

20.0322

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extension

emailed 4/15

**FOIAsheriff**

MS

**From:** McHenry County, IL Website <webmaster@mchenrycountyil.gov>  
**Sent:** Monday, April 13, 2020 3:15 PM  
**To:** FOIAsheriff; Greg Schoen  
**Subject:** \*NEW SUBMISSION\* Sheriff FOIA Request Form

**Sheriff FOIA Request Form**

**Submission #:** 258059  
**IP Address:** 73.200.234.217  
**Submission Date:** 04/13/2020 3:15  
**Survey Time:** 3 minutes, 47 seconds

You have a new online form submission.  
Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

**Name:**

Jesse Franzblau

**Email (or Address):**

jfranzblau@heartlandalliance.org

**Address (or Email):**

jfranzblau@heartlandalliance.org

**Desired Response Type:**

Email

**Daytime Phone:**

2022762569

**Fax:**

**Records Requested:**

1. All policy guidance relating to the efforts underway to ensure the health and safety of personnel and people in detention in the facility during the novel coronavirus (COVID-19), including records on testing, prevention, access to medical care, and quarantines. 2. Records with information on the numbers of people who have been tested, showed symptoms, been quarantined, or treated for COVID-19, in the McHenry County facility.

**Read-Only Content**

**Is this request for a commercial purpose?**

No

Thank you,  
McHenry County, IL

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.



20.0322

4/20

**FOIAsheriff**

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**From:** McHenry County, IL Website <webmaster@mchenrycountyil.gov>  
**Sent:** Monday, April 13, 2020 3:18 PM  
**To:** FOIAsheriff; Greg Schoen  
**Subject:** \*NEW SUBMISSION\* Sheriff FOIA Request Form

**Sheriff FOIA Request Form**

**Submission #:** 258062  
**IP Address:** 73.200.234.217  
**Submission Date:** 04/13/2020 3:18  
**Survey Time:** 2 minutes, 2 seconds

You have a new online form submission.  
Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

**Name:**

Jesse Franzblau

**Email (or Address):**

jfranzblau@heartlandalliance.org

**Address (or Email):**

jfranzblau@heartlandalliance.org

**Desired Response Type:**

Email

**Daytime Phone:**

2022762569

**Fax:**

**Records Requested:**

1. Communications, including electronic communications and attached documents, with Immigration and Customs Enforcement and/or the McHenry County Sheriff's Office related to preparations, handling, and instructions on preparing for a potential outbreak and spread of COVID-19 in the McHenry County Adult Correctional Facility . 2. Communications regarding the medical preparations for COVID-19, including the use of quarantine, in the McHenry County Adult Correctional Facility.

**Read-Only Content**

**Is this request for a commercial purpose?**

No

Thank you,  
McHenry County, IL

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This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.



April 20, 2020

Jesse Franzblau  
jfranzblau@heartlandalliance.org

Dear Mr. Franzblau:

The McHenry County Sheriff's Office is in receipt of your FOIA request dated April 13, 2020.

Please find enclosed the following exhibits identified as Exhibits A-R as records in response to your FOIA request. We deny any portion of your request that seeks personal and private information and medical information.

The basis for exempting the aforementioned from disclosure is 5 ILCS 140/7(1)(b) and 5 ILCS 140/7(1)(c).

You have a right to seek a review of this response by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. You can file your request for your review with the PAC within 60 calendar days of the date of this letter by writing to:


Public Access Counselor  
Office of the Attorney General  
500 South 2<sup>nd</sup> Street  
Springfield, IL 62706  
Telephone: (877) 299-3642  
Facsimile: (217) 782-1396  
Email: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

You also have a right to seek judicial review of this response under 5 ILCS 140/11.

Sincerely,

Dan Sitkie  
Chief of Corrections



<b>General Order</b>		<b>Issued: 06/02/2010</b>	<b>GO - 3.4.5-08</b>
 <p><b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff</p>	ACA Standards: 4-ALDF-4C-14, 15, 16, 17, 18; 4D-06, 07		
	CALEA Standards:		
	Approved: _____	Revised: <b>09/27/2010</b>	
Chapter Title: <b>HEALTH CARE</b>		Page 1 of 7	
Subject: <b>COMMUNICABLE DISEASES &amp; INFECTION CONTROL PROGRAM</b>			

**INDEXED AS:** Biohazard Waste  
 Decontamination/Clean-Up  
 Education/Training  
 Identification/Surveillance  
 Infection Control Committee  
 Isolation  
 Personal Protective Procedures  
 Prevention  
 Reporting of Communicable Diseases

**I. PURPOSE**

- A. To describe the procedures used for the communicable disease and infection control program in the McHenry County Corrections Division.

**II. POLICY**

- A. It is the policy of the Corrections Division to provide a comprehensive program for the management of infectious diseases. The Medical department shall provide guidelines to prevent the spread of infection within the facility among employees, detainees/inmates and visitors.

**III. PROCEDURES**

- A. There is a written plan that addresses the management of infectious and communicable diseases. The plan includes procedures for prevention, education, identification, surveillance, immunization (when applicable), treatment, follow-up, isolation (when indicated), and reporting requirements to applicable local, state, and federal agencies. A multidisciplinary team that includes clinical, security, and administrative representatives, meets at least quarterly to review and discuss communicable disease and infection control activities. Agencies work with the responsible public health authority to establish policy and procedure that include the following: an ongoing education program for staff and inmates; control, treatment, and prevention strategies, which may include screening and testing, special supervision, or special housing arrangements, as appropriate; protection of individual confidentiality; and media relations. (4-ALDF-4C-14)
- B. There is a written plan that addresses the management of tuberculosis. The plan includes procedures for initial and ongoing testing for infection. Surveillance, treatment, including treatment of latent tuberculosis, follow-up, and isolation, when indicated. (4-ALDF-4C-15)





- C. There is a written plan that addresses the management of hepatitis A, B and C. The plan includes procedures for the identification; surveillance; immunization, when applicable; treatment, when indicated; follow-up; and isolation, when indicated. (4-ALDF-4C-16)
- D. There is a written plan that addresses the management of HIV infection. The plan includes procedures for the identification; surveillance; immunization, when applicable; treatment, follow-up; and isolation, when indicated. (4-ALDF-4C-17)
- E. Management of bio-hazardous waste and decontamination of medical and dental equipment complies with applicable local, state and federal regulations. (4-ALDF-4C-18)
- F. All officers and staff members shall minimize exposure to human blood and other bodily fluids since these may carry diseases such as AIDS or hepatitis. All staff shall respond to detainee/inmate emergencies and other facility duties with the understanding that contact with bodily fluids is a possibility and that all bodily fluids are potentially contaminated.
- G. Personal Protective Procedures
1. All officers shall assume that all persons are potential carriers of an infectious disease.
  2. All Correctional Officers are provided with throughout the facility a supply of disposable gloves and CPR face shields.
  3. A CPR plastic airway shield should be used when it is necessary to perform mouth-to-mouth resuscitation.
  4. Needles and other sharp instruments shall be handled with extra care and placed into sharps containers. This is normally the duty of Medical staff personnel.
  5. Staff shall wear protective masks when entering the medical isolation cells or transporting detainees/inmates to and from the medical isolation cells if detainee/inmate(s) who are housed in this section pose a risk of airborne disease.
  6. Disposable gloves should be worn when handling any person, clothing, or equipment with bodily fluids on them. Open cuts and abrasions should be covered with a waterproof bandage before reporting to duty.
  7. Disposable gowns, masks, goggles, and disposable gloves are located in each first-aid kit and emergency response kits in the Transport Office.
  8. Instructions regarding the use and location of personal protective equipment shall be provided as part of first-aid training.
  9. Personal protective equipment shall be replenished and checked for adequacy on a routine basis by staff.



10. If blood or other potentially infectious materials contaminate reusable personal protective equipment or uniforms, the items shall be removed and decontaminated as soon as possible.
  - a. If blood or other potentially infectious materials contaminate personal protective equipment or uniforms, which may be laundered, the items should be placed in a red impervious bag and until disinfected by the laundry process.
  - b. Refer to MCSO General Order 1.4.10, *Exposure Control Plan* for further information regarding exposures.
11. All new direct care staff shall receive a test for tuberculosis prior to job assignment and periodic testing thereafter. (4-ALDF-4D-06)
12. All new direct care staff is offered the hepatitis B vaccine series. (4-ALDF-4D-07)
  - a. Refer to MCSO General Order 1.4.10, *Exposure Control Plan* for further information.

#### H. Identification/Surveillance

1. Every detainee/inmate who comes into the Corrections Division shall be medically screened during intake. Medical staff shall review all intake medical screenings.
2. Any detainee/inmate who is exhibiting signs of a communicable disease, or advises a staff member that they currently have an airborne communicable disease shall immediately have a face mask placed on them and isolated in an individual cell.
  - a. Medical staff shall be notified immediately to make the determination whether the detainee/inmate may have an airborne communicable disease. Medical staff should call and consult with the facility physician.
  - b. If the symptoms are of such a nature that the facility physician believes the detainee/inmate may have an airborne communicable disease, the appropriate tests shall be ordered and all precautions will be followed when dealing with the detainee/inmate.
3. Tuberculosis (TB) tests are given to all detainees/inmates at the time of their initial physical. If the result is positive, the detainee/inmate shall be given a chest x-ray. If the chest x-ray is positive, Medical staff shall contact the McHenry County Department of Health for diagnosis and a treatment plan. If the detainee/inmate refuses medications, they shall be isolated in a medical isolation cell until they are released or until they are willing to cooperate with the treatment plan.
4. Detainees/Inmates disclosing, or believed to have, other communicable diseases such as HIV, AIDS, Hepatitis (all strains), etc., shall be evaluated by Medical staff for a confirmed diagnosis and to develop a treatment plan.



I. Prevention

1. Hand washing facilities are readily accessible to all staff and detainees/inmates. In addition, commercial hand cleansing agents are readily available.
2. Puncture resistant containers for the disposal of syringes and needles are provided and located near their area of use.
3. Impervious bags and gowns are available for use with linen that may be contaminated with bloodborne pathogens. These bags are labeled to identify their content as bio-hazardous.
4. Biological waste storage containers are labeled and located in areas where waste is generated.
5. Appropriate and easily accessible cleaning supplies shall be available at all times for decontamination of environmental surfaces. All spills of blood and blood-contaminated fluids shall be promptly cleaned while wearing disposable gloves. If splashing is anticipated, protective eyewear shall be worn along with an impervious gown.
6. All employees shall take precautions to prevent injuries caused by needles or any sharp instruments used in their work. Contaminated needles and sharp instruments will be placed in a puncture-resistant container for disposal.
7. All employees shall use extreme caution searching clothing and detainee/inmate living spaces.

J. Education/Training

1. All employees with a potential for occupational exposure shall receive required training during working hours prior to performing the work assignment and annually thereafter.
2. Annual training is provided in conjunction with currently required communicable disease education training for all staff. The use of universal precautions is a component of all first aid training programs.
3. Elements of the training program shall include, but are not limited to:
  - a. An accessible copy of regulatory standards and an explanation of its contents.
  - b. A general explanation of the epidemiology and symptoms of bloodborne diseases.
  - c. An explanation of the modes of transmission of bloodborne pathogens.
  - d. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.



- e. A description of personal protective equipment and its use.
- f. Information on the hepatitis B vaccine, including information on its safety.
- g. Information on the appropriate actions to take and persons to contact in an emergency involving blood or potentially infectious materials.
- h. An opportunity for interactive questions and answers with the person conducting the training session.

K. Isolation

1. Isolation practices shall be instituted when medically necessary to prevent the spread of disease. In addition, arrangements may be made to house any detainee/inmate with active tuberculosis in a medical isolation cell or local hospital.
2. When it is determined by a physician and/or Medical staff that a detainee/inmate no longer poses a danger of spreading tuberculosis, the detainee/inmate shall be removed from the medical isolation cell or returned to the facility from the hospital.

L. Reporting of Communicable and Infectious Diseases

1. It is the responsibility of the Health Services Administrator or designee, to report to the McHenry County Department of Health, as mandated by law, any communicable or contagious diseases declared to be dangerous to the public health.
2. Initial reports shall be via telephone to the Communicable Disease Department of the McHenry County Department of Health.
3. The Health Services Administrator or designee shall make notice to the McHenry County Department of Health within prescribed time frames described below. After hours: (815) 344-7421.
  - a. The following diseases shall be reported immediately or within three (3) hours by telephone (815) 334-4510 or Fax (815) 334-4635:
    - 1) Anthrax, Plague, Smallpox, Botulism (food borne), Q Fever, and Tularemia.
  - b. The following will be reported as soon as possible by telephone, but within twenty-four (24) hours:
    - 1) Botulism, Neisseria Meningitidis, Chickenpox (Adults over 20), Pertussis (whooping cough), Cholera, Poliomyelitis, Diphtheria, Rabies (human), Enteric Escherichia coli infection, Rabies, Potential Human Exposure, Hemolytic Uremic Syndrome, Smallpox Vaccine Reactions, Haemophilus influenzae, meningitis and other invasive





disease, Staphylococcus Aureus infections with intermediate or high level, Hepatitis A, Streptococcal Infection, Measles, Typhoid fever, and Typhus.

- c. The following will be reported as soon as possible by telephone, but within seven (7) days:
- 1) Amoebiasis, Leprosy, Blastomycosis, Leptospirosis, Brucellosis, Listeriosis, Campylobacteriosis, Lyme Disease, Chickenpox (under 20), Malaria, Cryptosporidiosis, Meningitis, Aseptic, Cyclosporiasis, Mumps, Ehrlichiosis, Human Granulocytic, Psittacosis, Ehrlichiosis, Human Monocytic, Rocky Mountain Spotted Fever, Encephalitis, Rubella, Giardiasis, Salmonellosis, Hantavirus Pulmonary Syndrome (other than Typhoid Fever), Hepatitis B (cases and carriers), Shigellosis, Hepatitis C (cases and carriers), Streptococcus Pneumoniae, Hepatitis (Viral or Other), Tetanus, Histoplasmosis, Toxic Shock Syndrome, Legionellosis (Legionnaires' Disease), Trichinosis, and Yersiniosis.
- d. The McHenry County Department of Health requests that sexually transmitted disease be reported to the STD Clinic within seven (7) days at (815) 334-4500.
- e. The McHenry County Department of Health requests that Tuberculosis reports be made to the TB Clinic at (815) 334-4500.

M. Decontamination/Clean-Up

1. Unprotected skin that comes in contact with bodily fluids should be washed immediately with hot water and antibacterial soap for at least fifteen (15) seconds. Antiseptic wipes or a waterless antibacterial solution may be used when no water is available.
2. Excess bodily fluids should be wiped up with approved disposable materials. An approved disinfectant should be used to clean the area and any equipment that has come in contact with bodily fluids. All disposable materials shall be placed into a biohazard bag for proper disposal.
3. Any contaminated clothing or uniforms shall be placed into a biohazard bag until the items can be laundered or sent out for disposal.

N. Infection Control Committee

1. The Infection Control Committee shall be comprised of representatives from the Medical Department, Administration, Training Staff, and Correctional Officers.
2. The Infection Control Committee shall meet quarterly to review and discuss communicable disease and infection control activities.




3. The committee shall work with the McHenry County Department of Health to establish policies and procedures that include:

- a. An ongoing education program for staff and detainees/inmates.
- b. Control
- c. Treatment
- d. Prevention strategies
- e. Confidentiality
- f. Media relations

O. Biohazard Waste

1. Biohazard waste is stored in a locked storage container until removed from the facility. A contracted biohazard waste removal company removes biohazard waste as needed from the facility.



<b>General Order</b>		<b>Issued: 05/17/2010</b>	<b>GO - 3.4.5-06</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-4C-24, 26		
	CALEA Standards:		
	Approved: _____	Revised:	
Chapter Title: <b>HEALTH CARE</b>		Page 1 of 2	
Subject: <b>DETAINEE/INMATE PHYSICALS</b>			

**INDEXED AS:** Detainee/Inmate Physicals

### I. PURPOSE

- A. To describe the process the Corrections Division uses to conduct detainee/inmate physical examinations.

### II. POLICY

- A. It is the policy of the Corrections Division to provide detainees/inmates with a physical examination to ensure proper medical care is provided if necessary.

### III. PROCEDURES


- A. A comprehensive health appraisal for each detainee/inmate is completed within fourteen (14) days after arrival at the facility. If there is documented evidence of a health appraisal within the previous ninety (90) days, a new health appraisal is not required except as determined by the designated health authority. Health appraisal includes the following: (4-ALDF-4C-24)
1. Review of the earlier receiving screening.
  2. Collection of additional data to complete the medical, dental, mental health, and immunization histories.
  3. At the discretion of the facility's health authority, laboratory and/or diagnostic tests to detect communicable disease, including venereal disease and tuberculosis.
  4. Recording of height, weight, pulse, blood pressure, and temperature.
  5. Other tests and examinations, as appropriate.
  6. Medical examination, including review of mental and dental status.
  7. Review of the results of the medical examination, tests, and identification of problems by a physician or other qualified health care personnel, if such is authorized in the medical practice act.
  8. Initiation of therapy, when appropriate.



9. Development and implementation of treatment plan, including recommendations concerning housing, job assignment and program participation.
- B. The physical examination shall be completed by a Registered Nurse in the medical unit examination room. The physical examination shall be a complete evaluation of the detainee/inmate's entire body to determine the presence of any medical conditions or possible medical conditions.
  - C. A pre-work physical examination shall also be given to detainees/inmates that will be working in any area of the facility. The examination shall be completed by a qualified Medical staff member to ensure detainee/inmate that will be working in the food service area are free from any communicable diseases.
    1. The pre-work examination for food service workers shall be in accordance with the McHenry County Department of Health regulations regarding food service employees and be conducted prior to job entry and at least annually thereafter.
    2. The examination shall ensure freedom from diarrhea, skin infections, and any other contagious or food-transmitted diseases. This examination shall provide protection to food service workers by identifying duty assignment restrictions and preventing the spread of communicable diseases to others.
      - a. Any detainee/inmate that develops any of the above mentioned medical conditions shall be removed from approved work status and be re-evaluated by Medical staff to determine suitability to continue their job assignment. The detainee/inmate shall not return to work until cleared for work by the Medical staff.
  - D. The Medical Office shall determine the conditions for periodic health examinations of detainees/inmates. Detainees/Inmates housed in the facility for a period of one (1) year or greater shall be placed on a periodic health examination schedule. (4-ALDF-4C-26)





<b>General Order</b>		<b>Issued: 04/20/2010</b>	<b>GO - 3.4.1-03</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-4C-22, 25		
	CALEA Standards:		
	Approved: _____	Revised: <b>06/02/2010</b>	
Chapter Title:	<b>RECEPTION &amp; ORIENTATION</b>		Page 1 of 3
Subject:	<b>MEDICAL INTAKE SCREENING</b>		

INDEXED AS: Medical Intake Screening  
Receiving Screening

### I. PURPOSE

- A. To provide a description and guidelines for completing the medical screening form on all detainees/inmates who come into custody of the McHenry County Sheriff's Corrections Division.

### II. POLICY

- A. It is the policy of the McHenry County Sheriff's Office to ensure every detainee/inmate receives a medical screening by a trained Booking staff member prior to receiving a housing assignment.

### III. DEFINITIONS

- A. *Medical Screening Form*: The electronic form in the VisionInform Jail Management System program used by Corrections staff to initially assess the physical and mental status of a detainee/inmate during the Booking process.

### IV. PROCEDURES

- A. Intake medical screening for detainees/inmates commences upon the detainee/inmate's arrival at the facility and is performed by a Booking Officer. All findings are recorded on a screening form approved by the health authority. The screening includes at least the following: (4-ALDF-4C-22)

1. Inquiry into:

- a. Any past history of serious infectious or communicable illness, and any treatment or symptoms and medications.
- b. Current illness and health problems, including communicable diseases.
- c. Dental problems.
- d. Use of alcohol and other drugs, including type(s) of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of any problems that may have occurred after ceasing use.




- e. The possibility of pregnancy.
  - f. History of problems.
  - g. Other health problems designated by the responsible physician.
2. Observation of the following:
    - a. Behavior, including state of consciousness, mental status, appearance, conduct, tremor, and sweating.
    - b. Body deformities and other physical abnormalities.
    - c. Ease of movement.
    - d. Condition of the skin, including trauma markings, bruises, lesions, jaundice, rashes, and infestations, recent tattoos, and needle marks or other indications of drug abuse.
  3. Medical disposition of the inmate:
    - a. Refusal of admission until inmate is medically cleared.
    - b. Cleared for general population.
    - c. Cleared for general population with prompt referral to appropriate health care service.
    - d. Referral to appropriate health care service for emergency treatment.
  4. Detainees/Inmates, who are unconscious, semiconscious, bleeding, or otherwise obviously in need of immediate medical attention, are referred. When they are referred to an emergency department, their admission or return to the facility is predicated on written medical clearance. When screening is conducted by trained custody staff, a subsequent review of positive finding by the licensed health care staff is required. The responsible physician, in cooperation with the facility manager, establishes protocols.
  5. Facilities that have reception and diagnostic units or a holding room conduct receiving screening on all detainees/inmates on their arrival at the facility as part of the admission procedures.
- B. In the event that a Booking Officers observes a detainee/inmate that requires immediate medical attention, requests medical attention, or is taking prescription medications, the Booking Officer shall notify a supervisor who shall notify the Medical staff that a member must report to Booking to evaluate the detainee/inmate.
- C. Upon completion of the medical screening form, Booking Officers shall photocopy the form and place the copy in the detainee/inmate's Booking file and the original of the form in the Medical mailbox located in Booking.



General Order	Issued: 04/20/2010	GO - 3.4.1-03
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- D. Medical staff shall be responsible for reporting to Booking to collect and review the medical screening forms as scheduled by the Health Services Administrator.
- E. Detainees/Inmates shall not be housed in any housing unit prior to having a medical screening form completed.
- F. Medical staff shall be responsible for health appraisal data collection and recording which includes the following: (4-ALDF-4C-25)
  - 1. A uniform process as determined by the health authority.
  - 2. Health history and vital signs collected by health-trained or qualified health care personnel.
  - 3. Collection of all other health appraisal data performed only by qualified health personnel.
  - 4. Review of the results of the medical examination, test, and identification of problems is performed by a physician or mil-level practitioner, as allowed by law.
- G. An officer is not required to be present while the Medical staff conducts the medical evaluation, unless the detainee/inmate has exhibited signs of aggression or appears mentally unstable. At no time shall a member of the Medical staff become physically involved with a disruptive and/or defiant detainee/inmate. If it is necessary for an officer to be present, it should be limited to visual observation so as not to interfere with the confidentiality of information. It may be appropriate to conduct the intake with a secure barrier separating the detainee/inmate and the Medical staff member, i.e. through the chuckhole of a closed cell door.
- H. Members of the Medical staff are not permitted to transport detainees/inmates.
- I. Members of the Medical staff may not call for any cell doors to be opened. An officer must be present with the nurse anytime a cell door is opened.
- J. Any medication in the possession of the detainee/inmate at the time of admission shall be withheld until verification of its proper use is obtained and documented. This verification shall be made as soon as possible, but within the time interval specified for administration of the medication on the prescription container.
- K. The detainee/inmate shall be instructed to sign the form indicating that they were explained and understand the services offered. Completed forms shall be placed in the Medical mailbox in Booking.



<b>General Order</b>		<b>Issued: 06/02/2010</b>	<b>GO - 3.4.5-09</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards:		
	CALEA Standards:		
	Approved: _____	Revised:	
Chapter Title: <b>HEALTH CARE</b>			Page <b>1 of 4</b>
Subject: <b>AIRBORNE DISEASE CONTROL PROGRAM</b>			

INDEXED AS: Ante Room/Vestibule  
 Cleaning Medical Isolation Cells  
 Daily Handling of Items  
 Escort/Transportation  
 Exercise and Showers  
 Medical Isolation Cells  
 Negative Air Flow Gauge  
 Personal Protective Equipment (PPE)  
 Quarantine Housing Units

**I. PURPOSE**

- A. To describe the procedures used for the airborne disease control program in the McHenry County Corrections Division,

**II. POLICY**

- A. It is the policy of Corrections Division to clearly define procedures for staff on the management of airborne infectious diseases and in the use of medical isolation cells. The Medical staff shall provide guidelines to prevent exposure of detainees/inmates and Corrections Division staff to airborne infectious diseases.

**III. DEFINITIONS**

- A. *Medical Isolation Cells (Negative Airflow Cells):* The purpose of the Medical Isolation Cells is to maintain the flow of air into the room, thus keeping all airborne pathogens from reaching surrounding areas. The exhaust air in the Medical Isolation Cells is filtered through a High Efficiency Particulate Air (HEPA) filter before being exhausted to the outside, where it is rendered harmless by natural elements.
- B. *Ante Room/Vestibule:* Room located in the dayroom area that separates the Medical Isolation Cells from the dayroom.

**IV. PROCEDURES**

- A. Medical Isolation Cells
  - 1. The following cells in Block 5 are Medical Isolation Cells that have a negative airflow system: Cells 5-302, 5-405, and 5-406.
- B. Personal Protective Equipment (PPE)





1. Any detainee/inmate that may be a carrier of an airborne disease shall wear an N95 mask anytime that they are out of a Medical Isolation Cell.
2. Staff shall wear disposable gloves and a disposable N95 mask prior to opening the door of a Medical Isolation Cell.
  - a. Put on the disposable gloves.
  - b. Place N95 mask over both the nose and mouth.
  - c. Make sure the nose clip is secured and the mask has a tight fit.
  - d. Complete necessary tasks.
  - e. Avoid touching any exposed skin with the gloves.
  - f. Remove one glove by grasping the cuff end and pulling it downwards off the hand.
  - g. Hold the removed glove in gloved hand.
  - h. Place fingers of ungloved hand under the cuff of gloved hand.
  - i. Pull the glove off hand inside out, keeping both gloves together.
  - j. Discard in bio-hazard receptacle located in ante room.
  - k. Wash hands thoroughly using sink located outside Medical Isolation Cell.
  - l. Remove the mask and discard in a bio-hazard receptacle.
    - 1) Staff may reuse their N95 mask during the shift provided it has not become exposed to moisture. If the mask becomes exposed to moisture, then it should be discarded.
  - m. Wash hands thoroughly again.
3. Medical staff shall notify Corrections Administration and Shift Supervisors if there is a need for PPE beyond gloves and an N95 mask. If additional PPE is required, a sign to alert staff shall be posted on the wall by the Medical Isolation Cell door indicating the need for additional PPE. Any additional PPE needed shall be provided for staff.

