Juvenile Detention Center Inspection Checklist

Kane County JDC

Mike Davis 37N655 Rte. 38 St. Charles. Illinois 60175

Chief Judge

Judge Susan-Clancy Boles 37N755 Rte. 38 St. Charles, Illinois 60175

Sheriff

Ron Hain 37N755 Rte. 38 St. Charles, Illinois 60175

Officials

Circuit Clerk

Thomas Hartwell 37N755 Rte. 38 St. Charles, Illinois 60175

County Board President

Christopher Lauzen 37N755 Rte. 38 St. Charles, Illinois 60175

County Clerk

Jack Cunningham 37N755 Rte. 38 St. Charles, Illinois 60175

Titles

Date of Inspection: 11-20-2018

Officials (and titles) Interviewed:

Mike Davis				
Amy Sierra				
Date Building Constructed: 1997	Date Renovated: N/A			
		Male	Female	Total
Capacity:				<u>80</u>
Population on Inspection Date:		<u>12</u>	<u>03</u>	<u>15</u>
		Single	Double	Other
Number of Detention Rooms:		<u>80</u>	<u>o</u>	<u>0</u>
		Male	Female	
Number of Employees Assigned Full-time Detention Duties:		<u>25</u>	<u>18</u>	
Number of Employees Assigned Part-time Detention Duties:		<u>0</u>	<u>o</u>	

Juvenile Detention Center Inspection Checklist

	702.10 ADMISSION POLICY	YES	NO	N/A
1.	Is the court's admission policy in writing?	ES		N/A
2.	Had a qualified intake officer been appointed?			
	Are 24-hour intake services provided?	\boxtimes		
	 Does the officer presenting a youth to the court's intake officer submit a detailed written report of the alleged charge? 	\boxtimes		
	 Have admissions been maintained at or below center capacity? 	\boxtimes		
3.	Are neglected minors, dependent minors, minors otherwise in need of supervision, and status offenders prohibited from being confined?	\boxtimes		
4.	Is each delinquent minor brought before a judicial officer within 40 hours, exclusion of Saturdays, Sundays, and court designated holidays?			
5.	Is each minor released from custody at the expiration of 40 hours if not brought before a judicial officer within that period?			
6.	Is a written order issued by a judge, his designee, or petition placed on file if a youth is further detained?	\boxtimes		
7.	Are youth prohibited from being committed in excess of 30 days as a form of sentence?	\boxtimes		
	702.20 ADMINISTRATION			
	702.20 ADMINISTRATION	YES	NO	N/A
1.	Does the superintendent have full responsibility and accountability for secure custody management?			
2.	Are purpose of supervision, guidance, and treatment clearly stated in writing?	\boxtimes		
	 Are staff members fully aware of these objectives? 	\boxtimes		
3.	Is there a program that provides orientation, staff development, and in-service training?	\boxtimes		
	 Do staff members with direct contact of detainees receive a minimum 40 hours in-service training each year? 	\boxtimes		
	Are staff members familiar with the Illinois County Juvenile Detention Standards?	\boxtimes		
4.	Has an operational manual been published?	\boxtimes		
	 Is a copy of the manual furnished to each staff member? 	\boxtimes		
	• Are emergency procedures (evacuations, fires, riots, escapes, bomb threats, and natural disasters) a part of the manual?			
5.	Are there comprehensive, written duty descriptions of each detention position?	\boxtimes		
	 Is the copy issued to each employee performing the function? 	\boxtimes		
6.	Are all required records maintained?	\boxtimes		
7.	Do staff members have access to a library providing professional literature dealing with detention-related fields?			
	702.30 PERSONNEL	YES	NO	N/A
1.	Are sufficient personnel assigned to provide adequate supervision of youth 24 hours a day?			
2.	Has a superintendent been appointed?	\boxtimes		
	 Is the superintendent qualified to supervise youth and staff, by training and experience? 	\boxtimes		
	 Has an assistant superintendent been designated for this facility, if rated for more than 25 or more capacity? 			
	 Is the assistant superintendent qualified to supervise youth and staff, by training and experience? 	\boxtimes		
3.	Is a female staff member on duty any time a female youth is in custody?	\boxtimes		
4.	Are three persons on duty per shift?		H	

DJJ 0354 (Rev. 10/2017) (Replaces DCJ 407A) Distribution: Audit File Printed on Recycled Paper

Do staff members have a thorough knowledge of the rules and regulations?

