volunteer to work should indicate their willingness in writing.

CHAPTER XVIII
MAIL PROCEDURES

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

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

MINIMUM STANDARDS:

18-1 SCOPE: A youth shall be allowed to correspond with anyone as long as the correspondence does not violate any state or federal law except:

- A. A youth shall not be allowed to correspond with the victims of his current or any previous offense unless they have given their consent in writing.

18-2 INCOMING MAIL: Youth shall be permitted to receive an unlimited number of letters.

- A. Incoming mail shall not be read, censored or reproduced but shall be opened and examined for contraband or funds.

- B. Cashier's checks, money orders, certified checks or cash shall be recorded in the youth's personal property record or trust fund account indicating the sender, amount, and date.

- C. Incoming letters containing contraband shall be held for further inspection and disposition by the superintendent.

1. Contraband received shall be handled with care and labeled indicating the date of receipt, the name and address of the sender, the name of the youth to whom it is addressed, and the date and names of persons handling same.

2. The appropriate law enforcement agencies shall be notified and the items safeguarded in the event they are to be used as evidence in criminal proceedings or disciplinary action.

- D. All mail shall be distributed to the youth on the day it is received.

1. A discharged or transferred youth's mail shall be forwarded unopened. If no forwarding address is available, mail shall be returned, unopened, to the sender.

- E. A youth shall not be allowed to open, read or deliver another youth's mail.
- F. Youth may receive books and periodicals subject to inspection by detention staff members.
 - 1. Packages may be received only if approved by administrative policy and shall be subject to inspection before being delivered to the youth. Youth shall be present when package is opened.
- G. The superintendent (or his designated representative) shall retain the right to spot check incoming mail when there is reason to believe that security may be impaired or mail procedures are being abused.

18-3

OUTGOING MAIL: Each youth shall be permitted to send, at personal expense, an unlimited number of letters.

- A. Postage shall be provided to indigent youth for at least three letters per week.
- B. Postage supplied to youth shall not be transferable.
- C. Appropriate stationery, envelopes, and a writing implement shall be supplied, but youth may use such items as they themselves provide.
- D. Youth may not send packages by mail unless granted permission to do so by the superintendent.
 - 1. Youth shall provide the postage cost for mailing a package.
- E. A program permitting youth to send special messages or greeting cards for anniversaries and birthdays or during special holidays such as Christmas, Easter, and Mother's Day shall be designed and implemented, providing the youth has personal funds to pay the total cost of such communications.
- F. Outgoing mail shall be collected Monday through Friday. Every effort shall be made to ensure that outgoing mail is delivered to the U.S. Postal Service on the same day.
- G. While outgoing mail shall not normally be read, censored or reproduced, the superintendent (or his designated representative) shall retain the right to spot check nonprivileged outgoing mail when it is believed that security may be impaired.
 - 1. Except for privileged mail, youth shall submit outgoing mail in unsealed envelopes.

18-4

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

18-5

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

- A. Elected or appointed federal or state officials including any U.S. Senator or Representative; any federal judge or the clerk of any federal court; the Attorney General of the United States; the Director of the Federal Bureau of Prisons; the Governor of the State of Illinois; any Illinois Circuit, Appellate or Supreme Court judge; the Illinois Attorney General; and any member of the Illinois General Assembly.
- B. The Director of the Illinois Department of Corrections; the Deputy Director of Operations of the Illinois Department of Corrections; and the Chief of the Bureau of Detention Standards and Services of the Illinois Department of Corrections.
- C. Any attorney currently licensed to practice law.
- D. All correspondence addressed to legal aid organizations and any other organization whose official declared purpose is to provide legal services for youth.
 - 1. These letters may be addressed either to para-professional personnel at the organization or to the organization office.
- E. Members of the news media.