C. Negative Air Flow Gauge

1. There is a gauge that is located on each Medical Isolation Cell door indicates what the pressure is inside the cell.
2. Normally the gauge should read "0" or above to show that the negative air flow in the Medical Isolation Cell is working properly.
3. If the gauge is reading below "0", contact a Sergeant and Medical staff **IMMEDIATELY** and **DO NOT open the cell door.**



a. Check the other Medical Isolation Cells to see if the gauges on those cells also read below "0" or appear to be working properly. If another Medical Isolation Cell appears to be working properly, consult with Medical staff and a Sergeant and consider moving the detainee/inmate to a working cell.

1) If the detainee/inmate is going to be moved to another Medical Isolation Cell, appropriate PPE should be worn by the detainee/inmate and staff during the move to another cell.

4. When the gauge is reading below "0", the detainee/inmate should be given an N95 mask to wear and the cell door should remain closed. The cell door or food slot should only be opened for the detainee/inmate for medical and basic needs. Officers shall wear gloves and a mask when handling a situation as stated above.
5. The Sergeant shall contact Facilities Management to check the filters and gauges located in the 3M Mechanical Room.
6. The gauges shall be checked when a Medical Isolation Cell is occupied by a detainee/inmate. Officers shall monitor negative airflow readings when doing their detainee/inmate checks.

D. Ante Room/Vestibule Procedures

1. The ante room/vestibule area is a neutral zone. While in this area there is not a need to wear a mask or gloves.
2. In the ante room/vestibule area, there is a sink for washing of hands for officers and Medical staff **ONLY**. This sink is not to be used by detainees/inmates for any reason. A bio-hazard garbage can shall be near the sink and shall always have a red bio-hazard bag inside.
3. When the food slot is opened to hand an item (i.e. food trays, medication etc.) to a detainee/inmate, a mask is not needed, but gloves are recommended. The negative air flow system draws the air from the ante room/vestibule into the cell and it is exhausted out through the HEPA filters. Contaminants within the cell will not enter into the ante room/vestibule.

E. Daily Handling of Inmate/Detainee Items

1. There are not any special precautions when handling detainee/inmate items. Detainee/Inmates personal property (i.e. clothing, dishes) can be collected and washed according to normal procedures. Gloves are recommended when handling these items.
2. Detainees/Inmates in the Medical Isolation Cells shall have access to the cleaning supplies daily to clean their cells.
3. Garbage shall be collected every day from the detainees/inmates being housed in the Medical Isolation Cells. The Medical Isolation Cells along with the sections garbage shall be disposed of each daily.



F. Escort/Transportation of Detainees/Inmates

1. A detainee/offender in a Negative Air Flow Cell will be transported only if the treatment or procedure cannot be accomplished within the facility.
2. A Sergeant and the Medical staff will be notified immediately of any movement outside the cell. The Medical staff will notify the Officers of any extra precautions needed during the escort/transport.
3. The Sergeant and Medical staff will notify the receiving agency of any isolation precautions necessary.
4. All staff involved in the escort/transfer, as well as the detainee/offender, will wear an N95 mask.

G. Exercise and Showers

1. Unless otherwise directed by Medical staff, detainees/inmates being housed in a Medical Isolation Cell shall be allowed to have an hour out daily for exercise and showering.
  - a. While the detainee/inmate is out of the Medical Isolation Cell they shall wear an N95 mask.
2. All other detainees/inmates in the section are to be locked down and must remain out of the day room for one (1) hour after the detainee/inmate has returned to the Medical Isolation Cell.
  - a. This also applies for phone use or visitation.

H. Cleaning Medical Isolation Cell After Use

1. Once a detainee/inmate has been removed from a Medical Isolation Cell, the cell should be closed for one (1) hour. After the one (1) hour period, the detainee/inmate may reenter the cell to clean it.

I. Quarantine Housing Units

1. In the event that a number of detainees/inmates become ill due to an illness spreading within the facility and there are not enough Medical Isolation Cells to isolate the ill, the Health Services Administrator shall advise the Chief of Corrections.
2. The Health Services Administrator and Chief of Corrections shall designate a section within one of the Blocks as a Quarantine Section. Any detainee/inmate that becomes ill shall be housed in these sections.
3. Staff entering the Quarantine Section should use the same PPE procedures as outlined in Section B. of this policy.





# MCHENRY COUNTY SHERIFF'S OFFICE

2200 N. Seminary Avenue ■ Woodstock, Illinois 60098

Phone: 815-338-2144

Fax: 815-338-9285

www.mchenrysheriff.org

sheriff@co.mchenry.il.us

**BILL PRIM**  
SHERIFF

To: ALL CORRECTIONS STAFF 03-13-20

From: Dan Sitkie  
Chief of Corrections

Subject: **Operations concerning Corona Virus**

Currently I am working with the Lieutenants, WellPath, Aramark, Court Administration, the States Attorney's Office and the Health Department with developing ways for the Jail to proceed should a Corona Virus infected person be housed within the facility. We are in the preliminary stages and have meetings next week to lock down the rest of the questions we have before something is set in stone. Of course with all "new" ventures that we learn and take on as an organization; the mumps as a past example, we will have bumps in the road and will adjust and learn and make it better.

For now the Lieutenants have started having booking Officers clean the intake room down after someone is brought in. They are also having transport Officers clean the vehicles after each use with a prisoner put into them. We have also canceled all programs and are working to suspend visitation in the future as well.

Moving forward and until the above "plans of action" can be developed and implemented, please continue to take preventative measures both for yourself, your partners and the inmates of the facility by encouraging cleanliness and washing hands after doing something.

We have put notices on DMS for what to do to be more preventive and I give you the knowledge of the CDC website and Health Department websites for more helpful tips to assist you when working here or when at your homes.

There will be more to come in the following weeks on this issue and with a little luck and a lot of preventive maintenance we may be lucky enough to say that we never had it in the jail.

Be safe and please put extra effort into your assignments with utilizing the PPE we have here for you to use should you feel the need to use it.

Thank you.

\_\_\_\_\_  
Dan Sitkie  
Chief of Corrections







# MCHENRY COUNTY SHERIFF'S OFFICE

2200 N. Seminary Avenue ■ Woodstock, Illinois 60098  
Phone: 815-338-2144 Fax: 815-338-9285  
www.mchenrysheriff.org sheriff@co.mchenry.il.us

**BILL PRIM**  
SHERIFF

To: ALL CORRECTIONS STAFF 03-18-20  
From: Dan Sitkie  
Chief of Corrections  
Subject: **Operations Concerning Corona Virus—currently without any being in the jail.**

Currently we do not have anyone in the facility with the COVID 19 virus and will remain status quo in our operations.  
For now the following has been decided and implemented to help stem the amount of movement the jail does and what it allows into the facility.

The Following is happening for at least the next 2 weeks. Please read the below:

1. The Court house will remain open but is only going to be performing the following functions:
  - a. Rights Court/Bond Court---This will be done by video starting sometime this week and as early as Wednesday Morning. Sgt. Nelson will be on to oversee.
  - b. Felony Court --- This as of now will remain as it is but they are going to be pushing more cases to May as time goes on.
  - c. Speedy Trials---None slated until April.
  - d. All other court types have been pushed out and will not be in session during the next couple weeks to months.
2. The Front Lobby will be closed as of 8 am on Wednesday March 18<sup>th</sup>.
  - a. The First set of doors will remain opened for the public to bond inmates out, put monies on the kiosk for the inmate's accounts and to utilize the medical box for expired prescriptions.
  - b. The Second set of doors will be locked at all times.
  - c. Days and Afternoon shift will continue to staff two (2) Officers at this location as Lawyers will still be allowed contact (behind the glass) visits.
    - i. Front desk Officers will still man the phones and schedule visits.
    - ii. Front desk Officers will open the second set of doors for the Lawyers, I.D. them and then bring them back to the contact visit rooms by the Sergeants office.
    - iii. Front desk Officers will retrieve the Lawyers when their visit is done and ensure they leave the jail.
    - iv. Front desk Officers will do the rest of their assigned functions as normal or as directed by their shift Sergeants.
3. Visitation for the general public at the facility is being canceled as of Wednesday and will now be conducted from their homes or smart phones/tablets on video.
4. Rights Court viewing is open still—but **ONLY** up to 5 people first come, first served---they must sit away from each other.



**BILL PRIM**  
SHERIFF

## **MCHENRY COUNTY SHERIFF'S OFFICE**

2200 N. Seminary Avenue ▪ Woodstock, Illinois 60098

Phone: 815-338-2144

Fax: 815-338-9285

[www.mchenrysheriff.org](http://www.mchenrysheriff.org)

[sheriff@co.mchenry.il.us](mailto:sheriff@co.mchenry.il.us)

I want to take the rest of this time to address the "Infamous" rumor mill of the jail in relation to "double time", "overtime", "12 hour shifts" etc... etc.... being stated by Officers and possibly Sergeants to one another in regard to life in the jail in the coming weeks or if we get a case of COVID 19. Please stop listening to the "Gossip Mongers" who if you simply ask them "**where is that put out in writing so I can read it?**" You will be told it is not and you can just tell that person(s) to stop spreading rumors and getting everyone's hopes up or getting everyone worked up or even angry.

The actuality of what will be happening is that everyone that works here in Corrections whether you are a Corrections Officer, Sergeant, Lieutenant or Chief is that you are "essential". Having a "title" associated with your Rank is all irrelevant when it comes to who will be coming into work whether or not we have COVID 19 in the facility, as the answer is everyone that works here will be.

Whether or not we have court going on, the court house is closed or everyone else in the world is getting to stay home; we are all public safety/law enforcement Officers and have a duty to the county of McHenry and the citizens of said county to ensure their safety and protection. You all took an oath like I did along with everyone else that works here and you are not the only ones that this pertains to. Radio dispatchers, fire personnel, paramedics, police officers, sheriff's deputies etc.... All have the same responsibility and will be working during this entire event/time in history.

Please keep up with your PPE usage while working, cleaning your work areas and with continuing to stay on top of the inmates and detainees of the facility to maintain good hygiene and cleaning habits.

As stated already we do not have a case of COVID 19 and continuing to look out for one another and help others that need reminding or assistance with keeping up good PPE, Hygiene and Cleaning habits will help us remain COVID free. Remain vigilant and remain calm.

Thank you and keep up the great job.

ADMINISTRATIVE ORDER NO. 2020-06  
22<sup>nd</sup> JUDICIAL CIRCUIT  
McHENRY COUNTY,  
ILLINOIS

**FILED**

MAR 20 2020

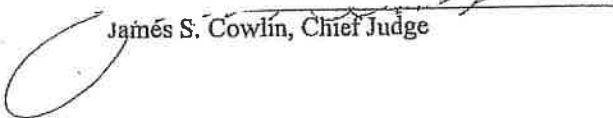
KATHERINE M. KEEFE  
McHENRY CTY. CIR. CLK.

**TEMPORARY ORDER - COVID-19 Notices to Appear on Misdemeanor Cases**

With respect to any warrants issued in relation to misdemeanor offenses **except** offenses of domestic battery or violation of an order of protection,

IT IS HEREBY ADMINISTRATIVELY ORDERED that law enforcement may satisfy the obligation of the warrant by issuing the defendant a notice to appear.

This order remains in effect until further order of the court. The court will continue to review and adjust the order as is necessary.

  
James S. Cowlin, Chief Judge

3-20-2020  
Date





**!!ALL PROGRAMS HELD AT THE MCACF (McHENRY COUNTY ADULT CORRECTIONAL FACILITY) ARE CANCELED INDEFINITELY UNTIL FURTHER NOTICE!!**  
**THIS IS EFFECTIVE IMMEDIATELY AS OF THIS EMAIL - TODAY.**

### **COVID – 19 PRECAUTION**

In light of a confirmed case of the Coronavirus surfacing in the McHenry County area, the MCACF (McHenry County Adult Correctional Facility) is taking this cancellation precaution in order to keep everyone involved with the facility safe from possible contamination/exposure. The safety of the general public, all Volunteers, those we house and our employees is our top priority. We sincerely apologize for any inconveniences and disappointments, however, we feel these measures are necessary.

Thank you for all you do. We appreciate your understanding. Please pass this along to all volunteer members you work with and that are under your charge.

Feel free to call me with any questions.

**Lieutenant Tarrance Brooks**  
TLBrooks@mchenrycountyil.gov

**McHenry County Sheriff's Office**  
Corrections Division  
Special Operations Group

ACA, CALEA & NCOHC Accredited

2200 N. Seminary Ave  
Woodstock, Illinois 60098  
Office: 815-334-4093  
Fax: 815-334-3031



## Deanna McCahill

---

**From:** Daniel Acevedo  
**Sent:** Wednesday, March 11, 2020 3:31 PM  
**To:** Frank Males; Eric Guzman; Sharon Zenk; Matthew Boelhower; Matthew Rotes; Dawn Burke; Curtis Jones; Daniel Splendoria; Jennifer Brummel; Deanna McCahill; Kent (Mick) Nelson; Carrie Weinacht; Steve Laudick; Russ Royales; Jonas Troka; Ryan Fitzgerald  
**Cc:** Ricardo Pagan; Daniel Sitkie; Tarrance Brooks; Patrick Grisolia  
**Subject:** Jail Programs

Effective immediately and until further notice all jail programs are canceled. We will notify you when the programs start up again.

**Lieutenant Daniel Acevedo**

[DRAcevedo@mchenrycountyll.gov](mailto:DRAcevedo@mchenrycountyll.gov)

**McHenry County Sheriff's Office**

**Corrections Division**



ACA, CALEA & NCCRD Accredited

2200 N. Seminary Ave  
Woodstock, Illinois 60098  
Office: 815-334-4090  
Cell: 815-378-3448

# COVID-19

CORONAVIRUS DISEASE

## What law enforcement personnel need to know about coronavirus disease 2019 (COVID-19)

**Coronavirus disease 2019 (COVID-19)** is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

**Patients with COVID-19** have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby.
- Close contact increases your risk for COVID-19, including:
  - » Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
  - » Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

### To protect yourself from exposure

- **If possible, maintain a distance of at least 6 feet.**
- **Practice proper hand hygiene.** Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/Emergency Medical Technician (EMS/BMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of PPE for respiratory protection, if available.

### Recommended Personal Protective Equipment (PPE)

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow CDC's Interim Guidance for EMS, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>.

Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e., coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls\*,
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator), and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face).

\*If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

### If close contact occurred during apprehension

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow CDC's Interim General Business Guidance. Search "Interim Guidance for Businesses" on [www.cdc.gov](http://www.cdc.gov).



For more information, [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)



## Motorola Solutions Technical Notification (MTN)

**TITLE:** Recommended general Motorola Solutions radio, body-worn camera and accessory cleaning and disinfecting guidelines in response to the coronavirus (COVID-19) pandemic

**TECHNOLOGY:** Motorola Solutions Radio, Body-Worn Camera and Accessory

### **SUMMARY:**

In response to the coronavirus (COVID-19) pandemic, Motorola Solutions is providing recommended cleaning and disinfecting guidelines for our radios, body-worn cameras and accessories based on our current and best understanding of radio hygiene. Per global health authorities, removing germs, dirt and impurities from surfaces lowers the risk of spreading infection. Using chemical disinfectants may kill germs that remain on surfaces after cleaning, which further lowers the risk of spreading infection.

Information from the WHO website: [Getting your workplace ready for COVID-19](#)

Information from the US CDC website: [Coronavirus Disease 2019 \(COVID-19\)](#)

### **General Cleaning:**

- Apply 0.5% detergent-water solution with a cloth, then use a stiff, non-metallic, short-bristled brush to work all loose dirt away from the device. Use a soft, absorbent, lintless cloth or tissue to remove the solution and dry the device.
- Make sure that no solution remains entrapped near any connectors, cracks or crevices.

### **Disinfecting:**

- Devices may be disinfected by wiping them down with over-the-counter isopropyl alcohol (rubbing alcohol) with at least 70% alcohol concentration.
- When cleaning with isopropyl alcohol, **the alcohol should never be applied directly to the device.** It should be applied to a cloth, which is then used to wipe down the device.
- The effects of certain chemicals and their vapors can have detrimental effects on plastics and the metal platings.

**Do not** use bleach, solvents or cleaning sprays to cleanse or disinfect your device.

### **IMPORTANT:**

Motorola Solutions, Inc. is unable to, and did not, determine whether any particular cleaning product is effective in removing specific foreign substances (including viruses) from the device, nor whether any disinfectant will remove all germs or viruses. However, the above cleaners, disinfectants and processes have been approved for use by Motorola Solutions, Inc. related to their less degrading effect on the physical device. Please consult the chemical manufacturers' documentation for specifics on cleaning product efficacy with regards to foreign substances (such as viruses).

For assistance with this bulletin please contact your MSI Technical Support Center:

In NALA [https://www.motorolasolutions.com/en\\_us/support.html](https://www.motorolasolutions.com/en_us/support.html)

In EMEA [https://www.motorolasolutions.com/en\\_xu/support.html](https://www.motorolasolutions.com/en_xu/support.html)

In Asia [http://www.motorolasolutions.com/en\\_xp/support.html](http://www.motorolasolutions.com/en_xp/support.html)

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Exhibit F

JB Pritzker  
Governor



Rob Jeffreys  
Acting Director

**The Illinois Department of Corrections**

1301 Concordia Court, P.O. Box 19277 • Springfield, IL 62794-9277 • (217) 558-2200 TDD: (800) 526-0844

July 29, 2019

Sheriff Bill Prim  
McHenry County Sheriff's Department  
2200 North Seminary Avenue  
Woodstock, Illinois 60098


Joseph J. Tirio  
McHenry County Clerk  
2200 North Seminary Avenue  
Woodstock, Illinois 60098

Dear Sheriff Prim and County Clerk Tirio:

A copy of the recent inspection report for the McHenry County Jail is enclosed. The *Illinois Compiled Statutes [730 ILCS 5/3-15-2(b)]* mandates the Illinois Department of Corrections to inspect each county jail annually and to make the results of such inspections available for public review. Your offices should make this inspection report available for public review in the records of McHenry 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 the public's review.

The Jail and Detention Standards Unit staff is available for consultation should you desire. Please call (217) 558-2200, extension 4212.

Sincerely,

  
Edwin R. "Bob" Bowen, Manager  
Jail and Detention Standards Unit

cc: McHenry County Board Chair Jack D. Franks  
Criminal Justice Specialist Michael Leathers

*Mission: To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.*

[www.illinois.gov/idoc](http://www.illinois.gov/idoc)

JB Pritzker  
Governor



Rob Jeffroys  
Acting Director

---

**The Illinois Department of Corrections**

1301 Concordia Court, P.O. Box 19277 • Springfield, IL 62794-9277 • (217) 558-2200 TDD: (800) 526-0844

**MCHENRY COUNTY JAIL  
2019 INSPECTION REPORT**

Criminal Justice Specialist Michael Leathers inspected the McHenry County Jail on June 26, 2019. Entrance and exit interviews were conducted with Lieutenant Michael Lukas and Sergeant Deanna McCahill.

**IMPROVEMENTS SINCE LAST INSPECTION**

1. A Prison Rape Elimination Act (PREA) compliance audit was completed.
2. The meal provider contract was renewed and removed soy items from the menu.
3. Updates to fire alarm panels, smoke detectors and tamper switches were completed.
4. Correctional officers received Hepatitis A, MMR and Chickenpox vaccinations.

**NONCOMPLIANCES WITH ILLINOIS COUNTY JAIL STANDARDS**

None

**RECOMMENDATIONS**

Jail officials should consider painting areas of the jail as needed.

Michael Leathers  
Criminal Justice Specialist

---

*Mission: To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.*

[www.illinois.gov/idoc](http://www.illinois.gov/idoc)

ILLINOIS DEPARTMENT OF CORRECTIONS  
 OFFICE OF JAIL AND DETENTION STANDARDS  
**County Jail Inspection Checklist**  
 P.O. Box 19277  
 Springfield, Illinois 62794-9277  
 217-558-2200 ext. 4212  
 Fax: 217-558-4004

June 26, 2019  
 Date of Inspection

Name of Facility: McHenry County Jail Phone Number: 815-338-2144  
 Address: 2200 North Seminary Avenue  
 City/State: Woodstock IL Zip Code: 60098  
 Sheriff: Bill Prim Phone Number: 815-338-2144  
 Address: 2200 North Seminary Avenue  
 City/State: Woodstock IL Zip Code: 60098  
 Chairman, County Board: Jack D. Franks  
 Address: 2200 North Seminary Avenue  
 City/State: Woodstock IL Zip Code: 60098  
 Chief Judge: James S. Cowlin Judicial Circuit: 22nd  
 Address: 2200 North Seminary Avenue  
 City/State: Woodstock IL Zip Code: 60098  
 Resident Judge: James S. Cowlin  
 Address: 2200 North Seminary Avenue  
 City/State: Woodstock IL Zip Code: 60098  
 Jail Superintendent: Chief Daniel Sitkie

Officials and titles interviewed, other than above: Lieutenant Michael Lukas, Sergeant Deanna McCahill and Classification Officer Shannon Hermie

Date of construction: 1992 Date of last renovation: 2005

Capacity:	Total: <u>650</u>	Male: <u>602</u>	Female: <u>52</u>
		Juv. Male: <u>0</u>	Juv. Female: <u>0</u>
Inspection date pop.:	Total: <u>438</u>	Male: <u>383</u>	Female: <u>55</u>
		Juv. Male: <u>0</u>	Juv. Female: <u>0</u>
Number of cells:	Single: <u>0</u>	Double: <u>0</u>	Other: <u>(4) 4-bed dorms</u>
Number of detention rooms:	Single: <u>8</u>	Double: <u>319</u>	Other: <u>N/A</u>
Employees specifically assigned full-time jail duties:	Male: <u>104</u>	Female: <u>35</u>	
a. Part-time jail officers:	Male: <u>0</u>	Female: <u>0</u>	
b. Non-jail staff persons performing jail duties:	Male: <u>0</u>	Female: <u>0</u>	

Distribution: Sheriff  
 County Board Chairman  
 County Clerk  
 Jail and Detention Standards Unit

Printed on Recycled Paper

DOC 0464 (Eff 02/2015)  
 [Replaces DC 483-C]



National Commission on  
Correctional Health Care

1145 W Diversey Pkwy 773-880-1460 phone  
Chicago, Illinois 773-880-2424 fax  
60614-1318 www.ncchc.org

July 30, 2019


Daniel Sitkie, Chief  
McHenry County Adult Correctional Facility  
2200 N. Seminary Avenue  
Woodstock, IL 60098

Dear Chief Sitkie:

Congratulations! The National Commission on Correctional Health Care (NCCHC), upon receipt of further documentation, determined that it will continue to accredit McHenry County Adult Correctional Facility for its compliance with NCCHC's *Standards for Health Services in Jails*. Please find the accreditation report and Certificate of Accreditation enclosed. Your health services administrator will also receive a copy of the accreditation report.

NCCHC congratulates you on your achievement and wishes you continued success in the future. It is anticipated that the next scheduled on-site survey of the facility will occur sometime before December 1, 2021. If we can be of assistance to you, please feel free to call us at any time.

Sincerely,

  
Tracey Titus, RN, CCHP-RN  
Vice President, Accreditation

Enclosure

cc: Deborah Ross, Interim CEO  
Amanda Justen

McHenry County Adult Correctional Facility, IL  
July 30, 2019

The National Commission on Correctional Health Care is dedicated to improving the quality of correctional health services and helping correctional facilities provide effective and efficient care. NCCHC grew out of a program begun at the American Medical Association in the 1970s. The standards are NCCHC's recommended requirements for the proper management of a correctional health services delivery system. These standards have helped correctional facilities improve the health of their inmates and the communities to which they return, increase the efficiency of their health services delivery, strengthen their organizational effectiveness, and reduce their risk of adverse patient outcomes and legal judgments.

On December 10-11, 2018 NCCHC conducted its review for continuing accreditation of the McHenry County Adult Correctional Facility under the NCCHC 2018 Standards for Health Services in Jails. On February 8, 2019, NCCHC granted continuing accreditation with verification. This report focuses primarily on issues that required corrective action for compliance with the standards and is most effective when read in conjunction with NCCHC's February 8, 2019 report.

There are 39 essential standards; 38 are applicable to this facility and 38 (100%) were found to be in compliance. One hundred percent of the applicable essential standards must be met. ***The McHenry County Adult Correctional Facility has now met this condition.***

Standard number and name not compliant:

None

Standard number and name partially compliant:

None

Standard number and name not applicable:

J-E-03 Transfer Screening

There are 20 important standards; 19 are applicable to this facility and 18 (95%) were found to be in compliance. Eighty-five percent or more of the applicable important standards must be met. ***The McHenry County Adult Correctional Facility has met this condition.***

Standard number and name not compliant:

None

Standard number and name partially compliant:

J-C-07 Staffing

Standard number and name not applicable:

J-C-08 Health Care Liaison

Decision: On July 29, 2019, the Accreditation and Standards Committee granted accreditation to the McHenry County Adult Correctional Facility.



June 13, 2019

TO: Tac D. Johnson  
Assistant Director for Detention Management

FROM: Gary L. Johnson  
Lead Compliance Inspector  
The Nakamoto Group, Inc.

SUBJECT: **Annual Inspection of the McHenry County Adult Correctional Facility**

The Nakamoto Group, Inc. performed an annual inspection for compliance with the National Detention Standards (NDS) of the McHenry County Adult Correctional Facility in Woodstock, IL, during the period of June 11-13, 2019. This is an IGSA facility.

The inspection was performed under the guidance of Gary L. Johnson, Lead Compliance Inspector. Team members were:

Subject Matter Field	Team Member
Detainee Rights	Jack T. Hartwig
Security	Gary L. Johnson
Medical Care	Larry Hewitt
Medical Care	Wilfredo P. Acosta
Safety	Michael Young

#### Type of Inspection

This is a scheduled annual inspection which is performed to determine overall compliance with the ICE NDS for Over 72 hour facilities. The facility received a previous rating of Acceptable during the June 2018 annual inspection.

