COUNTY JAIL INSPECTION CHECKLIST

Date: June 27, 2013

Name of Facility: Lake County Jail
Address: 25 South Utica Street, Waukegan, Illinois
Phone Number: 847/360-5760
Zip Code: 60085

Sheriff: Mark Curran
Address: 25 S. Martin Luther King Jr. Av., Waukegan, Illinois
Phone Number: 847/377-4000
Zip Code: 60085

Chairman, County Board: David Stolman
Address: 18 North County Street, Waukegan, Illinois
Zip Code: 60085

Chief Judge: Fred Foreman
Judicial Circuit: 19th
Address: 18 North County Street, Waukegan, Illinois
Zip Code: 60085

Resident Judge: Margaret Mullen
Address: 18 North County Street, Waukegan, Illinois
Zip Code: 60085

Jail Superintendent: Chief David Wathen

Officials and titles interviewed, other than above: Sergeant Daniel Sheline

Date of Construction: 1989
Date of Renovation: 2007
Date of last Grand Jury Inspection: N/A

Capacity: Total: 740
Men: 701
Women: 80
Juv. Male: 0
Juv. Female: 0

Inspection date pop: Total: 686
Men: 605
Women: 63
Juv. Male: 0
Juv. Female: 0

Number of cells:
Single: 0
Double: 0
Other: (2)56-bed dorm w/2 2-bed rooms

Number of detention rooms:
Single: 217
Double: 210
Other: (1)32-bed dorm w/1 single room

Employees specifically assigned full-time jail duties:
Male 171
Female 50

a. Part-time jail officers:
Male 0
Female 0

b. Non-jail staff persons performing jail duties:
Male 0
Female 0

701.10 ADMINISTRATION

YES N/A NO

1. Are full-time jail officers trained in accordance with current law?

   a. Are jail officers trained in security and emergency procedures?  

   b. Is staff training documented?

DC483-C
IL-426-0954 (Rev. 11/99)
2. Has a written jail procedures manual been established? ❋ ☐ ☐
   a. Are emergency procedures (evacuations, riots, escapes, natural disasters, and bomb threats) part of the manual? ❋ ☐ ☐

3. Is a comprehensive duty description of each jail post available in writing? ❋ ☐ ☐

4. Are all jail records required by law maintained and available for examination? ❋ ☐ ☐

5. Is discrimination and harassment of employees and detainees prohibited? ❋ ☐ ☐

6. Has a code of conduct for jail staff been established? ❋ ☐ ☐

7. Does staff training include first aid, CPR, and identification of signs and management of detainees with a mental illness or a developmental disability? ❋ ☐ ☐

8. Are staff trained annually by mental health professionals on suicide prevention and mental health issues? ❋ ☐ ☐

701.20 PERSONNEL

1. Are sufficient personnel assigned to provide 24 hour supervision of detainees? ❋ ☐ ☐

2. Has a jail administrator been appointed when the average daily population exceeds 25? ❋ ☐ ☐
   a. Is the appointed Jail Administrator qualified by training and experience? ❋ ☐ ☐

3. When each floor of detention has 15 or more detainees, is there one officer assigned to each floor? ❋ ☐ ☐

4. Is same sex supervision provided where feasible? ❋ ☐ ☐

5. Do jail officers working in direct contact with detainees have thorough knowledge of rules and emergency procedures? ❋ ☐ ☐

6. Are jail officers prohibited from recommending or furnishing advice concerning the retention of a specific lawyer? ❋ ☐ ☐
   a. Is a list of local lawyers made available? ❋ ☐ ☐

701.30 RECORDS

1. Are booking and personal records maintained? ❋ ☐ ☐

2. Is the monthly jail population forwarded to the Jail & Detention Standards Unit monthly? ❋ ☐ ☐

3. Are extraordinary or unusual occurrences properly reported? ❋ ☐ ☐

701.40 ADMISSION PROCEDURES

1. Are Notices of Rights and Jail Rules conspicuously posted in all receiving rooms and common areas? ❋ ☐ ☐

2. Are detainees given an immediate frisk search? ❋ ☐ ☐

3. Do receiving jail officers determine the legality of confinement? ❋ ☐ ☐

4. Is the identity of the admitted person verified? ❋ ☐ ☐
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>YES</th>
<th>N/A</th>
<th>NO</th>
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<tbody>
<tr>
<td>5</td>
<td>Are detainees fingerprinted and photographed in accordance with current law?</td>
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<td>6</td>
<td>Are seriously injured, ill, or unconscious persons given a medical examination by a licensed physician or a medical staff member prior to admittance?</td>
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<td>7</td>
<td>Are admitted detainees given a strip search?</td>
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<td></td>
<td>a. Is the search conducted in privacy?</td>
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<td></td>
<td>b. Is the search conducted by a person of the same sex?</td>
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<td></td>
<td>c. Is personal clothing searched?</td>
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<tr>
<td>8</td>
<td>Is probing of body cavities prohibited when reasonable suspicion of contraband exists?</td>
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<td>☒</td>
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<td></td>
<td>a. Is the body cavity search conducted by medically trained personnel?</td>
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<td>b. Is the search conducted in a private location under sanitary conditions?</td>
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<td>9</td>
<td>Is each item of personal property taken from the detainee listed and described in the presence of the detainee?</td>
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<td>10</td>
<td>Does the property receipt contain the signatures of the admitting officer and the detainee?</td>
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<td></td>
<td>a. Is the original receipt placed in the detainee's personal record and a duplicate given to the detainee?</td>
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<td>11</td>
<td>Is personal property securely stored?</td>
<td>☒</td>
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<td></td>
<td>a. If personal property is released to a third party, is a written release obtained from the detainee and the signature of the receiving individual?</td>
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<td>b. Is there a policy for the disposal of abandoned property?</td>
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<td>12</td>
<td>Are detainees allowed to make a reasonable number of completed telephone calls as soon as practicable?</td>
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<td></td>
<td>a. Is the expense for making the call, if any, borne by the detainee or the party called?</td>
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<td>b. When a family member is unavailable, are friends allowed to be called?</td>
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<td></td>
<td>c. Is the date and time of the calls made during the admission recorded?</td>
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<td>13</td>
<td>Does the receiving officer observe detainees for any obvious injuries or illnesses requiring emergency medical care?</td>
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<td>14</td>
<td>Does the receiving officer question detainees to determine if the detainee has any medical condition which requires medical attention?</td>
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<td></td>
<td>a. Are detainees questioned as to past treatment for mental disorders, mental illness, developmental disabilities, or dual diagnosis?</td>
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<td></td>
<td>b. Are detainees questioned as to suicidal tendencies?</td>
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<td></td>
<td>c. Are detainees questioned to determine if the detainee is on medication?</td>
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<td></td>
<td>d. Are detainees questioned to determine if a female detainee is pregnant?</td>
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</tbody>
</table>
15. When a detainee shows signs of or reports unusual physical or mental distress, is the detainee referred to health care personnel as soon as possible?  

