

July 5, 2013

AMENDED SHELBY COUNTY BOARD MEETING AGENDA

July 10, 2013– 9:00 A. M. in Courtroom B

1. Call to Order-Prayer - Pledge of Allegiance
2. Roll Call
3. Approval of Minutes
4. Kevin Bushur, CEFS Chief Operating Officer and Acting Transportation Director – Non Metro Area Transportation Operating, Operating Capital and Administrative Assistance Agreement and Downstate Public Transportation Operating Assistance Grant Agreement
5. Public Health Committee Chair Barbara Bennett – Proposed Shelby County Health Department Food and Sanitation Ordinance
6. County Highway Engineer Alan Spesard – Highway Engineer's Report: Resolution Awarding Sale of Dump Truck, Agreement with IDOT for funding the Design of the Henton Bridge, Agreement with Engineering Firm for Design of the Henton Bridge
7. EMA Coordinator/Zoning Administrator Jared Rowcliffe – EMA/Zoning Reports
8. Committee Reports
9. Chairman Updates
10. Chairman Appointments
11. Correspondence
12. Public Body Comment
13. Adjournment

Please silence cell phones during the Board meeting.

PRAYER THIS MORNING GIVEN BY REVEREND DAN SIEBERT OF THE FIRST UNITED METHODIST CHURCH OF SHELBYVILLE

SHELBY COUNTY BOARD MEETING

July 10, 2013 – 9:00 A.M.

The Shelby County Board met on Wednesday, July 10, 2013, at 9:00 A.M. at the Courthouse in Shelbyville, Illinois.

Chairman Bruce Cannon called the meeting to order. Reverend Dan Siebert of the First United Methodist Church of Shelbyville gave the prayer and all present recited the Pledge of Allegiance.

County Clerk Jessica Fox called the roll. Bennett and Cruitt were absent.

Minutes for the June 12, 2013 board meeting were presented for approval. Mulholland made motion to approve the minutes as presented. Warren seconded said motion, which passed by voice vote (19 yes, 0 no).

Kevin Bushur, CEFS Interim Transportation Director, addressed the board to request approval of the Non-Metro Public Transportation Operating, Capital and Administrative Assistance Agreement; and, the Downstate Public Transportation Assistance Grant Agreement with Resolution Authorizing Execution of Downstate Operating Assistance Grant Agreement. (Resolution attached to these minutes).

Amling made motion to approve the Non-Metro Public Transportation Operating, Capital and Administrative Assistance Agreement and the Downstate Public Transportation Operating Assistance Grant Agreement with Resolution Authorizing Execution of the Downstate Operating Assistance Grant Agreement. Clark seconded said motion, which passed by voice vote (19 yes, 0 no).

Steve Melega, Administrator of the Shelby County Health Department, presented for the Board's consideration a Food and Sanitation Ordinance which outlines the minimum standards set for Food Service Establishments, provides for permitting and inspection, as well as enforcement of the ordinance and the fixing of penalties, fees and fines. Melega stated Shelby County was probably one of the last Counties in the state to implement a fee structure for Food Service Establishments and that this ordinance, if passed, would help generate a small amount of revenue that would help offset costs of the Health Department. Discussion was held and questions from the Board answered by Melega. The Food and Sanitation Ordinance will be presented for the Board's approval at the August County Board meeting.

At this time, Chairman Cannon called for the County Highway Engineer's report.

Alan Spesard, County Highway Engineer presented a resolution for the Board's approval. Spesard requested approval for the sale of a 1988 surplus Dump Truck to Doug Fox, of Fox Redi-Mix, Inc. for the high bid of \$8005.00. Three bids for the dump truck had been submitted. Clark made motion to approve the resolution to sell the surplus dump truck to Doug Fox, Fox Redi-Mix, Inc., for \$8005.00. Hayden seconded said motion, which passed by voice vote (19 yes, 0 no). (Resolution attached to these minutes).

Announcing some good news, Spesard stated in November 2012 he submitted a grant application requesting 1.298 million dollars to replace the bridge west of Henton, which is a 10 ton posted bridge, located on the Henton/County Blacktop. On June 18 he received a letter awarding Shelby County the 1.298 million dollars; since this is an 80% grant the county should receive 1.039 million towards the replacement costs of this bridge. This money is awarded through a federal grant process called the Major Bridge Program and the funding will be available in Fiscal Year 2018.

Continuing with department updates, Spesard reported that at a state letting held on June 14, the contract for the closed bridge in Ash Grove Township was awarded to Depew and Owen with a low bid of \$344,288 and that construction on this bridge should begin sometime in September. Construction has begun on the Neoga Road Bridge and that road is now closed and probably will be until early fall. The Clarksburg Railroad crossing approach has been started and is nearly complete. The repairs to the bridge in Windsor Township that has been closed since last fall has also been completed and that bridge is now open. Spesard answered questions from the board regarding area road patching projects that are being done in county. Both Spesard and Melega updated the board on a Tire Collection day for units of local government that will be held on July 30, 2013 between 8:00 AM – 3:00 PM and is being sponsored by the Shelby County Highway and Health Departments, as well as the Illinois EPA.

EMA/Zoning Administrator Jared Rowcliffe highlighted the EMA/Zoning report previously mailed to the Board for their review. Rowcliffe also updated the Board on the progress of the rural emergency addressing, which should be completed by August 31, 2013. Rowcliffe plans to hold a weather radio sale and programming event with JC Fultz of WAND TV on July 26, 2013. Chairman Cannon congratulated Rowcliffe on achieving his Illinois Professional Emergency Manager accreditation. Rowcliffe, who was notified of this achievement on July 1, 2013, will receive his certificate at the IPEM reception during the 2013 IEMA Conference. Rowcliffe was given a round of applause.

Chairman Cannon called for committee reports. (Committee reports are attached to these minutes). Reports were given and items presented for follow-up or public awareness are as follows:

Finance Committee Chair Amling – Budget Committee will meet July 11th to continue their review of the County's fiscal year 2013 – 2014 budget.

Law Enforcement Committee Chair Kearney – among updates it was noted that the Jail Inspection is complete. Chairman Cannon thanked Sheriff Miller for the clean audit. Sheriff Miller updated the board regarding Concealed Carry Law in Illinois and Shelby County and answered questions.

Shelby County Board Meeting
July 10, 2013

For the Airport Committee, Chairman Cannon reported that an EAA Young Eagles Fly-In event was held at the airport on June 29, 2013 and was well attended. Cannon also shared with the Board that in late June a pilot landed short of the runway causing some minor plane damage, this accident was due to pilot error. The airport is hoping to attract more groups interested in having aviation related events locally, and have made many positive improvements to the facilities.

Chairman Cannon requested the following appointments:


Rosie Shuck, Shelby County Public Health Board

Simpson made motion to approve the Chairman's appointments. Hayden seconded said motion, which passed by voice vote (19 yes, 0 no).

Phyllis Chapman of Shelbyville addressed the Board during public body comment regarding Agenda 21 and handed out information for board members to review.

There was no further business to come before the Shelby County Board.

Clark made motion to assess mileage and per diem for the July meetings, to pay the bills/payroll as approved by the committees and adjourn until the next regular meeting to be held on August 14, 2013. Warner seconded said motion, which passed by voice vote (19 yes, 0 no) and the meeting was adjourned at 10:04 A.M.


Jessica Fox
Shelby County Clerk and Recorder

STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

July 10, 2013 REGULAR MEETING

		ROLL CALL			QUESTIONS											
			7/10/2013	1/2013	ON MOTIONS TO		ON MOTIONS TO		ON MOTIONS TO		ON MOTIONS TO		ON MOTIONS TO		ON MOTIONS TO	
COUNTY BOARD MEMBERS		MILEAGE	A.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
217	AMLING, ROBERT	35	✓													
110	BARR, KENNETH	50	✓													
116	BEHL, ROBERT H.	42	✓													
117	BENNETT, BARBARA	40	A													
45	CANNON, BRUCE	26	✓													
133	CLARK, GLENN "DICK"	12	✓													
99	CRUITT, DAVID		A													
214	DURBIN, JESSE	12	✓													
105	GERGENI, GARY	26	✓													
177	HAYDEN, RICHARD	44	✓													
144	HUNTER, ROBERT JR.	49	✓													
193	JORDAN, ROBERT N.	31	✓													
64	KEARNEY, KAY		✓													
206	LENZ, LARRY	26	✓													
7	MULHOLLAND, FRANK		✓													
221	SIMS, TERRY JOE	24	✓													
274	SIMPSON, ROBERT	32	✓													
46	STROHL, DON	45	✓													
4	WARNER, JOHN		✓													
329	WARREN, JAMES	28	✓													
44	WETHERELL, DALE	46	✓													
10	WILLIAMS, LYNN		✓													

5311-DOAP Board Resolution

Number 2013-34

WHEREAS, the provision of public transit service is essential to the people of Illinois; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the Downstate Public Transportation Act (30 ILCS 740/2-1 *et seq.*) ("Act") authorizes the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311 or the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF SHELBY COUNTY

Section 1. That an application be made to the Division of Public and Intermodal Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 and the Act for fiscal year 2014, for the purpose of off-setting a portion of the Public Transportation Program operating expenses and deficits of Shelby County.

Section 2. That while participating in said operating assistance program the Shelby County will provide all required local matching funds.


Section 3. That Shelby County Board Chairman of Shelby County is hereby authorized and directed to execute and file on behalf of the Shelby County such application.

Section 4. That the Shelby County Board Chairman of Shelby County is authorized to furnish such additional information as may be required by the Division of Public and Intermodal Transportation and the Federal Transit Administration in connection with the aforesaid application for said grant.


Section 5. That Shelby County Board Chairman of Shelby County is hereby authorized and directed to execute and file on behalf of the Shelby County a Section 5311-Downstate Operating Assistance Grant Agreement ("Agreement") with the Illinois Department of Transportation and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 and the Act for fiscal year 2014.

Section 6. That Shelby County Board Chairman of Shelby County is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2014.

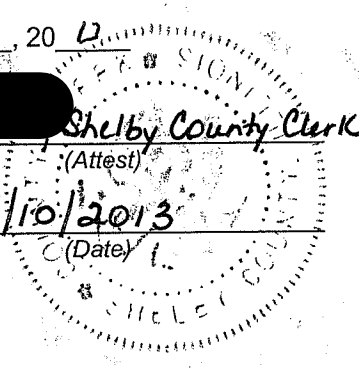
PRESENTED and ADOPTED this 10 day of July, 20 12


(Signature of Authorized Official)

Chairman of the Board Shelby County Board
(Title)


Shelby County Clerk
(Attest)

7/10/2013
(Date)



**SHELBY COUNTY HEALTH
DEPARTMENT**

FOOD AND SANITATION ORDINANCE

COUNTY OF SHELBY

STATE OF ILLINOIS

SECTION V INSPECTIONS OR REINSPECTIONS FOR
NEW CONSTRUCTION, RECONSTRUCTION
NEW OWNERSHIP OR REOPENINGS

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- B. ADEQUATE shall mean acceptable to the Regulatory Authority based on its determination as to conformance with appropriate standards and good public health practices.
- C. APPROVED shall mean acceptable to the Regulatory Authority based on its determination as to conformance with appropriate standards and good public health practices.
- D. BOARD OF HEALTH shall mean Shelby County, Illinois, Board of Health and/or its authorized representative(s).
- E. POTENTIALLY HAZARDOUS FOODS shall mean any foods that consist in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms. The term does not include foods which have a pH level of 4.6 or below or a water activity value of 0.85 or less under standard conditions; food products in hermetically sealed containers processed to prevent spoilage.
- F. CRITICAL VIOLATIONS shall mean those violations which, if not corrected, are more likely to directly contribute to food contamination, illness or environmental degradation. Examples of critical violations include poor temperature control of foods such as improper cooking, cooling, holding, or reheating temperatures. Critical violations are identified by an asterisk (*) next to the violation on the inspection report and represent the highest category of non-compliance.
- G. FOOD SERVICE ESTABLISHMENT shall mean any place where food is prepared and intended for, though not limited to, individual portion service, and includes the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food. The term also includes delicatessen type operations that prepare foods intended for individual portion service. The term does not include lodging facilities serving only a continental breakfast, (a continental breakfast is one limited to only coffee, tea, and/or juice and commercially prepared sweet baked goods), private homes, or a closed family or church functions where food is prepared or served for individual family consumption or strictly to the congregation of the church, retail food store, or the location of food vending machines.
- H. REGULATORY AUTHORITY shall mean the Shelby County Health Department its officer and/or designee (s) whom have been authorized by the Shelby County Board of Health.
- I. RETAIL FOOD STORE shall mean any store or section of a establishment where food and food products are offered to consumers and intended for,

