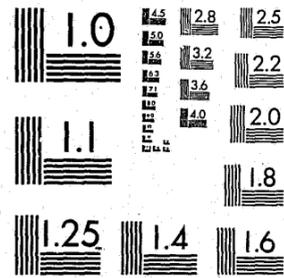


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COUNTY
SHELTER CARE
STANDARDS



State of Illinois

DECEMBER 1980

80947

ILLINOIS
COUNTY SHELTER CARE STANDARDS

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

BUREAU OF DETENTION STANDARDS
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NOV 1982
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U.S. Department of Justice
National Institute of Justice

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FOREWORD

This manual contains minimum standards and procedures for the operation of county youth shelter care facilities established and administered by any county in the State pursuant to the County Shelter Care and Detention Home Act and which are exempt from licensing regulations established under the Child Care Act.

A shelter care home is defined as a facility characterized by physically nonrestricting construction, hardware, and procedures which provides youth access to the surrounding community with minimal supervision.

Shelter care is short term family-type care in a community based facility for youth placed there through court commitment, pending court hearing or disposition or execution of a court order for placement, who require care away from their homes, but do not require placement in a physically restricting facility.

Children placed in shelter care must be provided with the essentials of life and offered educational, recreational, religious, social, and treatment opportunities. Shelter care should result in the least disruption of a child's normal activities. Program activities should provide for maximum use of community resources. Every child has a need for affection and concern and shelter care staff members must attempt to fulfill those needs.

Every child should be viewed as a person of dignity and worth and made aware that a responsive plan will be developed with each of them to provide an opportunity to maximize his or her potential. The goals of each shelter care home should be established on these principles.

Statutes, including Illinois Revised Statutes, Chapter 23, County Shelter Care and Detention Home Act, and Chapter 37, Juvenile Court Act, and sound management principles are fundamental guides to establishing these standards. The minimum standards contained herein, which must be met, reflect those guides.

AUTHORITY OF DEPARTMENT OF CORRECTIONS

ILLINOIS UNIFIED CODE OF CORRECTIONS

Illinois Revised Statutes, Chapter 38, Section 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 local agencies. The Department shall provide courses of training for the personnel of such institutions and conduct pilot projects in the institutions.

CHAPTER I

ADMISSION POLICY

The decision to admit a youth to a county shelter care facility is the responsibility of the court. These facilities are designed for those youth taken into custody under the Juvenile Court Act who do not require or are not authorized by law to be detained in a secure facility.

MINIMUM STANDARDS

- 1-1 STATEMENT OF ADMISSION POLICY: The Chief Judge of the circuit court of the county maintaining a shelter care home or his designee shall define, in writing, the shelter care admission policies.
- A. A qualified intake person shall be appointed to screen court placements and monitor shelter care admissions.
 - B. Twenty-four hour intake coverage shall be provided.
 - C. No child shall be accepted in a county shelter care home without authorization of a judge or person designated by a judge.
 - D. The person presenting a child for shelter care admission shall submit a detailed, written report of circumstances to the intake person.
 - E. No child shall be admitted to a shelter care home when such admission will result in exceeding the rated capacity.
- 1-2 ACCEPTABLE AGE GROUP: Only those youth 9 years of age to those under 18 years of age shall be accepted for admission.
- 1-3 SHELTER CARE HEARING: (Illinois Revised Statutes, Chapter 37, Section 703-5)
- A. Unless sooner released, a delinquent 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 shelter care hearing to determine whether the youth shall be further held.
 - B. Unless sooner released, a minor otherwise in need of supervision, a neglected minor or a dependent minor taken into temporary custody must be brought before a judicial officer within 48 hours, exclusive of Saturdays, Sundays, and holidays, for a shelter care hearing to determine whether he/she shall be further held.
 - C. The minor must be released from custody at the expiration of the 36 or 48 hour period, as the case may be, if not brought before a judicial officer within that period.

D. If a youth is further sheltered, a petition issued by a judge or person designated by a judge must be on file.

1-4 SITUATION CHANGE: A child shall be released by the court from shelter care when a change in the situation which necessitated such care occurs and the need for such care is no longer justified.

1-5 ACCEPTANCE OF CHILDREN: The admission criteria shall stipulate that children must be accepted regardless of race, creed, national origin or handicap.

CHAPTER II ADMINISTRATION

Shelter care procedures and programs should be based on a homelike environment. A non-secure setting is open in nature and designed to allow youth maximum participation in the community and its resources. It is intended to minimize the psychological hardships on youth held out-of-home and not to restrict freedom of movement.

MINIMUM STANDARDS:

2-1 SHELTER CARE RESPONSIBILITY:

A. The Chief Judge of the circuit court or any judge of the circuit designated by the Chief Judge, shall appoint the superintendent of the shelter care home, as well as all other necessary employees. (Illinois Revised Statutes, Chapter 23, paragraph 2683.)

B. The superintendent shall have responsibility and accountability for shelter care 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 staff development program.

A. Staff training shall consist of a minimum of 40 scheduled hours the first year of employment and 20 hours each year thereafter.

B. All staff assigned to shelter care 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 a fire, runaway, bomb threat, riot or natural disaster shall be a part of the manual.

2-5 JOB DESCRIPTION: Comprehensive duty descriptions for each shelter care position shall be in writing and furnished to each employee performing the function.

2-6 RECORDS: The superintendent shall ensure that all required records are maintained.

2-7 STAFF LIBRARY: Access to professional literature dealing with shelter care and related fields shall be provided.

2-8

CAPACITY: A shelter care facility shall have a capacity of at least five and no more than 20 youths.

- A. Counties contemplating establishing a facility of more than 20 capacity must submit a request for variance to the Director, Department of Corrections.

CHAPTER III

PERSONNEL

Improving staff performance to meet the expanded objectives of shelter care is a continuing process. Management must provide positive direction for staff members.

It is recognized that children who are placed in shelter care are often frightened, upset, angry, and lonely. The majority of these children will have emotional needs which will require special attention. Staff personnel must have qualities to provide the tenderness, understanding, and affection to children to ease the pain and anxiety of transition.

