

**Champaign County Probation & Court Services Department  
Detention Services Division**

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**Chapter 1 – ROLE and AUTHORITY**



**Policy  
100**

**Champaign County Probation & Court Services Department  
Detention Services Manual**

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## **Organizational Structure and Responsibility**

### **100.1 PURPOSE AND SCOPE**

The organizational structure of the Champaign County Juvenile Detention Center is designed to create an efficient means to accomplish its mission and goals, and to provide for the best possible service to the Courts, the County of Champaign and to the public.

### **100.2 POLICY**

The Champaign County Juvenile Detention Center will implement and maintain an organizational structure that provides clear and identifiable roles for command, control, and guidance. Additionally, the Champaign County Juvenile Detention Center serves to provide for the safe, secure, humane care and custody of juveniles who are accused or found guilty of criminal law violations, pending Court proceedings, or admitted by order of the Court. Specifically, the Detention Center shall do the following:

- Provide for juvenile's basic needs, such as shelter, food, clothing, and medical and mental health needs.
- Prevent the abridgement of each juvenile's legal rights during detainment.
- Provide for the physical, emotional, religious, educational, and social needs of the individual during detainment.
- House juveniles in a safe and humane environment, maintaining the level of security to prevent escape and assure that juveniles live free of assault or intimidation by staff or other individuals.

### **100.3 DIVISIONAL RESPONSIBILITY**

The Superintendent is responsible for administering and managing the Juvenile Detention Services Division.

### **100.4 CHAIN OF COMMAND**

To maintain continuity, order and effectiveness in the Detention Services Division, a chain of command has been established and should be respected. All staff members should adhere to the chain of command in all official actions. However, nothing shall prohibit a staff member

from initiating immediate action outside of the chain of command if it is necessitated by a complaint of discrimination, sexual harassment, gross malfeasance, or violation of the law.

#### 100.4.1 ORGANIZATIONAL CHART

The Superintendent should ensure the development and update of an organizational chart identifying the chain of command.

EFFECTIVE DATE: 01/01/2023

# Policy 101

## Champaign County Probation & Court Services Department Detention Services Manual

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### Authority

#### 101.1 PURPOSE AND SCOPE

This policy acknowledges and reflects the legal authority under which the Champaign County Probation & Court Services Department, Juvenile Detention Services Division shall operate and maintain a local detention facility in this state. In addition to the authority vested by state law, the detention operates in accordance with these laws, constitutional mandates, and regulations.

#### 101.2 POLICY

It is the policy of the Champaign County Juvenile Detention Center that this facility will be maintained by all lawful means for the detainment of juveniles suspected of violating the law or who have been adjudicated by the Court as guilty of committing a crime, as prescribed by law.

#### 101.3 LEGAL FOUNDATION

Detention Center staff at every level must have an understanding and true appreciation of their authority and limitations in the operation of the detention facility. The Champaign County Juvenile Detention Center recognizes and respects the value of all human life and the expectation of dignity without prejudice toward anyone. It is also understood that vesting detention personnel with the authority to detain suspected law violators to protect the public and prevent individuals from fleeing justice requires a careful balance of individual rights and legitimate government interest.

#### 101.4 AUTHORITY

The Director of Probation & Court Services Department, and the Superintendent of Detention Services are responsible for the safekeeping of juvenile detainees and for the charge of confinement, transfer, and release of juvenile detainees in accordance with the Illinois Juvenile Court Act (705 ILCS 405).

EFFECTIVE DATE: 01/01/2023



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## **Annual Review and Performance-Based Goals and Objectives**

### **102.1 PURPOSE AND SCOPE**

The Champaign County Juvenile Detention Center is dedicated to the concept of continuous improvement in services provided by the facility and in accordance with applicable laws, regulations, and best practices. This policy establishes minimum review criteria to measure and evaluate the success of achieving established goals and objectives.

### **102.2 POLICY**

The Champaign County Juvenile Detention Center shall continually strive to improve the operation of its facility to ensure safe and humane care and custody of juveniles and to protect each detainee's constitutional and statutory rights. To this end, the Juvenile Detention Center shall conduct an annual review to evaluate its progress in meeting goals and objectives.

### **102.3 ANNUAL REVIEW**

The Director of Probation & Court Services Department and the Superintendent should ensure that the management teams conduct an annual management review, which shall minimally include a review of:

- (a) Statutory, regulatory, and other requirements applicable to the operation of the facility.
- (b) Lawsuits and or Court orders/consent decrees.
- (c) Policies, procedures, directives, and administrative general orders that guide the operation of the facility.
- (d) Fiscal operations
- (e) Personnel issues/actions that include, but not limited to, on-the-job injuries, internal affairs investigations, employee grievances, employee discipline, selection and recruitment.
- (f) Compliance with internal/external inspections of the facility.
- (g) Condition of the physical plant, infrastructure, and maintenance efforts.
- (h) Cleanliness of the facility.
- (i) Detainee profiles and trends that measure:
  - 1. Population (Average Daily Population)
  - 2. Population by gender
  - 3. Highest one day count

4. Intakes/Releases
  5. Percentage of detainee's in custody on adult charges
  6. Percentage of detainee's in custody on felony charges
  7. Percentage of detainee's in custody on misdemeanor charges
  8. Percentage of detainee's in custody on criminal contempt
  9. Pretrial population
  10. Sentenced population
  11. Out of County population
  12. Sick call
  13. Mental health calls
  14. Meal counts
  15. Special needs detainees
  16. Classification issues
  17. Detainee grievances (founded/denied)
  18. Demographics (age, race, gang affiliation)
- (j) Security issues that include:
1. Detainee on detainee assaults
  2. Detainee on staff assaults
  3. Disturbances
  4. Suicide attempts
  5. In custody deaths
- (k) Detainee programming:
1. Education
  2. Life skill programming
  3. Restorative Justice practices
  4. Commissary
  5. Mental health programs
  6. Substance abuse programs
  7. Faith-based services

#### **102.4 CRITERIA TO MEASURE PERFORMANCE**

The following items may be used to measure and evaluate the level of success in achieving the Juvenile Detention Services stated goals:

- (a) Fiscal year budget surpluses or successful operations even with budget reductions
- (b) Illinois Department of Juvenile Justice inspection
- (c) Detainee grievances
- (d) Documentation that the Assistant Superintendent of Operations and the Assistant Superintendent of Programs & Compliance, have completed the required specialized training in conducting sexual abuse investigations (28 CFR 115.34)
- (e) Documented training hours received by staff
- (f) Completed audits of the policy and procedures manuals



### **102.5 MANAGEMENT REVIEW PROCESS**

The management team may employ several methods to assess performance, including the following:

- (a) Performance analysis – Performance analysis attempts to discover discrepancies between the expected and actual levels of performance. This analysis should focus on whether the practices in the facility are meeting the mission of the division and whether policies and procedures are in alignment of statutes, regulations, and Court orders.
- (b) One-to-one interviews – Scheduled interviews with detention staff held in private to encourage candid responses and to help identify issues or conditions that should be targeted for review or correction.
- (c) Questionnaires – Questionnaires may be used as a group method to solicit suggestions and information about what operations need adjustment or where program resources should be directed.
- (d) Staff debriefing – Staff should be periodically debriefed, especially after an emergency or moderate to major incident, to identify aspects of facility operations that may need to be addressed by the management team.
- (e) Inspection findings - The Detention Center is subject to a variety of inspections (standard setting authority, command staff, advocates). These inspections should be used to identify ongoing issues in the operation of the facility.

### **102.6 MANAGEMENT REVIEW RESULTS**

To the extent reasonably practicable the individuals responsible for the development of a management review should follow the guidelines established in the Administrative Communications and Annual Facility Inspection policies to document and support the findings.

The results of the management review should be used in the ongoing process of continuous improvement. They may be used to direct changes in the operation of the facility or to identify successful operations that might be replicated in other areas.

The results of management reviews also may be used in full or in part to respond to inquiries from interested groups, such as local legislative bodies, Courts, or others to provide information on issues concerning the operation of the facility, including action planning when appropriate.

EFFECTIVE DATE: 01/01/2023



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## **Detention Manual**

### **103.1 PURPOSE AND SCOPE**

The Detention Manual is a statement of current policies, rules, and guidelines of the Champaign County Juvenile Detention Center. All members are to conform to the provisions of this manual. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized, however, that work in the detention environment is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably known to them at the time of any incident.

### **103.2 POLICY**

The manual of the Champaign County Probation & Court Services Department, Juvenile Detention Services Division is hereby established, and shall be referred to as the Detention Services Manual.

#### **103.2.1 DISCLAIMER**

The provisions contained in the Detention Services Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies within this manual are for the internal use of the Champaign County Probation & Court Services Department, Juvenile Detention Services Division and shall not be construed to create a higher standard of duty of care for civil or criminal liability against the county, its officials or members. Violations any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The Champaign County Probation & Court Services, Juvenile Detention Division reserves the right to revise any policy content, in whole or in part.

### **103.3 RESPONSIBILITIES**

The Director of the Champaign County Probation & Court Services with the assistance of the Superintendent of Juvenile Detention Services shall be considered the ultimate authority for the provisions of this manual and shall have the authority to issue any Administrative Orders, which shall modify the provisions of the manual to which they pertain. Administrative Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

The Superintendent shall ensure that the Detention Services Manual is comprehensively reviewed at least every two years, and updated as needed and that staff trained are trained accordingly to ensure policies in the manual are current and reflect the mission of the Champaign County Probation & Court Services Department, Juvenile Detention Services Division. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate.

#### **103.3.1 COMMAND STAFF**

The command staff should consist of the following:

- Director of Champaign County Probation & Court Services Department
- Superintendent of Detention Services
- Assistant Superintendent of Operations
- Assistant Superintendent of Programs & Compliance
- Assistant Superintendent of Shift

#### **103.3.2 OTHER PERSONNEL**

Line staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisor issues that might be addressed in a new or revised policy.

All members suggesting revision of the contents of the manual should forward their suggestion in writing to the Superintendent, who will consider the recommendation.

### **103.4 DEFINITIONS**

**AOIC** – Administrative Office of Illinois Courts

**Detention Manual** – The Detention Services Division Manual

**CFR** – Code of Federal Regulations

**Detention Officer** – All persons, regardless of rank, who are employees and who are selected and trained in accordance of AOIC standards and standards of the department.

**IDOJJ** – Illinois Department of Juvenile Justice

**ILCS** – Illinois Compiled Statutes

**Juvenile** – Any person under the age of 18.

**May** – Indicates a permissive, discretionary, or conditional action.

**Member** – This term applies to all persons employed by the Champaign County Probation & Court Services Department or who are appointed to serve as volunteers. This includes detention officers, probation officers, general services staff, contractors, and volunteers.

**On-duty employee** – Status during the period when he/she is engaged in the performance of his/her assigned duty.

**Order** – A written, or verbal instruction issued by a superior.

**Rank** – The job classification held by an officer.

**Shall or will** – Indicates a mandatory action.

**Should** – Indicates a generally required or expected action absent a rational basis for failing to conform.

### **103.5 DISTRIBUTION OF MANUAL**

Copies of the Detention Services Manual shall be made available to all members. An electronic version of the Detention Manual will be made available to all members on the department network – P drive.

No changes shall be made to the electronic version without the authorization from the Superintendent or the Director.

### **103.6 MANUAL ACCEPTANCE**

As a condition of employment, all members are required to read and obtain necessary clarification of the Juvenile Detention Services policies. All members are required to sign a statement of receipt acknowledging that they received a copy or have been provided access to the Detention Services Manual.

### **103.7 REVISIONS TO POLICIES**

All members are responsible for keeping abreast of all Detention Services Manual revisions. All changes to the Detention Services Manual will be posted on the intranet for review and/or given to members at shift briefing for review and clarification prior to implementation. The Superintendent will forward revisions to the Detention Services Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email or online acknowledgement, review the revisions and seek clarification as needed.

Each Shift Assistant Superintendent will ensure members under his/her command are familiar with and understand all revisions.

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## **Administrative Communications**

### **104.1 PURPOSE AND SCOPE**

Effective communications within the Detention Services Division are critical to the accomplishment of the mission of the division and the effective operation of the detention facility.

### **104.2 PERSONNEL ORDERS**

Personnel orders may be issued periodically by the Director or the Superintendent to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations or other changes in status.

### **104.3 CORRESPONDENCE**

All departmental correspondence is to be written in a clear, concise manner, consistent with report formats and guidelines prescribed in this policy and reflecting the highest possible quality in organization, grammar, punctuation, and spelling.

All external correspondence shall be on departmental letterhead. All departmental letterhead, including digital facsimiles of letterhead, shall bear the name element of the Director or the authorized designee. Personnel should use departmental letterhead only for official business.

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## **Administrative Orders**

### **105.1 PURPOSE AND SCOPE**

Administrative Orders establish a communication practice that may be used by the Director and the Superintendent to make immediate changes to policy. Administrative Orders will immediately modify or change and supersede the sections of this manual to which they pertain.

### **105.2 ADMINISTRATIVE ORDER PROTOCOL**

Administrative Orders will be incorporated in the manual. Administrative Orders will modify existing policies or create a new policy as appropriate.

Any Administrative Order issued after publication of the manual should be numbered consecutively, starting with the last two digits of the year, followed by the number "01" as in yy-01.

### **105.3 RESPONSIBILITIES**

The Director or the Superintendent, with assistance of office staff, shall issue and be responsible for all Administrative Orders, including their publication and dissemination throughout the office.

Supervisors are responsible that staff under their command receive training on all new Administrative Orders.

EFFECTIVE DATE: 01/01/2023



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## **Annual Facility Inspection**

### **106.1 PURPOSE AND SCOPE**

Annual facility inspections are the collection of data designed to assist administrators, managers, and supervisors in the management of the detention facility by means of establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the annual self-inspection.

### **106.2 POLICY**

The Juvenile Detention Services Division will use a formal annual inspection process of its facility to ensure that practices and operations follow statutes, regulations, policies, procedures, and best practice standards. Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers and changes in laws and regulations.

### **106.3 SUPERINTENDENT RESPONSIBILITY**

The Superintendent is responsible for collecting performance indicators and other relevant data to generate and provide an annual inspection of the detention facility. The Superintendent will ensure that inspections are conducted as outlined below on an annual basis.

Annual inspections may be used in preparation of inspections by outside entities, such as inspections by a government inspection authority, professional organization, or accreditation body. In this case, the local inspection will serve as a pre-inspection review that will prepare the facility for the outside or third-party evaluator.

### **106.4 INSPECTION AREAS**

The annual inspection should include the following areas in the assessment process:

- (a) Pre-assessment briefing – The Pre-assessment briefing should begin with the Superintendent and the Assistant Superintendent of Operations and the Assistant Superintendent of Programs & Compliance. The individual conducting the assessment will need to advise the other supervisors they will be inspecting so the appropriate materials will be brought up to date and made available to the assessment team.

- (b) Policy review – A review of all detention facility policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to detention operations.
- (c) Benchmark review – A review of the detention facility goals and objectives should be discussed with the management team of the facility. This will provide the opportunity to identify any areas that require corrections, additional resources or that reflect a successful performance that should be acknowledged or possibly replicated.
- (d) On-site inspections – The assessment team should conduct on-site inspections of the facility to verify activities in the facility are in alignment with goals and objectives and compliant with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and staff, should be reported as part of the assessment. An inspection checklist should be used to guide the inspection process to ensure consistency.
- (e) Develop an action plan – After the fact-finding described in previous sections has been accomplished, notes, records and recommendations should be analyzed, and an action plan developed to initiate any needed correction.
- (f) Reporting – The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the facility. The completed report and any analysis and documentation required to justify costs, policy revisions or any other administrative requirements should be submitted to the Director.
- (g) Monitor progress – The Superintendent should ensure that approved recommendations are being instituted by the responsible program providers.

### **106.5 FOCAL POINTS FOR INSPECTIONS**

Inspections of the facility used for detaining individuals pending a detention hearing, held during Court proceedings, and held upon a lawful Court order should include the inspection of policies, procedures and performance by management and staff to ensure compliance and timely updates. Inspections should include, but not be limited to, the following inspection points:

- Staff training
- Number of personnel
- Policy and procedures manual
- Fire Suppression pre-planning
- Incident reports
- Deaths in-custody
- Documented suicide attempts
- Classification plan
- Intake/booking
- Communicable disease prevention plan
- Detainees with mental health issues
- Administrative Intervention practices

- Use of Force
- Restraint devices
- Contraband control
- Perimeter security
- Searches (area and personal)
- Access to telephones
- Access to counsel
- Detainee visiting
- Detainee mail
- Religious access
- Health Care
- Mental Health Care
- Intake medical screening
- Vermin control
- Detoxification treatment plan
- Suicide prevention program
- First aid
- Meals
- Minimum diet
- Food serving and supervision
- Facility sanitation, safety, and maintenance
- Tools, keys, lock control
- Use of Close Observation rooms
- Plan for detainee discipline, including rules and disciplinary penalties, forms of discipline, limitations on discipline and disciplinary records
- Bedding and linen use
- Mattresses

EFFECTIVE DATE: 01/01/2023



## **Policy**

### **108**

#### **Champaign County Probation & Court Services Department Detention Services Manual**

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## **Discriminatory Harassment**

### **108.1 PURPOSE AND SCOPE**

The purpose of this policy is to prevent departmental members from being subjected to discrimination or sexual harassment. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### **108.2 POLICY**

The Champaign County Probation & Court Services Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The department will take preventive, corrective and disciplinary action for any behavior that violates this policy or the rights and privileges it is designed to protect.

The non-discrimination policies of this department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### **108.3 DEFINITIONS**

Definitions related to this policy include:

#### **108.3.1 DISCRIMINATION**

This department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects the applicant or member and is based on race, color, religion, sex, age national origin or ancestry, genetic information, disability, military service, sexual orientation, and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

### 108.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice.

Retaliation will not be tolerated.

### 108.3.3 SEXUAL HARASSMENT

The department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term of condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile or offensive work environment.

### 108.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts solely upon bona fide occupational qualifications under the Equal Opportunity Commission (EEOC) and the Illinois Department of Labor guidelines.
- (b) Bona fide request or demands by a supervisor that the member improve his/her work quality or output, that the employee report to the job site on time, that the member comply with county and/or department/divisional rules or regulations, or any other appropriate work-related communication between supervisor and member.

## 108.4 RESPONSIBILITIES

This policy applies to all employees of the division. All members shall follow the intent of these guidelines in a manner that reflects departmental/divisional policy, professional correctional standards and the best interest of the division and its mission

Employees are encouraged to promptly report discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and report it to a higher-ranking supervisor or manager.



Complaints may also be filed with the Director, Court Administrator, Deputy County Administrator, or the County Executive.

Any member who believes, in good faith; that he/she has been discriminated against, harassed or subject to retaliation, or who has observed harassment or discrimination, is encouraged to report such conduct in accordance with procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

#### 108.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination or sexual harassment are encouraged to contact a supervisor, manager, the Director, the Court Administrator, the Deputy County Administrator, or the County Executive.

#### 108.4.2 SUPERVISOR RESPONSIBILITIES

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensure that their subordinates understand their responsibilities under this policy.
- (d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Notify the Superintendent or Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

#### 108.4.3 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors, and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing, or retaliatory.

Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the department and the division and professional detention facility standards.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

- (c) Supervisors and managers must act promptly and responsibly in handling such situations.
- (d) Supervisors and managers shall make prompt determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or managerial responsibilities, such as determining duty assignments, evaluating, or counseling members or issuing discipline, in a manner that is consistent with established procedures.

### **108.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of this department that all complaints of discrimination or harassment shall be fully documented, and promptly and thoroughly investigated. Any member involved in the incident or investigation should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

#### **108.5.1 SUPERVISORY RESOLUTION**

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

#### **108.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The supervisor assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, or harassed or retaliated against because of their protected status, are encouraged to follow the chain of command.

#### **108.5.5 ALTERNATIVE COMPLAINT PROCESS**

No provisions of this policy shall be construed to prevent any member from seeking legal redress outside the department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

#### **108.5.6 NOTIFICATION OF DISPOSITION**

The complainant and/or victim will be notified in writing of the disposition of the investigation and actions taken to remedy or address the circumstances giving rise to the complaint.

### **108.6 TRAINING**

All new employees shall be provided with a copy of this policy or their orientation. The policy shall be reviewed with each new member. The employee shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her tenure with the department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understood its contents and agreed that they will continue to abide by its provisions.

#### **108.6.1 SUPERVISOR TRAINING**

All supervisors shall receive specific training and education regarding sexual harassment and prevention of abusive contact within six months of assuming a supervisory position. Refresher training shall be provided every two years.

#### **108.6.2 TRAINING RECORDS**

The Operations Assistant Superintendent shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established record retention schedule by the department.

EFFECTIVE DATE: 01/01/2023



## **Policy**

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## **Grievance Procedure**

### **109.1 PURPOSE AND SCOPE**

It is the policy of this department and division that all grievances will be handled quickly and fairly without discrimination against employees who file a grievance whether there is a basis for the grievance. The philosophy of the department and the division is to promote free verbal communication between employees and supervisors.

#### **109.1.1 GRIEVANCE DEFINED**

Champaign County Probation & Court Services Manual, Chapter 23.1.1 states "A grievance is defined as any unresolved difference of opinion between the employer and any employee".