#### Inspection Summary

The McHenry County Adult Correctional Facility is currently accredited by:

- The American Correctional Association (ACA) – Yes
- The National Commission on Correctional Health Care (NCCHC) - Yes
- The Joint Commission (TJC) - No
- Prison Rape Elimination Act (PREA) - Yes

#### **Standards Compliance**

The following information is a summary of the standards that were reviewed and overall compliance that was determined as a result of the 2018 and the 2019 annual compliance inspections:





The Nakamoto Group, Inc.

<i>2018 Annual Inspection</i>	
Acceptable	38
Deficient	0
Repeat Deficiency	0
Not Applicable	1

<i>2019 Annual Inspection</i>	
Acceptable	38
Deficient	0
Repeat Deficiency	0
Not Applicable	1

The inspection team identified sixteen (16) deficient components in the following four (4) standards:

- Correspondence and Other Mail - 2, both of which are repeat deficiencies
- Food Service - 11
- Recreation - 1, which is a repeat deficiency
- Hold Rooms in Detention Facilities - 2

#### **Facility Snapshot/Description**

The McHenry County Adult Correctional Facility, located in Woodstock, Illinois, is owned and operated by the McHenry County Sheriff's Office. The McHenry County Sheriff's Office has an IGSA with Homeland Security ICE. Woodstock, Illinois, is approximately fifty miles northwest of the Chicago O'Hare International Airport. The facility houses all custody levels of male and female ICE detainees and local McHenry County inmates. The facility opened in 1992 with 315 beds and new construction added 335 beds in 2006. The current operational capacity is 630 beds. On the first day of the inspection, the total population at the facility was 445 which included 228 male and 34 female ICE detainees. The average daily population of ICE detainees for the previous twelve months was 243 males and 37 females with an average length of stay of 42.44 days for males and 46.21 days for females.

The facility is a multi-level building with the administrative offices in the front on the non-secure side of the building. Inside the secure facility are various program offices, the medical department, and the food service department. There is no perimeter fence; the walls of the building constitute the perimeter of the facility. The external doors in the facility are alarmed and are checked on each shift. The facility has four separate general population housing units with twenty individual housing sections spread across these four units. All detainee housing is cell design with capacities ranging from twelve to 64 beds. Four general population housing sections are under direct supervision from an officer's post inside each housing section and sixteen housing sections receive indirect supervision from officers in the control tower and a roving officer. Stationary cameras are also located in each housing unit, hallways, and other areas. In addition to the general population housing, the facility has housing designated for both male and female special management. One ICE detainee was housed in the special management unit in administrative segregation status pending a disciplinary hearing during the inspection.

Each general population housing unit has a dayroom area equipped with tables, chairs, televisions, telephones, board games, one kiosk for ordering commissary items, and two kiosks for visitation. Detainees housed in general population have access to one of four indoor recreation areas one hour per day, seven days per week. Detainees in the special management units are offered one hour and fifteen minutes out-of-cell time daily. The facility does not provide outdoor recreation. ICE detainees participate in the voluntary work program.

Overall, the team found the atmosphere in the facility to be calm with no obvious indicators of high stress. Sanitation was observed to be acceptable.

All of the housing units and common areas of the facility were visited and/or observed during the inspection.



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tion. Numerous detainees were interviewed; some interviews were with small groups of detainees in housing units and common areas and several were private and confidential and included detainees with limited English proficiency (LEP). The interviews with LEP detainees were facilitated by use of a telephonic translation service. Interviews included detainees who had recently arrived at the facility and some who had been housed at the facility for longer periods of time. The detainees voiced no concerns regarding imminent life/safety issues although one female detainee expressed concerns regarding a non-ICE detainee living in the same housing unit whom she recognized from a local newspaper article. Follow-up by the LCI and the Medical SME discovered that this low custody female ICE detainee was housed in the medical housing unit with a high custody non-ICE detainee. The medical housing unit for females contains four cells and a small dayroom for out-of-cell time. The detainees were housed in different cells; however, commingling was possible in the small dayroom during meals and any other time the detainees were out of their cells. The low custody female ICE detainee was pregnant and had been moved to the medical housing unit the previous evening as a precaution due to a potential risk of exposure to another ill detainee in the general population housing section. This issue was immediately brought to the attention of the command staff who implemented protocols to preclude commingling of incompatible custody levels during out-of-cell time for ICE detainees housed in the medical housing unit.

All other detainees who were interviewed stated they felt safe and were generally satisfied with the interaction, responsiveness, and professionalism of facility and ICE staff and with access to medical services, mail, the law library, telephones, visitation, and recreation. Detainees expressed general satisfaction with the quantity and quality of food provided.

Four detainees stated concerns regarding medical care. The medical SME followed up on each concern and found that the detainees had been seen by medical staff and their issues were addressed. Two detainees stated they did not receive handbooks upon arrival. Detainees routinely sign for the handbooks when they are issued during the booking process. The detention files of these two detainees were reviewed and indeed they had not signed for the handbooks. The facility issued handbooks to these detainees during the inspection.

The Safety SME requested to observe a fire drill during the inspection; however, the facility declined the request.

The facility does not charge co-pays for medical, mental health, or dental care. Medical services are provided by Wellpath.

Food service and commissary service are provided via a contract with Aramark. Detainee telephone services are contracted with ICSolutions.

#### **Areas of Concern/Significant Observations**

There were no areas of concern or significant observations.

#### **Recommended Rating and Justification**

The Lead Compliance Inspector recommends that the facility receive a rating of Acceptable. The facility complies with the ICE National Detention Standards. No (0) standards were found Deficient and one (1) standard was Not Applicable (N/A). All remaining thirty-eight (38) standards were found to be in compliance.





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### LCI Assurance Statement

The findings of compliance and non-compliance are accurately and completely documented on the G-324 Inspection Form and are supported by documentation in the inspection file. An out brief was conducted at the facility and in addition to the entire Nakamoto Group, Inc. Inspection Team, the following were present:

- ICE Officials – DCSO Raphael Davis and DSM Chris McDaniel
- Facility Staff – Sheriff Bill Prim, Chief of Corrections Dan Sitkie, Administrative Lieutenant Michael Lukas, Programs Lieutenant Brooks, Lieutenant Acevedo, Accreditation Sergeant Deanna McCahill, Booking Sergeant Ryan Fitzgerald, Information Technology Sergeant Mick Nelson, Transport Supervisor Carrie Weinacht, Programs Officer Janice Lumpp, Wellpath HSA Amanda Justen and Aramark Food Service Manager Sara Vance

Gary L. Johnson, Lead Compliance Inspector

June 13, 2019

Printed Name of LCI

Date

**Deanna McCahill**

**Subject:** FW: Emergency Scheduling  
**Attachments:** Mids 12 Hour Shift Schedule.pdf; Day shift 12 Hour Shift Schedule.pdf

**From:** Daniel Sitkie  
**Sent:** Wednesday, March 25, 2020 11:34 AM  
**Subject:** Emergency Scheduling

Good morning all,

Due to the Executive Order and the emergency state we are in, the Sheriff has implemented a new schedule for the **Corrections** Division. This new schedule will be effective March 29, 2020 at 0600 hours. The new shift will consist of 12 hours shifts (0600 hours – 1800 hours and 1800 hours – 0600 hours) and will run for 28 days (April 25, 2020). The Sheriff will assess the situation and determine if we are going to continue with the 12 hours shift for another 28 days. The Corrections Administration identified 149 Sheriff's Corrections staff (to include supervisors) to be allocated to Corrections functions. From the 149 Officers, we made up two shifts (Days and Mids). To alleviate total changes in each employee's life, all of the members on dayshift/midnight shift were assigned to the shift that closely represented their current schedule (days stay on days, mids stay on mids). The remainder of the schedule was built based on seniority. The attached schedule was constructed with two goals in mind:

- 1) To protect and mitigate the exposure the Sheriff's Officers receive while working the Jail.
- 2) To continue to provide an uninterrupted service for the citizens of the county and for the protection of the Inmates/Detainees we are in charge of.

**SCHEDULING**

To do this, we constructed two (2) shifts: 85 (with Sergeants) for the Day shift and 64 (with Sergeants) for the Night shift.

We then broke the shifts down further into two (2) two (2) group teams for a total of four (4).

We then named those shifts: **Days Group 1 and Days Group 2 ---for the Day shift and Mids Group 1 and Mids Group 2 for the night shift.** Each of those groups was assigned its personnel as stated above.

During the first pay period (March 29<sup>th</sup> – April 11<sup>th</sup>) Days and Mids Group 1 will be scheduled to work. Days and Mids Group 2 will be sequestered (this will be addressed to its meaning later).

Each group will be working two weeks within the facility and out of that 2 weeks will be only working seven (7) total 12 hour shifts for the 28 day period.

Assignments will be available by Saturday March 28<sup>th</sup> at 0600 hours for Officers to know where they are that are working in the Group 1 shifts.

Officers will report to work as usual and punch in as normal, however they will now immediately report to their work assignment and read the roll call notes on share point.

Being in full uniform, punched in and at your duty assignment by either 0600 or 1800 hours of your shift is mandated.

There will no longer be punching in and getting dressed and then reporting.

While on sequestered days, Officers need to be at the ready during their scheduled shift as they are being paid while at home (more to come below on this)

The Officer will need to be ready to report for duty within 90 minutes if called. While sequestered, Officers are still free to go to the park, the store or any other essential needs.

Alcoholic beverages cannot be consumed during the hours of their scheduled shift while sequestered.

Groups 2 will then start their 2 weeks and report on the 12<sup>th</sup> and Group 1 will be on sequester. **\*\*\*PLEASE REFERENCE THE ATTACHMENTS FOR SCHEDULES AND GROUPS\*\*\***

**HIREBACK**

The following hireback procedure will be effective during this emergency scheduling period:

1. Officers on the affected shift on their regular scheduled days off
2. Officers on the opposite shift on their regular scheduled days off
3. Officers that are sequestered
  - o Affected shift (by seniority)
  - o Opposite shift (by seniority)

#### WAGES/COMPENSATION

Officers will continue to get their paychecks bi-weekly. However, during the emergency scheduling period, the Department will utilize a 28 day pay period (160 hours). Officers that are scheduled to work, will work seven (7) twelve hour shifts for a total of 84 hours. Officers that are sequestered will receive five and two-fifths (5.4) hours of pay every day (76 hours). Giving each Officer 160 hours of pay during the 28 day period. Any Officers that works overtime during their normal workday, is entitled to overtime pay at their respective overtime rate (for this emergency schedule a normal workday is 12 hours).

#### BENEFIT TIME

During this emergency scheduling period, benefit time will be granted on a case by case basis. Those that wish to use benefit time should make their request through their chain of command and will be authorized by the Sheriff. During this emergency scheduling period, benefit time will be converted into hours to cover the 12 hour shift. All benefit time whether already scheduled previously or moving forward will now be 12 hours for each day.

#### SECONDARY EMPLOYEMENT

Secondary employment will be limited to Law Enforcement jobs only. Officers who are on their 14 day work cycle may continue to work, on their regular scheduled days off, their secondary jobs. Officers who are sequestered are not permitted to maintain secondary employment during the emergency scheduling period.

Please take a look at the attached schedules for your shifts. These schedules do not have operation assignments, but take a look at your scheduled and sequestered days. If there are any concerns, please contact your Lieutenants with those concerns by March 28<sup>th</sup> at 1500 hours. Please let me know if you have any questions or concerns in the meantime.

Thanks,

Chief Sitkie

THE INFORMATION CONTAINED IN THIS MESSAGE OR ANY ATTACHMENT MAY BE CONFIDENTIAL OR PRIVILEGED, AND IT IS INTENDED ONLY FOR THE USE OF THE NAMED RECIPIENT. IF YOU ARE NOT THE NAMED RECIPIENT, THIS ADMONITION SERVES AS NOTICE THAT ANY DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS MESSAGE OR ANY PART THEREOF IS PROHIBITED BY LAW. IF YOU HAVE RECEIVED THIS MESSAGE IN ERROR, PLEASE RE-SEND IT TO THE SENDER IMMEDIATELY BY RETURN E-MAIL AND DELETE THE ORIGINAL FROM YOUR COMPUTER SYSTEM.



April 16, 2020

Sheriff FOIA Officers Robb Tadelman and Jodi Croner  
McHenry County Sheriff's Office  
2200 N. Seminary Ave  
Woodstock, IL 60098

RE: Request under Illinois Freedom of Information Act (5 ILCS 140/1-11 (2010))

Wellpath LLC is in receipt of the request for public records received by the McHenry County Jail dated April 3, 2020, from the University of Chicago Law School. As you are aware, Wellpath is a private contractor providing the medical care at the McHenry County Jail. Wellpath, as a private company, is not subject to the Illinois Freedom of Information Act. *See* 5 ILCS 140. Several of the items requested contain information wholly owned and maintained by Wellpath, and are thus not public records.

Furthermore, policies, protocols, procedures, internal audits, and practices are proprietary information of a private company. Each item requested related to Wellpath-specific policies and practices meets the definition of a trade secret under the Illinois Trade Secrets Act. 765 ILCS 1065/2(b). These items are considered "information, including but not limited to, technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data or list of actual or potential customers or suppliers." *Id.* Additionally, Wellpath has taken steps to maintain the confidentiality of the requested information to prevent this information from further disclosure. Pursuant to the Illinois Freedom of Information Act, "[t]rade secrets and commercial or financial information obtained from a person or business where such trade secrets or information are proprietary, privileged or confidential" are exempt from disclosure, 5 ILCS 140/7(1)(g). Furthermore, when drafting the Illinois Freedom of Information Act, the Illinois legislature intended the term trade secret to be "construed broadly." *Roulette v. Department of Central Management Services*, 141 Ill.App.3d 394, 399-400 (1986). These items are methods by which Wellpath provides its individualized and unique approach to correctional health care services, and Wellpath expends a substantial effort to ensure the secrecy of these items.

To the extent this request includes policies and procedure pertaining to the treatment and testing of COVID-19, Wellpath follows CDC guidance regarding COVID-19 testing, treatment, and procedure. Wellpath is also coordinating efforts with the local health department. COVID-19 testing is provided, when clinically indicated, at no cost to patients. Furthermore, the local health

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department maintains the requested records related to outbreaks at the McHenry County Jail and flu vaccinations administered to patients and employees, not Wellpath.

Additionally Wellpath does not have documentation responsive to some of the items listed in the request. As the Illinois Freedom of Information Act does not impose no duty to create records and documents, Wellpath will not extrapolate or formulate new data in response to the request.

If you wish to further discuss this matter, please feel free to contact myself or Amanda Justen, McHenry County's Health Services Administrator.

Sincerely,

Hannah M. Bernard, Esq.<sup>1</sup>  
*Director, Regulatory Affairs & Operations Support*  
*Wellpath LLC*

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<sup>1</sup> Licensed in Tennessee

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# MEDICAL SIGNS & SYMPTOMS AWARENESS TRAINING

It is important to be able to recognize medical emergencies because they may not only happen to the detainees or inmates while you are on duty, but they could also happen to your fellow officers or a family member. The Medical staff has provided information for staff to review regarding how to recognize some medical signs and symptoms. This information is important to review and learn because knowing the different signs and symptoms could save someone's life. The following pages provide general information on the signs and symptoms for:

- **Adverse Medication Effects**
- **Diabetes**
- **Heat Attack (AMI)**
- **Heat Related Injuries**
- **Influenza**
- **Medical Information Confidentiality**
- **Opioid Overdose**
- **Positional Asphyxia (PA)**
- **Respiratory Distress**
- **Rhabdomyolysis**
- **Seizure**



## Recognizing Respiratory Distress

### Basics

Respiratory Distress occurs when the respiratory system is in danger of not being able to keep up with the needs for oxygen and gas exchange

Usually, people having trouble breathing aren't hard to recognize, but they can fool you. Always ASK about history of risk factors (listed below), and don't hesitate to contact medical if there is ANY question about someone's ability to breathe!

**Remember the A-B-C's**  
**Airway**  
**Breathing**  
**Circulation**

### Risk Factors

- Airway obstruction
- Allergies
- Asthma
- Chronic bronchitis
- Chronic obstructive pulmonary disease
- Congestive heart failure
- Deconditioning/obesity
- Heart attack
- History of chest or abdominal trauma
- Panic attack
- Pneumonia
- Recent upper respiratory infection

**IMPORTANT:** If someone has already used a rescue (albuterol) inhaler, and needs it again **less than 4 hours** later, **SEND THEM TO MEDICAL ASAP!**

### Symptoms

#### Respiratory effort

- Shallow and rapid - especially faster than 24 breaths a minute
- Labored and forceful, or absent
- Working hard to breathe - using extra muscles, as in the shoulders or neck

#### Abnormal muscles used to breathe

- Retractions (especially pulling-in of the muscles between the ribs)
- Flaring of the nostrils with each breath

#### Abnormal posture

- Leaning forward to breathe
- Head and neck tilted back
- Elbows pulled away from body

#### Abnormal Sounds when breathing

- Grunting or other noise "stridor"
- Wheezing
- Coughing

#### Also

- **Pale or blue** skin coloring
- **Change in** mental alertness or speech
- **Weakness** and **exhaustion**
- **Restlessness**

### Take Away.....

- **Know your ABC's**
- **Look, listen and feel for breathing/air movement**
- **Don't wait - this is a medical emergency!**



## Recognizing Positional Asphyxia (PA)

### Basics

Positional asphyxia is not enough intake of oxygen as a result of body position that interferes with breathing

Restraint asphyxia is a form of positional asphyxia that occurs during the process of subduing and restraining an individual in a manner causing interference with a person's ability to breathe

"Hog-tying" refers to the restraint of a person in a prone (face-down) position with his/her wrists and ankles bound closely together behind the back

The end result is not enough oxygen in the blood to meet the body's oxygen needs or demands (hypoxia) which then results in death

### Risk Factors

- Traumatic or prolonged struggle during arrest
- Agitated, psychotic excited delirium or mania
- Drugs or alcohol abuse
- Obesity and poor conditioning
- Hypothermia (cold outdoor and/or body temperature)
- Past medical history of heart problems or breathing problems

### Prevention

- Avoid "hog-ties" completely
- Apply restraints to extremities **separately**
- Use a wall, not the floor, to assist in restraint if possible
- Avoid pressure to chest, back, lungs, diaphragm or stomach
- Avoid obstructing airway
- Move person off stomach to side-lying or sitting (if alert) after adequately restrained
  - Avoid sitting while slumped forward
- Ask about
  - Recent drug use
  - Health conditions, asthma, bronchitis, emphysema
  - Recent cardiac or respiratory disease
- Do not leave the suspect unattended. Assign an "observer" to note the situation and pay attention to the patient's symptoms especially respiratory compromise
- Monitor carefully during and after restraint for breathing difficulty or loss of consciousness
- Breathing difficulty or loss of consciousness requires immediate medical attention
- Notify receiving facility of conditions surrounding apprehension and medical history

### Take Away.....

- **Apply restraints to extremities separately, not "hog-tied"**
- **Monitor breathing and consciousness after high intensity restraint efforts**



## Recognizing Influenza

### Basics

Flu is a contagious **respiratory** (lung) illness caused by influenza viruses. There are many types of flu viruses. It's important to be aware of influenza ("flu") and know how to tell the difference between flu and a "cold".

**Symptoms of the flu usually start suddenly and are more intense than "cold" symptoms.** Colds are usually milder and begin slower than flu symptoms. People with colds are more likely to have a runny or stuffy nose.

Basic precautions are the same for colds and influenza. Surgical masks may help prevent spread of the virus. Avoid people who are coughing. The best advice? **WASH YOUR HANDS!**

You can not get a cold or the flu from the flu shot, because it is made from inactivated (dead) virus.

### Risk Factors

Anybody can catch the flu, as the virus is passed in droplets in the air (sneezing and coughing within 3 feet of the sick person) or picked up from surfaces where virus-filled droplets land.

The time from being exposed to flu virus to when symptoms begin is 1 to 4 days, with an average of about 2 days.

The time when a sick person is contagious ranges from 1 day before getting sick and up to 5 days after the first symptoms.

### Symptoms

- Fever (usually high)
- Headache
- Body aches
- Tiredness (can be extreme)
- Cough
- Sore throat
- Runny or stuffy nose
- Diarrhea and vomiting (more common among children than adults)

### Action

- Rest
- Drink plenty of fluids
- Everyone should always cover their mouth and nose when coughing or sneezing (use the upper arm)
- Should be seen by medical soon after flu symptoms appear

### Call for medical help immediately for these conditions associated with influenza


- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting

### Take Away.....

- Know the difference between influenza and a "cold"**
- Wash hands frequently**
- Cover coughs and sneezes with upper arm not hand**





<b>General Order</b>		<b>Issued: 04/20/2010</b>	<b>GO - 3.4.1-03</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-4C-22, 25		
	CALEA Standards:		
	Approved: _____	Revised: <b>06/02/2010</b>	
Chapter Title: <b>RECEPTION &amp; ORIENTATION</b>		Page 1 of 3	
Subject: <b>MEDICAL INTAKE SCREENING</b>			

INDEXED AS: Medical Intake Screening  
Receiving Screening

**I. PURPOSE**

- A. To provide a description and guidelines for completing the medical screening form on all detainees/inmates who come into custody of the McHenry County Sheriff's Corrections Division.

**II. POLICY**

- A. It is the policy of the McHenry County Sheriff's Office to ensure every detainee/inmate receives a medical screening by a trained Booking staff member prior to receiving a housing assignment.

**III. DEFINITIONS**

- A. *Medical Screening Form:* The electronic form in the VisionInform Jail Management System program used by Corrections staff to initially assess the physical and mental status of a detainee/inmate during the Booking process.

**IV. PROCEDURES**

- A. Intake medical screening for detainees/inmates commences upon the detainee/inmate's arrival at the facility and is performed by a Booking Officer. All findings are recorded on a screening form approved by the health authority. The screening includes at least the following: (4-ALDF-4C-22)
  - 1. Inquiry into:
    - a. Any past history of serious infectious or communicable illness, and any treatment or symptoms and medications.
    - b. Current illness and health problems, including communicable diseases.
    - c. Dental problems.
    - d. Use of alcohol and other drugs, including type(s) of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of any problems that may have occurred after ceasing use.




- e. The possibility of pregnancy.
  - f. History of problems.
  - g. Other health problems designated by the responsible physician.
2. Observation of the following:
    - a. Behavior, including state of consciousness, mental status, appearance, conduct, tremor, and sweating.
    - b. Body deformities and other physical abnormalities.
    - c. Ease of movement.
    - d. Condition of the skin, including trauma markings, bruises, lesions, jaundice, rashes, and infestations, recent tattoos, and needle marks or other indications of drug abuse.
  3. Medical disposition of the inmate:
    - a. Refusal of admission until inmate is medically cleared.
    - b. Cleared for general population.
    - c. Cleared for general population with prompt referral to appropriate health care service.
    - d. Referral to appropriate health care service for emergency treatment.
  4. Detainees/Inmates, who are unconscious, semiconscious, bleeding, or otherwise obviously in need of immediate medical attention, are referred. When they are referred to an emergency department, their admission or return to the facility is predicated on written medical clearance. When screening is conducted by trained custody staff, a subsequent review of positive finding by the licensed health care staff is required. The responsible physician, in cooperation with the facility manager, establishes protocols.
  5. Facilities that have reception and diagnostic units or a holding room conduct receiving screening on all detainees/inmates on their arrival at the facility as part of the admission procedures.
- B. In the event that a Booking Officers observes a detainee/inmate that requires immediate medical attention, requests medical attention, or is taking prescription medications, the Booking Officer shall notify a supervisor who shall notify the Medical staff that a member must report to Booking to evaluate the detainee/inmate.
  - C. Upon completion of the medical screening form, Booking Officers shall photocopy the form and place the copy in the detainee/inmate's Booking file and the original of the form in the Medical mailbox located in Booking.



General Order	Issued: 04/20/2010	GO - 3.4.1-03
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- D. Medical staff shall be responsible for reporting to Booking to collect and review the medical screening forms as scheduled by the Health Services Administrator.
- E. Detainees/Inmates shall not be housed in any housing unit prior to having a medical screening form completed.
- F. Medical staff shall be responsible for health appraisal data collection and recording which includes the following: (4-ALDF-4C-25)
  - 1. A uniform process as determined by the health authority.
  - 2. Health history and vital signs collected by health-trained or qualified health care personnel.
  - 3. Collection of all other health appraisal data performed only by qualified health personnel.
  - 4. Review of the results of the medical examination, test, and identification of problems is performed by a physician or mil-level practitioner, as allowed by law.
- G. An officer is not required to be present while the Medical staff conducts the medical evaluation, unless the detainee/inmate has exhibited signs of aggression or appears mentally unstable. At no time shall a member of the Medical staff become physically involved with a disruptive and/or defiant detainee/inmate. If it is necessary for an officer to be present, it should be limited to visual observation so as not to interfere with the confidentiality of information. It may be appropriate to conduct the intake with a secure barrier separating the detainee/inmate and the Medical staff member, i.e. through the chockhole of a closed cell door.
- H. Members of the Medical staff are not permitted to transport detainees/inmates.
- I. Members of the Medical staff may not call for any cell doors to be opened. An officer must be present with the nurse anytime a cell door is opened.
- J. Any medication in the possession of the detainee/inmate at the time of admission shall be withheld until verification of its proper use is obtained and documented. This verification shall be made as soon as possible, but within the time interval specified for administration of the medication on the prescription container.
- K. The detainee/inmate shall be instructed to sign the form indicating that they were explained and understand the services offered. Completed forms shall be placed in the Medical mailbox in Booking.



<b>General Order</b>		<b>Issued: 05/17/2010</b>	<b>GO - 3.4.5-06</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-4C-24, 26		
	CALEA Standards:		
	Approved: _____	Revised: _____	
Chapter Title: <b>HEALTH CARE</b>			Page 1 of 2
Subject: <b>DETAINEE/INMATE PHYSICALS</b>			

**INDEXED AS:** Detainee/Inmate Physicals

### I. PURPOSE

- A. To describe the process the Corrections Division uses to conduct detainee/inmate physical examinations.

### II. POLICY

- A. It is the policy of the Corrections Division to provide detainees/inmates with a physical examination to ensure proper medical care is provided if necessary.