5.

 \square

Juvenile Detention Center Inspection Checklist

6.	Are staff members thoroughly acquainted with all security features and emergency equipment?	\boxtimes		
	702.30 PERSONNEL Continued	YES	NO	N/A
7.	Are appropriate numbers of professional persons assigned?	\boxtimes		
8.	Does the professional staff posses appropriate qualifications as required by law?	\boxtimes		
	702.40 DECORDS			
	702.40 RECORDS	YES	NO	N/A
1.	Has a complete and accurate face sheet and personal record file been established for each youth?			
	Does it contain the required data?	\boxtimes		
2.	Are face sheet data and police record information prohibited from being made public without court authorization?			
3.	Is the monthly population report properly submitted?	\boxtimes		
4.	Are extraordinary or unusual occurrences properly reported?	\boxtimes		
5.	Are youth who have been detained continuously for more than 30 days brought to the attention of the presiding judge of the juvenile court?			
	702.50 ADMISSION PROCEDURES			
	702.30 ADMISSION PROCEDURES	YES	NO	N/A
1.	Are Notices of Rights in the English and Spanish languages conspicuously posted?	\boxtimes		
2.	Do intake personnel determine the legality of detention?	\boxtimes		
	Is the identity of a youth verified?	\boxtimes		
3.	Are seriously injured, ill, or unconscious youth given a medical examination by a licensed physician prior to admittance?			
4.	Are parents, guardians, or other responsible persons notified of a youth's admission within one hour?	\boxtimes		
5.	Are youth given a strip search consistent with law?	\boxtimes		
	Are strip searches conducted in privacy?	\boxtimes		
	 Are strip searches conducted by a person of the same sex? 	\boxtimes		
	Is the personal clothing searched?	\boxtimes		
6.	Are receipts issued for all personal items taken?	\boxtimes		
	 Does the receipt contain signatures of the receiving staff member and the youth? 	\boxtimes		
	 Is the original receipt filed with the youth's records? 	\boxtimes		
	Are personal items fully described?	\boxtimes		
7.	Is personal property securely stored?	\boxtimes		
	 If personal property has been released to a third party, do receipts contain necessary signatures? 			
	 Is there a system, established in writing, for strict accountability to ensure personal property security? 	\boxtimes		
8.	Does the receiving staff member inquire and examine the youth for obvious injuries, medical tags, rashes, etc.?			
	 Are referrals made to health care personnel immediately for youth having physical or mental distress? 			
9.	Is medication in a youth's possession at admission labeled and withheld, until examined by a physician?	\boxtimes		
	 Is the examination and determination made within eight hours, or within the time interval specified for administration of medication on the prescription container, whichever is less? 			
10. 11.	Is immediate treatment given upon detection of body pests or vermin? Are all youth required to take an admitting shower or bath?	\boxtimes		