MINIMUM STANDARDS:

- 3-1 **SHELTER CARE STAFFING:** Each shelter care facility must have sufficient personnel to provide adequate 24-hour supervision of children seven days a week.
- A. A superintendent, qualified by training and experience to supervise staff and children, shall be appointed for each shelter care home.
 - B. No child shall be sheltered without a staff member on continuous duty in the living unit, awake and alert, at all times. (See Chapter XIII.)
 - C. Supervision by a female staff member shall be required any time a female child is sheltered.
- 3-2 **STAFF SELECTION:** Selection criteria for a potential staff member whose job responsibility requires immediate and direct contact with children shall include attention to such characteristics as emotional maturity; physical stamina; sense of humor; imagination; freedom from hostility; unbiased attitudes toward racial, ethnic, and religious differences; and skills suitable for dealing with retarded and/or physically handicapped children.
- 3-3 **RULES AND REGULATIONS:** Each staff member working with children shall have a thorough knowledge of all rules, regulations, and procedures for providing care to minors.
- A. Shelter care staff shall be thoroughly acquainted with all physical features of the facility and all emergency equipment.
- 3-4 **CASEWORK:** One professional staff member, with at least a bachelor's degree in social work or a related field, shall be a member of the shelter care staff.

- 3-5 CERTIFICATE, LICENSE, REGISTRATION: Persons with 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 State of Illinois.
- 3-6 DISCIPLINARY AND GRIEVANCE PROCEDURES: Procedures regarding employee disciplinary matters and grievances shall be established and made known to all employees.
- 3-7 STAFF PHYSICAL: Each person must have a physical examination by a medical doctor as a prerequisite for employment, to include a report that the person is free from communicable disease.
- 3-8 STAFF AGE: All persons in supervisory or other responsible positions shall be at least 21 years of age.

CHAPTER IV RECORDS

An accurate records system is of utmost importance. A complete record and report system provides the superintendent with an effective management tool and essential information for the court.

MINIMUM STANDARDS:

- 4-1 FACE SHEET AND PERSONAL RECORD INFORMATION: A face sheet and personal record file shall be maintained for each child (Standard 5-10).
- 4-2 CONFIDENTIAL RECORD: All face sheet data and case 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 a monthly report to the Bureau of Detention Standards and Services of the number of children sheltered 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 tenth 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 OCCURRENCES: All unusual incidents which involve or endanger the lives or physical welfare of staff members or children must be reported to the Bureau of Detention Standards and Services, utilizing the forms supplied by the Bureau (Appendix 2).
- A. Reports shall be forwarded within 72 hours of the occurrence.
- B. Extraordinary or unusual occurrences shall mean:
1. Death.
 2. Attempted suicide (if hospitalization or medical treatment is required).

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

4-5 REPORT TO COURT: A copy of the unusual occurrence report will be forwarded to the court by the superintendent.

4-6 POPULATION REPORT: A shelter care population report shall be supplied to the judge by the superintendent daily or as required by the court but not less than weekly. This report shall include the name of each child, day admitted, accumulated days of stay, date of hearing, and any other information the judge might request to assist the control of admissions.

CHAPTER V ADMISSION PROCEDURES

The legal authority for shelter care admissions is the Chief Judge or his designated representative. A thoroughly planned and well organized admission process is an indispensable prerequisite to good shelter care management.

MINIMUM STANDARDS:

5-1 LEGAL SHELTER AUTHORITY: The staff member accepting children for shelter care must determine each is being sheltered with proper legal authority.

5-2 IDENTITY: Identity of the child being admitted must be verified.

5-3 INJURIES: Any injured, ill or unconscious child must not be admitted to the shelter care facility until a medical examination has been conducted by a medical doctor to determine whether shelter care or hospitalization is appropriate.

A. A written record of diagnosis, treatment, and medication prescribed shall accompany the child if shelter care admission approval prevails.

5-4 PARENTAL NOTIFICATION: Shelter care staff shall notify the parents, guardian or other legally responsible person of the child's admission within one hour after arrival. If it is not possible to notify any of these persons within the allotted time, efforts will continue.

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

5-5 PERSONAL PROPERTY, ACCOUNTABILITY: Children admitted to the shelter care facility shall be provided the option of accepting personal responsibility for the safekeeping of personal property, sending the property home or having the facility accept responsibility for his/her personal property. Each personal property item retained by the facility shall:

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

B. The receipt must show the signature of the admitting staff member and the child with the original filed in the child's personal record file and the duplicate given to the child.

C. Children shall be allowed to wear rings, bracelets, watches, necklaces, earrings, and costume jewelry.

- 5-6 CLOTHING: Youth shall be permitted to wear their own clothing while in the shelter care facility.
- A. If the youth does not have access to clothing, or clothing is inappropriate for the season, the facility shall provide such clothing.
- 5-7 PERSONAL PROPERTY, SECURITY: All personal property of the child accepted by the facility shall be securely stored until such time as release or transfer occurs.
- A. Prohibited items, e.g., firearms, controlled substances, items that could be used as weapons, and which are officially confiscated or disposed of, shall be shown on the inventory. The superintendent is accountable for all prohibited items.
- B. Items of personal property subsequently added shall be recorded on the inventory and the person leaving the personal property shall be given a receipt.
- C. A system of strict accountability to ensure personal property security shall be established in writing.
- D. Personal clothing shall be laundered or dry cleaned, as appropriate, before storage and made ready for a child's court appearance, release or approved use during the shelter care period.
- 5-8 MEDICAL SCREENING. The admitting staff member shall observe the child for any obvious injuries or illnesses requiring immediate emergency medical care, rashes, body pests, unusual cough, high temperature, and general mental status. The officer shall determine by questioning if the child has medical problems, such as dependence on drugs or alcohol, asthma, diabetes, epilepsy, past treatment for mental disorders, allergies, if the child is on medication, and if the child is female, if she is pregnant.
- A. The examination shall be performed in an area that ensures privacy and dignity of the individual. The individual shall not be exposed to the view of others not specifically involved in the process.
- B. Examinations shall be conducted by a person of the same sex.
- C. Any child showing signs of or reporting unusual physical or mental distress shall be referred to health care personnel immediately.
- D. The superintendent or his designee shall question the parents, guardian or other legally responsible person as soon as contact can be made, regarding the medical history of the child, to include an immunization history and allergies.