16. Are mental health screenings conducted either an assessment by a mental health professional or an assessment by a jail officer using an approved screening instrument for assessing mental health?  

17. Are detainees exhibiting psychiatric symptoms such as acute psychotic features, mood disturbances, or who have a known psychiatric history evaluated by a mental health professional?  

18. Are detainees who exhibiting suicidal behavior or ideations placed in a reasonable level of care that provides for their safety and stability?  

19. Is medication in a detainee's possession at admission withheld until verification of its proper use is obtained and documented?  

20. Is a record established for each detainee at time of admission and maintained for the duration of the period of confinement?  
   a. Does the record contain the required information?  

21. Is a medical record part of the detainee's personal record?  
   a. Does the medical record contain the health and physical condition, including treatment and medication administered to the detainee?  
      1. Upon admission?  
      2. During confinement?  
      3. Upon release?  

22. Is medications administered as prescribed?  

23. Are procedures in place for the emergency involuntary or voluntary administration of medications including psychotropic medications?  

24. Does the record contain an itemized record of the detainee's cash and other valuables, expenditures, and receipts while in custody?  

25. Is a record of authorized absences from the jail part of the detainee record?  

26. Is a record of visitor's names and dates of visits maintained?  

27. Is a disciplinary record of the detainee's misconduct maintained?  

28. Is a record of case disposition, judge, and court maintained?  

29. Is immediate treatment initiated upon detection of body pests?  

30. Are all detainees required to take an admitting shower?  

31. Are detainees assigned to suitable quarters?  

32. Are detainees issued clean bedding, a towel, necessary clothing, and soap?  
   a. Does bedding include a mattress cover?  
   b. Are flame-retardant mattresses issued?
c. Is bed covering appropriate to the season? ☒  ☐  ☐
d. Is the towel made of cloth and of bath size? ☒  ☐  ☐

33. Are detainees permitted to purchase toothbrushes and dentifrice? ☒  ☐  ☐
   a. Are detainees without funds issued such items by staff? ☒  ☐  ☐

34. Are detainees held accountable for all jail property issued to them? ☒  ☐  ☐

701.50 ORIENTATION

1. Is an orientation given to each detainee? ☒  ☐  ☐
2. Does it include all required information? ☒  ☐  ☐
3. Is special assistance given to the illiterate and non-English speaking? ☒  ☐  ☐

701.60 RELEASE PROCEDURES

1. Is positive identification of each detainee made prior to discharge, transfer, or release? ☒  ☐  ☐
2. Is a record made as to date, time, and authority of each release of a detainee? ☒  ☐  ☐
3. Is each detainee given a physical inspection and a record made of wounds or injuries? ☒  ☐  ☐
4. Are detainees searched prior to release? ☒  ☐  ☐
5. Are all personal property items inventoried and returned to the detainees? ☒  ☐  ☐
6. Is a copy of the itemized and signed personal property receipt maintained by the jail as a permanent record? ☒  ☐  ☐
7. Are detainees delivered to the custody of the Illinois Department of Corrections in accordance with Illinois Compiled Statutes? ☒  ☐  ☐

DISCHARGE OF MENTALLY ILL DETAINEES

8. When a mentally ill detainee is released, is the detainee given a listing of community mental health resource addresses and telephone numbers? ☒  ☐  ☐
9. Is the detainee provided with the opportunity to receive a copy of the jail's mental health, medical, and medication records? ☒  ☐  ☐
10. Does linkage and after care include a referral to a mental health provider, a prescription for medications, or a 2 week supply of prescribed medications? (Supersedes state standards). ☒  ☐  ☐

701.70 CLASSIFICATION AND SEPARATION

1. Is there a classification plan that specifies criteria and procedures for determining and changing the status of a detainee? ☒  ☐  ☐
2. Are required segregation policies followed? ☒  ☐  ☐
   a. Are female detainees separated sight and sound from male detainees? ☒  ☐  ☐
   b. Are juvenile detainees separated sight and sound from adult detainees? ☒  ☐  ☐
c. Are witnesses separated from detainees charged with the same offense? YES N/A NO

d. When possible, are non-criminal detainees separated from criminal detainees? YES N/A NO

e. Are charged detainees segregated from convicted detainees? YES N/A NO

f. Are mentally ill, developmentally disabled, dually diagnosed, or emotionally disturbed detainees housed or tiered as recommended by a mental health professional? YES N/A NO

g. Are suspected mentally ill, developmentally disabled, dually diagnosed, or emotionally disturbed persons immediately examined by a mental health professional? YES N/A NO

h. Are detainees transferred to an appropriate facility who have been determined by mental health professionals to be severely mentally ill, developmentally disabled, or emotionally disturbed? YES N/A NO

