1978

Handbook for the Champaign County Youth Detention Center

James A. Talley Jr.
Eastern Illinois University

This research is a product of the graduate program in Educational Psychology and Guidance at Eastern Illinois University. Find out more about the program.

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HANDBOOK FOR THE CHAMPAIGN

COUNTY YOUTH DETENTION CENTER

(TITLE)

BY

JAMES A. TALLEY, JR

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
EDUCATION SPECIALIST

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1978
YEART

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

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August 8, 1978
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HANDBOOK FOR THE CHAMPAIGN COUNTY
YOUTH DETENTION CENTER

BY

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A.A. Degree, Parkland College, 1973
BOG Degree, Eastern Illinois University, 1973
M.S. in Ed., Eastern Illinois University, 1973

ABSTRACT OF A FIELD STUDY
Submitted in partial fulfillment of the requirements
for the degree of Specialist in Education at the Graduate School
of Eastern Illinois University

CHARLESTON, ILLINOIS 1978

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ABSTRACT OF THE HANDBOOK FOR THE
CHAMPAIGN COUNTY YOUTH DETENTION CENTER

This handbook was developed to serve the needs of the Champaign County Youth Detention Center and interested community members. It is also designed to serve as a guideline for future handbooks at the center and for other agencies which may require such a handbook. This handbook should eliminate any confusion concerning regulations and policy of the center and prove to be satisfactory replacement for single sheet information which was formerly used.

There was an apparent need for this handbook to replace the intake folder and thereby provide a more useful and meaningful method of transmitting vitally important information to concerned individuals. Hopefully this handbook will successfully perform that function.

On preparing the handbook the present philosophy of the administration was included. Obviously this philosophy is subject to change, especially if there is a change in the administration personnel. There is also included a short history and hopefully a future volume will improve on this area.
The handbook also contains a fairly good list of definitions which should prove useful to the center personnel and to the residents of the center, however, this list may require some additions and perhaps some deletions in a future volume.

It should be understood that the body of this handbook is highly flexible and is subject to change as the administration deems necessary.
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CHAPTER I
INTRODUCTION

Background

The focus of this handbook is on improving the method in which information can be disseminated about the Champaign County Youth Detention Center program to meet the present and future needs of the institution.

This handbook is to serve as a guideline for all personnel. "All personnel" may be defined as: administrators, counselors, supervisors, social workers, teachers, paraprofessionals, and all others who have frequent contact with, and whose performance is required to operate a quality program.

This handbook is designed to assist its users by providing guidelines, defining standardized terms, and to serve as a refresher tool for the staff and the population being served.

Statement of the Problem

The purpose of this paper is to prepare a handbook which will serve as a guide for future handbooks for the Champaign County Youth Detention Center as well as other social agencies.

The Champaign County Youth Detention Center has previously had a large volume of material in the form of single
sheets with printed information concerning rules, regulations, and procedures. However, this method of dissemination was not altogether satisfactory due to inherent inconsistence in getting all material to each person in the same content.

The Need for a Handbook

The Champaign County Youth Detention Center has operated on a loose network of leaflets containing rules, procedures, and methods of operating the facility. The staff and residents of the Center were given an intake folder which explains what is expected, however, it is difficult to keep the intake folders up-to-date.

In addition to the staff and residents at the Center the handbook provides a useful and meaningful means of transmitting vital information to the parents of the residents and to interested community members. This handbook should fill a void which has existed since the founding of the Center and at the same time provide some concrete guidelines for the staff.

Every established institution, whether it is a school, the YMCA, or the Red Cross has a need to provide concerned individuals with data of a historical nature as well as present operating procedures and principles. Most schools have such a handbook, however, there are many that do not. There are many organizations in the community, including this one, which could profit by establishing such a handbook.
Limitations

This handbook has been developed specifically for use by the Champaign County Youth Detention Center. Some of the suggestions contained in the guidelines may be useful to other students preparing similar handbooks for other agencies.

Because of the changing nature of a detention facility, there may be frequent need of revision and reprinting of this handbook in order to keep up with changes in Federal, State, and Local laws. There may also be different philosophies of judges and administrators which may necessitate changes in the handbook material.

One of the basic problems to be encountered in having a handbook revolves around the frequent policy changes which take place. Since most handbooks are bound in some way, they become very inflexible to alterations and after a period of time may become obsolete.

Although this is a distinct problem area, the need far outweighs the disadvantages which may be encountered.
Summary

Conclusions and Recommendations on Preparing a Handbook

In the preparation of this handbook my first thoughts were of how it could appropriately serve the community for which it has been designed. I found that the best method of assuring the usefulness and utility of the material in the contents of the handbook was to get first-hand data. Although it would certainly be possible to produce such a handbook by utilizing material gathered by other agencies, I feel that first-hand experience is an invaluable resource in such an undertaking.

Toward the finalizing of this handbook I also ran into one additional problem which I feel is worth sharing. All theses must be typed on an approved stationary of a certain size, color, and weight. If this is not done correctly by the typist it can be very expensive. An information sheet from the graduate office lists all the details. This information should be secured as early as possible to avoid making costly and time consuming mistakes.

In conclusion I do feel that this handbook will serve the Youth Detention Center as well as serve as a guideline for future handbooks at the Center and at other centers.
CHAPTER II
REVIEW OF DETERMINING FACTORS

Handbooks in Existence
At the present time there are fourteen youth detention centers in the state of Illinois and none of these centers have a formal handbook.

Related Literature
The reference library contained a great volume of handbooks, many of which were reviewed in order to develop a design for this handbook. Some of the handbooks had less than ten pages and others were in excess of a hundred pages depending on the amount of information which needed to be communicated. Listed below are the handbooks which were reviewed:

2. Counselor & Student Handbook for Higher Education in Montana. ED 102 488
5. The Environmental Law Handbook. ED 056 879
7. AIAW Handbook 7677. ED 123 277
8. Educational Technology Handbook. ED 125 066
10. Missouri Career Education Training Workshop Handbook. ED 120 455

Staff Input

The administration of the Champaign County Youth Detention Center and the staff were very helpful with their suggestions and their willingness to share their experiences with me. All the literature as well as the leaflets and handouts being used at the center were used to form the body of this handbook.

The terminology included in this handbook was edited by Mr. Melvin Hess the center director.

Use of the Handbook

The Population Being Served

The individuals who may be detained at the Champaign County Youth Detention Center are minors up to and including sixteen year olds. After this age they will be considered adults for detention purposes. It should be kept in mind that the individuals being detained may have many problem in addition to the primary reason for their detention: they may not possess adequate feelings of personal adequacy, self worth, and personal dignity; they may have been in trouble with school and local police authorities so many times that they have a feeling of hopelessness.
The youth in the detention center may fail to understand their plight and in addition may have acquired personal characteristics which interfere with their ability to function satisfactorily in a normal social setting. It is the responsibility of the staff to initiate an indoctrination process which will hopefully enlighten the youthful offender of their rights as well as their responsibilities.

The staff are in a unique position in which they may initiate crisis intervention that may lead to reduced recidivism and a better society.
CHAPTER III
PREPARING THE HANDBOOK

Contents of the Handbook

The materials which were used in the contents of this handbook were selected from material presently being utilized by the Champaign County Youth Detention Center and from literature relative to detention home facilities.

Mr. Melvin Hess was particularly helpful in selecting the material which would be most useful and relevant to the staff, detainees, and to the public.

Table of Contents

The contents of this handbook reflect the philosophy as well as a guideline to quickly locating specific information which the staff, administration, detainees, or general public is concerned about.

The Philosophy of the Champaign County Youth Detention Center

The juvenile being detained at the Champaign County Youth Detention Center must realize that he or she is in jail because of an alleged offense. Our job is to so impress the youth that they will hopefully change direction rather than stay in the system and progress to adult criminal status. We believe that we now have excellent support from the court
and we may now have the opportunity to make detention and
probation meaningful to the juvenile.

The juvenile detention center is intended to provide
detention facilities for those minors who are in need of
such protective custody. The youth center personnel are in
the position to make decisions which effect both the decision
to initiate detention and what level of detention to place
the minor in.

