



JUSTICE COMMITTEE AGENDA  
Law and Justice Center, Room 700

**Monday, March 8, 2004**

**5:00 p.m.**

1. Roll Call
2. Chairman's Approval of Minutes – February 5, 2004
3. Appearance by Members of the Public
4. Departmental Matters:
  - A. David Owens, McLean County Sheriff
    - 1) Items to be presented for Action
      - a) Report of Cost of Certain Sheriff Fee Services from Maximus, Inc 1 - 27
    - 2) Items to be presented for Information
      - a) McLean County Sheriff's Office Annual Report 28 - 52
      - b) Adult Detention Facility Population Report 53 - 54
      - c) General Report
      - d) Other
  - B. Jim Wahls, E.S.D.A. / Civil Defense
    - 1) Items to be presented for Action
      - a) Request approval of an Illinois Department of Nuclear Safety Grant for Fiscal Year 2005 55 - 60
      - b) Request approval of Contract between ESDA and Eric Hodges 61 - 64
    - 2) Items to be presented for Information
      - a) Discussion on Remaining Fiscal Year 2004 Grant Monies usage
      - b) General Report
      - c) Other

- C. Bill Gamblin, 911 Administrator
- 1) Items to be presented for Information:
    - a) E-911 Statistical Reports 65 - 69
    - b) General Report
    - c) Other
- C. Sandy Parker, Circuit Clerk
- 1) Items to be presented for Information:
    - a) Monthly Statistical Reports  
for January 2004 70 - 78
    - b) General Report
    - c) Other
- D. Beth Kimmerling, Coroner
- 1) Items to be presented for Information:
    - a) Monthly Report for January 2004 79 - 80
    - b) Monthly Report for February 2004
    - c) General Report
    - d) Other
- E. Amy Davis, Public Defender
- 1) Items to be presented for Information:
    - a) Monthly Caseload Report for  
January 2004 81 - 83
    - b) General Report
    - c) Other
- F. Roxanne Castleman, Court Services
- 1) Items to be presented for Information:
    - a) Illinois Department of Corrections  
Juvenile Detention Center Inspection  
Report 84 - 102
    - b) Adult/Juvenile Statistical Report January  
2004 103 - 104
    - c) Juvenile Detention Center Report January  
2004 105 - 108
    - d) General Report
    - e) Other
- F. Billie Larkin, Children's Advocacy Center
- 1) Items to be presented for Information:
    - a) Monthly Statistical Report for  
January 2004 109 - 110
    - b) General Report
    - c) Other

- G. William A. Yoder, State's Attorney
  - 1) Items to be presented for Information:
    - a) Asset Forfeiture Fund Report 111
    - b) Case Load Report 112
    - c) General Report
    - d) Other
  
- J. John Zeunik, County Administrator
  - 1) Items to be presented for Information:
    - a) Response to Questions Raised by Justice Committee 113 - 116
    - b) General Report
    - c) Other
  
- 5. Other Business and Communication
  
- 6. Recommend payment of Bills and Transfers, if any, to County Board
  
- 7. Adjournment

e:\ann\age\j\_Mar.04

**McLEAN COUNTY, ILLINOIS**

Report on Cost  
of Certain Sheriff Fee Services

January 2004

MAXIMUS, Inc.  
Northbrook, Illinois  
(847) 513-5508  
Bruce Cowans, Vice President  
[brucecowans@maximus.com](mailto:brucecowans@maximus.com)

## I PURPOSE AND METHOD

McLean County requested this study to determine if certain Sheriff fees were receiving a subsidy from tax revenue. We reviewed services that may be priced based on a cost study, updating the findings of a 1998 study. The fees charged are not recovering the cost that the County incurs to provide them.

The County must decide if fees should be increased, and if so, by how much. Illinois law permits a County to override statutory prices if a cost study finds that fees are not recovering the cost of providing fee services to the public.

### A. *The Legal Authority for a Fee Cost Study*

State laws and county ordinances set fee prices. Some of the prices set by state law are subject to increase by county ordinance if a cost study finds that the existing price is not sufficient to cover all costs. Three departments where this opportunity is mentioned explicitly are the Sheriff, County Clerk and Recorder. Specifically, the opportunity exists in the following sections of Illinois law:

Sheriff	55 ILCS 5/4-5001
County Clerk	55 ILCS 5/4-4001
Recorder	55 ILCS 5/3-5018

These statutes list a number of services and establish a fee for each. Following the statutory prices is this language:

*The county board may, however, by ordinance, increase the fees allowed by this Section and collect those increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the costs of providing the service. A statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public records and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each service, program and activity.*

Fees and charges authorized by other sections of Illinois law are not subject to pricing based on a cost study. Legislation broadening the opportunities for cost-based fees has been introduced, but as of the date of this report, the opportunity is limited to the Sheriff, County Clerk and Recorder services mentioned in the statutes above.

While we are not making recommendations on specific fee prices, we believe that it is often good policy to charge actual cost for fee services. No county is ever happy to increase fee prices, but if the alternative is tax increases or staff reductions, it may be relatively more appealing.

*Note that Illinois laws authorizing cost-based fee prices prohibit a charge in excess of the statutory price to agencies of the State of Illinois.*

We presume that fees were intended to pay for services. Hence, if the cost of fee services increases over time, so should fee prices. Fees are a form of tax relief, generating revenue that would otherwise have to come from taxes. Fees also help to make non-residents or tax-exempt resident customers reimburse the county for the costs they impose by their demand for specialized services.