### **109.2 POLICY**

It is understood that employees will generally attempt to resolve the issue through informal discussion with their immediate supervisor. If they are unable to resolve the grievance at this level, the formal grievance procedures are defined by FOP Bargaining Unit Agreement, Article VI.

### **109.3 EXCEPTIONS TO THE POLICY**

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

### **109.4 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all original documents pertaining to the process shall be forwarded by the Superintendent to the Director.

EFFECTIVE DATE: 01/01/2023



**Champaign County Probation & Court Services Department  
Detention Services Division**

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**Chapter 2 – ADMINISTRATION AND ORGANIZATION**

**Chapter 2 – Organization and Administration**





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Detention Services Manual**

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## **Alcohol Drug Use**

### **200.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

### **200.2 POLICY**

It is the policy of this department to provide a drug and alcohol-free workplace for all members.

### **200.3 GENERAL GUIDELINES**

Alcohol and drug use in the workplace or on departmental time can endanger the health and safety of departmental members and the public. Such use shall not be tolerated (41 USC 8103).

Members of the department who have consumed an amount of an alcoholic beverage or taken any medication or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify supervisory personnel as soon as the member is aware that he/she will not be able to report to work. If the member is adversely affected while on-duty, he/she shall be immediately removed.

#### **200.3.1 USE OF MEDICATIONS**

Members should avoid taking any medication that will impair their ability to perform their duties safely and completely. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the County while taking any medication that has the potential to impair his/her abilities, without a written release from their physician.

## **200.4 MEMBER RESPONSIBILITIES**

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances, cannabis or alcohol on office premises or office time (41 USC 8103).

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisor of any criminal statute conviction for violation occurring in the workplace no later than five days after such conviction (41 USC 8103).

## **200.5 EMPLOYEE ASSISTANCE PROGRAM**

There may be available a voluntary Employee Assistance Program for employees who wish to seek help for alcohol and drug problems. Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact Champaign County Human Resources, their insurance provider, or the County Employee Assistance Program for additional information.

Employees who experience drug or alcohol problems are encouraged to seek a referral for help through the County Employee Assistance Program or their health care provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance issues.

## **200.6 WORK RESTRICTIONS**

If a member informs supervisory personnel that he/she has consumed alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If a supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the facility.

## **200.7 REQUESTING SCREENING TESTS**

A supervisor may request an employee to submit to a screening under any of the following circumstances:

- (a) A supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently. (FOP Collective Bargaining Agreement, Article XXIII, Section 23.3)

### **200.7.1 SUPERVISOR RESPONSIBILITY**

The supervisor shall prepare a written record documenting the specific facts that led to the decision to requesting the screening test, and shall inform the employee in writing of the following: (Article XXIII, Section 23.4)

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in disciplinary action or termination.

### **200.7.2 SCREENING TEST REFUSAL**

An employee may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

### **200.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member the Department will take appropriate disciplinary action, up to and including dismissal, and /or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC 8104).

### **200.9 CONFIDENTIALITY**

The department recognizes the confidentiality and privacy due to members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's personnel file.

Effective Date: 01/01/2023



**Policy  
201**

**Champaign County Probation & Court Services Department  
Detention Services Manual**

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## **Financial Practices**

### **201.1 PURPOSE AND SCOPE**

The Director shall prepare and present an annual budget request that ensures an adequate allocation of resources for facility operations and programming. Budget requests shall be prepared in the manner and detail prescribed by the County of Champaign. Service goals and objectives should be delineated in the budget plan.

### **201.2 POLICY**

The department's responsibilities include the development of a budget plan, submitting the plan to the County Executive, and monitoring the facility's progress toward meeting its budget objectives throughout the fiscal year.

A fiscal system has been established that accounts for all income and expenditures on an ongoing basis. Methods for collecting, safeguarding, and disbursing monies shall comply with established accounting procedures.

### **201.3 BUDGET PLAN**

The Director with the assistance of the Superintendent will establish a system of expenditures for personnel, operating expenses, equipment, and capital projects. A record of a historical pattern of expenditures along with justification for new expenditures may be used as the supporting documentation in the development of the budget plan.

Once completed, the budget plan will be submitted for review and approval and/or returned to the Director for additional development. Once the budget plan has been approved by the County Executive or authorized designee, the department may initiate expenditures in accordance the County policy.

### **201.4 FISCAL ACCOUNTING AND MANAGEMENT OF APPROVED BUDGET**

The department Administrative Services Supervisor is responsible for monitoring the facility's progress toward meeting its budget objectives throughout the fiscal year. Data on key

performance indicators should be collected and evaluated at regular intervals and reviewed by the Director and the Superintendent.

#### **201.5 TRANSFERRING FUNDS AMONG BUDGET CATEGORIES**

Unless other specified, the transfer of funds among budget categories may require the approval of the County Executive and/or the County Board.

#### **201.6 STAFFING PLAN**

The Superintendent should maintain an up-to-date staffing plan for the purpose of exercising position control. The staffing plan should include a comprehensive list of all positions in the facility. Each position has a descriptive job title that is associated with a description of the position's duties and responsibilities. Each position will have written job description for all position classifications and post assignments that define responsibilities, duties, and qualifications.

The Superintendent should adhere to the following strategies for the management of position control and personnel costs:

- (a) Ensure that the facility is staffed with the appropriate number and type of staff. The proper allocation and deployment of staff across shifts and functional units is essential.
- (b) Strategically time the filling of newly authorized positions or vacancies in current positions.
- (c) Manage the use of overtime/compensation time carefully. The historical use of overtime/compensation time should be tracked to make the case for additional staff and/or to provide sufficient funding in an overtime line item. The use of overtime or compensation time should be monitored at regular intervals to verify that it is being used within projected levels.
- (d) Manage the use of part-time staff. The number of hours worked by part-time staff should be monitored to ensure that part-time employees are not working in excess of what has been authorized.
- (e) Establish and maintain procedures to ensure accuracy and integrity of payroll documentation. Timecards, time sheets and related documentation should reflect actual hours worked.

#### **201.7.1 INSURANCE REQUIREMENTS**

The department shall ensure, by the way of risk managers, the procurement of adequate liability coverage of detention facility operations. Coverage shall include at minimum workers compensation and civil liability.

Effective Date: 01/01/2023







**Policy  
202**

**Champaign County Probation & Court Services Department  
Detention Services Manual**

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## **Supervision of Juvenile Residents – Minimum Requirements**

### **202.1 PURPOSE AND SCOPE**

The purpose of this policy is to ensure the safety and security of the facility through the application of appropriate staffing levels.

### **202.1 POLICY**

It is the policy of this facility to provide for the safety and security of citizens, staff and juvenile residents through appropriate staffing levels that are sufficient to operate the facility and perform functions related to the safety, security, custody, and supervision of juvenile residents.

### **202.3 SUPERVISION OF JUVENILE RESIDENTS**

There shall be, always, sufficient staff designated to remain in the facility for the supervision and welfare of juvenile residents, to ensure implementation and operation of all programs and activities as required by Title 20, Chapter IX Department of Juvenile Justice, Part 2602, Section 2602.30, and to respond to emergencies when needed.

When both male and female residents are held in the facility, a minimum of one male and one female detention officer shall be always on duty in the facility.

Staff members shall not be placed in positions of responsibility for the supervision and welfare of juvenile residents of the opposite sex in circumstances that can be described as an invasion of privacy or that may be degrading or humiliating to the residents. Staff used as program resource personnel with juvenile residents should be of the same sex as the juvenile residents when reasonably available. However, at least one staff member of the same sex as the juvenile resident should be on-duty and available to the juvenile resident during all such activities.

The Superintendent or their authorized designee shall be responsible for developing staffing plans to comply with this policy.

Effective Date: 01/01/2023



**Policy**  
**203**

**Champaign County Probation & Court Services Department**  
**Detention Services Manual**

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## **Prohibition of Resident Control**

### **203.1 PURPOSE AND SCOPE**

The purpose of this policy is to define the requirement that staff should always exercise control of the resident population under their supervision and should prevent residents from controlling other residents within the facility.

### **203.2 POLICY**

All staff, including support staff, contractors and volunteers should exercise control and supervision if all residents under their control. It is the policy of this facility to prohibit any staff member to implicitly allow or by dereliction of duty allow any residents or group of residents to exert authority over other residents.

### **203.3 EDUCATION AND PROGRAM ASSISTANTS**

Nothing in this policy is intended to restrict the legitimate use of residents to assist in the instruction of educational or other programming. Any use of residents in this manner will be expressly authorized by the Superintendent or their designee in a legally prescribed manner. Any program that uses residents to assist in legitimate program activities will be closely supervised by facility employees or vocational instructors. Nothing in this section is intended to authorize a resident program assistant to engage in disciplining other inmates.

Effective Date: 01/01/2023



**Policy  
204**

**Champaign County Probation & Court Services Department  
Detention Services Manual**

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## **Equipment Inventory and Supplies**

### **204.1 PURPOSE AND SCOPE**

The facility must have materials, supplies and equipment that are necessary to maintain effective and efficient operations. This policy establishes responsibilities and requirements for purchasing, storing and inventory of those items.

### **204.2 POLICY**

The Superintendent shall ensure that all detention facility property and fixed assets are inventoried annually and that all supplies purchased are reconciled with invoice prior to payment.

### **204.3 PURCHASING**

The Superintendent, along with the Administrative Services Supervisor, is responsible for managing and purchasing process to ensure that amounts and types of purchases fall within the budget parameters. The Superintendent must also ensure that the facility purchasing process complies with applicable laws, regulations, and departmental policies.

Facility personnel with spending authority should adhere to the following strategies:

- (a) Be knowledgeable about the county's requirements and procedures for purchasing goods and services.
- (b) Establish a working relationship with the facility's purchasing agent.
- (c) Provide purchasing agent with information describing the types of goods and services required to operate the facility.
- (d) Ensure that staff with spending authority follow procedures that outline the process for submission and approval of purchase requisitions.
- (e) Review purchase requisitions to verify the need, urgency and priority.
- (f) Monitor service contracts to ensure that the facility is receiving the scope and quality of services specified in the contract.
- (g) Keep records to maintain the integrity and availability of purchasing documents, including requisitions, purchase orders, receiving reports and invoices.

#### **204.4 EQUIPMENT INVENTORY**

The Superintendent or authorized designee will conduct an audit on all supplies and equipment annually. The Administrative Services Supervisor may also conduct an interim audit on all fixed assets to maintain a complete and accurate accounting of equipment and its location.

Effective Date: 01/01/2023

# Policy

## 205

### Champaign County Probation & Court Services Department Detention Services Manual

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## Tool Equipment

### 205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a tightly controlled process for the use of tools and culinary equipment to reduce the risk of such items becoming weapons for the juvenile resident population. While there are times that specific juvenile resident workers may need to possess tools or equipment for legitimate daily operations. The possession and use of those tools must be carefully monitored and controlled by staff.

### 205.2 POLICY

It is the policy of this facility to securely store, inventory, control and monitor the use of tools or equipment to ensure accountability and secure use of these items.

#### 205.2.1 CUSTODY TOOLS

Tools include all implements that are maintained within the secure perimeter of the facility to complete specific tasks. These tools include, but are not limited to, mops, brooms, and dustpans.

All tools, culinary items or medical equipment shall be locked in secure cabinets or storage rooms when not in use.

Anytime tools are brought into a secure area where juvenile residents are present, staff supervising the area shall count the number of tools brought in to ensure that the same number of tools is taken out.

Any tool that is used within the secure perimeter of the facility must be closely monitored and controlled by the staff supervising the area so that it cannot be used as a weapon. Juvenile residents who are assigned task that require these tools shall be closely supervised.

An inventory of all tools used and stored within the secure perimeter of the facility shall be developed and maintained by the Superintendent or their designee. Tools shall be inventoried by an assigned staff member at least once every 24 hours. The loss of any tool will be immediately reported to the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool including:

- (a) Detaining and searching any juvenile resident who had access to the tool.
- (b) Conducting a thorough search of the immediate area for the missing item.
- (c) Initiating a facility-wide search.

The staff member responsible for the supervision of the use of the missing tool will prepare and submit a report to the Shift Supervisor documenting the specific tool that is missing and the circumstances of the disappearance. The report will be forwarded to the Superintendent. All staff members involved in the search will submit a report to the on-duty supervisor documenting their findings.

### 205.2.3 EXTERIOR- USE TOOLS

Exterior-use tools that are used by juvenile resident workers outside in the garden area, these tools include, but are not limited to:

- Landscape maintenance tools
- Garden related equipment

Detention Officers should carefully choose on which juvenile residents may use exterior-use-tools based on classification status, and history. Staff responsible for supervising juvenile residents when outside working in the garden area will inventory all tools assigned for this purpose at the beginning of the chore.

Any exterior-use-tool issued to a juvenile resident will be logged, with the juvenile resident's name, and tool type. When the juvenile resident is finished with the tool, the responsible staff member shall check the tool against the check-out log and document the return. Juvenile residents shall not be permitted to pass tools between each other except under the direct supervision of a detention officer.

If an exterior-use-tool is missing, the detention officer shall immediately notify the shift supervisor. A thorough search for the tool will be undertaken and an incident report shall be completed. Juvenile residents may only be released from the programming assignment when it has been determined that it is safe to do so, and upon the approval of the shift supervisor. An incident report with all relevant information shall be forwarded to the Superintendent.

Effective Date: 01/01/2023



**Policy  
206**

**Champaign County Probation & Court Services Department  
Detention Services Manual**

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## **Disposition of Evidence**

### **206.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide direction regarding the proper handling and disposition of contraband and evidence to ensure that the chain of custody is maintained so that evidence is admissible in a court of law or disciplinary hearing.

### **206.2 POLICY**

It is the policy of the Champaign County Juvenile Detention Center to seize evidence and contraband in accordance with current constitutional and search and seizure law. Members of the division shall properly handle all contraband and evidence to maintain its admissibility. All contraband and evidence shall be handled in a safe manner in a way that will maintain the chain of custody.

### **206.3 INITIAL SEIZURE OF EVIDENCE**

Any staff member who first comes into possession of any evidence should retain such evidence in his/her possession until it properly tagged and documented. When handling evidence and contraband, staff should always observe safety precautions.

- (a) Sheath any knife or other lethal stabbing instrument in its holster (if any) or attach (tape) stiff cardboard to completely cover the blade.
- (b) Place needles, such as syringes into a hard plastic container that cannot be punctured by the needle.
- (c) Place pills or capsules in a small manila folder and seal the folder.

### **206.4 PROPERTY BOOKING PROCEDURE**

All property shall be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employee booking property shall observe the following guidelines.

- (a) Complete the property section of the booking, describing each item of property separately, listing serial numbers on applicable items and other identifying information or markings.
- (b) Mark each item of evidence with the booking officer's initials, and date booked using the appropriate method to prevent defacing or damaging the value of the property.

(c) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.

Effective Date: 01/01/23

## **Policy**

### **207**

#### **Champaign County Probation & Court Services Department Detention Services Manual**

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## **Records and Data Practices**

### **207.1 PURPOSE AND SCOPE**

This policy establishes guidelines for the control and access of confidential records by staff, contractors, and volunteers.

### **207.2 ACCESS TO DELINQUENCY RECORDS**

Official files, documents, records, electronic data, video and audio recordings and information held by the Champaign County Juvenile Detention Center or in custody or control of departmental employees, volunteers or contractors are regarded as non-public and/or confidential.

Access to confidential paper or electronic generated records in this facility is restricted according to job function and the need to know. Employees working in assigned areas will only have access to information that is necessary for the performance of their assigned duties. Granting access to other employees or anyone outside of the work area must meet with supervisory approval. All requests for information from outside the department shall be forwarded to Superintendent or their designee.

Detention staff, volunteers and contractors shall not access or permit the disclosure or use of such files, documents, reports, records, video or audio recordings or other confidential information except as required in the performance of their official duties and in accordance with departmental policies, state and/or federal statutes, ordinances and regulations related to data practices.

Detention staff, volunteers and contractors who are uncertain of the confidentiality status of any document should consult with a supervisor or the Superintendent to determine the status of the documents in question.

### **207.3 STAFF TRAINING**

Prior to be allowed to work in the facility, all detention staff, volunteers, and contractors will receive training on departmental policies and confidentiality requirements, including the potential penalties that may result from a breach of confidentiality in violation of this policy and all applicable statutes.

Effective Date: 01/01/2023

**Policy**  
**208**

**Champaign County Probation & Court Services Department**  
**Detention Services Manual**

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## **Research Involving Juvenile Residents**

### **208.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish safeguards and guidelines to protect juvenile residents from being used as research subjects in medical and other research experiments based only on their status of being detained and without proper approval, review, or informed consent.

### **208.2 POLICY**

The Champaign County Juvenile Detention Center will conduct and support research that improves operations, enhances professional knowledge, decrease recidivism, and advances the department's missions in accordance with existing laws and with appropriate protection of all juveniles detained. However, the use of juvenile residents for medical, pharmaceutical, or cosmetic research is prohibited.

### **208.3 AUTHORIZATION REQUIREMENTS**

Prior to initiating any type of approved research, all persons conducting research in this facility must agree to abide by all departmental policies relating to security and confidentiality of juvenile resident files. Based upon the intended research, guidelines will be established regarding what information shall be accessible to the researcher or the research organization.

Any requests for an exception shall include a response to the following questions as part of the proposed research project:

- Who is conducting the research?
- What is the purpose of the research?
- What is the methodology?
- Do the researchers or persons advocating research involving the use of juvenile residents understand their ethical responsibilities, including considerations for the establishment of an Institutional Review Board as described in 45 CFR 46.301 et seq.?
- Any other information deemed appropriate by the Superintendent or Director.

Effective Date: 01/01/2023



# Policy

## 209

### Champaign County Probation & Court Services Department Detention Services Manual

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## Juvenile Records

### 209.1 PURPOSE AND SCOPE

This policy establishes the procedures required to create and maintain accurate records of all individuals booked and detained in the facility.

### 209.2 POLICY

It is the policy of this office that all records shall be complete and comprehensive, resulting in reliable data that provides information about each juvenile's period of detainment, as well histories of previous detainments in the facility. All juvenile records are official departmental documents and should be used for official business only. Juvenile records are confidential and are a vital component of the criminal justice system and should only be released to authorized individuals.

209.2.1 It shall be the responsibility of employees to maintain accurate records on all persons who have been committed or assigned to the facility, including, but not limited to the following:

- Information gathered during the admission process.
- Photographs and fingerprints cross referenced to the booking number.
- Duration of detainment.
- Court-generated background information.
- Cash and property receipts.
- Classification records, including resident classification levels and housing restrictions.
- Housing history records.
- Reports of disciplinary events and dispositions.
- Grievances and dispositions.
- Reports of incidents or crimes committed during detainment.
- Request forms.
- Special visit forms.
- Court appearances, documents, and disposition of hearings.
- Worker program.
- Program participation and attendance records.
- Behavior logs.

- Visitation records.
- Telephone Records
- Mail log records.
- Medical, dental, mental health, drug and alcohol screenings, assessments, treatments, medications.

#### 209.2.2 ELECTRONIC RECORD MAINTENANCE

Juvenile records and data maintained in an electronic format shall be accessible only through a login/password protected system capable of documenting by name, date and time of any person who has accessed the information. The Superintendent shall be responsible for working with the information technology personnel to ensure the security of the data and to develop and maintain a copy of the security plan.

#### 209.2.3 RECORDS RETENTION

Juvenile records shall be maintained consistent with the established records retention schedule.

Effective Date: 01/01/2023



# Policy 210

## Champaign County Probation & Court Services Department Detention Services Manual

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### Incident Reporting

#### 210.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application of a consistent and comprehensive reporting system that accounts for all incidents occurring within the Champaign County Juvenile Detention Center. This policy will ensure communication occurs during a crisis, a chain of command is followed, and the Detention Center is able to monitor all incidents, thereby enhancing Detention Services efficiency.

##### 210.1.1 DEFINITIONS

**Incident** – Is any non-routine, unusual or potentially threatening event.

**Incident Report Reference Guide** – Provides instruction for how the Detention Center shall document incidents, who shall be notified of incidents, and how reports shall be disseminated.

**Incident Report** – Is a report generated by any staff member who is the primary person involved in the incident. There should only be one Incident Report per incident episode.

**Supplemental Report** – Is a report generated by any other staff who witnessed an incident or who received information about an incident. This report should accompany the Incident Report.

**Addendum Report** – Is a report generated by the original staff member who has already submitted either an Incident Report or Supplemental Report and has additional information needing to be documented regarding the incident.

**Level of Severity** – Defines the seriousness or urgency of an incident as classified in the Incident Report Reference Guide.

**Classification** – The process of identifying the type of behavior, activity, or potentially threatening situation involved in an incident.

**Submitted** – Indicates the status of the Incident Report that is finalized at the facility and is released by the supervisor for distribution.

## **210.2 POLICY**

It is policy of the Champaign County Juvenile Detention Center that staff members shall complete an Incident Report anytime a non-routine, unusual or potentially threatening event occurs. Reports shall be completed prior to the end of one's shift when the incident occurred but may be delayed up to 24-hours from the time of the incident if approved by the detention supervisor. This system of notification, documentation and distribution shall be performed in accordance with policy.