SECTION III: AUTHORITY, JURISDICTION AND ADMINISTRATION:

- A. **AUTHORITY:** By the powers of the Shelby County Board, pursuant to Illinois Compiled Statutes, Chapter 55, Section 5/5-25013 to enact regulations which may be necessary or expedient for the promotion of health or the suppression of disease in Shelby County, Illinois.
- B. **JURISDICTION:** The Shelby County Health Department shall have jurisdiction throughout Shelby County, including all cities, villages, and townships, in the administration and enforcement of this ordinance including all regulations and amendments hereafter adopted unless otherwise specifically stated. Nothing herein contained shall be construed to restrict or abrogate the authority of any municipality in Shelby County to adopt more restrictive ordinances, or to enforce existing or revocation thereof, or to charge and collect a fee therefore; provided, that whenever inspection relating to health or sanitation is required, no such municipality shall issue or renew a license without first having obtained written approval from the Shelby County Health Department indicating compliance with the requirements of this ordinance.
- C. **ACCESS TO ESTABLISHMENTS:** The Regulatory Authority, after proper identification, shall be permitted to enter, at any reasonable time, any food service establishment, retail food store, or tavern; or inspect any temporary food establishment, mobile food unit within the County of Shelby, State of Illinois, for the purpose to determine compliance with this ordinance. The inspector shall be permitted to examine the records of the establishment and/or store to obtain pertinent information pertaining to food and supplies purchased, received, or used, and persons employed.
- D. **INSPECTION RECORDS:** Whenever the Regulatory Authority makes an inspection of a food service establishment or retail food store, mobile food unit, or temporary food establishment, he or she shall record their findings on a written or electronic inspection report form equivalent to the State of Illinois Department of Public Health Food Establishment Inspection Report. One (1) copy of the inspection report shall be furnished to the person in charge of the establishment. The inspection report shall set forth a weighted point value for each requirement. The rating score of the establishment or store shall be the total of the weighted point values for all violations, subtracted from one-hundred (100), and shall be shown on all copies of the report.

SECTION IV: PERMITS:

- A. **PERMIT:** It shall be unlawful for any person to operate a food service establishment, mobile food unit, retail food store or temporary food establishment within the County of Shelby, State of Illinois, who does not hold a valid permit issued by the Regulatory Authority. Only a person who complies with the requirements of this ordinance shall be entitled to receive and retain such a

such construction, remodeling or alterations showing layout, arrangement, and construction materials of work areas and the location, size, and type of fixed equipment and facilities shall be submitted to the Regulatory Authority with the required fee as set forth within the fee section of this ordinance for approval before such work begins. A pre-operational inspection will be performed to determine compliance with the regulations set forth in this ordinance, the Illinois "Food Service Sanitation Code" and the Illinois "Retail Food Store Sanitation Code", before a permit to operate is issued by the Regulatory Authority.

- B. REINSPECTION UPON REOPENING AND NEW OWNERSHIP: Whenever a food service establishment or retail food store is closed and re-opened at a later date or is subject to a change in ownership, the establishment shall be subject to inspection as a new establishment and shall receive a pre-operational inspection and shall be required to comply with the regulations set forth in this ordinance, the Illinois "Food Service Sanitation Code" and the Illinois "Retail Food Store Sanitation Code".

SECTION VI: OUTSIDE ESTABLISHMENTS: FOOD-SERVICE ESTABLISHMENTS OUTSIDE THE JURISDICTION OF THE REGULATORY AUTHORITY. Food from facilities outside the jurisdiction of the Regulatory Authority of the Shelby County shall conform to the provisions of this ordinance or to substantially equivalent provisions. To determine the extent of compliance with such provisions, the Regulatory Authority may accept reports from responsible authorities in other jurisdictions where such facilities are located and inspected.

SECTION VII: ENFORCEMENT PROCEDURES:

- A. ENFORCEMENT: The Shelby County Health Department shall be the enforcing Regulatory Authority and shall be in charge with the enforcement of the Shelby County Food and Sanitation Ordinance in accordance with the Illinois Food Services Sanitation Code and Illinois Retail Food Store Sanitation Code of which copies shall be available upon request to the Shelby County Health Department. In addition, when they are relative to sanitary practices in food-service establishments or retail food store, the "Illinois State Plumbing Code", the National Electrical Code, the "Illinois Private Sewage Disposal Licensing Act and Code" and the "Illinois Water Well Construction Code" are adopted by reference. Permitted establishments shall comply with 410 ILCS 82/ Smoke Free Illinois Act and any subsequent amendments for revisions thereto.
- B. INSPECTIONS: Inspections will be performed in accordance with the Illinois Food Services Sanitation Code's category risk classification and inspection frequency and Illinois Retail Food Store Sanitation Code. However no establishment will have less than one inspection per year or as frequent as necessary to protect the public's health.

hearing shall be held at a time and place designated by the Shelby County Board of Health upon application by the permittee. Based upon the record of the hearing, the Shelby County Board of Health shall make a finding and sustain, modify, or rescind the decision of the Administrator made at the Informal Hearing. The representatives of the permittee and the Department shall have the right to present evidence at the formal hearing. All reliable evidence as determined by the President of the Shelby County Board of Health shall be considered by the Board. The decision of the Shelby County Board of Health shall be a final appealable order.

G. ENFORCEMENT PROCEDURES:

1. The Shelby County Health Department shall take any legal action necessary to ensure the public safety including the right to seek injunctions, fines, and other legal remedies to ensure that Food Service Establishments, Mobile Food Units, Temporary Food Establishments and/or Retail Food Stores within the county do not operate at any time when they do not have a valid permit.
2. The Shelby County Health Department, the Regulatory Authority represented by its designees (inspectors) shall have the authority to place "Hold Orders" on food products to prevent their use to the detriment of the general public and shall have the authority to seize and order the permittee to destroy foods which are stored or held in an unsafe manner or food(s) which appears, based upon inspection, to be adulterated or contaminated. The Shelby County Health Department inspector's authority shall extend to, but not be limited to, the following situations:
 - a. The appearance or condition of the food product indicates spoilage or contamination.
 - b. The refrigerated storage unit or hot holding unit were not maintaining sufficient product temperature, based upon the food product stored, to ensure safety of the food product for human consumption.
 - c. The lack of proper storage of food products.
 - d. Suspected illness to the general population caused by contaminated or improperly temperature held potential hazardous foods.
3. It shall be unlawful for any person to move or alter a "Hold Order" placed on food by the Regulatory Authority. Neither such food nor containers thereof shall be used, served, re-labeled, repackaged, reprocessed, altered, disposed of, or destroyed without permission of the Regulatory Authority.

- 4) Adequate medical and laboratory examination including, but not limited to, blood and body discharges of the employee and/or other employees of the establishment.

J. FOOD SERVICE SANITATION MANAGER(s) CLASS: The Regulatory Authority will immediately order any food service sanitation manager to attend a food service sanitation training course (approved by the Illinois Department of Public Health) when there is no certified manager present in a high risk or medium risk establishment.

- 1) New high risk or medium risk Food Service Establishments: A new food service establishment may open without the required certified food service sanitation manager present. Said Food Service Sanitation Manager must be enrolled in an approved course to be completed within three months. Documentation of course completion must be provided at the end of course (90 days post initial establishment opening date).
- 2) Loss of Certified Food Service Sanitation Manager(s): A food service establishment which has lost a certified food service manager because of turnover, etc., has three months to replace that individual with another certified food service sanitation manager (90 days post initial date of absence of previous food service sanitation manager). Follow-up will be scheduled upon notification of staff change by the Regulatory Authority to verify that a certified food service sanitation manager has replaced the one who left.
- 3) Failure to abide by the above requirements for certified food service sanitation managers may result in suspension of permit by the Regulatory Authority.

K. FOOD HANDLERS(s) CLASS: The Regulatory Authority will immediately order any food handler to attend a food handler training course approved by the Illinois Department of Public Health within sixty (60) days when, in the judgment of the Regulatory Authority, the work habits of said food handler constitute a hazard to public health.

- 1) Said food handler must attend the required training course approved by the Illinois Department of Public Health within sixty (60) days of the Regulatory Authority order.
- 2) The establishment must provide documented proof of completion of said training course by the employee to the Regulatory Authority within ninety (90) days of the order to attend such training.

SECTION IX – PENALITIES

Any person who violates any provision of this ordinance or any rules and regulations adopted herein, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than \$1500.00 for each day on which such violation occurs. In addition thereto, such person may be enjoined from continuing such violations. The State's Attorney of Shelby County shall prosecute all violations of the Shelby County Food And Sanitation Ordinance.

SECTION X – REPEAL AND DATE OF EFFECT

This ordinance shall be in full force and effect immediately upon its adoption as provided by law.

SECTION XI – CONSTITUTIONALITY CLAUSE

Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of this ordinance shall not be affected thereby.

Passed this _____ day of _____, 2013

Approved this _____ day of _____, 2013

Recorded this _____ day of _____, 2013

Shelby County Clerk

Chairman, Shelby County Board

Food Permit Fee Schedule

Not For Profit (No Fee)

High Risk = 21

Medium Risk = 7

Low Risk = 14

For Profit (Annual Fee)

High Risk = 37 x \$250.00 = \$9250

Medium Risk = 21 x \$200.00 = \$4200

Low Risk = 38 x \$175.00 = \$6650

\$9250

\$4200

\$6650

\$20,100

Permit Fees (February 21, 2013) for Food and Septic Permits:

<u>COUNTY</u>	<u>FOOD (H, M, L)</u>	<u>SEPTIC</u>
Coles	\$250, \$200, \$150	\$50 (R), \$100 (NR)
Cumberland	\$100, \$75, \$50	\$100
Effingham	\$200, \$150, \$125	\$50
Fayette	\$125, \$100, \$75	\$75
Montgomery	\$100, \$75, \$50	\$50
Christian	\$275, \$225, \$175	\$100
Macon	\$500, \$325, \$150	\$200
Moultrie	\$125 - all	\$100

Resolution
Dump Truck
Sale

TO: THE SHELBY COUNTY BOARD

WE, THE MEMBERS OF THE ROAD AND BRIDGE COMMITTEE, HAVING
EXAMINED THE ATTACHED

RESOLUTION X

PETITION _____

AGREEMENT _____

DO HEREBY RECOMMEND APPROVAL OF SAME BY THE COUNTY BOARD.

RESPECTFULLY SUBMITTED,
ROAD & BRIDGE COMMITTEE

RESOLUTION

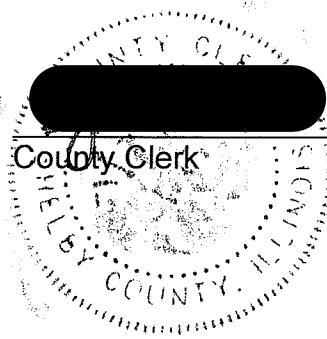
2013-35

BE IT RESOLVED, by the County Board of Shelby County, State of Illinois, that Shelby County concurs in the awarding of a 1988 Ford L8000 Tandem Dump Truck to Doug Fox, Fox Redi-Mix, Inc. based on his high bid submitted at a letting held July 5, 2013, of \$ 8,005.00.