- E. Any serious injuries existing at the time of admission shall be photographed in color.
- F. Any evidence of child abuse shall be reported to the Illinois Department of Children and Family Services.
- 5-9 MEDICATION: Any medication in the possession of a child at admission shall be labeled for identification and withheld until verification of its proper use is obtained. This determination shall be made at the earliest possible time. In no instance shall it exceed eight hours after admission or the time interval listed on the labeled directions, whichever is less.
- 5-10 FACE SHEET AND PERSONAL RECORD INFORMATION: A record for each child shall be established at admission and maintained throughout the period of shelter care. Such records 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 (residence and employment numbers).
- F. Physical description and characteristic marks.
- G. Religion or religious affiliation.
- H. Education level and name and address of school now attending.
- I. Reason for admission.
- J. Date and time of admission and authority.
- K. Name and title of person or any agency, including any law enforcement agencies, presenting or receiving youth.
- L. Dates of previous admissions and releases.
- M. Medical record of health and physical condition at admission, during shelter care, including treatment and medication administered, and condition at release. Medical records will be kept separately, subject to court order.
- N. Itemized record of children's cash, other valuables, and monetary expenditures and receipts while sheltered.
- O. Date and time of court shelter care order.
- P. Date of petition filing.
- Q. Date of shelter care, adjudicatory and/or dispositional hearing, including continuances.
- R. Date of temporary absences from shelter care home, authority to be absent, and destination.
- S. Social worker assigned.
- T. Probation officer assigned.
- U. Record of assigned social worker's visits.
- V. Record of misconduct and discipline administered.
- W. Date of release, including name of person and/or agency to whom released.
- 5-11 LICE AND OTHER BODY PESTS: Treatment, as directed by the facility physician, shall be initiated immediately when body pests are detected.

- 5-12 SHOWERS: All children must shower or bathe when admitted, except as amended by medical advice in individual cases.
- 5-13 ROOM ASSIGNMENT: The child shall be assigned to suitable quarters. (See Chapter VIII.)
- 5-14 ITEMS OF ISSUE: Children shall be provided with clean bedding, bath towel, washcloth, necessary clothing for everyday use, pajamas, soap, toothbrush, and dentifrice.
- A. Bedding shall consist of two sheets, flame retardant mattress, blanket(s) appropriate to the season of the year, a pillow, and pillow case.
- 5-15 RULES AND REGULATIONS: A copy of the printed shelter care home rules and regulations in English and Spanish shall be posted in a conspicuous place readily accessible to children.
- 5-16 ORIENTATION: An initial orientation, conducted by the social worker or a member of the group supervisory staff, shall be conducted at time of admission and a printed copy of orientation information in English and Spanish shall be posted in a conspicuous place readily accessible to children.
- 5-17 ORIENTATION CONTENT: The orientation shall include:
- A. Information pertaining to rising and retiring, meals, mail procedures, telephone privileges, visiting, correspondence, recreation, and medical care.
- B. Rules of conduct.
- C. Disciplinary procedures.
- D. Information regarding programs.
- E. Procedures for making requests or submitting complaints to staff members, judiciary or to Department of Corrections personnel.
- F. Orientation presentations shall be in written form and read to the children. Non-English speaking children shall be given interpretive assistance.

CHAPTER VI RELEASE PROCEDURES

The legal authority for release is the court.

The release of youth should be an orderly process. Shelter care staff must be familiar with documentation required before a child is permitted to leave a shelter care facility, whether for a temporary period or final release.

MINIMUM STANDARDS:

- 6-1 IDENTIFICATION: Positive identification shall be made by a staff member before transfer or release of a child.
- A. When a child is transferred or released to the custody of another person, a record shall be made of the date, time, and authority.
- B. The parents/guardian shall be notified of the time of release, when applicable.
- 6-2 PHYSICAL INSPECTION: Prior to final release, each child shall receive a physical inspection by a person of the same sex.
- 6-3 PERSONAL PROPERTY: All personal property and funds placed in the safekeeping of the facility, other than those legally confiscated, shall be returned to the child.
- A. Items shall be carefully inventoried, or otherwise accounted for, with the releasing staff member and the child signing the form.
- B. A copy of the itemized and signed receipt shall be maintained by the shelter care facility as a permanent record.
- C. The staff member releasing a child must assure that the child does not take property belonging to another.
- 6-4 CHILD ALLEGING FAMILY ABUSE: When a child refuses to return home, alleging parental or guardian abuse or neglect, the superintendent or his designee shall report such facts to the court. Suspected abuse shall also be reported to the Illinois Department of Children and Family Services.
- A. The superintendent shall file a written report of such allegations with the court and place a copy in the child's case folder.

CHAPTER VII
SEPARATION OF YOUTH

Separation procedures should be monitored periodically to ensure they are adhered to.

MINIMUM STANDARDS:

- 7-1 SEPARATION BY SEX: Female children shall be sheltered separate from physical and visual contact with male children during periods of sleeping, toileting, and bathing. Otherwise, coeducational activities are encouraged.
- 7-2 SEPARATION BY CATEGORY:
- A. Suicide Risk. When it is determined a youth is a suicide risk or demonstrates other serious mental distress, the child shall be immediately referred to professional clinical services, e.g., psychiatrist or psychologist.
 - B. Drug Abusers. Alcohol, narcotic or other drug abusers 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.
 - C. Separation by Age. Children in specified age ranges shall be provided separate sleeping accommodations.
 - 1. Nine to 13 years of age.
 - 2. Thirteen to 18 years of age.

CHAPTER VIII
HOUSING

When shelter care admission procedures are completed, children must be assigned appropriate quarters. Every child has a right to live in a homelike atmosphere where individual needs can be met.

MINIMUM STANDARDS:

- 8-1 SLEEPING ROOMS: A maximum of four children shall be assigned to any multiple occupancy sleeping room.
- A. A minimum of 60 square feet of floor space per bed shall be provided in multiple occupancy rooms. Beds shall be at least three feet apart.
 - B. Bunk-type beds are prohibited.
 - C. Single occupancy rooms must have at least 60 square feet of floor space.
- 8-2 ROOM EQUIPMENT: Children housed in individual or multiple occupancy rooms shall be provided with:
- A. A comfortable bed.
 - 1. Each child shall sleep one to a bed.
 - B. A closet for storage of clothing and personal items.
 - C. A desk or locker capable of being locked in order to secure personal items. If an item of furniture is provided which can be locked, a table may be substituted for a desk.
 - D. A lamp and chair.
 - E. Illumination to ensure a comfortable reading level (30 footcandles at desk level).
 - F. A night light.
 - G. A shelf for storage of toiletry items or other articles.
 - H. A rack or hook to hang towels/washcloths.
- 8-3 ROOM LEVEL: Rooms shall be located above ground level.
- 8-4 LIVING AREA: A living area containing no less than 30 square feet per child must be provided for each age group.
- A. Each living area shall be equipped with tables and chairs. Seating shall be provided for each child.