## **210.3 PROCEDURES**

- (a) Detention staff shall use the Incident Report Reference Guide when determining whether an Incident Report is required and how to complete the report.
- (b) Each incident shall be documented in the appropriate report format using the current incident reporting form.
- (c) Reports shall be completed prior to the end of one's shift when the incident occurred but may be delayed up to 24-hours from the time of the incident if approved by a supervisor.
- (d) A request made by administration for additional incident documentation shall be accommodated within one business day or within a reasonably stipulated time frame.
- (e) Each incident shall be classified according to the level of severity, as identified in the Incident Report Reference Guide. Supervisors shall review each incident report to ensure proper level and classification. The level system is comprised of four Levels of Severity. Level 1 incidents shall be considered the most severe and Level 4 incidents shall be considered the least severe.
- (f) Once a report has been submitted by the staff member, signed, and approved by a supervisor its contents shall not be altered, modified, or amended. Any further clarification or correction of facts about an incident shall be accomplished by an addendum report.
- (g) Original signed Incidents Reports shall be maintained at the facility.

### **210.3.1 CHAIN OF COMMAND NOTIFICATION**

- All Level 1 Incidents – Maximum Severity: Supervisor, Superintendent of Detention Services, and Director of Court Services.
- All Level 2 Incidents – Intermediate Severity: Supervisor, Superintendent of Detention Services.
- All Level 3 Incidents – Minimum Severity: Supervisor
- All Level 4 Incidents – Information Only: Supervisor

Effective Date: 01/01/2022





# Policy

## 211

### Champaign County Probation & Court Services Department Detention Services Manual

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## Key and Electronic Access Device Control

### 211.1 PURPOSE AND SCOPE

The control and accountability of facility keys and electronic access devices are vital factors in maintaining a safe and secure environment for juvenile residents, staff, volunteers and contractors and the public. This policy outlines the methods that the Champaign County Juvenile Detention Center will use in maintaining strict security of its keys and electronic access devices.

### 211.2 POLICY

It is the policy of the Champaign County Juvenile Detention Center that all keys used to access secure areas of the facility or to exit secure areas of the facility are strictly controlled. Employees and supervisors will be held accountable for the security and safety of the facility. All key control activities shall accurately be documented on a daily basis.

#### 211.2.1 KEY IDENTIFICATION

All keys that open any doors within the facility shall be marked with unique identification codes that will allow for a quick inventory. Keys that are bundled together as a set shall be numbered or coded with a tag to identify that set and the number of keys on the ring. The identifying numbers or code on keys shall not correspond to numbers/codes on locks.

#### 211.2.2 LOCK POLICY

All security perimeter doors, to include Master Control shall be kept locked, except when used for admission or exit of employees, residents, or visitors, and in an emergency. The operators of sallyport shall ensure that only one of the doors of the sallyport is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override doors and allow for rapid entry/exit.

#### 211.2.3 MISSING KEYS

Any staff member who discovers that a key or keyset is missing shall immediately make a verbal report to a supervisor and shall prepare a written incident report as directed by the supervisor. The supervisor shall immediately initiate a search for the missing key. If a reasonable effort to locate the keys fails, the supervisor shall order a lockdown of the facility. All juvenile residents

shall be locked in the rooms/housing units. The supervisor shall, soon as possible, notify the Superintendent regarding the loss of the key, when it was discovered, and the circumstances involved.

A methodical and thorough search of the entire facility will be made by the on-duty staff.

If, after a thorough search, the key or keyset is not located, the Superintendent will determine whether to re-key any locks that may have been compromised, and whether this should be done immediately.

The Superintendent shall initiate an investigation into the disappearance of the keys to re-examine the procedures for key control and shall notify the Director of his/her findings. Based upon the findings of the investigation and any recommendations, the procedures governing this policy may be amended.

#### **211.2.4 DAMAGED KEYS OR LOCKS**

Damaged keys or locks shall promptly be reported to a supervisor. No part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the supervisor of the shift, who will ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practicable. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No juvenile resident shall be secured in a cell, detention room or area that has inoperable locks.

#### **211.5 KEY CONTROL RECORDS**

A shift roster will be maintained for the accounting and security of all keysets. Each shift is responsible for reporting any key malfunctions or missing keysets.

#### **211.6 ELECTRONIC ACCESS DEVICES**

In the event if proximity cards, fob, or other devices are issued to staff to allow access to restricted or controlled areas of the facility, and in the event of a lost or stolen device, an employee shall notify his/her supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

Effective 01/01/2023







# Policy

## 212

### Champaign County Probation & Court Services Department Detention Services Manual

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## Daily Activity Logs and Shift Reports

### 212.1 PURPOSE AND SCOPE

Accurate and legible records are vital to the management of the facility. They provide a means for managers to review events and emergency situations that have occurred in the facility.

This policy establishes the requirement for the preparation, maintenance and retention of permanent logs and shift reports that records routine information, emergency situations and unusual incidents.

### 212.2 POLICY

Detention officers assigned to a shift post shall accurately record a shift report of the shift activities. Employees who falsify any detention document may be subject to disciplinary action, up to and including termination, as well as criminal prosecution.

### 212.3 PROCEDURES

All facility employees will adhere to the following procedures when preparing reports or a shift report:

- (a) Black or blue pen shall be used, unless entries are logged into an electronic record.
- (b) Entries should be legible and provide sufficient detail to ensure that the log entry or report reflects accurate events.
- (c) Entries shall include the name and badge number of the individual making the entry.
- (d) Entries shall reflect the date and time of the event logged.
- (e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.

### 212.4 SHIFT ACTIVITY LOG

Detention officers shall enter all pertinent information into the daily activity/shift log or other record logs when any of the following occur:

- On-duty personnel
- Intakes or releases

- Formal head counts
- All searches/shakedowns
- Meal service
- Alarms, security equipment tests and drills
- Medication delivery, sick call
- Supervisor rounds to housing area and/or to specific residents
- Unusual resident behavior
- Unusual occurrences
- Sanitation inspections
- Use of emergency equipment
- Use of force
- Key issuance and returns
- Information that would assist the oncoming shift

### **212.5 SUPERVISOR RESPONSIBILITIES**

Supervisors shall review daily activity logs and shift reports during each shift. When appropriate, supervisors should include comments with regards to an incident or unusual occurrence in the facility.

When a major event occurs in the facility which requires a coordinated command response, the incident commander should designate a staff member to keep a running log that identifies, at minimum the following:

- Date and time the incident began
- Specific location of the incident or in some cases multiple locations
- Time of significant response measures taken during the incident
- Name, identification number and time of arrival of personnel on-scene
- Orders issued by the incident commander
- Significant events that occurred as result of the incident

The above information should remain available to the incident commander throughout the event to assist with ongoing response planning.

Effective: 01/01/2023





# Policy 213

## Champaign County Probation & Court Services Department Detention Services Manual

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### Administrative and Supervisory Inspections

#### 213.1 PURPOSE AND SCOPE

The purpose of this policy is to establish both regularly and scheduled and unannounced inspections of the facility's living and activity areas. This is to encourage contact with staff and juvenile residents and to observe resident living conditions. Inspections may be useful in identifying deficiencies, which can be corrected, as well as processes working properly, which may be replicated elsewhere within the facility.

#### 213.2 POLICY

Tours and inspections shall be conducted by administrative and supervisory staff throughout the detention facility at least weekly to facilitate and encourage communication among administrators, managers, shift supervisors, staff employees, residents, and the visiting public.

#### 213.3 INSPECTIONS

The Superintendent is responsible for ensuring that scheduled and unscheduled inspections are implemented to minimally include:

- (a) The general conditions and overall climate of the facility.
- (b) The living conditions of the juvenile residents.
- (c) Communication between administrators, managers, shift supervisors, staff, residents, and the visiting public.
- (d) Compliance with policies and protocol.
- (e) Safety, security, and sanitation concerns.
- (f) Juvenile resident concerns.
- (g) Meal service.
- (h) Laundry service.

### **213.3.1 AREAS TO BE INSPECTED**

Shift Supervisor inspections should occur in all occupied areas of the facility daily. Inspections should be conducted randomly, and special effort should be given to tour and informally inspect the following areas:

- Housing unit areas
- Intake/admission area, to include holding cells
- Inside and outside recreation areas
- Visitation areas
- Medical room
- Education and resource area
- Dining and kitchen area
- Laundry area
- Multi-purpose area
- Restroom areas
- Sallyport

### **213.4 INSPECTIONS OF SECURITY EQUIPMENT**

The Superintendent shall be responsible for designating a qualified person to conduct weekly inspections of all security devices, identifying those in need of repair or maintenance and providing a written report of the results of the inspection. The Superintendent shall document all action taken to correct identified deficiencies, including maintenance records, and shall retain those records in accordance with established record retention schedules.

### **213.5 DOCUMENTATION AND REPORTING**

Each staff member conducting the inspection or tour shall document the activity in the appropriate form or facility log. The form should include significant findings that indicate remedial action or training may be needed. Significant issues of security or safety shall be addressed promptly. Commendable or successful actions should be replicated elsewhere in the facility also should be noted.

The Shift Supervisor shall review the logs daily and ensure that any deficiencies noted are addressed or forwarded through the chain of command, as appropriate, and that commendable actions are also appropriately addressed.

Effective Date: 01/01/2023

# **Policy**

## **214**

### **Champaign County Probation & Court Services Department Detention Services Manual**

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## **Perimeter Security**

### **214.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish the facility's perimeters, to ensure that detained juveniles remain inside the perimeters, and that visitors, vendors, volunteers and employee access is granted only with proper authorization and through designated safety vestibules and sallyport. The secure perimeter of the facility will provide protection from escape of individuals being processed, held or housed, and will act as a defense against the entry of unauthorized persons and to prevent contraband from entering the secure areas of the facility.

### **214.2 POLICY**

All entry points to the secure perimeter of the facility shall be monitored and controlled by Master Control staff. The entire perimeter shall be inspected, maintained, monitored and continuously accessed to ensure its physical integrity and prevent unauthorized entry, detainee escape and contraband from entering the facility.

#### **214.2.1 VISITORS**

The facility shall be maintained as a secure area and no persons shall enter any portion of the inner perimeter without the specific authorization from the Superintendent or the authorized designee. All visitors shall be required to provide satisfactory identification, such as a valid driver's license, state identification card, valid passport, or military identification. Visitors shall be escorted by all times while they are in the secure area of the facility.

### **214.3 PROCEDURE**

The secure perimeter shall be maintained by assigned staff, the Superintendent or the authorized designee shall ensure that a staffing plan is in place to monitor the secure perimeter of the facility. Suspicious activity at or near the perimeter shall immediately be reported to the Shift Supervisor and Master Control. The Shift Supervisor shall inform Master Control staff to initiate an appropriate law enforcement response.

Master Control staff shall identify all persons seeking to gain access to the secure perimeter of the facility. Persons delivering goods or services shall identify themselves to Master Control staff

prior to be allowed to the delivery area. Materials delivered to or transported from the facility's secure perimeter shall be inspected for contraband.

Keys to the secure perimeter shall be easily identifiable and issued only in emergency situations or with the authorization of the Superintendent.

Weapons lockers are provided outside the secure perimeter entrances. All weapons must be secured prior to an individual be allowed access to the secure area of the facility.

The sallyport is to be used for the transfer of juvenile detainee's

Operation of the sallyport doors will be done in such a manner as to effectively control movement into and out of the secure inner perimeter of the facility. Master Control staff are responsible for ensuring all perimeter surveillance equipment is in good working order and shall immediately report malfunctions or failures to the on-duty supervisor.

Outer perimeter security may be accomplished by using fencing or other type barriers. These barriers should be designed to route vehicular traffic away from non-public areas. Outer perimeter lighting should be designed to illuminate all areas of the exterior to allow visual inspection by video monitor or perimeter patrols.

Effective Date: 01/01/2023



# Policy 215

## Champaign County Probation & Court Services Department Detention Services Manual

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### Accessibility – Facility and Equipment

#### 215.1 PURPOSE AND SCOPE

This policy is intended to ensure that staff and the public have access to the facility, in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, 29 USC 794.

##### 215.1.1 DISABILITY DEFINED

A disability is any physical or mental impairment that substantially limits one or more major life activities. These include, but are not limited to, any disability that would substantially limit the mobility of an individual or an impairment of vision and/or hearing, speaking, or performing manual tasks that require some level of dexterity. Additionally, disability includes a physical or mental impairment that would inhibit a person's ability to meet the requirements established by the department for conducting visitation or other business in the facility.

#### 215.2 POLICY

The Champaign County Probation & Court Services Department prohibits discrimination of persons with disabilities. The Champaign County Probation & Court Services Department adheres to the ADA and all other applicable federal and state laws, regulations, and guidelines in providing reasonable accommodations to ensure that the facility is reasonably accessible to the public and usable by staff and visitors with disabilities.

##### 215.2.1 ACCOMMODATIONS

As part of the compliance with the ADA and the commitment to provide access to persons with disabilities, the department will provide reasonable accommodations in areas that include, but are not limited to:

- Vehicle parking areas that accommodate cars and vans or other vehicles with wheelchair lifts.
- Public areas that are wheelchair accessible.
- Drinking fountains that can accommodate wheelchairs or other mobility devices.
- Restroom areas that are wheelchair compliant and meet ADA standards for accessibility.

- Visitation areas, including attorney interviews rooms that can accommodate wheelchairs and other mobility devices.

#### 215.2.2 ADA COORDINATOR

Champaign County will appoint a county administrative staff employee to serve as the ADA Coordinator, who has responsibilities coordinating compliance with ADA requirements. The ADA Coordinator should be knowledgeable and experienced in a variety of areas, including:

- (a) The office structure, activities, and employees, including special issues relating to the requirements of a correctional/detention environment.
- (b) The ADA and other laws that address the rights of individuals with disabilities, such as Section 504 of the Rehabilitation Act, 29 USC 794.
- (c) The accommodation needs of people with broad range disabilities.
- (d) Alternative formats and technologies that enable staff, detained juveniles, and the public with disabilities to communicate, participate and perform task related to correctional/detention facility activities.
- (e) Construction and remodeling requirements with respect to ADA design standards.
- (f) Working cooperatively with staff, juvenile detainees and the public with disabilities.
- (g) Local disability advocacy groups or other disability groups.
- (h) Negotiation and mediation.

#### 215.2.3 TRAINING

The county ADA Coordinator should work with the facility Superintendent as appropriate, developing training regarding issues specifically related to, but not limited to:

- (a) The requirements of Section 504 of the Rehabilitation Act, 29 USC 794.
- (b) County policies and procedures relating to ADA requirements.

Effective Date: 01/01/2023

# Policy 216

## Champaign County Probation & Court Services Department Detention Services Manual

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### Community Relations and Public Information

#### 216.1.1 PURPOSE AND SCOPE

This policy provides guidelines to detention personnel when dealing with the general public or interested groups when requests are received to share information regarding the operations and policies of the facility.

#### 216.2 POLICY

It is the policy of the Champaign County Juvenile Detention Center to protect the privacy rights of individuals who are detained in the facility. Any information that has the potential to affect the safety and security of the Detention Center or an investigation will not be released

#### 216.3 RESONSIBILITIES

- The Superintendent is the designated public information officer of the facility. Employees of the Detention Center shall refer all questions or comments from the news media to the Superintendent without making any comment to the media. All information about an arrest or criminal charges shall be referred to the Champaign County States Attorney Office.
- Any person with inquiries on policies, protocol or concerns shall be directed to the Superintendent.
- No records, files, forms or reports shall be released or copied with the authorization of the Superintendent of Detention and/or the Director of the Department.
- All Freedom of Information requests will be forwarded by the Superintendent to the Circuit Court Administrator and the Director of the Department.

#### 216.4 TOURS OF THE DETENTION CENTER

Tours of this facility may be arranged through the Superintendent, Assistant Superintendent of Operations, and the Assistant Superintendent of Programs & Compliance. Authorized tours are subject to facility rules and restrictions.

- (a) Persons who tour the facility must be of an appropriate age as determined by the Superintendent.

(b) A record of all facility tours should be maintained, with the names of the individuals who tour the facility.

### **216.5 COMMUNITY RELATIONS**

The Superintendent is responsible for detention staff participation in informational programs for the public or interest groups. All speaking engagement request must be approved by the Superintendent.

Effective Date: 01/01/2023

# Policy 217

## Champaign County Probation & Court Services Department Detention Services Manual

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### Vehicle Safety

#### 217.1 PURPOSE AND SCOPE

It is the policy of this department to maintain and operate departmental owned vehicles in a lawful and safe manner.

#### 217.2 USE AND SECURITY OF DEPARTMENT VEHICLES

All staff members who operate departmental vehicles must comply with all applicable state laws and must possess a valid driver's license endorsed for the type of vehicle operated.

##### 217.2.1 USE OF SEAT BELTS

The use of seat belts and other safety restraints significantly reduces the chance of death or injury in the event of a traffic crash. This policy establishes guidelines for seat belt use to promote maximum operator and passenger safety, thus reducing the possibility of death or injury as the result of a motor vehicle crash. This policy will apply to all staff operating or riding in departmental vehicles.

All staff shall wear properly adjusted safety restraints when operating or riding in a seat equipped with safety belt restraints, while on or off duty. The staff member driving such a vehicle shall ensure that all other occupants, including non-staff are also properly restrained.

Detained juveniles should be secured in a "prisoner restraint system" or by seat belts when transporting a detained juvenile. The detained juvenile should be in the seating position which seat belts have been provided by the vehicle manufacturer. The "prisoner restraint system" is not intended to be a substitute for handcuff or other appendage restraints.

No person shall operate any departmental vehicle in which the seat belt in the driver's position is inoperable. No person shall be transported in a seated position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with vehicle safety belts except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Superintendent.

Staff who discover an inoperable restraint system shall report the defect to their immediate supervisor. Prompt action will be taken to replace or repair the system.

#### **217.2.2 VEHICLE SECURITY**

Departmental vehicles will be locked and the keys secured when not in use. Detention staff will make every effort to ensure that the vehicles are parked in a secure location.

Under no circumstances will detained juveniles or persons on probation be allowed to operate a vehicle or have possession of any vehicle keys. Any resident worker or persons on probation who are assigned to clean vehicles must be closely supervised by staff.

The loss of any vehicle key shall promptly reported, in writing, to the on-duty supervisor.

#### **217.3 VEHICLE INSPECTIONS**

All departmental owned vehicles are subject to inspection and or search at any time by a supervisor. No staff assigned to or operating such vehicle shall be entitled to any exception of privacy with respect to the vehicle or any of its contents, regardless of who owns the contents.

#### **217.4 VEHICLE SAFETY REPAIRS**

Anyone authorized to drive departmental vehicles is responsible for assisting in maintaining the vehicles so they are properly equipped, maintained, and refueled and present a clean appearance.

Anyone authorized to drive departmental vehicles is responsible for inspecting the interior and exterior of any assigned vehicle before placing the vehicle into service and again at the conclusion of his/her shift. The Superintendent or the authorized designee shall monitor the maintenance requests and ensure that the necessary repairs are made before the vehicle is placed back into service.

#### **217.5 COLLISION DAMAGE, ABUSE AND MISUSE**

When any departmental owned vehicle is involved in a traffic collision, the involved member shall promptly notify a supervisor. A traffic collision report shall be filed with the police agency having jurisdiction. The staff member involved shall complete the county's reporting form for automobile accidents. Should the staff member be incapable of completing the required documents a supervisor shall complete the form.

Any damage to a vehicle that was not caused by a traffic crash shall immediately reported to a supervisor. It shall be documented in memorandum format and forwarded to the Superintendent. An administrative investigation may be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

## **217.6 TOLL ROAD USE**

Criminal Justice Agency vehicles are not routinely exempt from incurring toll road charges. To avoid unnecessary toll road violation charges, all staff members operating a department owned vehicle on a toll road shall adhere to the following:

- (a) Staff may use the I-Pass transponder if available in the vehicle.
- (b) Staff may stop and pay toll and submit for re-imbusement for the toll charge.
- (c) Staff may bypass the toll and make note the location of the toll and pay the toll charge online within three (3) days.
- (d) Staff driving departmental owned vehicles who does not adhere to any of the above statements, shall draft a memo to the Superintendent within five (5) working days, explaining the circumstances.

Effective Date: 01/01/2023





# Policy 218

## Champaign County Probation & Court Services Department Detention Services Manual

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### **Mandated Reporters- Department of Children & Family Services**

#### **218.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for developing protocol for reporting abuse and neglect to the Department of Children and Family Services (DCFS) as required by state law.

#### **218.2 POLICY**

As required by state law (325 ILCS 5/3) and to ensure the safety of juveniles detained at the Champaign County Juvenile Detention Center, all suspected incidents of child abuse or neglect, whether they occurred prior to admission or during the current detainment, shall be immediately reported to the Illinois Department of Children and Family Services.

If it is alleged or suspected that the abuse or neglect occurred during the juvenile's stay, the Superintendent shall request an investigation.

#### **218.3 PROCEDURES**

(a) Any staff member of the facility who has reasonable cause to suspect abuse or neglect involving a juvenile resident shall immediately notify their supervisor.

(b) The supervisor will take necessary action and notify the Department and Children and Family Services.

(c) It may be necessary if warranted to arrange for medical treatment, notify the proper law enforcement agency.

(d) The supervisor on duty shall determine the facts surrounding the incident and provide the Superintendent with a written report.

(e) The Superintendent will review the report, initiate any further internal investigation, and advise the Director of the department as such.