While a young person is being held in the facility
he or she will be treated with compassion and understanding
and will be given counseling and guidance which will enhance
a feeling of security and well being. To this end the deten­
tion center personnel will seek to make the atmosphere as
close to that of a home as possible.

History of the Champaign County Youth
Detention Center

The building which now houses the Champaign County
Youth Detention Center was built in 1954. This facility was
the community's response to an unpleasant alternative.
Prior to this time minors who were in need of detention had
to be placed in jail along with adult prisoners. The ori­
ginal concept of the facility was to have it operated by a
live-in couple who would be able to supervise a maximum of
six young people. Theoretically more could be accommodated
by employing additional staff and authorizing double occupancy.
This is basically the same principle on which foster homes are now operating. The age range of the youth being detained at that time was from nine to eighteen.

During the period of 1969-70 the county accepted a proposal of a planned treatment and diagnostic center along with a detention center. This center was to be patterned on the behavior modification model. The county and not the court was the supervisory authority for this program. This program was officially called the TARGET program (Treatment for Adolescents Requiring Guidance, Education, and Training).

In 1976 the TARGET program, due to financial problems and questionable results of the program, resulted in the county withdrawing its support. At this point the facility became the Champaign County Youth Detention Center and the determination was made that it would operate as strictly a detention center under the supervision of the circuit court.

Part of the reason for the existence of the Champaign County Youth Detention Center is the juvenile court act which stimulates that juveniles under the age of seventeen cannot be held in detention with adult detainees. The only youth now being held at the center are those who are accused of a delinquent act. This excludes status offenders.*

*Some exceptions: 1. When a minor is picked up for a curfew violation and does not have anywhere to stay. 2. When a runaway youth is being held until proper inquiries
can be made concerning his welfare and safe return. 3. In some cases of neglect.

The Handbook Cover

The handbook cover is intended to depict the influence which the many institutions in the community have on the lives of its youth. The interlocking circles diverge from the usual interlocking chain links to show that the failure of one of these parts will not result in the total collapse of the system.
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DEFINITIONS

Forward to Word Definitions

The definitions and terminology listed in this handbook are being included in order that any difficulty in communication will be minimized. Without commonly understood and accepted terminology the information contained in this handbook becomes less meaningful.

1. Adjudicatory hearing - to have a judicial hearing instead of a trial.
2. Aggravated battery - using a weapon to hurt someone.
3. Alcohol - a product of fermentation, when consumed produces a feeling of euphoria.
5. Arrest - to take into legal custody.
7. Battery - illegally beating or touching someone.
8. Burglary - entering an enclosure and taking personal property.
9. Confront - to come face to face with someone.
10. Contract - an agreement between two or more persons.
12. Cross-examine - to be questioned by the opposing party to determine the reliability of previous testimony.
13. Curfew - if you are under 17, it is illegal for you to be out alone during certain hours.
14. Custody - the same as guardianship.

15. Delinquent - one who commits a fault or fails to perform a duty.

16. Detention hearing - a juvenile must see a judge within 36 hours (not including weekends and holidays) to determine his detention status.

17. Disposition - a hearing to decide what your sentence will be.

18. Disorderly conduct - conduct which disrupts the usual flow of peace and order

19. DCFS - Department of Children and Family Services.

20. DOC - Department of Corrections.

21. DOMH - Department of Mental Health.

22. Drugs - any chemical or biological substance other than food.

23. Drug addiction - physical or mental dependence on a drug, the removal of which could cause withdrawal symptoms.

24. Felony - any of several crimes, such as murder, rape, arson, or burglary.

25. Fraud - misrepresenting something or not telling all the facts if they are important.

26. Guilt - having committed a legal or moral offense.

27. Juvenile - a young person who has not reached age 17.

28. Juvenile delinquent - a delinquent under the age of 17.

29. Lawyer - one who advises and acts for clients or pleads in court.

30. Minor - under legal age, this age may differ for driving a car, consuming alcoholic beverages, voting, etc., but is generally considered to be a person under age 18.

31. Miranda vs. Arizona - the right to remain silent and the right to have a lawyer present during questioning.
32. Misdemeanor - any offense less serious than a felony.

33. MINS - minor in need of supervision.

34. Negligence - when you are hurt by mistake, but the accident could have been predicted.

35. Petition - a written notice claiming that you have committed a crime and are in need of supervision.

36. Plea bargaining - accepting a lighter sentence by pleading guilty to a lesser charge.

37. Parole - released from custody after serving a minimal term.

38. Prosecutor - the court's lawyer who will present the evidence against you.

39. Public defender - a court appointed lawyer for the defendant.

40. Rape - forcing someone to have sexual intercourse.

41. Rehabilitation - a change in behavior from antisocial to socially acceptable.

42. Remain silent - does not have to speak unless a lawyer is present except for name, age, and address.

43. Resist arrest - to offer opposition to being taken into custody.

44. Robbery - taking property with the use of force.

45. Station adjustment - after an arrest the police officer may decide to let you go home, but a record will be kept of the offense.

46. Status offense - illegal act for which you may be guilty only if you are a minor.

47. Stop and frisk - the police have the legal right to stop and frisk anyone on the street who they reasonably suspect to be armed and dangerous.

48. Theft - taking property without permission.

49. Trespass - going onto someone's property without permission.
50. Truancy - being absent from school without permission.

51. Venereal disease - disease which are communicated by sexual contact, usually intercourse.

52. Warrant - a judicial order authorizing arrest, search or seizure.

53. Witness - a person who has seen or knows something.
Welcome to service in the Champaign County Youth Home. We sincerely hope that your employment will be rewarding to you and a service to the youth and to Champaign community. The young people with which you will be working are youth in trouble and are placed in our custody, rather than in jail, while awaiting court hearings and dispositions.

All staff must exercise compassion and understanding in dealing with our clients, but must also exercise firmness and control.

Since all staff employed in this facility are qualified by either academic achievement, field experience or both, you will be expected to use that knowledge in counseling and guidance within the conceptual frame of a very realistic approach in an attempt to effect a change in behavior.

Upon certification of qualifications for appointment as a juvenile officer, all custodial staff will be appointed by the Presiding Judge to that position and will be expected to fulfill the duties outlined in Chapter 37 of the Juvenile Court Act and such other duties as the Chief Deputy Probation Officer may assign.

The following pages of information, regulations and guidelines are presented for your use and should be fully
understood and followed. They are subject to updating, change and modification from time to time as may be indicated.

All staff must become knowledgeable of the duties of a juvenile officer in a detention facility. For your benefit we will conduct from time to time workshops and/or instruction classes.
APPOINTED STAFF RESPONSIBILITIES

I. All staff are expected to be knowledgeable of:
   (a) Intake procedures, (b) Diverting from detention procedures, (c) Completing and keeping individual case records, (d) Preparing dispositional forms and recommendations for the court.

II. All staff are expected to implement the procedures and policies of this facility in a positive manner in accordance with the "Juvenile Court Act," and any other methods, philosophy, and guidelines established by the administrator.

III. All staff are expected to use their expertise in giving counsel and guidance to the detainees whenever possible using a very realistic approach to the detainees present situation, future behavior, consequences of behavior, alternatives and options.

IV. All staff are expected to be supportive of each other i.e., if one staff imposes restrictions or gives privileges to a detainee all other staff are expected to carry through, if there is disagreements these must be handled in an appropriate manner, never in front of the detainee. Staff must be consistent and united in dealing with the detainee.

V. All staff will keep the log accurate and up-to-date and will also transmit verbal information to oncoming staff.

VI. All staff must be aware of and willing to conserve energy, care for equipment, and the facility you are expected to take pride in your position and to accept responsibility for the proper operation of the home.

VII. All staff will be held responsible for the proper care and cleanliness of the areas assigned to them.

VIII. Each staff member will be responsible for his or her shift and is expected to be on time. Prior arrangements to be absent from work are expected except in cases of real emergency. Since we are limited as to the number of staff available it is only fair to expect staff to perform in a regular and mature fashion. (You may be required to verify by a doctor's report illness that requires you to be absent.)
IX. It is absolutely necessary that all staff present to the detainee a positive and mature attitude. A clear and visible difference in personal appearance must be apparent. Anyone entering this facility should be able to recognize the difference between staff and detainee. No dress code will be imposed but each staff is expected to be neat and appropriately attired. Court appearances require coat and tie for males, pantsuit or dress females.