#### **B. Cost vs. Price**

It is important to distinguish between *cost* and *price*. Just because another county charges a lower fee *does not mean that its cost is lower*. Many counties, not knowing their costs, unknowingly use other revenues (i.e., property and sales taxes) to help fund the service.

Our approach to determining the cost of fee services included review of the budget and other financial reports, personal interviews with departmental staff, and development of a model to account for the costs of services. The model considers how many times each service is performed annually, the effort and labor cost of service, the cost of non-labor line items from the department's budget, and allocations of cost from other county departments.

The Chief Deputy Sheriff was our liaison for the study. He asked that we study those services that had been the subject of the 1998 study. The services not included in the review were those of little or no annual customer demand, or for which the statutory price appears to be more than adequate.

**C. Method**

The detailed calculations are enclosed as Exhibit 1 to this report. The model follows the structure that we describe below.

1. *Cost/Revenue Summary*

The model's first page compares current revenues to actual costs and calculates the differences. We display costs and revenues per single customer and in total. Current total revenue is derived by multiplying the current per customer price by the number of customers.

Some customers for process service and return of service do not pay. These include the States Attorney office and those at risk of domestic violence. We have excluded the cost of serving them from this summary page, although the cost of serving these customers is the same as for paying customers.

2. *Labor Costs*

a. *Duty Hour Calculations -- Compensated Absences*

People do not work 52 weeks per year. An employer pays for 52 weeks, but part of the payment is for compensated absences such as vacation, holiday and sick time. If we use a 2,080-hour (or 1,950-hour) base to allocate an employee's time to various activities, only taxpayers will pay for compensated absences. Since this paid time off is essentially a fringe benefit, we deduct paid leave from total hours paid and base our analysis of employee efforts on hours worked only. The Federal rules referenced by Illinois law for fee studies sanction this adjustment.

b. *Labor Costs - Allocation of Time Worked*

The next set of forms document the labor cost of fee services reviewed. They list services in columns across the top of each page: 1) "General & Administrative," 2) "All Other Department Activity" and 3) the designated services whose costs were to be determined.

This form has four sections:

- Time per customer (i.e., how long does it take to serve a single customer?)
- Annual hours per activity (i.e., how many hours does the person or job title devote to this service annually?)
- Percent of annual hours worked (by activity)
- Annual salary dedicated to activity

"General & Administrative" effort benefits the entire department, but must be allocated indirectly to other services based on proportions of labor cost for direct services. Senior managers and support staff serve the department as a whole, but typically cannot account for time spent on specific services. Hence, we determine the direct effort of the rest of the department and allocate General & Administrative effort in the same proportion.

"All Other Department Activity" represents costs not related in any way to the services that were the subject of this study. When most of the department's costs are for the "All Other" category, most of the General & Administrative costs are also allocated to "All Other."

At the bottom of this set of calculations, we show the time required to serve a single customer and the total hours of direct staff effort required to provide each fee service.

We also show direct staff labor as a percentage of total staff labor per service. We use these percentages to allocate certain indirect expenses, as described in the next section.

### 3. *Non-Salary Expenses*

After the labor costs are documented, the model addresses the non-salary budget items from each department. These costs are allocated to individual services in proportion to labor costs for the relevant staff unit that provides those services.

We tested for exceptions (i.e., disproportionate use of an item by a service or services). If a cost had no relation to the services in question, it was allocated to "All Other."

#### 3.a. *Allocation of Fee Study Cost*

This project was done under a contract whose purpose was to determine the cost of fee services. Hence, as has been our practice when performing this study for other Illinois counties, we have allocated the cost of the study itself to fee services.

The fee study contract was \$9,250. We anticipate that the County would wait five years before updating this study. Therefore, we have allocated one-fifth of the \$9,250 as an annual expense.

We allocated the study cost to each fee service in proportion to the total annual demand for each service, resulting in an identical charge per customer for the fee service, regardless of the fee service rendered.



#### 4. County Overhead Expense

As a matter of convenience, most organizations find it better to budget the costs of overhead support (e.g., legal, accounting, insurance) to central administrative accounts, rather than to each department with direct public contact. Federal rules (US Office of Management & Budget Circular A-87) permit these indirect expenses to be recognized and the Illinois statutes permitting cost-based user fees reference Circular A-87.

Our determination of indirect cost to be allocated to the Sheriff's Department is based on the County's most recent central services cost allocation plan. Within the Department itself, jail expenses are allocated only to jail operations. Within jail operations, the allocation to individual activities (i.e. taking bond and other jail activities) is in proportion to jail staff time for these activities.

Our allocation of indirect costs to other Sheriff's activities is traceable to individual activities (e.g., serving civil process, return of process, serving warrants and "all other") in proportion to the staff time of those assigned to those services.

Details of these allocations are in Exhibit 1.

The remainder of this report summarizes the findings.