- B. A radio and television shall be provided.
- C. A bulletin board shall be provided.
- D. A cold water drinking fountain shall be provided.
- E. One toilet for each six occupants shall be provided.
- F. One shower head or tub for each six occupants shall be provided. Water for showers shall be thermostatically regulated.
- G. One wash basin with piped hot and cold water for each six occupants shall be provided.
- H. Each wash basin shall be provided with a mirror.

8-5 DANGEROUS CONDITIONS: Any condition constituting potential for injury must be corrected, e.g., frayed electrical cords must be replaced.

8-6 DOOR HARDWARE: Doors on sleeping rooms, wash rooms, and toilet rooms shall not be equipped with a lock.

8-7 TOILET STALLS: Toilet stalls shall be provided with privacy panels and doors.

8-8 HEATING AND VENTILATION: The building must be comfortably heated and cooled according to the season.

8-9 VARIANCES: Variances connected with physical requirements may be granted by the Director of the Department of Corrections for existing facilities. Normally, such variances shall not exceed two years. Variance requests of an administrative nature will not be granted. Additionally, variance requests will not apply to new construction or major renovation of a facility, except as indicated in Standard 2-8A.

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 children. 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.

8-10 COMPLIANCE: All requirements of a physical nature shall be complied with by January 1, 1986, for existing facilities.

A. Those noncompliances relating to physical conditions which adversely affect the treatment of children with respect to their health and safety may be considered for further action under the provisions of Illinois Revised Statutes, Chapter 38, Section 1003-15-2(b).

CHAPTER IX
MEDICAL AND HEALTH CARE

Health services should reflect the desire of the community to provide health care equivalent to that accorded its citizens. The facility should ensure that a comprehensive program of medical and health care appropriate for children is planned and implemented.

MINIMUM STANDARDS:

- 9-1 **MEDICAL AND HEALTH SERVICES:** All facilities shall provide a competent medical authority to ensure the following medical services are available:
- A. Diagnosis of complaints.
 - B. Treatment of ailments.
 - C. Prescription of medications and special diets.
 - D. Arrangements for hospitalization.
 - E. Liaison with community medical facilities and resources.
 - F. Environmental health inspections and procedures.
 - G. Supervision of special treatment programs, as for alcohol and other drug dependent children.
 - 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 needs of the children. Arrangements shall be made for a dentist to provide 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 private physician, clinic, county physician or county health department 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.
 - B. Access to psychiatric and/or psychological services must be provided in individual cases as needed.

- 9-3 **MEDICAL EXAMINATION ROOM:** A room shall be provided for medical examinations and shall be located close to the area used for processing new admissions.
- 9-4 **MEDICAL EXAMINATION:** All children admitted to shelter care shall undergo a medical screening as prescribed in Standard 5-8.
- A. Newly admitted children suspected of having any type of communicable disease shall be isolated and immediate referral made to the facility physician for a 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 children admitted to shelter care shall be given a medical examination by a physician or his/her designated qualified medical person within 14 days after admission, unless there is documentation the youth has had an examination within six months prior to admission.
- 9-5 **SICK CALL:** Procedures shall be established for daily sick call.
- A. The names of children 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 shelter care 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 child's personal file, of all treatment and medication prescribed, with date and hour such treatment and medication is administered.
- A. A written record shall be maintained of over-the-counter medication, e.g., aspirin, cough medicine, etc., issued by shelter care staff.
 - B. A written record shall be kept of all special diets.
 - C. A child's treatment and medication program shall be a part of the summary to the assigned social worker.
- 9-7 **MEDICAL SECURITY:** Security of medical supplies must be maintained at all times.
- A. Prescribed medication, including over-the-counter medication and other abusable medical supplies, shall be secured and accessible only to designated staff.

- B. Children 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 shelter care staff member.
 - C. A perpetual inventory of all prescribed drugs, including over-the-counter medication, and other abusable medical supplies shall be maintained.
 - D. Shelter care facilities shall not stock prescription drugs.
- 9-8 FIRST AID TRAINING: One person on duty per shift shall have completed a basic course of first aid training and cardiopulmonary resuscitation training (CPR).
- 9-9 FIRST AID SUPPLIES: Each facility shall maintain a stock of first aid supplies for the treatment of cuts, bruises, sprains, and other minor injuries.
- A. First aid supplies and all medication must be stored in a locked cabinet not accessible to children.
- 9-10 NOTIFICATION OF ILLNESS: Illness and treatment shall be reported to parents or guardians.
- A. Parents or guardian, the assigned social worker, and the court shall be immediately notified of a child's serious illness or injury.
- 9-11 MEDICAL OR PHARMACEUTICAL EXPERIMENTATION: Medical or pharmaceutical experimentation of any type is prohibited.

CHAPTER X
CLOTHING, PERSONAL HYGIENE, GROOMING

Good personal grooming habits should be considered part of the shelter care program in an effort to enhance morale, self-respect, and health.

MINIMUM STANDARDS:

- 10-1 CLEANLINESS: Mechanical washing and drying equipment and cleaning agents must be provided for children's clothing. Cleaning of children's clothing may be contracted.
- A. A staff member shall supervise and instruct children in the operation of machines and proper use of cleaning aids during the clothes washing process.
 - B. Outer clothing shall be changed at least three times weekly.
 - C. Underclothing and socks shall be changed daily.
- 10-2 GROOMING AND PERSONAL HYGIENE:
- A. Children without funds shall be provided necessary equipment and articles to maintain proper grooming and personal hygiene.
 - B. Bathing or showering shall be required at least three times weekly, except as amended by medical advice in individual cases.
 - 1. Every child shall have the opportunity to bathe or shower daily.
 - C. Children shall not be required to shave.
 - 1. Shaving equipment shall be made available.
 - 2. Females shall be provided with shaving supplies appropriate for personal hygiene needs.
 - D. Barber and beautician services shall be made accessible.
 - 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 child abuses the requirement of neat and clean grooming, the superintendent may designate grooming standards to be maintained by that child.