X. The above listed responsibilities are subject to change and review. They are also subject to change by suggestions from staff, however, criticism of an immature or destructive nature will not be tolerated.

MODIFICATIONS AND AMENDMENTS
SPECIFIC DUTIES

1. 1st Shift

(a) Pick up and serve breakfast.

(b) See that all before school duties are completed (kitchen & living area).

(c) Assist the educators in the classroom.

(d) Responsible for keeping basement area and first stairway clean, including school room. Control smoking and butts in recreation area.

(e) Report needed repairs to director.

(f) Supervise and control detainees as indicated.

(g) Report to Nursing Home the number of detainees by 11:00 a.m.

(h) Pick up and serve noon meal.

2. 2nd Shift

(a) Assume control from 1st shift.

(b) Conduct structured activities.

(c) Responsible for keeping 2nd floor clean including 2nd stairway, linen room, etc.

(d) Report to Nursing Home the number of detainees by 4:00 p.m.

(e) Pick up and serve evening meal.

(f) Prepare snacks for those who have earned the privilege.

(g) See that all detainees are in bed on time.
3. 3rd Shift

(a) Ascertian that the facility is secure.

(b) Conduct regular (15 min.) checks on detainees and building.

(c) Responsible for cleanliness of 1st floor

(d) See that all detainees are awakened, up, showered and have completed morning duties in personal areas.

(e) Report to the Nursing Home the number of detainees by 7:30 a.m.

1ST SHIFT:

Detainees assigned duties - clean basement area - Loss of privileges if not done.

2ND SHIFT:

Detainees assigned duties - clean second floor - Loss of privileges if not done.

3RD SHIFT:

No detainee duties except personal area in the A.M.

Assigned duties for extra privileges - general cleaning of 1st floor, kitchen, dishes, floors, etc. Living area floors, walls, window sills etc.

MODIFICATIONS AND AMENDMENTS
Specific Privileges

1. Use of cigarettes.
2. Use of store.
3. Free time.
4. Snacks.
5. Sleeping late on weekends (will miss a.m. meal).
6. Late bed time on weekends (1 hour only).
7. Other privileges as may from time to time be made available.

Specific Behaviors That May Result
in Loss of Privileges

1. Profane language.
2. Abusive behavior toward staff or other detainees.
3. Lewd or obscene conduct.
4. Failure or obey staff.
5. Fighting.
6. Failure to cooperate in school.
7. Failure to properly complete assigned duties.
8. Any other behavior which is considered dangerous or disruptive.

Disciplinary action should be imposed after warning and should as near as possible fit the offense and be a learning experience. All staff must be consistent in the imposition of disciplinary measures. See next page.
MODIFICATIONS AND AMENDMENTS
PHILOSOPHY OF THE CHAMPAIGN COUNTY
YOUTH DETENTION CENTER

The juvenile detained here must realize that he or she is in jail because of the alleged offenses and our job is to so impress the youth that they will hopefully change direction rather than stay in the system and progress to adult criminal status. We feel that we now have excellent support from the court and we may now have the opportunity to make detention and probation meaningful to the juvenile.

The juvenile detention home is intended to provide detention facilities for those minors who are in need of such protective custody. The youth home personnel are in the position to make decisions which effect both the decision to initiate detention and what level of detention to place the minor in.

While a young person is being held in the facility, he or she will be treated with compassion and understanding and will be given counseling and guidance which will enhance a feeling of security and well being. To this end the detention home personnel will seek to make the atmosphere as close to that of a home as possible.
SCHEDULE AND ROUTINE FOR DETAINEES

The following schedule and routines are to be adhered to daily.

MONDAY THROUGH FRIDAY

7:15 a.m. Awakened, showered, dressed, bed made, room cleaned
8:00 a.m. Breakfast served, routine clean-up duties
9:00 a.m. to 3:00 p.m. School, lunch break at 12:00 noon to 1:00 p.m.
3:00 p.m. to 5:00 p.m. Each detainee in room
5:00 p.m. to 6:00 p.m. Supper served, clean-up duties for all eligible detainees
6:00 p.m. to 7:00 p.m. Study hall
7:00 p.m. to 8:00 p.m. Physical activity
8:00 p.m. to 9:00 p.m. Counseling - Done according to Reality Therapy Principles*
9:00 p.m. to 10:00 p.m. Completion of activities Miscellaneous clean-up jobs
10:00 p.m. Bedtime or bedtime upon completion of all structured activity

*Detainees cannot be forced to be counseled. If they do not wish to be counseled, proceed to next activity.

Detainees are to be in their rooms unless engaged in specific activities; detention related or required by law.

No TV, games, cards, or other "fun time" activities. Detainees are not allowed free time on unit.

Detainees may be permitted one book or one magazine in room after his or her initial 24 hours, unless segregated for disciplinary measures.
Weekends - Detainees may spend nearly all of weekends in their rooms. Detainees are to be permitted out of rooms only for specific detention related activities.

THE CONCEPT OF THIS SCHEDULE IS TO IMPRESS UPON DETAINEES THAT THIS IS A DETENTION FACILITY. ONLY DETENTION RELATED ACTIVITIES WILL OCCUR HERE.
RULES AND ROUTINE FOR STAFF

The following is intended to be a general reminder of rules now in effect. Rigid adherence will be expected.

Smoking

1. Smoking is allowed on the first floor at tables only.

2. Smoking in the basement will be allowed during school breaks Monday thru Friday and at other times with staff permission but will be limited to recreational periods only.

3. No detainees will have access to matches. All cigarettes will be lit by staff from storeroom. Only one book of matches will be in storeroom at one time.

4. Cigarettes will be butted only with permission of staff and this will be limited.

5. All staff will take extra precautions to see that detainees cigarettes are used only by that detainee whose name appears on the cigarette package; no exceptions.

Security

1. All internal doors on 1st floor will be kept locked at all times.

2. All 2nd floor doors will be locked at night, including all rooms and sections.

3. All detainees will be stripped searched after visits from any individual.
Staff Responsibilities

1. Third shift is responsible for all laundry and will not leave linens and/or washed clothes in laundry room, but will return them to the sections and/or linen closet. This is in addition to other assigned duties.

2. Second shift will be responsible for, and will implement all structured activities and will oversee and assist the volunteer program.

Miscellaneous Items

1. Snacks will be used only to reinforce appropriate behavior, these need not be elaborate or extensive.

2. All detainees will be placed in rooms at 3:15 p.m. and will remain in rooms during shift changes. The staff will use this time to confer and communicate verbally the events of the previous shift. Also the logs should be read and discussed. This overlap of shifts is to be adhered to and no staff will leave until the shift supervisor gives an okay.

3. Detainees will not be brought downstairs prior to 8:00 a.m.; 2nd shift not before 4:00 p.m.

4. Meals will be picked up from the nursing home at the following times: Breakfast 7:30 a.m.; Lunch 11:45 a.m.; Supper 4:45 p.m.

5. Since we are expected to set an example for our clients, staff will conduct themselves in an acceptable manner, no obscene or profane language will be tolerated. No questionable reading material will be brought to the facility by staff.

6. Only the staff will operate the TV.

7. All necessary keys will be checked in before staff goes off duty: Lock up, Van, etc. This is a must for safety reasons.

8. Please make certain all visitors sign in and out in the visitors log.

9. Third shift is responsible for filling out the daily census form, 1st shift for reporting same to probation office.
10. Detainees performing kitchen clean-up will be closely supervised and all work will be inspected by staff for cleanliness before the detainee is released from his duty.