II FINDINGS

Service	Annual Demand	Current Revenue <sup>1</sup>		Actual Cost <sup>1</sup>		Difference	
		Per One	Total	Per One	Total	Per one	Total
Civil Process – Service (Paying customers only)	1,453	\$17.00	\$24,701	\$51.11	\$74,257	\$34.11	\$49,556
Civil Process - Return of Service (Paying customers only)	1,209	7.00	8,464	\$11.37	13,751	4.37	5,286
Taking Bonds	7,964	20.00	159,280	57.92	461,255	37.92	301,975
Serving warrants	4,194	11.70	49,070	23.62	99,048	11.92	49,978
<b>Total</b>			<b>\$241,515</b>		<b>\$648,310</b>		<b>\$406,795</b>

Notes:

1) Civil Process Service revenue and cost data excluded mileage charges, which would be charged in addition to amounts shown above

a) Civil Process

Throughout Illinois (and indeed, nationally), process servers tell us that most papers to be served are served using the same method. Papers of the same priority that are served using the same method were classified as "Civil Process" for this analysis and the cost of activity was determined as a group.

The costs of these services are applicable to each and every type of civil paper included in the group. In a template provided in Exhibit 1 to this report, we have detailed all of the services to which this "Civil Process" applies.

Based on our analysis, the cost to prepare and serve a civil process paper in McLean County is \$51.11. Papers served for agencies of the State of Illinois may not be charged more than the statutory price.

We note that this cost, though based on time required to perform the service that was verified by the Department, is greater than is actually charged in other Illinois counties. Prices of \$40 or greater are unusual, which the County may wish to consider in setting the price for this service. The Sheriff recommends that the price be increased to \$25 plus mileage from the current price of \$17 plus mileage.

Most counties serve papers for the State (e.g., Illinois Department of Public Aid) for free, but the statute allows counties to charge the specified statutory price.

We did not examine the cost of mileage, as the current 50 cents per mileage each way appeared adequate. That charge would continue in addition to whatever price the County adopts for the service of civil process itself.

b) *Return of Service for Civil Process*

Based on the facts presented, the cost of return of process is \$11.37 per return, as compared to a statutory fee of \$5.00 and a current price (adjusted in 1998) of \$7.00. The Sheriff recommends that the price be increased to \$8.00.

c) *Taking Bond on Civil or Criminal Process*

Prisoners have bond amounts set by a judge, based on the nature of the offense, the risk of flight, and other factors. The taking bond fee is not for the setting of the bond, but rather, is an administrative charge established by the General Assembly to reimburse the County for costs incurred in releasing the prisoner. It is a cost-based fee for taking the bond, not a risk-based pledge designed to ensure that the prisoner released from custody will appear at a future date.

The fee is in addition to the amount of the bond set by the judge. Cash received in payment for the Sheriff's services *should not be commingled with nor deducted from the bond set by the judge.*

The cost of the activity is \$57.92 per prisoner, as compared to a statutory fee of \$1.00 and a current price of \$20.00 (based on the 1998 study). One of the key factors causing the cost of this service to increase in McLean (and other counties) is the time spent by additional staff reviewing proposed releases from the jail. In years past, second level reviews were unusual. In response to some inadvertent releases of the wrong individuals, many Illinois counties have added a second-level review of the proposed release to confirm that the prisoner is eligible for release. This extra effort takes time, which is reflected in the increased cost of the service since the 1998 study.

The Sheriff recommends that the price be increased to \$25 from its current level of \$20.

Please note that occasional legal challenges to this fee have been and are being mounted and that MAXIMUS cannot predict the outcome of these matters. Many of our clients have informed us that they intend to continue establishing higher prices for this service until and unless they are barred from doing so. MAXIMUS is unable to provide legal advice on this matter. The Illinois Sheriffs Association opposes the pending Federal suit against this fee and supports the right of counties to charge it. The County should consider the ramifications of increasing the price when the fee is in litigation.

d) *Serve warrants*

Based on the facts presented, the cost of return of process is \$23.62 per return, as compared to a statutory fee of \$8.00 and a current price (adjusted in 1998) of \$11.70. The Sheriff recommends that the price be increased to \$15.00.

### III IMPLEMENTATION

The County will continue to charge the statutory prices for services not reviewed in this study. In the cases where the statutory price is greater than the current cost, other counties have relied on the statute as an authority not to lower the price.

At the back of the detailed calculations of cost (Exhibit 1) is a table that may be used as a template for drafting a new fee ordinance. It lists each fee service and shows the statutory prices, current prices and actual costs for the services and the Sheriff's recommendations for new prices. The Board should determine the price levels it wishes to have charged on this template and give the template to the person responsible for drafting the new ordinance.

If the County adopts a price below actual cost, it would be justified in increasing the price at a later date up to any amount at or below actual cost, as long as the budget for the department grows. This would allow the fee increases to be phased in, should that be the desire. After a period of 4-5 years, incremental annual changes in the County's budget and staffing patterns suggest that the study should be updated to ensure that fees continue to recover costs.

To facilitate the drafting of a fee ordinance, the reviewers should simply list the desired price in the right-hand column of the templates. The ordinance should be prefaced by language of the type shown below:

*WHEREAS, 55 ILCS 5/4-5001 provides that the statutory Sheriff fees may be increased by the County Board if an increase is "justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-5001) are not sufficient to cover the costs of providing the services"; and*

*WHEREAS, 55 ILCS 5/4-5001 requires a statement of the costs of providing each service, program and activity shall be prepared and be part of the public record; and*

*WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by MAXIMUS has been prepared; and*

*WHEREAS, based on the MAXIMUS study, the County Board recommends the County Code be amended to increase the Sheriff's fees.*

*NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows: (follow with a listing of fee services and new prices as shown at the back of each exhibit to this report)*