- E. Female children shall be provided articles for feminine hygiene.

CHAPTER XI
FOOD SERVICE

Growing children need three full meals per day, served at reasonable intervals, and adequate in quantity and nutritional value. Careful planning of menus and competent supervision in food preparation are required.

MINIMUM STANDARDS:

- 11-1 MEAL AND FOOD SERVICE: Shelter care 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 child's needs.
 - C. Meals shall be provided at reasonable and proper intervals, i.e., adhering to recognized breakfast, lunch, and dinner schedules.
 - D. Three complete and balanced meals shall be served each child for each 24 hours of shelter care.
 - E. A beverage, 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 shelter care.
 - F. Special diets shall be adhered to when prescribed by a physician.
 - 1. The original diet order shall be filed in the child's case folder and a copy sent to dietary personnel.
 - G. Menu items shall be substituted when a child's religious beliefs prohibit the eating of particular foods.
 - H. Nutritional planning shall take into consideration the dietary needs of youth who are hyperactive.

- 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 sufficient food service employees.
 - B. Contract for catered food service (either private firm or local governmental activity).

C. Food preparation establishments and services must meet the conditions and requirements, including license, established by 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. A record of catered meals served shall be maintained for three months.

B. The menus 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 and is satisfying to the majority.

11-5 ON-SITE FOOD PREPARATION AND SERVICE:

A. Food service employees must be qualified in training and supervising children assigned to food service.

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

2. Personal appearance of food service workers, employees or children, must be inspected regularly.

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

B. A heated or insulated cart capable of transporting containers of food, drink, and eating utensils shall be utilized when the serving or dining area 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 other foreign substances.

E. China, plastic dinnerware or divided/compartmented trays shall be used for full meal service.

1. 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, as appropriate.

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 degrees Fahrenheit water containing adequate soap or detergent; one compartment for rinsing; and one compartment for sterilization, with the water temperature no less than 170 degrees Fahrenheit 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.

I. Fresh fruits, vegetables, dairy products, meats, and frozen foods 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 zero degrees Fahrenheit.

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

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

A. At least one staff member shall be assigned to supervise children while dining.

11-7 FRUIT AND JUICES: Fruit juices and/or fresh fruit shall be provided daily.

11-8 FOOD APPORTIONING: Apportioning of food by children shall be supervised by staff members to ensure that favoritism or careless serving does not occur.

11-9 STORING OF FOOD: Children shall not be allowed to store food in their rooms.

- 11-10 EVENING SNACK: A light snack shall be made available to youth prior to bedtime.
- 11-11 TOILET FACILITIES: Toilet and wash basin facilities shall be available to food service personnel in the vicinity of the food preparation area.

CHAPTER XII

SANITATION

Good sanitation practices must be a prime consideration. Children, in varying stages of adolescence, exhibit individual differences with respect to their personal habits. The facility must be maintained in a clean and orderly condition.

MINIMUM STANDARDS:

- 12-1 GENERAL REQUIREMENTS: A cleaning schedule shall be established.
- A. Floors shall be cleaned at least once daily.
 - B. Windows shall be clean.
 - C. Insect screens shall be installed in windows, when appropriate, for protection from flying insects.
 - 1. Exterior doors shall be equipped with a screen door.
 - 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 10 cubic feet per minute of air exchange per person.
 - F. Walls shall be kept clear of graffiti.
 - 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 stored in a well ventilated place.
 - I. All cleaning details shall be under the supervision of a staff member.
- 12-2 FACILITY EQUIPMENT: Quarters equipment, e.g., toilets, wash basins, 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 SUPPLIES: An adequate supply of clean clothing, bedding, towels, washcloths, soap, and cleaning supplies shall be maintained.

- A. Sheets, pillow cases, 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 shall be spray sanitized monthly or before reissue.
- E. A clean towel and washcloth shall be issued to each child at least three times weekly.
- F. Shaving tools shall be returned to a staff member. The staff member must ensure they are clean.

- 1. Shaving tools must be securely stored when not in use.

12-4

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. Plumbing facilities shall conform to the Illinois State Plumbing Code.
- D. The range cooking surface shall be scraped daily.
 - 1. Hoods, vents, and filters shall be cleaned weekly.
- E. All windows, walls, and woodwork shall be kept clean.

12-5

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.

12-6

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

12-7

LIVING AREA: Furniture in living areas shall be wiped free of dust daily.

12-8

REFUSE RECEPTACLES: Refuse receptacles shall be located in living and sleeping areas and emptied daily.

CHAPTER XIII
SUPERVISION

The primary objective of any shelter care facility is to provide a safe and humane abode for children. Trained personnel must, at all times, ensure the well-being and safety of children placed under their care.

MINIMUM STANDARDS:

- 13-1 **SHIFT COVERAGE:** There must be sufficient staff members present in the shelter care facility, awake and alert at all times, to provide supervision while children are sheltered.
- A. A shelter care facility shall not have fewer than two persons on duty and one on call.
1. Two staff persons of the same sex may be on duty and one of the opposite sex on call when only male or female children are sheltered, e.g., when there are no female children sheltered, a female staff member must be on immediate call and when there are no male children sheltered, a male staff member must be on immediate call.
- B. Staff members shall maintain a record, in ink, of visual contact with each child not less than once every 60 minutes. Entries shall show the time of checks by the staff member, signature, and any relevant remarks.
- C. Staff shall keep a constant record of the whereabouts of all children, e.g., school, church, recreation.
- 13-2 **LOG RECORD:** A shift log, in ink, shall be maintained as a record of incidents and activities, including supervisory checks (Standard 13-1B, above), occurring on the shift.
- A. A headcount shall be made and recorded at least four times daily, including counts taken at change of shift and lights out time.
- 13-3 **SUPERVISION BY YOUTH:** No child shall be allowed to have authority or disciplinary control over another child.
- 13-4 **NIGHT HOURS:** Designated lights out time shall be determined by administrative policy but shall not be set earlier than 10:00 p.m.