11. The detainees will be restricted from use of any recreational equipment that is improperly used or abused.

12. If there is sufficient cold cereal and milk, detainees may sleep in on Saturday and Sunday mornings until 9:30 or 10:00, no later.
INTAKE PROCEDURE

The intake function consists of two separate decisions. First, you must decide if a minor in the custody of a law enforcement agency will be detained. That decision is made according to the criteria set forth in the Juvenile Court Act (Illinois Revised Statutes, Chapter 37, sections 701 through 708). After the decision to detain has been made, you must then decide which custodial facility will be used to house the minor.

Before entering into any analysis concerning how to go about making those intake decisions, you must remember our paramount aim regarding intake procedures. We seek to divert from detention all minors except those (1) who must be confined for their own protection or that of the community, or (2) who have been apprehended pursuant to a warrant issued by the court. Secondarily, you should remember that we seek to place the minor in an atmosphere as close to that of a home as possible. To this end, you should place the minor in the least restrictive form of detention, consistent with your ensuring that he or she will not flee that (detention) facility.

With those goals in mind, we can consider the first stage of the intake process: Should the minor be detained? The Juvenile Court Act sets out two different standards for
making this decision. In one situation, the mandatory situation, you must detain the minor. That happens when the minor has been taken into custody because a warrant of apprehension was issued. When that happens, a judge has already decided that the minor must be detained. Your only function is to place the minor in the Youth Home.

However, in the second, the judgmental situation, you will bear the responsibility for determining whether the minor if you find, as a matter of immediate and urgent necessity, that the minor must be detained:

1) for his or her own protection

2) for the protection of another or another's property

3) because he may flee the court's jurisdiction

Your decision will undoubtedly be based on many factors, such as your own personal knowledge of the minor, his home and his family situations. However, your two primary tools will be the Juvenile Contact Card File and the police reports regarding the specific incident or charge you are dealing with. Check these before making your decision. Additionally, if you are called upon to make an intake decision during normal working hours, you should check with the Clerk of the Juvenile Court to ascertain whether the minor in question has a court file already, and if so, what the file contains. You may also wish to contact the State's Attorney's Office to see what, if any, information they have
regarding the subject minor. Armed with this information, you can then make the most informed decision possible at this time.

When you have made your decision you will obviously either detain the minor or instruct the law enforcement agency involved to release the minor because he or she cannot be detained. Should you decide the minor should not be detained, your responsibility ends on your so informing the law enforcement agency involved, although you may be able to suggest referral to a social agency for treatment pending or in lieu of filing a petition. If, on the other hand, the child must be detained, you have four possible courses of action open to you. You may, consistent with your determination regarding the needs of the child, place him or her in situations ranging from locked facilities--the County Youth Home--to his or her own home subject to various restrictions on his or her freedom--Home Detention.

Following is a brief description of your four alternatives combined with some reasons for their use.

1) **The County Youth Home:** This is a locked facility. It is a form of "jail" and should be reserved for those minors who are a real danger to society or those who will probably flee the court's jurisdiction.

2) **Shelter Care:** This is a short term placement with a family in the local community who has previously
indicated it would be willing to take a minor in need of some sort of help. This particular placement may be most appropriate for a minor who is a victim or one who needs to be out of the home for some reason for a very short period of time. It may also be appropriate for some status offenders. It is fairly expensive.

3) **Foster Homes:** This placement is very similar to shelter care but is intended for a longer period because of a provision for reduced rates. A perfect example of a use of this placement would be the victim of an Aggravated Incest. This placement would be a safe, psychologically secure haven until the parent's rights to the child could be terminated. This placement might also be appropriate for status offenders.

4) **Home Detention:** This is a device whereby a minor may be released to his parents subject to certain specific restrictions. It would be most appropriate with a minor who presented some slight danger of repeating his offenses but who, the person fulfilling the intake function decides, would be deterred by specific restrictions. Those conditions would extend only until the detention hearing, unless continued by the judge. This form of detention generally should be restricted to minors who commit non-violent offenses.
To aid you in making your determination whether a minor should be detained and, if so, where, the following examples are given. With the Youth Home examples, you are advised both that the minor probably should be detained and placed in the secure (locked) facility. With the other examples, you are advised that these may be suitable if you find the minor should be detained.

The County Youth Home: This placement is most appropriate for minor offenders charged with: Murder, manslaughter, rape, robbery, armed robbery, burglary of a residence, arson, kidnapping, aggravated kidnapping, aggravated battery, armed violence, aggravated assault, mob action, intimidation where a deadly weapon is used, excessive criminal damage to property (more than $2000), possession of explosives (not to include firecrackers or a few blasting caps), a minor who has committed a felony offense while awaiting adjudication on another charge, a minor who has been adjudicated a delinquent minor and who commits another offense, a minor likely to flee the jurisdiction of the court. You must place in the Youth Home any minor who has been taken into custody pursuant to a warrant of apprehension.

Shelter Care: This placement may be appropriate for a minor victim who cannot for some reason be
immediately returned to the home, status offenders who cannot be immediately returned to the home, minors who are charged with possession of alcohol or drugs who cannot be returned to the home.

**Foster Care:** All of the above categories will be placed in foster care if it appears that the minor should be placed in a care situation outside of the home for more than a few days. Minors beyond the control of their parents or legal guardians may also be placed in foster care.

**Home Detention:** This placement may be used primarily for non-violent offenders who, nevertheless, do represent some slight danger. It may also be appropriate for the minors listed under Shelter Care and Foster Care who can be returned to the home. But please do not fall into the habit of imposing Home Detention in place of simple release to the parents. Home detention is not a routine placement. No detention is.

Armed with the foregoing information, you are well-able to make the correct decision regarding the intake of minors into a detention facility of the Champaign County Probation Office. Below is set forth a short procedural checklist of almost all of the physical steps of the intake process. Reference to it will give you a basic understanding of the system; use of it will ensure all steps are properly completed.
Intake Procedure Checklist

1. Receive initial phone report from police.

2. Determine initially whether to detain the minor.
   a. Obtain information from police.
   b. Compare to criteria above and refer to contact cards.

3. Inform the police whether the minor may be detained. You may tell the police to release the minor if you determine that the minor may not be detained under the Juvenile Court Act.

4. If you determine that the minor will be detained in any facility (the Youth Home, Shelter Care, a foster home, or Home Detention), instruct the police to bring the minor to the Youth Home.

5. You must receive all police reports concerning the incident for which the minor is being detained. They will be necessary for the detention hearing.

6. Check these reports to confirm your initial decision regarding detention. On the basis of these reports and the contact cards, plus any contact with the minor's parents or legal guardian, determine where to place that minor.

7. Ensure that the minor is properly checked into whichever facility he or she is placed.

8. Notify the minor's parents that he or she has been detained, the reason for the detention, the fact that a detention hearing will be held on the next judicial day, and when or if the parent or guardian will be able to visit the minor before the detention hearing.

9. Ensure that the Probation Office is informed (via normal channels) of the minor's detention.

Caveat

These instructions repeatedly refer to detaining a minor. Indeed, that is their whole focus, but you must put this focus into context. Remember that our goal is to
detain only those minors whom the Juvenile Court Act says should be detained. Please don't lose track of that goal in all these guidelines concerning putting minors into detention.

Secondly, a word of advice about a situation where you are unsure which of the two levels of detention in which to place a minor. Use the more restrictive alternative. If you, as a professional, have intimations that the minor should be there, the odds that you are correct are 50-50; and the society we serve deserves the protection derived from the benefit of the doubt.
RULES AND REGULATIONS FOR DETAINEE

You are now in detention, your stay here will be much better if you will make certain that you follow a few simple rules. The freedom that you have here and the privileges that you may have will depend on how you conduct yourself. The following is a list of things you should know and the consequences for failure to conduct yourself in an acceptable manner.

1. You must obey the instructions of the staff at all times. Failure to do so may result in:
   a. loss of privileges.
   b. removal from group.
   c. placed in room.

2. Assigned duties must be completed on time and satisfactorily. Failure to do this will result in:
   a. disciplinary by staff, including but not limited to loss of privileges.

3. Complete cooperation in school in completing assignments is a must. Disruptive behavior in school will result in action by the teacher and may result in:
   a. loss of privileges.
   b. removal from group.
   c. placed in room.

4. Violence of any kind that results in the staff having to call the sheriff will result in automatic room detention for a minimum of twenty-four hours and further criminal charges.