Juvenile Detention Center Inspection Checklist

* Mandatory Items	Yes	No	Number		ten clea issued	
Towel	X		1		week	
Bath Soap	X		1	As needed		
Toilet Tissue	X		1	As	neede	d
Mattress	X		1	Checl	ked wee	ekly
Blankets	X		1	,	Week	-
Sheets	X		2	,	Week	
Pillow	X		1	Checl	ked wee	ekly
Inst. Uniform	X		2	,	Week	-
Footwear	X		2	Checl	ked wee	ekly
Are the item13. Is each youth give14. Are youth prohib	• •	? egulations at time of admiss placed in isolation at admis				
15. Are mattresses f16. Is an orientationDoes it incluIs the orientation	lame retardant? given to each youth at tin de all required informatio ation information in writing	ne of admission? n?				
	702	2.60 RELEASE PROCED	<u>URES</u>	YES	NO	N/A
1. Is positive identifi	ication of each youth mad	de prior to discharge, trans	fer, or release?			
 Is a record m 	nade as to date, time, and	d authority of each release	?	\boxtimes		
2. Is each youth giv	en a physical inspection	and a record made of woul	nds or injuries?	\boxtimes		
3. Are youth search	ed prior to release?			\boxtimes		
4. Are all personal p	property items inventoried	and returned to the youth	?	\boxtimes		
5. Are copies of iter permanent record		s maintained by the detenti	ion center as a	\boxtimes		
	erred to the custody of the naccordance with Illinois	Illinois Department of Cor Revised Statutes?	rections with appropriate			
	702.7	0 SEPERATON, SEGRE	GATION			
Are female youth	living areas separated fr	om auditory and visual cor	ntact with male youth?	YES	NO	N/A
•	•	nent receive immediate ex	•			
a. Are such you3. Are clinical service	uth transferred to an appr ces available for youth wit	opriate facility? th suicidal tendencies or se		\boxtimes		
•	s given proper medical ca					닏
•	in disciplinary or adminis inement directed for no m	strative segregation kept in nore than 36 hours?	room confinement?	\boxtimes		
•	sited daily by the superint of the visits maintained?	endent, or designated repr	resentative?	\boxtimes		

Distribution: Audit File Printed on Recycled Paper DJJ 0354 (Rev. 10/2017) (Replaces DCJ 407A)

Juvenile Detention Center Inspection Checklist

Floo	ors of detention: 01			
	anliness Rating:	GOOD	FAIR	POOF
0.00	Showers			□
	Windows			
	Rooms			П
	• Floors		H	
	Walls			
	• Corridors			
	• Cornuors	YES	NO	N/A
1.	Does each detention room provide at least 80 square feet of floor space?			
••	Are detention rooms designated single occupancy?		H	
	 Are youth provided at least 80 square feet of floor space in multiple occupancy rooms? 		\exists	
2 A	re detention rooms equipped with:			
,\	A rigidly constructed bed?	\boxtimes		П
	A washbasin with piped hot and cold water?		H	П
	702.80 HOUSING Continued	YES	NO	N/A
	A toilet?	\boxtimes		
	Sufficient illumination to ensure a comfortable reading level?	\boxtimes		
	Disposable drinking cups (if not bubbler equipped)?	\boxtimes	$\overline{\Box}$	
3.	Are light fixtures in detention rooms recessed and tamperproof?	\boxtimes	$\overline{\Box}$	
4.	Are detention rooms located above ground level?			
5.	Do living areas provide at least 30 square feet of floor space per youth?	\boxtimes		
6.	Are living areas equipped with tables, chairs, radio, television, bulletin board, drinking	\boxtimes		
	fountain, and one shower head for each six occupants?			
7.	Are items adaptable for use as weapons inaccessible to youth?	\boxtimes		
	702.90 MEDICAL			
		YES	NO	N/A
1.	Are required medical and mental health services available?	\boxtimes		
2.	Do youth have access to psychiatric and/or psychological services?	\boxtimes		
3.	Is there a medical examination room?	\boxtimes	Ц	Ц
4.	Are all youth confined for more than seven days given a medical screening by a medical doctor, registered nurse, or physician's assistant?	\boxtimes	Ш	
5.	Is there a scheduled daily sick call? (If not, explain in Comments.)	\boxtimes		
	 Are names of those reporting to sick call recorded? 	\boxtimes		
	 Do emergency complaints receive prompt attention? 	\boxtimes		
6.	Do only medical personnel prescribe medication?	\boxtimes		
	ho dispenses prescribed medication to youth? Nursing Staff Members			
				