### III. PROCEDURES

- A. A comprehensive health appraisal for each detainee/inmate is completed within fourteen (14) days after arrival at the facility. If there is documented evidence of a health appraisal within the previous ninety (90) days, a new health appraisal is not required except as determined by the designated health authority. Health appraisal includes the following: (4-ALDF-4C-24)
1. Review of the earlier receiving screening.
  2. Collection of additional data to complete the medical, dental, mental health, and immunization histories.
  3. At the discretion of the facility's health authority, laboratory and/or diagnostic tests to detect communicable disease, including venereal disease and tuberculosis.
  4. Recording of height, weight, pulse, blood pressure, and temperature.
  5. Other tests and examinations, as appropriate.
  6. Medical examination, including review of mental and dental status.
  7. Review of the results of the medical examination, tests, and identification of problems by a physician or other qualified health care personnel, if such is authorized in the medical practice act.
  8. Initiation of therapy, when appropriate.





9. Development and implementation of treatment plan, including recommendations concerning housing, job assignment and program participation.
- B. The physical examination shall be completed by a Registered Nurse in the medical unit examination room. The physical examination shall be a complete evaluation of the detainee/inmate's entire body to determine the presence of any medical conditions or possible medical conditions.
  - C. A pre-work physical examination shall also be given to detainees/inmates that will be working in any area of the facility. The examination shall be completed by a qualified Medical staff member to ensure detainee/inmate that will be working in the food service area are free from any communicable diseases.
    1. The pre-work examination for food service workers shall be in accordance with the McHenry County Department of Health regulations regarding food service employees and be conducted prior to job entry and at least annually thereafter.
    2. The examination shall ensure freedom from diarrhea, skin infections, and any other contagious or food-transmitted diseases. This examination shall provide protection to food service workers by identifying duty assignment restrictions and preventing the spread of communicable diseases to others.
      - a. Any detainee/inmate that develops any of the above mentioned medical conditions shall be removed from approved work status and be re-evaluated by Medical staff to determine suitability to continue their job assignment. The detainee/inmate shall not return to work until cleared for work by the Medical staff.
  - D. The Medical Office shall determine the conditions for periodic health examinations of detainees/inmates. Detainees/Inmates housed in the facility for a period of one (1) year or greater shall be placed on a periodic health examination schedule. (4-ALDF-4C-26)



**MCHENRY COUNTY ADULT CORRECTIONAL FACILITY  
COMMUNICABLE DISEASE SCREENING FORM**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Detainee/Inmate Type: ICE COUNTY  
(Circle Type)

INTAKE TEMPERATURE IN FAHRENHEIT \_\_\_\_\_

Booking Officers need to ask all detainees/inmates the following questions as part of the Medical Intake Screening.  
Circle the appropriate response and fill in additional information where needed.

1. Do you have any swelling or tenderness of one of more salivary glands, particularly the parotid gland which is located just below the front of the ear at the angle of the jaw?  
Yes No  
¿Tiene alguna hinchazón o sensibilidad de una de las glándulas salivales más, particularmente la glándula parótida que se encuentra justo debajo de la parte frontal de la oreja en el ángulo de la mandíbula?  
Si No  
a. If so, when did it start? \_\_\_\_\_  
b. Si es así, ¿cuándo comenzó? \_\_\_\_\_
  
2. Do you have any testicular swelling? Yes No  
¿Tiene alguna hinchazón testicular? Si No  
a. If so, when did it start? \_\_\_\_\_  
b. Si es así, ¿cuándo comenzó? \_\_\_\_\_
  
3. If so, have you had fever and/or respiratory illness with the onset in the past 14 days? Yes No  
Si es así, ¿ha tenido fiebre y/o enfermedad respiratoria con el inicio en los últimos 14 días? Si No
  
4. Have you had close contact with a person with laboratory-confirmed 2019-nCoV in the past 14 days?  
Yes No  
Ha tenido contacto cercano con una persona con 2019-nCoV confirmado en laboratorio en los últimos 14 días? Si No

Visual Observation: Booking Officer should visually observe both sides of the jaw for swelling.

Does the detainee/inmate have any visually observed swelling of their jaw? Yes No

If detainee/inmate has visually observed swelling of jaw, temperature over 100.4, and/or answer yes to 3, or 4, inform medical.

Detainee/Inmate Signature: \_\_\_\_\_  
Firma del detenido/preso

Officer Signature and I.D. Number: \_\_\_\_\_



<b>General Order</b>		<b>Issued: 04/21/2010</b>	<b>GO - 3.4.5-02</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-4D-11, 6B-04, 05, 06, 07, 08		
	CALEA Standards:		
	Approved: _____	Revised: <b>05/30/2018</b>	
Chapter Title: <b>HEALTH CARE</b>		Page <b>1 of 4</b>	
Subject: <b>DETAINEES/INMATES WITH DISABILITIES</b>			

INDEXED AS: Deaf/Hard of Hearing Disabilities

**I. PURPOSE**

- A. To describe the procedures used for the fair and impartial treatment of detainees/inmates with disabilities.

**II. POLICY**

- A. It is the policy of the Corrections Division to treat detainees/inmates with disabilities, in a fair and responsible manner, and to also comply with the Americans with Disabilities Act and the American Correctional Association standards of fair treatment for disabled detainees/inmates.

**III. DEFINITIONS**

- A. *Disability*: A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment.

**IV. PROCEDURES**

- A. These procedures shall be implemented to ensure that detainees/inmates with disabilities have the same access to, and benefit from, all services, programs and activities available to other detainees/inmates.
- B. Once a detainee/inmate with disabilities is obvious to a staff member, or once a staff member is otherwise informed of a detainee/inmate with a disability, the staff member shall inform the Health Services Administrator of that detainee/inmate.
- C. The Health Services Administrator shall be responsible for collaborating with Corrections Administration on the needs of disabled detainees/inmates, in custody in the McHenry County Correctional Facility. The Health Services Administrator is the appropriately trained staff member, with the necessary knowledge in the treatment of detainees/inmates with disabilities.



1. Once the Health Services Administrator is provided notice of a detainee/inmate with disabilities, all staff members who may encounter the detainee/inmate shall be alerted to the detainee/inmate with disabilities.
- D. Detainees/Inmates with disabilities, including temporary disabilities, are housed in a manner that provides for their safety and security. Housing used by detainees/inmates with disabilities, including temporary disabilities, is designed for their use and provides for integration with other detainees/inmates. Program and service areas are accessible to detainees/inmates with disabilities who reside in the facility. (4-ALDF-6B-04)
- E. Discrimination on the basis of disability is prohibited in the provision of services, programs, and activities. (4-ALDF-6B-05)
- F. Appropriately trained individuals are assigned to assist disabled detainees/inmates who cannot otherwise perform basic life functions. The Health Services Administrator shall be responsible for assigning any medical staff necessary to assist a detainee/inmate, who is not capable of performing basic life functions. (4-ALDF-6B-06)
- G. Detainees/Inmates are not to be used for the following duties: (4-ALDF-4D-11)
1. Performing direct patient care services.
  2. Scheduling health care appointments.
  3. Determining access of other detainees/inmates to health care services.
  4. Handling or having access to surgical instruments, syringes, needles, medications, or health records.
  5. Operating diagnostic or therapeutic equipment except under direct supervision (by specially trained staff) in a vocational training program.
- H. Detainees/Inmates with disabilities are provided with the education, equipment and facilities, and the support necessary to perform self-care and personal hygiene in a reasonably private environment. (4-ALDF-6B-07)
- I. Staff and detainees/inmates have access to an appropriately trained and qualified individual who is educated in the problems and challenges faced by detainees/inmates with physical and/or mental impairments, programs designed to educate and assist disabled detainees/inmates, and all legal requirements for the protection of detainees/inmates with disabilities. (4-ALDF-6B-08)
- J. Deaf/Hard of Hearing Detainees/Inmates
1. In interactions with a deaf/hard of hearing detainee/inmate, staff members shall make a reasonable effort in light of the circumstances to ensure effective communication.






2. Detainees/Inmates are provided with access to public telephones. Detainees/Inmates with hearing and/or speech disabilities, and detainees/inmates who wish to communicate with parties who have such disabilities, are afforded access to a Telecommunications Device for the Deaf (TDD), video relay service (VRS), or comparable equipment. Public telephones with volume control are also made available to detainees/inmates with hearing impairment.
  - a. When it is determined that a newly received detainee/inmate is deaf/hard of hearing, the Booking staff shall contact a Supervisor who shall initialize the use of the TDD machine. The IT Sergeant shall be contacted if the VRS unit is needed.
  - b. Refer to *MCSO General Order 3.5.4-01, Detainee/Inmate Access to Telephones* for detailed guidance on the use of the TDD machine and video relay service (VRS).
3. Depending on the circumstances, length, complexity and importance of the communication, as well as the communication skills of the person who is deaf/hard of hearing, auxiliary aids may be necessary to ensure effective communication.
4. There are several effective methods of making aurally delivered materials available to deaf/hard of hearing inmates. Appropriate auxiliary aids may include:
  - a. Gestures
  - b. Visual Aids
  - c. Notepad and pen or pencil.
  - d. Computer, typewriter, or video text display.
  - e. Assisted listening system or device.
  - f. Closed captioning, television decoder, or similar device.
  - g. Teletypewriter (TTY), telecommunications device for the deaf (TDD), video relay service (VRS), or similar device.
  - h. Qualified oral or sign language interpreter.
5. A "qualified oral or sign language interpreter" is an interpreter who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary.
6. The auxiliary aid that is appropriate for a particular circumstance depends on the length, complexity and importance of the communication. Such circumstances may include the provision of inmate programs and services referenced in *MCSO General Order 3.5.3-02, Detainee/Inmate Programs and Services*.



7. Formal disciplinary proceedings, rehabilitation programs, religious programs and counseling, or crisis management are circumstances in which a qualified oral or sign language interpreter is an appropriate auxiliary aid.
8. The McHenry County Circuit Clerk's Office maintains a list of qualified oral or sign language interpreting services that are available and willing to provide qualified interpreters as needed.
9. An American Sign Language interpreter is available through Language Line Solutions. Refer to *MCSO General Order 3.1.6.-05, Language Line Interpreter Services*, Section III. C. 1. for information on how to contact Language Line Solutions. The IT Sergeant will need to be contacted to get a computer or tablet with a video camera to use with the interpreter and detainee/inmate.



<b>General Order</b>		<b>Issued: 04/26/2010</b>	<b>GO – 3.4.3-01</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-4A-01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 16, 17, 18		
	CALEA Standards:		
Approved: _____		Revised: <b>05/01/2014</b>	
Chapter Title: <b>FOOD SERVICE</b>			Page <b>1 of 7</b>
Subject: <b>FOOD SERVICE OPERATIONS</b>			

INDEXED AS: Food Service Operations

**I. PURPOSE**

- A. To provide written guidelines for Correctional Officers regarding general food service operations.

**II. POLICY**

- A. It is the policy of the Corrections Division to provide detainees/inmates with nutritional, well-balanced meals that are prepared and served in a sanitary manner. Food service operations shall be in conformance with the Illinois Department of Public Health Food Service Sanitation Code, 77 Ill. Adm. Code 750.

**III. PROCEDURES**

A. General Operations

1. A person who is experienced in food service management supervises food services operations. The Food Service Director (FSD) will be responsible for: (4-ALDF-4A-04)
  - a. Planning, controlling, directing, and evaluating food service.
  - b. Training and developing the cook/supervisors.
  - c. Managing budget resources.
  - d. Establishing standards of sanitation, safety, and security.
  - e. Developing nutritionally adequate menus and evaluating detainee/inmate acceptance of them; developing specification for the procurement of food, equipment, and supplies.
  - f. Establishing a training program that ensures operational efficiency and a high quality food service program.
2. Food service budgeting, purchasing, and accounting practices, include but are not limited to the following systems: (4-ALDF-4A-05)



- a. Food expenditure cost accounting designed to determine cost per meal per inmate.
- b. Estimation of food service requirements.
- c. Purchase of supplies at wholesale and other favorable prices and conditions, when possible.
- d. Determination of and responsiveness to inmates eating preferences.
- e. Refrigeration of food, with specific storage periods.

B. Menu Planning

1. Three (3) meals, including at least two (2) hot meals; are provided at regular times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. (4-ALDF-4A-18)
2. Dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended dietary allowances for basic nutrition for appropriate age groups. Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings. (4-ALDF-4A-07)
3. Food service staff plans menus and substantially follows the plan. The planning and preparation of all meals takes into consideration food flavor, texture, temperature, appearance, and palatability. Menu substitutions are recorded. (4-ALDF-4A-08)
4. Accurate records are maintained of all meals served. (4-ALDF-4A-06)
5. The Food Service Director (FSD) shall consider the ethnic diversity of the facilities' detainee/inmate population when developing menu cycles.

C. Therapeutic Special Diets

1. Therapeutic diets are provided as prescribed by appropriate clinicians. A therapeutic diet manual is available in health services and foods services for reference and information. Prescriptions for therapeutic diets should be specific and complete, furnished in writing to the food service manager, and rewritten annually, or more often as clinically indicated. (4-ALDF-4A-09)
2. The physician may order snacks or supplemental meals for such reasons as:
  - a. Insulin-dependent diabetes.
  - b. A need to increase protein or calories for pregnancy, cancer, AIDS, etc.
  - c. Prescribed medical must be taken with food.

D. Religious Special Diets





1. Special diets are provided for detainee/inmates whose religious beliefs require the adherence to religious dietary laws when approved by the facility chaplain. (4-ALDF-4A-10)
2. The facility offers a "common fare" menu, which serves as the foundation to which modifications may be made to accommodate the religious diets of various faiths (e.g., for the inclusion of halal flesh-food options). Common fare represents a no-flesh protein option, offering vegetables, starches, and other foods that are not seasoned with flesh, and must be provided whenever an entrée containing flesh is offered as part of a meal.
3. Kosher meals are offered by the facility. With the exception of fresh fruits and vegetables, the facility's kosher-food frozen entrees are purchased precooked in a sealed container, heated and served hot. Other kosher-food purchases are fully prepared, ready-to-use and bearing the symbol of a recognized kosher-certification agency. Any item containing pork or a pork product is prohibited. Only bread and margarine labeled "pareve" or "parve" are purchased for the kosher tray.
4. Detainees/Inmates requesting a religious diet shall submit a *Detainee/Inmate Request Form* to the Day Shift Lieutenant. The detainee/inmate shall provide a written statement articulating the religious motivation for participation in a religious diet. Oral interpretation or written assistance shall be provided to illiterate or limited-English proficient detainees as necessary in completing the form. Requests shall be documented and responded to in a timely manner, but within ten (10) business days of verification that the detainee/inmate's religious beliefs are sincerely held.
  - a. On behalf of the Jail Chaplain, the Day Shift Lieutenant shall review all religious diet requests. Absent an articulable reason to deny the request, the presumption must be that the detainee/inmate's request constitutes a legitimate exercise of religious beliefs. If the request is approved, a *Religious Diet Order* form shall be completed and forwarded to the FSD. A copy of the completed form shall also be attached to the detainee/inmate's file in VisionInform.
    - 1) In the event there is an unorthodox request or a question on approving the request, the Jail Chaplain shall be contacted for guidance on the request. The Chaplain shall verify the religious diet requirement by reviewing files and consulting with religious representatives.
    - 2) The Chicago Field Office Director (FOD) must be consulted **prior** to any ICE detainee being denied a religious diet.
    - 3) Denial of a religious diet must be documented with the date, reason, and must be approved by the Chief of Corrections. Documentation should also include the date of FOD concurrence. A copy of the documentation shall also be attached to the detainee/inmate's file in VisionInform.



5. A detainee/inmate who has been approved for a religious diet and wishes to withdraw from it, must fill out a *Detainee/Inmate Request Form* to provide written notice of withdrawal from the religious diet. Oral interpretation or written assistance shall be provided to illiterate or limited-English proficient detainees as necessary in completing the form. These requests shall be forwarded to the Day Shift Lieutenant for processing.
  - a. Once a detainee has been approved for a religious diet, they may not be removed from it without **prior** consultation and with concurrence from the FOD.
  - b. Removal from a religious diet must be documented with the date, reason, and must be approved by the Chief of Corrections. Documentation should also include the date of FOD concurrence. A copy of the documentation shall also be attached to the detainee/inmate's file in VisionInform.
6. Anytime a detainee/inmate on a religious diet refuses a meal and/or accepts the regular mainline meal in place of the religious meal, it shall be documented in writing on a *Corrections Division Incident Report*.
7. The Jail Chaplain provides the FSD with a schedule of the ceremonial meals for the following calendar year and accommodations are made for detainees/inmates abstaining from foods or fasting for religious purposes at prescribed times of the year to include:
  - a. During Ramadan, Muslims participating in the fast shall receive the approved meals after sundown for consumption.
    - 1) During the December fast, vegetarian or hot fish dishes shall replace meat entrees. Fasters shall receive both noon and evening meals after sundown.
    - 2) Detainees/Inmates not participating in the common fare program, but electing to observe Ramadan or the December fast shall be served the main meal after sundown. If the main menu does not meet religious requirements, the detainee may participate in the common fare program during the period in question.
    - 3) The facility may provide a bag breakfast for detainees/inmates before dawn. Bag breakfasts shall contain nonperishable items such as ultra-high pasteurized milk, fresh fruit, peanut butter, dry cereal, etc. The menu for the common fare program cannot be used for a bag breakfast.
  - b. For Passover, the facility shall have the standard Kosher-for-Passover foods available for Jewish detainees/inmates during the eight-day holiday. The food service department shall be prepared to provide Passover meals to new arrivals.



<b>General Order</b>	<b>Issued: 04/26/2010</b>	<b>GO - 3.4.3-01</b>
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- 1) All Jewish detainees observing Passover shall be served the same Kosher-for-Passover meals, whether or not they are participating in the common fare program.
- c. During the Christian season of Lent, a meatless meal (lunch and dinner) shall be served on the food service line on Fridays and on Ash Wednesday.

**E. Sack Meals**

- 1. Sack meals may be provided for detainee/inmates being transported from the facility, arriving or departing between scheduled meal hours, or in the court holding area during scheduled meal hours. Inmates assigned to the road crew shall also be provided a sack meal while out of the facility.
- 2. Sack meals shall be of the same nutritional quality as other meals prepared by the food service.

**F. Food Preparation**

- 1. All staff and workers know and adhere to written "food preparation" procedures.
- 2. Sanitary guidelines are observed, with hot foods maintained at a temperature of at least 140 F degrees (120 degrees in food trays) and foods that require refrigeration maintained at 41 F degrees or below.
- 3. Servers must wear food grade plastic gloves and hair nets whenever there is direct contact with a food or beverage. Servers must use tongs, forks, spoons, ladles, or other such utensils to serve any food or beverage. Serving food without the use of utensils is strictly prohibited.
- 4. Meals are prepared, delivered, and served under staff supervision. (4-ALDF-4A-17)
- 5. All food service staff involved in cooking shall ensure that foods are cooked at the require temperatures.

**G. Safety & Sanitation**

- 1. There is adequate health protection for all detainee/inmates and staff in the facility, and for detainee/inmates and other persons working in food service, including the following: (4-ALDF-4A-13)
  - a. Where required by laws and/or regulations, applicable in the community where the facility is located, all persons involved in the preparation of the food receive a pre-assignment medical examination and periodic reexamination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils.
  - b. All examinations are conducted in accordance with local requirements.



- c. When an outside agency or individual provides the facility's food services, the facility has written verification that the outside agency complies with the state and local regulations regarding food service.
  - d. All food handlers are instructed to wash their hands on reporting to duty and after using toilet facilities.
  - e. Detainee/Inmates and other persons working in food service are monitored each day for health and cleanliness by the food service supervisor or designee.
2. Detainee/inmate food service workers will be monitored by kitchen and Corrections staff to ensure standards of personal hygiene requirements is met. This includes freedom from any open or infected wounds, maintain clean hands and fingernails by thoroughly washing after using toilet facilities or upon return from a break, use of clean clothing, hairnets and protective gloves when required.
  3. Detainee/Inmates assigned to the kitchen shall be provided with a fresh uniform each day they report for duty.
  4. Detainee/Inmates assigned to work at the dishwasher shall be provided with and required to wear rubber non-slip over boots.

#### H. Food Service Facilities

1. The food preparation area includes space and equipment for food preparation based on population size, type of food preparations, and methods of meal service. There are sanitary, temperature-controlled areas for food storage. (4-ALDF-4A-02)
2. A cleaning schedule for each food service area is conspicuously posted.
3. All housing areas include dining space large enough to allow meals to be served, affording each detainee/inmate the opportunity to have at least twenty (20) minutes of dining time for each meal. (4-ALDF-4A-01)
4. Toilet and washbasin facilities available to food service personnel and detainee/inmates in the vicinity of the food preparation area. (4-ALDF-4A-03)
5. There is documentation by an independent, outside source that food service facilities and equipment meet established governmental health and safety codes. Corrective action is taken on deficiencies, if any. (4-ALDF-4A-11)

#### I. Food Service Training

1. All staff, contractors, and detainee/inmate workers are trained in the use of equipment safety procedure to be followed in the food service department. (4-ALDF-4A-12)
2. Cook/Supervisors are provided with training that specifically addresses detainee/inmate related issues.





3. During orientation and training sessions, detainees/inmates are demonstrated:
  - a. Personal cleanliness and hygiene.
  - b. Safe work practices and methods.
  - c. Safety features of individual products/pieces of equipment.
  - d. Training covers the safe handling of hazardous material(s) the detainee/inmate are likely to encounter in their work.
4. All training is documented and forwarded to Classification for filing in the detainee/inmate's file.
5. The FSD annually reviews detainee/inmate job/assignment descriptions to ensure they are accurate and up-to-date.

J. Food Storage/Receiving/Inventory

1. Stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise. Temperatures are checked and recorded daily. (4-ALDF-4A-16)
2. Procedures are established and followed regarding the inspecting of all incoming food shipments for damage, contamination, and pest infestation.
3. All storage areas are locked when not in use.



**McHENRY COUNTY SHERIFF'S OFFICE  
CORRECTIONS DIVISION**

**ICE DETAINEE HANDBOOK**



**DO NOT WRITE OR MARK  
IN OR ON THIS HANDBOOK**

McHenry County Sheriff's Office  
2200 N. Seminary Avenue  
Woodstock, IL 60098





- Be prepared. Always have a small snack or glucose pill with you during exercise in case your blood sugar drops too low. Wear a medical identification bracelet when you're exercising.

### **Alcohol**

The liver normally releases stored sugar to counteract falling blood sugar levels. But if your liver is busy metabolizing alcohol, your blood sugar level may not get the boost it needs. Alcohol can result in low blood sugar shortly after you drink and for as many as eight to twelve hours more.

### **Stress**

Take control. Once you know how stress affects your blood sugar level, fight back. Learn relaxation techniques, prioritize your tasks and set limits. Whenever possible, avoid common stressors.

Source: Reprinted from the MayoClinic.com article "Exercise helps ease arthritis pain and stiffness" (<http://www.mayoclinic.com/health/diabetes-management/DA00005>)

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## **SLEEPING AREA / SANITATION**

The detainees in each housing unit will maintain their cell in a safe and sanitary condition. Each unit will be supplied with a bucket of water, mop, broom, soap, disinfectant, and other cleaning supplies on a daily basis. You are required to keep your bed and immediate area clean and neat. You are also required to make your bed daily before reporting for your work assignment or when you begin your daily routine. The hanging of sheets, towels, blankets, or clothing from the bunks, vent, or overhead lights is not permitted.

The Housing Unit Officer will inspect the housing units on a 24-hour basis. Daily activities will not begin until all have passed the daily inspection.

Personal effects, including hygiene items, are to be stored in your desk. Do not place items on windowsills, windows, bunks, under a mattress, etc. These items will be confiscated and removed from the area when left in unauthorized areas.

## **PERSONAL HYGIENE**

Each new arrival will be required to shower after being processed into the facility. All items discovered during the shower process will be identified as funds, valuables, other personal property, or contraband.

You will be living with other individuals, so personal hygiene is essential. You are expected to shower regularly and to keep your hair clean. Personal hygiene items for both male and female detainees, such as: cup, shampoo soap, toothpaste, toothbrush and comb will be issued to you upon admission. If you should run out of an item they may be replenished through the



commissary ordering process. Personal and hygienic items for female detainees will be available upon request to the Housing Unit Officer.

Disposable razors will be provided on a daily basis. Razors are passed out starting at 10:30 p.m. and picked up approximately thirty (30) minutes later. If you need a razor, you need to advise your Housing Unit Officer to add your name to the list when they make the list after the final lock down for the day. If you are scheduled for court and desire to shave before your court appearance, notify your Housing Unit Officer who will obtain approval from a supervisor. Disposable razors will not be used more than once, or by more than one (1) detainee; this is for health and safety reasons meant to protect the detainees and staff.

## ACTIVITIES

### CORRESPONDENCE & MAIL

All detainees may receive and send mail at this facility. All mail addressed to you and the return address of the mail sent from you should be as follows:

**(Your Full Name) Jail I.D. #  
McHenry County Jail  
2200 N. Seminary Avenue  
Woodstock, IL 60098**

If a piece of mail is not addressed as shown above, an attempt to define who the recipient of the mail will be made by the mail Officer. If that attempt fails, the mail will be destroyed.

1. All mail must be sent to the facility through the U.S. Postal Service and cannot be dropped off for detainees. Excluding weekends, holidays and exigent circumstances, incoming mail will be delivered to detainees no later than twenty-four (24) hours after it is received from the Post Office. Excluding weekends, holidays and exigent circumstances, out-going mail will be forwarded to the Post Office no later than twenty-four (24) hours after it is received from the detainee.
2. There will be no incoming or out-going mail on the weekends and holidays.
3. All incoming mail must have a valid return address written on it. If mail is received with no return address, it is considered unauthorized mail and will be placed in your property and given to you when released from the facility.
4. There is no limit to the amount of mail that an detainee can send or receive, only the amount that the detainee is allowed to keep in their cell.
5. Detainees are not allowed to keep envelopes from incoming mail. **ALL** envelopes will be taken back by the Mail Officer and destroyed after your mail is delivered.
6. Envelopes with any drawings on the outside of the envelope will not be accepted for mailing and will not be allowed through the mail office for receiving.





# **REWARD!**

Your information can earn you up to \$1,000 while you are here. If you would like to speak with an investigator from the McHenry County Sheriff's Department Investigations Division, you can contact them now by filling out a request form, or by placing a free phone call from any detainee phone.

Follow the prompts on the phone to make a 'speed dial' call and dial \*311 to be connected to the tip line. Please relay what type of crime you have information on, who is committing the crime and any remarks on how you obtained this information. In addition, we would need your name and Booking ID number. You and your information will remain confidential. A member of the Investigations Division will be in contact with you.