5. The following is a list of some do's and don't that will help you to control your conduct.
   a. no loud and boisterous talk, including cussing.
   b. No obscene language or conduct.
c. No hostile and belligerent action toward other detainees or staff
d. You must immediately obey the orders or requests of staff.
e. You must keep self neat, clean, and well groomed.
f. Shirts and shoes will be worn at all times except when engaged in activities in the yard.

6. Escape or attempt to escape will result in an additional charge as will any damage to the detention facility in any manner. Physical violence directed toward staff or other detainees may result in a charge of aggravated battery.

7. You will sign this list and indicate that you have read and understand these rules and regulations.
CLASS SPECIFICATIONS

Juvenile Probation Officer (Residential)

Distinguishing Features of Work

Under general supervision, performs duties required in the supervision and rehabilitation of alleged delinquent minors detained in the Champaign County Youth Home by the court. Performs investigative and counseling services dealing with detained, allegedly delinquent minors in the Youth Home.

Illustrative Examples of Work

- Performs counseling and rehabilitative work with minors, allegedly delinquent, detained in the Champaign County Youth Home.
- Performs investigations concerning the aforementioned minors for the court.
- Confers with other probation and outside agency personnel for counseling and rehabilitation purposes.
- Opens and maintains a record for each allegedly delinquent minor detained in the Youth Home.
- Reports to the court as required.
- Performs the intake screening function at the Champaign County Youth Home.
Desirable Requirements

Training and Experience. Completion of four years of college; experience meeting the requirements set forth by the Conference of Chief Circuit Judges pursuant to Section 6-7 of the Juvenile Court Act may be substituted, generally on a year for year basis.

Knowledge and Skills. Knowledge of court procedures and services dealing with allegedly delinquent minors; the ability to perform professional investigation and counseling services; and an awareness of the laws and regulations concerning allegedly delinquent minors and their detention.
JUVENILE PROBATION OFFICER (RESIDENTIAL) DUTIES

The duties of a Juvenile Probation (Residential) include, but are not limited to the following. This list is illustrative, not exclusive, and it will be necessary for other duties to be accomplished from time to time. The list will be amended as necessary but will never be intended to be more than a set of illustrations.

Juvenile Probation Officer (Residential)

A. Assists Educators
   1. Ensures that all detainees attend school.
   2. Assists educators in maintaining order.
   3. Ensures that the detainees do their homework.

B. Maintains Control
   1. Supervises the minors at all times, keeping each one always in sight.
   2. Administers disciplinary measures as required to maintain control and discipline.
   3. Summons a sheriff's deputy whenever the situation requires it.

C. Guides and Counsels
   1. Advises the detainees regarding their pending court proceedings.
   2. Counsels them regarding their inappropriate behavior within the Youth Home in conjunction with the administration of proper disciplinary procedures.
   3. Counsels the detainees regarding their behavior within their own environment when requested.
   4. Initiates and guides group discussion sessions.
D. Communicates with Other Staff

1. Informs other staff of indicative potential inappropriate behavior on the part of a detainee.
2. Informs other staff and the Deputy Chief Probation Officer (Residential) of inappropriate behavior of any detainee requiring any sort of sanction.
3. Informs other staff and the Deputy Chief Probation Officer (Residential) of any physical injury to any detainee.
4. Informs other staff and the Deputy Chief Probation Officer (Residential) of any damage to the Youth Home.

E. Conducts Structured Activities

1. Ensures that the detainees participate in their daily physical activities, a part of the school program.
2. Supervises the detainees while they participate in those activities.
3. Supervises all recreational activities.
4. Participates in all group activities where such participation is appropriate.

F. Controls Personal Items

1. Remove from the detainees all property except that permitted in the detention manual.
2. Store properly and return on leaving all property taken from the detainees on their admission.
3. Issue that property only permitted at specified times in specified circumstances, i.e., cigarettes.

G. Ensures Detainee Cleanliness

1. Ensure that each detainee takes a morning shower.
2. Ensure that each detainee cleans him or herself during the day as necessary.
3. Ensure that each detainee has and wears clean clothes; this may require communication with the detainees parents.

H. Ensures Building Cleanliness and Repair

1. Inform the Deputy Chief Probation Officer (Residential) of any maintenance requests to be placed to another part of the County Government.
2. Inform the maintenance person of any required repairs within his responsibility.
3. Ensure that the cleaning tasks placed on the detainees are properly and promptly done.
4. Ensure that the detainees do not dirty the building beyond what is expected for normal residence.

I. Makes Placement Decisions

1. Decide whether to detain in the Youth Home, place in a shelter care facility or release to their parents those minors delivered to the Youth Home by Law Enforcement agencies.
2. Ensure that when a minor is placed or detained, it is done properly.
3. Carry out the procedures for new detainees whenever a minor is detained in the Youth Home.
4. Isolate those minors detained for a period sufficient for them to calm themselves.
5. Inform the minor's parents or legal guardian whenever a minor is placed or detained.
6. Inform the Probation Services Department and the court, via routine daily reports, of any new detainees.
7. Assists Chief Deputy Probation Officer however necessary, as required.
CHAMPAIGN COUNTY YOUTH HOME

SUBJECT - Visitation Rules

TO - Parents or guardians

FROM - Melvin Hess, Deputy Chief Probation Officer

Dear __________________________,

is now in detention at the Champaign County Youth Home. During the stay in detention certain rules and regulations will be adhered to rigidly. The following is a list of some regulations which you will be expected to follow:

1. You are allowed two visits per week; each one will be no more than 30 minutes in duration. (Our week is from Sunday to Saturday.)

2. Contraband is any item brought into the Youth Home by a visitor and either given directly to a detainee or secreted in such a place that is accessible to the detainee.

Contraband is forbidden at all times and may result in loss of privileges for the detainee.

Contraband of an illegal or criminal nature (knives, drugs, marijuana, alcohol or others) requires notification of the Champaign County Sheriff.

3. You are allowed to call twice in any week, and each call will be 5 minutes in duration; also, the detainee is allowed to call home twice a week, each call 5 minutes in duration.

4. The only people allowed to visit the detainee are the mother or father. However, if there are no parents, the legal guardian will be allowed to visit. This also applies to phone calls. Visits and phone calls will be monitored at times. Compliance with these rules is necessary to meet the needs of all detainees.

5. No food of any kind will be accepted by the detainees. All our food is catered to insure detainees receive well balanced meals.
6. Before a visit is made please give youth home staff at least 2 hours notice. We have a number of detainees and only one visiting room, we we must schedule visits.

7. If it is necessary to bring other people with you when you visit, they must remain in your automobile. Access to the outside of the building or grounds is prohibited.

8. Visiting is allowed during the following hours:
   Monday through Friday - 6:00 to 9:00
   Saturday and Sunday - 1:00 to 3:00 and 6:00 to 9:00
   and legal holidays

9. Youth Home staff may deny visiting rights if any visitor is under the influence of alcohol or drugs. In accordance with local health codes, visitors should be properly attired (to include shirts and shoes).

This list of regulations has been given to you for your convenience. Visiting is a privilege and not a right. These regulations must be adhered to for the safety and well being of your child. Failure to cooperate may result in termination of visiting and/or phone privileges. Any deviation from the above must be by prior arrangement with consent of the staff supervisor or Mr. Hess.

Mr. Melvin Hess
Deputy Chief Probation Officer
PROCEDURE FOR REPORTING MAJOR INCIDENTS INVOLVING PHYSICAL ALTERCATIONS

All incidents involving alleged or actual physical altercation of blows between student/student or staff and student must be reported by staff. The staff observing or participating in the incident must do the following:

1. Separate the detainees involved and restore calm and order in the facility.

2. Determine the need for possible medical attention.

3. If medical attention is required immediately inform Mr. Hess or other administrators, in the event the Chief Deputy Probation Officer is unavailable, who will take responsibility for arranging medical care.

4. Notify the student's parents or guardian; regarding the incident and need for medical attention, if such attention is required.