3. Is detainee classification reviewed at least every 60 days? YES N/A NO

701.80 HOUSING

Floors of detention: Four

1. Do cells provide at least 50 square feet of floor space with a minimum ceiling height of 8 feet? YES N/A NO

2. Do detention rooms provide at least 64 square feet of floor space with a minimum ceiling height of 8 feet? YES N/A NO

3. Are all cells and detention rooms designated for a maximum of double occupancy? YES N/A NO

4. Is each equipped with:
   a. A rigidly constructed metal bed, with solid or perforated metal bottom, securely anchored to the floor and/or wall, or a concrete sleeping surface? YES N/A NO
   b. A washbasin with piped hot and cold water? YES N/A NO
   c. A prison-type toilet? YES N/A NO
   d. Illumination sufficient for comfortable reading? YES N/A NO
   e. Tamper-proof light fixtures? YES N/A NO
   f. A secured metal mirror? YES N/A NO

5. Do dormitories provide at least 50 square feet of floor space per occupant with a minimum ceiling height of 8 feet? YES N/A NO

6. Is each dormitory equipped with:
   a. A rigidly constructed metal bed, with solid or perforated metal bottom, securely anchored to the floor and/or wall for each detainee? YES N/A NO
   b. A washbasin with piped hot and cold water for every eight occupants? YES N/A NO
   c. A prison-type toilet for every eight occupants? YES N/A NO
   d. A shower with piped hot and cold water for every eight occupants? YES N/A NO
e. Illumination sufficient for comfortable reading? ☒ ☐ ☐

f. Tamper-proof light fixtures? ☒ ☐ ☐

g. Seating for each detainee? ☒ ☐ ☐

7. Do cells or detention rooms conform to current building and accessibility codes? ☒ ☐ ☐

8. Is a dayroom provided for each cell block and/or detention room cluster? ☒ ☐ ☐

   a. Do day rooms provide at least 35 square feet of floor space? ☒ ☐ ☐

   b. Is seating adequate for all detainees in the dayroom? ☒ ☐ ☐

9. Are showers provided in each cellblock area? ☒ ☐ ☐

10. Is the jail comfortably heated or cooled according to the season? ☒ ☐ ☐

    a. Does the system eliminate disagreeable odors and routinely provide 
       temperatures within the normal comfort zone? ☒ ☐ ☐

11. Are all requirements of a physical nature in compliance? ☒ ☐ ☐

701.90 MEDICAL AND MENTAL HEALTH CARE

1. Are all required medical and mental health services available? ☒ ☐ ☐

2. Is a medical doctor available to attend the medical and mental health needs 
   of detainees? ☒ ☐ ☐

3. If no mental health professional is on staff, are professional mental health services 
   secured through linkage agreements with local and regional providers or 
   independent contracts? ☒ ☐ ☐

4. If so, are linkage agreements and credentials of independent 
   contractors documented? ☒ ☐ ☐

MENTAL HEALTH TRAINING

5. At least annually, do mental health professionals provide training to all 
   jail officers and other personnel primarily assigned to correctional duties on 
   suicide prevention and mental health issues? ☒ ☐ ☐

6. Does suicide prevention training include:

   a. The nature and symptoms of suicide? ☒ ☐ ☐

   b. The specifics of identification of suicidal individuals through the 
      recognition of verbal and behavioral cues? ☒ ☐ ☐

   c. Situational stressors? ☒ ☐ ☐

   d. Evaluation of detainee coping skills? ☒ ☐ ☐

   e. Other signs of potential risk? ☒ ☐ ☐

   f. Monitoring? ☒ ☐ ☐

   g. Evaluation? ☒ ☐ ☐

   h. Stabilization? ☒ ☐ ☐
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>i. Referral of suicidal individuals?</td>
<td>☒</td>
<td>☐</td>
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<tr>
<td>7. Does mental health training include:</td>
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<tr>
<td>a. The nature of mental illness?</td>
<td>☒</td>
<td>☐</td>
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<tr>
<td>b. Symptoms?</td>
<td>☒</td>
<td>☐</td>
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<tr>
<td>c. Specifics of identification of mentally ill individuals through the recognition of verbal and behavioral cues?</td>
<td>☒</td>
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<tr>
<td>d. Symptoms of mental illness?</td>
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<td>e. Situational stressors?</td>
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<tr>
<td>f. Evaluation of detainee coping skills, and other signs of potential risk?</td>
<td>☒</td>
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<td>g. Monitoring?</td>
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<td>h. Evaluation?</td>
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<tr>
<td>i. Stabilization?</td>
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<tr>
<td>j. Referral of the mentally ill detainee?</td>
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<td>3. Have arrangements been made for emergency dental care?</td>
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<tr>
<td>4. General medical services are provided by: Correct Care Solutions (CCS)</td>
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<tr>
<td>5. Are detainees suspected of having communicable diseases immediately referred to appropriate medical staff and isolated?</td>
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<tr>
<td>6. Are detainees given a medical screening by a medical doctor, physician’s assistant, registered nurse, or licensed practical nurse within 14 days after confinement?</td>
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<td>7. Is a schedule for daily sick call established?</td>
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<tr>
<td>a. Are the names of those detainees reporting to sick call recorded in the medical log?</td>
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<td>b. Are detainees with emergency complaints attended to as quickly as possible?</td>
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<tr>
<td>c. Has the attending physician provided written approval for non-medical staff to issue over-the-counter medication at the request of the detainee?</td>
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<td>8. Are detainee medical and mental health treatment logs maintained?</td>
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<td>a. Is all the treatment and medication prescribed recorded including date and time of treatment and medication is administered?</td>
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<td>b. Is a written record kept of all detainees’ special diets?</td>
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<td>9. Are all medications securely stored?</td>
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<td>10. Is a jail officer present when a physician or other medical personnel attend to detainees at the jail?</td>
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<tr>
<td>11. Are proper precautions taken to ensure detainees actually ingest medication?</td>
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</tbody>
</table>
12. Are detainees prohibited from having access to medical supplies, patient's records, or medications?  ☒  ☐  ☐