STATE OF ILLINOIS)
) SS
COUNTY OF SHELBY)

I, Jessica Fox County Clerk in and for said County in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect, and complete copy of a Resolution adopted by the County Board of Shelby County at its regular meeting held in Shelbyville, Illinois on July 10, 2013.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 10th day of July, 2013 A.D.





Fox Redi-Mix
Shelbyville, IL (217) 774 - 2119

Fox Redi-Mix, Inc.
1300 W. S. Fifth St.
Shelbyville, IL 62565
foxredimix1@consolidated.net
Fax: (217) 774-1367

6/20/13

Shelby County Highway Department
RR 3 Box 38A
Shelbyville, IL 62565

RE: 1988 Ford L8000 Tandem Dump Truck

To whom it may concern,

This letter is written submitting a bid for the above referenced surplus vehicle for Fox Redi-Mix, Inc.; that is to be auctioned on July 5th, 2013. The amount of our bid is **\$8,005.00 (eight thousand and five dollars.)**

Thank You,

Douglas Fox

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

TIRE COLLECTION DAY

****Units of Local Government Only****

Tuesday, July 30, 2013

8:00A.M - 3:00P.M.

SHELBY COUNTY HIGHWAY GARAGE

One mile west of Shelbyville just west of IHI Turbo Plant, turn south, go a quarter mile, Shelby County Highway Garage is on the west side of the drive.

The following conditions must be met for tires to be accepted:

1. This collection is only open to units of local government. All government employees will be required to show identification prior to unloading tires.
2. Tires from Shelby County units of local government as well as any Illinois federal, state, and local government entity will be accepted.
3. No large industrial/off road tires will be accepted (tractor, semi, passenger car, and truck tires on or off the rim are acceptable).
4. **This collection is for tires that have been dumped in ditches, along roadsides, and on vacant properties.** This collection is **not** for tires that have been collected as a result of normal maintenance and stored at government facilities.
5. If a government entity is bringing more than 100 tires, please call 217-774-9555 prior to the collection to make arrangements.
6. Tires may be brought to the Shelby County Highway Garage prior to the collection day. Tires need to be neatly stacked at the designated storage area. Please call 217-774-2721 to make arrangements for tire drop-off prior to the collection day.

Traffic should look for enter and exit signs at the Shelby County Highway Garage Drop-off site.

Sponsored by: Shelby County Health Department and Shelby County Highway Department. Call Shelby County Health Department at 217-774-9555 or IEPA at 217-278-5800 for additional information.

Zoning/EMA Report

Shelby County Board Meeting 7-10-2013

Zoning

Planning Commission and Board of Appeals will not meet this month.

12 Building Permits Issued in June.

- 7 Acc. Building
- 1 Res. Addition
- 4 Mobile Home

See attached sheet for Six-Month Review

EMA

July is Heat Safety Preparedness Month.

Assisted with the Chris Barker Memorial Tractor Drive on June 9th, Neoga Days Tractor Drive on June 14th, Star Touring D.A.R.E Ride on June 15th and the EAA Young Eagles Event on June 29th.

Planning a Weather Radio Programming Day at Lake Shelbyville Visitor's Center on July 26th from 2pm to 6pm.

June Building Permit Log

<u>Permit #</u>	<u>Date</u>	<u>Name</u>	<u>Township</u>	<u>Parcel ID</u>	<u>Type</u>	<u>Fee</u>
13-038	6/3/2013	Justin Ray	09; Big Spring	0221-09-00-300-009	Mobile Home	\$ 175.00
13-039	6/3/2013	James Ray	09; Big Spring	0221-09-00-300-009	Mobile Home	\$ 175.00
13-040	6/3/2013	Kurt Probst	06; Sigel	2127-06-00-100-001	Acc. Building	N/F
13-041	6/4/2013	Deborah Sopko	32; Okaw	1208-32-00-200-001	Acc. Building	\$ 125.00
13-042	6/5/2013	Rodger Banning	26; Lakewood	0918-26-00-100-003	Mobile Home	\$ 175.00
13-043	6/17/2013	Douglas Rincker	03; Prairie	1520-03-00-400-006	Acc. Building	N/F
13-044	6/17/2013	Bernard Hoehn	05; Oconee	1122-05-00-300-004	Acc. Building	\$ 125.00
13-045	6/24/2013	Sallie Hanson	01; Big Spring	0221-01-08-201-047	Res. Addition	\$ 125.00
13-046	6/25/2013	Harry Evans Jr.	32; Holland	0819-32-00-200-017	Mobile Home	\$ 175.00
13-047	6/25/2013	Cory Duckett	32; Shelbyville	2013-32-00-200-012	Acc. Building	N/F
13-048	6/27/2013	Burgener Land, LLC	17; Flat Branch	0603-17-00-100-002	Acc. Building	N/F
13-049	6/28/2013	Randy Cutler	31; Okaw	1208-31-00-400-002	Acc. Building	\$ 125.00

Shelby County Zoning Six Month Review

	<u>2013(Through 6/30)</u>	<u>2012(Through 6/30)</u>
Total Permits:	47	59
New Residence	9	15
Modular Home	2	1
Mobile Home	7	4
Residential Addition	1	9
Accessory Building	24	26
Grain Bin	1	3
Spec. Exception	0	0
Wind Turbine	0	0
New Commercial	1	0
Commercial Accessory	2	1
Commercial Addition	0	0
Church	0	0
 Total Fees \$	5,150.00	\$ 5,375.00
Total Fee Waivers	17	20
Total Est. Value \$	1,545,000.00	Not Compiled



Jonathon E. Monken, Director

July 1, 2013

Jared A. Rowcliffe
315 ½ East Main St
Shelbyville, IL 62565

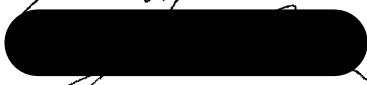
Dear Mr. Rowcliffe:

It is with great pleasure that I approve your request for accreditation in the Illinois Professional Emergency Manager (IPEM) Program. The IPEM Application Review Committee met on July 1, 2013, and found your application to be complete. Your certificate will be presented to you at the IPEM Reception during the 2013 IEMA Conference. As we get closer to the conference, you will be receiving additional information concerning the date and time of the reception.

If, for some reason you cannot attend, please contact Doug Downey at Doug.Downey@illinois.gov and we will mail your certificate to the above address. This accreditation will be valid through September of 2016.

The Illinois Emergency Management Agency appreciates the time and work it took to attain this accreditation. We look forward to seeing you at the conference.

Sincerely,


Jonathon E. Monken
Director



2200 S. Dirksen Parkway • Springfield, Illinois • 62703 • Telephone (217) 782-7860 • <http://www.iema.illinois.gov>

Printed by the authority of the State of Illinois on Recycled Paper

Budget - Attending: Bruce Cannon, Dave Cruitt, Jim Warren,
Gary Sereni, Don Strohl, Rob Amting, Kay Kearney,
Larry Geng, Barb Bennett. Treasurer Debra Page.
Sheriff - move some line items around & cover.
Use "purchase Vehicle" - 43²⁹⁸⁴.

Medical Care

should only have to amend across $\begin{array}{r} \$34,000 \\ - 25,000 \\ \hline 9,000 \end{array}$

Boh - move line item - ok

Probation - should find in a line item
Public Defender " " " " "

Approve line item for Drug Court fund
(Pass thru)

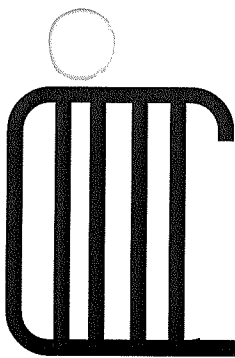
Breakdown on Court house repair acct.

Sup history on Ambulance acct.

FILED

JUN 26 2013

Jessica Fox
SHELBY COUNTY CLERK



**Illinois
Department of
Corrections**

Pat Quinn
Governor

S. A. Godinez
Director

1301 Concordia Court • P.O. Box 19277
Springfield IL 62794-9277

Telephone: (217) 558-2200
TDD: (800) 526-0844

July 1, 2013

Sheriff Michael A. Miller
Shelby County Sheriff's Office
151 North Morgan Street
Shelbyville, Illinois 62565

Shelby County Clerk Jessica Fox
301 East Main Street
P. O. Box 230
Shelbyville, IL 62565

Dear Sheriff Miller and Clerk Fox:

A copy of our recent inspection report of your county jail is enclosed. The *Illinois Compiled Statutes* [730 ILCS 5/3-15-2(b)] mandates the Department of Corrections to inspect county jails annually and to make the results available for public review. Your offices should make this inspection report available in the records of Shelby County and you are encouraged to give notice to the citizens of your county, by news release or other means, that this inspection report is available for public review.

The noted improvements, including the new fire panel in the control room and the updated detainee handbook, ensure the safety and security of both your staff as well as those you are charged with keeping.

During a random cell check log examination of a date picked by Specialist Besson, all cell checks recorded by the security staff were well within the standards set by the Department of Corrections.

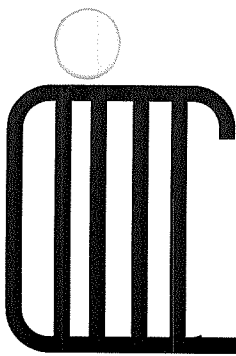
Members of the Jail and Detention Standards Unit, are available for consultation should you desire. You may reach the office at 217/558-2200, extension 4212.

Sincerely,

Mike Funk
Manager
Jail and Detention Standards Unit

Enclosure

cc: Chairman Bruce Cannon
Specialist Brad Besson



**Illinois
Department of
Corrections**

1301 Concordia Court • P.O. Box 19277
Springfield IL 62794-9277

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**SHELBY COUNTY JAIL
2013 JAIL INSPECTION REPORT**

Criminal Justice Specialist Brad Besson inspected the Shelby County Jail on June 25, 2013. The entrance and exit interviews were conducted with Jail Administrator Val Rhodes.

IMPROVEMENTS SINCE LAST INSPECTION

1. A new fire panel has been installed in the control room. The former panel had been original.
2. A new cell check policy has been implemented.
3. All of the detention rooms and cells and hallways within the facility have been repainted.
4. The facility kitchen has been improved with new cabinets, a new dishwasher and new shelving.
5. The detainee library has been remodeled with new shelves and more material.
6. Some of the more frequently used showers have been re-coated.
7. The detainee handbook has been completely updated as of April 1, 2013

NONCOMPLIANCES WITH *ILLINOIS COUNTY JAIL STANDARDS*

None

Brad Besson
Criminal Justice Specialist

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
OFFICE OF JAIL AND DETENTION STANDARDS
P.O. Box 19277
Springfield, Illinois 62794-9277
217/558-2200, Ext. 4212
Fax Number 217/522-3906

COUNTY JAIL INSPECTION CHECKLIST

Date: June 25, 2013

Name of Facility: Shelby County Jail

Phone Number: 217/774-3941

Address: 151 North Morgan Street Shelbyville, Illinois Zip Code: 62565

Sheriff: Michael A. Miller Phone Number: 217/774-3941

Address: 151 North Morgan Street Shelbyville, Illinois Zip Code: 62565

Chairman, County Board: Bruce Cannon

Address: 708 North Morgan Street Shelbyville, Illinois Zip Code: 62565

Chief Judge: S. Gene Schwarm Judicial Circuit: 4th

Address: 120 North Main Street Hillsboro, Illinois Zip Code: 62049

Resident Judge: Allen F. Bennett

Address: Shelby County Courthouse Shelbyville, Illinois Zip Code: 62565

Jail Superintendent: Valerie Rhodes

Officials (and titles) interviewed, other than above:

Date of Construction:	1987	Date of Renovation:	N/A	Date of last Grand Jury Inspection:	N/A
Capacity:	Total: 27	Men: 24	Women: 3	Juv. Male: 0	Juv. Female: 0
Inspection date pop:	Total: 15	Men: 13	Women: 2	Juv. Male: 0	Juv. Female: 0
Number of cells:	Single: 3	Double: 0	Other: 0		
Number of detention rooms:	Single: 16	Double: 0	Other: One 8-bed dormitory		