18-6

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

18-7

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

18-8

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

RECOMMENDATION:

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

CHAPTER XIX

TELEPHONE

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

MINIMUM STANDARDS:

- 19-1 TELEPHONE COMMUNICATION, LEGAL RIGHT: Each youth shall be given an opportunity to make a reasonable number of telephone calls upon admittance. (Refer to Notice of Rights, Standard 5-1.)
- 19-2 TELEPHONE PROGRAM: A scheduled program to permit each youth to place at least one telephone call each week shall be established. Additional calls may be permitted by local administrative direction. The detention facility is not required to provide funds for toll calls.
- A. A minimum of 15 minutes shall be allotted for each phone call.
 - B. Telephone calls shall not be monitored.
 - C. A record of telephone calls, including date and person called, shall be maintained.
- 19-3 INCOMING TELEPHONE CALLS: Youth shall be allowed to receive a reasonable number of telephone calls from parents, guardians, attorneys, and clergy.
- A. A designated time period each day shall be established by local administrative ruling for youths to receive calls, so as not to interfere with the normal functions of the detention facility.
- 19-4 CALLS TO ATTORNEYS: Telephone calls to attorneys shall not count against the allotted number of calls. Verification of the called party may be required.
- 19-5 VIOLATION OF TELEPHONE RULES: Violation of detention rules governing the telephone program may result in suspension of telephone usage for a designated period of time for the individual.

CHAPTER XX

VISITING

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

MINIMUM STANDARDS:

- 20-1 VISIT REGULATIONS: The superintendent shall establish written procedures relative to visits.
- A. A liberal visiting schedule shall be established identifying no fewer than two visiting days each week, one of which must be during the weekday evening hours and one during the weekend. Additionally, visiting shall be allowed on all legal holidays.
 - B. No restriction shall be placed on visits by attorney, clergy, social workers, probation officers or other persons professionally associated with a youth's case at reasonable non-scheduled hours. These visits shall not count against any limitation which may be placed on the number of visits allowed.
 - C. Youth shall be authorized at least 30 minutes for each visit.
 - D. Visits shall be supervised only to the extent that privacy is assured.
- 20-2 INTERVIEWS: An area for private interviews between youth and attorney, religious advisor or other professional person shall be provided and arranged so as to ensure privacy.
- 20-3 SECURITY PRECAUTION: All visitors shall be required to sign a visitor register before being permitted to visit a youth.
- 20-4 SEARCH: Visitors are subject to search, as provided by law, and a "Search Notice" sign must be conspicuously posted.
- A. Youth must be thoroughly searched after each contact visit under the same legal procedures contained in Standard 5-6.

RECOMMENDATIONS:

1. The visiting area should be thoroughly searched before and after each visit.
2. Persons under the influence of alcoholic beverages or drugs should be denied visits with youth.

CHAPTER XXI
SOCIAL SERVICE PROGRAMS

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

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

MINIMUM STANDARDS:

- 21-1 COUNSELING: Psychiatric, social services, and counseling services shall be provided, as needed, in individual cases.
- 21-2 USE OF VOLUNTEERS: Volunteer workers and counselors offering needed services shall be invited to participate in the treatment program.
- A. The selection of volunteers must be accomplished with the same degree of care that is used in choosing staff members. (See Standard 3-2.)

RECOMMENDATION:

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

CHAPTER XXII
EDUCATION

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

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

MINIMUM STANDARDS:

- 22-1 EDUCATION: A regular schedule of academic instruction and related educational services appropriate to the needs of each individual shall be provided for detained youth.
- A. A detention facility shall operate a school program, with qualified teachers provided by the public school system.
- B. The schedule of instruction and activities shall be operated 12 months a year.
- 22-2 OBJECTIVES: The objectives of each school program shall be clearly defined in writing, reflecting the value of each activity.
- 22-3 CURRICULUM: The curriculum must supply instruction in the basic subjects.
- A. A youth's own school shall be immediately notified of his detention status. (Detention school attendance is credited on the youth's parent school attendance record.)
- B. A summary report describing a youth's school strengths, weaknesses, accomplishments, and adjustment shall be forwarded to the probation officer for inclusion as a part of the social study.
- C. A collection of or access to library of materials in regard to career requirements and opportunities shall be available.
- 22-4 CLASS SIZE: Class size shall not exceed 15.
- A. Classes shall be coeducational.
- B. Remedial classes shall be limited to a maximum of five students.

- 22-5 CLASSROOM SIZE: Classrooms shall provide no less than 150 square feet for the teacher and 20 square feet per student per room.
- A. Toilet and washbasin facilities must be located in or near the classroom.
 - B. Each classroom shall be equipped with adequate shelf and storage space.
 - C. Equipment and supplies shall be of similar quality and quantity as provided in public school facilities.
- 22-6 ARTS AND CRAFTS ROOM: Arts and crafts activities, requiring special equipment, i.e., pottery, woodshop, shall have a special room provided.
- A. Special equipment shall have safety devices available and safety operational signs posted.
 - B. Each youth shall be given a safety orientation lecture before using equipment.
 - C. Secure storage areas shall be provided for tools, supplies, and unfinished projects.
 - D. Tools shall be inventoried at the end of each class session.
- 22-7 TEACHING QUALIFICATIONS: Teacher personnel shall be qualified by training and certified by the State of Illinois, Department of Registration and Education.
- 22-8 SCHOOL EXEMPT YOUTH: Separate activities for school exempt youth shall be established.