Effective Date: 01/01/2023



# **Policy 219**

## **Champaign County Probation & Court Services Department Detention Services Manual**

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### **Employee Speech, Expression and Social Networking**

#### **219.1 PURPOSE AND SCOPE**

This policy is intended to address issues associated with employee use of social networking sites and to provide guidance for the regulations and balancing of employee speech and expression with the legitimate needs of the department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state and federal constitutions as well as labor or other applicable laws. As an example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

#### **219.1.1 APPLICABILITY**

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messages, blogs, forums, and other file-sharing sites.

#### **219.2 POLICY**

Public employees occupy a trusted position within the community, and thus their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence with the criminal justice profession, it is necessary that the employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Champaign County Probation & Court Services Department will carefully balance the individual's employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employee's speech and expression.

### **219.3 SAFETY**

Employees should carefully consider these implications or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Champaign County Probation & Court Services Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum that could reasonably be anticipated to compromise the safety of any employee, an employee's family, or associates. Examples of the type that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name of a detention officer.
- Disclosing the address of a fellow detention officer.
- Disclosing where a detention officer can be located off-duty.

### **219.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the department's safety, performance and public trust, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the department or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the department and tends to compromise or damage the mission, function, reputation or professionalism of the department or its employees. Examples may include:
  1. Statements that indicate disregard for the law or the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee.
- (d) Speech or expression that is contrary to the department's Code of Ethics.
- (e) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the detention facility for financial or personal gain, or any disclosure of such materials.
- (f) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses or images of office logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the department on any personal or social networking or other website or web page, without the express authorization of the Director.

- (g) Accessing websites for non-authorized purposes, or use of any personal communication device, game device, or media device, whether personally owned or county owned, for personal purposes while on-duty, except in the following circumstances.
  1. When brief personal communication may be warranted by circumstances (e.g., inform family of extended hours).
  2. During authorized breaks.

Employees must take reasonable and prompt action to remove content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social, or personal website).

#### **219.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS**

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, employees may not represent the department or identify themselves in any way that could be reasonably perceived as representing the department to do any of the following, unless specifically authorized by the Director.

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity.
- (d) Appear in any commercial, social, or nonprofit publication, or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g. bargaining group) is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, always including as authorized members of a recognized bargaining unit on political subjects and candidates while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an elections or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee organization, agency or person for political purpose (5 USC 1502)

#### **219.5 PRIVACY EXPECTATION**

Employees forfeit any expectation of privacy about anything published or maintained through file-sharing software or any Internet site open to public view (e.g., Facebook, Twitter, Instagram, Snapchat, and YouTube).

The department also reserves the right to access, audit, and disclose for whatever reason all messages, including attachments, and any information transmitted over any technology that is issued or maintained by the department, including the county e-mail system, computer network or any information placed into storage on any office system or device.

All messages, pictures and attachments transmitted, accessed, or received over county networks are considered departmental records and, therefore, are the property of the department. The department reserves the right to access, audit and disclose for whatever reason all messages, including attachments, that have been transmitted, accessed, or received through any county system or device, or any such information placed into any county storage area or device. This includes records of all keystrokes or web-browsing history made any county computer or over the county network. The fact that access to a database, service or website requires a username and password will not create an expectation of privacy if it is accessed through county computers or networks.

#### **219.6 CONSIDERATIONS**

In determining whether to authorize any speech or conduct that is prohibited under this policy, the factors that the Director or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the department or the efficiency or morale of its employees.
- (c) Whether the speech or conduct would reflect unfavorably upon the department.
- (d) Whether the speech or conduct would negatively affect the employee's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the department.

#### **219.7 TRAINING**

Subject to available resources, the department should provide training regarding employee speech and the use of social networking to all members of the department.

Effective Date: 01/01/2023







# **Policy 220**

## **Champaign County Probation & Court Services Department Detention Services Manual**

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### **Information Technology Use**

#### **220.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines for the proper use of county information technology resources, including computers, electronic devices, hardware, software, and systems.

#### **220.2 POLICY**

The Champaign County Probation & Court Services Department shall review/understand the “County Information Technology Use Policy” and agree to comply with its rules and requirements contained within.

Effective Date: 01/01/2023



# Policy 221

## Champaign County Probation & Court Services Department Detention Services Manual

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### Staffing Analysis

#### 221.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of the facility, staff, visitors, juvenile residents and the public.

#### 221.2 POLICY

It is the policy of the Champaign County Juvenile Detention Center to ensure the safety, security and efficient operation of the facility by assigning detention personnel according to a staffing plan that is developed and maintained in accordance with standards.

#### 221.3 STAFFING PLAN REQUIREMENTS

The Superintendent shall ensure that a staffing plan conforming to the class type and size of this facility is prepared and maintained. The plan should detail all detention personnel assignments, including work hours and weekly schedules, and should account for holidays, vacations, training schedules and other atypical situations.

At minimum, the staffing plan will include the following:

- Facility administration and supervision
- Facility programs, including exercise and recreation
- Detainee supervision and custody
- Support Services including educational, medical, mental health, clerical
- Other detention related functions such as escort and transportation of detained juveniles

#### 221.4 STAFFING ANALYSIS

The Superintendent or the authorized designee shall complete an annual staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs and develop staffing plans.

The plan shall include information gathered in collaboration with the health care provider in the facility regarding medical and mental health staff.

The Superintendent, in conjunction with PREA Coordinator, shall ensure that staffing levels are sufficient to fill essential positions consistently and adequately, as determined by the staffing plan (28CFR 115.313) Relief factors for each classification and position should be calculated into the staffing plan to ensure staffing levels meet requirements.

The staffing plan should be used to identify whether required activities are being performed competently and in compliance with current standards and detention services division policies. If deficiencies are noted, the staffing plan should also include recommendations regarding what corrective measures may be needed, including the following:

- (a) Operational change
- (b) Equipment requirement
- (c) Additional trainings
- (d) Supervisory intervention
- (e) Additional personnel

Effective Date: 01/01/2023

**CHAPTER 3- RECRUITMENT SELECTION AND  
PLANNING**



# Policy

## 300

### Champaign County Probation & Court Services Department Detention Services Manual

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## Employee Orientation

### 300.1 PURPOSE AND SCOPE

The purpose of this policy is to define the parameters for new employee orientation. The purpose of the orientation is providing the new employee with basic information about the facility and the environment in which they will be working. Orientation is not meant to replace other basic training or advanced training as required.

### 300.2 NEW EMPLOYEE ORIENTATION

Each new facility employee shall receive an orientation prior to assuming his/her duties. At a minimum, the orientation shall include:

- Working Conditions
- Code of conduct
- Policy manual to include County policy, Department policy, Division policy
- Union
- Employee rights and responsibilities
- Departmental overview
- Overview of all county departments
- Overview of the juvenile justice system
- Staff rules and regulation
- Organizational accountabilities and goals
- Employee Assistance Program
- Computers

### 300.3 EMPLOYEE ACKNOWLEDGEMENTS

Personnel assigned to provide the new employee orientation will ensure that each new employee is given copies of work rules and regulation, code of ethics and any other documents, for which the employee will be held accountable.

Personnel will collect a signature page from the employee, acknowledging, review and understanding of the documents. A copy of the signature page will be retained in the employee's training file.

Effective Date: 01/01/2023



# Policy

## 301

### Champaign County Probation & Court Services Department Detention Services Manual

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## Staff Training

### 301.1 PURPOSE AND SCOPE

It is the policy of the Detention Services Division to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Division will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the Detention Services Division.

### 301.2 POLICY

The Detention Services Division seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. The Divisional Training Plan will be utilized to guide training needs. Training is provided within confines of funding, requirements of given assignments, staffing levels and legal mandates.

### OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of detention services to the population served
- (b) Increase the technical expertise and overall effectiveness of personnel
- (c) Provide for continued professional development of division personnel
- (d) Enhance the safety of detention officers and the population served
- (e) Provide training documentation

### 301.3 TRAINING PLAN

A training plan will be developed and maintained by the Superintendent and the training developmental staff. It is the responsibility of training developmental staff to maintain, review, and update the training plan on an annual basis. The training plan will address the following areas:

- Legislative Changes
- Mandated Training
- Critical Issues Training
- Agency-specific-training
- Sufficient to cover the minimum hours required

### **301.4 TRAINING NEED ASSESSMENT**

The Training Development staff will conduct an annual training-needs assessment of the Division. The needs assessment will be reviewed by the staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

### **301.5 TRAINING PROCEDURES**

- (a) All employees assigned to attend training shall attend unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to:
  - 1. Court appearances
  - 2. First choice vacation
  - 3. Sick leave
  - 4. Physical limitations preventing the employee's participation
  - 5. Emergency situations.
  
- (b) When an employee is unable to attend mandatory training, that employee shall:
  - 1. Notify his/her supervisor as soon as possible, but no later than at least two hours prior to the start of training.
  - 2. Document his/her absence in a memorandum to his/her supervisor.
  - 3. Decide through his/her supervisor and the Training Development staff to attend an alternative date.

### **301.6 REQUIRED TRAINING**

Except for the year that the staff member is enrolled in a core training module (FTO Program & Detention Basic), all staff members shall complete the annual required forty (40) hours of training annually specified in Department of Juvenile Justice Standards for County Juvenile Detention Facilities.

Effective Date: 01/01/2023

# Policy 302

## Champaign County Probation & Court Services Department Detention Services Manual

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### In-Service and Roll Call Training

#### 302.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the continual training of the employees of the Champaign County Juvenile Detention Center.

##### 302.1.1 DEFINITIONS

**In-Service Training:** The presentation of material that enhances the officer's basic training. The use of in-service training may be a component of other specialized, career development, promotional or advanced training.

**Roll Call Training:** Material presented in a short period of time, generally at the beginning of an officer's shift or work assignment.

#### 302.2 POLICY

##### IN-SERVICE TRAINING

- A. Divisional employees may be periodically assigned to in-service training. The purpose of this training is to provide employees with information on recent legislation and case law, information on advances, changes, and improvements in the field of juvenile detention and corrections, requisite training prior to assignment to specialty duties and leadership training for supervisors.
- B. Topics covered during in-service training may include, but are not necessarily limited to:
  - Agency policy, procedures, rules, and regulations with emphasis on changes.
  - Changes in statutory or case law affecting detention operations.
  - Use of Force
  - Proper use of discretion.
  - Emergency response
  - Unusual occurrences
  - Behavior management
  - Report Writing
  - Safety Issues
  - Ethics

- Cultural sensitivity
- First Aid/CPR/AED

### **302.3 ROLL CALL TRAINING**

Department employees assigned to the Detention Center attend roll call/shift briefing as the first assignment of each duty shift.

The purpose of roll call/shift briefing is to inform shift members of the activities of the prior 24 hours, make assignments, distribute special instructions, disseminate information, and provide training sessions of short duration.

Roll call training will normally be conducted by shift supervisors. Department employees with specialized training, skills, or knowledge may also instruct roll call training.

- Shift Supervisors are responsible for identifying areas of training need or interest for their employees.
- Specific roll call topics may be assigned by the Superintendent, Assistant Superintendent, and Field Training Coordinators.

Persons who conduct roll call training will utilize teaching techniques that best meet the needs of employees attending and may include:

- Group discussion
- Demonstration
- Case Study
- Critique
- Lecture
- Peer Presentation

The duration of roll call training should typically not exceed 15 minutes due to time constraints and the operational needs of the Division.

After the completion of a block of instruction, the supervisor conducting the training will report the topic and list of employees present for the training to the Assistant Superintendent in charge of training.

Effective Date: 01/01/2023

# Policy

## 303

### Champaign County Probation & Court Services Department Detention Services Manual

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## Field Training Program

### 303.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the Juvenile Detention Officer's transition into the job-related performance of general juvenile detention duties of the Champaign County Juvenile Detention Center.

It is the policy of this division to assign all new Juvenile Detention Officers to a structured Field Training Program that is designed to prepare the new Detention Officer to perform in a juvenile detention assignment possessing all skills needed to operate in a safe, skillful, productive, and professional manner.

### 303.2 FIELD TRAINING OFFICER-SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level detention officers in the application of their acquired knowledge and skills.

#### 303.2.1 SELECTION PROCESS

Field Training Officers will be selected based on the following requirement:

- (a) Desire to be an FTO.
- (b) Minimum of 2 years of detention experience preferred.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal interview selection process, determined by the FTO program managers.
- (e) Evaluation by supervisors.

#### 303.2.2 TRAINING

An officer selected as an FTO shall successfully complete the department approved training.

All FTOs must complete an FTO update course approved by the Department as determined by the FTO Program Managers while assigned to the position of FTO.

### **303.3 FIELD TRAINING PROGRAM MANAGER/COORDINATOR**

An Assistant Superintendent(s) of Detention Services will be the Field Training Manager/Coordinator. He/she shall have completed a department approved certified Field Training Officer's course.

The responsibilities of the FTO Program Manager include the following:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintain, update and issue Field Training Manual to each trainee.
- (d) Monitor individual FTO performance.
- (e) Monitor the overall FTO Program.
- (f) Maintain and ensure FTO/Trainee performance evaluations are completed.
- (g) Develop ongoing training for FTOs.

#### **303.3.1 TRAINEE DEFINED**

Any entry level juvenile detention officer newly appointed to the Champaign County Juvenile Detention Center.

### **303.4 REQUIRED TRAINING**

Entry level detention officers shall be required to successfully complete the Field Training Program, consisting of a minimum of twelve (12) weeks.

Detention Officers should be assigned to at least two (2) different training officers and shifts during their Field Training Program. The program will be broken down into four (4) phases. The officer will be assigned to a FTO Coordinator during phase one (1) and will complete a minimum of eighteen (18) days with the FTO Coordinator or other FTO as designated by the Superintendent. The first phase will be primarily dedicated to training and observation.

During phase two (2), the detention officer will be assigned to a primary FTO, and the workload will be divided into training and the detention officer handling day-to-day tasks and assignments. The officer will need to complete a minimum of twelve (12) shift days with the FTO during this phase.

During phase three (3) the officer will be assigned to a second FTO and will primarily handle day-to-day operations as a detention officer. The officer will need to complete a minimum twelve (12) days with the FTO during this phase.

Phase four (4) is called the Review/Shadow phase. The officer will be assigned to their primary FTO and will work five (5) shift days going over expectations and handling duties with assistance as needed. The FTO is there to evaluate and help determine whether the officer can function as a Detention Officer at the Champaign County Juvenile Detention Center. After shift day five (5), the shift supervisor and the Field Training Coordinators will conduct final testing of knowledge

and evaluate the officer's overall performance of designated tasks. If the trainee is unable to successfully complete the designated tasks, the officer will be extended, and remedial training will be provided in the areas in which the officer is deficient. A second review will be completed by the shift supervisor and Field Training Coordinators after additional training is complete.

Should the trainee successfully complete phase four (4), the trainee may be recommended for relief from direct supervision from the FTO Program. Final say will be determined by the Superintendent of Detention.

The FTOs, shift supervisor, and the Field Training Coordinator will meet to conduct a six (6)-month and nine (9)-month review to discuss the trainee's status. The Field Training Coordinator will report their recommendation to the Superintendent of Detention, who will have final say on the status of the officer.

### **303.5 EVALUATIONS**

Evaluations are an important component of the training process and shall be completed as outlined below.

#### **303.5.1 FIELD TRAINING OFFICER**

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the monitoring supervisor daily, Daily Observation Report.
- (b) Review the Daily Observation Report with the trainee each day and have him/her sign it.
- (c) After each week forward the Daily Observation Reports to the monitoring supervisor. With the monitoring supervisor, the FTO will evaluate the trainee's strengths and weaknesses.

#### **303.5.2 IMMEDIATE SUPERVISOR**

- (a) The monitoring supervisor shall review and approve the Daily Observation Reports and at the end of each week, he/she shall complete a Weekly Summary of the officer's progress.
- (b) The supervisor will meet and discuss the Bi-Monthly Summary with the FTO and trainee.
- (c) The Bi-Monthly Summary will contain both the officer's strengths and weaknesses.
- (d) The Bi-Monthly Summary will contain suggestions on what the officer should work on and how to improve.
- (e) The supervisor should observe the officer involved in duty related activity so the supervisor can evaluate the officer's progress.

Once the trainee has successfully completed a minimum of ten (10) weeks in the Field Training Program, he/she will be on probationary status until they have completed 12 months of active duty. During this time, the shift supervisor will be assigned to monitor the officer's progress. Every month, the supervisor will complete a progress report on the officer and forward it to the

Field Training Coordinator(s). The supervisor will complete these reports until the officer has successfully completed the probationary period.

### **303.5.3 FIELD TRAINING COORDINATOR**

The Field Training Coordinator(s) will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through the shift supervisor. The Field Training Coordinator(s) shall report to the Superintendent of Detention to keep him/her apprised of the trainee's progress and to make recommendations on moving the trainee along, extending training or termination of the trainee's status. The Superintendent of Detention will be informed by the Field Training Coordinator(s) of each new trainee's performance and evaluations during the Field Training period. Any final decisions on a trainee's status will be made by the Superintendent of Detention and the Director of Court Services with input from the Field Training Staff.

### **303.5.4 TRAINEE**

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

### **303.6 DOCUMENTATION**

All documentation of the Field Training Program will be retained in the officer's training file and will consist of the following:

- (a) Daily Observation Reports
- (b) Bi-Monthly Summaries
- (c) While on probationary status, bi-monthly evaluations from the officer's supervisor
- (d) The reports will be kept in the officer's Field Training file for five (5) years.

Effective Date: 01/01/2023







# Policy

## 304

### Champaign County Probation & Court Services Department Detention Services Manual

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## Selection Process

### 304.1 PURPOSE AND SCOPE

The employment policy of the Champaign County Probation & Court Services Department shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status or gender, and shall not show partiality or grant any special favors to any applicant, employee or group of employees, in conformance with Title VII of the Civil Rights Act of 1964 and the guidelines issued by the Equal Employment Opportunity Commission. The rules governing employment practices for this department are maintained by Champaign County Administrative Services.

### 304.2 APPLICANT QUALIFICATIONS

In addition to being at least 21 years of age, applicants for Court Services Officer must either be a United States citizen or naturalized citizen prior to appointment and meet all state standards that have been adopted for employment in a Court Services Department.

Applicants for job openings will be selected based on merit, ability, competence, and experience. All Court Service Officers must meet the minimum standards described in applicable standards and regulations established by the Administrative Office of Illinois Courts, in addition to the employment standards established by the Champaign County Probation & Court Services Department.

### 304.3 EMPLOYMENT STANDARDS

Employment standards shall be established for each job classification to define job responsibilities and requirements of a particular position, and shall include minimally the equipment, task, abilities, knowledge, and skills required to perform the duties of the job in a satisfactory manner. Champaign County Administrative Services maintains standards for all job classifications in the county.

#### 304.3.1 CRIMINAL RECORD CHECK & BACKGROUND INVESTIGATION

All personnel, including contract employees and volunteers, shall be subject to a criminal background check before performing any function on behalf of this department:

- (a) Perform a criminal background record check through LEADS (Law Enforcement Agencies Data System) and NCIC (National Crime Information System).
- (b) Perform a background check through CANTS (Child Abuse and Neglect Tracking System) which is the records of the Illinois Department of Children and Family Services.

If a conviction is identified, consideration may be given to the nature of the crime, the time elapsed since the conviction and the nature of the function to be performed.

Prior to any offer of employment, the Superintendent or their designee will investigate of the applicant's background. The background investigator will contact the applicant's current and previous employers, personal references listed by the candidate, and any other pertinent information related to the candidate.

No person shall be hired who has (28 CFR 115.317):

- (a) Engaged in sexual abuse in a prison, jail, lockup community facility, minor facility, or other institution (as defined in 42 USC 1997).
- (b) Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, by overt or implied threats of force, or by coercion, of if the victim did not consent or was unable to refuse.
- (c) Been civilly or administratively adjudicated to have engaged in the activity described in paragraph (b) of this section.

The agency shall ask all candidates who may have contact with juvenile detainees to disclose any conduct described above in written applications or interviews. Material omissions such as misconduct, or provisions of materially false information, are grounds for termination.

The agency will conduct criminal background checks at least every five (5) years of current employees, contractors and volunteers who may have contact with individuals detained in the facility.

#### 304.3.2 OPERATION OF A MOTOR VEHICLE

If an operating a motor vehicle is a requirement for the job classification, the following will apply:

- (a) The ability to possess a valid Illinois driver's license prior to appointment,
- (b) The ability to drive safely.
- (c) The ability to operate a motor vehicle in all types of weather conditions
- (d) Disqualifying factors may include:
  1. Receipt of three or more moving violations (or any single violation of a potential life-threatening violation or Class A misdemeanor or higher such as reckless driving, driving under the influence, driving under revocation or suspension, fleeing, or attempting to elude, etc.) within three years prior to the date of application. Moving violations for which there is a factual finding of innocence shall not be included.
  2. Any two convictions for driving under the influence or alcohol and/or drugs.

### 304.3.3 INTEGRITY

The conduct and behavior of a Detention Officer, both on and off duty, should be established and maintained at standards high enough to support confidence in and respect for the department.

### 304.3.4 DEPENDABILITY

- (a) A record of being motivated to perform well.
- (b) A record of dependability and follow through on assignments.
- (c) A history of taking extra effort required to complete accuracy in all details of work.
- (d) A willingness to work the hours needed to fulfill the mission of the division.