13. Has at least one officer on each shift completed a recognized course in first aid including CPR?  ☒  ☐  ☐

14. Is there a proper stock of first aid supplies available to staff?  ☒  ☐  ☐

15. Is there a TB isolation room?
   a. Is proper air supply maintained?  ☒  ☐  ☐
   b. Are all air returns permanently sealed?  ☒  ☐  ☐
   c. Is all air from the room exhausted to the exterior of the building?  ☒  ☐  ☐
   d. Is the air pressure switch or sail switch properly installed?  ☒  ☐  ☐
   e. Is a differential air pressure gauge used to monitor isolation rooms?  ☒  ☐  ☐
   f. Are all windows permanently closed or inoperable?  ☒  ☐  ☐
   g. Does the corridor door to the isolation room have a door closer?  ☒  ☐  ☐

701.100 CLOTHING, PERSONAL HYGIENE GROOMING

1. Are mechanical washing and drying equipment and cleaning agents provided when detainees are required to supply and wear personal clothing?  ☐  ☒  ☐

2. Is clean clothing issued at least twice weekly?  ☒  ☐  ☐

3. Are detainees without funds provided necessary equipment and articles to maintain proper grooming and hygiene?  ☒  ☐  ☐

4. Are detainees allowed to shower or bathe 3 times weekly?  ☒  ☐  ☐

5. Are detainees allowed to shave daily?  ☒  ☐  ☐

6. Are females provided with shaving supplies appropriate for personal hygiene needs?  ☒  ☐  ☐

7. Are barber and beautician services available?  ☒  ☐  ☐

8. Are female detainees provided with necessary articles for personal hygiene?  ☒  ☐  ☐

701.110 FOOD SERVICES

Menu on day of inspection:

   Breakfast: Grits/w sugar, pancakes, whipped margarine, milk
   Lunch: salami, bread, pint beans, salad, cake, fruit drink
   Dinner: beef stroganoff, nodles, carrots, biscuit, cookies, ice tea

1. Are meals of sufficient nutritional value?  ☒  ☐  ☐

2. Does food quantity appear sufficient?  ☒  ☐  ☐

3. Are meals served at reasonable intervals?  ☒  ☐  ☐

4. Is a drink other than water served with each meal?  ☒  ☐  ☐
5. Is at least one complete, balanced, and hot meal served each 24 hours? ☒ ☐ ☐

6. Are special meals adhered to when medically prescribed? ☒ ☑ ☐

7. Meal service type: Aviands

8. Does at least one full-time cook have a Food Service and Sanitation Certificate? ☒ ☑ ☐

9. Are menu items substituted when a detainee's religious beliefs prohibit eating of particular foods? ☒ ☑ ☐
   a. Do detainees submit written requests for alternative diets? ☒ ☑ ☐
   b. Are dietary restrictions confirmed with religious leaders? ☒ ☑ ☐

10. Are menus preplanned? ☒ ☑ ☐
    a. Retained for at least 3 months? ☒ ☑ ☐
    b. Diversified? ☒ ☑ ☐

11. Do food service operations conform to the Food Sanitation Code? ☒ ☑ ☐

12. Are food service trusties screened by medical staff? ☒ ☑ ☐

13. Are employees and trusties visually evaluated at the beginning of each shift? ☒ ☑ ☐

14. Are kitchen trusties required to bathe and dress in clean clothing prior to their daily work shift? ☒ ☑ ☐

15. Is the jail cook or kitchen staff familiar with security aspects of jail operation, training, and supervision of trusties? ☒ ☑ ☐

16. Are heated or insulated carts used for transportation of food from the jail kitchen to detainees when a significant distance is involved? ☒ ☑ ☐

17. Is food and drink protected from contaminants during preparation and delivery? ☒ ☑ ☐

18. Are divided or compartmented trays used for meal service? ☒ ☑ ☐
   a. Are eating utensils removed from detainee quarters soon after the meal is finished? ☒ ☑ ☐

19. Are openings to the outside protected against the entrance of rodents and insects? ☒ ☑ ☐

20. Are ranges, stoves, and ovens equipped with accurate thermostats or temperature gauges? ☒ ☑ ☐

21. Is the kitchen equipped with a mechanical dishwasher? ☒ ☑ ☐
   a. A three-compartment sink? ☒ ☑ ☐

22. Are dishes and trays drain dried? ☒ ☑ ☐

23. Are dry goods properly stored? ☒ ☑ ☐

24. Are refrigerators and freezers equipped with accurate thermometers? ☒ ☑ ☐
1. Are non-carpeted floors swept and mopped with detergent or a germicidal agent at least once daily?  
   a. Are germicidal cleaning agents used on all floors in the toilet, shower, and food service areas?  
2. Are the windows clean?  
3. Are openings to the outside effectively protected against the entrance of rodents and insects?  
4. Is ventilation sufficient to provide at least 10 cubic feet of air per minute per person?  
5. Are walls kept clear of etched or inscribed graffiti or writing?  
6. Is the jail free of litter and trash?  
7. Are cleaning implements and equipment cleaned, dried, and securely stored after use?  
8. Are detainee work details supervised by a jail officer?  
9. Are toilets, washbasins, showers, and sinks cleaned and sanitized daily?  
10. Is trash and garbage contained and disposed of in a sanitary manner?  
11. Is a source of drinking water provided in each cell and day room?  
12. Is an adequate supply of clean clothing, bedding, towels, soap, and cleaning equipment maintained?  
13. Are sheets, pillowcases, and mattress covers changed and washed at least once a week?  
14. Are mattresses washed and disinfected monthly or before reissue?  
15. Are blankets laundered or sterilized monthly or before reissue?  
16. Are cotton or fiber-filled mattresses aired and spray-sanitized monthly or before reissue?  
17. Is a clean towel issued at least twice weekly?  
18. Are shaving and barber tools thoroughly cleaned, disinfected, and secured?  
19. Are floors in rooms in which food or drink are stored, prepared, or served kept clean?  
20. Are all counters, shelves, tables, equipment, and utensils in which food or drink comes in contact kept in good repair?  
21. Are utensils stored in a clean, dry place protected from flies, dirt, overhead leakage, and condensation?  
22. Are plumbing facilities in good working order?  
23. Are range cooking surfaces, hoods, vents, and filters cleaned regularly?  
24. Are windows, walls, and woodwork clean?
25. Are frequent inspections of living areas made for the control of body pests?  ❋  ❌  ❌
26. Are immediate control or extermination measures taken when body pest infestation occurs?  ❋  ❌  ❌
27. Does the jail have an established rodent, pest, and vermin control program?  ❋  ❌  ❌