RECOMMENDATIONS:

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

CHAPTER XXIII

LIBRARY

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

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

MINIMUM STANDARDS:

- 23-1 LIBRARY SERVICES: Library services shall be made available to all youth.
- A. Library materials shall include up-to-date information, recreational, and educational resources appropriate to individual youth.
 - B. Reading material shall reflect racial and ethnic interests.
- 23-2 WRITTEN POLICY: There shall be a written policy covering the library's day-to-day activities and schedule.
- 23-3 LIBRARY PERSONNEL: Where the level of need does not require full-time library personnel, whether employed by a public library system or on the staff of the detention facility, there shall be a staff member whose job assignment shall include responsibility for on-going development and maintenance of the library and liaison with a public library.

RECOMMENDATIONS:

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

CHAPTER XXIV
RELIGIOUS SERVICES

MINIMUM STANDARDS:

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

RECOMMENDATION:

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

CHAPTER XXV
RECREATION AND LEISURE TIME

Recreation activities play a major role in the development of youth. All activities must be used in a total time schedule to enhance sportsmanship, the ability to participate as a team member, leadership qualifications, coordination, anger threshold, acceptance by peers, and other personal characteristics.

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

MINIMUM STANDARDS:

- 25-1 RECREATION: Vigorous physical activities, indoor and out, shall be a part of the daily schedule. Passive indoor activities, in addition to television viewing and radio listening, shall be included.
- A. Team games shall be emphasized, but no youth required to participate.
- 25-2 EXERCISE AREA: Facilities shall include an exercise room and a yard of sufficient area to allow strenuous physical exercise. (Although highly desirable, this requirement may be waived for existing facilities.)
- A. The exercise room must be at least 20 by 40 feet for facilities of less than 60 rated capacity.
- B. Facilities of 60 or more rated capacity shall have a standard size gymnasium.
- C. Areas for outdoor yard exercise must be at least 200 by 200 feet for facilities of less than 60 rated capacity.
- D. Facilities of 60 or more rated capacity shall provide no fewer than two areas as described in Standard 25-2 C.
- 25-3 COMFORT FACILITIES: Drinking and toilet facilities shall be immediately accessible to youth off the play area of exercise rooms and outdoor yard areas.
- 25-4 EXERCISE EQUIPMENT: Exercise areas shall be appropriately equipped and utilized within the limitations of security requirements.
- 25-5 WRITTEN POLICY: There shall be a written policy covering day-to-day exercise activities and schedules.

RECOMMENDATIONS:

1. Exercise material which can be used for unauthorized purposes should be carefully controlled.
2. Volunteers should be recruited to supplement recreational opportunities.

CHAPTER XXVI
NEW DESIGN AND CONSTRUCTION

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

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

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

MINIMUM STANDARDS:

- 26-1 DEPARTMENT APPROVAL: The Department of Corrections, Bureau of Detention Standards and Services, must approve all remodeling and new construction plans of detention facilities.
- A. The architect's preliminary drawings must be reviewed by the Bureau.
 - B. A complete set of final plans and specifications shall be submitted to include:
 1. Architectural design.
 2. Heating and ventilating system.
 3. Plumbing specifications.
 4. Electrical specifications.
 5. Specifications for construction materials.
 6. Equipment.
 7. Furnishings.
 - C. Change orders in construction, subsequent to final plan approval, must be submitted to the Bureau.
 - D. Plans showing the proposed building location must be submitted to the Illinois Department of Transportation, Division of Water Resources, to determine compliance with the State Flood Plain Regulations and Executive Order IV, 1979.
- 26-2 COMPLIANCE WITH LOCAL AND STATE LAWS AND EXISTING STANDARDS FOR COUNTY DETENTION HOMES: The Bureau will withhold approval of a site or building design not complying with the requirements of or having the approval of local zoning boards, county or municipal governing bodies or commissions, or other responsible agencies.