**EXHIBIT 1**

**DOCUMENTATION OF  
SHERIFF FEE SERVICE COSTS**

McLEAN COUNTY SHERIFF	Annual Demand	Current Revenue		Actual Cost			Incremental Revenue Potential		
		Per One	Total	Per One	Total Labor	Total Non Salary	Total	Per One	Total
Serving / Attempting Civil Process	5,077								
Paying customers	1,453	\$17.00	\$ 24,701	\$ 51.11	\$ 49,580	\$ 24,676	\$ 74,257	\$ 34.11	\$ 49,556
Free customers	3,624								
Returning each process	4,225								
Paying customers	1,209	\$7.00	\$ 8,464	\$ 11.37	\$ 7,812	\$ 5,939	\$ 13,751	\$ 4.37	\$ 5,286
Free customers	3,016								
Taking all bonds on legal process	7,964	\$ 20.00	\$ 159,280	\$ 57.92	\$ 215,844	\$ 245,411	\$ 461,255	\$ 37.92	\$ 301,975
Serve warrant	4,194	\$ 11.70	\$ 49,070	\$ 23.62	\$ 55,314	\$ 43,734	\$ 99,048	\$ 11.92	\$ 49,978
Total			\$ 241,515				\$ 648,310		\$ 406,795
Note:									
f Many papers are served for free (States Attorney papers, orders of protection)									
Serving / Attempting Civil Process									
Returning each process									
		Paying	Free	Total					
		1,453	3,624	5,077					
		1,209	3,016	4,225					

McLEAN COUNTY SHERIFF												
Duty Hour Calculations												
Name	Title	# of Positions	Current Annual Pay Rate	Pension plan	Pay plus pension	Total Compensated Hours	Vacation Hours Accrual (Using 2.5 wks/yr avg)	Annual Holiday Hours	Sick Leave Hours Accrued	Total Compensated Absences	Duty Hours (= Total Compensated Absence)	
Uszcienski, Kelly	Accounting Specialist I	1.00	26,777	IMRF	28,475	1,950	94	75	75	244	1,706.25	
Miller, Jennifer	Accounting Specialist II	1.00	27,402	IMRF	29,139	1,950	94	75	75	244	1,706.25	
Clark, Janet	Admin Support Supervisor II	1.00	36,788	IMRF	39,120	1,950	94	75	75	244	1,706.25	
Love, Derick	Chief Deputy Sheriff	1.00	69,683	SLEP	80,638	2,080	100	80	80	260	1,820.00	
Bailey, Mark	Command Lieutenant	1.00	58,648	SLEP	67,868	2,080	100	80	80	260	1,820.00	
Emery, Thomas	Command Lieutenant	1.00	61,408	SLEP	71,062	2,080	100	80	80	260	1,820.00	
Serone, Bonnie	Command Lieutenant	1.00	60,488	SLEP	69,997	2,080	100	80	80	260	1,820.00	
Asthenbremer, June	Control Operator	1.00	26,646	IMRF	28,336	2,080	100	80	80	260	1,820.00	
Jackson, Donna	Control Operator	1.00	29,955	IMRF	31,854	2,080	100	80	80	260	1,820.00	
Junis, Martin	Control Operator	1.00	28,933	IMRF	30,768	2,080	100	80	80	260	1,820.00	
Poshard, Michael	Control Operator	1.00	34,042	IMRF	36,200	2,080	100	80	80	260	1,820.00	
Reed, Jannell	Cook I (jail)	1.00	22,311	IMRF	23,726	2,080	100	80	80	260	1,820.00	
Thornton, Donna	Cook II (jail)	1.00	33,836	IMRF	35,981	2,080	100	80	80	260	1,820.00	
Various	Corrections Officer	25.00	887,725	IMRF	944,007	52,000	2,500	2,000	2,000	6,500	45,500.00	
Various	Corrections Sergeant	6.00	268,818	IMRF	285,861	12,480	600	480	480	1,560	10,920.00	
Owens, David	County Sheriff (elected)	1.00	70,855	SLEP	81,993	2,080	500	400	400	1,300	9,100.00	
Various	Deputy Investigator	5.00	232,593	SLEP	269,157	10,400	2,400	1,920	1,920	6,240	43,680.00	
Various	Deputy Patrol Officer	24.00	963,319	SLEP	1,114,753	49,920	100	80	80	260	1,820.00	
Tate Jr, Billy	Deputy Patrol Officer - Civil Pro	1.00	39,255	SLEP	45,426	2,080	100	80	80	260	1,820.00	
Trobac, Michael	Deputy Patrol Officer - Civil Pro	1.00	44,865	SLEP	51,917	2,080	100	80	80	260	1,820.00	
Cobstall, Dave	Fleet Mechanic	1.00	33,830	IMRF	35,975	2,080	100	80	80	260	1,820.00	
Fellner, Melinda	Inmate Assessment Specialist	1.00	48,250	IMRF	51,309	1,950	94	75	75	244	1,706.25	
Roberson, Pamela	Inmate Assessment Specialist	1.00	41,670	IMRF	44,312	1,950	94	75	75	244	1,706.25	
Poshard, Betty	Inmate Program Supervisor	1.00	32,276	IMRF	34,322	1,950	94	75	75	244	1,706.25	
Allen, Gregory	Jail Operations Supervisor	1.00	52,483	IMRF	55,811	2,080	100	80	80	260	1,820.00	
Kessinger, Jamey	Jail Operations Supervisor	1.00	53,320	IMRF	56,701	2,080	100	80	80	260	1,820.00	
Phares, Thomas	Jail Superintendent	1.00	63,251	IMRF	67,261	2,080	100	80	80	260	1,820.00	
Various	Jury Bailiff	2.63	38,220		38,220	5,460	100	80	80	260	5,460.00	
O'Grady, Patrick	Lead Process Server	1.00	50,789	SLEP	58,773	2,080	100	80	80	260	1,820.00	
Cruz, Carol	Office Support Specialist I	1.00	23,008	IMRF	24,467	1,950	94	75	75	244	1,706.25	
Kessinger, Jackie	Office Support Specialist I	1.00	24,429	IMRF	25,978	1,950	94	75	75	244	1,706.25	
Middaugh, Carrie	Office Support Specialist I	1.00	22,691	IMRF	24,130	1,950	94	75	75	244	1,706.25	
Phillips, Tina	Office Support Specialist I	1.00	22,797	IMRF	24,242	1,950	94	75	75	244	1,706.25	
Braksick, Janet	Office Support Specialist II	1.00	27,199	IMRF	28,923	1,950	94	75	75	244	1,706.25	
Stacy, Tami	Office Support Specialist II	1.00	27,687	IMRF	29,443	1,950	94	75	75	244	1,706.25	
Various	Patrol Sergeant	7.00	350,952	SLEP	406,122	14,560	700	560	560	1,820	12,740.00	
Schuller, Debra	Supervising Office Supp Spec	1.00	31,469	IMRF	33,465	1,950	94	75	75	244	1,706.25	
Total		100.63	3,968,670		4,405,729	207,610	9,619	7,775	7,695	25,089	182,521.25	
Pension Rates for 2004												
IMRF											6.34%	
SLEP											15.72%	