~~ALWAYS PRACTICE SOCIAL  
DISTANCING~~

**PLEASE  
STAY 6 FEET AWAY  
FROM EACH OTHER!!!**

**IF YOU NEED SOAP, PLEASE  
ASK THE BLOCK OFFICER!!**



<b>General Order</b>		<b>Issued: 03/30/2010</b>	<b>GO - 3.4.4-01</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-1A-03, 04		
	CALEA Standards:		
	Approved: 	Revised:	
Chapter Title: <b>SANITATION &amp; HYGIENE</b>		Page <b>1 of 3</b>	
Subject: <b>FACILITY HOUSEKEEPING</b>			

INDEXED AS: Housekeeping

**I. PURPOSE**

- A. To describe the procedures for proper housekeeping to ensure that safety and sanitation practices comply with applicable laws, codes, regulations and standards relating to safety and sanitation within the facility.

**II. POLICY**

- A. It is the policy of the Corrections Division to utilize a regular schedule of housekeeping to maintain an acceptable level of cleanliness and sanitation throughout the facility, thus providing a safe and sanitary living and working environment for staff and detainees/inmates.

**III. DEFINITIONS**

- A. *Section Worker:* Detainee/Inmate Workers assigned to work only within their assigned housing unit/section.

**IV. PROCEDURES**

A. General Housekeeping

1. The facility is clean and in good repair. A housekeeping and maintenance plan addresses all facility areas and provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and detainees/inmates. (4-ALDF-1A-04)
2. The janitorial staff shall be responsible for the housekeeping and general upkeep of all public and staff restrooms, offices, staff elevators, visiting areas, staff locker rooms, staff dining areas and any other areas where detainee/inmates are not permitted.
3. Vermin and pests are controlled. A control plan includes, at a minimum, monthly inspections by a qualified person. (4-ALDF-1A-03)

B. Detainee/Inmate Worker Assignments

1. Detainee/Inmate Section Workers shall be responsible for the general housekeeping of all common areas within each housing unit. This shall include the following areas:
  - a. All showers
  - b. Dayroom restrooms
  - c. Dayroom common areas
2. The following housekeeping procedures shall be performed in all housing units on a daily basis:
  - a. Collect all trash from all waste baskets throughout the housing unit
  - b. Clean all table tops in the dayroom
  - c. Sweep all floors throughout the pod
  - d. Mop all areas swept
  - e. Spot clean all windows
  - f. Wipe down all telephones/video visitation stations
  - g. Dust all furniture, shelves, etc.
  - h. Clean detainee/inmate showers
  - i. Clean dayroom restrooms
  - j. Refill dispensers
3. Facility floors shall be kept clean, dry and free of hazardous substances and materials at all times.
4. All soiled or combustible rags and towels used in the maintenance area shall be removed from the facility as needed and disposed of accordingly.
5. Each detainee/inmate shall be responsible for the cleanliness of their own cell to include the following:
  - a. Floors
  - b. Walls
  - c. Toilet/sink
  - d. Desk
  - e. Bed
  - f. Door window/both sides


g. Mirror

C. Selection of Section Workers

1. Detainee/Inmate section workers shall be selected on a rotating basis based upon their cell assignment. Block/Housing Unit Officers shall develop a rotating schedule that has the detainees/inmates in each cell taking a daily turn being the section worker for their housing unit.
  - a. In the event there is only one (1) detainee/inmate in a cell, then that detainee/inmate shall be assigned to work with another detainee/inmate that is in a single cell. In the event there are no other cells in the section housing only a single detainee/inmate, then that detainee/inmate shall be assigned to work with another pair of detainees/inmates scheduled to be the section workers for the day.





<b>General Order</b>		<b>Issued: 01/15/2003</b>	<b>GO - 3.2.2-01</b>
 <p><b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff</p>	ACA Standards: 4-ALDF-1A-05, 06, 15, 16; 1C-13, 14, 15; 2A-01, 18, 33; 5A-10; 5C-23, 26; 7D-23, 24; 7E-05		
	CALEA Standards:		
	Approved: _____	Revised: <b>06/30/2014</b>	
Chapter Title: <b>SIZE, ORGANIZATION, &amp; LOCATION</b>		Page <b>1 of 3</b>	
Subject: <b>FACILITY DESIGN</b>			

**INDEXED AS:** Design Considerations  
 New Construction/Renovation  
 Population Capacities  
 Space Considerations

**I. PURPOSE**

- A. To outline facility design parameters for the McHenry County Sheriff's Corrections Division to ensure consistent application of contemporary detention standards; this policy outlines standards for all new construction and renovation activity to that end.

**II. POLICY**

- A. It is the policy of the McHenry County Sheriff's Corrections Division to ensure that design and construction complies with all applicable policies, codes, and standards, particularly those of the American Correctional Association. All new construction shall be in accord with these policy provisions; all renovation activity shall reflect diligent use of available resources with the objective of achieving policy compliance.

**III. PROCEDURES**

A. New Construction/Renovation

1. The Chief of Corrections, in coordination with the McHenry County Board and the Building and Projects Committee, shall exercise direct control over all design and construction features of the existing Corrections Division and any new or renovated facilities. This includes overseeing of contracts or agreements between the Corrections Division and architects, engineers, building contractors, building material installers, built-in security equipment suppliers, or other consultants performing work related to the physical plant of the Corrections Division.
2. The Sheriff shall be the supervising officer with respect to all design and construction work in the Corrections Division. He or she shall work closely with the Chief of Corrections to ensure that all construction and renovations are in accord with applicable policy, codes, and standards.

B. Population Capacities

1. The number of detainees/inmates does not exceed the facility's rated bed capacity. (4-ALDF-1A-05)
2. The Sheriff has established, based on input from the Chief of Corrections and personal inspection, the maximum rated capacity for the Corrections Division as 656. The Chief of Corrections shall advise the Sheriff if the Corrections Division's actual population exceeds the rate capacity and outline steps to reduce the population to at or below that capacity.

C. Design Considerations


1. The facility conforms to applicable federal, state and local building codes. (4-ALDF-1A-06)
2. The facility supports detainee/inmate separation according to existing laws and regulation and/or according to the facility's classification plan. (4-ALDF-2A-33)
3. The jail's design facilitates continuous personal contact between detainees/inmates and staff in the housing units. All living areas are constructed to facilitate continuous staff observation, excluding electronic surveillance of cell or detention room fronts, and areas such as dayrooms and recreation spaces. (4-ALDF-2A-18)
4. All detainee/inmate rooms/cells provide the occupants with access to natural light. (4-ALDF-1A-15)
5. Renovation and new construction projects including classrooms for academic and vocations training programs, are designed in consultation with school authorities. (4-ALDF-5A-10)
6. All detainee/inmate room/cells provide the occupants with access to natural light by means of at least three (3) square feet of transparent glazing, plus two (2) additional square feet of transparent glazing per detainee/inmate in rooms/cells with three (3) or more detainees/inmates. (4-ALDF-1A-16)
7. When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the Corrections Division shall consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect detainees/inmates from sexual abuse.
8. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the Corrections Division shall consider how such technology may enhance the agency's ability to protect inmates from sexual abuse.

D. Space Considerations

1. Space and provisions are made for a detainee/inmate commissary. (4-ALDF-5C-26)

2. The facility provides space and equipment adequate for conducting and administering religious and educational programs. The facility provides for the availability of non-inmate clerical staff for confidential materials. (4-ALDF-5C-23)
3. Adequate space is provided for administrative, security, professional, and clerical staff. This space includes but is not limited to conference rooms, storage room for records, public lobby, and toilet facilities. (4-ALDF-7D-23)
4. Staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following: (4-ALDF-7D-24)
  - a. An area to change clothes and shower.
  - b. An employee lounge that offers privacy from inmates and provides space for meals.
  - c. Access to exercise/physical training facilities and equipment.
  - d. Space for training.
  - e. Space for shift-change briefings.
  - f. Toilets and washbasins for staff use only.
5. Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities. (4-ALDF-7E-05)
6. Preventive maintenance is guided by a plan that provides emergency repairs or replacement in life-threatening situations. (4-ALDF-1C-13)
7. Safety and security equipment is repaired or replaced immediately by qualified personnel. (4-ALDF-1C-14)
8. Emergency equipment and systems are tested at least quarterly. Power generators are inspected weekly and load tested quarterly at a minimum or in accordance with manufacturer's recommendations and instruction manual. (4-ALDF-1C-15)
9. Space is provided for a 24-hour secure control center for monitoring and coordinating the facility's security, life-safety, and communications systems. Staff assigned to a control center has access to a toilet and washbasin. There are multiple communications systems between the control center and detainee/inmate occupied areas. (4-ALDF-2A-01)



<b>General Order</b>		<b>Issued: 04/08/2010</b>	<b>GO - 3.5.4-03</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-5B-01, 02, 03, 04		
	CALEA Standards:		
	Approved: _____	Revised: <b>05/02/2016</b>	
Chapter Title:	<b>MAIL, TELEPHONE, &amp; VISITING</b>		Page 1 of 10
Subject:	<b>DETAINEE/INMATE VISITATION</b>		

INDEXED AS: Visitation

**I. PURPOSE**

- A. To provide a description and guidelines for the visiting program that will be used by the McHenry County Corrections Division.

**II. POLICY**

- A. It is the policy of the Corrections Division to permit detainees/inmates to have visits with family, friends, their attorneys, and other professionals as outlined in this policy. This policy shall set the guidelines to be followed consistent with security procedures of the facility, and IDOC standards.

**III. DEFINITIONS**

- A. *Adult Visitor:* Persons seventeen (17) years of age or older at the time of the visit.
- B. *Child Visitor:* Persons under the age of seventeen (17) at the time of the visit.
- C. *General Visiting:* All public, non-professional, or non-contact visits.
- D. *Professional Visitors:* Persons who shall be allowed visiting privileges outside the normal general visiting time, including: Licensed Attorneys, Legal Interns approved by the Chief of Corrections, or a Lieutenant of Corrections, Para-Legals with a licensed attorney from the same firm, or as approved by the Chief of Corrections, or a Lieutenant of Corrections, local, state, and federal government representatives visiting in their official capacity per court order or through Chief of Corrections, or a Lieutenant of Corrections approval, Peace Officers visiting in their official capacity, Probation and Parole Officers, Approved Chaplains, Clergy, and Teachers, Doctors and Program Employees appointed by the Judiciary, Department of Court Services, Social Service Representatives with court referral or approval of the Chief of Corrections, or a Lieutenant of Corrections, Religious and Program Volunteers on the approved rosters contained in the Approved Volunteers list on the Corrections SharePoint site.
- E. *Non-Contact Visiting:* Visits which normally take place in the video visitation booths in the Front Lobby and the booths located on the second and third floors. There is a

barrier between the detainee/inmate and the visitor(s), which prohibits any physical contact or exchange of materials, but permits easy verbal and visual communication.

- F. *Face to Face Visitation Rooms:* The three (3) visitation rooms located by Central Control where the detainee/inmate is separated by glass from their visitor(s) and communicate via the intercom system located in the rooms.
- G. *Approved Volunteers list:* Electronic lists on the Corrections SharePoint site containing rosters of personnel/volunteers who are approved to gain access into the secure perimeter of the facility.
- H. *Valid Identification:* A photo identification instrument which allows jail staff to reasonably determine the visitor is who they identify themselves to be. Valid identification cards include: state drivers license, state ID card, United States Government Employee ID, Illinois Bar Association card, McHenry County Employee ID card, passport, I-551 (lawfully admitted permanent resident, resident alien, permanent resident card). Other forms of identification may be considered on an individual basis and approved by command staff.
  - 1. A birth date is not required on the photo ID unless there is a question regarding the age of the visitor.
  - 2. Addresses are not required on identification cards for the purpose of visiting.
  - 3. Cards with expiration dates must be valid and not expired.
  - 4. Mexican Matricula or ID cards are not considered valid forms of identification.

#### IV. PROCEDURES

- A. The Corrections Division shall ensure a public visiting schedule is maintained and adhered to in a non-discriminatory manner, consistent with related standards, and in compliance with safety and security procedures. This policy shall reflect guidelines for both public and professional visiting. Visitors identify themselves and register on entry into the facility. The circumstances under which visitors are searched are described in writing.
- B. Any visitor using the face to face visitation rooms or entering the secured area of the facility shall provide valid identification and sign in before access is granted. The Front Desk Officer shall issue a Visitor's badge to all visitors entering these areas and each visitor's I.D. card shall be retained at the Front Desk until the Visitor's badge is returned at the end of the visit.
  - 1. Law enforcement officers shall not be required to leave their I.D. card at the Front Desk, but shall be required to sign in.
- C. Visitation Rules and Regulations

1. Visitors are allowed to visit only one (1) detainee/inmate per day unless approved by a facility supervisor.
2. Detainees/Inmates are allowed one (1), thirty (30) minute visit per week, on an available visiting day.
3. When staff believe that a visitor does not appear to be the required age for visiting, additional I.D. as proof of age, may be required.
4. If it is known to staff that a visitor has been previously confined in the facility, they shall be allowed to visit, however, the Chief of Corrections, or designee, can restrict any previous detainee/inmate from visitation with a justifiable reason.
5. The Front Desk Officer shall ensure all visitors are properly dressed. The following are some general guidelines regarding attire:
  - a. All visitors shall be required to wear shirts and shoes.
  - b. All visitors shall wear clothing that will not offend or provoke anyone.
  - c. All visitors shall wear clothing that is not considered excessively provocative or in bad taste.
  - d. Beach type clothing is not acceptable.
  - e. Profanity or obscene gestures on clothing are prohibited.
  - f. Dresses or skirts with slits higher than mid-thigh are prohibited.
  - g. Sheer (see through) clothing is prohibited.
  - h. The top of clothing shall be no lower than the underarm in the front and back. Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited.
  - i. Recognized gang "colors" and other gang displays are prohibited.
  - j. At no time are visitors to wear any hats within the facility.
6. Any visitor who does not comply with visiting room rules (i.e. flashing, gang activity, unruly behavior, etc.) shall have the visit terminated immediately.
7. A second violation of visitation rules may result in that visitor's name being removed from the detainee/inmate's visitor's list.
8. The removal of any name from a detainee/inmate's visiting list must have approval of a facility supervisor.
9. Registration for visitation shall close a ½ hour before visitation ends for each of the visiting times scheduled.
10. Food and drinks brought in by visitors is prohibited in the lobby and visitation areas. The only exception would be baby bottles brought in for infants.

D. General Non-Contact Visits – Public

1. Sufficient space is provided for detainee/inmate visiting. There is adequately designed space to permit appropriate screening and searching of both detainees/inmates and visitors. Space is provided for the storage of visitors' coats, handbags, and other personal items not allowed into the visiting area. (4-ALDF-5B-01)
2. The number of visitors a detainee/inmate may receive and the length of visits are limited only by the facility's schedule, space, and personnel constraints or when there are substantial reasons to justify such limitations. Conditions under which visits may be denied are defined in writing. (4-ALDF-5B-02)
3. Due to space restrictions, only two (2) visitors shall be permitted. A third visitor shall be allowed if it is an infant or toddler capable of sitting on an adult's lap during the visit.
4. All general visits shall be scheduled for thirty (30) minutes, unless a court order indicates otherwise. The Chief of Corrections or Lieutenant shall be consulted for public visitors requesting longer visits based on the length of travel.
5. All detainees/inmates shall be allowed one (1) visit per week, with at least two (2) different times and dates to choose from, unless doing so poses a threat to the safety or security of the facility, or the detainee/inmate has been assessed disciplinary action for a visiting regulation infraction. Visiting privileges may only be suspended with the authorization of the Corrections Administration.
6. General public visiting shall be conducted on a first come, first served basis, unless the detainee/inmate has written restrictions on file at the Front Desk. A detainee/inmate may have visits on the day and time according to the posted schedule.
7. Visitors identify themselves and register on entry into the facility. The circumstances under which the visitors are searched are described in writing. (4-ALDF-5B-04)
  - a. All visitors must have a valid photo I.D. Child visitors accompanied by an adult are not required to present a photo I.D. Any unusual I.D. situation shall be referred to a command staff member for approval.
  - b. Child visitors shall not be permitted to visit unless they are accompanied by an adult.
  - c. A *Visitation Log* shall be maintained at the Front Desk which includes the detainee/inmate's name and visitation booth number. The Front Desk Officer is responsible for updating this log during visiting by indicating the visitation booth, name(s) of visitors, date, and time the visit took place. If an address is available or provided by the visitor, this information should be added to the log as well.



- 1) Upon completion of registration of the visitor(s), they shall be issued a pad lock by the Front Desk Officer who shall instruct the visitor(s) to secure all coats and personal property in the lobby lockers.
  - 2) No visitor shall be permitted to pass through the magnetometer and into the visiting area unless they have registered for a visit at the Front Desk and secured all coats and personal property in the lobby lockers. The I.D. of all adult visitors shall be kept at the Front Desk during the visit. After the visit, the Front Desk Officer shall receive the visitor's locker pad lock prior to returning the visitor's I.D. to them.
    - a) If an officer feels that a pat search may be necessary after checking a visitor with a magnetometer, a supervisor shall be contacted for approval prior to the pat search. The pat search should be conducted out of view of others in the lobby to minimize embarrassment to the visitor. Pat searches shall only be conducted by an officer of the same sex as the visitor.
  - 3) The Front Desk Officer shall ask all visitors if they are in possession of any type of contraband prior to the visit.
8. All visitors must remain inside the video visiting area for the duration of the visit. The Front Desk Officer shall remind visitors that they will not be able to leave the video visiting area until the conclusion of the visit, unless the detainee/inmate or facility staff terminates the visit.
  9. Detainees/Inmates are not allowed to switch visiting booths with another detainee/inmate in order to split up the assigned detainee/inmate's visit.
  10. The Front Desk Officer shall contact the housing units to advise the Housing Unit Officers of the names of the detainees/inmates having visits during the next half-hour session, and the assigned visiting booths. This shall be done after the visitors have been registered and secured their personal belongings.
  11. Housing unit officers should make every effort to keep their phone lines open as much as possible during established visiting hours.
  12. The Front Desk Officer is responsible for ensuring the visitors secure all of their personal property in the lockers provided or in their car. Visitors may not bring any personal property into the facility with the exception of a receiving blanket for an infant and a baby bottle.
  13. Visiting privileges may be terminated or refused, for any of the following:
    - a. Any attempt to bring in or pass contraband.
    - b. Inciting violence.
    - c. An outstanding warrant for the visitor.
    - d. Suggestive or lewd behavior by the visitor or detainee/inmate.

- e. Court order preventing the visit.
  - f. Refusal at the request of the detainee/inmate.
  - g. No identification or unacceptable identification.
  - h. Inability or refusal to control children.
  - i. Unacceptable attire.
  - j. Creating a disturbance.
  - k. Any other violation of this or any policy.
  - l. Visitors are under the influence of drugs and/or alcohol.
14. Once active, visitors entered into the VisionAir system will be automatically checked for active warrants. If VisionAir identifies that an individual has an active warrant, a supervisor will be immediately notified and the visitor will not be allowed to visit.
  15. A supervisor should be notified as soon as practical after a visit has been denied and documentation of the denied noted. Supervisors may be consulted any time there is a question of whether a visit should be allowed or not.
  16. A visiting schedule shall be posted in the Front Lobby area for the general public to observe.
  17. There shall be a sign clearly posted indicating all visitors are subject to search. However, no visitor shall be searched outside the parameters contained in this policy unless otherwise directed by command staff.
- E. Special Visits/Department of Corrections Visits
1. Special visits are provided. Special visits are reviewed and approved on a case by case basis based on need or court orders. (4-ALDF-5B-03)
  2. Detainees/Inmates granted a special visit should instruct the prospective visitor to contact the Front Desk to arrange for the visit. They may call the Office Front Desk between 08:00 hours and 21:00 hours. The Front Desk Officers shall schedule the visit time in the SharePoint calendar used to schedule visits and phone conferences.
    - a. Any shift can schedule a visit for any shift. For example Day Shift can schedule and afternoon visit and Afternoon Shift can schedule daytime visits.
- F. Public Face to Face Visits
1. This facility is not designed to conduct contact visits. All visits other than video visitation visits involving the public shall be conducted in one of the three (3) face

to face visitation rooms located by Central Control. The detainee/inmate and the visitor(s) shall be separated by a glass viewing window and communicate via the intercom system in each room.

2. Detainees/Inmates granted a face to face visit should instruct the prospective visitor to contact the Front Desk to arrange for the visit. They may call the Front Desk between 08:00 hours and 21:00 hours. The Front Desk Officers shall schedule the visit time in the SharePoint calendar used to schedule visits and phone conferences.
  - a. Unless otherwise specified, court ordered face to face visits generally will be scheduled for fifteen (15) minutes. However, supervisors may use their own discretion in determining the actual length of the visit.
  - b. Any shift can schedule a visit for any shift. For example Day Shift can schedule an afternoon visit and Afternoon Shift can schedule daytime visits.
3. All detainee/inmates granted a face to face visit shall be pat searched before and after the visit.
4. All public visitors shall be scanned with a magnetometer device, prior to admittance through the door leading into the area where the face to face visitation rooms are located. The purpose of this scan is to detect any item that may be used as a weapon. Visitors shall not be allowed into the facility with anything that can be used as a weapon.

G. Religious Visiting

1. The Chief of Corrections or designee, shall designate a staff member, contractor, or volunteer to coordinate religious activities for detainees/inmates.
2. Approved Jail Chaplains are authorized escorted access to housing unit Exercise Rooms and the Library/Multi-Purpose Room.
3. The MCSO Chaplain is issued an official Corrections I.D. card by the Corrections Administration and this card must be worn in plain view while in the facility. The Chaplain is not required to sign in at Front Desk and is authorized to secure their belongings in the chaplain office area located in the Warrants Division.
4. Clergy are authorized non-contact visitation with detainees/inmates using the video visitation booths. These visits shall not be counted as the detainee/inmate's general public visiting.
5. Clergy must sign in at Front Desk and their clergy status must be verified by the Front Desk Officer using the approved roster contained on the list of Approved Volunteers on the Corrections SharePoint site. Clergy not on the approved volunteers list may visit the detainee/inmate under general public visiting guidelines. Individuals wishing to be placed on the approved volunteer list should

be directed to the Corrections page on the Sheriff's website for additional information and application forms.

H. Professional Visiting -- Face to Face, Non-Contact Visiting, and Teleconferences

1. Persons identified in this policy as professional visitors, and providing valid identification, shall have face to face, non-contact visiting, and teleconference privileges at any reasonable hour. This type of visiting during feeding or regular visiting times shall be discouraged, but not denied by anyone other than the Shift Supervisor.
  - a. If the visit is taking place over a meal period, accommodations need to be made for the detainee/inmate to eat their meal during the visit.
  - b. Officers may terminate legal/professional visits at the end of the allotted time or to maintain security, but not for shift change or routine official counts.
2. Unless otherwise approved by the Shift Supervisor, all professional face to face visits shall be conducted in one of the three (3) face to face visitation rooms located by Central Control.
  - a. Female detainees/inmates must have the same access to telephone/video conferences as the male detainees/inmates. If the mezzanine teleconference booths are not available because male visitation is going on, then the second floor teleconference room needs to be used for females.
3. Professionals requesting face to face visiting privileges are required to reserve a room through the Sergeants Office or when staffed, the Front Desk Officer. They must state the time they wish to reserve the room for, the duration of the visit, and the name of the detainee/inmate.
  - a. Any shift can schedule a visit for any shift. For example Day Shift can schedule and afternoon visit and Afternoon Shift can schedule daytime visits.
  - b. Attorneys scheduling an interview with their client should only be limited by the availability of the room. If they need to schedule a three (3) hour interview and there are no other appointments scheduled during that time, then they should be allowed to take the three (3) hour block.
  - c. Attorneys must be given access to visit their clients at any time of the day or night. If an attorney is only available to meet with their client after normal business hours, every effort should be made to accommodate the attorney. However, if the detainee/inmate does not want to meet with their attorney, they may refuse the visit and the refusal should be documented.
  - d. Legal assistants, upon presentation of a letter of authorization from the legal representative under whose supervision he or she is working, may meet with an ICE detainee. The letter shall state that the named legal assistant is

working on behalf of the supervising legal representative for purposes of meeting with the ICE detainee(s).

- e. Interpreters shall be permitted to accompany legal representatives and legal assistants on legal visits.
4. The Sergeant or Front Desk Officer processing the professional face to face visiting request shall schedule the visit time in the SharePoint calendar used to schedule visits and phone conferences.
5. When a face to face room is reserved by a professional visitor, and another professional visitor absolutely requires the same time, that professional visitor can receive a non-contact video visit. If that professional visitor insists on a face to face visit as well, a command staff member shall be notified.
6. Front Desk Officers shall not turn away any professional from visiting with a selected detainee/inmate. If they do not meet the requirements set forth in this policy, or cannot be accommodated for any reason, a supervisor shall be notified.
7. Doctors and program employees appointed by the judiciary who are requesting a face to face visit with a detainee/inmate shall be required to produce either a court order or a referral slip from the courts or Department of Court Services. If no court order or referral slip is obtained a non-contact video visit may take place for the interview. In order for a face to face visit to take place for doctors and program employees appointed by the judiciary, a court order or court services referral slip must be sent to the Sergeants Office. The slip must have the original signature of a judge or court services supervisor and indicate who is to be granted the visit.
8. Professional visitors not identified in the definition in this policy and that do not have a court order or referral slip, may be granted a non-contact video visit with the approval of command staff.
9. Front Desk Officers shall never deny an attorney a visit with their clients. If identification or other problem arises contrary to this policy, a supervisor shall be contacted.
10. All professional visitors shall secure any and all weapons, ammunition, batons, OC spray, and handcuff keys in the gun lockers provided in the Front Lobby waiting area.
11. All visitors are subject to a search. The Front Desk Officer shall ensure all parcels, briefcases, bags, and purses are searched. The purpose of this search is to ensure no weapons or contraband is brought into the facility. The search shall be no more intrusive than is absolutely necessary, but security shall not be compromised.
12. Visitors must leave their coats and jackets in their vehicles, or place them in the lockers provided. Only necessary paperwork and items checked by the Front Desk Officer shall be allowed into the facility.