	 If non-medical staff members dispense any form of over-the-counter medication, is there written approval by the facility physician? 			
8.	Is a medical treatment log maintained?	\boxtimes		
9.	Are medications and first aid supplies securely stored under lock and key?	\boxtimes		
10.	Do procedures ensure youth actually ingest medication?	\boxtimes		
11.	Has at least one staff member on each shift completed a recognized course in first aid, including cardiopulmonary resuscitation?	\boxtimes		
12.	Are recommendations of the facility physician reported to parents or guardians in writing through the probation officer?	\boxtimes		

Audit File

Distribution:

Juvenile Detention Center Inspection Checklist

	 Are serious illnesses or injuries reported to parents, guardians, the probation office, and the court? 	\boxtimes		
13.		\boxtimes	П	
	Are they seen regularly by the physician?	\boxtimes		
	, , , ,			
	702.100 CLOTIHING, PERSONAL HYGIENE, GROOMING	VEO	NO	N1/A
1.	Are adequate supplies and equipment provided for cleaning personal clothing?	YES	NO	N/A
2.	Is institutional clothing changed at least three times weekly?		H	
۷.	Are underclothing and socks changed daily?		H	H
3.	Are combs or hairbrushes furnished to youth without funds?		H	
4.	Is bathing or showering required at least three times weekly?		H	
5.	Are barber and beautician services available?		H	H
6.	Are necessary articles provided for grooming and hygiene?		H	П
	The modern of ground my gr			
	702.110 FOOD SERVICES			
		YES	NO	N/A
1.	Are meals of sufficient nutritional value?	\boxtimes	Ш	Ш
	 Indicate meal and beverage menu on the day of inspection: 			
	Breakfast:			
	Lunch:			
	Dinner:	VEO	NO	NI/A
_	le the use of feed on a various or munichment prohibited?	YES	NO	N/A
2.	Is the use of food as a reward or punishment prohibited?			
3.	Does food quantity appear sufficient? Are meals served at reasonable intervals?	\boxtimes		
4.	If not, serving times are: Breakfast <u>0700</u> Lunch <u>1100</u> Dinner <u>1630</u>		Ш	Ш
5.	 Meals are prepared by: An Employee Cook:	\square		
6.	Is a drink other than water available with each meal?	\boxtimes		
0.	Is milk served for at least two meals each 24 hours?			
7.	Are special diets served as prescribed?			
8.	Are menus preplanned?			
0.	Retained for at least three months?			
	Diversified?		H	
	Are records maintained of catered meals served?			
9.	Are the jail cook and kitchen staff familiar with security aspects of the jail?			
10.	Do youth assigned to food service duties undergo a physical examination for communicable		H	
10.	diseases?		Ш	
	 Are assigned youth inspected regularly for personal cleanliness? 			\boxtimes
	Are assigned youth required to bathe daily?			\boxtimes
	 Are assigned youth provided with clean clothing daily? 			\boxtimes
11.	Are insulated or heated carts utilized to transport food from the kitchen when a significant distance is involved?	\boxtimes		
	Does delivered food maintain its temperature?	\boxtimes		
12.	·	\boxtimes		
13.				
14.		<u></u>		
	 Mechanical dishwasher or three-compartment stainless steel sink? 	\bowtie		П

DJJ 0354 (Rev. 10/2017) (Replaces DCJ 407A) Distribution: Audit File Printed on Recycled Paper