701.130   SUPERVISION

1. Are sufficient jail officers present in the jail?  ❋  ❌  ❌
2. Is continuous 24-hour supervision provided in direct supervision housing?  ❋  ❌  ❌
3. Are supervisory checks provided at least once every 30 minutes in indirect supervision housing?  ❋  ❌  ❌
4. Are dormitories housing more than 25 inmates provided continuous observation?  ❋  ❌  ❌
5. Do radio operators who conduct 30 minute checks have jail officer training?  ❌  ❋  ❌
6. Are all supervisory checks recorded by time, signed by the jail officer conducting the check, and noted for any relevant remarks?  ❋  ❌  ❌
7. Are detainees prohibited from having control or authority over anyone?  ❋  ❌  ❌
8. Are detainees locked in their individual cells between designated times of lights out and arising in the morning?
   a. Time of lights out?  10:00pm  ❋  ❌  ❌

701.140   SECURITY

1. Are detainees searched prior to exiting and entering the jail?  ❋  ❌  ❌
2. Are jail officers and other personnel assigned to jail duty trained in security measures?  ❋  ❌  ❌
3. Are detainees prohibited from exercising control of security measures?  ❋  ❌  ❌
4. Are all locks, doors, bars, windows, and other security equipment frequently inspected?  ❋  ❌  ❌
5. Are all cell block doors and doors opening into a corridor kept locked?  ❋  ❌  ❌
6. Are security vestibule doors opened one at a time?  ❋  ❌  ❌
7. Are all unoccupied cells and rooms kept locked at all times?  ❋  ❌  ❌
8. Are backup personnel available when doors to living quarters are opened?  ❋  ❌  ❌
9. Are glass or unattached metal items prohibited in the detention area?  ❋  ❌  ❌
10. Are trusties carefully supervised and not permitted unrestricted movement?  ❋  ❌  ❌
11. Are detainees who present special security concerns checked more frequently than 30 minutes?  ❋  ❌  ❌
12. Is a master population record, locator board, or computer printout maintained at the control center indicating the various jail sections and housing assignments?  ❋  ❌  ❌
13. Are spot population counts conducted hourly? ☒ ☐ ☐
14. Are keys inventoried and documented at the beginning of each shift? ☒ ☐ ☐
15. Are random unannounced shakedowns of detainees and their quarters conducted?
   a. Frequency: Every Shift
16. Are bars, walls, windows, and floors of the jail regularly inspected and kept clear of posters, pictures, calendars, and articles of clothing which might be used to conceal escape attempts? ☒ ☐ ☐
17. Are tools and equipment inventoried and securely stored? ☒ ☐ ☐
18. Are eating utensils accounted for after each meal? ☒ ☐ ☐
19. Is damaged or nonfunctioning security equipment promptly repaired? ☒ ☐ ☐
20. Are detainees prohibited from using or having jail keys of any type in their possession? ☒ ☐ ☐
21. Are detainees prohibited access to all jail records? ☒ ☐ ☐
22. Is a physical head count made and recorded at least three times daily? ☒ ☐ ☐
23. Is a record of all keys inventoried and issued maintained?
   a. Are keys not in use stored in a secure key locker? ☒ ☐ ☐
   b. Is one set of keys from those in current use securely stored in a separate area accessible to designated jail staff for use in the event of any emergency? ☒ ☐ ☐
24. Are weapons prohibited in the secure section of the jail?
   a. Are weapons secured in a locked drawer, cabinet, or container outside of the security area? ☒ ☐ ☐
   b. Are reserve firearms, ammunition, chemical agents, and other protective equipment stored in a secure room? ☒ ☐ ☐
25. Are persons authorized to use tear gas, mace, oleoresin capsicum, trained in the proper deployment of the chemical agents?
   a. Is the training documented? ☒ ☐ ☐
   b. When chemical agents are used, is a record of the incident made? ☒ ☐ ☐
   c. Are detainees affected by chemical agents given a thorough medical examination and appropriate treatment after security control has been gained? ☒ ☐ ☐
26. Is an emergency electrical power source available?
   a. Date last tested: Self-Tests/Fridays Type: Diesel ☒ ☐ ☐

701.150 SAFETY

1. Is there at least one fire extinguisher for each 5,000 square feet of floor area? ☒ ☐ ☐
2. Are extinguishers readily accessible to staff but not detainees? ☒ ☐ ☐
3. Are extinguishers examined at least once a year and tagged with date of inspection and initials of the inspector?  ☒  ☐  ☐

4. Are all jail personnel familiar with the characteristics and operation of all types of extinguishers in the jail?  ☒  ☐  ☐

5. Does the jail have a posted fire plan and evacuation procedures?  ☒  ☐  ☐
   a. Are simulated fire drills conducted?  ☒  ☐  ☐

6. Are all emergency exits known to jail personnel and exit keys immediately available?  ☒  ☐  ☐

7. Are there two exits from each floor of detention?  ☒  ☐  ☐
   a. Are all means of egress kept clean and open?  ☒  ☐  ☐

8. Are detainees prohibited from engaging in wrestling, contact sports, horseplay, or any activity likely to cause injury?  ☒  ☐  ☐

9. Are detainees assigned vocational tasks given a safety orientation?  ☒  ☐  ☐

701.160 DISCIPLINE

1. Are detainees provided with:
   a. Rules and regulations governing behavior?  ☒  ☐  ☐
   b. Conduct constituting a penalty offense?  ☒  ☐  ☐
   c. Types of penalties, including duration, which may be imposed?  ☒  ☐  ☐
   d. Who may impose penalties?  ☒  ☐  ☐
   e. Authorized methods of seeking information and making complaints?  ☒  ☐  ☐
   f. All other matters necessary to enable the detainee to understand both his or her rights and obligations?  ☒  ☐  ☐