<b>General Order</b>	<b>Issued: 04/08/2010</b>	<b>GO - 3.5.4-03</b>
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13. All visitors shall be scanned by a magnetometer prior to entering the secure area of the facility.
14. All professional visitors must sign in at the Front Desk and provide the Front Desk Officer with an acceptable form of identification. County employees and uniformed peace officers may wear their I.D./badge in lieu of the visitor tag.

I. Corrections Administration Visitors

1. When visitors inform the Front Desk Officer that they have a visit with Corrections Administration, the following shall take place:
  - a. The Front Desk Officer shall ask for the names of the persons present for the meeting.
  - b. The Front Desk Officer shall call Corrections Administration Secretary at extension 4933 and confirm the visit, unless they have already been advised of the visit by administration earlier in the day.
  - c. The Front Desk Officer shall receive instructions after confirming the appointment, such as (send the visitors unescorted, obtain I.D., have the visitors wait for an escort, etc.).
  - d. The only instances where the Front Desk Officer must have the administration visitors sign in, produce identification, and lock up their belongings, are for applicant interviews or when instructed by administration to do so. These subjects shall be scanned with a magnetometer prior to being allowed access to jail administration only when so advised by administrative staff.

LAPR card (I-551 Lawfully Admitted Permanent Resident) may be used as valid identification. (Valid cards have clear, precise printing. Photo printed directly on card, not glued on.)



Mexican Matricula or ID Card – Not valid for identification because they are easily produced and faked.

Facility Number (PLU)	Item Name	Category	Weight	Sell Price
1000	ACETAMINOPHEN	HEALTH & BEAUTY		0.28
1004	SUAVE CONDITIONER	HEALTH & BEAUTY	12 oz	2.98
1005	CONTACT LENS CASE	HEALTH & BEAUTY		4.48
1009	DOUCHE	HEALTH & BEAUTY		4.66
1010	EFFERDENT 2PK	HEALTH & BEAUTY		0.47
1011	EYE DROPS	HEALTH & BEAUTY	0.5 oz	2.49
1017	HYDROCORTISONE CREAM 5Z	HEALTH & BEAUTY	0.5 oz	2.20
1018	IBUPROFEN 2PK	HEALTH & BEAUTY		0.37
1019	LIP EX	HEALTH & BEAUTY	0.15 oz	0.85
1023	SALINE SOLUTION	HEALTH & BEAUTY	12 oz	3.84
1025	SUAVE SHAMPOO	HEALTH & BEAUTY	12 oz	2.98
1026	BRUSHLESS SHAVE CREAM	HEALTH & BEAUTY	3 oz	1.43
1028	IVORY SOAP 3.1Z	HEALTH & BEAUTY	3.1 oz	1.23
1029	SOAP BOX	HEALTH & BEAUTY		0.59
1035	BABY POWDER 4Z	HEALTH & BEAUTY	4 oz	1.14
1040	PALM HAIR BRUSH	HEALTH & BEAUTY	0.33 oz	0.57
1042	ANTIFUNGAL CREAM 5Z	HEALTH & BEAUTY	0.5 oz	2.40
1043	DAILY VITAMIN 100 CT	HEALTH & BEAUTY		3.84
1048	SULFUR 8 COND 2Z	HEALTH & BEAUTY	2 oz	5.18
1049	SULFUR 8 SHAMPOO 7.5Z	HEALTH & BEAUTY	7.5 oz	5.28
1059	FOOT POWDER 4Z	HEALTH & BEAUTY	4 oz	3.46
1060	DIAL SOAP 4Z	HEALTH & BEAUTY	4 oz	1.25
1061	DOVE SOAP 3.15Z	HEALTH & BEAUTY	3.15 oz	2.79
1062	LUSTI POMADE 4Z	HEALTH & BEAUTY	4 oz	2.14
1063	MAGIC SHAVE CREAM 6OZ	HEALTH & BEAUTY	6 oz	5.99
1070	ORAL GEL	HEALTH & BEAUTY	0.5 oz	1.92
1079	COLGATE TOOTHPASTE CLEAR	HEALTH & BEAUTY	4.2 oz	2.99
1086	HAIR PICK	HEALTH & BEAUTY		0.64
1088	DENTURE BATH	HEALTH & BEAUTY		1.39
1093	HALLS MENTHOL 9CT	HEALTH & BEAUTY		1.33
1106	COLGATE TOOTHPASTE 1.3 OZ	HEALTH & BEAUTY	1.3 oz	1.23
1107	VITAMIN C 100CT	HEALTH & BEAUTY		4.66
1110	CLEAR CONDITIONER 4Z	HEALTH & BEAUTY	4 oz	1.23
1113	COCOA BUTTER LOTION 4Z	HEALTH & BEAUTY	4 oz	1.14
1114	LOTION 4Z	HEALTH & BEAUTY	4 oz	1.02
1126	COLGATE TOOTHPASTE 2.5Z	HEALTH & BEAUTY	2.5 oz	2.26
1136	SUAVE 2/1 SHAMPOO/COND	HEALTH & BEAUTY	12.6 oz	4.33
1143	CLOSEUP TOOTHPASTE 6Z	HEALTH & BEAUTY	6 oz	3.59
1150	DENTURE ADHESIVE	HEALTH & BEAUTY	2.4 oz	3.99
1156	CLEAR SHAMPOO 4Z	HEALTH & BEAUTY	4 oz	1.16
1159	SHOWER CAP	HEALTH & BEAUTY		0.28
1172	HAIR TIE SINGLE	HEALTH & BEAUTY		0.28
1176	HEAD&SHOULDERS 1.7Z	HEALTH & BEAUTY	1.7 oz	2.26
1178	FRESHMINT TOOTHPASTE 6.4Z	HEALTH & BEAUTY	6.4 oz	2.87
1186	COMB 5'	HEALTH & BEAUTY		0.08





1199	LADIES DEODORANT MENNEN	HEALTH & BEAUTY		3.46
1216	TISSUE PACK	HEALTH & BEAUTY		0.37
1221	MED SKIN CREAM 4Z	HEALTH & BEAUTY	4 oz.	2.20
1243	SUAVE ADVANCED THERAPY B	HEALTH & BEAUTY	10 oz.	4.13
1247	PANTY LINERS 20CT	HEALTH & BEAUTY		1.86
1256	MENS CLEAR STICK DEOD	HEALTH & BEAUTY		3.16
1315	TUMS 12CT	HEALTH & BEAUTY		1.34
1379	LEVER 2000 SOAP	HEALTH & BEAUTY	3.15 oz.	1.67
1382	DEGREE MENS DEODORANT	HEALTH & BEAUTY	1.7 oz.	3.08
1388	AMBI COMPLEXION BAR	HEALTH & BEAUTY		3.36
1469	S/F COUGH DROPS	HEALTH & BEAUTY	1.5 oz.	3.46
1508	FLEX TOOTHBRUSH	HEALTH & BEAUTY		0.69
1513	INMATE HYGIENE KIT	INDIGENT		1.65
1533	FRESHSCENT BAR SOAP 5Z	HEALTH & BEAUTY	5 oz.	0.79
2000	STAMP BOOK OF 10	POSTAGE		5.50
2001	STAMPED ENVELOPE	POSTAGE		0.59
2022	PRIORITY ENVELOPE	POSTAGE		6.70
3003	CREAMER 10 CT	BEVERAGES TAXABLE		0.61
3006	CHERRY MIX IND	BEVERAGES NON TAX	0.77 oz.	0.36
3010	ORANGE MIX IND	BEVERAGES NON TAX	0.77 oz.	0.36
3012	HOT CHOCOLATE	BEVERAGES NON TAX	0.73 oz.	0.47
3025	PEPSI	BEVERAGES TAXABLE	20 oz.	1.55
3026	MT. DEW	BEVERAGES TAXABLE	20 oz.	1.55
3041	GATORADE COOL BLUE 20Z	BEVERAGES TAXABLE	20 oz.	2.36
3046	CAPPUCCINO VANILLA	BEVERAGES NON TAX	0.81 oz.	0.61
3070	SF LEMONADE 10CT COOL OFF	BEVERAGES NON TAX		1.74
3071	SF FRUIT PUNCH 10CT COOL OI	BEVERAGES NON TAX		1.74
3108	DIET PEPSI	BEVERAGES TAXABLE	20 oz.	1.55
3125	MAXWELL HOUSE 3Z	BEVERAGES NON TAX	3 oz.	5.09
3128	GATORADE LEMON LIME 20Z	BEVERAGES TAXABLE	20 oz.	2.29
3129	GATORADE ORANGE 20Z	BEVERAGES TAXABLE	20 oz.	2.29
3130	GATORADE FRUIT PUNCH 20Z	BEVERAGES TAXABLE	20 oz.	2.29
3139	INDIVIDUAL COFFEE	BEVERAGES NON TAX		3.08
3176	GREEN TEA BAG IND	BEVERAGES TAXABLE		2.05
3257	10-PK SUGAR SUBSTITUTE	BEVERAGES TAXABLE		0.92
3269	ORANGE CRUSH 6CT BOX	BEVERAGES TAXABLE		2.87
3283	CARNATION CHOC	BEVERAGES TAXABLE		1.02
3284	CARNATION VAN	BEVERAGES TAXABLE		1.02
3301	SF GRAPE CRUSH 10CT	BEVERAGES TAXABLE		2.87
3336	GATORADE GRAPE 20Z	BEVERAGES TAXABLE	20 oz.	2.29
3337	SF JUICY RED BOX HAWAIIAN P	BEVERAGES TAXABLE		2.87
3347	JARRITOS FRTPUNCH	BEVERAGES TAXABLE	16.9 oz.	1.89
3348	JARRITOS LIME SODA	BEVERAGES TAXABLE	16.9 oz.	1.89
3349	JARRITOS MANDARIN SODA	BEVERAGES TAXABLE	16.9 oz.	1.89
3352	BOTTLED WATER	BEVERAGES NON TAX	12 oz.	1.19
4000	DOUBLE BEEF STICK	GROCERY	1.13 oz.	1.33
4001	BEEF/CHEDDAR STICK	GROCERY	1.13 oz.	1.33



4002	CHED CHEESE SQZR 1Z	CONDIMENTS	1 oz	1.02
4006	HOT/SPICY BEEF STICK	GROCERY	1.13 oz	1.33
4007	JALAPENO CHEESE SQZR 1Z	CONDIMENTS	1 oz	0.99
4008	GRAPE JELLY SQZR 1 OZ	CONDIMENTS	1 oz	0.89
4009	MAYO SQZR 1Z	CONDIMENTS	1 oz	0.50
4011	PEANUT BUTTER SQZR 1Z	CONDIMENTS	1 oz	0.92
4013	RAMEN BEEF	GROCERY	3 oz	0.99
4014	RAMEN CHICKEN	GROCERY	3 oz	0.99
4015	RAMEN CHILI	GROCERY	3 oz	0.99
4016	RAMEN PICANTE BEEF	GROCERY	3 oz	0.99
4022	TORTILLAS 6CT	GROCERY		1.74
4026	HOT CHILI W/BEANS POUCH 7.5Z	GROCERY	7.5 oz	2.99
4028	WHITE RICE INST 2Z	GROCERY	2 oz	1.23
4048	VISTA SALTINES BOX	GROCERY	16 oz	3.80
4055	OATMEAL MAPLE & BRN BOX	GROCERY		3.59
4066	HOT HALAL BEEF SAUSAGE MIX	GROCERY	5 oz	3.39
4081	NACHO CHS SPRD 8Z	GROCERY	8 oz	2.98
4085	CREAM CHEESE SQZR 1Z	CONDIMENTS	0.75 oz	0.71
4115	CHILI RICE WBNS INST	GROCERY	4.4 oz	1.59
4116	CHILI INST 4Z	GROCERY	4 oz	2.05
4122	INST LOADED MASH POTATO	GROCERY	4 oz	2.05
4125	HOT SAUCE PKT	CONDIMENTS	0.5 oz	0.49
4126	PICANTE SAUCE PKT	CONDIMENTS	0.5 oz	0.36
4134	CHILI NO BEANS 7.5Z	GROCERY	7.5 oz	2.99
4135	CHICKEN SWEET SUE 7Z	GROCERY	7 oz	4.99
4136	HAM SWEET SUE 7Z	GROCERY	7 oz	4.99
4143	SARDINES HOT SAUCE GEISHA	GROCERY	3.53 oz	2.87
4166	MUSTARD PC	CONDIMENTS	4.5 g	0.09
4193	RANCH DRESSING	CONDIMENTS	1.5 oz	0.81
4199	BBQ SAUCE PC	CONDIMENTS	9 g	0.30
4207	KETCHUP PC	CONDIMENTS	9 g	0.09
4209	SNACK PACK VANILLA PUDDING	GROCERY	3.25 oz	0.99
4219	BEEF POT ROAST BAG	GROCERY	7.5 oz	4.29
4329	RAMEN SPICY VEGETABLE	GROCERY	3 oz	0.99
4330	RAMEN CAJUN CHICKEN	GROCERY	3 oz	0.99
4349	NACHO SLICED JALAPENOS	GROCERY	12 oz	0.60
4359	GEISHA TUNA 3.5Z	GROCERY	3.53 oz	2.99
4391	TORTILLAS 8CT LA VICTORIA	GROCERY		2.58
4418	CHILI W/BEANS AUNT DOTS	GROCERY	7.5 oz	2.99
4470	SANTA FE STEAK PAGE	GROCERY	9 oz	3.59
4471	CHS CHICKEN QSDLLA PAGE	GROCERY	9 oz	3.59
4483	JALAPENO BACON	GROCERY	3 oz	3.61
4493	BEEF PATTY JALAPENO 2.6Z	GROCERY	2.6 oz	3.90
4495	CHICKEN ALFREDO 7.5Z	GROCERY	7.5 oz	3.08
4503	PREGO CHEESE ALFREDO	GROCERY	9 oz	3.59
4507	BUTTERBALL TURKEY STICK	GROCERY	1 oz	1.43
4541	GEISHA POUCH THAI CHILI TUN	GROCERY		2.79



5002	DUPLEX COOKIES 5Z	BAKERY PRODUCTS	5 oz.	1.43
5003	LEMON COOKIES BUDS BEST	BAKERY PRODUCTS	6 oz.	1.43
5004	BUDS BEST VANILLA COOKIES	BAKERY PRODUCTS	6 oz.	1.43
5005	CHOCOLATE CUPCAKES	BAKERY PRODUCTS	4 oz.	1.43
5008	FRESHLEYS HONEY BUN ICED	BAKERY PRODUCTS	6 oz.	1.52
5013	BUTTERFINGER COOKIES 6Z	BAKERY PRODUCTS	6 oz.	2.29
5015	PECAN CHOC CHIP COOKIE BU	BAKERY PRODUCTS	6 oz.	2.29
5017	PB COOKIE 5Z	BAKERY PRODUCTS	5 oz.	1.43
5024	GMAS CHOC CHIP COOKIES	BAKERY PRODUCTS	2.5 oz.	1.02
5035	NATURE VALLEY GRANOLA OAT	BAKERY PRODUCTS	1.5 oz.	1.12
5043	RICEKRISPIE TREAT	BAKERY PRODUCTS		1.06
5044	GMAS PB COOKIES	BAKERY PRODUCTS	2.5 oz.	1.02
5060	STRAWBRY 2PK POPTARTS	BAKERY PRODUCTS	3.6 oz.	1.24
5064	CHERRY CHEESE DANISH	BAKERY PRODUCTS	4 oz.	1.59
5098	BLUEBERRY CHEESE DANISH	BAKERY PRODUCTS	4 oz.	1.53
5120	BUDDY BAR 3Z	BAKERY PRODUCTS	3 oz.	1.43
5206	CHOC BROWNIE COOKIESGMA	BAKERY PRODUCTS	2.5 oz.	1.02
5273	APPLE DANISH FRESHLEYS	BAKERY PRODUCTS	4 oz.	1.53
5278	FRESHLEYS PEANUT BUTTER C	BAKERY PRODUCTS	4 oz.	1.59
5358	FRESHLEYS OREO BROWNIE	BAKERY PRODUCTS	3 oz.	1.64
5403	COOKIE BROWNIE BATTER POF	BAKERY PRODUCTS	3.5 oz.	1.49
6001	CHEETOS CRUNCHY	SALTY SNACKS	2 oz.	1.33
6002	CHEETOS FLAMIN HOT	SALTY SNACKS	2 oz.	1.33
6003	CHEEZ ITS 1.5Z	SALTY SNACKS	1.5 oz.	1.63
6005	RITZ PEANUT BUTTER CRACKER	SALTY SNACKS	1.38 oz.	0.81
6008	DORITOS COOL RANCH	SALTY SNACKS	1.75 oz.	1.33
6009	DORITOS NACHO	SALTY SNACKS	1.75 oz.	1.33
6015	HOT PORK RINDS	SALTY SNACKS	1 oz.	1.12
6020	FRITOS REGULAR	SALTY SNACKS	2 oz.	1.33
6021	CHEETOS JALAPENO	SALTY SNACKS	2 oz.	1.33
6026	LAYS REGULAR	SALTY SNACKS	1.5 oz.	1.33
6031	FRITOS CHILI CHEESE	SALTY SNACKS	2 oz.	1.33
6032	SNACK CRACKERS	SALTY SNACKS	10.3 oz.	3.90
6039	RUFFLES CHED & SC XVI	SALTY SNACKS	2.38 oz.	1.33
6049	KARS SALTED PEANUTS 1Z	SALTY SNACKS	1 oz.	0.71
6090	HOT FRIES 1.75Z	SALTY SNACKS	1.75 oz.	1.33
6112	PORK SKINS BBQ	SALTY SNACKS	0.88 oz.	1.12
6151	COMBOS PIZZERIA PRETZEL	SALTY SNACKS	1.8 oz.	1.34
6160	LAYS BBQ CHIPS 1Z	SALTY SNACKS	1 oz.	1.34
6185	HONEY GRAHM CRACKERS	SALTY SNACKS	14.4 oz.	4.13
6188	KARS SRIRACHA PEANUTS	SALTY SNACKS	3.5 oz.	1.74
6195	SPECIAL K DBLE CHOCO PROT	SALTY SNACKS	1.59 oz.	2.05
6238	TGIF POTATO CHD & BACON	SALTY SNACKS	1.75 oz.	1.25
6268	SNYDERS BUFFALO PRETZEL B	SALTY SNACKS	2.25 oz.	1.53
6324	FRITOLAY TOSTITOS ROUNDS	SALTY SNACKS	3 oz.	1.43
6352	CHEEZ IT HOT/SPICY	SALTY SNACKS	1.5 oz.	1.09
6367	KARS HNEYROAST PNUTS	SALTY SNACKS	3.5 oz.	1.74



6523	KARS-SWT & SALTY MIX	SALTY-SNACKS	3.5 oz	1.74
7000	9X12 MANILLA ENVELOPE	GENERAL MERCHANDISE		0.27
7003	WORD SEARCH BOOK	GENERAL MERCHANDISE		2.30
7004	CARD BDAY W/S	GENERAL MERCHANDISE		1.84
7005	CARD HOLIDAY W/S	GENERAL MERCHANDISE		1.84
7006	CARD FRIEND W/S	GENERAL MERCHANDISE		1.84
7008	8X14 LEGAL PAD YELLOW	GENERAL MERCHANDISE		1.34
7010	PLAYING CARDS	GENERAL MERCHANDISE		1.43
7012	8.5X11 SCRATCH PAD	GENERAL MERCHANDISE		1.53
7013	SPANISH/ENGLISH DICTIONARY	GENERAL MERCHANDISE		1.92
7014	CARD SPH BDAY W/S	GENERAL MERCHANDISE		1.84
7016	TUMBLER W/ LID	GENERAL MERCHANDISE	22 oz	2.44
7022	GOLF PENCIL	GENERAL MERCHANDISE		0.18
7027	SUDOKU BOOK	GENERAL MERCHANDISE		2.30
7028	CARD GET WELL W/S	GENERAL MERCHANDISE		1.84
7030	CARD KID BDAY W/S	GENERAL MERCHANDISE		1.84
7032	PENCIL CAP ERASERS	GENERAL MERCHANDISE		0.15
7033	CROSSWORD PUZZLE BOOK	GENERAL MERCHANDISE		2.30
7038	PINOCHLE CARDS	GENERAL MERCHANDISE		4.66
7056	UNO GAME	GENERAL MERCHANDISE		8.55
7061	CARD SPH FRIENDSHIP	GENERAL MERCHANDISE		1.84
7077	READ GLASSES 1-25	GENERAL MERCHANDISE		2.99
7078	READ GLASSES 1-75	GENERAL MERCHANDISE		2.99
7083	#2 PENCIL	GENERAL MERCHANDISE		0.19
7094	PEN FLEX BLUE	GENERAL MERCHANDISE		0.37
7096	LARGE BOWL	GENERAL MERCHANDISE	24 oz	1.92
7097	TUMBLER NO LID 2	GENERAL MERCHANDISE		0.93
7115	POCKET FOLDER	GENERAL MERCHANDISE		0.36
7145	ENGLISH DICTIONARY	GENERAL MERCHANDISE		1.92
7213	CARD SYMPATHY W/S	GENERAL MERCHANDISE		1.84
7240	CARD ANNIVERSARY	GENERAL MERCHANDISE		1.86
7307	SPOON FLEX	GENERAL MERCHANDISE		0.75
7504	IND KIT - WRITING	INDIGENT		5.83
7575	ICE DETAINEE HYG PK	INDIGENT		0.00
7577	ICE WRITING PACK	INDIGENT		0.00
7578	INDIGENT SHOWER SHOES	INDIGENT		1.59
7579	ICE SHOWER SHOES	INDIGENT		0.00
8185	SHWR SHOE M BLK X STRAP	CLOTHING		1.53
8186	SHWR SHOE L BLK X STRAP	CLOTHING		1.53
8187	SHWR SHOE XL BLK X STRAP	CLOTHING		1.53
9002	ATOMIC FIREBALLS	CANDY TAXABLE	4 oz	1.33
9003	BUTTERFINGER	CANDY TAXABLE	1.9 oz	1.33
9006	ASST JOLLY RANCHER	CANDY TAXABLE	4 oz	1.53
9007	M&MS PEANUT	CANDY TAXABLE	1.74 oz	2.55
9008	M&MS PLAIN	CANDY TAXABLE	1.69 oz	1.43
9009	MILKY WAY	CANDY TAXABLE	1.84 oz	1.43
9011	REESES PB CUP	CANDY TAXABLE	1.5 oz	1.49





9012	SKITTLES ORIGINAL	CANDY TAXABLE	2.17 oz.	1.43
9013	SNICKERS	CANDY TAXABLE	1.86 oz.	1.43
9014	STARLIGHT MINTS	CANDY TAXABLE	4.5 oz.	1.43
9015	TWIX	CANDY NON TAX	1.79 oz.	1.43
9016	BABY RUTH	CANDY TAXABLE	2.1 oz.	1.43
9017	SF ASSORTED CANDY 2Z	CANDY TAXABLE	2 oz.	1.33
9022	STARBURST	CANDY TAXABLE	2.07 oz.	1.43
9023	KIT KAT	CANDY NON TAX	1.5 oz.	1.49
9028	SF JOLLY RANCHER	CANDY TAXABLE	3.6 oz.	3.84
9029	RED LICORICE TWIST	CANDY TAXABLE		1.25
9031	REESES PIECES	CANDY TAXABLE	1.53 oz.	1.43
9032	HERSHEY BAR ALMONDS	CANDY TAXABLE	1.45 oz.	1.49
9054	LEMONHEADS	CANDY TAXABLE	4 oz.	1.33
9099	SNICKERS ALMONDS	CANDY TAXABLE	1.76 oz.	1.43
9139	HOT TAMALES	CANDY TAXABLE	1.8 oz.	1.43
9185	CHICK O STICK 3Z BAG	CANDY TAXABLE	3 oz.	1.33
9252	SOUR PATCH KIDS 3.5Z	CANDY TAXABLE	3.5 oz.	2.67
9271	SKITTLES SOUR 1.8Z	CANDY TAXABLE	1.8 oz.	1.89
9560	M&M CARAMEL	CANDY TAXABLE		1.43

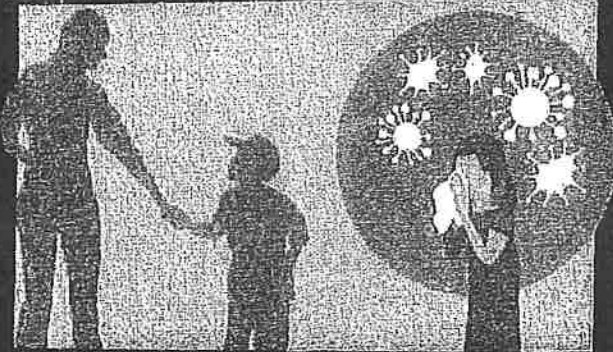


**COVID**  
CORONAVIRUS  
DISEASE **19**

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID-19](http://www.cdc.gov/COVID-19)



# COVID-19

## VIRUS INFORMATION FOR DETAINED INDIVIDUALS

ICE is monitoring COVID-19 and continues to follow the Centers for Disease Control and Prevention (CDC) guidelines, including:

- Screening all new detainees who arrive at facilities for symptoms and risk of exposure to COVID-19.
- Housing separately and monitoring detainees with symptoms for a period of 14 days.
- ICE personnel and facility staff who have been exposed to the virus are instructed to report exposure and to practice self-quarantine protocols per CDC guidance.
- ICE will continue to share information on COVID-19 cases in your facility and post it on the ICE website as it becomes available.



## INFORMACION DE VIRUS PARA INDIVIDUOS DETENIDOS

ICE está monitoreando el COVID-19 y continúa siguiendo las pautas de los Centros para el Control y la Prevención de Enfermedades (CDC, por sus siglas en inglés), incluyendo:

- Exámenes de detección a todos los nuevos detenidos que llegan a las instalaciones con síntomas y riesgo de exposición al COVID-19.
- Alojamiento por separado y monitoreo de detenidos con síntomas por un período de 14 días.
- Instrucción al personal del ICE y al personal de las instalaciones que han estado expuestos al virus para que informen de la exposición y practiquen los protocolos de cuarentena según las indicaciones de los CDC.
- ICE continuará compartiendo información sobre los casos de COVID-19 en sus instalaciones y la publicará en el sitio web de ICE a medida que esté disponible.