	Juvenile Detention Center Inspection Checklist			
	Are water temperatures within proper range?	\boxtimes		
15.	Are utensils drain dried?	\boxtimes		
16.	Are dry goods properly stored?	\boxtimes		
17.	Are fresh fruits, raw vegetables, dairy products, meats, and frozen goods properly stored?	\boxtimes		
18.	Are all refrigerators and freezers equipped with an accurate thermometer or temperature gauge?			
19.	Are refrigerated and frozen foods maintained at the proper temperature?			
20.	Are staff members served the same menu youth are served?	\boxtimes		
21.	Are toilet and washbasin facilities available to food service personnel?	\boxtimes		
22.	Is a light snack available to youth prior to bedtime?	\boxtimes		
23.	Are fresh fruits and juices served frequently?	\boxtimes		
24.	Is apportioning of food by youth supervised?			\boxtimes
25.	Are youth prohibited from storing food in rooms?			
	702.120 SANITATION			
		YES	NO	N/A
1.	Has a cleaning schedule been established?			
2.	Are floors swept and mopped at least daily?			
3.	Are insect screens installed in windows that can be opened?			
4.	Is ventilation sufficient to admit fresh air and remove disagreeable odors?			
5.	Are walls clear of etchings, drawings and writing?			
6.	Are walkways and corridors free of litter and trash?			
7.	Are cleaning implements and equipment cleaned, dried, and securely stored after use?		님	님
8.	Are toilets, weakhasing chawers, and sinks cleaned dails?			
9.	Are troops and garbage containers against distribution for account of the second states of th		片	님
10	Are trash and garbage containers equipped with tight fitting covers?		片	片
11	Are drinking fountains provided in the indoor recreation area?	\boxtimes	片	片
12	Is an adequate supply of clean clothing, bedding, towels, soap, and cleaning supplies maintained?			
13.	Rate general appearance of the kitchen:	GOOD	FAIR	POOR
	Are floors of all rooms where food or drink is stored, prepared, or served clean?			
	Are utensils stored in a clean, dry place and protected from contaminants?			
	Is he plumbing system adequate?			
	Are range cooking surfaces clean?	\boxtimes	Ц	Ц
	 Are hoods, vents, and filters clean? 	\boxtimes	Ц	Ц
	 Are windows, walls, and woodwork clean? 	\boxtimes	Ш	
		YES	NO	N/A
14	Are frequent inspections of the facility conducted for pests, vermin, and rodents?	\boxtimes		
	702.130 SUPERVISION			
	102.130 GOT EXVISION	YES	NO	N/A
1.	Are sufficient staff members present, awake, and alert at all times to provide supervision?	\boxtimes		
2.	Are supervisory checks made of each youth at least once every 30 minutes?	\boxtimes		
	Are the checks recorded?	\boxtimes		
3.	Is a shift log maintained?	\boxtimes		
4.	Are youth prohibited from exercising control over other youth?	\boxtimes		
5.	What is designated lights out time? According to level.	\boxtimes		
6.	Are youth protected from public view? (If not, explain in Comments)	\boxtimes		

DJJ 0354 (Rev. 10/2017) (Replaces DCJ 407A) Distribution: Audit File Printed on Recycled Paper