2. Is special assistance given to non-English speaking detainees?  ☒  ☐  ☐

3. Are detainees allowed to make requests or complaints to the jail administrator in written form?  ☒  ☐  ☐

4. Are detainees permitted to submit a complaint to the Jail & Detention Standards Unit?  ☒  ☐  ☐

5. Do jail officers observing a disciplinary violation submit a written report?  ☒  ☐  ☐

6. Do supervisory staff conduct a review of the factors of an alleged minor rule violation within 24 hours after its occurrence?  ☒  ☐  ☐
   a. Are detainees segregated as a result of a minor rule infraction informed by supervisory staff of the result of his or her review?  ☒  ☐  ☐
   b. Are detainees allowed to submit a grievance to higher authority?  ☒  ☐  ☐

7. Are penalties for minor rule violations limited to a reprimand or the loss of privileges for no more than 72 hours?  ☒  ☐  ☐

8. Does someone other than the reporting officer conduct an investigation on major rule violations?  ☒  ☐  ☐
a. If probable cause is established, is a hearing date scheduled?  
   [ ] YES  [ ] N/A  [ ] NO

b. Are penalties withheld until after the hearing?  
   [ ] YES  [ ] N/A  [ ] NO

9. Are major rule violation hearings conducted in accordance with hearing rules for major violations?  
   [ ] YES  [ ] N/A  [ ] NO

10. Do major rule violation disciplinary findings:
   a. Contain restrictions of privileges carefully evaluated and assessed as it relates to the infraction and does not impose a secondary penalty on another person?  
      [ ] YES  [ ] N/A  [ ] NO
   b. Impose segregation only after lesser penalties have been considered?  
      [ ] YES  [ ] N/A  [ ] NO

11. Are restricted diets and corporal punishment prohibited?  
    [ ] YES  [ ] N/A  [ ] NO

12. Is forfeiture of good time done in conformity with The County Jail Good Behavior Allowance Act [730ILCS 130/3.1]?  
    [ ] YES  [ ] N/A  [ ] NO

13. Are restraint devices prohibited from being applied as a penalty?  
    [ ] YES  [ ] N/A  [ ] NO

14. Are restraint devices used:
   a. As a precaution against escape during transportation?  
      [ ] YES  [ ] N/A  [ ] NO
   b. On medical grounds by the direction of a physician?  
      [ ] YES  [ ] N/A  [ ] NO
   c. By order of the jail administration in order to prevent a detainee from injuring others or to prevent a detainee from damaging or destroying property?  
      [ ] YES  [ ] N/A  [ ] NO

15. Is a written report placed on file whenever restraint devices are applied?  
    [ ] YES  [ ] N/A  [ ] NO
   a. Are individual cases reviewed once every 24 hours to determine the necessity for such restraints?  
      [ ] YES  [ ] N/A  [ ] NO

16. Are psychotropic medicines prohibited for use as disciplinary devices or control measures?  
    [ ] YES  [ ] N/A  [ ] NO

17. When force is used, is the least force necessary used?  
    [ ] YES  [ ] N/A  [ ] NO

18. When detainees are accused of a crime in the jail, is documentation made and the case referred to the appropriate law enforcement official for possible prosecution?  
    [ ] YES  [ ] N/A  [ ] NO

701.170 EMPLOYMENT OF DETAINES

1. Is employment of detainees prohibited when such assignment may violate any personal right or jail standard?  
   [ ] YES  [ ] N/A  [ ] NO

2. Is employment of detainees prohibited if the assignment is hazardous or potentially dangerous?  
   [ ] YES  [ ] N/A  [ ] NO

3. Is employment of detainees prohibited if the assignment is in conflict with any law, ordinance, or local labor working agreements?  
   [ ] YES  [ ] N/A  [ ] NO

4. Is employment of detainees prohibited if the assignment endangers jail security?  
   [ ] YES  [ ] N/A  [ ] NO

701.180 MAIL PROCEDURES

1. Can detainees receive an unlimited number of letters?  
   [ ] YES  [ ] N/A  [ ] NO
2. Is incoming mail opened and examined for contraband or funds?  
   - No

3. Are cashier's checks, money orders, or certified checks recorded indicating the sender, amount, and date?  
   a. Are personal checks and cash returned to sender?  
      - No

4. Is incoming mail containing contraband held for inspection and disposition by the jail administrator?  
   a. Is the contraband labeled and logged?  
      - No
   b. Are appropriate law enforcement agencies notified?  
      - Yes

5. Is incoming mail promptly delivered?  
   a. Is mail forwarded to discharged detainees or returned to sender if a forwarding address is known?  
      - No

6. Are detainees prohibited from opening, reading, or delivering another detainee’s mail without his or her permission?  
   - Yes

7. Are detainees permitted to receive books and periodicals subject to inspection and approval by jail personnel?  
   - Yes

8. Does the jail administrator spot check and read incoming non-privileged mail when there is reason to believe that jail security may be impaired, or mail procedures are being abused?  
   - No

9. When a detainee is prohibited from receiving a letter or portions thereof, are both the detainee and sender notified in writing of the decision?  
   - No

10. Are detainees allowed to send an unlimited number of letters?  
    - No

11. Have provisions been made to allow detainees to send packages?  
    - Yes

12. Is outgoing mail clearly marked with the sender's name?  
    - Yes

13. Is outgoing mail collected Monday through Friday and mailed promptly?  
    - Yes

14. Is outgoing non-privileged mail submitted in unsealed envelopes?  
    - Yes

15. Is outgoing non-privileged mail reproduced or withheld from delivery if it presents a threat to jail security or safety?  
    a. Is the detainee notified in writing of any outgoing mail withheld?  
       - Yes

16. Are procedures established for processing certified or registered mail?  
    - Yes

17. Is privileged mail submitted in sealed envelopes?  
    - Yes

18. Is incoming mail clearly marked "privileged" opened in the presence of detainees?  
    - Yes

19. Are disciplinary restrictions prohibited from being placed on a detainee's mail privileges?  
    - Yes

**701.190 TELEPHONE**

1. Are detainees permitted to place at least one 5-minute telephone call per week?  
   - Yes
2. Are telephone calls subject to being monitored?  
   a. Can violations of telephone rules result in the suspension of the detainee's use of the telephone for a designated period of time?  
   b. Is a notice of monitoring posted by each monitored telephone?