Employees specifically assigned full-time jail duties:	Male	3	Female	3
--	------	---	--------	---

a. Part-time jail officers:	Male	5	Female	2
-----------------------------	------	---	--------	---

b. Non-jail staff persons performing jail duties:	Male	1	Female	2
---	------	---	--------	---

DC483-C
IL 426-0954 (Rev. 11/99)

701.10 ADMINISTRATION

	YES	N/A	NO
1. Are full-time jail officers trained in accordance with current law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are jail officers trained in security and emergency procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is staff training documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a written jail procedures manual been established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are emergency procedures (evacuations, riots, escapes, natural disasters, and bomb threats) part of the manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a comprehensive duty description of each jail post available in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all jail records required by law maintained and available for examination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is discrimination and harassment of employees and detainees prohibited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a code of conduct for jail staff been established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does staff training include first aid, CPR, and identification of signs and management of detainees with a mental illness or a developmental disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are staff trained annually by mental health professionals on suicide prevention and mental health issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.20 PERSONNEL

1. Are sufficient personnel assigned to provide 24 hour supervision of detainees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a jail administrator been appointed when the average daily population exceeds 25?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the appointed Jail Administrator qualified by training and experience?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. When each floor of detention has 15 or more detainees, is there one officer assigned to each floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Is same sex supervision provided where feasible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do jail officers working in direct contact with detainees have thorough knowledge of rules and emergency procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are jail officers prohibited from recommending or furnishing advice concerning the retention of a specific lawyer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is a list of local lawyers made available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.30 RECORDS

1. Are booking and personal records maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the monthly jail population forwarded to the Jail & Detention Standards Unit monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are extraordinary or unusual occurrences properly reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.40 ADMISSION PROCEDURES

YES

N/A

NO

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Are Notices of Rights and Jail Rules conspicuously posted in all receiving rooms and common areas? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are detainees given an immediate frisk search? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do receiving jail officers determine the legality of confinement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the identity of the admitted person verified? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are detainees fingerprinted and photographed in accordance with current law? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are seriously injured, ill, or unconscious persons given a medical examination by a licensed physician or a medical staff member prior to admittance? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are admitted detainees given a strip search? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is the search conducted in privacy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is the search conducted by a person of the same sex? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is personal clothing searched? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is probing of body cavities prohibited when reasonable suspicion of contraband exists? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is the body cavity search conducted by medically trained personnel? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is the search conducted in a private location under sanitary conditions? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is each item of personal property taken from the detainee listed and described in the presence of the detainee? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the property receipt contain the signatures of the admitting officer and the detainee? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is the original receipt placed in the detainee's personal record and a duplicate given to the detainee? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is personal property securely stored? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. If personal property is released to a third party, is a written release obtained from the detainee and the signature of the receiving individual? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is there a policy for the disposal of abandoned property? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are detainees allowed to make a reasonable number of completed telephone calls as soon as practicable? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is the expense for making the call, if any, borne by the detainee or the party called? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. When a family member is unavailable, are friends allowed to be called? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is the date and time of the calls made during the admission recorded? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Does the receiving officer observe detainees for any obvious injuries or illnesses requiring emergency medical care? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

	YES	N/A	NO
14. Does the receiving officer question detainees to determine if the detainee has any medical condition which requires medical attention?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are detainees questioned as to past treatment for mental disorders, mental illness, developmental disabilities, or dual diagnosis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are detainees questioned as to suicidal tendencies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are detainees questioned to determine if the detainee is on medication?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are detainees questioned to determine if a female detainee is pregnant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. When a detainee shows signs of or reports unusual physical or mental distress, is the detainee referred to health care personnel as soon as possible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are mental health screenings conducted either an assessment by a mental health professional or an assessment by a jail officer using an approved screening instrument for assessing mental health.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are detainees exhibiting psychiatric symptoms such as acute psychotic features, mood disturbances, or who have a known psychiatric history evaluated by a mental health professional?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are detainees who exhibiting suicidal behavior or ideations placed in a reasonable level of care that provides for their safety and stability?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Is medication in a detainee's possession at admission withheld until verification of its proper use is obtained and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is a record established for each detainee at time of admission and maintained for the duration of the period of confinement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the record contain the required information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is a medical record part of the detainee's personal record?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the medical record contain the health and physical condition, including treatment and medication administered to the detainee?			
1. Upon admission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. During confinement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Upon release?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is medications administered as prescribed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are procedures in place for the emergency involuntary or voluntary administration of medications including psychotropic medications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Does the record contain an itemized record of the detainee's cash and other valuables, expenditures, and receipts while in custody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Is a record of authorized absences from the jail part of the detainee record?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Is a record of visitor's names and dates of visits maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Is a disciplinary record of the detainee's misconduct maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
28. Is a record of case disposition, judge, and court maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Is immediate treatment initiated upon detection of body pests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Are all detainees required to take an admitting shower?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Are detainees assigned to suitable quarters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Are detainees issued clean bedding, a towel, necessary clothing, and soap?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does bedding include a mattress cover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are flame-retardant mattresses issued?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is bed covering appropriate to the season?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the towel made of cloth and of bath size?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Are detainees permitted to purchase toothbrushes and dentifrice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are detainees without funds issued such items by staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Are detainees held accountable for all jail property issued to them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.50 ORIENTATION

1. Is an orientation given to each detainee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does it include all required information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is special assistance given to the illiterate and non-English speaking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.60 RELEASE PROCEDURES

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

DISCHARGE OF MENTALLY ILL DETAINEES

8. When a mentally ill detainee is released, is the detainee given a listing of community mental health resource addresses and telephone numbers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	-------------------------------------	--------------------------	--------------------------

- | | YES | N/A | NO |
|---|-------------------------------------|--------------------------|--------------------------|
| 9. Is the detainee provided with the opportunity to receive a copy of the jail's mental health, medical, and medication records? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does linkage and after care include a referral to a mental health provider, a prescription for medications, or a 2 week supply of prescribed medications? (Supercedes state standards). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

701.70 CLASSIFICATION AND SEPARATION

- | | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|
| 1. Is there a classification plan that specifies criteria and procedures for determining and changing the status of a detainee? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are required segregation policies followed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are female detainees separated sight and sound from male detainees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are juvenile detainees separated sight and sound from adult detainees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Are witnesses separated from detainees charged with the same offense? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. When possible, are non-criminal detainees separated from criminal detainees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Are charged detainees segregated from convicted detainees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Are mentally ill, developmentally disabled, dually diagnosed, or emotionally disturbed detainees housed or tiered as recommended by a mental health professional? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Are suspected mentally ill, developmentally disabled, dually diagnosed, or emotionally disturbed persons immediately examined by a mental health professional? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Are detainees transferred to an appropriate facility who have been determined by mental health professionals to be severely mentally ill, developmentally disabled, or emotionally disturbed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is detainee classification reviewed at least every 60 days? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

701.80 HOUSING

Floors of detention: One

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Do cells provide at least 50 square feet of floor space with a minimum ceiling height of 8 feet? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do detention rooms provide at least 64 square feet of floor space with a minimum ceiling height of 8 feet? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are all cells and detention rooms designated for a maximum of double occupancy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is each equipped with: | | | |
| a. A rigidly constructed metal bed, with solid or perforated metal bottom, securely anchored to the floor and/or wall, or a concrete sleeping surface? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. A washbasin with piped hot and cold water? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. A prison-type toilet? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

	YES	N/A	NO
d. Illumination sufficient for comfortable reading?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Tamper-proof light fixtures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. A secured metal mirror?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do dormitories provide at least 50 square feet of floor space per occupant with a minimum ceiling height of 8 feet?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is each dormitory equipped with:			
a. A rigidly constructed metal bed, with solid or perforated metal bottom, securely anchored to the floor and/or wall for each detainee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A washbasin with piped hot and cold water for every eight occupants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A prison-type toilet for every eight occupants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. A shower with piped hot and cold water for every eight occupants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Illumination sufficient for comfortable reading?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Tamper-proof light fixtures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Seating for each detainee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do cells or detention rooms conform to current building and accessibility codes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is a dayroom provided for each cell block and/or detention room cluster?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Do day rooms provide at least 35 square feet of floor space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is seating adequate for all detainees in the dayroom?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are showers provided in each cellblock area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the jail comfortably heated or cooled according to the season?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the system eliminate disagreeable odors and routinely provide temperatures within the normal comfort zone?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are all requirements of a physical nature in compliance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>701.90 MEDICAL AND MENTAL HEALTH CARE</u>			
1. Are all required medical and mental health services available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a medical doctor available to attend the medical and mental health needs of detainees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If no mental health professional is on staff, are professional mental health services secured through linkage agreements with local and regional providers or independent contracts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If so, are linkage agreements and credentials of independent contractors documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



MENTAL HEALTH TRAINING

YES

N/A

NO

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

☒ YES
 ☐ N/A
 ☐ NO
6. Does suicide prevention training include:
 - a. The nature and symptoms of suicide?

☒ YES
 ☐ N/A
 ☐ NO
 - b. The specifics of identification of suicidal individuals through the recognition of verbal and behavioral cues?

☒ YES
 ☐ N/A
 ☐ NO
 - c. Situational stressors?

☒ YES
 ☐ N/A
 ☐ NO
 - d. Evaluation of detainee coping skills?

☒ YES
 ☐ N/A
 ☐ NO
 - e. Other signs of potential risk?

☒ YES
 ☐ N/A
 ☐ NO
 - f. Monitoring?

☒ YES
 ☐ N/A
 ☐ NO
 - g. Evaluation?

☒ YES
 ☐ N/A
 ☐ NO
 - h. Stabilization?

☒ YES
 ☐ N/A
 ☐ NO
 - i. Referral of suicidal individuals?

☒ YES
 ☐ N/A
 ☐ NO
7. Does mental health training include;
 - a. The nature of mental illness?

☒ YES
 ☐ N/A
 ☐ NO
 - b. Symptoms?

☒ YES
 ☐ N/A
 ☐ NO
 - c. Specifics of identification of mentally ill individuals through the recognition of verbal and behavioral cues?

☒ YES
 ☐ N/A
 ☐ NO
 - d. Symptoms of mental illness?

☒ YES
 ☐ N/A
 ☐ NO
 - e. Situational stressors?

☒ YES
 ☐ N/A
 ☐ NO
 - f. Evaluation of detainee coping skills, and other signs of potential risk?

☒ YES
 ☐ N/A
 ☐ NO
 - g. Monitoring?

☒ YES
 ☐ N/A
 ☐ NO
 - h. Evaluation?

☒ YES
 ☐ N/A
 ☐ NO
 - i. Stabilization?

☒ YES
 ☐ N/A
 ☐ NO
 - j. Referral of the mentally ill detainee?

☒ YES
 ☐ N/A
 ☐ NO
3. Have arrangements been made for emergency dental care?

☒ YES
 ☐ N/A
 ☐ NO
4. General medical services are provided by: Public Health Nurse and contracted doctor
5. Are detainees suspected of having communicable diseases immediately referred to appropriate medical staff and isolated?

☒ YES
 ☐ N/A
 ☐ NO
6. Are detainees given a medical screening by a medical doctor, physician's assistant, registered nurse, or licensed practical nurse within 14 days after confinement?