Job Title	Name	Positions	Duty Hours	# Of Customers Per Year	General & Administrative	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process on legal process	Taking all bonds on legal process	Serve warrant
Counting Specialist I	Uzdenski, Kelly	1.00	1,706.25		1,242.70		3.00			3.00
Counting Specialist II	Miller, Jennifer	1.00	1,706.25		1,420.55			0.57		3.00
Admin Support Supervisor II	Clark, Janel	1.00	1,706.25		1,213.33		7.00			
Chief Deputy Sheriff	Love, Derick	1.00	1,820.00		1,820.00					
Command Lieutenant	Bailey, Mark	1.00	1,820.00			1,820.00				
Command Lieutenant	Emery, Thomas	1.00	1,820.00			1,820.00				
Command Lieutenant	Sarone, Bonnie	1.00	1,820.00			1,820.00				
Control Operator	Ashenbrenner, June	1.00	1,820.00			1,820.00				
Control Operator	Jackson, Donna	1.00	1,820.00			1,820.00				
Control Operator	Junels, Marlin	1.00	1,820.00			1,820.00				
Control Operator	Poshard, Michael	1.00	1,820.00			1,820.00				
Book I (jail)	Reed, Jannett	1.00	1,820.00			1,820.00				
Book II (jail)	Thornton, Donna	1.00	1,820.00			1,820.00				
Corrections Officer	Various	25.00	45,500.00		40,854.33			35.00		
Corrections Sergeant	Various	6.00	10,920.00		8,265.33			20.00		
City Sheriff (elected)	Owens, David	1.00	2,000.00		2,000.00					
Deputy Investigator	Various	5.00	9,100.00		9,100.00					11.00
Deputy Patrol Officer	Various	24.00	43,680.00		42,911.10		20.26	1.50		
Deputy Patrol Officer - Civil Process	Tate Jr, Billy	1.00	1,820.00				20.26	1.50		
Deputy Patrol Officer - Civil Process	Trobec, Michael	1.00	1,820.00				20.26	1.50		
Street Mechanic	Cobsville, Dave	1.00	1,820.00		1,820.00					
Female Assessment Specialist	Fellner, Melinda	1.00	1,706.25		1,706.25					
Female Assessment Specialist	Roberson, Pamela	1.00	1,706.25		1,706.25					
Female Program Supervisor	Poshard, Billy	1.00	1,706.25		1,706.25				1.40	
Field Operations Supervisor	Allen, Gregory	1.00	1,820.00		1,634.17				1.40	
Field Operations Supervisor	Kessinger, James	1.00	1,820.00		1,634.17				1.40	
Field Superintendent	Phares, Thomas	1.00	1,820.00		1,634.17				1.40	
City Bailiff	Various	2.63	5,460.00		5,460.00					
Chief Process Server	O'Grady, Patrick	1.00	1,820.00				20.26	1.50		
Office Support Specialist I	Cruz, Carol	1.00	1,706.25		1,531.50		4.00			2.50
Office Support Specialist I	Kessinger, Jackie	1.00	1,706.25		911.37		4.00			2.50
Office Support Specialist I	Middaugh, Carrie	1.00	1,706.25		867.83				5.00	2.50
Office Support Specialist I	Phillips, Tina	1.00	1,706.25		1,531.50					2.50
Office Support Specialist II	Braksick, Janel	1.00	1,706.25		1,531.50					2.50
Office Support Specialist II	Stacy, Tami	1.00	1,706.25		1,531.50					2.50
Patrol Sergeant	Various	7.00	12,740.00		12,515.74					3,208.3
Supervising Office Supp Spec	Schuttler, Debra	1.00	1,706.25		1,706.25					