5. Complete the Daily Unit Report and submit it to the Chief Deputy Probation Officer.

6. Notify all staff of the incident via the log and place copy of incident report in detainee's file.

7. Determine if anyone involved in the incident wishes to file a complaint against another, be it staff or student.

8. If no one wishes to file a complaint, the Chief Probation Officer should be informed by the Chief Deputy Probation Officer, or his designate, of the incident. A copy of the Unit Report will also be furnished to the Chief Probation Officer.

9. In the event a student wishes to file a complaint, a further investigation is required. This will include:

   a. Staff write out the specifics of the incident and fill out the Major Incident Form immediately after the incident. (Copy of form is attached.) Statements from student/staff involved should also be obtained.
b. Inform the Chief Deputy Probation Officer that a complaint will be filed.

c. Chief Deputy Probation Officer, or his designee, will inform the Sheriff's Department to do an investigation of the incident.

d. Chief Deputy Probation Officer will also inform the Chief Probation Officer of the investigation by the Sheriff's Department and that the internal investigation is underway.

e. Staff will be expected to inform the parents of the nature of the incident.

f. Appropriate medical attention be provided, if necessary.
TO: University Young Men's Christian Association and Youth Services Clearing House
FROM: D.C. Weatherford, Chief Probation Officer
SUBJECT: MEMORANDUM AGREEMENT

Because of the continuing need for Shelter Care for male Status Offenders, the University YMCA will provide for the total sum of $3,380.00:

1. A room with 2 beds available every night with the possibility of an additional cot for a 3rd person, if needed.

2. A coordinator who is a room residence and who will be trained as a counselor by the USC staff.

3. A back-up person for the resident counselor will be provided at a cost to probation of $500/year.

4. The rental of this room is fixed at $2,800/year. Rent for the room will be paid in equal quarterly installments of $845.00, commencing on July 1, 1977 and each quarter thereafter for the first year of this agreement.

5. The operating procedures for this facility are as follows:

   a. The police will call the University YMCA concerning a status offender and state they are on the way over if room is available. Under no circumstances is a minor to be accepted at the YMCA unless brought there by a Law Enforcement Agency.

   b. During the hours of 8:00 p.m. - 9:00 a.m. a resident/counselor will be on call and will be contacted by the YMCA.
c. The resident/counselor (R/C) will meet the youth and the officer at the University YMCA.

d. The youth will stay with the resident/counselor or in the rented room until 8:00 a.m. the next morning. He will however, be under no coercion to do so. If the youth leaves, the R/C will notify the Law Enforcement Department concerned and the Champaign County Youth Home.

e. The resident counselor will contact YSC staff member at 9:00 a.m. who will attempt to re-integrate the youth into his own home. Y.S.C. is to notify the Probation Office by phone of the names of youth in custody by 10:00 a.m. each day. A negative report is also required.

f. If, return of the youth to the home, cannot be accomplished and there is need for a Shelter Care hearing, the Probation Office will be notified before 1:30 p.m. on the day following admission to Shelter Care. Week-ends have special provisions and will be covered by separate memo.

g. During the hours of 9:00 a.m. - 8:00 p.m., the YMCA will contact a YSC youth worker.

* During the summer months the resident counselor will also be available from 5:00 p.m. - 8:00 p.m. at the YMCA to make up for the gap in summer phone coverage that would otherwise occur.

h. The youth worker will meet the law enforcement officer and the youth, at the Police Department or the YMCA as agreed upon, and will try to return the youth to his home before 8:00 p.m.

i. If the youth worker is unable to do this, she/he will bring the youth to the YMCA at 8:00 p.m. and introduce him to the resident/counselor.

j. The Survival Skills Youth Center will be available to the youth during the day time hours that are not spent in direct contact with the assigned youth worker; i.e., there will be place where the youth can go during the day.
WEEKENDS

a. The resident/counselor will be available throughout the weekend and a YSC worker will be available during the weekend hours of 9:00 a.m. - 8:00 p.m.

b. The resident/counselor will meet the officer and the youth at the YMCA.

c. The resident/counselor will contact the YSC youth worker who is on call.

d. The worker will try to return the youth to his family.

e. If this cannot be accomplished, the youth will be returned to the resident/counselor and the Probation Officer will be contacted at 8:00 a.m., Monday morning to arrange for a Shelter/Care hearing.

6. The effective dates of this Memorandum are July 1, 1977 - July 1, 1978. Termination of this Memorandum agreement would be for failure to provide services. Disagreements to be resolved verbally, if possible, in writing as a final attempt to resolve the problems which may arise, and as a last resort an appearance before the Juvenile Judge of Champaign County who may enter an order cancelling the Court Facility designation of the Y.M.C.A.
MEMORANDUM

PROBATION OFFICE
CHAMPAIGN CIRCUIT COURT
URBANA, ILLINOIS

FROM: Melvin Hess, Deputy Chief Probation Officer
TO: Champaign County Youth Home Staff
SUBJECT: Fire and Safety Procedure and Routine

The following procedures are to be followed in the event of fire and/or smoke situations in the detention facility:

Staff Responsibilities

1. Senior staff on shift is appointed the responsibility of implementing and directing the evacuation of all detainees and personnel.

2. All other staff will be familiar with and knowledgeable of the procedures and routing to be followed.

3. All shifts will implement regular evacuation drills weekly in the following manner and schedule.
   a. First shift will execute a fire evacuation drill each and every Sunday.
   b. Second shift will execute a fire evacuation drill each and every Wednesday.
   c. Third shift will execute a fire evacuation drill each and every Friday.

4. Senior staff will assign other staff to the routing procedures of safety and evacuation.

Evacuation Procedures, Second Floor

1. Staff will don emergency smoke masks.

2. Detainees in East section and Center section will be released from rooms and escorted to exit #1 stairway.
3. Detainees in West section will be released and escorted to exit #2 stairway.

4. All detainees will be escorted via outside exit doors to a safe distance from facility.

5. Senior staff will notify Urbana Fire Department.

6. Senior staff will open yard gates for Fire Department.

7. All staff will evaluate any injuries requiring medical attention and will immediately arrange for ambulance services or other appropriate medical attention.

8. Staff other than senior staff, will take all possible precautions to prevent escape from custody of detainees, however, the safety of detainees and personnel will be of primary importance and escape of secondary consideration. No staff will be held responsible for escape of any detainee unless escape was a result of negligence by staff.

9. Exit #3 will be used in the event that exit #1 and/or exit #2 are unusable.

10. All three exits are to be used when the situation indicates the need to do so.

Evacuation Procedures, First Floor

All procedures of evacuation of second floor to be followed with the exceptions of exits #4, exits #5 and exit #6 are available also.

Evacuation Procedures, Basement Floor

1. All procedures of evacuation of the second and first floor to be followed.

2. Only two exits are available, exit #7 and exit #8 to stairways and outside exit #1 and #2.

Final Procedures

1. After the above procedures have been implemented and the safety of all personnel assured, the Chief Deputy Probation Officer will be notified or in his absence the staff supervisor and Chief Probation Officer.
2. Notify the County Sheriff office of the situation and request assistance.