	Juvenile Detention Center Inspection Checklist			
7.	Are detention room doors provided with an observation window of at least 60 square inches?	\boxtimes		
	• Is the glass wire reinforced, heavy safety type or high tempered, measuring at least ¼	\boxtimes		
	inch thick?			
	702.440 CECUDITY			
	702.140 SECURITY	YES	NO	N/A
1.	Are youth searched prior to leaving and re-entering the detention home?			
2.	Are detention personnel trained in security measures?			
3.	Are detention locks and doors frequently inspected?	\boxtimes		
	Are they operable and in good working condition?	\boxtimes		
	 Are living unit doors kept locked, except to permit entry or exit? 	\boxtimes		
	 Are detention room doors and storage rooms locked when not in use? 	\boxtimes		
4.	Are light switches located in corridors?	\boxtimes		
	Are they key operated?	\boxtimes		
5.	Are detention windows that can be opened covered with stainless steel mesh security screening?	\boxtimes		
6.	Are shakedowns conducted of detainees and their living quarters?	\boxtimes		
	702.140 SECURITY Continued	YES	NO	N/A
	Document Frequency:			
7.	Are tools and equipment accounted for on a regular basis?	\boxtimes		
	 Are they securely stored after use? 	\boxtimes		
	Is the kitchen cutlery listed and inventoried daily?	\boxtimes		
8.	Is damaged or nonfunctioning security equipment promptly repaired?	\boxtimes		
9.	Are youth prohibited from handling or possessing facility keys of any type?	\boxtimes		
10.	Is youth prohibited access to personnel records of staff or youth?	\boxtimes		
11.	Is a head count taken at least for times daily?	\boxtimes		
	 Does it include counts at shift change and lockup? 	\boxtimes		
	Are head counts recorded?	\boxtimes		
12.	Are detention keys securely stored?	\boxtimes		
	 Is there at least one full set of detention keys, separate from those in use, securely stored? 			
13.	Are persons with weapons denied entrance to the detention area?	\boxtimes		
	 Are weapons securely stored outside the security area? 	\boxtimes		
14.	Are detention room searches conducted with the youth observing?	\boxtimes		
	Are searches recorded?	\boxtimes		
15.	Are youth denied unsupervised access to windows?	\boxtimes		
16.	Is there a master population or location board in use?	\boxtimes		
17.	Are population spot checks taken at least hourly?	\boxtimes		
18.	Are keys inventoried daily at the beginning of each shift?	\boxtimes		
19.	Are shadow boards used for tool control?	\boxtimes		
20.	Is an emergency electrical power source available?			
	T00 4T0 0 4TTV			
	702.150 SAFETY	YES	NO	N/A
1.	Are there an adequate number of fire extinguishers available?	\boxtimes		
	Are they inspected at least once annually?	\boxtimes		
	Does the inspection tag contain the inspection date and initials of the inspector?	\boxtimes		
	• Are staff members familiar with the operation of all types of extinguishers in the facility?	\boxtimes		
	Are fire drills for staff personnel conducted quarterly?	\boxtimes		
2.	Are all emergency exit doors properly marked?	\boxtimes		

DJJ 0354 (Rev. 10/2017) (Replaces DCJ 407A) Distribution: Audit File Printed on Recycled Paper