CLEAN COUNTY SHERIFF	ANNUAL HOURS PER ACTIVITY	# Of Customers Per Year	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process	Taking all bonds on legal process	Serve warrant
Accounting Specialist I	1.00	1,706.25	1,242.70	253.85	-	-	209.70
Accounting Specialist II	1.00	1,706.25	1,420.55	-	-	76.00	209.70
Admin Support Supervisor II	1.00	1,706.25	1,213.33	-	492.92	-	-
Chief Deputy Sheriff	1.00	1,820.00	1,820.00	-	-	-	-
Command Lieutenant	1.00	1,820.00	1,820.00	-	-	-	-
Command Lieutenant	1.00	1,820.00	1,820.00	-	-	-	-
Command Lieutenant	1.00	1,820.00	1,820.00	-	-	-	-
Control Operator	1.00	1,820.00	1,820.00	-	-	-	-
Control Operator	1.00	1,820.00	1,820.00	-	-	-	-
Control Operator	1.00	1,820.00	1,820.00	-	-	-	-
Control Operator	1.00	1,820.00	1,820.00	-	-	-	-
Book I (jail)	1.00	1,820.00	1,820.00	-	-	-	-
Book II (jail)	1.00	1,820.00	1,820.00	-	-	-	-
Corrections Officer	25.00	45,500.00	40,854.33	-	-	4,645.67	-
Corrections Sergeant	6.00	10,920.00	8,265.33	-	-	2,654.67	-
Cy Sheriff (selected)	1.00	2,000.00	2,000.00	-	-	-	-
Cy Investigator	5.00	9,100.00	9,100.00	-	-	-	-
Cy Patrol Officer	24.00	43,680.00	42,911.10	-	-	-	-
Deputy Patrol Officer - Civil Process	1.00	1,820.00	1,714.38	105.63	-	-	768.90
Deputy Patrol Officer - Civil Process	1.00	1,820.00	1,714.38	105.63	-	-	-
Fuel Mechanic	1.00	1,820.00	1,820.00	-	-	-	-
Female Assessment Specialist	1.00	1,706.25	1,706.25	-	-	-	-
Female Assessment Specialist	1.00	1,706.25	1,706.25	-	-	-	-
Female Program Supervisor	1.00	1,706.25	1,706.25	-	-	-	-
Jail Operations Supervisor	1.00	1,820.00	1,634.17	185.83	-	-	-
Jail Operations Supervisor	1.00	1,820.00	1,634.17	185.83	-	-	-
Jail Superintendent	1.00	1,820.00	1,634.17	185.83	-	-	-
Jury Bailiff	2.63	5,460.00	5,460.00	-	-	-	-
Lead Process Server	1.00	1,820.00	1,714.38	105.63	-	-	-
Office Support Specialist I	1.00	1,706.25	1,531.50	174.75	-	-	174.75
Office Support Specialist I	1.00	1,706.25	911.37	338.47	281.67	-	174.75
Office Support Specialist I	1.00	1,706.25	867.83	-	-	663.67	174.75
Office Support Specialist I	1.00	1,706.25	1,531.50	-	-	-	174.75
Office Support Specialist II	1.00	1,706.25	1,531.50	-	-	-	174.75
Office Support Specialist II	1.00	1,706.25	1,531.50	-	-	-	174.75
Patrol Sergeant	7.00	12,740.00	12,515.74	-	-	-	224.26
Supervising Office Supp. Spec	1.00	1,706.25	1,706.25	-	-	-	-