CHAPTER XIV
SAFETY

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

MINIMUM STANDARDS:

- 14-1 **FIRE PROTECTION:**
- A. Based on the size of the facility, there shall be at least one fire extinguisher installed in the basement and on each floor for each 5,000 square feet of floor space.
- B. Extinguishers shall be readily accessible.
- C. Extinguishers shall be examined not less than once each year and tagged with the date of inspection and initials of the inspector.
- D. An automatic fire alarm system, including smoke detectors, shall be installed.
- E. All staff members shall be familiar with the characteristics and operation of all types of extinguishers, fire hoses, etc., in the facility.
- F. Emergency evacuation drills shall be conducted at least monthly and a record maintained.
- G. The local fire department or nearest fire prevention authority shall be contacted regarding the location, type, and number of fire extinguishers, smoke detectors, and fire alarm system.
- 14-2 **EMERGENCY EXITS:** Emergency exit doors shall be clearly indicated with at least 4½ inch block lettering stating "EXIT", lighted at all times, and their location known to all occupants.
- A. There shall be two exits from each floor of the shelter care facility.
- B. The emergency exit doors shall be arranged and maintained so they can be readily opened without the use of a key.
- 14-3 **COMBUSTIBLE MATERIALS:** Combustible materials, such as drapes, curtains, and rugs shall be of flame proof material.
- A. Paint shall be flame retardant.

- 14-4 MAINTENANCE: Any damaged or nonfunctioning equipment must be promptly repaired.
- 14-5 STAIRWAYS: Stairways must be provided with a hand rail.
- 14-6 HANDICAPPED CHILDREN: Retarded and/or physically handicapped children must be sheltered on the ground floor.
- 14-7 UNSUPERVISED ACTIVITY: Children shall be prohibited from engaging in any unsupervised activity that could cause injury.
- 14-8 SAFETY ORIENTATION: Children who volunteer and are assigned to operate or use potentially dangerous tools or machinery or to participate in vocational type tasks, shall be given a safety orientation prior to participation and shall be supervised while performing the task.
- 14-9 HAZARDOUS SUBSTANCES: Floors and other walking surfaces shall be kept free of substances producing hazardous footing.
- 14-10 FIREARMS AND OTHER WEAPONS: No person, including law enforcement personnel, shall be permitted to enter any living or sleeping section of the shelter care facility with a gun or other weapon on his person.
- A. Weapons shall be stored in a secure and locked drawer, cabinet or container immediately upon entry to the facility.
- 14-11 EMERGENCY LIGHTING: An emergency lighting source shall be available in the event of a primary power failure.
- 14-12 SHOWERS: Shower floors and tubs shall have safety strips or other non-skid devices applied to prevent slipping.
- 14-13 POISONOUS COMPOUNDS: All poisonous compounds shall be kept in a locked steel cabinet. Such substances shall not be stored in the kitchen or food storage areas.
- 14-14 STATE OF ILLINOIS REGULATIONS: In addition to these standards, the adherence to the rules and regulations of the Division of Fire Prevention, State of Illinois, is required.
- A. Fire evacuation plans will be posted in areas frequented by youths.

CHAPTER XV

DISCIPLINE

Discipline should be administered in such a way as to help the individual child develop his own self-controls and to assume responsibility for his own acts.

The institution should establish simple and understandable house rules, for both children and staff, that set the limits of behavior required for the protection of the group and individuals within the group.

MINIMUM STANDARDS:

- 15-1 WRITTEN RULES: As part of the admission procedure, every child 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.
- F. All other matters necessary to enable children to understand both their rights and obligations.
- 15-2 WRITTEN RULES, ILLITERATE CHILDREN: If a child is illiterate, information shall be conveyed orally.
- A. Special assistance shall be given to non-English speaking youth in their own language.
- 15-3 COMPLAINTS: Each child shall be permitted to make requests or complaints to the shelter care administration, the judge or other court employees without censorship as to substance.
- 15-4 VIOLATIONS, REPORTING OF: Shelter care staff members, who observe disciplinary violations, shall submit a written report of the incident.
- A. A copy of the incident report and investigation report will be filed in the individual case folder.
- B. Written reports of serious violations of rules, e.g., assaults on staff or other children, assault by staff on youth, and

incidents involving use of force by staff members on children shall be forwarded to the court.

- 15-5 RESTRICTED DIETS: Non-medical restricted diets are prohibited. Food shall never be withheld as a disciplinary measure.
- 15-6 GROUP DISCIPLINE: Group discipline for the misbehavior of one or more children is prohibited. Discipline must be meted out on an individual basis.
- A. Confinement of a child in a locked room is prohibited.
- 15-7 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 results in physical pain or discomfort to a youth. Corporal punishment is prohibited.
- 15-8 USE OF FORCE BY A STAFF MEMBER: Use of force is prohibited. This prohibition in no way prohibits self defense or prevention of injury to another staff member or a child. When the use of force is warranted, it shall not exceed the physical holding of the minor.
- A. When a staff member uses force against a child, a complete written report of the incident must be made by the staff member and a copy of the report forwarded to the court.
- B. The report shall be placed in the minor's file and the minor's attorney and parents/guardian notified within 24 hours.
- 15-9 USE OF RESTRAINT DEVICES: Restraint devices shall not be applied as a penalty.
- A. Restraint devices shall not be used except on order of the superintendent to prevent youth from inflicting injury to themselves or others. In these instances, restraints shall be used only on a temporary basis, not to exceed two hours, until the youth can be examined by a medical doctor or transported to a licensed medical facility or to professional clinical services.
- B. When restraint devices are used, a full written report of the incident shall be made, a copy of the report forwarded to the court, and one copy placed in the child's file.
- C. Chains or irons shall not be used as restraints.
- D. Psychotropic medicines shall not be used as a disciplinary device or control measure.
- 15-10 MAJOR LAW VIOLATIONS: Acts covered by statutory law committed by children in custody shall be reported to law enforcement authorities.

CHAPTER XVI
EMPLOYMENT OF CHILDREN

Active and inquisitive children need to have their time occupied. Idleness contributes to disciplinary problems and to the deterioration of programs. Children need training in establishing good work habits.