☒ YES
 ☐ N/A
 ☐ NO

	YES	N/A	NO
7. Is a schedule for daily sick call established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are the names of those detainees reporting to sick call recorded in the medical log?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are detainees with emergency complaints attended to as quickly as possible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Has the attending physician provided written approval for non-medical staff to issue over-the-counter medication at the request of the detainee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are detainee medical and mental health treatment logs maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is all the treatment and medication prescribed recorded including date and time of treatment and medication is administered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is a written record kept of all detainees' special diets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are all medications securely stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is a jail officer present when a physician or other medical personnel attend to detainees at the jail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are proper precautions taken to ensure detainees actually ingest medication?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are detainees prohibited from having access to medical supplies, patient's records, or medications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Has at least one officer on each shift completed a recognized course in first aid including CPR?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there a proper stock of first aid supplies available to staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is there a TB isolation room?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Is proper air supply maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are all air returns permanently sealed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Is all air from the room exhausted to the exterior of the building?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Is the air pressure switch or sail switch properly installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Is a differential air pressure gauge used to monitor isolation rooms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Are all windows permanently closed or inoperable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Does the corridor door to the isolation room have a door closer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

701.100 CLOTHING, PERSONAL HYGIENE GROOMING

1. Are mechanical washing and drying equipment and cleaning agents provided when detainees are required to supply and wear personal clothing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is clean clothing issued at least twice weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are detainees without funds provided necessary equipment and articles to maintain proper grooming and hygiene?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
4. Are detainees allowed to shower or bathe 3 times weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are detainees allowed to shave daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are females provided with shaving supplies appropriate for personal hygiene needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are barber and beautician services available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are female detainees provided with necessary articles for personal hygiene?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.110 FOOD SERVICES

Menu on day of inspection:

Breakfast: Cold Cereal, Fruit, Milk, Coffee

Lunch: Ham & Cheese Sandwich (2), Chips, Salad, Jello, KoolAid

Dinner: Cheeseburger, French Fries, Corn, KoolAid

1. Are meals of sufficient nutritional value?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does food quantity appear sufficient?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are meals served at reasonable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is a drink other than water served with each meal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is at least one complete, balanced, and hot meal served each 24 hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are special meals adhered to when medically prescribed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Meal service type: <u>Catered</u>			
8. Does at least one full-time cook have a Food Service and Sanitation Certificate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Are menu items substituted when a detainee's religious beliefs prohibit eating of particular foods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Do detainees submit written requests for alternative diets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are dietary restrictions confirmed with religious leaders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are menus preplanned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Retained for at least 3 months?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Diversified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do food service operations conform with the <i>Food Sanitation Code</i> ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are food service trustees screened by medical staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Are employees and trustees visually evaluated at the beginning of each shift?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Are kitchen trustees required to bathe and dress in clean clothing prior to their daily work shift?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
15. Is the jail cook or kitchen staff familiar with security aspects of jail operation, training, and supervision of trustees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Are heated or insulated carts used for transportation of food from the jail kitchen to detainees when a significant distance is involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is food and drink protected from contaminants during preparation and delivery?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are divided or compartmented trays used for meal service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are eating utensils removed from detainee quarters soon after the meal is finished?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Are openings to the outside protected against the entrance of rodents and insects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are ranges, stoves, and ovens equipped with accurate thermostats or temperature gauges?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Is the kitchen equipped with a mechanical dishwasher?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. A three-compartment sink?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Are dishes and trays drain dried?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. Are dry goods properly stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Are refrigerators and freezers equipped with accurate thermometers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.120 SANITATION

1. Are non-carpeted floors swept and mopped with detergent or a germicidal agent at least once daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are germicidal cleaning agents used on all floors in the toilet, shower, and food service areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the windows clean?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are openings to the outside effectively protected against the entrance of rodents and insects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is ventilation sufficient to provide at least 10 cubic feet of air per minute per person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are walls kept clear of etched or inscribed graffiti or writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the jail free of litter and trash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are cleaning implements and equipment cleaned, dried, and securely stored after use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are detainee work details supervised by a jail officer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are toilets, washbasins, showers, and sinks cleaned and sanitized daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is trash and garbage contained and disposed of in a sanitary manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is a source of drinking water provided in each cell and day room?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
12. Is an adequate supply of clean clothing, bedding, towels, soap, and cleaning equipment maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are sheets, pillowcases, and mattress covers changed and washed at least once a week?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are mattresses washed and disinfected monthly or before reissue?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are blankets laundered or sterilized monthly or before reissue?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are cotton or fiber-filled mattresses aired and spray-sanitized monthly or before reissue?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Is a clean towel issued at least twice weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are shaving and barber tools thoroughly cleaned, disinfected, and secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are floors in rooms in which food or drink are stored, prepared, or served kept clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are all counters, shelves, tables, equipment, and utensils in which food or drink comes in contact kept in good repair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are utensils stored in a clean, dry place protected from flies, dirt, overhead leakage, and condensation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Are plumbing facilities in good working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are range cooking surfaces, hoods, vents, and filters cleaned regularly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. Are windows, walls, and woodwork clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are frequent inspections of living areas made for the control of body pests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Are immediate control or extermination measures taken when body pest infestation occurs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Does the jail have an established rodent, pest, and vermin control program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.130 SUPERVISION

1. Are sufficient jail officers present in the jail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is continuous 24-hour supervision provided in direct supervision housing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are supervisory checks provided at least once every 30 minutes in indirect supervision housing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are dormitories housing more than 25 inmates provided continuous observation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Do radio operators who conduct 30 minute checks have jail officer training?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are all supervisory checks recorded by time, signed by the jail officer conducting the check, and noted for any relevant remarks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are detainees prohibited from having control or authority over anyone?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Are detainees locked in their individual cells between designated times of lights out and arising in the morning?

YES

N/A

NO

☒

☐

☐

a. Time of lights out? 10:30 p.m.

701.140 SECURITY

1. Are detainees searched prior to exiting and entering the jail?

☒

☐

☐

2. Are jail officers and other personnel assigned to jail duty trained in security measures?

☒

☐

☐

3. Are detainees prohibited from exercising control of security measures?

☒

☐

☐

4. Are all locks, doors, bars, windows, and other security equipment frequently inspected?

☒

☐

☐

5. Are all cell block doors and doors opening into a corridor kept locked?

☒

☐

☐

6. Are security vestibule doors opened one at a time?

☒

☐

☐

7. Are all unoccupied cells and rooms kept locked at all times?

☒

☐

☐

8. Are backup personnel available when doors to living quarters are opened?

☒

☐

☐

9. Are glass or unattached metal items prohibited in the detention area?

☒

☐

☐

10. Are trustees carefully supervised and not permitted unrestricted movement?

☒

☐

☐

11. Are detainees who present special security concerns checked more frequently than 30 minutes?

☒

☐

☐

12. Is a master population record, locator board, or computer printout maintained at the control center indicating the various jail sections and housing assignments?

☒

☐

☐

13. Are spot population counts conducted hourly?

☒

☐

☐

14. Are keys inventoried and documented at the beginning of each shift?

☒

☐

☐

15. Are random unannounced shakedowns of detainees and their quarters conducted?

☒

☐

☐

a. Frequency Weekly or as needed

16. Are bars, walls, windows, and floors of the jail regularly inspected and kept clear of posters, pictures, calendars, and articles of clothing which might be used to conceal escape attempts?

☒

☐

☐

17. Are tools and equipment inventoried and securely stored?

☒

☐

☐

18. Are eating utensils accounted for after each meal?

☒

☐

☐

19. Is damaged or nonfunctioning security equipment promptly repaired?

☒

☐

☐

20. Are detainees prohibited from using or having jail keys of any type in their possession?

☒

☐

☐

21. Are detainees prohibited access to all jail records?

☒

☐

☐

22. Is a physical head count made and recorded at least three times daily?

☒

☐

☐

	YES	N/A	NO
23. Is a record of all keys inventoried and issued maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are keys not in use stored in a secure key locker?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is one set of keys from those in current use securely stored in a separate area accessible to designated jail staff for use in the event of any emergency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Are weapons prohibited in the secure section of the jail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are weapons secured in a locked drawer, cabinet, or container outside of the security area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are reserve firearms, ammunition, chemical agents, and other protective equipment stored in a secure room?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are persons authorized to use tear gas, mace, oleoresin capsicum, trained in the proper deployment of the chemical agents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the training documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. When chemical agents are used, is a record of the incident made?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are detainees affected by chemical agents given a thorough medical examination and appropriate treatment after security control has been gained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Is an emergency electrical power source available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Date last tested: <u>June 23, 2013</u> Type: <u>Natural Gas</u>			

701.150 SAFETY

1. Is there at least one fire extinguisher for each 5,000 square feet of floor area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are extinguishers readily accessible to staff but not detainees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are extinguishers examined at least once a year and tagged with date of inspection and initials of the inspector?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all jail personnel familiar with the characteristics and operation of all types of extinguishers in the jail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the jail have a posted fire plan and evacuation procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are simulated fire drills conducted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all emergency exits known to jail personnel and exit keys immediately available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are there two exits from each floor of detention?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are all means of egress kept clean and open?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are detainees prohibited from engaging in wrestling, contact sports, horseplay, or any activity likely to cause injury?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are detainees assigned vocational tasks given a safety orientation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.160 DISCIPLINE

YES

N/A

NO

1. Are detainees provided with:
 - a. Rules and regulations governing behavior? ☒ YES ☐ N/A ☐ NO
 - b. Conduct constituting a penalty offense? ☒ YES ☐ N/A ☐ NO
 - c. Types of penalties, including duration, which may be imposed? ☒ YES ☐ N/A ☐ NO
 - d. Who may impose penalties? ☒ YES ☐ N/A ☐ NO
 - e. Authorized methods of seeking information and making complaints? ☒ YES ☐ N/A ☐ NO
 - f. All other matters necessary to enable the detainee to understand both his or her rights and obligations? ☒ YES ☐ N/A ☐ NO
2. Is special assistance given to non-English speaking detainees? ☒ YES ☐ N/A ☐ NO
3. Are detainees allowed to make requests or complaints to the jail administrator in written form? ☒ YES ☐ N/A ☐ NO
4. Are detainees permitted to submit a complaint to the Jail & Detention Standards Unit? ☒ YES ☐ N/A ☐ NO
5. Do jail officers observing a disciplinary violation submit a written report? ☒ YES ☐ N/A ☐ NO
6. Do supervisory staff conduct a review of the factors of an alleged minor rule violation within 24 hours after its occurrence? ☒ YES ☐ N/A ☐ NO
 - a. Are detainees segregated as a result of a minor rule infraction informed by supervisory staff of the result of his or her review? ☒ YES ☐ N/A ☐ NO
 - b. Are detainees allowed to submit a grievance to higher authority? ☒ YES ☐ N/A ☐ NO
7. Are penalties for minor rule violations limited to a reprimand or the loss of privileges for no more than 72 hours? ☒ YES ☐ N/A ☐ NO
8. Does someone other than the reporting officer conduct an investigation on major rule violations? ☒ YES ☐ N/A ☐ NO
 - a. If probable cause is established, is a hearing date scheduled? ☒ YES ☐ N/A ☐ NO
 - b. Are penalties withheld until after the hearing? ☒ YES ☐ N/A ☐ NO
9. Are major rule violation hearings conducted in accordance with hearing rules for major violations? ☒ YES ☐ N/A ☐ NO
10. Do major rule violation disciplinary findings:
 - a. Contain restrictions of privileges carefully evaluated and assessed as it relates to the infraction and does not impose a secondary penalty on another person? ☒ YES ☐ N/A ☐ NO
 - b. Impose segregation only after lesser penalties have been considered? ☒ YES ☐ N/A ☐ NO
11. Are restricted diets and corporal punishment prohibited? ☒ YES ☐ N/A ☐ NO
12. Is forfeiture of good time done in conformity with *The County Jail Good Behavior Allowance Act [730ILCS 130/3.1]*? ☒ YES ☐ N/A ☐ NO
13. Are restraint devices prohibited from being applied as a penalty? ☒ YES ☐ N/A ☐ NO