**WELLS COUNTY SHERIFF**

Job Title	Name	Positions	# Of Customers Per Year		General & Administrative	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process	Taking all bonds on legal process	Serve warrant
			1	1						
<b>PERCENT OF ANNUAL HOURS WORKED</b>										
Accounting Specialist I	Uzclenski, Kelly	1.00	100.00%		72.83%	0.00%	14.88%	0.00%	0.00%	12.29%
Accounting Specialist II	Miller, Jennifer	1.00	100.00%		83.26%	0.00%	0.00%	0.00%	4.45%	12.29%
Admin Support Supervisor II	Clark, Janet	1.00	100.00%		71.11%	0.00%	0.00%	28.89%	0.00%	0.00%
Lieut Deputy Sheriff	Love, Derick	1.00	100.00%		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Command Lieutenant	Bailey, Mark	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Command Lieutenant	Emery, Thomas	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Command Lieutenant	Serone, Bonnie	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Control Operator	Ashenbrenner, June	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Control Operator	Jackson, Donna	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Control Operator	Junis, Marlin	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Control Operator	Poshard, Michael	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Book I (Jail)	Reed, Jannett	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Book II (Jail)	Thornton, Donna	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Corrections Officer	Various	25.00	100.00%		0.00%	89.79%	0.00%	0.00%	10.21%	0.00%
Corrections Sergeant	Various	6.00	100.00%		0.00%	75.69%	0.00%	0.00%	24.31%	0.00%
City Sheriff (elected)	Owens, David	1.00	100.00%		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
City Investigator	Various	5.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Deputy Patrol Officer	Various	24.00	100.00%		0.00%	98.24%	0.00%	0.00%	0.00%	1.76%
Deputy Patrol Officer - Civil Process	Tate Jr, Billy	1.00	100.00%		0.00%	0.00%	94.20%	0.00%	0.00%	0.00%
Deputy Patrol Officer - Civil Process	Trobac, Michael	1.00	100.00%		0.00%	0.00%	94.20%	0.00%	0.00%	0.00%
Best Mechanic	Cobstall, Dave	1.00	100.00%		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Crime Assessment Specialist	Fellner, Melinda	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Crime Assessment Specialist	Roberson, Pamela	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Crime Program Supervisor	Poshard, Betty	1.00	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Jail Operations Supervisor	Allen, Gregory	1.00	100.00%		0.00%	89.79%	0.00%	0.00%	10.21%	0.00%
Jail Operations Supervisor	Kessinger, Jamey	1.00	100.00%		0.00%	89.79%	0.00%	0.00%	10.21%	0.00%
Jail Superintendent	Phares, Thomas	1.00	100.00%		0.00%	89.79%	0.00%	0.00%	10.21%	0.00%
Jury Bailiff	Various	2.63	100.00%		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Head Process Server	O'Grady, Patrick	1.00	100.00%		0.00%	0.00%	94.20%	0.00%	0.00%	0.00%
Office Support Specialist I	Cruz, Carol	1.00	100.00%		89.76%	0.00%	0.00%	0.00%	0.00%	10.24%
Office Support Specialist I	Kessinger, Jackie	1.00	100.00%		53.41%	0.00%	19.84%	0.00%	0.00%	10.24%
Office Support Specialist I	Middaugh, Carrie	1.00	100.00%		50.86%	0.00%	0.00%	0.00%	38.90%	10.24%
Office Support Specialist I	Phillips, Tina	1.00	100.00%		89.76%	0.00%	0.00%	0.00%	0.00%	10.24%
Office Support Specialist II	Braksick, Janet	1.00	100.00%		89.76%	0.00%	0.00%	0.00%	0.00%	10.24%
Office Support Specialist II	Stacy, Tami	1.00	100.00%		89.76%	0.00%	0.00%	0.00%	0.00%	10.24%
Patrol Sergeant	Various	7.00	100.00%		0.00%	98.24%	0.00%	0.00%	0.00%	1.76%
Supervising Office Supp Spec	Schuller, Debra	1.00	100.00%		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%