3. Emergency placement will be arranged if the facility cannot be readily used.

4. All staff will familiarize themselves with these procedures and will implement same without exceptions.

Melvin Hess
Deputy Chief Probation Officer
TIME: ______________
DATE: ______________

I, __________________, hereby accept the person and personal belongings of ___________________. Said child having been placed in the Champaign County Youth Home on ____________ by (Agency) _______________. I, hereby, accept full responsibility for the care and safe keeping of said child and personal belongings, and further state that future plans for said child are: ____________

________________________________________

SIGNATURE OF PARENT
OR AGENCY ACCEPTING
YOUTH _______________________

AGENCY BEING REPRESENTED _______________________

WITNESS: _______________________

TYPE OF RELEASE: Court ____, Probation ____, Intake ____.
REPORT OF ALLEGED JUVENILE DELINQUENT TO THE CIRCUIT COURT

NAME OF CHILD __________________________ Last First Middle

ADDRESS _______________________________ CITY __________ STATE ____

BIRTH DATE __________ AGE ___ SEX ___ PHONE NO. __________

FATHER __________________ AGE ___ MOTHER __________________ AGE __

FATHER'S EMPLOYMENT ___________________ BY _______________________

MOTHER'S EMPLOYMENT ___________________ BY _______________________

PARENT'S ADDRESS (if different from child - also last custody if not with parents.) ______________________________________________________

WHERE IS MINOR PRESENTLY RESIDING ______________________________________

NATURE OF COMPLAINT AGAINST CHILD ______________________________________

REASON FOR PLACEMENT IN DETENTION ______________________________________

DATE OF HEARING __________________ TYPE OF HEARING __________________

PARENTS NOTIFIED OF PLACEMENT IN YOUTH HOME Yes ___ No ___ By ___

TELEPHONE _______ PERSONAL VISIT _______ Other (specify) _________

IN CASE OF RUNAWAY NOTIFY: _____________________________________________

Address ____________________________ Phone ______________

PROBATION OFFICER __________________________

SPECIAL COMMENTS ____________________________________________

PHYSICAL DESCRIPTION: HT __ WT ___ HAIR ___ EYES ______

RACE ___________________ SEX __________

Any evidence of physical injury: Yes ___ No ___ If yes, complete report of injury form.

DATE ___________ TIME OF PLACEMENT _______________________

DEPARTMENT ___________________ BY ________________________
STATE OF ILLINOIS  
JUVENILE DETENTION REPORT FORM

(Name of Facility) (Month & Year)

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<thead>
<tr>
<th>ITEMS</th>
<th>MALE</th>
<th>FEMALE</th>
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<tbody>
<tr>
<td>1. Number of juveniles in custody first day of month</td>
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<tr>
<td>2. Number of juveniles received during month</td>
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<td>TOTAL (Item #1 plus item #2)</td>
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<tr>
<td>3. Number juveniles released during month</td>
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<td></td>
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<tr>
<td>4. Number juveniles in custody on last day of month</td>
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<tr>
<td>5. Average Daily Population during month (Total number of youth detention days provided divided by number of days in the month.)</td>
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**TABLE I**

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<thead>
<tr>
<th>AGE</th>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td></td>
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<tr>
<td>11</td>
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<td>12</td>
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<td>14</td>
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<td>15</td>
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<tr>
<td>16</td>
<td></td>
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</tbody>
</table>

**TABLE II**

<table>
<thead>
<tr>
<th>Released within 36 hours</th>
<th>6 hrs</th>
<th>12 hrs</th>
<th>24 hrs</th>
<th>36 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B</td>
<td>G</td>
<td>B</td>
<td>G</td>
</tr>
</tbody>
</table>

INTAKE
STATES ATTY.
COURT

**TABLE III**

<table>
<thead>
<tr>
<th>DELINQUENTS ADMITTED</th>
<th>AGE</th>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td></td>
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<tr>
<td></td>
<td>16</td>
<td></td>
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</tr>
</tbody>
</table>

**TABLE IV**

<table>
<thead>
<tr>
<th>NON-DELINQUENTS ADMITTED</th>
<th>AGE</th>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
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<td>11</td>
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<td>15</td>
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<td></td>
<td>16</td>
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</tbody>
</table>

(Note: Delinquent or non-delinquent status is determined by alleged charged or condition at time of admission.)
DAILY CENSUS FORM FOR CHAMPAIGN COUNTY YOUTH HOME

Date of Report: _______________ Report Prepared By: _______________

I. JUVENILES IN RESIDENCE AS OF 8:00 A.M. IN THE ABOVE DATE:

<table>
<thead>
<tr>
<th>Name of Juvenile</th>
<th>Date Admitted</th>
<th>By Whom</th>
<th>Reason For Admittance</th>
<th>Hearing Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

II. JUVENILES DISCHARGED BEFORE 8:00 A.M. ON THE ABOVE DATE:

<table>
<thead>
<tr>
<th>Name of Juvenile</th>
<th>Date Discharged</th>
<th>Discharge Authorized by</th>
<th>Released to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(If additional space is needed for I or II - use a second sheet.)
ORDER OF HOME DETENTION

The court having heard evidence that there was probable cause to detain you, and place you in a locked facility. Based upon your excellent conduct, this office has decided to release, and the court has ordered that you be on HOME DETENTION under the supervision of your Probation Officer and your parents or foster parents. You will not violate any laws and will report, or allow your Probation Officer to visit your home as often as required. During this period prior to your hearing, you are to attend school, or work as required. You shall not leave the State of Illinois without the permission of the court. Your Probation Officer has the right to impose such other rules as may be required from time to time. In the event that you fail to abide by the terms and conditions your Probation Officer may take you into custody and return you to the Champaign County Youth Home.

Further conditions of Home Detention are:
1. 
2. 
3. 
4. 
5. 

Date

Chief Probation Officer

I certify that I have read and understand the above requirements for HOME DETENTION and that I will comply to the best of my ability.
## GENERAL PERSONAL ITEM INVENTORY

<table>
<thead>
<tr>
<th>Staff Initial</th>
<th>Date</th>
<th>Number Items</th>
<th>Item</th>
<th>Maximum Allowed</th>
<th>Student Initial</th>
<th>Intake</th>
<th>Student Initial</th>
<th>Release</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pair underwear</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td>Bras</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shirts or blouses</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jeans or slacks</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pair socks</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pair shoes</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sweater</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coat or jacket</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Pajamas or night-</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td>gowns</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Robe</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pair of slippers</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Belt (not in building)</td>
<td>1</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### HEALTH AND BEAUTY ITEMS

<p>| | | | | | | | | |</p>
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Toothbrush</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tube of toothpaste</td>
<td>1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottle cologne or aftershave (kept in store)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deodorant-preferable non-aerosol (kept in store)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shaver (kept in store)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comb</td>
<td>1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brush</td>
<td>1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dryer</td>
<td>1</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Make-up (any glass containers to be kept in store)</td>
<td>1</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### VALUABLES:

Items in Locker #

Student Signature ___________________ Staff Signature ________
REPORT OF PHYSICAL INJURY
UPON ADMITTANCE

INSTRUCTIONS: In the event that a student shows evidence of physical injury, at the time of admission, staff will complete the entire form. In the event there are any questions, see procedure for use of physical injury form.

1. Name of Minor ____________________________________________

2. Physical description: Ht _____ Wt _____ Hair _________
   Eyes ______ Race _______ Sex ______

3. Identify and describe injury, note location on body, include all cuts, scratches, bruises, burns, etc.

4. Minor's explanation of injury (who, what, when, where, why).

5. If injury is considered serious, contact Deputy Chief Probation Officer, or Chief Probation Officer _________.

6. A. Describe any previous action taken by admitting officer, i.e., minor taken to hospital.

   B. Describe further action recommended by administration, i.e., medical attention, other authorities to call, list name and phone number.

7. Student, staff and admitting officer/agency signatures verify injury occurred prior to admittance.

   STUDENT
   DATE ____________________ SIGNATURE ____________________

   STAFF
   SIGNATURE ____________________ ADMITTING AGENCY/OFFICER ____________________
DATE ______________________

I authorize permission for ____________________________
to be given a medical examination, and also agree to pay the
fee that is charged.

NAME OF AUTHORIZER ________________________________

STAFF SIGNATURE _________________________________
CHAMPAIGN COUNTY MENTAL HEALTH CENTER
1206 S. Randolph, Champaign, IL 61820
352-7921

Please furnish below the NAME and ADDRESS of anyone who has referred you to the Champaign County Mental Health Center, or with whom you have had previous (professional) service or counseling.

In a child case, we especially want a report from the child's school and physician.

Fill out both the TOP AND BOTTOM sections for the SAME PERSON OR ORGANIZATION, using a separate sheet for each source of information. BE SURE TO SIGN ALL COPIES.

----------------------------------------
RELEASE INFORMATION

(Of Office Copy)

I hereby given permission to the CHAMPAIGN COUNTY MENTAL HEALTH CENTER, and to
(Name)
(Doctor, School, Minister, Attorney, Agency, Clinic)

(Address)
Number Street City State Zip Code
to exchange any information they have concerning me and the members of my family.