MINIMUM STANDARDS:

- 16-1 WORK ASSIGNMENTS: Children shall be required to perform general housekeeping tasks and yard work that is considered normal in a family setting.
- A. Work assignments shall not be used as a form of discipline.
- B. Assignments shall be made according to the ages and abilities of children.
- C. Assignments shall not interfere with regular school programs, study periods, recreation or sleep.
- 16-2 STAFF, SUBSTITUTE FOR: No child shall perform work assignments as a substitute for a staff member task.
- 16-3 EMPLOYMENT: Youth may be allowed to take employment outside of the shelter care facility.
- A. Adherence to the State of Illinois child labor statutes and regulations is required.

CHAPTER XVII
MAIL PROCEDURES

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

MINIMUM STANDARDS:

- 17-1 SCOPE: A child shall be allowed to correspond with anyone.
- 17-2 INCOMING MAIL: Children 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 in the presence of the addressee. Packages shall also be examined for contraband in the presence of the addressee.
- B. Cashier checks, money orders, certified checks or cash shall be recorded in the child's personal property record or trust fund account indicating the sender, the amount, and the date received. Such funds will be given to the child unless he/she wants the funds placed in safekeeping.
- C. Incoming letters or packages containing prohibited items i.e., controlled substances, firearms or items easily converted for use as a weapon, shall be held for further inspection and disposition by the superintendent.
1. Prohibited items received shall be handled with care and labeled, indicating the date of receipt, the name and address of the sender, the name of the addressee, 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 children on the day it is received.
1. A released child's mail shall be forwarded unopened. If no forwarding address is available, mail shall be returned, unopened, to the sender.
- E. A child shall not be allowed to open, read or deliver another youth's mail.

17-3 OUTGOING MAIL: Each child shall be permitted to send, at personal expense, an unlimited number of letters and packages.

- A. Postage shall be provided to indigent children for at least three letters per week.
- B. Postage supplied to children shall not be transferable.
- C. Appropriate stationery, envelopes, and a writing implement shall be supplied, but children may use such items as they themselves provide.
- D. A program permitting children 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.
1. Greeting cards and postage shall be provided indigent children on request.
- E. Children shall submit outgoing mail in sealed envelopes.
- F. Outgoing mail shall not be opened.

17-4 CERTIFIED OR REGISTERED MAIL: Each shelter care facility shall establish procedures for processing certified or registered mail.

17-5 PRIVILEGED MAIL, INCOMING:

- A. Incoming privileged mail may be opened only for the purpose of verifying the addressee and the addressor and to ascertain that prohibited items are not enclosed. Mail opening must be in the presence of the youth.
- B. Privileged mail is mail received from any of the following:
1. 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.
2. 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.
3. Any attorney licensed to practice law.

4. Legal aid organizations and any other organization whose official declared purpose is to provide legal services for youth.

5. Members of the news media.

17-6 DISCIPLINARY DENIAL: Children shall not be denied mail rights for disciplinary purposes.

17-7 RELEASE: On release, a child shall be permitted to take all personal mail.

CHAPTER XVIII

TELEPHONE

Use of the telephone to talk with family members, friends, and concerned persons aids the child in maintaining a personal touch with family functions and tends to reinforce family ties.

MINIMUM STANDARDS:

18-1 TELEPHONE COMMUNICATION, LEGAL RIGHT: Each child shall be given an opportunity to make a reasonable number of telephone calls upon admittance.

18-2 TELEPHONE PROGRAM: A scheduled program to permit each child to place at least one call daily to parents, guardians or friends shall be established. Calls to an attorney, probation officer or social worker shall not count against allotted calls but they must be at reasonable hours. The shelter care facility is not required to provide funds for toll calls.

A. At least 15 minutes shall be allotted for each personal phone call.

B. Telephone calls shall not be monitored or otherwise listened to by staff members in any manner.

18-3 INCOMING TELEPHONE CALLS: Children shall be allowed to receive telephone calls daily from parents or guardians, clergy, and friends, provided they are at reasonable hours. Attorney, probation officer, and social worker calls shall not be limited in number.

A. At least 15 minutes shall be allowed for each incoming personal call.

18-4 VIOLATION OF TELEPHONE RULES: Violation of shelter care rules governing the telephone program may result in suspension of telephone usage for personal calls for a designated period of time for the individual; however, telephone calls to an attorney or court personnel shall never be denied.

CHAPTER XIX

VISITING

Frequent visits provide a direct and valuable link of communication between the child, his family, friends, and concerned persons. The assurance of family ties is reinforced and relieves the feeling of insecurity.

MINIMUM STANDARDS:

- 19-1 **VISIT REGULATIONS:** The superintendent shall establish written procedures for visits.
- A. A liberal schedule shall be established permitting visits at least nightly between end of evening meal and bedtime, and all day on Saturday, Sunday, and holidays.
 - B. No restriction shall be placed on visits by attorneys, clergy, social workers or other persons professionally associated with a child's case at reasonable, non-scheduled hours.
 - C. Children shall be permitted at least one hour for each visit.
- 19-2 **INTERVIEWS:** An area for private interviews between the child and attorney, religious advisor or other professional person shall be provided and arranged so as to ensure privacy.
- 19-3 **VISIT DENIAL:** Persons under the influence of alcoholic beverages or drugs shall be denied visits with children.

CHAPTER XX

SOCIAL SERVICE PROGRAMS

Many social and welfare agencies, service clubs, citizen interest groups, self-help groups, and individual citizen volunteers have the potential to assist youth and should be invited to participate in facility programs. These various resources, which may be public or private, national or local, can provide assistance ranging from providing materials and financial assistance to guidance, counseling, and supportive services in the wide array of youth interests.

MINIMUM STANDARDS:

- 20-1 **COUNSELING:** Psychiatric, social services, and counseling services shall be provided, as needed, in individual cases.
- 20-2 **USE OF VOLUNTEERS:** Volunteer workers and social workers offering needed services shall be invited to participate in shelter care programs.
- 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.)
 - 1. Prior to providing services, all non-staff volunteers shall be given an orientation governing the policies and procedures of the shelter care facility.

CHAPTER XXI

EDUCATION

Education is a basic need and inherent right of every child. Handicapped children must be afforded the same quality education as other children.

A program of instruction, based on a sound philosophy of education, is essential to furnish structure to an important element of a youth's day through the use of guided activity with academic - vocational value.