	YES	N/A	NO
14 Are restraint devices used:			
a. As a precaution against escape during transportation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. On medical grounds by the direction of a physician?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. By order of the jail administration in order to prevent a detainee from injuring others or to prevent a detainee from damaging or destroying property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is a written report placed on file whenever restraint devices are applied?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are individual cases reviewed once every 24 hours to determine the necessity for such restraints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are psychotropic medicines prohibited for use as disciplinary devices or control measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. When force is used, is the least force necessary used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. When detainees are accused of a crime in the jail, is documentation made and the case referred to the appropriate law enforcement official for possible prosecution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.170 EMPLOYMENT OF DETAINEES

1. Is employment of detainees prohibited when such assignment may violate any personal right or jail standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is employment of detainees prohibited if the assignment is hazardous or potentially dangerous?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is employment of detainees prohibited if the assignment is in conflict with any law, ordinance, or local labor working agreements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is employment of detainees prohibited if the assignment endangers jail security?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.180 MAIL PROCEDURES

1. Can detainees receive an unlimited number of letters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is incoming mail opened and examined for contraband or funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are cashier's checks, money orders, or certified checks recorded indicating the sender, amount, and date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are personal checks and cash returned to sender?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is incoming mail containing contraband held for inspection and disposition by the jail administrator?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the contraband labeled and logged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are appropriate law enforcement agencies notified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is incoming mail promptly delivered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is mail forwarded to discharged detainees or returned to sender if a forwarding address is known?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
6. Are detainees prohibited from opening, reading, or delivering another detainee's mail without his or her permission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are detainees permitted to receive books and periodicals subject to inspection and approval by jail personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the jail administrator spot check and read incoming non-privileged mail when there is reason to believe that jail security may be impaired, or mail procedures are being abused?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. When a detainee is prohibited from receiving a letter or portions thereof, are both the detainee and sender notified in writing of the decision?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are detainees allowed to send an unlimited number of letters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Have provisions been made to allow detainees to send packages?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is outgoing mail clearly marked with the sender's name?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is outgoing mail collected Monday through Friday and mailed promptly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is outgoing non-privileged mail submitted in unsealed envelopes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is outgoing non-privileged mail reproduced or withheld from delivery if it presents a threat to jail security or safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the detainee notified in writing of any outgoing mail withheld?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are procedures established for processing certified or registered mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is privileged mail submitted in sealed envelopes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is incoming mail clearly marked "privileged" opened in the presence of detainees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are disciplinary restrictions prohibited from being placed on a detainee's mail privileges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.190 TELEPHONE

1. Are detainees permitted to place at least one 5-minute telephone call per week?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are telephone calls subject to being monitored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Can violations of telephone rules result in the suspension of the detainee's use of the telephone for a designated period of time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is a notice of monitoring posted by each monitored telephone?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are rules governing the use of telephones established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Can violations of telephone rules result in the suspension of the detainee's use of the telephone for a designated period of time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.200 VISITING

1. Are visiting procedures established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there at least two visiting days per week?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
a. Is one of the visits during the weekend?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are visits allowed up to 15 minutes per visit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are 2 or more visitors visiting at the same time counted as one visit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. May children visit when accompanied by an adult?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are professional individuals associated with a defendant's case or involved with counseling needs granted liberal visitations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is an area provided to ensure privacy during the visit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all visitors required to provide identification and sign in before being permitted to visit a detainee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are detainees searched before and after each visitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is a visitors "Search Notice" sign posted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is constant visual supervision maintained in contact visitation areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>701.210 SOCIAL SERVICE PROGRAMS</u>			
1. Are social service programs available in the jail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are volunteer workers and groups invited to participate in jail programs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>701.220 EDUCATION</u>			
1. Are relevant educational programs provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are educational information and academic materials permitted and made accessible to detainees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are vocational information and materials permitted and made accessible to detainees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>701.230 LIBRARY</u>			
1. Are library services made available to detainees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is access to current <i>Illinois Compiled Statutes</i> provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is access to current jail rules and regulations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a written policy covering day-to-day activities and schedules?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If a full-time librarian is not required, is a jail staff person assigned library administration responsibility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>701.240 RELIGIOUS SERVICES</u>			
1. Are detainees allowed to participate in religious services and obtain religious counseling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are detainees prohibited from being required to participate in religious activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.250 COMMISSARY

	YES	N/A	NO
1. Has a commissary system been established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are prices charged detainees consistent with local community stores?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are prices for postal supplies sold at post office cost?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is commissary provided on a regular scheduled basis at least weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are commissary purchases reflected by debit entry on the detainee's cash account?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the entry initialed by the detainee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is a receipt issued?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are commissary profits used for detainee welfare?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the commissary account audited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

701.260 RECREATION AND LEISURE TIME

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

701.270 JUVENILE DETENTION

1. Are status offenders prohibited from being detained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are juveniles detained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Is the detention 6 hours or less?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Is periodic supervision maintained and recorded?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Are supervisory checks made on each juvenile at least once every 15 minutes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are juveniles detained sight and sound separate from adults?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Are minors informed of the purpose of the detention, the time it is expected to last, and that detention cannot exceed 6 hours?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are minors 12 or older confined for more than 6 hours but less than 36 hours (excluding Saturdays, Sundays and court holidays)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Are minors housed sight and sound separate from adults?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are parents, legal guardians, or persons with whom the minor resides notified of the minor's detention, if the law enforcement officer or court officer has been unable to do so?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Are juvenile records maintained separately from adult records?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
a. Are juvenile records prohibited from being open to public inspection or disclosure, except by appropriate authority?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Is same sex supervision of minors provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. During the performance of established procedures which require physical contact or examination such as body searches?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. During periods of personal hygiene activities such as showers, toilet, and related activities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Is periodic supervision maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Are periodic checks made once every 15 minutes for the first 6 hours of confinement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are periodic checks made once every 30 minutes after the first 6 hours of confinement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are periodic checks made once every 15 minutes of minors subject to isolation or segregation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Are checks recorded by a mechanical device or logged in ink?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Are the times of the checks recorded?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Does the supervisory check log allow for entries of relevant remarks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Do the checks contain the signature of staff conducting the check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Are minors assigned to single occupancy cells or detention rooms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Are minors provided with meals when detained during the facility's normal meal periods?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Is evidence of child abuse reported to the Illinois Department Of Human Services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Are staff trained in juvenile supervision with training approved by the Illinois Law Enforcement Training Standards Board?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

701.280 TEMPORARY DETENTION STANDARDS

1. Are minors detained for more than 36 hours, but less than 7 days (including Saturdays, Sundays and court Holidays)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Are youth offered a minimum of 2 hours of day room activity daily?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Are youth offered a minimum of one hour of physical activity daily?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are appropriate reading materials, table games, and radios and/or televisions provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Is appropriate social interaction provided for youth?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is an outdoor recreation area available for detainee use?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Are outdoor activities for youth scheduled?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
4. Is academic instruction provided a minimum of 4 hours per day?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Is the instruction appropriate to the individual needs of each youth?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Is the instruction provided by a trained teacher or tutor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Are medical, psychiatric, psychological, casework, and counseling services provided as needed in all individual cases?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is a daily visiting schedule established?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Is one visit per day afforded?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are liberal visits afforded to persons professionally associated with a youth's case?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Are youth allowed to place or receive at least one telephone call per day?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Is each youth provided with a copy of written rules and regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Do the rules contain a description of conduct constituting a penalty offense?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Do the rules contain the types and duration of penalties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Do the rules contain the method or conditions under which penalties may be imposed and persons so authorized to impose discipline?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Do the rules contain procedures for seeking information, making complaints, and filing appeals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Are rule violations reviewed by the jail administrator?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Are minor rule violations reviewed within 24 hours?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are major rule violations reviewed within 36 hours?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

701.290 YOUTHS PROSECUTED UNDER THE CRIMINAL CODE OF 1961

1. Do jail officers determine that a minor being detained is confined under proper legal authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is a day room of no less than 35 square feet per cell or room provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are youth allowed 8 hours of day room activity each day?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Is recreation of an energetic nature offered?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are appropriate reading materials, table games, radios and/or televisions provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Is an outdoor recreation area available for detainee use?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Are outdoor activities for youth scheduled?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Is regularly scheduled academic instruction provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Is the instruction appropriate to the individual needs of each youth?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Have educational arrangements been made through the appropriate local school district?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



- | | | | |
|---|--------------------------|-------------------------------------|--------------------------|
| c. Are co-educational classes scheduled? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Is access to psychiatric, psychological, casework, and counseling services provided as needed in individual cases? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Has a visiting schedule been established identifying no fewer than 2 visiting days per week? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| a. Is one visit allowed during evening hours? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Is one visit allowed during the weekend? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Are visits permitted on holidays? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Are liberal visits afforded to professional persons associated with a youth's case? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

INSPECTOR'S COMMENTS

1. All employees are trained in CPR, First-Aid, and AED annually.
2. One booking cell and one padded room are not included in the jail's capacity.
3. Detainees notify staff when medical care is needed. A nurse is on call. The Shelby County Department of Public Health provides a nurse that visits once per week or more often if needed. The 14-day screenings and TB tests are given then. A local doctor is contracted to provide additional medical services. A local dentist is contracted to provide dental care. All security staff have been provided with the three shot series for Hepatitis B.
4. Meals are catered from the Farm House Restaurant. Food is transported and served in styrofoam containers. The restaurant is inspected annually by the health department. Officers serve pre-packaged items for breakfast.
5. Detainees use a debit time system for telephone service.
6. Visiting is conducted on Tuesday through Saturday. Visits are 20 minutes in length and can be scheduled between the hours of 8:00 a.m. and 3:30 p.m.
7. Detainees in need of mental and/or substance abuse counseling are referred to the Shelby County Community Services. AA meetings are held at the jail upon request.
8. Razors are supplied daily.
9. The library is supplied with books donated by the Shelbyville Public Library.
10. Stellar provides weekly commissary.
11. The Shelbyville Fire Department tours the jail yearly. Simulated fire drills are conducted at that time.
12. The jail is a non-smoking facility.
13. Local clergy visit the jail on Tuesdays or as requested.
14. The county does not hold detainees for any other government or county law enforcement department.
15. The inspector spoke freely with numerous detainees who had no complaints.
16. Val Rhodes may be reached at: scsojal@consolidated.net
17. The jail was very clean.
18. Additional e-mails: Sheriff Michael Miller, sheriff_miller@consolidated.net
Clerk Jessica Fox, shelbyctyclerk@consolidated.net
Chairman Bruce Cannon, shelbyctychair@consolidated.net

Brad Besson
Criminal Justice Specialist II

**Monthly Progress Report
for the
Shelby County
Orthoimagery Project**

**Submitted by
Bruce Harris & Associates, Inc.
June, 2013**

The following has been completed to date:

- Aerial photography acquisition and image formatting has been completed. Aerial photography was acquired on March 21, 2013.
- Aerotriangulation is approximately 50% complete.
- GIS editing is approximately 12% complete.
- Ortho processing is approximately 15% complete.
- The overall project is approximately 49% completed.
- The project is proceeding in a timely manner.

FILED

JUN 26 2013

Animal Control
June 26, 2013
9:00 a.m. - 9:45

Jessica Fox
SHELBY COUNTY CLERK

Brad Hudson
Joe Soms
Dr. Spesard
Kay Kearney

Reviewed and signed/authorized payment
of bills

Read a letter from Sheriff Miller regarding
the Higgins vs Reed case (dogs/deer)
- Need to check with States Attorney's
office to see what action, if any has
taken place

Brad will be on vacation June 29-July 7
- Penny S. will help with the pound animals
but will also be on vacation July 3-9
- Matt Winter will answer calls and
care for the pound animals

Brad has registered for a Large Animal
Handling Training to be held Aug 24, 2013
at the Effingham County Fairgrounds,
(Sponsored by USDA)

Michael A. Miller
SHERIFF OF SHELBY COUNTY
151 N. MORGAN STREET
PHONE 217-774-3941 FAX 217-774-2851
SHELBYVILLE, ILLINOIS 62565
sheriff_miller@consolidated.net

June 4, 2013

To: The Shelby County
Animal Control Committee and
Animal Control Officer Brad Hudson

Ref: Shelby County Sheriff's Office Support

Committeemen;

On May 20, 2013 in the case Higgins vs Reed Animal Control Officer Brad Hudson advised Mr. Higgins he needed to file a complaint with a Sheriff's Deputy regarding Mr. Reed's dogs running at large. Officer Hudson further advised Mr. Higgins he is only able to issue warnings when there is a violation of the Animal Control Act.