Juvenile Detention Center Inspection Checklist

	-			
	Are door keys immediately available to the detention staff?	\boxtimes		
	Are there two exits from each floor of detention?	\boxtimes		
3.	Are youth assigned to vocational tasks given a safety orientation prior to participation?	\boxtimes		
4.	Are combustible materials, i.e., drapes, curtains, and rugs, flame proofed?	\boxtimes		
5.	Are floors and other walking surfaces free of hazardous substances?	\boxtimes		
6.	Are safely lectures held periodically?	\boxtimes		
7.	Are smoke detectors installed?	\boxtimes		
	<u>702.160 DISCIPLINE</u>	\/F0	NO	N1/A
1.	Are youth provided with written rules?	YES	NO	N/A □
2.	Are rules explained to illiterate youth?			H
	Is special assistance given to non-English speaking youth?			
3.	Are written reports submitted on disciplinary violations?			H
4.	Is group punishment prohibited?			H
5.	Are disciplinary violations investigated?	\boxtimes		H
6.	Is corporal punishment prohibited?		H	H
0.	702.160 DISCIPLINE Continued	YES	NO	N/A
7.	Are restraint devices used properly and written reports made?			
8.	Are psychotropic medicines prohibited for use as a disciplinary device or control measure?	\boxtimes		
9.	Are restraint devices prohibited from being displayed?	\boxtimes		
	702.170 EMPLOYMENT OF YOUTH	YES	NO	N/A
1.	Are youth assigned housekeeping tasks? (If outside their living area, explain in Comments)			
	, , , , , , , , , , , , , , , , , , , ,	-		
	702.180 MAIL PROCEDURES	VEC	NO	NI/A
1		YES	NO	N/A
1.	Can youth receive an unlimited number of letters?	\boxtimes		N/A
2.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds?	\boxtimes		N/A
	Can youth receive an unlimited number of letters?	\boxtimes		N/A
2.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming	\boxtimes		N/A
2. 3.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail?			N/A
2.3.4.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received?			N/A
 2. 3. 4. 5. 	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained?			N/A
2. 3. 4. 5. 6.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail?			N/A
2. 3. 4. 5. 6. 7.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee?			N/A
2. 3. 4. 5. 6. 7. 8.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage?			N/A
2. 3. 4. 5. 6. 7. 8. 9.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week?			N/A
2. 3. 4. 5. 6. 7. 8. 9. 10.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday?			N/A
2. 3. 4. 5. 6. 7. 8. 9. 10. 11.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed?			N/A
2. 3. 4. 5. 6. 7. 8. 9. 10. 11.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed? Are procedures established for processing certified or registered mail?			N/A
2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed? Are procedures established for processing certified or registered mail? Is the staff aware of procedures for privileged communications?			N/A
2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed? Are procedures established for processing certified or registered mail? Is the staff aware of procedures for privileged communications? Is privileged mail opened only in the presence of the addressee?			N/A
2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed? Are procedures established for processing certified or registered mail? Is the staff aware of procedures for privileged communications? Is privileged mail opened only in the presence of the addressee? Are mail rights retained, regardless of disciplinary action?			N/A
2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed? Are procedures established for processing certified or registered mail? Is the staff aware of procedures for privileged communications? Is privileged mail opened only in the presence of the addressee? Are mail rights retained, regardless of disciplinary action? Are released, transferred, or discharged youth permitted to retain all personal mail? Is a record maintained of addressee names on privileged outgoing mail for each youth?			N/A
2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed? Are procedures established for processing certified or registered mail? Is the staff aware of procedures for privileged communications? Is privileged mail opened only in the presence of the addressee? Are mail rights retained, regardless of disciplinary action? Are released, transferred, or discharged youth permitted to retain all personal mail?			
2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed? Are procedures established for processing certified or registered mail? Is the staff aware of procedures for privileged communications? Is privileged mail opened only in the presence of the addressee? Are mail rights retained, regardless of disciplinary action? Are released, transferred, or discharged youth permitted to retain all personal mail? Is a record maintained of addressee names on privileged outgoing mail for each youth?	YES		% □□□□□□□□□□□□□□□□□■ % □
2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16.	Can youth receive an unlimited number of letters? Is incoming mail opened and examined for contraband or funds? Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail? Is mail distributed to the youth the same say it is received? Is mail properly handled for youth who are no longer detained? Are youth prohibited from handling another's mail? Are packages opened in the presence of the addressee? Can youth mail and unlimited number of letters as long as they provide postage? Are indigent persons given postage for at least three letters per week? Is outgoing mail collected Monday through Friday? Are non-privileged letters submitted for mailing unsealed? Are procedures established for processing certified or registered mail? Is the staff aware of procedures for privileged communications? Is privileged mail opened only in the presence of the addressee? Are mail rights retained, regardless of disciplinary action? Are released, transferred, or discharged youth permitted to retain all personal mail? Is a record maintained of addressee names on privileged outgoing mail for each youth?			