### 304.3.5 LEARNING ABILITY

- (a) The ability to comprehend and retain information.
- (b) The ability to recall information.
- (c) The ability to learn and to apply what is learned.
- (d) The ability to learn and apply the material, tactics and procedures that are required of a detention officer.

### 304.3.6 PERSONAL SENSITIVITY

- (a) The ability to resolve problems in a way that shows sensitivity for the feelings of others.
- (b) Empathy
- (c) Ability to exercise discretion rather than enforcing rules and regulations blindly.
- (d) Effectiveness in dealing with people without arousing antagonism.
- (e) The ability to understand the motives of people and how they will react and interact.

### 304.3.7 JUDGEMENT UNDER PRESSURE

- (a) The ability to apply common sense during pressure situations.
- (b) The ability to make sound decisions on the spot.
- (c) The ability to use good judgment in dealing with potentially fast moving and volatile situations.
- (d) The ability to make effective, logical decision under pressure.

#### **304.4 PSYCHOLOGICAL TESTING**

Any candidate who is offered a conditional offer of employment for the position of Court Services Officer, must complete a public safety psychological testing and evaluation as ordered by the Chief Judge of the Sixth Judicial Circuit. Failure to obtain a “qualified” recommendation by the licensed psychologist will result in the withdrawal in the offer of employment.

Effective Date: 01/01/2023

# Policy

## 305

### Champaign County Probation & Court Services Department Detention Services Manual

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## Health Care Provider Orientation

### 305.1 PURPOSE AND SCOPE

The purpose of the policy is to establish an orientation period for all new health care staff working in the facility, in cooperation with the health care authority. The goal is to improve the competency of health care staff and the effectiveness of care delivered, as well as to maintain the safety and security of the detention environment and to comply with all applicable laws and regulations and health care standards.

### 305.2 NEW HEALTH CARE STAFF ORIENTATION

All new health care staff shall complete an orientation program before independently working in their assignments. At a minimum, the orientation will cover the following:

- (a) The purpose, goals, policies, and procedures for the Champaign County Juvenile Detention Center.
- (b) Security and contraband regulations.
- (c) Access control to include use of keys.
- (d) Appropriate conduct with residents of the facility.
- (e) Responsibilities and rights of facility employees and contractors.
- (f) Universal and standard precautions
- (g) Occupational exposure.
- (h) Personal protective equipment (PPE).
- (i) Biohazard waste disposal.
- (j) An overview of the detention field as it relates to custodial functions.
- (k) Health care delivery protocols.

### 305.3 FACILITY-SPECIFIC TRAINING

The training officer or the shift supervisor should include health care providers in training and training exercise relative to facility safety and security including, but not limited to, the following:

- Emergency medical triage in the facility
- Emergency evacuation routes and procedures
- Communication systems during a facility emergency

- Qualified health care professional response during “officer down” incidents
- Responding to critical facility emergencies
- Facility hostage policy and medical response tactics
- Medical emergency transportation procedures

#### **305.4 TRAINING RECORDS**

The contract medical provider shall be responsible for developing and maintaining training records in accordance with established records retention schedules. The contract medical provider shall also maintain a file of professional license and certifications for each member of the health care staff and provide the Superintendent a copy of such license and certifications on a yearly basis.

Effective Date: 01/01/2023



# Policy

## 306

### Champaign County Probation & Court Services Department Detention Services Manual

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## Support Personnel Training

### 306.1 PURPOSE AND SCOPE

The Champaign County Juvenile Detention Center has developed a training program for professional support employees, to increase the competency in their assigned tasks and help to ensure that all support personnel understand the issues that are unique to their position as it relates to this facility. This policy will establish minimum training guidelines for those employees.

### 306.2 TRAINING COORDINATOR RESPONSIBILITIES

The Assistant Superintendent or designee will be responsible for coordinating training and ensure that the training and orientation given to each support personnel employee is properly documented and placed in the workers training file. At a minimum the record should contain the name of the individual, work assignment, date of training orientation, the training outline indicating the subject matter and name of the instructor. To the extent applicable, copies of any written test and passing scores should be included as part of the record.

### 306.3 PART-TIME SUPPORT PERSONNEL

Part-time personnel (Master Control, Transport) shall receive formal orientation and training commensurate with the scope of their work assignment as determined by the Superintendent before assignment to duties within the facility. At a minimum the orientation should cover facility rules, security, and operational issues. Part-time personnel who fail to successfully complete all required training and fail to pass any written testing shall not be permitted to work in the assignment.

### 306.4 SUPPORT PERSONNEL WITH MINIMAL RESIDENT CONTACT

New professional support personnel who have minimal resident contact shall receive training at the start of their employment.

Minimal resident contact is defined as tasks that do not involve the supervision of residents, resident discipline or specific tasks that involve custody and control of residents. Training topics include, but not limited to:

- Detention policies and procedures

- Emergency response procedures
- Job specific training

### **306.5 PERSONNEL WITH REGULAR RESIDENT CONTACT**

New professional and support employees, including contractors, who have regular or daily resident contact, shall receive training prior to being independently assigned to a particular job function.

Resident contact is defined as tasks that involve the direct provision of services to residents (e.g. part-time detention assistants, educational professionals, transport) but that do not involve the custodial supervision of residents involving custody, discipline and control. Training topics include, but not limited to:

- Security procedures and regulations
- Planning
- Supervision of residents
- Appropriate conduct with residents
- Signs of suicidal behavior and precautions
- Use of Force regulations and tactics
- Report writing
- Resident rules and regulations
- Key Control
- Rights and responsibilities of residents
- Safety procedures
- Emergency plans and procedures
- Interpersonal relations
- Social/cultural lifestyles of the resident population'
- Cultural diversity
- Communication skills
- CPR and first aid
- Universal precautions for prevention of disease
- Counseling techniques
- Interaction of the elements of the criminal justice system
- Sexual harassment/sexual misconduct awareness

### **306.6 TESTING**

All training delivered to support personnel should include testing to document that the employee understands the subject material presented.

Effective Date: 01/01/2023

# Policy 307

## Champaign County Probation & Court Services Department Detention Services Manual

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### Communicable Diseases/Medical Files

#### 307.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for detention personnel to assist in minimizing the risk of contracting and/or spreading communicable diseases and to minimize the incidence of illness and injury. The policy will offer direction in achieving the following goals:

- (a) To manage the risks associated with blood borne pathogens (BBP), aerosol transmissible diseases, and other potentially infectious substances.
- (b) To assist detention personnel in making decisions concerning the selection, use, maintenance, limitations, storage, and disposal of personal protective equipment (PPE).
- (c) To protect the privacy rights of all detention personnel who may be exposed to or contract a communicable disease during their duties.
- (d) To provide appropriate treatment and counseling should an employee be exposed to a communicable disease.

#### 307.1.1 DEFINITIONS

Definitions related to this policy include:

**Communicable disease** – A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B Virus (HBV), HIV and tuberculosis.

**Exposure** – When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only included those instances that occur due to a member's position at the Champaign County Juvenile Detention Center.

#### 307.2 POLICY

The Champaign County Juvenile Detention Center is committed to providing a safe work environment for its members.

### **307.3 EXPOSURE PREVENTION AND MITIGATION**

#### **307.3.1 GENERAL PRECAUTIONS**

All members are expected to use good judgement and follow training and procedures related to mitigating the risk associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Using disposable gloves, antiseptic hand cleanser, CPR masks or other personal protective equipment (PPE) in the facility or departmental vehicles, as applicable,
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, radio, and clothing) as soon as possible if the equipment is a potential source of exposure.
- 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoid eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses/glasses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

#### **307.3.2 IMMUNIZATIONS**

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; 820 ILCS 219/25).

## **307.4 POST EXPOSURE**

### **306.4.1 REPORTING REQUIREMENTS**

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as possible following the incident. The supervisor shall ensure the following information is documented:

- (a) Name and Social Security number of the employee exposed
- (b) Date and time of incident
- (c) Location of incident
- (d) Potentially infectious materials involved and source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident]
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (County Work-Related Injury form).

### **307.4.2 INITIAL POST-EXPOSURE STEPS**

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify supervisor as soon as practical.

### **307.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT**

Detention Services members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The Exposure Control Officer (ECO) should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

#### **307.4.4 SOURCE TESTING**

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Court order
- (c) Contacting the Department of Public Health or local health authority and providing information regarding circumstances of the exposure to determine if the appropriate authority will request consent from the person to submit to testing (77 Ill. Adm. Code 690.1380).
- (d) In cases of possible exposure to HIV, by having a health care provider or health facility test the source of the exposure pursuant to 410 ILCS 305/7.

Since there is the potential for overlap between different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult with County States Attorney's Officer to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

#### **307.4.5 COUNSELING**

The Champaign County Probation & Court Services Department shall provide the member, and his/her family, if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 820 ILCS 219/25).

#### **307.5 CONFIDENTIALITY OF REPORTS**

Medical information shall remain in confidential files and should not be disclosed to anyone without the member's written consent (except as required by law) (29 CFR 1910.1030; 820 ILCS 219/25). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

#### **307.6 EXPOSURE CONTROL OFFICER**

The Superintendent will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure plan that includes:

- (a) Exposure-prevention and decontamination procedures.

- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that detention center members will have no-cost access to the appropriate personal equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
  1. Reporting known and suspected cases of reportable communicable diseases to local health authority (77 Ill. ADM. Code 690.200)
  2. Acting as or appointing a person as the designated officer to receive reports from the local health authority. The designated officer will be trained to carry out the duties described in 77 Ill. Adm. Code 690.200 regarding the procedures for follow-up after occupational exposures to specific diseases.
  3. The mandates of the Illinois Occupational Safety and Health Act 820 ILCS 219/1 et seq.
  4. Responding to requests and notifications regarding exposures covered under Ryan White law (42 USC 300ff-133; 42 USC 300ff-136).
  5. Exposure control mandates in 29 CFR 1910.1030; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700.
  6. The ECO should also act as the liaison with the Illinois Department of Labor and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review the implementation of the plan.

### **307.7 TRAINING**

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new task or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

### **307.8 MEDICAL FILES**

Medical information on employees of the Champaign County Probation & Court Services Department shall be maintained in accordance with Champaign County policy and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The files shall be kept separate from the standard personnel file. The medical file is the repository for everything that has to do with health, health benefits, employee health-related leave, and benefits selections and coverage for the employee.

Effective Date: 02/09/2023



## **Policy**

### **308**

#### **Champaign County Probation & Court Services Department Detention Services Manual**

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## **Prison Rape Elimination Act Training**

### **308.1 PURPOSE AND SCOPE**

This policy establishes an education and training process related to implementation of the Prison Rape Elimination Act of 2003 (PREA) and implementing regulation (PREA Rule (28 CFR 115.5)

### **308.2 POLICY**

The Champaign County Juvenile Detention Center endeavors to comply with the training standards in the PREA Rule and to ensure that all staff, volunteers, and contractors are aware of the responsibilities and that staff, volunteers, contractors, and residents are aware of the policies and procedures of the facility as they relate to PREA.

### **308.3 MEMBER TRAINING**

All staff, volunteers and contractors who may have contact with residents shall receive divisional-approved training on the prevention and detection of sexual abuse and sexual harassment within the facility. The PREA Coordinator shall ensure that the staff receives training and testing in prevention and intervention techniques, that they have sufficient knowledge to answer any questions the arrestees and residents may have regarding sexual assault or abuse, and that they are familiar enough with the reporting process to take an initial report of sexual assault or abuse. The PREA Coordinator shall be responsible for developing and administering this training, covering at minimum (28 CFR 115.331; 28 CFR 115.332)

- (a) The zero-tolerance policy for sexual abuse and sexual harassment and how to report such incidents.
- (b) The dynamics of sexual abuse and sexual harassment in confinement.
- (c) The common reactions of sexual abuse and sexual harassment victims.
- (d) Prevention and intervention techniques to avoid sexual abuse and sexual harassment in the facility.
- (e) Procedures for the investigation of a report of sexual abuse and/or sexual harassment.
- (f) Individual responsibilities under sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures.
- (g) An individual's right to be free from sexual abuse and sexual harassment.

- (h) The right of residents to be free from retaliation for reporting sexual abuse and sexual harassment.
- (i) How to detect and respond to signs of threatened and actual sexual abuse.
- (j) How to communicate effectively and professionally with residents, including lesbian, gay, bisexual, transgender, intersex, and gender non-conforming residents.
- (k) How to comply with relevant laws related to mandatory reporting of sexual abuse and sexual harassment to outside authorities.
- (l) How to avoid inappropriate relationships with residents.

Training shall be tailored according to the sex of the residents at the facility. Staff should receive additional training on security measures and the separation of male and female populations in the same facility.

Training should include written testing to validate knowledge and understanding of the material. The PREA Coordinator shall document, through signature or electronic verification, that staff, volunteers, and contractors have received and understand the training. The PREA Coordinator shall ensure training records on all those receiving training with procedures developed by the PREA Coordinator.

The PREA Coordinator shall ensure that members undergo annual refresher training that covers the division sexual abuse and sexual harassment policies and related procedures (28 CFR 115.331).

#### **308.4 SPECIALIZED MEDICAL TRAINING**

All full and part time qualified health care and mental health professionals who work regularly in the facility shall receive all the member training listed above, as well as training that includes (28 CFR 115.335).

- (a) Detecting and accessing signs of sexual abuse and sexual harassment.
- (b) Preserving evidence of sexual abuse.
- (c) Responding effectively and professionally to victims of sexual abuse and sexual harassment.
- (d) Reporting allegations of suspicions of sexual abuse and sexual harassment.

The PREA Coordinator shall maintain documentation that the facility's health care and mental health professionals have received training referenced above, either from this division or elsewhere.

#### **308.5 SPECIALIZED INVESTIGATIVE TRAINING**

Specialized investigative training for investigators shall include uniform evidence protocol to maximize potential for obtaining useable physical evidence; techniques for interviewing sexual abuse victims; proper use of Miranda and Garrity warnings, sexual abuse evidence collection in

confinement settings; and the criteria and evidence required to substantiate a case for administrative action or referral for prosecution (28 CFR 115.321; 28 CFR 115.334).

Effective Date 01/01/2023



**Champaign County Probation & Court Services Department  
Detention Services Division**

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**CHAPTER 4 – EMERGENCY PLANNING**



# Policy 400

## Champaign County Probation & Court Services Department Detention Services Manual

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### Facility Emergencies

#### 400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within the facility and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, employees, visitors, juvenile residents, and all others who enter the detention facility while allowing the facility to fulfill its primary purpose.

#### 400.2 POLICY

It is the policy of the Champaign County Juvenile Detention Services Division to have emergency response plan to respond to and minimize the severity of any emergency within the facility quickly and effectively.

#### 400.3 PROCEDURE

The Superintendent should develop, publish, and review emergency response plan that address the following:

- (a) Fires
- (b) Escapes
- (c) Disturbances/Riots
- (d) Taking of hostages
- (e) Civil disturbances
- (f) Natural disasters
- (g) Disease control
- (h) Periodic testing of emergency equipment
- (i) Other emergencies as needs are identified

The facility emergency response plans are intended to provide the staff with current methods, guidelines, and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff, juvenile residents, or the community.

The emergency response plans are intended to provide information on specific assignments and tasks for personnel. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans should include procedures for continuing to house juvenile residents in the facility, the identification of alternative facilities outside the boundaries of the disaster or threat and potential capacity of those facilities, transportation options and contact information for allied agencies.

The emergency response plans should be made available to the staff, volunteers, and contractors working in the facility as needed.

#### **400.4 LOCKDOWN**

Upon detecting any significant incident that threatens the security of the facility, such as riot or hostage situation, staff should immediately notify the Detention Supervisor on duty and Master Control. The Detention Supervisor or in their absence the Senior Officer on duty, may determine whether to order a partial or full lockdown of the facility and shall notify the Superintendent as soon as practicable.

If a lockdown is ordered, all juvenile residents will be directed to the housing units/cells. All juvenile residents in transit within the facility will either be escorted back to their assigned units/cells or to another secure location. The Detention Supervisor should instruct any staff not directly involved in the lockdown to escort any visitors and non-essential contractors out of the facility.

A headcount should be immediately conducted for all juvenile residents, visitors, contractors, and staff. The Detention Supervisor shall be immediately notified of the status of the headcount. If any person is unaccounted for the Detention Supervisor shall direct an immediate search of the facility and notify the Superintendent of the situation as soon as possible.

Lockdown is not to be used as a form of punishment; it may only be used to ensure order.

#### **400.5 HUNGER STRIKE**

Upon being made aware that one or more juvenile residents is engaging in a hunger strike, the shift supervisor and medical staff are to be notified as soon as possible. The shift supervisor will notify the Superintendent. The shift supervisor will authorize the start of the "Daily Food Log" and forward copies to the medical unit. The shift supervisor will update the Superintendent daily as to the status of the strike.

Should the hunger strike be a grievance situation, the Superintendent will attempt to resolve the grievance, and will notify the Director and provide updates on the status of the hunger strike.



#### **400.5.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS**

Upon being notified that one or more juvenile residents are engaging in a hunger strike; medical staff shall be notified. The medical staff are to review, coordinate and document any medical actions taken, based upon protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals should monitor the health of the residents involved in the hunger strike and make recommendations to the Superintendent or supervisory staff responsible for the oversight of the incident.

Notification of Mental Health is also deemed necessary to review, and coordinate with medical staff and supervisory staff of the facility.

#### **400.6 RESPONSE TO DISTURBANCES**

The staff should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. Staff should immediately notify a detention supervisor or the Superintendent of the incident. The detention supervisor or the Superintendent may direct additional staff as needed to resolve the disturbance.

##### **4006.1 NOTIFICATIONS**

The detention supervisor shall notify the Superintendent as soon as practicable. Based on the seriousness of the event, the Superintendent shall notify the Director.

##### **400.6.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS**

The Superintendent or the authorized designee should notify the appropriate qualified health care professionals to review, coordinate and document medical actions based upon protocols and/or at the direction of the Health Care Authority.

##### **400.6.3 REPORTING**

The detention supervisor or the Superintendent should direct that an incident report be completed containing the details of the disturbance no later than the end of the shift. If appropriate, a criminal report shall be initiated at the direction of the Superintendent.

#### **400.7 RIOTS**

Riots occur when an unruly resident(s) forcibly and/or violently take control or attempt to take control of any area within the confines of the detention facility.

Staff should make reasonable attempts to prevent resident-on-resident violence but should take measures to avoid being engulfed in the problem, thereby accelerating the situation.

#### 400.7.1 RESPONSE TO RIOTS

Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow down for staff to develop response plans, to ensure there are adequate facility personnel to effectively take the required actions.

Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient staff members are present to safely suppress the disturbance. Nothing in this policy shall prohibit any staff member from assisting staff members who are being assaulted.

The Superintendent has at his/her discretion to notify the Champaign County Sheriff's Office and to request assistance or ask the METRO team to be activated to assist on quelling the disturbance.

All residents who have participated in a disturbance shall be separated and secured as soon as practicable. If necessary, injured residents shall receive a medical evaluation and treatment. If the injured resident is medically cleared to remain in the facility, he/she will be placed in the appropriate housing unit.

#### 400.7.2 QUALIFIED HEALTH CARE PROFESSIONALS' RESPONSE

A detention supervisor or the authorized designee shall notify appropriate health care professionals and identify a staging area for medical responders and for medical triage should it appear necessary.

#### 400.7.3 NOTIFICATIONS

As soon as practicable, the detention supervisor or a responsible staff member shall notify the Superintendent, who in turn, shall notify the Director.

#### 400.7.4 REPORTING

The Superintendent or the detention supervisor shall direct that a report be written detailing the incident by the end of the shift. If appropriate, a criminal report will also be prepared by the Champaign County Sheriff's Office.

#### 400.7.5 DEBRIEFING

All responding staff, including medical responders shall be debriefed on the incident as soon as practicable after the conclusion of the emergency incident. The staff shall examine the incident from the perspective of what worked, what actions were less than optimal and how the response to a future incident might be improved.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing should be focused on the incident and improved response.

## **400.8 HOSTAGES**

This Detention Services Division does not recognize the taking of hostages as a reason to relinquish control of the detention facility environment. All staff, residents, visitors, volunteers, and contractors shall be informed of the “no hostage” policy prior to entering the facility in writing.

It is the policy of the Champaign County Juvenile Detention Center to use all available resources necessary to bring about a successful end to a hostage situation.

### **400.8.1 RESPONSE TO A HOSTAGE INCIDENT**

Master Control should be immediately notified at the earliest sign of a hostage incident. Master Control or a responsible staff member shall notify the detention Supervisor and the Superintendent. The Superintendent will notify the Director as soon as practicable.

The detention supervisor or the Superintendent shall make every effort to ensure that the hostage incident remains confined to the smallest area as possible. All door controls accessible to the juvenile resident shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded.

### **400.8.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS**

At the direction of the detention supervisor or the authorized designee, the qualified health care professionals should be notified to identify a location and form a logistical plan for medical triage. The location also should serve as a medical staging area for other medical responders.

### **400.8.3 HOSTAGE RESCUE**

Communications with the hostage taker should be established as soon as practicable. Hostage taker demands for staff to open doors will not be met. The Champaign County METRO team may be utilized after consultation with Superintendent and Champaign County Sheriff’s Office command staff.