### WHAT CAN YOU DO?

If you feel ill or have reason to believe you have been exposed to someone with COVID-19, you are encouraged to submit a medical request form as soon as possible.

### WASH HANDS

If additional hygiene supplies are needed, complete a Detainee Request Form.

### LÁVESE LAS MANOS

Si se necesitan suministros de higiene adicionales, rellene un Formulario de Solicitud de Detenido.

### SOCIAL DISTANCING

Visitation with family members has been suspended temporarily at all detention facilities to mitigate the potential transmission of COVID-19, however ICE is taking steps to facilitate communication with families via extended access to telephones and tablets, where available. You can submit a Detainee Request Form for extended access to telephones/tablets.

### DISTANCIAMIENTO SOCIAL

Las visitas con los miembros de la familia se han suspendido temporalmente en todos los centros de detención para mitigar la posible transmisión de COVID-19, sin embargo, el ICE está tomando medidas para facilitar la comunicación con las familias a través de ampliación de acceso a teléfonos y tabletas, cuando estén disponibles. Puede enviar un Formulario de Solicitud de Detenido para ampliación de acceso a teléfonos/tabletas.

### QUESTIONS ABOUT ATTORNEY VISITATION?

Non-contact legal visitation (e.g. Skype or teleconference) will be encouraged as a first option to limit the facility's exposure to COVID-19. If an in-person legal visit is required, all legal visitors will be required to provide and wear personal protective equipment (PPE) (e.g., gloves, N-95 masks, and eye protection) and undergo the same medical screening procedures as facility staff members. If you need to speak with your attorney, you can submit a Detainee Request Form.

### ¿PREGUNTAS SOBRE LA VISITA DEL ABOGADO?

Se fomentarán las visitas de ámbito legal sin contacto (por ejemplo, Skype o teleconferencia) como primera opción para limitar la exposición de la instalación al COVID-19. Si se requiere una visita de ámbito legal en persona, todos los visitantes jurídicos deberán proporcionar y usar equipo de protección personal (EPP) (por ejemplo, guantes, máscaras N-95 y protección ocular) y someterse a los mismos procedimientos de detección médica que los miembros del personal de la instalación. Si necesita hablar con su abogado, puede enviar un Formulario de Solicitud de Detenido.

### ¿QUÉ PUEDE HACER?

Si se siente enfermo o tiene razones para creer que ha estado expuesto a alguien con el COVID-19, se le anima a enviar un formulario de solicitud médica tan pronto como sea posible.

20  
SECONDS  
SEGUNDOS



U.S. Immigration  
and Customs  
Enforcement

In addition to reaching out to staff at your facility, detainees can call the Detention Reporting Information Line (DRIL): SPEED DIAL 9116# (on Free Call Platform). For information about your immigration hearing, call: SPEED DIAL 111# (on Free Call Platform).

Además de ponerse en contacto con el personal de su instalación, los detenidos pueden llamar a la Línea de Información de Detención (DRIL, por sus siglas en inglés): MARCACIÓN RÁPIDA 9116# (en la plataforma de llamadas gratuitas). Para obtener información acerca de su audiencia de inmigración, llame a: MARCACIÓN RÁPIDA 111# (en la plataforma de llamadas gratuitas).



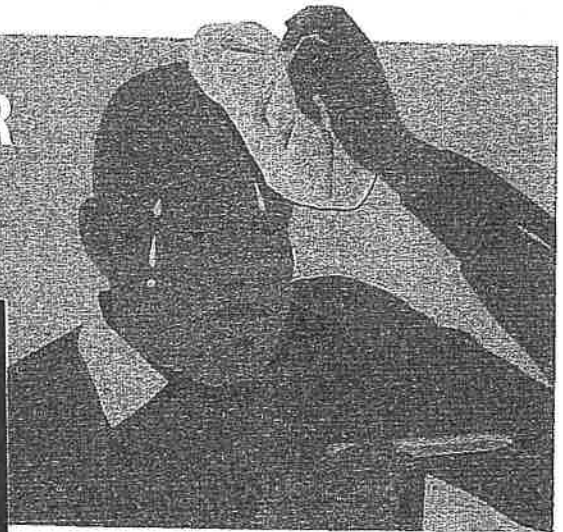
**COVID**  
CORONAVIRUS  
DISEASE **19**

# SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

**FEVER**

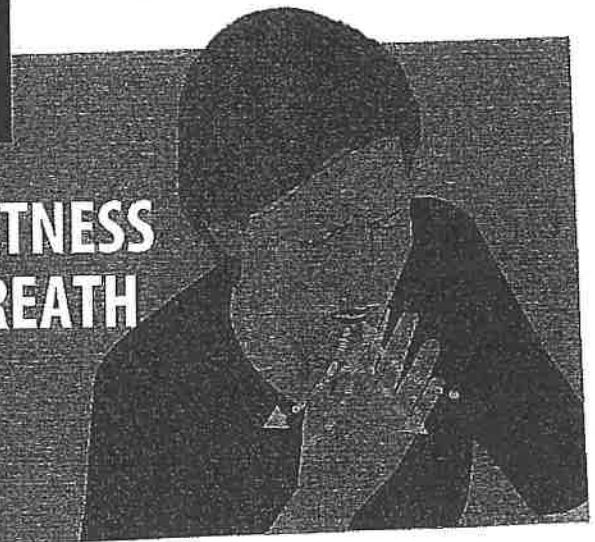


**COUGH**



\*Symptoms may appear 2-14 days after exposure.

**SHORTNESS OF BREATH**



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



For more information: [www.cdc.gov/COVID19-symptoms](http://www.cdc.gov/COVID19-symptoms)







~~ALWAYS PRACTICE SOCIAL  
DISTANCING~~

**PLEASE**  
**STAY 6 FEET**  
**AWAY**  
**FROM EACH**  
**OTHER!!!**





[REDACTED]

[REDACTED]

Al seguir las pautas de los CDC para los centros de detención, evaluaremos a TODOS los visitantes que ingresen al Centro Correccional del Condado de McHenry. DEBE tomar su temperatura un oficial correccional antes de cualquier entrada.

\*\*\*\* Si su lectura de temperatura es de 100.4 grados o más, NO se le permitirá ingresar a la instalación. Debe seguir todos los protocolos establecidos por los CDC y hacer un seguimiento con su médico de atención primaria. \*\*\*\*

\*\*\*\* Si su temperatura es inferior a 100.4, se le autorizará la entrada de acuerdo con las reglas y regulaciones de las instalaciones del condado de McHenry \*\*\*\*

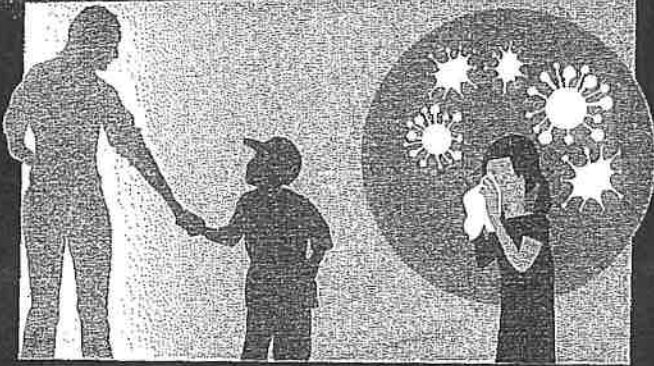


**COVID**  
ENFERMEDAD DEL  
CORONAVIRUS **19**

# DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

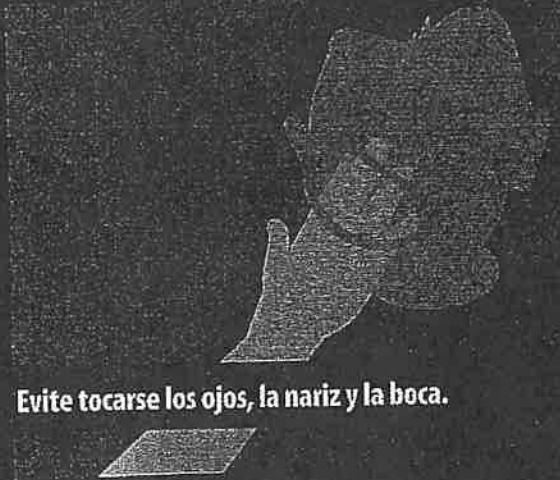
Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego hótelo a la basura.



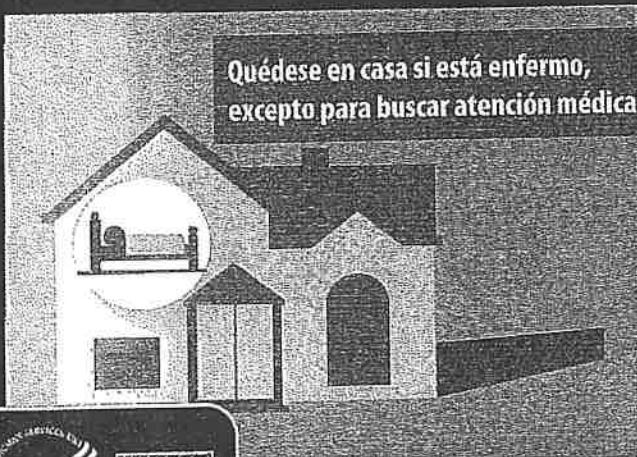
Evite tocarse los ojos, la nariz y la boca.



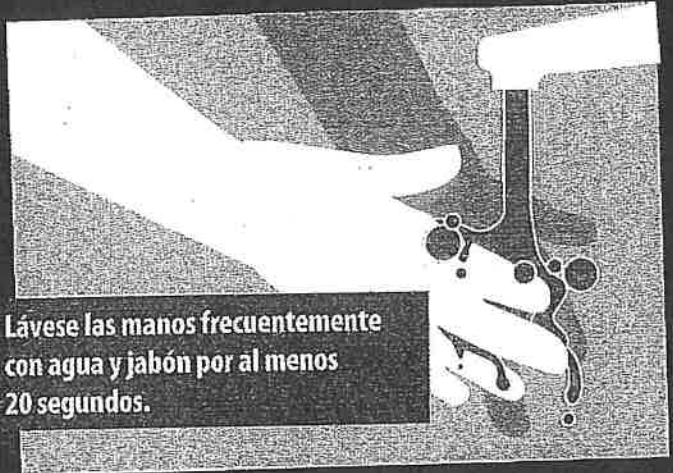
Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



Para obtener más información: [www.cdc.gov/COVID19-es](http://www.cdc.gov/COVID19-es)



# BOOKING



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These precautions must be followed  
for every Intake and in this order!

1. Complete Mumps and COVID-19 Screening First.
2. If any of the screening answers are yes, Give Inmate/Detainee a mask and **CONTACT MEDICAL AND A SERGEANT IMMIDIATLEY.**
3. Sanitize area immediately after use/prior to anyone else entering regardless if the inmate/detainee shows symptoms or answers yes to any of the screening questions.







**BILL PRIM**  
SHERIFF

## **MCHENRY COUNTY SHERIFF'S OFFICE**

2200 N. Seminary Avenue ▪ Woodstock, Illinois 60098  
Phone: 815-338-2144 Fax: 815-338-9285  
www.mchenrysheriff.org sheriff@co.mchenry.il.us

To: ALL CORRECTIONAL OFFICERS

The McHenry County Adult Correctional Facility has a cautionary protocols in place to take the temperature reading of all persons entering the facility. According to the CDC anyone with a temperature of 100.4 degrees or higher is considered to have a fever. To help reduce risk of contamination to others, you are NOT allowed to enter the facility at this time.

The following must be followed: **YOU ARE NOT ALLOWED TO ENTER THE FACILITY!!!**

1. You are being sent home and sick time will be entered in ADP to cover your days off
2. It is recommended that you follow up with your primary care physician
3. You will not be able to return to work for a minimum of 72 hours after we recorded your temperature of 100.4 degrees or higher. You are encouraged to stay home if your symptoms stay the same or worsen. If after 72 hours you believe your fever has decreased without ANY use of medication, you may return after the 72 hours has passed.
4. If you have any questions or concerns, please contact your shift sergeant

Thank you for your patience and understanding during this time when we must operate under cautionary measures. Again if you feel any symptoms or feel ill you are encouraged to stay home and follow any guidelines recommendations of the CDC.

  
Chief Daniel Sitkie





BILL PRIM  
SHERIFF

## MCHENRY COUNTY SHERIFF'S OFFICE

2200 N. Seminary Avenue ▪ Woodstock, Illinois 60098  
Phone: 815-338-2144 Fax: 815-338-9285  
www.mchenrysheriff.org sheriff@co.mchenry.il.us

27 March 2020

To: Correctional Staff

From: Chief Daniel Sitkie

Subject: Temperature Readings for All Approved Visitors


By following cautionary measures recommended by the CDC for detention facilities, effective Sunday, 29 March 2020 we will be taking temperature readings of all approved visitors that enter the McHenry County Correctional Facility for any reason.

The officer will use the Temporal Scanner(s) provided to take a temperature reading of each individual according to the instructions.

If an individual refuses to get their temperature taken, please contact the on-duty sergeant immediately. Visitors will NOT be allowed to enter the facility without a temperature reading.

If the temperature reading is **100.4 degrees or higher**, contact the on-duty sergeant immediately! The visitor will NOT be allowed to enter at that time and he/she will be instructed to follow the CDC guidelines and instructions that we have printed for them.

Please direct any questions to the on-duty sergeant.  
Stay Safe!

  
Chief Daniel Sitkie





**BILL PRIM**  
SHERIFF

## **MCHENRY COUNTY SHERIFF'S OFFICE**

2200 N. Seminary Avenue ▪ Woodstock, Illinois 60098  
Phone: 815-338-2144 Fax: 815-338-9285  
www.mchenrysheriff.org sheriff@co.mchenry.il.us

27 March 2020

To: Correctional Staff

From: Chief Daniel Sitkie

Subject: Temperature Readings for All Officers and Staff

By following cautionary measures recommended by the CDC for detention facilities, effective Sunday, 29 March 2020 we will be taking temperature readings of all staff members and officers before they may enter the facility.

The Temporal Scanner(s) will be used to take the temperature reading according to the instructions provided. No officer or staff member may refuse to get their temperature taken, as it is under the direct order of the Sheriff of McHenry County.

If the temperature reading is **100.4 degrees or higher**, contact the on-duty sergeant immediately! That officer or staff member will NOT be allowed to enter the facility at that time and will be given written direction for the steps to follow. Staff members will be reminded to contact their primary physician and follow up with their supervisor. Officers will be sent home and sick time will be utilized. Officers will be instructed to follow up with their primary care physician. If the temperature reading is 100.3 degrees or lower, that person will be allowed to enter the facility and should follow up with on-site medical staff regarding any changes to their health.

No one will be allowed to return to work for a minimum of 72 hours after a temperature reading of 100.4 degrees or higher was recorded. You must not have taken any medication to lower your fever prior to your return.

These protocols will be in effect until the emergency procedures have been lifted by the Sheriff of McHenry County.

Please direct any questions to the on-duty sergeant.

Stay Safe

Chief Daniel Sitkie





**BILL PRIM**  
SHERIFF

## **MCHENRY COUNTY SHERIFF'S OFFICE**

2200 N. Seminary Avenue ■ Woodstock, Illinois 60098  
Phone: 815-338-2144 Fax: 815-338-9285  
www.mchenrysheriff.org sheriff@co.mchenry.il.us

To: ALL VISITORS OF THE MCHENRY COUNTY ADULT CORRECTIONAL FACILITY

The McHenry County Adult Correctional Facility has a cautionary protocol in place to take the temperature reading of all persons entering the facility. According to the CDC anyone with a temperature of 100.4 degrees or higher is considered to have a fever. To help reduce the risk of contamination to others, you are NOT allowed to enter the facility at this time.

The following recommendations should be followed:

1. Contact and follow up with your primary care physician
2. Follow any guidelines recommended by the CDC for any other symptoms that you may feel at this time to include your fever that you were tested for today
3. You will not be able to return to our facility for a minimum of 72 hours after we recorded your temperature of 100.4 degrees or higher. Please do not consider returning if your symptoms worsen or you develop other symptoms. If after 72 hours you believe your fever has decreased without any use of medication, you may schedule another visit.

We apologize for any inconvenience this may cause, but during this time we must follow all protocols and recommendations to keep the public, correctional officers, staff and inmates safe. We hope you feel better soon and remember to follow up with your doctor.







**BILL PRIM**  
SHERIFF

## **MCHENRY COUNTY SHERIFF'S OFFICE**

2200 N. Seminary Avenue ■ Woodstock, Illinois 60098  
Phone: 815-338-2144 Fax: 815-338-9285  
www.mchenrysheriff.org sheriff@co.mchenry.il.us


To: ALL CORRECTIONAL OFFICERS

The McHenry County Adult Correctional Facility has a cautionary protocols in place to take the temperature reading of all persons entering the facility. According to the CDC anyone with a temperature of 100.4 degrees or higher is considered to have a fever. To help reduce risk of contamination to others, you are NOT allowed to enter the facility at this time.


The following must be followed: **YOU ARE NOT ALLOWED TO ENTER THE FACILITY!!!**

1. You are being sent home and sick time will be entered in ADP to cover your days off
2. It is recommended that you follow up with your primary care physician
3. You will not be able to return to work for a minimum of 72 hours after we recorded your temperature of 100.4 degrees or higher. You are encouraged to stay home if your symptoms stay the same or worsen. If after 72 hours you believe your fever has decreased without ANY use of medication, you may return after the 72 hours has passed.
4. If you have any questions or concerns, please contact your shift sergeant

Thank you for your patience and understanding during this time when we must operate under cautionary measures. Again if you feel any symptoms or feel ill you are encouraged to stay home and follow any guidelines recommendations of the CDC.

  
Chief Daniel Sitkie



<b>General Order</b>		<b>Issued: 04/21/2010</b>	<b>GO - 3.3.5-03</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-6A-01, 02, 06, 08, 09; 6B-02, 03		
	CALEA Standards:		
	Approved: _____	Revised: <b>11/02/2016</b>	
Chapter Title: <b>DETAINEE/INMATE RIGHTS</b>		Page <b>1 of 2</b>	
Subject: <b>DETAINEE/INMATE RIGHTS</b>			

INDEXED AS: Detainee/Inmate Rights

**I. PURPOSE**

- A. To describe the rights of detainees/inmates in the McHenry County Adult Correctional Facility.

**II. POLICY**

- A. It is the policy of the McHenry County Sheriff's Office to acknowledge, and adhere to, the rights afforded to all detainees/inmates.

**III. PROCEDURES**

- A. Detainees/Inmates have the right to access the courts. Detainees/Inmates shall be escorted to and from the courts daily, on their scheduled court date. Detainee/Inmate's motions and legal correspondence shall be delivered to the courts by the Corrections Division staff when necessary. (4-ALDF-6A-01)
- B. Detainees/Inmates have the right to have access to their attorneys and authorized representatives. Detainees/Inmates are assisted in making confidential contact with attorneys and their authorized representatives. Such contact includes, but is not limited to, telephone communications, uncensored correspondence, and visits. (4-ALDF-6A-02)
- C. Detainees/Inmates have access to a law library and legal materials to facilitate the preparation of documents on behalf of their defense. (4-ALDF-6A-03)
- D. Detainees/Inmates are authorized freedom in personal grooming except when a valid interest justifies otherwise. (4-ALDF-6A-08)
- E. Detainee/Inmate's participation in health care, programs, services and activities is not precluded by inability to pay. There is a clear definition of indigence. Indigence is defined as a detainee/inmate having \$0 to \$14.99 in funds on their commissary account for thirty (30) days. Indigent detainees/inmates are provided with postal and hygienic necessities. (4-ALDF-6A-09)
- F. Foreign nationals shall have access to the diplomatic representative of their country of citizenship. (4-ALDF-6A-06)

1. Refer to *MCSO General Order 1.1.16, Diplomats, Foreign Officials, Immunity, and Consular Notifications*.
- G. There is no discrimination regarding administrative decisions or program access based on a detainee/inmate's race, religion, national origin, gender, sexual orientation, or disability. (4-ALDF-6B-02)
- H. When both males and females are housed in the same facility, all available services and programs are comparable. Neither gender is denied opportunities on the basis of its smaller number in the population. (4-ALDF-6B-03)

<b>General Order</b>		<b>Issued: 04/08/2010</b>	<b>GO - 3.5.4-03</b>
 <p><b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff</p>	ACA Standards: 4-ALDF-5B-01, 02, 03, 04		
	CALEA Standards:		
	Approved: 	Revised: <b>05/02/2016</b>	
Chapter Title: <b>MAIL, TELEPHONE, &amp; VISITING</b>		Page 1 of 10	
Subject: <b>DETAINEE/INMATE VISITATION</b>			

INDEXED AS: Visitation

### I. PURPOSE

- A. To provide a description and guidelines for the visiting program that will be used by the McHenry County Corrections Division.

### II. POLICY

- A. It is the policy of the Corrections Division to permit detainees/inmates to have visits with family, friends, their attorneys, and other professionals as outlined in this policy. This policy shall set the guidelines to be followed consistent with security procedures of the facility, and IDOC standards.

### III. DEFINITIONS

- A. *Adult Visitor:* Persons seventeen (17) years of age or older at the time of the visit.
- B. *Child Visitor:* Persons under the age of seventeen (17) at the time of the visit.
- C. *General Visiting:* All public, non-professional, or non-contact visits.
- D. *Professional Visitors:* Persons who shall be allowed visiting privileges outside the normal general visiting time, including: Licensed Attorneys, Legal Interns approved by the Chief of Corrections, or a Lieutenant of Corrections, Para-Legals with a licensed attorney from the same firm, or as approved by the Chief of Corrections, or a Lieutenant of Corrections, local, state, and federal government representatives visiting in their official capacity per court order or through Chief of Corrections, or a Lieutenant of Corrections approval, Peace Officers visiting in their official capacity, Probation and Parole Officers, Approved Chaplains, Clergy, and Teachers, Doctors and Program Employees appointed by the Judiciary, Department of Court Services, Social Service Representatives with court referral or approval of the Chief of Corrections, or a Lieutenant of Corrections, Religious and Program Volunteers on the approved rosters contained in the Approved Volunteers list on the Corrections SharePoint site.
- E. *Non-Contact Visiting:* Visits which normally take place in the video visitation booths in the Front Lobby and the booths located on the second and third floors. There is a

barrier between the detainee/inmate and the visitor(s), which prohibits any physical contact or exchange of materials, but permits easy verbal and visual communication.

- F. *Face to Face Visitation Rooms:* The three (3) visitation rooms located by Central Control where the detainee/inmate is separated by glass from their visitor(s) and communicate via the intercom system located in the rooms.
- G. *Approved Volunteers list:* Electronic lists on the Corrections SharePoint site containing rosters of personnel/volunteers who are approved to gain access into the secure perimeter of the facility.
- H. *Valid Identification:* A photo identification instrument which allows jail staff to reasonably determine the visitor is who they identify themselves to be. Valid identification cards include: state drivers license, state ID card, United States Government Employee ID, Illinois Bar Association card, McHenry County Employee ID card, passport, I-551 (lawfully admitted permanent resident, resident alien, permanent resident card). Other forms of identification may be considered on an individual basis and approved by command staff.
1. A birth date is not required on the photo ID unless there is a question regarding the age of the visitor.
  2. Addresses are not required on identification cards for the purpose of visiting.
  3. Cards with expiration dates must be valid and not expired.
  4. Mexican Matricula or ID cards are not considered valid forms of identification.

#### IV. PROCEDURES

- A. The Corrections Division shall ensure a public visiting schedule is maintained and adhered to in a non-discriminatory manner, consistent with related standards, and in compliance with safety and security procedures. This policy shall reflect guidelines for both public and professional visiting. Visitors identify themselves and register on entry into the facility. The circumstances under which visitors are searched are described in writing.
- B. Any visitor using the face to face visitation rooms or entering the secured area of the facility shall provide valid identification and sign in before access is granted. The Front Desk Officer shall issue a Visitor's badge to all visitors entering these areas and each visitor's I.D. card shall be retained at the Front Desk until the Visitor's badge is returned at the end of the visit.
1. Law enforcement officers shall not be required to leave their I.D. card at the Front Desk, but shall be required to sign in.
- C. Visitation Rules and Regulations

1. Visitors are allowed to visit only one (1) detainee/inmate per day unless approved by a facility supervisor.
2. Detainees/Inmates are allowed one (1), thirty (30) minute visit per week, on an available visiting day.
3. When staff believe that a visitor does not appear to be the required age for visiting, additional I.D. as proof of age, may be required.
4. If it is known to staff that a visitor has been previously confined in the facility, they shall be allowed to visit, however, the Chief of Corrections, or designee, can restrict any previous detainee/inmate from visitation with a justifiable reason.
5. The Front Desk Officer shall ensure all visitors are properly dressed. The following are some general guidelines regarding attire:
  - a. All visitors shall be required to wear shirts and shoes.
  - b. All visitors shall wear clothing that will not offend or provoke anyone.
  - c. All visitors shall wear clothing that is not considered excessively provocative or in bad taste.
  - d. Beach type clothing is not acceptable.
  - e. Profanity or obscene gestures on clothing are prohibited.
  - f. Dresses or skirts with slits higher than mid-thigh are prohibited.
  - g. Sheer (see through) clothing is prohibited.
  - h. The top of clothing shall be no lower than the underarm in the front and back. Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited.
  - i. Recognized gang "colors" and other gang displays are prohibited.
  - j. At no time are visitors to wear any hats within the facility.
6. Any visitor who does not comply with visiting room rules (i.e. flashing, gang activity, unruly behavior, etc.) shall have the visit terminated immediately.
7. A second violation of visitation rules may result in that visitor's name being removed from the detainee/inmate's visitor's list.
8. The removal of any name from a detainee/inmate's visiting list must have approval of a facility supervisor.
9. Registration for visitation shall close a ½ hour before visitation ends for each of the visiting times scheduled.
10. Food and drinks brought in by visitors is prohibited in the lobby and visitation areas. The only exception would be baby bottles brought in for infants.