Distribution: Audit File Printed on Recycled Paper

Juvenile Detention Center Inspection Checklist

	Are calls recorded?	\boxtimes		
	 Are calls to attorneys separate from allotted calls? 	\boxtimes		
2.	Are youth allowed to receive telephone calls?	\boxtimes		
	<u>702.200 VISITING</u>	VE0	NO	N1/A
1.	Are visiting procedures established?	YES	NO	N/A □
٠.	Are there at least two visiting days per week?			
	 Is one of those days a weekend day? 			
	Are visits at least 30 minutes in duration?		H	H
2.	Is liberal visiting allowed for attorneys and clergymen?			
۷.	 Is a private area provided? 			
3.	Are visitors required to sign in?			
3. 4.	Are visitors subject to search?			\vdash
٦.	 Is a visitor "Search Notice" sign posted? 		H	H
	Are youth searched after each contact visit?		\vdash	H
	Are youth searched after each contact visit:			
	702.210 SOCIAL SERVICE PROGRAMS			
	 	YES	NO	N/A
1.	Are psychiatric, social, and counseling services available?	\boxtimes		
2.	Are volunteer workers and counselors invited to participate in treatment programs?	\square		
	702.220 EDUCATION			
	<u></u>	YES	NO	N/A
1.	Is the schedule of instruction and activities operated twelve months a year?	\boxtimes		
2.	Are school program objectives in writing?	\boxtimes		
3.	Is the curriculum designed to meet individual needs?	\boxtimes		
	 Is communication with a youth's home school maintained? 	\boxtimes		
	 Does the library include vocational material? 	\boxtimes		
4.	Is class size limited to a maximum of 15 students per teacher?	\boxtimes		
	Are classes coeducational?	\boxtimes		
	 Are remedial classes limited to a maximum of five students? 	\boxtimes		
5.	Are classrooms of required size?	\boxtimes		
	 Are toilet and washbasin facilities accessible? 	\boxtimes		
	Are equipment and material adequate?	\boxtimes		
6.	Is there an arts and crafts program?	\boxtimes		
	 Is it located in a special room? 	\boxtimes		
	Is equipment posted with safety signs?	\boxtimes		
	Are youth given a safety orientation lecture?	\boxtimes		
	Are tools secured after use?	\boxtimes		
7.	Are separate activities programmed for school exempt youth?	\boxtimes		
	702.230 LIBRARY	VEO	NO	NI/A
1.	Are library services available to all youth?	YES ⊠	NO □	N/A □
٠.	Does the library have up-to-date material?			
	Are racial and ethnic interests reflected?			
2.	Is there a written policy regarding library services?			
3.	Has a staff member been designated library responsibilities?		H	Ï

702.240 RELIGIOUS SERVICES

Juvenile Detention Center Inspection Checklist

1. 2.	Are religious services available? Is religious counseling available?	YES ⊠ ⊠	NO ☐ ☐	N/A ☐ ☐
	702.250 RECREATION AND LEASURE TIME			
	 	YES	NO	N/A
1.	Is there a daily scheduled program of vigorous indoor and outdoor activities?	\boxtimes		
2.	Is the area available for physical indoor activities sufficient?	\boxtimes		
3.	Is the area available to physical outdoor activities sufficient?	\boxtimes		
4.	Are drinking and toilet facilities accessible off the play area of exercise rooms and outdoor yard areas?	\boxtimes		
5.	Is sufficient equipment available?	\boxtimes		
6.	Is there a written policy covering day-to-day exercise activities and schedules?			

Inspector's Comments

The facility is connected to the Juvenile Courts building. This combination allows for the efficient process of admitting and removing a youth from secure custody. The facility seems very large it first impression, however when brought to each living unit and specialized area, the facility is operated in a very detailed and controlled manner. The sanitation of the building is a high priority of the facility administration. The Facility Operations Administrator produced a very rigorous and detailed cleaning scheduled that was comprehensive and complete. The staff members in the different areas were well aware of the day's schedule and the operation of the facility as a whole. The disciplinary process in place shows attention to the need for redirection and possible sanction requirements for the choices of the youth. The grievance policy and procedure for the youth is in place. The youth of the facility could talk about the grievance procedure at length. The school is administered by the Regional Office of Education System. The youth wee in educational programming when the inspection occurred. The staff members moved with the youth assigned to the living pods. The school/youth library was large and well supplied for the youth in custody. Multiple youth were in possession of different tests in their rooms. Each youth is entered into the school system a day or two after arrival. There are many programs in action at the school away from normal academics. The recreational schedule is vigorous with multiple locations within the facility to recreate. There was a facility garden for the youth to work in at the time of inspection. The Superintendent notified the inspector that the facility will be participating in a Federal PREA audit in the next calendar year.

ILLINOIS DEPARTMENT OF JUVENILE JUSTICE Juvenile Detention Center Inspection Checklist

Patrick Keane
Compliance Office
3802 Lincoln Highway
St. Charles, IL 60175
630-584-0506 Ext. 530
Fax Number 630-584-7759