3. Are rules governing the use of telephones established?  
   a. Can violations of telephone rules result in the suspension of the detainee's use of the telephone for a designated period of time?

702.200 VISITING

1. Are visiting procedures established?  
2. Are there at least two visiting days per week?  
   a. Is one of the visits during the weekend?

3. Are visits allowed up to 15 minutes per visit?  
4. Are 2 or more visitors visiting at the same time counted as one visit?  
5. May children visit when accompanied by an adult?  
6. Are professional individuals associated with a defendant's case or involved with counseling needs granted liberal visitations?  
   a. Is an area provided to ensure privacy during the visit?

7. Are all visitors required to provide identification and sign in before being permitted to visit a detainee?  
8. Are detainees searched before and after each visitation?  
9. Is a visitors "Search Notice" sign posted?  
10. Is constant visual supervision maintained in contact visitation areas?

701.210 SOCIAL SERVICE PROGRAMS

1. Are social service programs available in the jail?  
2. Are volunteer workers and groups invited to participate in jail programs?

701.220 EDUCATION

1. Are relevant educational programs provided?  
2. Are educational information and academic materials permitted and made accessible to detainees?  
3. Are vocational information and materials permitted and made accessible to detainees?

701.230 LIBRARY

1. Are library services made available to detainees?  
   a. Is access to current Illinois Compiled Statutes provided?
<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>N/A</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Is access to current jail rules and regulations provided?</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Is there a written policy covering day-to-day activities and schedules?</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. If a full-time librarian is not required, is a jail staff person assigned library administration responsibility?</td>
<td>✗</td>
<td>☐</td>
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</tbody>
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**701.240 RELIGIOUS SERVICES**

1. Are detainees allowed to participate in religious services and obtain religious counseling?  
2. Are detainees prohibited from being required to participate in religious activities?  

**701.250 COMMISSARY**

1. Has a commissary system been established?  
2. Are prices charged detainees consistent with local community stores?  
   a. Are prices for postal supplies sold at post office cost?  
3. Is commissary provided on a regular scheduled basis at least weekly?  
4. Are commissary purchases reflected by debit entry on the detainee’s cash account?  
   a. Is the entry initialed by the detainee?  
   b. Is a receipt issued?  
5. Are commissary profits used for detainee welfare?  
   a. Is the commissary account audited?  

**701.260 RECREATION AND LEISURE TIME**

1. Is out-of-cell indoor recreation provided?  
   a. Outdoor?  
2. Are exercise areas appropriately equipped and utilized?  
3. Are detainees allowed in the exercise area for no less than one hour per day?  
4. Are recreation and leisure time activities planned and scheduled?  

**701.270 JUVENILE DETENTION**

1. Are status offenders prohibited from being detained?  
2. Are juveniles detained?  
3. Is the detention 6 hours or less?  
4. Is periodic supervision maintained and recorded?  
   a. Are supervisory checks made on each juvenile at least once every 15 minutes?  
   b. Are juveniles detained sight and sound separate from adults?  

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18
5. Are minors informed of the purpose of the detention, the time it is expected to last, and that detention cannot exceed 6 hours? □  ❋  □

6. Are minors 12 or older confined for more than 6 hours but less than 36 hours (excluding Saturdays, Sundays and court holidays)? □  ❋  □

7. Are minors housed sight and sound separate from adults? □  ❋  □

8. Are parents, legal guardians, or persons with whom the minor resides notified of the minor's detention, if the law enforcement officer or court officer has been unable to do so? □  ❋  □

9. Are juvenile records maintained separately from adult records? □  ❋  □
   a. Are juvenile records prohibited from being open to public inspection or disclosure, except by appropriate authority? □  ❋  □

10. Is same sex supervision of minors provided? □  ❋  □
    a. During the performance of established procedures which require physical contact or examination such as body searches? □  ❋  □
    b. During periods of personal hygiene activities such as showers, toilet, and related activities? □  ❋  □

11. Is periodic supervision maintained? □  ❋  □
    a. Are periodic checks made once every 15 minutes for the first 6 hours of confinement? □  ❋  □
    b. Are periodic checks made once every 30 minutes after the first 6 hours of confinement? □  ❋  □
    c. Are periodic checks made once every 15 minutes of minors subject to isolation or segregation? □  ❋  □
    d. Are checks recorded by a mechanical device or logged in ink? □  ❋  □
    e. Are the times of the checks recorded? □  ❋  □
    f. Does the supervisory check log allow for entries of relevant remarks? □  ❋  □
    g. Do the checks contain the signature of staff conducting the check? □  ❋  □

12. Are minors assigned to single occupancy cells or detention rooms? □  ❋  □

13. Are minors provided with meals when detained during the facility's normal meal periods? □  ❋  □

14. Is evidence of child abuse reported to the Illinois Department Of Human Services? □  ❋  □

15. Are staff trained in juvenile supervision with training approved by the Illinois Law Enforcement Training Standards Board? □  ❋  □

**701.280  TEMPORARY DETENTION STANDARDS**

1. Are minors detained for more than 36 hours, but less than 7 days (including Saturdays, Sundays and court Holidays)? □  ❋  □

2. Are youth offered a minimum of 2 hours of day room activity daily? □  ❋  □
a. Are youth offered a minimum of one hour of physical activity daily? ☐ ☒ ☐
b. Are appropriate reading materials, table games, and radios and/or televisions provided? ☐ ☒ ☐
c. Is appropriate social interaction provided for youth? ☐ ☒ ☐

3. Is an outdoor recreation area available for detainee use? ☐ ☒ ☐
a. Are outdoor activities for youth scheduled? ☐ ☒ ☐

4. Is academic instruction provided a minimum of 4 hours per day? ☐ ☒ ☐
a. Is the instruction appropriate to the individual needs of each youth? ☐ ☒ ☐
b. Is the instruction provided by a trained teacher or tutor? ☐ ☒ ☐