D. General Non-Contact Visits – Public

1. Sufficient space is provided for detainee/inmate visiting. There is adequately designed space to permit appropriate screening and searching of both detainees/inmates and visitors. Space is provided for the storage of visitors' coats, handbags, and other personal items not allowed into the visiting area. (4-ALDF-5B-01)
2. The number of visitors a detainee/inmate may receive and the length of visits are limited only by the facility's schedule, space, and personnel constraints or when there are substantial reasons to justify such limitations. Conditions under which visits may be denied are defined in writing. (4-ALDF-5B-02)
3. Due to space restrictions, only two (2) visitors shall be permitted. A third visitor shall be allowed if it is an infant or toddler capable of sitting on an adult's lap during the visit.
4. All general visits shall be scheduled for thirty (30) minutes, unless a court order indicates otherwise. The Chief of Corrections or Lieutenant shall be consulted for public visitors requesting longer visits based on the length of travel.
5. All detainees/inmates shall be allowed one (1) visit per week, with at least two (2) different times and dates to choose from, unless doing so poses a threat to the safety or security of the facility, or the detainee/inmate has been assessed disciplinary action for a visiting regulation infraction. Visiting privileges may only be suspended with the authorization of the Corrections Administration.
6. General public visiting shall be conducted on a first come, first served basis, unless the detainee/inmate has written restrictions on file at the Front Desk. A detainee/inmate may have visits on the day and time according to the posted schedule.
7. Visitors identify themselves and register on entry into the facility. The circumstances under which the visitors are searched are described in writing. (4-ALDF-5B-04)
  - a. All visitors must have a valid photo I.D. Child visitors accompanied by an adult are not required to present a photo I.D. Any unusual I.D. situation shall be referred to a command staff member for approval.
  - b. Child visitors shall not be permitted to visit unless they are accompanied by an adult.
  - c. A *Visitation Log* shall be maintained at the Front Desk which includes the detainee/inmate's name and visitation booth number. The Front Desk Officer is responsible for updating this log during visiting by indicating the visitation booth, name(s) of visitors, date, and time the visit took place. If an address is available or provided by the visitor, this information should be added to the log as well.



<b>General Order</b>	<b>Issued: 04/08/2010</b>	<b>GO - 3.5.4-03</b>
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- 1) Upon completion of registration of the visitor(s), they shall be issued a pad lock by the Front Desk Officer who shall instruct the visitor(s) to secure all coats and personal property in the lobby lockers.
  - 2) No visitor shall be permitted to pass through the magnetometer and into the visiting area unless they have registered for a visit at the Front Desk and secured all coats and personal property in the lobby lockers. The I.D. of all adult visitors shall be kept at the Front Desk during the visit. After the visit, the Front Desk Officer shall receive the visitor's locker pad lock prior to returning the visitor's I.D. to them.
    - a) If an officer feels that a pat search may be necessary after checking a visitor with a magnetometer, a supervisor shall be contacted for approval prior to the pat search. The pat search should be conducted out of view of others in the lobby to minimize embarrassment to the visitor. Pat searches shall only be conducted by an officer of the same sex as the visitor.
  - 3) The Front Desk Officer shall ask all visitors if they are in possession of any type of contraband prior to the visit.
8. All visitors must remain inside the video visiting area for the duration of the visit. The Front Desk Officer shall remind visitors that they will not be able to leave the video visiting area until the conclusion of the visit, unless the detainee/inmate or facility staff terminates the visit.
  9. Detainees/Inmates are not allowed to switch visiting booths with another detainee/inmate in order to split up the assigned detainee/inmate's visit.
  10. The Front Desk Officer shall contact the housing units to advise the Housing Unit Officers of the names of the detainees/inmates having visits during the next half-hour session, and the assigned visiting booths. This shall be done after the visitors have been registered and secured their personal belongings.
  11. Housing unit officers should make every effort to keep their phone lines open as much as possible during established visiting hours.
  12. The Front Desk Officer is responsible for ensuring the visitors secure all of their personal property in the lockers provided or in their car. Visitors may not bring any personal property into the facility with the exception of a receiving blanket for an infant and a baby bottle.
  13. Visiting privileges may be terminated or refused, for any of the following:
    - a. Any attempt to bring in or pass contraband.
    - b. Inciting violence.
    - c. An outstanding warrant for the visitor.
    - d. Suggestive or lewd behavior by the visitor or detainee/inmate.

- e. Court order preventing the visit.
  - f. Refusal at the request of the detainee/inmate.
  - g. No identification or unacceptable identification.
  - h. Inability or refusal to control children.
  - i. Unacceptable attire.
  - j. Creating a disturbance.
  - k. Any other violation of this or any policy.
  - l. Visitors are under the influence of drugs and/or alcohol.
14. Once active, visitors entered into the VisionAir system will be automatically checked for active warrants. If VisionAir identifies that an individual has an active warrant, a supervisor will be immediately notified and the visitor will not be allowed to visit.
  15. A supervisor should be notified as soon as practical after a visit has been denied and documentation of the denied noted. Supervisors may be consulted any time there is a question of whether a visit should be allowed or not.
  16. A visiting schedule shall be posted in the Front Lobby area for the general public to observe.
  17. There shall be a sign clearly posted indicating all visitors are subject to search. However, no visitor shall be searched outside the parameters contained in this policy unless otherwise directed by command staff.

E. Special Visits/Department of Corrections Visits

1. Special visits are provided. Special visits are reviewed and approved on a case by case basis based on need or court orders. (4-ALDF-5B-03)
2. Detainees/Inmates granted a special visit should instruct the prospective visitor to contact the Front Desk to arrange for the visit. They may call the Office Front Desk between 08:00 hours and 21:00 hours. The Front Desk Officers shall schedule the visit time in the SharePoint calendar used to schedule visits and phone conferences.
  - a. Any shift can schedule a visit for any shift. For example Day Shift can schedule and afternoon visit and Afternoon Shift can schedule daytime visits.

F. Public Face to Face Visits

1. This facility is not designed to conduct contact visits. All visits other than video visitation visits involving the public shall be conducted in one of the three (3) face

to face visitation rooms located by Central Control. The detainee/inmate and the visitor(s) shall be separated by a glass viewing window and communicate via the intercom system in each room.

2. Detainees/Inmates granted a face to face visit should instruct the prospective visitor to contact the Front Desk to arrange for the visit. They may call the Front Desk between 08:00 hours and 21:00 hours. The Front Desk Officers shall schedule the visit time in the SharePoint calendar used to schedule visits and phone conferences.
  - a. Unless otherwise specified, court ordered face to face visits generally will be scheduled for fifteen (15) minutes. However, supervisors may use their own discretion in determining the actual length of the visit.
  - b. Any shift can schedule a visit for any shift. For example Day Shift can schedule and afternoon visit and Afternoon Shift can schedule daytime visits.
3. All detainee/inmates granted a face to face visit shall be pat searched before and after the visit.
4. All public visitors shall be scanned with a magnetometer device, prior to admittance through the door leading into the area where the face to face visitation rooms are located. The purpose of this scan is to detect any item that may be used as a weapon. Visitors shall not be allowed into the facility with anything that can be used as a weapon.

G. Religious Visiting

1. The Chief of Corrections or designee, shall designate a staff member, contractor, or volunteer to coordinate religious activities for detainees/inmates.
2. Approved Jail Chaplains are authorized escorted access to housing unit Exercise Rooms and the Library/Multi-Purpose Room.
3. The MCSO Chaplain is issued an official Corrections I.D. card by the Corrections Administration and this card must be worn in plain view while in the facility. The Chaplain is not required to sign in at Front Desk and is authorized to secure their belongings in the chaplain office area located in the Warrants Division.
4. Clergy are authorized non-contact visitation with detainees/inmates using the video visitation booths. These visits shall not be counted as the detainee/inmate's general public visiting.
5. Clergy must sign in at Front Desk and their clergy status must be verified by the Front Desk Officer using the approved roster contained on the list of Approved Volunteers on the Corrections SharePoint site. Clergy not on the approved volunteers list may visit the detainee/inmate under general public visiting guidelines. Individuals wishing to be placed on the approved volunteer list should

be directed to the Corrections page on the Sheriff's website for additional information and application forms.

H. Professional Visiting – Face to Face, Non-Contact Visiting, and Teleconferences

1. Persons identified in this policy as professional visitors, and providing valid identification, shall have face to face, non-contact visiting, and teleconference privileges at any reasonable hour. This type of visiting during feeding or regular visiting times shall be discouraged, but not denied by anyone other than the Shift Supervisor.
  - a. If the visit is taking place over a meal period, accommodations need to be made for the detainee/inmate to eat their meal during the visit.
  - b. Officers may terminate legal/professional visits at the end of the allotted time or to maintain security, but not for shift change or routine official counts.
2. Unless otherwise approved by the Shift Supervisor, all professional face to face visits shall be conducted in one of the three (3) face to face visitation rooms located by Central Control.
  - a. Female detainees/inmates must have the same access to telephone/video conferences as the male detainees/inmates. If the mezzanine teleconference booths are not available because male visitation is going on, then the second floor teleconference room needs to be used for females.
3. Professionals requesting face to face visiting privileges are required to reserve a room through the Sergeants Office or when staffed, the Front Desk Officer. They must state the time they wish to reserve the room for, the duration of the visit, and the name of the detainee/inmate.
  - a. Any shift can schedule a visit for any shift. For example Day Shift can schedule and afternoon visit and Afternoon Shift can schedule daytime visits.
  - b. Attorneys scheduling an interview with their client should only be limited by the availability of the room. If they need to schedule a three (3) hour interview and there are no other appointments scheduled during that time, then they should be allowed to take the three (3) hour block.
  - c. Attorneys must be given access to visit their clients at any time of the day or night. If an attorney is only available to meet with their client after normal business hours, every effort should be made to accommodate the attorney. However, if the detainee/inmate does not want to meet with their attorney, they may refuse the visit and the refusal should be documented.
  - d. Legal assistants, upon presentation of a letter of authorization from the legal representative under whose supervision he or she is working, may meet with an ICE detainee. The letter shall state that the named legal assistant is

working on behalf of the supervising legal representative for purposes of meeting with the ICE detainee(s).

- e. Interpreters shall be permitted to accompany legal representatives and legal assistants on legal visits.
4. The Sergeant or Front Desk Officer processing the professional face to face visiting request shall schedule the visit time in the SharePoint calendar used to schedule visits and phone conferences.
5. When a face to face room is reserved by a professional visitor, and another professional visitor absolutely requires the same time, that professional visitor can receive a non-contact video visit. If that professional visitor insists on a face to face visit as well, a command staff member shall be notified.
6. Front Desk Officers shall not turn away any professional from visiting with a selected detainee/inmate. If they do not meet the requirements set forth in this policy, or cannot be accommodated for any reason, a supervisor shall be notified.
7. Doctors and program employees appointed by the judiciary who are requesting a face to face visit with a detainee/inmate shall be required to produce either a court order or a referral slip from the courts or Department of Court Services. If no court order or referral slip is obtained a non-contact video visit may take place for the interview. In order for a face to face visit to take place for doctors and program employees appointed by the judiciary, a court order or court services referral slip must be sent to the Sergeants Office. The slip must have the original signature of a judge or court services supervisor and indicate who is to be granted the visit.
8. Professional visitors not identified in the definition in this policy and that do not have a court order or referral slip, may be granted a non-contact video visit with the approval of command staff.
9. Front Desk Officers shall never deny an attorney a visit with their clients. If identification or other problem arises contrary to this policy, a supervisor shall be contacted.
10. All professional visitors shall secure any and all weapons, ammunition, batons, OC spray, and handcuff keys in the gun lockers provided in the Front Lobby waiting area.
11. All visitors are subject to a search. The Front Desk Officer shall ensure all parcels, briefcases, bags, and purses are searched. The purpose of this search is to ensure no weapons or contraband is brought into the facility. The search shall be no more intrusive than is absolutely necessary, but security shall not be compromised.
12. Visitors must leave their coats and jackets in their vehicles, or place them in the lockers provided. Only necessary paperwork and items checked by the Front Desk Officer shall be allowed into the facility.

13. All visitors shall be scanned by a magnetometer prior to entering the secure area of the facility.
14. All professional visitors must sign in at the Front Desk and provide the Front Desk Officer with an acceptable form of identification. County employees and uniformed peace officers may wear their I.D./badge in lieu of the visitor tag.


**I. Corrections Administration Visitors**

1. When visitors inform the Front Desk Officer that they have a visit with Corrections Administration, the following shall take place:
  - a. The Front Desk Officer shall ask for the names of the persons present for the meeting.
  - b. The Front Desk Officer shall call Corrections Administration Secretary at extension 4933 and confirm the visit, unless they have already been advised of the visit by administration earlier in the day.
  - c. The Front Desk Officer shall receive instructions after confirming the appointment, such as (send the visitors unescorted, obtain I.D., have the visitors wait for an escort, etc.).
  - d. The only instances where the Front Desk Officer must have the administration visitors sign in, produce identification, and lock up their belongings, are for applicant interviews or when instructed by administration to do so. These subjects shall be scanned with a magnetometer prior to being allowed access to jail administration only when so advised by administrative staff.

LAPR card (I-551 Lawfully Admitted Permanent Resident) may be used as valid identification. (Valid cards have clear, precise printing. Photo printed directly on card, not glued on.)



Mexican Matricula or ID Card – Not valid for identification because they are easily produced and faked.

<b>General Order</b>		<b>Issued: 02/08/2010</b>	<b>GO - 3.5.4-02</b>
 <b>McHenry County Sheriff's Office</b> Bill Prim, Sheriff	ACA Standards: 4-ALDF-5B-05, 06, 07, 08, 09, 10, 6A-04		
	CALEA Standards:		
	Approved: _____	Revised: <b>05/02/2016</b>	
Chapter Title: <b>MAIL, TELEPHONE, &amp; VISITING</b>			Page <b>1 of 7</b>
Subject: <b>DETAINEE/INMATE MAIL</b>			

**INDEXED AS:** Detainee/Inmate Mail

## I. PURPOSE

- A. To describe the procedures that will be used by Corrections staff to process detainee/inmate mail correspondence, packages, and publications.

## II. POLICY

- A. It is the policy of the McHenry County Corrections Division to allow detainee/inmates to maintain community ties by affording detainee/inmates the opportunity for unlimited mail correspondence, at their expense, consistent with the security and safety procedures contained herein.

## III. DEFINITIONS

- A. *Emergency Situation:* An emergency situation is defined as any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incident.

## IV. PROCEDURES

### A. Incoming Detainee/Inmate Mail

1. Detainee/Inmate mail, both incoming and outgoing, may be opened to intercept cash, checks, and money orders and inspected for contraband. Incoming and outgoing mail is read, censored, or rejected when based on legitimate facility interests of order and security. Detainees/Inmates are notified in writing when incoming or outgoing letters are withheld in part or in full. (4-ALDF-5B-08)
2. Excluding weekends and holidays or emergency situations, incoming and outgoing letters are held for no more than 24 hours and packages are held for no more than 48 hours. (4-ALDF-5B-10)
3. Incoming mail for detainees/inmates shall be retrieved from Sheriff's Administration Office throughout the day and delivered to the Sergeant's Office.
4. The Mail Officer assigned to process incoming detainee/inmate mail shall retrieve the mail from the bin in the Sergeant's Office.

5. The Mail Officer assigned to process incoming detainee/inmate mail shall obtain a current Jail Alphabetical Log, appropriate ICE court list, JPATS, and DOC/U.S. Marshals court list if necessary.
6. All incoming mail shall be sorted with "privileged" mail set aside for special processing.
7. For the purposes of this section, and in accordance with *Illinois County Jail Standard #701.180*, the following persons or organizations are "Privileged":
  - a. Federal or Illinois legislators; Judges of any court or the Illinois Court of Claims or clerks of courts; the Attorney General of the United States and Illinois; the Director of the Federal Bureau of Prisons; and the Governor of the State of Illinois.
  - b. The Director, Deputy Directors, or Assistant Deputy Directors of the Illinois Department of Corrections; the Chief of the Jail and Detention Standards Unit of the Illinois Department of Corrections; members of the Illinois Prisoner Review Board; and county sheriffs.
  - c. Chief Executive Officers of the Federal Bureau of Investigations, the Drug Enforcement Administration, the Criminal Division of the Department of Justice, and the United States Customs Service.
  - d. The John Howard Association.
  - e. Registered attorneys.
  - f. Any organization, which provides direct, legal representation to detainees, but not including organizations which provide referrals to attorneys, such as bar associations.
8. "Special Correspondence and Legal Mail" is the term for detainees' written communications to or from private attorneys and other legal representatives; government attorneys; judges, courts; embassies and consulates; the President and Vice President of the United States, members of Congress, the Department of Justice (including the DOJ Office of the Inspector General), the Department of Homeland Security Office for Civil Rights and Civil Liberties, the Department of Homeland Security (including U.S. Immigration and Customs Enforcement, the Office of Detention and Removal Operations, and the DHS Office of the Inspector General, ); the U.S. Public Health Service including the Division of Immigration Health Services; health care practitioners; administrators of grievance systems; and representatives of the news media. (News media correspondence must be clearly indicated as "special correspondence" in nature.) "Special Correspondence" will be treated as "Privileged" Mail as outlined in this General Order.
9. All non-privileged mail shall be sorted and the detainee/inmate's cell number written on the envelope.



10. Incoming mail for detainees/inmates who are no longer in custody shall be stamped "NO LONGER HERE, RETURN TO SENDER." The mail codes on the bottom of the envelope (front and back) will be blacked out with a marker and the unopened envelope placed in the bin to be returned to the Post Office.
11. Once all the mail has been separated and verified that the addressee is still in custody, it shall be opened and processed.
12. Mail containing contraband shall be considered unauthorized; the unauthorized contents shall be returned to the sender, however, if there is no return address it will be placed in the detainee/inmate's property bag. Contraband includes, but is not limited to the following:
  - a. Plastics, musical cards, wooden or metal items, cloths, ribbons, cords, etc.
  - b. Adhesives, glue, tape stickers, crayons, etc.
  - c. Paint or any foreign substances (altered paper or discolored/runny ink/perfume).
  - d. Photos larger than 4x6, Polaroid type photos, alcohol, gang material, profane references, depictions of nudity or material with sexual content.
  - e. Correspondence from other Detainees/Inmates is not allowed, unless pre-approved by the administration.
  - f. Detainees/Inmates have access to publications provided by the facility. Books, booklets, pamphlets, magazines, or periodicals are not allowed except those approved by the Administration. Approved items delivered to detainees/inmate will be denoted by an "Approved" stamp located on the item. (4-ALDF-5B-07)
  - g. Blank paper, stamps, envelopes may not be sent through the mail.
  - h. Original identity documents, such as passports, birth certificates, etc., in an ICE detainee's possession are contraband and may be used by ICE/DRO as evidence against the detainee or for other purposes authorized by law.
    - 1) When such documents are found in the mail the detainee shall be provided a copy of each document and such will be noted on a *Legal Mail Notice* form. The original documents turned over to a Corrections Supervisor for forwarding to ICE/DRO.
13. Detainees/Inmates may receive mail containing newspaper clippings and material printed from the internet. However, the officer processing the incoming mail shall scan the items and approve or deny them based upon guidelines for authorized and unauthorized mail as outlined in this General Order.
14. The detainee/inmate shall be notified of any unauthorized mail placed in their property and the reason it was determined to be unauthorized.

- a. The *Unauthorized Mail Log* shall be completed.
  - b. The *Unauthorized Mail Notice* shall be printed and given to the detainee/inmate to sign.
  - c. Once signed, the notice shall be placed in the detainee/inmate's file by the Mail Officer.
15. Money Orders received through the mail must be made out to the **McHenry County Jail** with the detainee/inmate's name and jail ID written on it in the comments section. If the detainee/inmate's name is listed on the "Pay to the Order Of" line, place one (1) line through detainee/inmate's name and stamp or write "McHenry County Jail" above crossed out name then enter money order into the detainee/inmate's commissary account.
- a. Money orders filled out correctly shall be entered into the commissary computer with the money section (Amount, Type, MO#, Source, Name and Comments) fully completed.
  - b. A receipt for the money order shall be placed in the envelope and delivered to the detainee/inmate (The detainee/inmate does not need to sign the money order).
  - c. Processed money orders shall be placed in the commissary safe in Booking.
16. Cashier's Checks received through the mail will be accepted on a case by case basis as approved Jail Administration. Cashier's Checks, along with the envelope it was sent in, shall be forwarded to the Programs Office. Once approved, a Programs Officer will enter the money on the inmate/detainee's account.
17. Envelopes with no return address shall be placed in the detainee/inmate's property bag.
18. Detainees/Inmates who are physically out of the facility, but not out of custody (TempOut) shall have all incoming mail left unopened, marked with the current date and placed in the "TempOut Mail File."
- a. This file shall be checked and dated each day for a period of seven (7) days to determine if the detainee/inmate has returned to the facility.
  - b. If the detainee/inmate returns to the facility within the seven (7) day period, the mail shall be processed according to policy.
  - c. If the detainee/inmate does not return to the facility within the seven (7) day period, the mail shall be returned to the sender according to policy.

B. Incoming Privileged/Legal Mail

1. Privileged/Legal Mail shall not be opened. The officer assigned to process the mail shall verify the detainee/inmate is in custody and mark the current cell location on the outside of the envelope.

- a. The *Legal Mail Log* shall be completed.
- b. A *Privileged Mail Receipt* shall be completed, printed out, and attached to the outside of the envelope.
- c. When the privileged mail is delivered to the detainee/inmate, the signed mail receipt shall be forwarded to Classification to be placed in the detainee/inmate's file.
- d. Privileged mail received for detainees/inmates not currently in custody shall be handled as "TempOut" mail as outlined above.
- e. Once the detainee/inmate opens the privileged mail, the envelope must be confiscated and disposed of.

C. Outgoing Detainee/Inmate Mail

1. When the detainee/inmate bears the mailing cost, there is no limit on the volume of letters he/she can send or receive or on the length, language, content, or source of mail or publications, except when there is reasonable belief that limitation is necessary to protect public safety or maintain facility order and security. (4-ALDF-5B-05)
2. Indigent detainees/inmates receive a specified postage allowance to maintain community ties, and necessary postage for privileged correspondence. Indigent inmates receive paper and postage stamped envelopes in accordance with the procedure outlined in the inmate handbook. (4-ALDF-5B-06)
3. ICE Detainees are not charged for writing supplies (paper/pencil/envelopes) and may receive these items in accordance with the procedure outlined in the Detainee handbook.
4. Detainees/Inmates are granted the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security. (4-ALDF-6A-04)
5. Non-privileged outgoing detainee/inmate mail shall be collected throughout the Day and Afternoon shift and placed, unsealed, in the "Outgoing Mail" bin located outside the Sergeant's Office.
6. The Mail Officer assigned to process the outgoing mail shall ensure that it contains:
  - a. The detainee/inmate's full name and Jail ID.
  - b. The full, complete return address of the jail.
  - c. A valid outgoing mailing address.
  - d. Sufficient postage.
  - e. No unauthorized writing or drawings on the outside of the envelope.

7. All outgoing, non-privileged mail shall be scanned (spot checked) by the Mail Coordinator assigned to process the mail to determine that mail does not contain third party letters to other detainees/inmates or gang materials. If the officer believes the letter contains any of the following, a supervisor shall be contacted:
  - a. Threats of physical harm against any person or threats of criminal activity, blackmail, or extortion.
  - b. Information regarding sending contraband into or out of the facility, plans to escape, or plans to engage in criminal activity.
  - c. The letter is written in code and cannot be understood by facility staff.
  - d. Plans to engage in activities that violate facility rules, or in and of itself, violates jail rules.
  - e. Solicitations of gifts, goods, or money from people other than friends or family members.
  - f. Information, which if used right may reasonably result in physical harm to another.
  - g. Unauthorized correspondence with another detainee/inmate.
  - h. Violation of any federal or state law.
  - i. Letters to crime victims:
8. Officers shall not read outgoing mail unless specifically instructed to by a Command Officer.
9. Outgoing mail determined to be improper shall be returned to the detainee/inmate. A completed "Notice of Unauthorized Mail" form shall be forwarded to the detainee/inmate.
10. Mail determined to be appropriate shall be sealed with tape (do not lick the envelopes) and placed in the "Outgoing Mail" bin.
11. When all outgoing mail has been processed, the officer assigned to process the mail shall place the bin of mail in the Mailroom on the Loading Dock.

D. Outgoing Privileged/Legal Mail

1. Detainees/Inmates are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts; counsel; officials of the confining authority; state and local chief executive officers; administrators of grievance systems; and members of the paroling authority. Privileged mail is to be clearly marked "legal mail" or "privileged mail." Privileged/Legal mail shall be sealed by the detainee/inmate in the presence of the Block Officer. Sealed outgoing privileged mail shall not be accepted by staff if it is not clearly marked "privileged" or "legal mail" and does not contain

the detainee/inmate's name and identification number. Any officer having a question as to the legitimacy of "Privileged or Legal mail" should contact a Command Officer. Corrections Administration shall be the final authority if there is still question concerning whether privileged mail is legitimate and reserves the right to verify the registration of any attorney. Mail to detainees/inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the detainee/inmate, unless waived in writing, or in circumstances which may indicate contamination. (4-ALDF-SB-09)

2. Privileged/Legal mail shall be sealed by the detainee/inmate in the presence of the Block Officer. The Block Officer shall then initial the sealed portion of the envelope prior to placing it in the "Outgoing Mail" bin outside the Sergeant's Office.
3. Mail Officer shall log the outgoing privileged/legal mail on the appropriate form.
4. When all outgoing privileged/legal mail has been processed, the officer assigned to process the mail shall place the bin of mail in the Mailroom on the Loading Dock.

E. Packages

1. Detainees/Inmates shall not be allowed to receive or send packages without advance arrangements, approved by the Corrections Administration or their designee. The postage for sending packages and oversized or overweight mail shall be paid for by the detainee/inmate. If the detainee/inmate is indigent, special arrangements to ship their property may be approved on a case by case basis.

F. Notaries, Certified Mail, and Miscellaneous Needs Associated With Legal Matters

1. If a detainee/inmate without legal representation requests certain services in connection with a legal matter, such as a notary public or certified mail, and has no family member, friend, or community organization to provide assistance, the detainee shall be assisted in a timely manner. Sergeants may provide notary services and the Programs Office should assist with certified mail.
  - a. If it is unclear whether requested service is necessary in pursuit of a legal matter, the respective Chief Counsel should be consulted.
    - 1) ICE Detainees – Contact the ICE Chicago Field Office and request guidance from their legal staff.
    - 2) McHenry County Inmates – Contact the McHenry County State's Attorney Office.
    - 3) B.O.P. and U.S. Marshal Inmates – Contact the Chicago office of the agency responsible for the inmate.