Date Signed

Please repeat same information below

----------------------------------------
RELEASE OF INFORMATION

I hereby give permission to the CHAMPAIGN COUNTY MENTAL HEALTH CENTER, and to
(Name)
(Doctor, School, Minister, Attorney, Agency, Clinic)

(Address)
Number Street City State Zip Code
to exchange any information they have concerning me and the members of my family.

Date Signed
DATE ________________

I authorize permission for ____________________________
to smoke cigarettes.

NAME OF AUTHORIZER ________________________________
FORM III - CONSENT FOR VOLUNTARY RETURN BY RUNAWAY, ESCAPE OR ABSCONDER

Minimum distribution, 4 copies: one Reply to:
copy to be retained by court; one compact to Compact Administrator in requisitioning state; one copy to Compact Administrator in state where juvenile is being held.

I, __________________ recognize that I rightfully belong with __________________ in __________________
and I voluntarily consent to return there without further formality, either by myself or in the company of such person as the appropriate authority may appoint for the purpose.

Date _____________ Signed __________________

I, ______________ Judge of having informed the juvenile named above of (his) (her) rights under the Interstate Compact on Juveniles prior to the execution of the foregoing consent, do hereby find that the voluntary return of said juvenile to __________________ in __________________ is appropriate and in the best interest of said juvenile, and do so order such return as provided below:

1. Accompanied by __________________
2. Unaccompanied __________________
3. Via __________________, Approximate departure date and time __________________ Scheduled arrival date and time __________________

Date ______________ Signed __________________

TO BE COMPLETED ONLY IF COUNSEL OR GUARDIAN AD LITEM IS APPOINTED:

I, ______________, being the (CHECK ONE) counsel __________________ guardian ad litem __________________ of __________________ recognize and agree that said juvenile should return to __________________ in __________________ either unaccompanied or in the company of such person as the appropriate authority may appoint. I hereby consent to such return.

Date ______________ Signed __________________

(The above form is to be certified or authenticated in accordance with practice of the court. See Article VI of the Compact for further details.)
AUTHORIZATION TO RELEASE
PROFESSIONAL INFORMATION

This form is to protect your civil liberties with regard to gaining information concerning you from professional individuals or agencies. Please be certain the following conditions are met.

1. Make sure all blanks on the form are filled in before you sign it.

2. Do not sign this form as a required condition for treatment, etc.

3. Make sure the type of information to be released has been specified.

4. Make sure the release of information is in your best interest.

5. Make sure you understand that the release of information is limited to the person, agency, or company specified and that this information is not to be passed on to anyone else or to be used for any other purposes than those cited.

I, _________________________, hereby give permission to the Champaign County Youth Home, and relevant social agencies (e.g., family doctor, probation officer, school, and so on) to exchange any information they have concerning me and members of my family for the duration of my detention in the Champaign County Youth Home.

SIGNATURE OF
DATE: _______________ LEGAL GUARDIAN: _______________________

WITNESS: _______________ NAME OF
MINOR: ______________________
RULES FOR JUVENILE PROBATION
OR COURT SUPERVISION

TO: ____________________________

Date: __________

You were, on ________________, granted Probation or Court Supervision for a period of ________________. Probation or Supervision is considered a privilege, not a right, and your success will be determined by your own attitude and willingness to live up to the rules and terms, set forth as follows:

1. You should not violate any criminal law of any state or of the United States of America, nor should you violate any ordinance of any municipality of any state.

2. You should not leave the State of Illinois without first securing the court's permission. Absences from the county should be with the permission of your parents, custodian, or guardian.

3. You should report to your Probation Officer __________, the exact dates and times to be specified by the Probation Officer. In such reports, you shall furnish such information relating to the terms and conditions of your Probation or Supervision as may be required by the court and/or Probation Officer.

4. You shall pay a total of $__________, which includes $__________ Fine, $__________ court costs, $__________ for restitution. This money is to be paid during the time you are on probation or under court supervision, at the rate of at least $__________ per month, or sooner, if the court so specifies. This payment is to be made to the Probation Officer, who, in turn, has the responsibility for turning it over to the proper persons or officials.

5. You must obey the reasonable rules and directions of your parents and/or guardian and Probation Officer and you must observe the curfew laws at all times.

6. You must attend, and remain in good standing, an accredited school, or you must be employed, on a full-time basis, at some legitimate occupation if you are not in school. If you are currently enrolled in school, you may not terminate such enrollment and
attendance without first being assured of full-time employment, securing the permission of your parents and/or guardian. If enrolled in school, you will generally be expected to complete the current school term before making any change in school-attendance plans.

7. You must advise the Probation Officer immediately of any change in your residence, school, employment or other pertinent information.

8. You shall again appear before the court at the end of __________ at which time, if it appears to the court that you have abided by all of the terms and conditions of your probation or supervision, you shall be released from further supervision by the court; if, in the alternative, the court finds that you have not satisfactorily abided by the terms and conditions of your probation or court supervision, the court may then extend or revoke your probation or supervision, or take such other action as the court deems fitting and proper.

9. I have received a copy of these rules and I have read and understand them.

Subscribed and sworn to before me, ________________ this ________________ day of ________, A.D. ________________

Circuit Clerk ________________ _________ Seal
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Age</td>
</tr>
<tr>
<td>School</td>
<td>Grade</td>
</tr>
<tr>
<td>Religion</td>
<td>Church</td>
</tr>
<tr>
<td>Height</td>
<td>Weight</td>
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<tr>
<td>Hair</td>
<td>Eyes</td>
</tr>
<tr>
<td>Complexion</td>
<td>Marks</td>
</tr>
<tr>
<td>Place of Birth</td>
<td>Race</td>
</tr>
<tr>
<td>Father</td>
<td>Age</td>
</tr>
<tr>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>Occupation</td>
<td>Employed By</td>
</tr>
<tr>
<td>Mother</td>
<td>Age</td>
</tr>
<tr>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>Occupation</td>
<td>Employed By</td>
</tr>
<tr>
<td>Parent's Marital Status</td>
<td></td>
</tr>
<tr>
<td>Brothers and Sisters</td>
<td>(Names, Ages, Addresses)</td>
</tr>
<tr>
<td>Relatives or Others in Home</td>
<td></td>
</tr>
<tr>
<td>Child's Occupation</td>
<td>Employed By</td>
</tr>
<tr>
<td>Clubs or Organizations</td>
<td></td>
</tr>
<tr>
<td>Hobbies</td>
<td></td>
</tr>
<tr>
<td>Term of Probation</td>
<td>Date</td>
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<tr>
<td>Reports</td>
<td>Fine $</td>
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<td>Restitution $</td>
<td>To Whom</td>
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<td>How To Be Paid</td>
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<td>Date</td>
<td>Amount</td>
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</tbody>
</table>

Previous arrests or agency contacts: ______________________

Facts of current incident or arrest: ______________________
RECORD OF COURT ORDERS AND PLACEMENTS:

---

RECORD OF REPORTS AND VISITATIONS:
# TELEPHONE LOG FOR LONG DISTANCE TELEPHONE CALLS

<table>
<thead>
<tr>
<th>DATE</th>
<th>PERSON CALLED &amp; NUMBER</th>
<th>CITY</th>
<th>CASE</th>
<th>STAFF PERSON</th>
<th>LAST 2 DIGITS OF YOUR NO.</th>
<th>REASON FOR CALL</th>
</tr>
</thead>
<tbody>
<tr>
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Conclusions

The production of this handbook will serve as a guideline to the staff, detainees, and to the general public. This handbook will bring about a greater awareness of the expectations involved in the efficient operation of a youth detention center and will serve as a guide for future handbooks when revision becomes necessary.

Recommendations

Since this is the first handbook for the Champaign County Youth Detention Center it may not serve all of its intended purposes. However, the administration and staff can utilize this handbook and make improvements when necessary. The following recommendations are being made from a partial assessment of the present operating procedures at the youth center:

1. The Champaign County Detention Center should issue a handbook to each staff member.
2. Each detainee should be required to read the handbook.
3. A staff member should be designated to keep the handbook up to date.
BIBLIOGRAPHY