5. Are medical, psychiatric, psychological, casework, and counseling services provided as needed in all individual cases? ☐ ☒ ☐

6. Is a daily visiting schedule established? ☐ ☒ ☐
a. Is one visit per day afforded? ☐ ☒ ☐
b. Are liberal visits afforded to persons professionally associated with a youth's case? ☐ ☒ ☐

7. Are youth allowed to place or receive at least one telephone call per day? ☐ ☒ ☐

8. Is each youth provided with a copy of written rules and regulations? ☐ ☒ ☐
a. Do the rules contain a description of conduct constituting a penalty offense? ☐ ☒ ☐
b. Do the rules contain the types and duration of penalties? ☐ ☒ ☐
c. Do the rules contain the method or conditions under which penalties may be imposed and persons so authorized to impose discipline? ☐ ☒ ☐
d. Do the rules contain procedures for seeking information, making complaints, and filing appeals? ☐ ☒ ☐

9. Are rule violations reviewed by the jail administrator? ☐ ☒ ☐
a. Are minor rule violations reviewed within 24 hours? ☐ ☒ ☐
b. Are major rule violations reviewed within 36 hours? ☐ ☒ ☐

701.290  YOUTHS PROSECUTED UNDER THE CRIMINAL CODE OF 1961

1. Do jail officers determine that a minor being detained is confined under proper legal authority? ☐ ☒ ☐

2. Is a day room of no less than 35 square feet per cell or room provided? ☐ ☒ ☐

3. Are youth allowed 8 hours of day room activity each day? ☐ ☒ ☐
a. Is recreation of an energetic nature offered? ☐ ☒ ☐
b. Are appropriate reading materials, table games, radios and/or televisions provided? ☐ ☒ ☐

4. Is an outdoor recreation area available for detainee use? ☐ ☒ ☐
a. Are outdoor activities for youth scheduled? □ ☒ □

5. Is regularly scheduled academic instruction provided? □ ☒ □
   a. Is the instruction appropriate to the individual needs of each youth? □ ☒ □
   b. Have educational arrangements been made through the appropriate local school district? □ ☒ □
   c. Are co-educational classes scheduled? □ ☒ □

6. Is access to psychiatric, psychological, casework, and counseling services provided as needed in individual cases? □ ☒ □

7. Has a visiting schedule been established identifying no fewer than 2 visiting days per week? □ ☒ □
   a. Is one visit allowed during evening hours? □ ☒ □
   b. Is one visit allowed during the weekend? □ ☒ □
   c. Are visits permitted on holidays? □ ☒ □

8. Are liberal visits afforded to professional persons associated with a youth's case? □ ☒ □
1. Facility layout is as follows:

Booking has 6 single-bed detention rooms (B1 - B6) and four mass detention rooms (B7, B-8, B11, B12). B-9 is a "Safety Room" for suicidal/mental health cases. B-10 is used as a medical intake exam room. None of these rooms are counted in the facility's capacity.

1 East - 20 double detention rooms (Capacity - 40)
1 West - 32 bed dormitory w/1 single room (Capacity - 33)
2 East - 56 bed dormitory w/2 double rooms (Capacity - 60)
2 West - 56 bed dormitory w/2 double rooms (Capacity - 60)
2 South - 12 single rooms (Medical Unit) (Capacity - 12)
2 North - 48 single rooms (Male Segregation) (Capacity - 48)
3 South East - 24 single rooms (Male GP) (Capacity - 24)
3 South West - 24 single rooms (Male GP) (Capacity - 24)
4 North - 36 single rooms, 12 double rooms (Male GP) (Capacity - 60)
4 South - 36 single rooms, 12 double rooms (Male GP) (Capacity - 60)
5 North - 36 single rooms, 12 double rooms (Male GP) (Capacity - 60)
5 South East - 20 double rooms (Female GP) (Capacity - 40)
5 South West - 20 double rooms (Female GP) (Capacity - 40)
6 North East - 20 double rooms (Male GP) (Capacity - 40)
6 North West - 20 double rooms (Male GP) (Capacity - 40)
6 South East - 20 double rooms (Male GP) (Capacity - 40)
6 South West - 20 double rooms (Male GP) (Capacity - 40)
3T - 30 double beds (Work Release) (Capacity - 60)
CBCC- Capacity=168 (not included in the facility)

2. The detainee handbook is available in both English and Spanish on hard copy, kiosks, and videotape.

3. Healthcare services are provided by Correct Care Solutions (CCS).

4. Commissary services are provided by Canteen Correctional Services.

5. Dietary Services are provided by A’viands.

6. There are internal fire safety inspections performed on a monthly basis.

7. The facility was inspected by the Lake County Health Department on April 15, 2013.

8. Visitation takes place through video visitation stations. Detainee stations are located in the detention areas and visitors in a visitation room.

9. There are two back-up diesel generators which are tested every Friday.

10. Keys are inventoried, issued, and controlled through the Morse "Key Watcher" system.

11. Legal Library services are available in the detention area computers through Lexus Nexus system.

12. There is one restraint chair in the facility as well as an AED on each floor.

13. The medical unit has one negative airflow room.

14. Detainee telephone service will be provided by Securus Technology.

15. Officers may carry OC mace if they wish and command staff carry Tasers.

16. The laundry area is equipped with three industrial washers and three dryers - chemicals are mechanically infused.

17. Male trustees work in dietary and laundry, while female trustees work in the commissary.

18. The medical unit is accredited through NCCHC- on January 20, 2013.
19. Securus Technology is the vendor for the phone system and video visitation.

20. The fire inspection was conducted on May 24, 2012 by the Waukegan Fire Department.


22. The Jail is in the process of updating visitation to video visitation and have installed units.

23. The jail staff are equipped with body camera's for emergencies, classification, interviews, and personal contact with detainees.

24. E-mail address for Deputy David Wathen- dwathen@lakecountyil.gov

Errica Weatherspoon
Criminal Justice Specialist