- 26-3 LOCATION: The site shall be located so as to:
- A. Assure privacy for youth.
 - B. Insure against encroachment by future construction on adjacent property.
 - C. Permit future expansion of the facility.
 - D. Be reasonably accessible by available public transportation.
- 26-4 RATED CAPACITY: The rated capacity of each detention facility shall be established prior to construction.
- 26-5 ARCHITECT, CONSULTATION WITH: The architect shall be immediately informed of available Department of Corrections' consultation services.
- 26-6 LIGHTING: Fixtures must be security-type, recessed, and provide a comfortable reading level (30 footcandles). Building design shall provide for maximum natural light.
- 26-7 EMERGENCY LIGHTING: An emergency lighting system shall be provided.
- 26-8 FIRE ALARMS: An automatic fire alarm system, including smoke detectors, shall be provided.
- 26-9 EQUIPMENT: Secure type equipment shall be provided in detention areas.
- A. Doors shall be either 14 gauge hollow metal filled with sound absorbing insulation or a solid hardwood with metal covering.
 - 1. Doors to sleeping quarters and detention area corridors shall have a secure observation port.
 - B. Door knobs shall be on the corridor side only with a solid metal non-projecting finger pull on the room side.
 - C. Door jambs shall be hinged to metal frames set securely in the wall. Hinges shall be concealed, tamperproof mounted, and contain tamperproof hinge pins.
 - D. Each door shall have a security-type ventilating feature unless air conditioning is provided.
- 26-10 CORRIDORS: When a central corridor design is used, the corridor must be no less than eight feet wide. It must be without turns, blind spots, and be well-lighted.
- A. Individual rooms shall be on each side of the corridor in a staggered fashion.

- B. Doors shall swing open into the corridor.
 - C. The corridor shall provide direct entrance to the living area from the sleeping area.
- 26-11 ADMISSION AREA: The admission area shall be accessible by separate entrance for youth being admitted and shall be:
- A. Adjacent to the detention area.
 - B. Equipped with toilet, washbasin, and shower facilities.
 - C. Provided with a medical examination room adjacent to the admission area.
- 26-12 STORAGE: Adequate storage area shall be provided in the admission area and living unit area.
- A. Storage rooms, particularly janitor closets, will be ventilated.
- 26-13 ADMINISTRATION AREA: The administration area shall provide adequate office space for private consultations.
- A. Staff washroom and shower areas shall be provided.
- 26-14 DETENTION ROOM SPACE: Detention room floor space shall be a minimum of 80 square feet.

JUVENILE DETENTION POPULATION REPORT

Name of Facility	Month and Year	
	Male	Female
1. Number of juveniles in custody first day of month		
2. Number of juveniles received during month		
3. Total juveniles (No. 1 plus No. 2)		
4. Number of juveniles released during month		
5. Total number of detention days during month		

**TABLE I
DELINQUENTS ADMITTED**

Male	Female
Released within 36 hours	
Male	Female

**TABLE II
NON-DELINQUENTS ADMITTED**

Male	Female
Released within 48 hours	
Male	Female

**TABLE III
STATUS OFFENDERS ADMITTED**

Male	Female

**TABLE IV
RANGE OF STAY (Days at Time of Release)**

DELINQUENTS

Male	Female

Shortest—Longest

NON-DELINQUENTS

Male	Female

Shortest—Longest

STATUS OFFENDERS

Male	Female

Shortest—Longest

**TABLE V
Number Held More than 30 days**

Male	Female

*Non-delinquents include dependent, neglected or otherwise in need of supervision.
 **Status offenses include runaway, truancy, curfew, alcohol abuse, etc.

Report prepared by _____

NOTE: Delinquent or non-delinquent status is determined by alleged charge or status at time of admission.

Reports to be submitted to the Bureau by the tenth day of each month.