My letter is to clarify the Sheriff's Office role in support of Animal Control. The Sheriff's Office will answer calls received at the Sheriff's Office and relay messages when appropriate or advise the callers of the phone number for the Animal Control Office. In the event the Animal Control Officer has any reason to believe his safety is at risk whether from an animal or the owner of an animal a deputy or myself will assist him without question.

Officer Hudson has provided the Shelby County State's Attorney with a written report outlining this incident and for a deputy to take a report on the same incident would be outside our duties and redundant.

If you have any questions regarding this correspondence please contact me during office hours at 217-774-2921. I apologize for any misunderstandings regarding this matter.

Sincerely,
Michael A. Miller


Sheriff of Shelby County

June 3, 2013

Beginning Balance Deposits

May 6, 2013

\$ 12,166.38

- Bank Interest
- Heartland Payment Systems--Credit Card Fuel Sales
- Fuel Sales--Checks & Cash
- Transfer From Busey
- Treasurer, State of Illinois--Project 2H0-4149
- Treasurer, State of Illinois--Project 2H0-4250
- Rent

\$	2.18
\$	1,687.05
\$	309.72
\$	898.35
\$	36,300.24
\$	30,200.00
\$	850.00

\$	70,247.54
\$	82,413.92

Bills Received and Paid

Heartland Payment Systems--Fees
Shelbyville Ace Hardware--Fasteners
Steve Wempen--Bookkeeping May, 2013
Express Services Inc.--FBO 05-05-2013--005-19-2013
Consolidated Communication
Scott Jefson--P/S Fluid & Stop Leak O'Rielly's
Ameren CIPS--Gas--Scott's 17760-37528
Ameren CIPS--Gas-- 98150-06211
Hanson's--LL Project 2H0-4149
Hanson's--LL Project 2H0-4250
City Area Water-Sewer Department--May
Effingham Equity--Gas & Diesel
Farm Pride--Tractor Maintenance
Sloan Implement--Oil Filter
Second Street Power--Weed Eater Repair
Shelbyville Disposal--1 Yr Fee

\$	67.72
\$	5.18
\$	200.00
\$	2,250.00
\$	165.41
\$	18.04
\$	174.16
\$	200.67
\$	36,300.24
\$	30,200.00
\$	14.33
\$	1,434.83
\$	145.85
\$	8.67
\$	55.64
\$	187.00

\$	71,427.74
\$	10,986.18

\$ 10,986.18

Shelby County State Bank
BuseyBank
Farm Agency Account
Certificates of Deposit

—

Total

\$	10,986.18
\$	118.45
\$	66,752.35
\$	65,476.76
\$	<u>143,333.74</u>

\$ 143,333.74

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NOS.	DEBITS	CREDITS	BALANCE
	6-May-13	Balance Shelby County State Bank				\$ 12,166.38
	1-May-13	Heartland Payment Systems--Fees		\$ 64.25		\$ 12,102.13
	1-May-13	Heartland Payment Systems--Deposit			\$ 29.17	\$ 12,131.30
	2-May-13	Heartland Payment Systems--Fees		\$ 3.47		\$ 12,127.83
	3-May-13	Heartland Payment Systems--Deposit			\$ 532.79	\$ 12,660.62
	9-May-13	Heartland Payment Systems--Deposit			\$ 150.54	\$ 12,811.16
	10-May-13	Heartland Payment Systems--Deposit			\$ 155.34	\$ 12,966.50
	14-May-13	Heartland Payment Systems--Deposit			\$ 140.53	\$ 13,107.03
4617	14-May-13	Express Services Inc.--FBO 05-05-2013	022-5210.01-023	\$ 750.00		\$ 12,357.03
4618	17-May-13	Shelbyville Ace Hardware--Fasteners	022-7444.12-023	\$ 5.18		\$ 12,351.85
4619	20-May-13	Consolidated Communications	022-7810.12-023	\$ 165.41		\$ 12,186.44
4620	20-May-13	Ameren Illinois--Scott Jefson	022-7810.12-023	\$ 174.16		\$ 12,012.28
4621	20-May-13	Ameren Illinois	022-7810.12-023	\$ 200.67		\$ 11,811.61
	20-May-13	Treasurer, State of Illinois--Project 2H0-4149			\$ 36,300.24	\$ 48,111.85
	20-May-13	Heartland Payment Systems--Deposit			\$ 82.33	\$ 48,194.18
4622	20-May-13	Shelbyville Disposal--1 Yr. Fee	022-7444.12-023	\$ 187.00		\$ 48,007.18
	20-May-13	Heartland Payment Systems--Deposit			\$ 257.05	\$ 48,264.23
4623	20-May-13	Express Services Inc.--FBO 05-12-2013	022-5210.01-023	\$ 750.00		\$ 47,514.23
4624	20-May-13	Effingham Equity--Gas & Diesel	022-8010.12-023	\$ 1,434.83		\$ 46,079.40
4625	20-May-13	Farm Pride--Tractor Maintenance	022-7441.12-023	\$ 145.85		\$ 45,933.55
4626	20-May-13	Sloan Implement--Oil Filter	022-7441.12-023	\$ 8.67		\$ 45,924.88
4627	20-May-13	Second Street Power--Weed Eater Repair	022-7441.12-023	\$ 55.64		\$ 45,869.24
4628	20-May-13	Hanson's--IL Project 2H0-4149	022-7442.12-023	\$ 36,300.24		\$ 9,569.00
	23-May-13	Heartland Payment Systems--Deposit			\$ 14.51	\$ 9,583.51
	24-May-13	Heartland Payment Systems--Deposit			\$ 161.18	\$ 9,744.69
	28-May-13	Heartland Payment Systems--Deposit			\$ 163.61	\$ 9,908.30
4629	30-May-13	Express Services Inc.--FBO 05-19-2013	022-5210.01-023	\$ 750.00		\$ 9,158.30
	31-May-13	Treasurer, State of Illinois--Project 2H0-4250			\$ 30,200.00	\$ 39,358.30
4630	31-May-13	Hanson's--IL Project 2H0-4250	022-7442.12-023	\$ 30,200.00		\$ 9,158.30
4631	31-May-13	Steve Wempen--Bookkeeping May 2013	022-5220.12-023	\$ 200.00		\$ 8,958.30
	31-May-13	Bank Interest			\$ 2.18	\$ 8,960.48
	1-Jun-13	Transfer from Busey Bank			\$ 898.35	\$ 9,858.83
4632	2-Jun-13	Scott Jefson--P/S Fluid & Stop Leak	022-7441.12-023	\$ 18.04		\$ 9,840.79
4633	2-Jun-13	City Area Water-Sewer Department	022-7810.12-023	\$ 14.33		\$ 9,826.46
	3-Jun-13	Rent		\$ 850.00		
		Fuel		\$ 309.72		
	3-Jun-13	Board Meeting--June 3, 2013			\$ 1,159.72	\$ 10,986.18

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	DEBITS	CREDITS	BALANCE
	31-Aug-12	Beginning Balance - Busey Bank 2011-2012			221.56
687	7-Sep-12	Transfer to Shelby County State Bank	98.11		123.45
	1-Oct-12	Shelby County Treasurer		15,166.95	15,290.40
688	5-Oct-12	Transfer to Shelby County State Bank	15,166.95		123.45
	15-Oct-12	Replacement Tax--7th Allocation		617.95	741.40
689	3-Nov-12	Transfer to Shelby County State Bank	617.95		123.45
		Balance Correction for \$5 Bank Fee	5.00		118.45
	18-Dec-12	Replacement Tax--8th Allocation		236.42	354.87
	19-Dec-12	Shelby County Treasurer		2,056.44	2,411.31
	20-Dec-12	Shelby County Treasurer		194.34	2,605.65
	21-Dec-12	Shelby County Treasurer		10.77	2,616.42
	15-Jan-13	Replacement Tax--1st Allocation		627.95	3,244.37
690	2-Feb-13	Transfer to Shelby County State Bank	3,125.92		118.45
	21-Mar-13	Replacement Tax--2nd Allocation		196.54	314.99
691	30-Mar-13	Transfer to Shelby County State Bank	196.54		118.45
	22-Apr-13	Replacement Tax--3rd Allocation		995.65	1,114.10
692	4-May-13	Transfer to Shelby County State Bank	995.65		118.45
	21-May-13	Replacement Tax--4th Allocation		898.35	1,016.80
693	1-Jun-13	Transfer to Shelby County State Bank	898.35		118.45

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION

BUDGET ACCOUNT SUMMARY June 3, 2013

CHECK NO.	DATE	5210.01	5220.12	6120.12		7000.12	7441.12	7442.12	7443.12	7444.12	7810.12	8010.12	9900.12
	YTD	\$24,800.00	\$1,600.00	\$9,339.00	\$0.00	\$463.30	\$3,747.30	\$82,383.82	\$2,165.02	\$11,647.91	\$12,720.72	\$10,253.19	\$70.00
4617	14-May-13	\$750.00											
4618	17-May-13									\$5.18			
4619	20-May-13										\$165.41		
4620	20-May-13										\$174.16		
4621	20-May-13										\$200.67		
4622	20-May-13									\$187.00			
4623	20-May-13	\$750.00											
4624	20-May-13											\$1,434.83	
4625	20-May-13												
4626	20-May-13						\$145.85						
4627	20-May-13						\$8.67						
4628	20-May-13						\$55.64						
4629	30-May-13	\$750.00						\$36,300.24					
4630	31-May-13							\$30,200.00					
4631	31-May-13		\$200.00										
4632	2-Jun-13						\$18.04						
4633	2-Jun-13										\$14.33		
	6-May-13	\$2,250.00	\$200.00	\$0.00	\$0.00	\$0.00	\$228.20	\$66,500.24	\$0.00	\$192.18	\$554.57	\$1,434.83	\$0.00
	YTD	\$27,050.00	\$1,800.00	\$9,339.00	\$0.00	\$463.30	\$3,975.50	\$148,884.06	\$2,166.02	\$11,840.09	\$13,275.29	\$11,688.02	\$70.00
Monthly Expenses			\$ 71,360.02										
Heartland Fees			\$ 67.72										
Illinois Dept. of Revenue			\$ -										
Total Monthly Expenses			\$ 71,427.74										

Shelby County Airport and Landing Field Commission Fuel Sales

[illegible]

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION

MINUTES OF MEETING

May 6, 2013

Jim Looft calls the meeting to order.

Members present at meeting:

Commissioners-- Jim Looft and Steve Wempen

County Board Members--Bruce Cannon, Bob Jordan and Bob Simpson

Airport Manager--Scott Jefson

Others Present-- Jim Schwerman, Jim Hampton

March minutes were read by all. There was no April meeting. Jim makes a motion to approve the minutes.

It was seconded by Steve and it was approved by all saying aye.

March and April Treasurer's report was read.

Jim makes a motion to approve the Treasurer's Reports. Steve seconded and it was approved by all saying aye.

Managers Report

Mowing has begun but hard to keep up because of continued rains.

The grass runway has been repaired, reseeded and grass is growing.

Crop dusters have been in a couple times now. Also fuel sales were up abit.

Rick Reed has requested two exterior plugs and a sliding window for the outside wall of his hangar.

He will pay for the modifications if need be.

All service work is finished on the mowing equipment.

Purchased a case of grease and also bought gas and diesel fuel.

Looking at early May for the young eagles event.

Red tractor has bad gasket and hydraulic fluid was leaking. Farm Pride of Mattoon brought over a tractor to use while they fixed the problem.