Once a hostage rescue team is put in place, and the established protocols for resolving the situation shall be implemented. The Superintendent and the Director should be consulted regarding decisions faced by the hostage rescue team.

### **400.8.4 REPORTING AND DEBRIEFING**

Following the conclusion of hostage incident, the Superintendent should direct that an incident report be completed by the end of the shift. All aspects of the incident shall be reviewed, focusing on the incident and the outcome, with the intent of using the incident as an opportunity for continuous improvement and identify additional training or systemic changes that may be required.

## **400.9 ESCAPES**

Upon being made aware that an escape may have occurred, or did in fact occur, the staff member should immediately notify Master Control and the detention supervisor or the Superintendent. As soon as practicable, the Superintendent shall notify the Director.

Once the escape is verified and immediate actions taken inside the facility (lockdown, etc.), the detention supervisor shall notify METCAD, so all law enforcement agencies are notified.

### **400.9.1 RESIDENT COUNTS**

As soon as the facility is fully locked down, a full resident count shall be taken. Any missing resident shall have their identity disclosed and have their facility record at the disposal of the Superintendent or their designee, for information distribution to law enforcement.

### **400.9.2 SEARCH**

Concurrent with the lockdown, the area surrounding the facility should be searched for the escapee. Areas where a resident may be hiding or may have discarded detention facility clothing should be searched first. Any witnesses should be interviewed.

Detention management will develop a flyer with the resident's name, description, picture, address and charges to local law enforcement.

### **400.9.3 REPORTING**

The detention supervisor or a designated staff member shall submit an incident report to the Superintendent. A criminal report should also be written by the Champaign County Sheriff's Office. The facility incident report should focus on the events and the facility weaknesses that contributed to the escape. The Superintendent should review the reports, interview involved parties and develop action plans to minimize the risk of future occurrences.

## **400.10 REVIEW OF EMERGENCY PROCEDURES**

The Superintendent shall ensure that there is a review of emergency response plans at least annually. At a minimum, the review shall include:

- a. Assignments of persons to specific tasks in emergency situations.
- b. Instructions for staff, in event of emergency situations
- c. Systems for the notification of appropriate persons and/or agencies.
- d. Information on the location and use of emergency equipment in the facility.
- e. Specification of evacuation routes and procedures.

## **400.11 TRAINING**

The staff shall be trained annually on this policy. The facility will provide emergency preparedness training as part of orientation training for all personnel assigned to the facility and

for those who may be required to respond to the facility in an emergency. The staff shall also receive refresher training at least annually in the emergency response plans. The Superintendent or his designee is responsible for developing and delivering appropriate initial training and annual refresher training.

Emergency planning training should occur in the form of classroom instruction or roll call training, mock practical exercises, and drills. Each type of emergency covered in the emergency response plan must be included in the training.

Effective Date: 01/01/2023



# Policy

## 401

### Champaign County Probation & Court Services Department Detention Services Manual

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## Emergency Staffing

### 401.1 PURPOSE AND SCOPE

The facility must always operate as a safe and secure environment, regardless of staffing levels. Consequently, contingency plans must be made in advance for any staffing emergency or planned job action, regardless of the length of the staffing deficit.

### 401.2 POLICY

It is the policy of the Detention Services Division to be prepared to operate a safe and secure facility in the event of working staffing emergency. Staffing emergencies that could negatively affect the good order of the facility may include, but not limited to, an outbreak of infectious disease, a work stoppage or strike by the staff, a natural disaster or other disruption. The Superintendent and the Director shall be responsible for ensuring that an appropriate emergency staffing plan exists.

#### 401.2.1 EMERGENCY STAFFING

In the event the Superintendent becomes aware that a staffing emergency exist or may occur, staff members who are present may be ordered to remain at their posts. The Superintendent will notify the Director. Plans should include measures to achieve minimum staffing for the facility within four (4) hours of a staffing emergency and may include the following operational adjustments:

- a. The facility may go to a lockdown. Minimum activities, including visiting, exercise and other programs will be suspended only if necessary. Meals, cleaning, medical services, court, and attorney visits will continue. Other activities will be assessed by the Superintendent on a case-by-case basis.
- b. Supervisory and management personnel of the facility may have time off cancelled or rescheduled for the duration of staffing emergency.
- c. Supervisors from other department divisions may be used to fill vacancies in the facility.
- d. Staff from other areas of the department who have detention experience may be used to fill vacancies in the facility.
- e. Contacting and contracting with surrounding facilities may be necessary if adequate staffing cannot be obtained to safely operate the facility.

#### 401.2.2 LEGAL ASSISTANCE

In cases where the Superintendent becomes aware is planned or has occurred, the Superintendent and the Director should consult legal counsel in preparing the necessary legal action to whether prevent the work stoppage or to cause it to cease. Immediate contact with the employee's union legal representatives may also be necessary to prevent or conclude the job action.

Effective Date: 01/01/2023



# Policy

## 402

### Champaign County Probation & Court Services Department Detention Services Manual

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## Fire Safety

### 402.1 PURPOSE AND SCOPE

The threat of fire and toxic smoke in the facility represents a significant risk to the safety and security of the community, the staff, juvenile residents, volunteers, contractors, and visitors. The purpose of this policy is to clearly identify and conform to applicable federal, state and/or local fire safety codes, and to establish a process of creating, disseminating, and training all individuals on the emergency plans for fire safety and evacuation.

### 402.2 POLICY

It is the policy of this division that fire prevention strategies are a high priority.

The Superintendent shall ensure that a fire alarm and automatic detection system are installed, maintained, and periodically tested. Any variance, exception or equivalency issues must be approved by the Champaign County Physical Plant Division and the fire jurisdiction authorities.

#### 402.2.1 FIRE CODES

The Detention Services Division shall conform to all federal, state, and local fire safety codes.

#### 402.2.2 FIRE PREVENTION RESPONSIBILITY

All staff, volunteers and contractors who work in the facility are responsible for the prevention of fires. They should be trained and given the tools to carry out the tasks necessary to reduce the risk of fire.

### 402.3 FIRE SUPPRESSION PRE-PLANNING

The Superintendent shall, in cooperation with the local fire or other qualified entity, develop a plan for responding to a fire. The plan shall include, but not limited to:

- a. Fire prevention, safety inspection plans, and record retention schedules developed by designated staff or as required by law.
- b. Fire prevention inspections as required at least once per year.
- c. Documentation of all fire prevention inspections, all orders to correct and all proofs of correction shall be maintained.

- d. An evacuation plans.
- e. A plan for the emergency housing of juvenile residents in case of fire.
- f. The training of facility staff.

#### **402.4 FIRE PREVENTION EQUIPMENT**

All required fire alarms, sprinklers and detection devices shall be always present and in good working order.

Should a device become inoperative, the Superintendent, or the authorized designee shall be responsible for ensuring that emergency repairs are undertaken as soon as possible, and that staff is provided with an alternative emergency fire safety and evacuation plan.

#### **402.5 FIREFIGHTING EQUIPMENT**

The Superintendent shall ensure that the facility is equipped with the necessary firefighting equipment (extinguishers) in an amount and in a location as recommended by the local fire authority or other qualified entity.

#### **402.6 INSPECTIONS**

The facility shall be inspected on an annual basis by a qualified fire inspection person to ensure fire safety standards are maintained. These inspections will be focused on, but not limited to, fire prevention, firefighting equipment availability and functionality, alarms, detectors, water suppression and evacuation plans.

The results of all fire inspections and fire equipment testing shall be provided to the Superintendent.

#### **402.7 EMERGENCY HOUSING OF JUVENILE RESIDENTS**

The Superintendent of the authorized designee shall develop a plan for the emergency housing of juvenile residents in the event of a fire. The plan should include procedures for continuing to house residents in the facility, identification of alternative facilities, transportation options, and contact information for facilities.

# Policy

## 403

### Champaign County Probation & Court Services Department Detention Services Manual

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## Emergency Power and Communications

### 403.1 PURPOSE AND SCOPE

The facility must continue to operate as a safe and secure environment regardless of emergencies, including electrical outages. The purpose of this policy is to establish guidelines regarding back-up power and communication systems, and the inspection, preventative maintenance, and testing of the systems to ensure a seamless transition in the event of a loss of power.

### 403.2 POLICY

It is the policy of this facility to ensure that power to critical systems and communications continues to operate within the facility in the event of a loss of power.

#### 403.2.1 PREVENTIVE MAINTENANCE

It is the responsibility of the Superintendent to ensure that there is sufficient emergency power to operate essential lighting, security equipment, safety, and communication systems. The emergency power system should have sufficient fuel to allow the facility to operate continuously for a three-day period.

The emergency power system should be inspected, tested, and maintained as necessary. If the system fails, the Superintendent or their designee should contact Champaign County Public Properties to obtain necessary repair as soon as practicable.

#### 403.2.2 SAFETY AND SECURITY

All safety and security equipment will be repaired or replaced in an expedited manner by qualified personnel. If safety and security equipment become inoperable or damaged and it is not safe to operate a secure portion of the facility, that portion of the facility shall be vacated, and the residents housed elsewhere.

#### 403.2.3 INSPECTION AND TESTING

The Superintendent in conjunction with Champaign County Public Properties is responsible for testing of emergency equipment. The power system manufacture should be contacted for the

required testing intervals and load information. The emergency power system should be load tested in accordance with the manufactures recommendations.

Power generators should be inspected and tested at least monthly by Champaign County Public Properties.

All testing and inspections shall be documented, and the results included in a report to the Superintendent.

Effective Date: 01/01/2023

# Policy

## 404

### Champaign County Probation & Court Services Department Detention Services Manual

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## Evacuation Plan

### 404.1 PURPOSE AND SCOPE

The purpose of this policy is to promote planning and to establish procedures, responsibilities, and training requirements for the staff of the Champaign County Juvenile Detention Center in case of fire and other emergency situations.

### 404.2 POLICY

The community, staff, volunteers, contractors, and residents should have a well-researched and validated evacuation plan that can be implemented in the event any portion of the facility requires evacuating due to an emergency (e.g., fire, smoke, flood, and storm). All detention staff should be knowledgeable about the evacuation plan, policy, and procedures.

### 404.3 EVACUATION PLAN

The Champaign County Juvenile Detention Center maintains an evacuation plan to be implemented in the event of a fire, natural disaster, or other emergency. At minimum the evacuation plan shall address the following:

- Location of facility floor plans and building plans
- Procedures on how residents are to be released from locked areas
- Relocation areas to be used for housing inmates in the event of a full or partial evacuation
- Notifications
- Training and drill requirements for staff
- Reporting requirements

The Superintendent shall ensure that the evacuation plan is maintained and updated as needed and reviewed for accuracy annually by a qualified inspector and in coordination with the local fire authority.

A current copy of the evacuation plan shall be maintained in the Administration office in in the shift supervisor's office.

#### **404.3.1 EXITS**

All exits in a facility should be distinctly and permanently marked. Exit signs for traffic flow will be clearly visible and maintained in all public areas of the facility.

Except for temporary reasons, such as maintenance or repairs, all exits to the facility shall always remain free from obstacles regardless of the frequency of use. It is the duty of all staff to remove any obstructions that block, either partially or completely, staff's ability to observe or use any exit.

#### **404.4 TRAINING DRILLS**

The Superintendent should ensure that drills of the evacuation plan are conducted at least twice annually on each shift. Drills will include staff, contractors, and volunteers. Nonviolent and compliant juvenile resident may participate. Violent and or/non-compliant residents or those known to be a flight risk will not be involved in drills.

Drills should be designed to ensure that all staff members are proficient in their duties during each type of evacuation. Each drill should be documented as to its scope and participants.

**Champaign County Probation & Court Services Department  
Detention Services Division**

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**CHAPTER 5 – RESIDENT MANAGEMENT**





# Policy 500

## Champaign County Probation & Court Services Department Detention Services Manual

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### Population Management System

#### 500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of resident population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the division to forecast staffing and population increase, and to plan for the associated expenditures.

#### 500.2 POLICY

It is the policy of this facility that resident population management system should be established and maintained to account for the admission, processing, and release of juvenile residents. The Superintendent or the authorized designee is responsible for ensuring that detailed daily reports of the facility's resident population are completed and maintained by staff and authorized others. The reports should reflect the daily population of sentenced and non-sentenced residents. The Superintendent should maintain data in an accessible format for historical purposes and trend analysis.

Effective Date: 01/01/2023



# **Policy 501**

## **Champaign County Probation & Court Services Department Detention Services Manual**

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### **Resident Population Counts**

#### **501.1 PURPOSE AND SCOPE**

Resident counts are a vital to the security of the facility, the safety of the staff and the welfare of the residents. This policy establishes guidelines for the frequency of resident counts, which ensures that all residents and their status can be accounted for at any time.

#### **501.2 POLICY**

It is the policy of this facility to account for all residents within and under the control of this facility through schedules and other counts as needed and required.

#### **501.3 PROCEDURE**

The Superintendent shall be responsible for creating and maintaining a written procedure establishing the process and frequency of counts. Resident counts shall be conducted at the following times: 7:15AM, 12:30PM, 7:15PM and 10:30PM. Emergency counts may be conducted at the direction of a supervisor. Electronic counts shall not be substituted for direct staff observation. All counts shall be documented in the "Population Count Book" and verified each shift by the supervisor. Counts shall include all residents in custody, including those on a transport or at Court, and noted in the "Population Count Book".

Any discrepancy in the count should immediately be reported to the supervisor and the Superintendent and resolved prior to the release of shift personnel responsible for the count.

While juveniles are confined to their rooms, an electronic count must be conducted every fifteen (15) minutes and an activity code entered with association of the occupying resident.

If an escape is discovered during the resident count, the detention supervisor will initiate action to investigate the escape promptly notifying law enforcement agencies and the Superintendent, initiating a search, and complying with other procedures as needed in accordance with Facility Emergencies Policy.

A complete report of the incident will be prepared and provided to the Superintendent and the Director as soon as practicable.

Effective Date: 01/01/2023

# Policy

## 502

### Champaign County Probation & Court Services Department Detention Services Manual

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## Resident Intake

### 502.1 PURPOSE AND SCOPE

The Champaign County Juvenile Detention Center has a legal and methodical process for the intake of juvenile arrestees into the facility. This policy establishes guidelines for security needs, classification process, identification of medical/mental health issues and the seizure and storage of personal property.

### 502.2 POLICY

The Detention Services Division shall use standardized policies when receiving juvenile arrestees to be booked into the facility. This is to ensure security within the facility and that the juvenile arrestee are properly booked and afforded their applicable rights.

### 502.3 PRE-INTAKE SCREENING

All Juvenile arrestees shall be screened prior to a booking to ensure the juvenile is medically acceptable for admission and that all arrest or commitment paperwork is present to qualify the juvenile for intake/booking. Required paperwork may include the following.

- Law Enforcement Narrative Report
- Transport Record
- Screening Instrument
- Warrants
- Court Orders
- Accommodation requests related to disabilities
- Information regarding suicidal statements or actions

Any discrepancies or missing paperwork should be resolved before accepting the juvenile arrestee for intake/booking from the arresting or transporting officer.

### 502.4 SEARCHES BEFORE ADMISSION

All arrestees and their property shall be searched for contraband by a detention officer before being accepted for booking/intake. All contraband items will be handled according to facility policy. Items of possible evidentiary value may be turned over to the arresting or transporting

officer for processing or processed according to the facility's rules for handling evidence. A description of the items turned over to the arresting or transporting officer should be documented on the arrestee's booking record.

Strip searches shall be conducted in accordance to the Searches Policy.

### **502.5 ADMISSION PROCESS**

A unique booking number will be generated specific to the current admission. Photographs and fingerprints shall be taken.

The admission process should include an attempt to gather comprehensive record of each arrestee booking, including the following:

- Identifying information (including name and any known aliases or monikers)
- Current or last known address and telephone number
- Date and time of arrest
- Date and time of admission
- Name, badge, and signature of the arresting and/or transporting officer
- Health insurance information
- Legal authority for confinement, including charges, arrest warrant information, court paperwork and jurisdiction
- Sex
- Age
- Date of birth
- Occupation
- Legal guardian and parental information
- Driver's license information, social security number, state identification number, IDOC number
- Additional information concerning special custody requirements or special needs
- Local, state, and federal criminal history records
- Photographs, fingerprints, and notation of any marks, or physical characteristics unique to the arrestee, such as scars, birthmarks, deformities, or tattoos
- Medical, dental, and mental health screening, including suicide risk
- Inventory of all personal property including clothing, jewelry and money, items of value should be placed in a secured locker. The arrestee signature shall be obtained on the property form.
- A record of phone calls made at the time of booking and parental notification.

### 502.5.1 LEGAL BASIS FOR DETENTION

The Illinois Juvenile Court Act, 707 ILCS 405/5-410 (2) a, state:

Any minor 10 years of age or older arrested pursuant to this act where there is probable cause to believe that the minor is a delinquent minor and that (i) secure custody is a matter of immediate and urgent necessity for the protection of the minor or of the persons or property of another, (ii) the minor is likely to flee the jurisdiction of the court, or (iii) the minor was taken into custody under a warrant, may be kept or detained in an authorized detention facility. A minor under 13 years of age shall not be admitted, kept, or detained in any authorized detention facility unless a local youth service provider, including a provider through the Comprehensive Community Based Youth Services network, has been contacted and has not been able to accept the minor.

705 ILCS 405/5-410 (2) (b) provides the legal authority to detain a minor, In Champaign County full time juvenile detention officers and administrators have been designated by the Chief Judge of the Sixth Judicial Circuit to make secure detention decisions after a law enforcement arrest. Once a decision to further detain has been made, a minor must appear before a Judge within 40 hours of detainment, excluding holidays and weekends.

Arrestees admitted to the facility shall be notified of the official charges for their detainment or legal basis for confinement in a language they understand.

### 502.6 TRANSITION FROM INTAKE TO GENERAL POPULATION

The detention supervisor is responsible to ensure only arrestees who qualify are placed into general population rooms or housing. Those who will not be placed into general population include:

- Arrestees who are eligible for release following the scoring instrument (Release without detention)
- Arrestees who are intoxicated, but medically cleared or under the influence of any chemical substance. All juvenile arrestees shall be tested for the presence of alcohol within their system. A reading of .06 or above requires that the arrestee be referred to a medical facility for medical clearance before being admitted to the facility.
- Arrestees who are awaiting immediate or soon to be picked up and transported by another agency.
- Arrestees who are combative or refusing to cooperate with the intake process
- \*\*Disclaimer: Should mass intake occur, the supervisor may authorize the use of Close Observation Rooms to house arrestees awaiting the intake process.

#### **502.6.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL**

Withdrawal from alcohol or drugs can become a life-threatening condition requiring professional medical intervention. It is the policy of this facility to provide proper medical care to residents who suffer from drug or alcohol overdose or withdrawal.

Staff shall respond promptly to medical symptoms presented by residents to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

Detention staff should remain alert to signs of drug and alcohol overdose and withdrawal, which include, but are not limited to sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing, and generalized aches and pains. Any staff member who suspects that a resident may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify the supervisor, who shall ensure that the appropriate medical staff is notified.

#### **502.7 INTAKE TELEPHONE CALLS**

Every new juvenile intake detained in this facility shall be entitled a phone call with their legal guardian. The notification of the legal guardian and allowing the new resident to speak by telephone with their legal guardian should be made as soon as practicable, but no later than 90 minutes after detainment, except when physically impossible. During the intake phone call, the detention officer should review the medical authorization from with the legal guardian to determine if there are any medical/mental health needs exist and to obtain a medical history.

The calls may be of a duration that reasonably allows the juvenile to discuss issues with their legal guardian because of being detained. The calls are not intended to be lengthy conversations and the detention staff may use their judgement in determining the reasonable duration of the calls.

#### **502.8 SHOWERING AND CLOTHING EXCHANGE**

New juvenile residents shall be showered before being dressed in clean detention issued clothing. Showering shall occur before the resident is transferred from the temporary holding area to general population housing.

#### **502.9 SUPERVISOR RESPONSIBILITY**

The shift supervisor shall review the completed booking record on each juvenile admission. The review should ensure that all required forms and electronic booking records are complete and accurate. The supervisor must approve the intake/booking record by signature, either written or electronic.

Effective Date: 01/01/2023







# Policy

## 503

### Champaign County Probation & Court Services Department Detention Services Manual

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## Resident Handbook and Orientation

### 503.1 PURPOSE AND SCOPE

This policy provides for the orientation of residents detained in the Champaign County Juvenile Detention Center. The purpose of the orientation is to inform residents of the detention facility routine, rules, regulations, juvenile rights, and services.

### 503.2 POLICY

The Superintendent or their designee shall provide an effective method of orienting all new residents that includes a resident handbook. The orientation should take place within 48 hours of a resident's admission and in any event prior to the resident being moved to general population housing and should be an ongoing process in the housing area so that information is available to the residents throughout their entire time in custody. A copy of the resident handbook shall be provided to the resident as a reference during their detainment.

#### 503.2.1 INITIAL ORIENTATION

To assist with the new resident transition into a detention environment, the orientation will include the following topics:

- (a) Facility rules and disciplinary sanctions
- (b) Correspondence, visiting and telephone calls
- (c) Grievance procedures
- (d) Medical, dental, and mental health procedures
- (e) Programming
- (f) Behavior management
- (g) Court information
- (h) Resident rights
- (i) Emergency procedures
- (j) PREA
- (k) Religious accommodations
- (l) Meals, commissary

The Superintendent shall consider enlisting the assistance of interpreter who are qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information.