MINIMUM STANDARDS:

- 21-1 EDUCATION: A regular schedule of academic instruction and related educational services appropriate to the needs of each individual shall be made available for children who have not attained the age of 16 years and made accessible to youth over 16 years of age who wish to participate.
- A. A child's community school shall be immediately notified of his/her shelter care status.
 - B. During the first three days of placement, children shall be offered education materials based on discussion with the child's community school personnel.
 - C. After three days in placement, or before if it appears the child will remain longer than three days; the shelter care facility shall arrange for children to attend a community based school or provide an on-site school program.
 - D. Community Based School:
 - 1. Every effort shall be made to arrange for youth to attend their home school.
 - 2. The facility shall arrange for transportation to and from a community school.
 - 3. The facility shall maintain contact at least weekly with school personnel to review each child's school progress and program.
 - 4. The facility shall provide tutorial assistance when required and assistance with homework.
 - E. On-Site School:
 - 1. Teacher personnel shall be qualified by training and certified by the State of Illinois.
 - 2. The curriculum must provide for instruction in the basic subjects.

3. Equipment and supplies shall be of similar quantity and quality as provided in public schools.

4. Classrooms shall provide not less than 20 square feet of floor space per student.

21-2 PHYSICALLY/MENTALLY HANDICAPPED: Physically handicapped and/or retarded children must receive academic instruction appropriate to their needs.

21-3 SCHOOL EXEMPT CHILDREN: Constructive activities for school exempt children shall be provided.

21-4 LIBRARY SERVICES: Library services shall be available to all children.

CHAPTER XXII
RELIGIOUS SERVICES

MINIMUM STANDARDS:

- 22-1 RELIGIOUS SERVICES: Children shall be afforded an opportunity to participate in religious services of their faith in their community church and receive religious counseling.
- A. Children shall be permitted to participate in church services as individuals rather than as a regimented group.
- B. The facility shall arrange for transportation to and from church, where required.
- 22-2 COMPULSORY PARTICIPATION: Children shall not be required to attend, participate in or be exposed to religious services or discussions.

CHAPTER XXIII
RECREATION AND LEISURE TIME

Recreation activities play a major role in the development of children. Recreation should enhance sportsmanship, coordination, and peer acceptance.

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

MINIMUM STANDARDS:

- 23-1 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. The indoor and outdoor recreational program shall include the use of recreational resources available in the community.
- 23-2 EXERCISE AREA: An exercise room and a yard of sufficient area to allow strenuous physical exercises must be accessible.
- 23-3 WRITTEN POLICY: There shall be a written policy covering day-to-day exercise activities and schedules.

CHAPTER XXIV
NEW DESIGN AND CONSTRUCTION

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

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

MINIMUM STANDARDS:

- 24-1 **DEPARTMENTAL APPROVAL:** The Department of Corrections, Bureau of Detention Standards and Services, must review all remodeling and construction plans of shelter care 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. All minimum standards for existing facilities shall apply.
- 24-2 **COMPLIANCE WITH LOCAL AND STATE LAWS:** 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.
- A. 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.
- 24-3 **LOCATION:** The site shall be located so as to be reasonably accessible to available public transportation, schools, churches, and health services.

- 24-4 **RATED CAPACITY:** The rated bed capacity of each shelter care facility shall be established prior to construction and shall not exceed 20 children.
- 24-5 **ARCHITECT, CONSULTATION WITH:** The architect shall be immediately informed of available Department of Corrections consultation services.
- 24-6 **LIGHTING:** Fixtures must provide 30 footcandles of illumination for reading areas and 20 footcandles elsewhere. Building design shall provide for maximum natural light.
- 24-7 **EQUIPMENT:** Residential-type equipment shall be provided in shelter care facilities.
- A. Sleeping room doors shall have a ventilation feature unless air conditioning is provided.
- 24-8 **CORRIDORS:** All corridors and passageways to be used as a means of exit shall be at least four feet wide.
- A. Corridors and passageways shall be properly lighted at night.
 - B. Individual rooms shall be on each side of the corridor in a staggered fashion. Doors shall swing open into the corridor.
 - C. The corridor shall provide direct entrance into the living area from the sleeping area.
- 24-9 **ADMISSION AREA:** The admission area shall be accessible by separate entrance for youth being admitted and shall be:
- A. Adjacent to the shelter care area.
 - B. Equipped with toilet, wash basin, and shower facilities.
 - C. Provided with a medical examination room adjacent to the admission area.
- 24-10 **STORAGE:** Adequate storage area shall be provided in the admission and living unit areas.
- A. Storage rooms, especially janitor closets, will be ventilated.
- 24-11 **ADMINISTRATION AREA:** The administration area shall provide adequate office space for private consultation.
- A. A staff wash room shall be provided.

24-12

SEPARATION OF SHELTER CARE AND DETENTION: A single structure housing youth placed either in shelter care or detention must, by physical arrangement, clearly separate the two in accordance with their basic physical features, programs, and functions; however, a common kitchen may be used for meal preparation.

DEPARTMENT OF CORRECTIONS

**BUREAU OF DETENTION
STANDARDS AND SERVICES
Conkle Hall, Second Floor
1301 Concordia Court
Springfield, Illinois 62702
217/522-2666, Ext. 6100**

SHELTER CARE POPULATION REPORT

Name of Facility	Month and Year	
	Male	Female
1. Number of juveniles in shelter care 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 shelter care days during month		
6. Number of runaways during month		

**TABLE I
DELINQUENTS ADMITTED**

Male	Female
Released within 36 hours	
Male	Female

**TABLE II
*MINS; STATUS OFFENDERS ADMITTED**

Male	Female
Released within 48 hours	
Male	Female

**TABLE III
NEGLECTED MINORS ADMITTED**

Male	Female
Released within 48 hours	
Male	Female

**TABLE IV
DEPENDENT MINORS ADMITTED**

Male	Female
Released within 48 hours	
Male	Female

* List MINS on left/status offenders on right.

Report prepared by _____

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

DEPARTMENT OF CORRECTIONS

STATE OF ILLINOIS

BUREAU OF DETENTION
STANDARDS AND SERVICES
Conkle Hall, Second Floor
1301 Concordia Court
Springfield, Illinois 62702
217/522-2666, Ext. 6100

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 _____