Got a little landscaping done around a couple lights so mowing would be easier. Randy of JF Edwards had called and wants to wait to come back and finish when he can bring the pavement painters so they can finish everything.

End of Managers Report

Jim Hampton is present to discuss the new lights, signs and wind cone as far as mowing boundaries and such.

Jim Schwerman is also present and discusses the approximate 3 acres of ground around the new PAPI and what to do with it and still maintain the clearances it needs to be compliant. More discussion is planned for this as the summer moves on.

The placement of the wind cone and distances from the center lines of runways was discuss some because of the location of where it was put.

Scott mentions a few new taxiway lights that were put in the way of airplanes using the grass runways.

The lights are removable, so there shouldn't be an issue with it.

Jim Schwerman gives us an update on last years farming and the profit we made. Jim also said that the expense for repairing the grass runway was around \$1400 and gave us a brief breakdown of the expenses. Some discussion on it followed.

Jim Looft mentions the load rating on 18-36 and if Hansons had ever given us any load figures on it.

Steve said he would try and check again on it.

Scott said while mowing out by new runway lights that they came on a few times and would go back off shortly after. He called Randy with JF Edwards and ask about it and planes at Vandalia could be setting it off.

Bills Presented

Farm Pride--Oil, Filters, Grease for Mowers	\$	62.59
Sloan Implement--Oil Filter for Zero Turn Mower	\$	8.67
Shelbyville Ace Hardware--Fasteners	\$	5.18
Second Street Power--Weed Eater Coil & Plug	\$	55.64
Effingham Equity--Gas and Diesel	\$	1,434.00
O'Reillys--Cash by Scott for PS Fluid & Stop Leak	\$	18.00

Jim Looft makes motion to pay said bills and Steve second it. All present agreed by saying aye.

Jim also mentions increasing the number of commissioners on the board from three to five. A lengthy discussion followed on the matter possible candidates for the positions.

Jim makes a motion to adjourn and Steve second it.

Insurance
July 9, 2013

Barb Bennett - Absent
Kay Kearney
Dave Cruitt
Randy Biehler
Travis Schmid
Chris Smith
Richard Hayden

Randy Biehler shared Blue Cross Blue Shield
Renewal.

Travis Schmid explained some changes in Health
Care.

January 1, 2014 Health Re-Insurance Fee = 4%
(8.83 after Jan 1) Everybody "Transitional
Premium Change Re-Insurance"

Employee Rate 693.11 (after 4%)

FILED
JUL 09 2013

Jessica Tox
SHELBY COUNTY CLERK

Health Comm.

10:00 A.M.

All Bill were read & approved

[REDACTED]

10:25

FILED

JUL 09 2013

Jessica Fox
SHELBY COUNTY CLERK

July 9, 2013

Purchasing Committee

Present Gary Geiger Frank Mulholland
Lynn Williams Don Stoll Robert Hunter Jim Warren
Bills were presented

Robert Hunter made motion to pay bills
Jim Warren seconded All voted aye
Gary Geiger made motion to adjourn
Jim Warren seconded All voted aye

FILED

JUL 09 2013

Jessica Doye
SHELBY COUNTY CLERK

July 9, 2013

Fees & Salaries

Barb Bennett - Absent

Kay Kearney

Dave Cruitt

Reviewed and approved payroll and claims

FILED

JUL 09 2013

Jessica Fox

SHELBY COUNTY CLERK

Michael A. Miller
SHERIFF OF SHELBY COUNTY
151 N. MORGAN STREET
PHONE 217-774-3941 FAX 217-774-2851
SHELBYVILLE, ILLINOIS 62565

LAW ENFORCEMENT COMMITTEE MEETING
6/4/13

1. Budget Amendments
2. Jail Inspection - Annual - June 25 - Improvements/Corrections Noted
- No New Findings
3. Concealed Carry for Shelby County - Copies with Jessica/Sheriff
4. Committee meeting dates - Reviewed dates for next year - approved
5. Clothing Allowance - Discussion of guidelines

Michael A. Miller


Shelby County Sheriff

F I L E D

JUL 09 2013

Jessica Fox
SHELBY COUNTY CLERK

Shelby County Treasurer
Monthly Report of Investments
1-Jul-13
Bank Balance: \$16,137,489.99

Passbooks, Money Markets,
& Certificates of Deposits

Checking & Cash

\$ 640,638.30	MMD		
\$ 1,247,494.26	MMD	General Fund	\$ 2,000.00
\$ -			
\$ -		County Payroll Clearing	\$ 28,284.66
\$ -			
\$ -		Section 105 Claims	\$ 1,336.43
\$ -			
\$ 40,340.41	PB	County Health Fund	\$ -
\$ 126,055.98	CD		
\$ 20,046.34	MMD	County Health-TB	\$ -
\$ 37,726.32	MMD		
\$ 49,995.43	MMD	Animal Control Fund	\$ -
\$ 23,485.11	MMD		
\$ 80,270.83	PB	Ambulance Fund	\$ -
\$ 152,653.20	MMD		
\$ 1,016,502.74	MMD	Mental Health Fund	\$ -
\$ -			
\$ 1,258,098.10	PB	IMRF Fund	\$ -
\$ -			
\$ 205,662.81	PB	Social Security Fund	\$ -
\$ 54,617.89	CD & MMD		
\$ 37,396.45	PB	Indemnity Fund	\$ -
\$ -			
\$ 1,570.01	PB	Court Security Fund	\$ -
\$ -			
\$ 91,318.82	MMD	County Bridge Fund	\$ -
\$ -			
\$ 73,808.06	PB	County Highway Fund	\$ -
\$ -			
\$ 47,629.28	MMD	FASM Fund	\$ -
\$ -			
\$ 476,428.70	MMD	County Motor Fuel Tax Fund	\$ -
\$ -			
\$ 7,497.65	PB	Tourism Fund	\$ -
\$ 97,493.55	CD & MMD		
\$ 280,085.62	PB	Probation Fund	\$ -
\$ 55,000.00	CD & MMD		
\$ 44,921.48	PB	Assist Court Fund	\$ -
\$ -			
\$ 1,155.51	PB	Law Library Fund	\$ -
\$ -			
\$ 75,573.57	PB	Automation Fund	\$ -
\$ -			
\$ 138,672.28	PB	Recording Fund	\$ -
\$ -			
\$ 8,279.31	PB	Drug Traffic Fund	\$ -
\$ 65,290.91	CD		
\$ 10,986.23	MMD	Airport Fund	\$ 118.45
\$ 242,425.57	CD & MMD		
\$ 671,492.66	MMD	Home Nursing Fund	\$ -
\$ -			
\$ -		W.I.C. Fund	\$ 14,946.67
\$ -			
\$ 120,663.39	MMD	Local Bridge Fund	\$ -
\$ -			
\$ -		Township Bridge Fund	\$ 11,270.63
\$ -			
\$ -		Township Construction Fund	\$ 369.13

-	MMD		
\$ 1,515,664.54	MMD Township Motor Fuel Tax	\$	-
\$ -			
\$ 1,149.63	PB Estate Tax Fund	\$	-
\$ -			
\$ 276,255.70	PB Minor Unknown Heirs Fund	\$	-
\$ -			
\$ 786.99	PB Probation Drug Testing	\$	-
\$ 42,526.21	MMD		
\$ 161,786.13	PB Drainage Fund	\$	1,488.75
\$ -			
\$ 44,378.43	PB Document Storage Fund	\$	-
\$ 82,197.93	MMD		
\$ 34,429.71	PB Misc County Health Fund	\$	-
\$ 27,043.97	MMD		
\$ 5,592.15	PB Litigation Fund	\$	-
\$ 208,572.93	CD		
\$ 224,974.04	PB Revolving Loan Fund	\$	-
\$ -			
\$ 13,590.17	PB Victim Impact Panel Fund	\$	-
\$ -			
\$ 771.06	PB States Attorney Forf Fund	\$	-
\$ -			
\$ 8,656.12	PB Rescue Squad Fund	\$	-
\$ -			
\$ 18,998.93	PB DUI Equipment Fund	\$	-
\$ -			
\$ 223,465.05	PB GIS Fund	\$	-
\$ -	CD		
\$ -	PB Capital Improvement Fund	\$	273,644.38
\$ -			
\$ -	Pet Population	\$	15,416.63
\$ -			
\$ -	MMD EMA Special Fund	\$	50,492.47
\$ -			
\$ -	PB SA Automation Fund	\$	439.01
\$ -			
\$ -	PB Drug Court Fund	\$	244.71
\$ -			
\$ -	County Health Petty Cash	\$	135.64
\$ -			
\$ -	Probation Petty Cash	\$	50.00
\$ -			
\$ -	County Treasurer Cash	\$	5,000.00
		\$	10,797,354.02

County Collector Accounts

Shelby County State Bank-Checking	\$ 200.00
Busey Bank-Checking	\$ 200.00
National Bank at Pana	\$ 6,420.10
First National Bank of Assumption	\$ 32,708.91
Community Banks of Shelby County-Cowden	\$ 109,840.71
Shelby County State Bank-Strasburg	\$ 34,798.97
First Federal Savings & Loan-Shelbyville	\$ 93,153.93
Busey Bank-Real Estate Tax Trust Account	\$ 2,386.99
Shelby County State Bank-Shelbyville-Money Market	\$ 2,646,261.67
Busey Bank-Money Market	\$ 1,446,556.71
Ayars State Bank-Moweaqua	\$ 169,858.52
Shelby County State Bank-Findlay	\$ 183,211.00
First National Bank of Pana	\$ 73,285.60
Peoples Bank of Pana	\$ 103,868.57
Prairie National	\$ 90,696.38
Shelby County State Bank-Windsor Branch	\$ 141,740.55
Dewitt Federal Savings & Loan-Moweaqua	\$ 46,866.98
Sigel Community Bank	\$ 67,778.62
Shelby County State Bank-Moweaqua	\$ 17,280.19
Illinois Epay	\$ 73,021.57
	\$ 5,340,135.97

CERTIFICATE OF DEPOSITS
July 1, 2013

1

General Fund(001) Community Banks of Shelby County-MMD# 390 .15% Interest	 <u>\$ 640,638.30</u>
Animal Control Fund(003) Community Banks of Shelby County-MMD# 390 .15% Interest	 <u>\$ 37,726.32</u>
Ambulance Fund(004) Community Banks of Shelby County-MMD# 390 .15% Interest	 <u>\$ 23,485.11</u>
Mental Health Fund(005) Community Banks of Shelby County-MMD# 390 .15% Interest	 <u>\$ 152,653.20</u>
Indemnity Fund(008) Community Banks of Shelby County-MMD# 390 .15% Interest	 <u>\$ 9,617.89</u>
Probation Fund(016) Community Banks of Shelby County-MMD# 390 .15% Interest	 <u>\$ 97,493.55</u>
Home Nursing Fund(024) Community Banks of Shelby County-MMD# 390 .15% Interest	 <u>\$ 117,425.57</u>
Miscellaneous County Health Fund(043) Community Banks of Shelby County-MMD# 390 .15% Interest	 <u>\$ 82,197.93</u>
County Health Fund-TB(002) Ayars State Bank-CD# 3162 Matures 7/28/2013 .20% Interest	 <u>\$ 126,055.98</u>

CERTIFICATE OF DEPOSITS
July 1, 2013

2

Indemnity Fund(008) Shelby County State Bank-CD# 14065 Matures 8/9/2013 .20% Interest	\$ <u>45,000.00</u>
Assist Court Fund(017) Shelby County State Bank-CD# 14794 Matures 10/15/2013 .20% Interest	\$ <u>55,000.00</u>
Home Nursing Fund(024) Prairie National Bank-CD# 14288 Matures 8/15/2013 .30% Interest	\$ <u>125,000.00</u>
Revolving Loan Fund(045) Community Banks of Shelby County-MMD# 720151 .10% Interest	\$ <u>208,572.93</u>
Airport(022)	\$ <u>65,290.91</u>
 TOTAL	 \$ <u>1,786,157.69</u>

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