A written and signed acknowledgement of the orientation and receipt of the resident handbook should be maintained in the resident's permanent file.

#### 503.2.2 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED AND DEAF OR HARD OF HEARING

Residents who cannot read, are visually impaired, or have intellectual, psychiatric or speech disabilities or limited reading skills, shall have the materials read to them by a staff member or presented to them using audible recorded media.

Residents who are deaf or hard of hearing shall be provided with interpreter services. Reasonable efforts should be made by staff to assist the resident in understanding the information.

## **Policy**

### **504**

#### **Champaign County Probation & Court Services Department Detention Services Manual**

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## **Safety Checks**

### **504.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish a requirement for conducting visual safety checks at least every 15 minutes for juvenile residents who are in their room, and for creating and maintaining a log to document all safety checks.

### **504.2 POLICY**

It is the policy of the Champaign County Juvenile Detention Center that all detention staff conduct safety checks at least every 15 minutes on all residents while in their room, or more frequently as determined by resident status and/or housing classification.

Safety checks shall be made through direct visual observation and recorded on the "PIPE". Officers are to use the PIPE, record the room associated with the resident and record the proper activity or status code. Safety checks will be documented and recorded after a 24-hour period and downloaded by a shift supervisor on the designated server.

### **504.3 SAFETY CHECKS**

The staff shall adhere to the following procedures when conducting safety checks:

- (a) Safety checks shall be conducted at least once every 15 minutes, while residents are in their rooms, and more frequently if necessary.
- (b) Safety checks shall be conducted on an irregular schedule (staggered) so residents cannot predict when checks will occur.
- (c) Safety checks shall be done by personal observation of the detention officer and shall be recorded via the PIPE with activity/status codes.
- (d) Cameras and monitors may supplement the required visual observation safety checks in some rooms, but they shall not replace the need for direct visual observation.
- (e) Safety checks will be recorded with the PIPE and downloaded after a 24-hour period or sooner as determined by the Superintendent.
- (f) Special management residents shall be checked more frequently as detailed in the Special Management Resident Policy.

(g) Should the PIPE be inoperative, the detention supervisor will instruct staff to use a designated handwritten form, for detention staff to record safety checks. The Superintendent shall be made aware of the activity of handwritten documentation via written format.

Effective Date: 01/01/2023

# Policy

## 505

### Champaign County Probation & Court Services Department Detention Services Manual

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## Special Management Residents

### 505.1 PURPOSE AND SCOPE

Residents who pose a heightened risk to themselves or others require special management, including frequent interaction and increased supervision by staff. Interaction with special management residents is essential to maintaining a safe, secure, and humane environment. This policy establishes guidelines and procedures for interacting with special management residents in custody of the Champaign County Juvenile Detention Center.

### 505.2 POLICY

This Detention Services Division shall provide for the secure and segregated housing of any resident but shall not impose more deprivation of privileges than necessary to obtain the objective of protecting the resident, staff, or visitors.

### 505.3 SPECIAL MANAGEMENT RESIDENTS HOUSING CRITERIA

The safety and security of this facility is dependent on a classification system that identifies residents who pose a risk to themselves or to others. Residents who pose such a risk must be promptly and appropriately segregated from the general population until such time that they no longer pose a risk. Staff must have the ability to promptly segregate these residents pending further review.

Individuals who may be classified as special management residents include, but are not limited to, residents who are:

- Exhibiting serious mental health concerns
- Active suicide risk
- A serious violent incident or threat
- An escape threat
- A known and documented management problem
- Exhibiting serious medical issues
- In protective custody
- Self-imposed segregation

#### **505.4 CIRCUMSTANCES REQUIRING SPECIAL MANAGEMENT STATUS**

Residents will generally be assigned special management status through the classification process. The Superintendent or Assistant Superintendent has the authority to immediately place any resident into special management status when it reasonably appears necessary to protect the resident or others.

Reasons that a resident may be placed into immediate special management include the following:

- (a) The resident request protective custody, under court ordered protective custody or detention management has determined that the resident requires protection.
- (b) There is a reasonable belief the resident poses a danger to him/herself or others.
- (c) The resident poses an escape risk.
- (d) The resident required immediate mental health evaluation.
- (e) The resident committed a serious facility infraction, in judgement of detention manager the resident may become disruptive or dangerous if left in general population.
- (f) The resident requests a self-imposed removal from general population.
- (g) Other circumstances where, in judgement of detention management, the resident may pose a threat to him/herself, others or the security of the facility.

##### **505.4.1 REVIEW PROCESS**

The Superintendent shall be notified when a resident is placed on special management status and shall be informed of the circumstances leading to the order to place on special management status. Within 12 hours of the resident being placed on special management status, the Superintendent or the authorized designee must review the circumstances surrounding the status to determine which of the following actions shall be taken:

- (a) The resident is approved for special management status.
- (b) The resident is approved for protective custody.
- (c) The resident is no longer a threat to themselves, or others as determined by a Qualified Medical Professional or Qualified Mental Health Professional or the Superintendent or their authorized designee.
- (d) The resident remains on special management pending a disciplinary review.
- (e) The resident is returned to general population.

##### **505.5 PROTECTIVE CUSTODY**

The Superintendent or their authorized designee shall clearly document the reason the resident should be placed in protective custody. Residents who are in protective custody shall receive all services and programs that are available to residents in general population and that are deemed a privilege. Any deviation from allowing usually authorized items or activities shall be documented in the residents file and approved by a detention supervisor.



## **505.6 MAINTENANCE OF PRIVILEGES**

Special management status shall not involve any deprivation of privileges other than what is necessary to protect the staff or others. The deprivation of privileges must be documented and approved by the Superintendent or their authorized designee.

Residents who are classified for special management status at a minimum, be allowed access to programs and services, but not limited to:

- Telephone privileges
- Family visitation privileges
- Education
- Commissary
- Library
- Social services
- Faith based guidance, counseling, and religious services
- Recreation activities and exercise
- Professional visits

Nothing in this policy prohibits changing the delivery of programs or services to special management residents to provide for the safety and security of staff, residents and visitors of the facility.

## **505.7 REVIEW OF STATUS**

The Superintendent or their authorized designee shall review the status of all residents who have been placed on special management status. The review other than protective custody shall occur every 24 hours.

## **505.8 HEALTH CONSIDERATIONS**

Due to the possibility of self-inflicted injury and depression during periods of special management status, health evaluations should be conducted.

Each resident in special management shall be visited by a Qualified Medical Professional each day and logged in the medical file.

Each resident in special management shall be visited by a Qualified Mental Health Professional each time they are in the facility. Should staff determine that visit by a Qualified Mental Health Professional be each day, the Superintendent shall be notified, and who shall plan with a Qualified Mental Health Professional agency, for additional services.

### **505.9 SUPERVISOR RESPONSIBILITIES**

Each resident in Special Management shall be visited by a detention supervisor at least twice per shift, the visit shall be documented in the resident's file.

Effective Date: 01/01/2023

## **Policy**

### **506**

#### **Champaign County Probation & Court Services Department Detention Services Manual**

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## **Management and Control of Weapons, Control Devices and Security Equipment**

### **506.1 PURPOSE AND SCOPE**

This policy will address the availability and control of weapons and security equipment

### **506.2 POLICY**

It is the policy of the Champaign County Juvenile Detention Center that no firearm, ammunition, Taser (electronic control devices), knife, tactical or straight baton, or other dangerous weapon will be worn or carried in the secure perimeter of the Juvenile Detention Center. This includes law enforcement officers, probation & parole officers, and visitors.

### **506.3 OTHER WEAPONS, TOOLS AND CHEMICAL AGENTS**

Division-approved weapons, tools, and chemical agents, including oleoresin capsicum spray (OC Spray), yawari stick (kubaton), may be possessed by on duty custody staff members who have received divisional-authorized training and are qualified to use them.

### **506.4 STORAGE OF CHEMICAL AGENTS AND SECURITY EQUIPMENT**

Handcuffs, leg irons, flex cuffs, and transport belts shall be kept in the file cabinet drawer located in the intake area of the detention center. OC spray when not carried by an on-duty officer will be stored in Master Control. A set of handcuffs and leg irons may be stored in a drawer at the staff station for proximity if needed.

Detention Officers may elect to carry a set of handcuffs on their person while on duty. The handcuffs must be stored in a division authorized handcuff case which shall be attached to the officer's belt.

Detention Officers may elect to carry a canister of OC spray on their person while on duty. The OC spray must be stored in a division authorized canister case, which shall be attached to the officer's belt.

## **506.5 INVENTORY**

The Superintendent shall designate one or more Assistant Superintendents to be responsible for maintaining chemical agents and security equipment, and to inventory and report the condition and availability of such equipment monthly.

At shift briefing, the supervisor of the shift will assign handcuffs and OC spray to designated officers of the shift. A log entry will be documented, showing who was issued the items and the date of issuance. At the end of the shift, the equipment will be returned to the on-duty supervisor, and a log entry will be documented indicating the return of the equipment.

The on-duty supervisor shall immediately be notified if any weapon, chemical agent, or security equipment is determined to be missing. An immediate and thorough search of the facility shall take place to locate the item.

Effective Date: 01/01/2023

# Policy

## 507

### Champaign County Probation & Court Services Department Detention Services Manual

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## Resident Classification

### 507.1 PURPOSE AND SCOPE

This policy describes the Champaign County Juvenile Detention Center classification process, which is designed to identify security and health issues so that residents may be held in such a way as to foster a safe and secure facility.

### 507.2 POLICY

All arrestees or detainees entering the facility will be processed to determine whether they will be housed in the facility, be released to a legal guardian or bond.

It is the policy of this facility to properly classify residents according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made.

### 507.3 CLASSIFICATION PLAN

The Assistant Superintendent should create and maintain a classification plan to guide staff in the processing of juveniles brought into the facility.

The plan should include an initial screening process, as well as a process for determining appropriate housing assignments. The plan should include use of an objective screening instrument, procedures for making decisions about classification and housing assignments, as well as intake and housing forms and process to ensure all classification and housing records are maintained in each resident's file. The plan should include an evaluation of the following criteria:

- Age of the juvenile
- Sex
- Current charges
- Behavior during arrest and process
- Previous detainment or incarceration history
- Potential risk of safety to self or others
- Special management resident status
- Special needs assessment
- Behavioral or physical limitations or disabilities

- Medical status
- Level of intoxication at intake
- Suicidal ideation
- Risk of escape or escape history
- History of assaultive behavior
- The need to be separated from other residents (e.g., gang affiliation, co-defendants, informants, previous or current victims, sexual orientation)
- Previous sexual victimization
- Residents own perceptions of his/her vulnerability
- Prior acts of sexual abuse, prior adjudications for violent offenses, and history of prior institutional violence or sexual abuse, and known to this facility (28 CFR 115.341)
- Any other criteria as deemed appropriate by the Superintendent or the authorized designee

The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement.

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.341).

Effective Date: 01/01/2023

# Policy 508

## Champaign County Probation & Court Services Department Detention Services Manual

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### Control of Resident Movement

#### 508.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for the safe and secure movement of residents between areas within the facility and transportation from the facility to court, medical appointments, or other jurisdictions.

#### 508.2 POLICY

Detention staff should be vigilant in the control and movement of residents between areas within the facility and when transporting residents outside the secure confines of the facility. Control shall be direct observation. Staff should be always aware of their surroundings and take necessary steps to prevent the possession and exchange of contraband material.

#### 508.3 MOVMENT OF RESIDENTS

Movement of one or more residents in the facility should be done in an orderly manner with residents walking in a single-file line with hands placed to the rear. Staff members should have situational awareness during the movement of residents and should consider the design of the facility, areas of poor visibility and the presence of other residents being moved. The staff should avoid areas where residents may have access to contraband items.

Residents transported out of the facility shall be restrained with waist belt and leg irons. An exception to this procedure is when a resident has a physical disability where restraint devices may cause serious injury. Pregnant residents shall be moved in accordance with Use of Restraints Policy.

Effective Date: 01/01/2023





# Policy 509

## Champaign County Probation & Court Services Department Detention Services Division

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### Use of Force

#### 509.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines governing application of force, limitations on the use of force, supervisor responsibilities, and reporting requirements for incidents involving the application of force on juvenile residents housed in the Champaign County Juvenile Detention Center.<sup>1</sup>

#### 509.2 DEFINITIONS

**Officer:** Sworn officer belonging to the Champaign County Juvenile Detention Center, and any person whom the Officer has summoned or directed to assist such Officer.<sup>2</sup>

**Force:** An Officer's effort, in performance of official duties, to compel compliance from or prevent some action on the part of a juvenile resident by means of physical contact, either directly or through the use of equipment such as chemical agents and weapons.<sup>3</sup>

**Excessive Force:** The use of more force than is authorized under this policy or under the law.

**Use of force team technique:** The use of force team technique ordinarily involves a team of trained staff that enters the juvenile resident area in tandem, each with a specific task, to achieve immediate control of the juvenile resident.

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<sup>1</sup> This policy relies on Illinois Administrative Rules on Discipline in a County Juvenile Detention Center, 20 Ill. Adm. Code 2602 (effective June 29, 2021), and on Illinois Administrative Rules on Security in Department of Juvenile Justice Operations, 20 Ill. Adm. Code 2501 (but note, new rules being considered, see 45 Ill. Reg. 1052 and 45 Ill. Reg. 8555). Where no specific guidance is available in the Administrative Rules, this policy relies on Illinois statutes regarding the justified use of force, 720 ILCS 5/7, and on the Unified Code of Corrections, Juvenile Procedures, 730 ILCS 5/3-10. United States Constitutional standards, such as "objectively reasonable" and "totality of the circumstances" are used to shed more light onto how to make appropriate use of force decisions.

<sup>2</sup> See generally, 720 ILCS 5/7 (repeatedly mentioning peace officers deputizing citizens); see also Probation and Court Services Policy Manual, Section 14.1 – Definitions.

<sup>3</sup> See 20 Ill. Adm. Code 2501.20(a) (Definition of "Force") & 2602.5 (Definition of "Youth"); see also Probation and Court Services Policy Manual, Section 14.1 – Definitions.

**Great Bodily Harm:** Bodily injury which causes a substantial risk of death, causes disfigurement, causes permanent disability, or causes protracted loss or impairment of the function of any part or organ of the body.<sup>4</sup>

**Imminent:** The present ability, opportunity, and apparent intent to immediately take an action or cause harm. Whether a threat is “imminent” depends on the **totality of the circumstances** and what a reasonable Officer in the same situation would believe. An imminent harm is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be confronted and addressed.<sup>5</sup>

**Totality of the Circumstances:** All facts known to the Officer on the scene or that would be known to a reasonable Officer in the same situation.<sup>6</sup>

**Reasonable Belief:** The Officer’s **objectively reasonable** perception, based on the **totality of the circumstances** known to or perceived by the Officer at the time of the decision, rather than with the benefit of hindsight. The **totality of the circumstances** shall account for occasions when Officers may be forced to make quick judgments about the use of force.<sup>7</sup>

**Objectively Reasonable:** Reasonable from the perspective of a reasonable Officer facing the same **totality of the circumstances** on the scene that the Officer faced on the scene.<sup>8</sup>

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<sup>4</sup> Probation and Court Services Policy Manual, Section 14.1 – Definitions. “The term ‘great bodily harm’ is not susceptible to a precise legal definition. It turns squarely upon the extent of the harm inflicted. Great bodily harm requires harm greater or more serious than the bodily harm needed to satisfy an ordinary battery. In People v. Mays, 437 N.E.2d 633, 635-36 (Ill. 1982), our Supreme Court defined the bodily harm needed to satisfy an ordinary battery as ‘some sort of physical pain or damage to the body, like lacerations, bruises or abrasions, whether temporary or permanent.’ Because great bodily harm requires harm greater or more serious than the bodily harm needed to satisfy an ordinary battery, simple logic dictates that the [harm] must be more severe than that set out in the Mays definition. Ultimately, the issue of whether the harm inflicted upon a victim rises to the level of great bodily harm is a question for the trier of fact.”

People v. Wilson, 2021 IL App (4th) 190843-U, ¶175, 2021 Ill. App. Unpub. LEXIS 245, \*36-37.

<sup>5</sup> 720 ILCS 5/7-5(h)(2); *see also* Probation and Court Services Policy Manual, Section 14.1 – Definitions.

<sup>6</sup> 720 ILCS 5/7-5(h)(3); *see also* Probation and Court Services Policy Manual, Section 14.1 – Definitions.

<sup>7</sup> *See* 720 ILCS 5/7-5(f); *see also* Probation and Court Services Policy Manual, Section 14.1 – Definitions.

<sup>8</sup> *See* 720 ILCS 5/7-5(f); *see also* Probation and Court Services Policy Manual, Section 14.1 – Definitions; Graham v. Connor, 490 U.S. 386, 396-397 (1989); Thompson v. City of Chicago, 472 F.3d 444, 455 (7th Cir. 1996) (“What constitutes “reasonableness” with regard to an officer’s actions . . . under the Fourth Amendment is not capable of precise definition or mechanical application but requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officers or others, and whether he is actively resisting arrest or attempting to evade arrest by flight. The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight. This calculus of reasonableness must allow for the fact that police officers are often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving about the amount of force that is necessary in a particular situation.”); *see also* 7th Circuit Pattern Jury Instructions 7.10 & 7.11(4).

### 509.3 POLICY

It is the policy of the Champaign County Juvenile Detention Center that when the use of force is authorized only the least force **objectively reasonably** necessary under the **totality of the circumstances** to achieve the Juvenile Detention Center's lawful functions may be employed, and only for the period of time necessary. Use of force must be used as a last resort after de-escalation and other strategies have failed.<sup>9</sup>

Staff will be trained in acceptable methods of physical intervention.

Officers will not use excessive force when carrying out their official duties with juvenile residents. The use of excessive force will result in discipline, up to and including termination and cooperation with civil authorities in the prosecution of criminal activity.

### 509.4 AUTHORIZED USE OF FORCE

The least force **objectively reasonably** necessary under the **totality of the circumstances** to achieve the Juvenile Detention Center's lawful functions may be employed, only for the period of time necessary and only as a last resort, in the following situations:

1. To protect oneself or any other person from physical assaults, injury, or death.
2. To compel compliance with a lawful order given by a Juvenile Detention Officer to ensure the safety and security of the facility.
3. To protect property from unauthorized use, possession, damage, or destruction.
4. To prevent escapes or attempted escapes.
5. To prevent or suppress a riot, revolt, mutiny or insurrection, or other serious disturbance.<sup>10</sup>

Prior to resorting to the use of force, staff should, when practicable, attempt verbal persuasion, orders, or other tactics to avoid or mitigate the need to use force.

Force that is likely to cause **great bodily harm** or death may be used only when an Officer **objectively reasonably** believes that such force is the least force necessary to prevent **imminent great bodily harm** or death to himself or any other person, and that no other reasonable means of intervention are available to prevent such **imminent** death or **great bodily harm**.<sup>11</sup>

In an emergency situation, Officers are authorized to use any available instrument or means for self-defense or the defense of another person. The level of force used must be consistent with

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<sup>9</sup> 20 Ill. Adm. Code 2602.170(f)(1) & (f)(2); 20 Ill. Adm. Code 2501.30(a).

<sup>10</sup> 20 Ill. Adm. Code 2501.40(a) & 2602.170(f)(1).

<sup>11</sup> 20 Ill. Adm. Code 2501.40(b)(1) & 2501.40(c)(1); *see also* 20 Ill. Adm. Code 2601.170(f)(1).

law and this policy. This statement does not authorize the carrying of any firearm or other weapon for duty that is not approved in this Chapter 9.

The use of force shall not be prohibited because a detention officer is a different sex than the juvenile resident.<sup>12</sup>

Nothing in this policy is intended to require that force options be used in a particular order. However, the force option used must be the least force **objectively reasonably** necessary under the **totality of the circumstances** to accomplish a lawful objective, and only for the period of time necessary.

### **509.5 PROHIBITED USES OF FORCE**

Force shall never be used as punishment or retaliation.<sup>13</sup>

Pressure point control and pain compliance techniques are prohibited.<sup>14</sup>

Restraining juvenile residents in a manner that restricts the airway is prohibited.<sup>15</sup> A detention officer shall not apply any pressure to the neck or throat, under any circumstances.

### **509.6 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE**

The **totality of the circumstances** standard applies when evaluating whether a Juvenile Detention Officer's particular use of force conforms to this policy and the law.

The **totality of the circumstances** includes but is not limited to the following factors:<sup>16</sup>

1. Immediacy and severity of the threat to detention staff or others.
2. Potential for injury to detention staff, the resident, and others.
3. The conduct of the detention staff leading up to the use of force.
4. The conduct of the individual being confronted, as reasonably perceived by the detention officer at the time.
5. Detention officer/juvenile resident factors (age, size, relative strength, skill level, injuries sustained, and level of exhaustion or fatigue, the number of detention staff available vs residents).

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<sup>12</sup> 20 Ill. Adm. Code 2602.130(a)(5).

<sup>13</sup> 730 ILCS 5/3-10-8(a)(1); 20 Ill. Adm. Code 2501.20(c) & 2501.30(d); 20 Ill. Adm. Code 2602.170(e)(3).