REPORT OF EXTRAORDINARY OR UNUSUAL OCCURRENCE

Juvenile detention facility _____ Juvenile shelter care facility _____

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

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

1. Name of facility _____

Address _____

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

4. Type of occurrence:

Suicide _____ Suicide Attempt _____ Escape _____ Escape Attempt _____ Fire _____ Serious Injury _____

Battery _____ Sex Offense _____ Other _____

5. Youths involved:

Name	Age	Date Admitted	Reason Admitted

6. If death resulting:

Name of deceased _____

Cause of death _____ Date and time of death _____

Prior to death, last seen by _____

Reported by _____

Was deceased examined by a physician? _____ When? _____

Did deceased give any signs of illness? (Describe) _____

7. Youth interviewed:

Name	Age	Reason admitted

8. Officials interviewed:

Name	Title

9. Principal causes of occurrence:

10. Summary of details of occurrence:

11. Recommendations to prevent such occurrences:

Report date _____

Reporting Officer's Signature _____

APPENDIX 3

EXTRACT FROM MUNICIPAL JAIL AND LOCKUP STANDARDS,
STATE OF ILLINOIS, JULY, 1980

XV. JUVENILE DETENTION

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

- A. Two classifications of youth are identified:
 - 1. Minors under 16 years of age are those youth who are less than 16 years of age.
 - 2. Minors under 17 years of age are those youth who are older than 16 but under 17 years of age.
- B. Minors under 16 may be detained on a strictly temporary basis, pursuant to identification and being taken into custody, in a police station when confinement is in a room, not a cell, that is completely separate and independent from any other area of confinement in the same building. Arrangements shall be made to transfer minors under 16 to a facility authorized to detain juveniles.
 - 1. Temporary shall mean a period not to exceed ten hours.
- C. Close supervision of minors under 16 shall be maintained.
 - 1. Male and female youths shall not be confined in the same room.
 - 2. A female jail officer or other trained female employee shall provide all supervision of female detainees confined in the detention room during periods of personal hygiene and care such as showers, toileting, and related activities.
- D. Minors under 17 may be confined in cells, rooms or yards in a jail or place ordinarily used for confinement of prisoners at a police station, but these cells, rooms or yards must be separate and distinct from the cells, rooms or yards in which adults are confined. Separate and distinct shall mean no visual or auditory contact with confined adults.
- E. Only those youth charged with the alleged commission of a delinquent offense or for whom a delinquency petition has been filed shall be detained.
- F. Records of juveniles must be maintained separate from adult records

1. Names of juveniles shall not be recorded in records that are subject to public review.
2. Records may not be open to public inspection or their contents disclosed to the public except by order of the court or when the institution of criminal proceedings has been permitted or the person has been convicted of a crime and is the subject of pre-sentence investigation or proceedings on an application for probation.

APPENDIX 4

EXTRACT FROM COUNTY JAIL STANDARDS,
STATE OF ILLINOIS, JULY, 1980

CHAPTER XXVII
JUVENILE DETENTION

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

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

"No minor under 16 years of age may be confined in a jail or place ordinarily used for the confinement of prisoners in a police station. Minors under 17 years of age must be kept separate from confined adults and may not at any time be kept in the same cell, room, or yard with adults confined pursuant to the criminal law."

A. Two classifications of youth are identified:

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

MINIMUM STANDARDS:

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

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

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

- A. Separate and distinct shall mean no visual and/or auditory contact.
- B. Minors under 17 years of age may be confined in an area designated for minors under 16.
- C. The same jail facilities may be used but not simultaneously with adults.

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

- A. Unless sooner released, a minor taken into temporary custody must be brought before a judicial officer within 36 hours, exclusive of Saturdays, Sundays and court-designated holidays, for a detention hearing to determine whether he shall be further detained.
- B. When a minor is delivered to the jail, a probation officer or such other public official designated by the court shall immediately investigate the circumstances of the minor and the facts surrounding his being taken into custody. If further detention is a matter of immediate and urgent necessity, written authorization of such public officer is required in accordance with Illinois Revised Statutes, Chapter 37, Section 703-4, Juvenile Court Act. The written authorization permits detaining the minor for up to 36 hours, excluding Saturdays, Sundays and court-designated holidays.
- C. Parents, legal guardian or person with whom the minor resides shall be notified if the law enforcement officer has been unable to do so.

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

- A. Supervision of minors under 16 shall be maintained by visual contact with each youth no less than once every 30 minutes.
- B. A shift log, in ink, shall be maintained as a record of incidents and activities, including supervisory checks, occurring on the shift.
- C. Detainee supervision shall be provided by a person of the same sex under the following conditions:
 1. When procedures which require physical contact or examination such as body searches are made.
 2. During periods of personal hygiene activities and care such as showers, toileting, and related activities.

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

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

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

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

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

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

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

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

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

- A. Coeducational classes may be scheduled.

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

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

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

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

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

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

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

END