<sup>14</sup> 20 Ill. Adm. Code 2602.170(f)(3).

<sup>15</sup> 20 Ill. Adm. Code 2602.170(f)(4).

<sup>16</sup> See Graham v. Connor, 490 U.S. 386, 396 (1989) (the test of reasonableness under the Fourth Amendment is not capable of precise definition or mechanical application, however, its proper application requires careful attention to the facts and circumstances of each particular case).

6. The effects of drugs or alcohol.
7. The resident's mental state or capacity.
8. Proximity of weapons or dangerous improvised devices.
9. The degree to which the resident has been effectively restrained and his/her ability to resist despite being restrained.
10. The availability of other options and their possible effectiveness.
11. The seriousness of the suspected offense or reason for contact.
12. Training and experience of the detention officer.
13. Whether the resident appears to be resisting or is attacking the detention officer.
14. The risk and reasonably foreseeable consequences of escape.
15. The apparent need for immediate control of the resident or a prompt resolution of the situation to maintain or restore order.
16. Whether the conduct of the resident being confronted no longer reasonably appears to pose an imminent threat to staff or others.
17. Awareness of the resident's propensity for violence.
18. Any other exigent circumstances.

#### **509.7 DUTY TO RENDER MEDICAL AID**

Medical screening and/or care will be conducted on any juvenile resident who has been subjected to any use of force (including the use of control devices such as Oleoresin Capsicum spray) as soon as reasonably practical, regardless of apparent injury.<sup>17</sup>

1. All Officers must, as soon as reasonably practical, determine if a juvenile resident is injured, whether as a result of a use of force or otherwise, and render medical aid and assistance consistent with training and request emergency medical assistance if necessary.<sup>18</sup>
2. "Render medical aid and assistance" includes, but is not limited to, (i) performing emergency life-saving procedures such as cardiopulmonary resuscitation or the administration of an automated external defibrillator; and (ii) the carrying, or the

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<sup>17</sup> See 20 Ill. Adm. Code 2501.30(c).

<sup>18</sup> Compare 720 ILCS 5/7-15.

making of arrangements for the carrying, of such juvenile resident to a physician, surgeon, or hospital for medical treatment if it is apparent that treatment is necessary.<sup>19</sup>

3. The Officer's decisions regarding medical aid must be **objectively reasonable**. An Officer does not violate this duty if the failure to render aid is due to circumstances such as lack of appropriate specialized training, lack of resources or equipment, or both, or if it is unsafe or impracticable to render aid.<sup>20</sup>

### 509.8 DUTY TO INTERVENE

An Officer has an affirmative duty, without regard for chain of command, to prevent or stop another detention officer in the Officer's presence from using any unauthorized force or excessive force, if any.<sup>21</sup>

The duty to intervene applies when the Officer has a realistic opportunity to do something to intervene.<sup>22</sup>

The Officer's decisions regarding whether to intervene must be **objectively reasonable**, which requires the Officer to take reasonable steps, under the **totality of the circumstances**, to prevent harm from occurring.

An Officer who intervenes shall report the intervention to the Superintendent. The report must include the date, time, and place of the occurrence; the identity, if known, and description of the participants; and a description of the intervention actions taken and whether they were successful. The report must be submitted within five (5) calendar days after the incident.<sup>23</sup>

No member of this Department shall discipline or retaliate in any way against an Officer for intervening as required by this policy, or for reporting unconstitutional or unlawful conduct, or for failing to follow what the Officer reasonably believes is an unconstitutional or unlawful directive.<sup>24</sup>

### 509.9 USE OF OLEORESIN CAPSICUM SPRAY AND OTHER CONTROL DEVICES

Control devices such as Oleoresin Capsicum (OC) spray shall only be used in the facility as authorized by the Detention Superintendent or their authorized designee, when the use of force is justified, and only as a last resort when the juvenile resident's current behavior

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<sup>19</sup> Compare 720 ILCS 5/7-15.

<sup>20</sup> Compare 20 ILCS 2610/12.7(a); 50 ILCS 705/6.3(a).

<sup>21</sup> See 720 ILCS 5/7-16 (duty to intervene in peace officer context).

<sup>22</sup> See 20 ILCS 2610/12.7(a) (context of discipline of peace officers); 50 ILCS 705/6.3(a) (context of discipline of peace officers); 7th Circuit Pattern Jury Instruction 7.22(3) (context of legal liability for peace officers).

<sup>23</sup> See 720 ILCS 5/7-16(b) (duty to intervene in peace officer context).

<sup>24</sup> 720 ILCS 5/7-16(c) (duty to intervene in peace officer context).

indicates that a physical hold or mechanical restraint would be impossible or insufficient to effectively diminish the imminent risk of serious harm.<sup>25</sup>

OC spray should not be used in the medical unit or other designated area where juvenile residents are assigned respiratory isolation or on any juvenile resident who is under control with or without restraints.

Detention Center approved OC spray or foam may be possessed and used only by staff members who have received Detention Center authorized training in its use.

Juvenile detainees who have been affected by the use of control devices shall be given a thorough medical examination and appropriate treatment as soon as possible.<sup>26</sup>

If a detainee refuses to decontaminate, such a refusal shall be documented. If a detainee has been exposed in a secure room and not removed from the secure room where the exposure occurred, decontamination shall be afforded to the detainee, including:

1. Health-trained detention staff advising the detainee how to decontaminate in the secure room.
2. Clean clothing, if clothing was contaminated.
3. Constant monitoring of the secure room detainee, for a period of not less than 45 minutes.

#### **509.10 IMMEDIATE AND CALCULATED USE OF FORCE**

An immediate use of force occurs when force is used to respond without delay to a situation or circumstances that constitute an *imminent* threat to safety or security. For example, the immediate or unplanned use of force by staff to stop a detainee from inflicting life-threatening injuries to him/herself or to stop an assault on any other person, including other detainees. The destruction of government property may require the immediate use of force by staff in some circumstances. A verbal warning should be given before an immediate use of force unless the circumstances preclude it.

If there is no need for immediate action, staff should attempt to resolve the situation through voluntary compliance or, if it reasonably appears necessary, the calculated use of force via a *use of force team technique*. A calculated use of force is called for when a detainee's presence or conduct poses a threat to safety or security and the detainee is located in an area that can be controlled or isolated, or when time and circumstances permit advance planning, staffing and organization.

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<sup>25</sup> 20 Ill. Adm. Code 2602.170(h); 20 Ill. Adm. Code 2501.60(a).

<sup>26</sup> 20 Ill. Adm. Code 2501.60(f) ("Prior to and following the use of chemical agents, precautionary measures which are reasonable under the circumstances shall be taken to limit the noxious side effects of the chemical agents.").

The assistance of available non-custodial staff (qualified mental health practitioners, qualified medical practitioners) should be considered when attempting to resolve a situation without confrontation.

A supervisory officer shall be present in any situation involving the calculated use of force. The supervisor shall be contacted for approval and consultation prior to any calculated use of force.

#### **509.11 REPORTING THE USE OF FORCE**

Every use of force is an incident that shall be reported on the appropriate report form.<sup>27</sup> Any staff member who uses force and any staff directly observing the incident shall make a verbal report to a supervisory officer as soon as practicable and shall submit the appropriate documentation prior to going off duty, unless directed otherwise by a supervisor.

The documentation will reflect the actions and responses of each staff member participating in the incident, as witnessed by the reporting staff member.

The report shall include:

1. A clear, detailed description of the incident, including any application of tools, control devices, or restraints.<sup>28</sup>
2. The identity of all involved in the incident (e.g., detainees, staff and others).
3. The specific reasons for the application of force.
4. The threat as perceived by the staff involved.
5. Efforts made to temper the severity of a forceful response, and if there was none, the reasons why.
6. Description of any injuries to any person involved in the incident, including the result of any medical checks that show the presence or absence of injury.

A video recording shall be required for all calculated use of force (*use of force team technique*) incidents and should include the introduction of all staff participating in the process. The recording and documentation will be part of the investigation package. The supervisor should ensure the recording is properly processed for retention and a copy is forwarded to the Detention Superintendent within 72 hours.

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<sup>27</sup> 20 Ill. Adm. Code 2602.170(f).

<sup>28</sup> 20 Ill. Adm. Code 2602.170(g)(8) ("When restraints are used, a full written report shall be made.").



## **509.12 SUPERVISOR RESPONSIBILITY**

Supervisory staff shall debrief juvenile residents and staff involved in any use of force and develop strategies that might preclude future incidents.<sup>29</sup>

When a supervisor is able to respond to an incident in which there has been reported use of force, the supervisor is expected to:

1. Obtain the basic facts from involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
2. In cases involving serious injury, obtain an oral statement from the employee. The statement should be restricted to concerns of anything that may present an ongoing threat to the security of the facility or public safety.
3. Ensure that the appropriate investigation authority is notified, if needed.
4. Ensure that any parties involved in a use of force situation are examined by medical staff, regardless of whether any injuries are reported or detectable, and afforded medical treatment as appropriate.
5. Once any initial medical assessment or first aid has been completed, ensure that photographs have been taken of any areas involving visible injury or complaint of pain as well as overall photographs of uninjured areas.
6. Identify any witnesses not already included in related reports.
7. Review and approve all related reports.

In the event that a supervisor is unable to respond to the scene of an incident involving a reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

If a detainee has made an allegation of an unnecessary or excessive use of force, the interview should be video recorded and shall be documented on the appropriate form.

## **509.13 TRAINING**

The Detention Superintendent shall work with the Training Manager to ensure legal and facility training mandates are met.

The Training Manager shall ensure that all personnel who are authorized to carry specific control devices have been properly trained and certified to carry such control devices and are retrained or re-certified as necessary.

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<sup>29</sup> 20 Ill. Adm. Code 2602.170(f)(5).

Supervisors shall conduct and document regular periodic briefings concerning this policy and the use of control devices. Any test sheets or documentation of performance shall be forwarded to the Training Manager to be included in the employee's training record.

Effective Date: 01/01/2023

# Policy

## 511

### Champaign County Probation & Court Services Department Detention Services Manual

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## SEARCHES

### 511.1 PURPOSE AND SCOPE

The purpose of this policy is to provide clear direction on maintaining safety and security of the facility by conducting searches, in balance with protecting the rights afforded by the United States Constitution.

The introduction of contraband, intoxicants or weapons into the Champaign County Juvenile Detention Center poses a serious risk to the safety and security of staff, residents, volunteers, contractors and the public. Any item that may be used to disengage a lock, other electronic security devices or the physical plant itself, seriously jeopardizes the safety and security of the facility. Carefully restricting the flow of contraband into the facility can only be achieved by thorough searches of residents and their environment.

Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from a resident/juvenile arrestee.

#### 511.1.1 DEFINITIONS

Definitions related to this policy include:

**Contraband** – Anything unauthorized for residents to possess or anything authorized to possess but in an unauthorized quantity.

**Modified strip search** – A search that required a person to remove or rearrange some of his/her clothing that does not include a visual inspection of the breasts, buttocks, or genitalia of the person but may include a thorough tactical search of the resident's partially unclothed body. This also includes searching the resident's clothing once it has been removed.

**Pat-down search** – The normal type of search used by detention officers within this facility to check an individual for weapons and/or contraband. It involves a thorough systematic patting down of clothing to locate weapons or dangerous items that could pose a danger to the detention officer, the resident or other residents.

**Physical body cavity search** – A search that includes a visual inspection and may include physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of a person, and the vagina of a female person.

**Strip search** – A search that requires a person to remove or rearrange some or all his/her clothing to permit a visual inspection of the underclothing, breast, buttocks, anus, or outer genitalia of the person. This includes monitoring of a person showering or changing clothes where the persons underclothing, buttocks, genitalia or female breasts are visible to the monitoring employee.

### **511.2 POLICY**

It is the policy of the Champaign County Juvenile Detention Center to ensure the safety of staff, residents and visitors by conducting effective and appropriate searches of arrestee's, residents, visitors, and areas within the facility in accordance with applicable laws.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

### **511.3 PAT-DOWN SEARCHES**

A thorough and systematic pat-down search will be performed on all arrestees/residents upon entering the secure intake area of the facility. Additionally, pat-down searches may occur within the facility at the direction of a detention supervisor

Except in emergencies, male staff may not pat down female residents and female staff may not pat down male residents. Absent the availability of a same sex staff member, it is highly recommended that a witnessing staff member be present during any pat-down search of an individual of the opposite sex, during an emergency. All cross-gender pat-down searches shall be documented (28 CFR 115.315).

### **511.4 MODIFIED STRIP SEARCHES, STRIP SEARCHES AND PHYSICAL BODY CAVITY SEARCHES**

Detention officers will generally consider the reason for the search, the scope, intrusion, manner and location of the search, and will utilize the least invasive search method to meet the need for the search. In addition to specific requirements for each type of search as set forth below, all cross-gender modified strip searches and cross gender strip searches shall be documented (28 CFR 115.315).

#### **513.4.1 JUSTIFICATION-REASONABLE SUSPICION**

- (a) No person held prior to placement in general population shall be subjected to a modified strip search or strip search unless there is a reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion, but are not limited to:

1. The detection of an object during a pat-down search that there may be a weapon or contraband and cannot be safely retrieved without a modified strip search or strip search.
  2. Circumstances of a current arrest that suggest/ indicate the person may be concealing a weapon or contraband.
  3. The person's appearance and behavior suggest that the individual may be carrying or concealing contraband.
  4. The individual is charged with a crime of violence or a crime in which a deadly weapon was used.
  5. The individual has an institutional history of using or possessing contraband or attempting escape.
  6. Information received from a credible third party that the individual is carrying or concealing contraband.
- (b) No modified strip search or strip search of a resident shall be conducted prior to admittance to general population without prior authorization from a detention supervisor.
- (c) The staff member conducting the modified strip search or strip search shall:
1. Document the facts that led to the decision to perform the strip search of the individual.
  2. Document the reasons less intrusive methods of searching were not used or were insufficient.
  3. Document the supervisor's approval.
  4. Document the time, date, and location of the search.
  5. Document the names, sex and roles of any staff present.
  6. Itemize in writing all contraband and weapons discovered by the search.
  7. Process all contraband and weapons in accordance with the detention services division current evidence procedures.
  8. An incident report must be written.
- (d) The documentation shall be placed in the resident's record. A copy of the written authorization shall be retained and made available to the resident or other authorized representative upon request.

#### 511.4.2 MODIFIED STRIP SEARCHES OF GENERAL POPULATION RESIDENTS

A strip search of general population resident should be conducted when the resident has entered an environment where contraband or weapons may be accessed. This includes, but is not limited to, the following:

- (a) Upon the return to general population from outside the confines of the facility when not directly supervised and monitored by a detention officer.

Residents returning from court with release orders shall not be subjected to strip searches or modified strip searches, unless reasonable suspicion exist based on specific and articulable facts that the person is concealing a weapon or contraband. The resident should not be returned to

general population, except for retrieving his/her personal property under the direct visual supervision of staff.

Staff members may conduct modified strip searches and strip searches of residents outside the above listed circumstances only with detention supervisor approval. Staff members and supervisors must make a determination to conduct a strip search by balancing the scope of the particular search, the manner in which it is conducted, the justification for initiating it and the place in which it is conducted. Less invasive searches should be used if they would meet the need for the search.

The staff member conducting a modified strip search or strip search outside the above listed circumstances shall:

- Document in writing the facts that led to the decision to perform a strip search of the resident.
- Document the reasons less intrusive methods of searching were not used or were insufficient.
- Document the supervisor's approval.
- Document the time, date and location of the search.
- Document the names of staff present, their sex and their roles.
- Itemize in writing all contraband and/or weapons discovered by the search.
- Process all contraband and/or weapons in accordance with the detention services division current evidence procedures.
- Complete an incident report.
- Ensure the completed documentation is placed in the resident's file. A copy of the written authorization shall be retained and made available to the resident or other authorized representative upon request.

### 511.3.3 MODIFIED STRIP SEARCH AND STRIP SEARCH PROCEDURES

All modified strip searches and strip searches shall be conducted in a professional manner under sanitary conditions and in an area of privacy so that the search cannot be observed by persons not participating in the search.

A modified strip search or strip search should be conducted by staff members of the same sex as the person being searched, except in a case of emergency involving the safety of the resident or staff. Any exception shall be documented in writing and approved by the responsible supervisor after the emergency has been mitigated.

Whenever possible, a second staff member of the same sex should be present during the search for security purposes and to witness the discovery of evidence.

The staff member conducting a strip search shall not touch the breast, buttocks or genitalia of the person being searched. These areas may be touched through the clothing during a modified strip search.

- (a) The searching staff member will instruct the resident to:
  1. Remove his/her clothing.
  2. Raise his/her arms above the head and turn 360 degrees.
  3. Bend forward and run his/her hands through his/her hair
  4. Turn his/her head first to the left and then to the right so the searching detention officer can inspect the resident's ear orifices.
  5. Open his/her mouth and run a finger over upper and lower gum area, raise the tongue so the detention officer can inspect the interior of the mouth.
  6. Turn around and raise one foot first, then the other so the detention officer can visually check the bottom of each foot.
  7. For males, face forward and lift genitals. For females face forward lift their breast.
  8. Have male's turn and bend at waist exposing their backside to the officer. Females are to squat and cough.
- (b) At the completion of the search, the resident should be instructed to shower and to dress in detention facility supplied clothing, as appropriate.

#### 511.3.4 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be completed as follows (725 ILCS 5/103-1):

- (a) No person shall be subjected to a physical body cavity search without the approval of the Superintendent or the authorized designee and only upon a valid search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request to the resident or authorized representative (except for those portions of the warrant ordered sealed by a Court).
- (b) Only a physician may conduct a physical body cavity search
- (c) Except for the physician conducting the search, persons present must be of the same sex as the person being searched. Only the necessary staff need to maintain the safety and security of the medical personnel shall be present.
- (d) All such searches shall be documented including:
  1. The facts that led to the decision to perform a physical body cavity search of the resident.
  2. The reasons less intrusive methods of searching were not used or were insufficient.
  3. The Superintendent's approval.
  4. A copy of the search warrant.
  5. The time, date and location of the search.
  6. The medical personnel present.
  7. The names, sex and roles of any staff present.
  8. Any contraband or weapons discovered by the search.
  9. A completed incident reports.

- (e) Completed documentation should be placed in the resident's file. A copy of the written authorization shall be retained and made available to the resident or other authorized representative upon request.
- (f) All contraband and weapons should be processed in accordance with the detention services division current evidence procedures.

### **511.5 TRANSGENDER SEARCHES**

Staff shall not search or physically examine a transgender or intersex resident for the sole purpose of determining genital status (see PREA Policy for transgender and intersex definitions). If genital status is unknown, it may be determined during conversations with the resident, by reviewing medical records or, if necessary by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional (28 CFR 115.315).

### **511.6 HOUSING UNIT SEARCHES**

Housing unit searches shall occur daily, usually once per shift. These searches should include all the living spaces occupied by residents. Housing unit searches should be conducted in a manner that does not create a pattern where the residents can predict the searches.

During a housing unit search:

- (a) All residents shall be removed from their living areas and be searched by staff.
- (b) Staff shall search the living areas of the residents, including bedding, personal storage areas, and other areas with resident access.
- (c) Any contraband located shall be processed with current evidence procedures.
- (d) Staff shall attempt to identify the resident who possessed the contraband and file the appropriate discipline report.

All authorized resident personal property shall be respected and living areas should be returned to an orderly condition.

### **511.7 CRIMINAL EVIDENCE SEARCHES**

The Superintendent or their authorized designee shall be notified, as soon as practicable, any time it is suspected that a crime has been committed in the facility or other area controlled by facility staff, and there is a need to search for evidence related to the crime.

Any evidence collected in connection with an alleged crime shall be reported, documented and stored to protect it from contamination, loss or tampering, and to establish the appropriate chain of custody. A search for evidence may be conducted by staff whenever there is a need for such action.



Generalized searches of the resident's person shall only be conducted within the parameters of this division's policies. All generalized searches for contraband shall be reported to a detention supervisor.

#### **511.7.1 CANINE ASSISTED SEARCHES**

It is policy of the facility to use canines to assist staff in searching for contraband if warranted. Such searches shall only occur with the approval of the Superintendent or their authorized designee. Only canines trained and certified in the detection of contraband, such as narcotics, weapons or explosives, will be allowed within the secure perimeter of the facility. Canines from the Champaign County Sheriff's Office, Urbana Police Department, University of Illinois Police Department, Illinois State Police, or the Illinois Secretary of State Police may be used. Canines trained solely in crowd control or to assist in apprehension will not be used in the facility.

Canines will be generally be used to assist the staff in general physical plant, outside recreational area or living area searches. Contact between the residents and canines should be kept to a minimum.

#### **511.8 SEARCH OF VISITORS**

Visitors may be required to submit to a search prior to entering the secure area of the facility. All handbags, packages, briefcases, cellular devices, keys shall be secured in the visitor's area lockers. Professional staff may take required items as needed for the visit. Visitors should be reminded to be security minded and not transport items of a security breach into the visitation area. Staff will use non-intrusive sensor devices or mechanical detection devices to check visitors for objects of a security breach. Visitors refusing to submit to sensor devices or mechanical detection devices, shall be denied visitation, and should be asked to leave the facility. Should an individual refuse to leave the facility, the Champaign County Sheriff's Office shall be summoned for assistance.

01/01/2023