CLEAN COUNTY SHERIFF		ANNUAL SALARY DEDICATED TO ACTIVITY		# Of Customers Per Year		1		1		5,977		4,235		7,964		4,154	
Job Title	Name	Positions	Salary	General & Administrative	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process on legal process	Taking all bonds on legal process	Serve warrant								
Accounting Specialist I	Uszczeniowski, Kelly	1.00	\$ 28,475	\$ 20,739	\$ -	\$ 4,236	\$ -	\$ -	\$ 3,500								
Accounting Specialist II	Miller, Jennifer	1.00	\$ 29,139	\$ 24,260	\$ -	\$ -	\$ -	\$ 1,298	\$ 3,581								
Admin Support Supervisor II	Clark, Janet	1.00	\$ 39,120	\$ 27,819	\$ -	\$ -	\$ 11,301	\$ -	\$ -								
Chief Deputy Sheriff	Love, Derrick	1.00	\$ 80,638	\$ 80,638	\$ -	\$ -	\$ -	\$ -	\$ -								
Command Lieutenant	Bailey, Mark	1.00	\$ 67,868	\$ -	\$ 67,868	\$ -	\$ -	\$ -	\$ -								
Command Lieutenant	Emery, Thomas	1.00	\$ 71,062	\$ -	\$ 71,062	\$ -	\$ -	\$ -	\$ -								
Command Lieutenant	Serone, Bonnie	1.00	\$ 69,997	\$ -	\$ 69,997	\$ -	\$ -	\$ -	\$ -								
Control Operator	Ashenbrenner, June	1.00	\$ 28,336	\$ -	\$ 28,336	\$ -	\$ -	\$ -	\$ -								
Control Operator	Jackson, Donna	1.00	\$ 31,854	\$ -	\$ 31,854	\$ -	\$ -	\$ -	\$ -								
Control Operator	Junis, Marlin	1.00	\$ 30,768	\$ -	\$ 30,768	\$ -	\$ -	\$ -	\$ -								
Control Operator	Poshard, Michael	1.00	\$ 36,200	\$ -	\$ 36,200	\$ -	\$ -	\$ -	\$ -								
Book I (jail)	Reed, Jannett	1.00	\$ 23,726	\$ -	\$ 23,726	\$ -	\$ -	\$ -	\$ -								
Book II (jail)	Thornton, Donna	1.00	\$ 35,981	\$ -	\$ 35,981	\$ -	\$ -	\$ -	\$ -								
Corrections Officer	Various	25.00	\$ 94,007	\$ 81,993	\$ -	\$ -	\$ -	\$ 96,386	\$ -								
Corrections Sergeant	Various	6.00	\$ 285,861	\$ -	\$ 216,368	\$ -	\$ -	\$ 69,493	\$ -								
City Sheriff (elected)	Owens, David	1.00	\$ 81,993	\$ 81,993	\$ -	\$ -	\$ -	\$ -	\$ -								
City Investigator	Various	5.00	\$ 269,157	\$ -	\$ 269,157	\$ -	\$ -	\$ -	\$ -								
Deputy Patrol Officer	Various	24.00	\$ 1,114,753	\$ -	\$ 1,095,130	\$ -	\$ -	\$ -	\$ 19,623								
Deputy Patrol Officer - Civil Process	Tate Jr, Billy	1.00	\$ 45,426	\$ -	\$ -	\$ 42,790	\$ 2,636	\$ -	\$ -								
Deputy Patrol Officer - Civil Process	Trobec, Michael	1.00	\$ 51,917	\$ -	\$ -	\$ 48,904	\$ 3,013	\$ -	\$ -								
Elect Mechanic	Cobsville, Dave	1.00	\$ 35,975	\$ 35,975	\$ -	\$ -	\$ -	\$ -	\$ -								
Female Assessment Specialist	Fellner, Melinda	1.00	\$ 51,309	\$ -	\$ 51,309	\$ -	\$ -	\$ -	\$ -								
Female Assessment Specialist	Roberson, Pamela	1.00	\$ 44,312	\$ -	\$ 44,312	\$ -	\$ -	\$ -	\$ -								
Female Program Supervisor	Poshard, Betty	1.00	\$ 34,322	\$ -	\$ 34,322	\$ -	\$ -	\$ -	\$ -								
Male Operations Supervisor	Allen, Gregory	1.00	\$ 55,811	\$ -	\$ 50,112	\$ -	\$ -	\$ 5,698	\$ -								
Male Operations Supervisor	Kessinger, Jamey	1.00	\$ 56,701	\$ -	\$ 50,911	\$ -	\$ -	\$ 5,789	\$ -								
Male Superintendent	Phares, Thomas	1.00	\$ 67,261	\$ -	\$ 60,394	\$ -	\$ -	\$ 6,868	\$ -								
Male Bailiff	Various	2.63	\$ 38,220	\$ -	\$ 38,220	\$ -	\$ -	\$ -	\$ -								
Male Process Server	O'Grady, Patrick	1.00	\$ 58,773	\$ -	\$ 55,362	\$ 3,411	\$ -	\$ -	\$ -								
Office Support Specialist I	Cruz, Carol	1.00	\$ 24,467	\$ 21,961	\$ -	\$ -	\$ -	\$ -	\$ 2,506								
Office Support Specialist I	Kessinger, Jackie	1.00	\$ 25,978	\$ 13,876	\$ -	\$ 5,153	\$ 4,288	\$ -	\$ 2,664								
Office Support Specialist I	Middaugh, Carrie	1.00	\$ 24,130	\$ 12,273	\$ -	\$ -	\$ -	\$ 9,385	\$ 2,471								
Office Support Specialist I	Phillips, Tina	1.00	\$ 24,242	\$ 21,759	\$ -	\$ -	\$ -	\$ -	\$ 2,483								
Office Support Specialist II	Braskick, Janet	1.00	\$ 28,923	\$ 25,961	\$ -	\$ -	\$ -	\$ -	\$ 2,962								
Office Support Specialist II	Stacy, Tami	1.00	\$ 29,443	\$ 26,427	\$ -	\$ -	\$ -	\$ -	\$ 3,015								
Patrol Sergeant	Various	7.00	\$ 406,122	\$ -	\$ 398,973	\$ -	\$ -	\$ -	\$ 7,149								
Supervising Office Supp Spec	Schuller, Debra	1.00	\$ 33,465	\$ 33,465	\$ -	\$ -	\$ -	\$ -	\$ -								
Total:			\$ 4,405,729														

	1	1	5,077	4,225	7,964	4,194
	General & Administrative	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process	Taking all bonds on legal process	Serve warrant
LEAN COUNTY SHERIFF						
	\$ 427,145	\$ 3,552,620	\$ 156,445.48	\$ 24,650.07	\$ 194,917.40	\$ 49,951.03
SALARIES BEFORE REALLOC OF G&A	\$ 381,413	\$ 394,033	\$ 173,241.61	\$ 27,296.52	\$ 215,843.91	\$ 53,313.82
ALLOC G&A SALARIES		\$ 4,405,729				
TOTAL ADJUSTED SALARIES		\$ 4,405,729				
OF TOTAL SALARIES		100.0%				
Minutes Per Customer Served			68	16	65	32
TOTAL ANNUAL HOURS FOR THIS ACTIVITY			5,735	1,091	8,597	2,237

McLEAN COUNTY SHERIFF	Budget 11-30-2003	General & Administrative	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process	Taking all bonds on legal process	Serve warrant
<b>Law Enforcement Operation</b>							
<i>Allocated in proportion to hours for law enforcement staff</i>							
Overtime pay	91,200		83,116	6,443	397		1,244
Holiday pay	33,300		30,346	2,353	145		454
Employee medical/life ins	85,859		78,248	6,066	374		1,171
Clothing/employees	15,879		14,477	1,122	69		217
Operational supplies	26,617		24,258	1,880	116		363
Photo supplies / film proc	2,500		2,500				
Maint. Bldgs / grounds / equi	875		797	62	4		12
Employee medical expense	350		319	26	2		5
Laundry and cleaning	17,240		15,712	1,216	75		235
<b>Criminal Investigations</b>							
<i>Allocated in proportion to hours for investigators</i>							
Overtime pay	38,500		38,500				
Holiday pay	9,000		9,000				
Employee medical/life ins	17,850		17,850				
Supplies	6,446		6,446				
Services	13,330		13,330				
<b>Administrative Services</b>							
<i>Allocated in proportion to hours for administrative staff, except for items unique to particular services</i>							
Overtime pay	1,500	1,243	-	43	56	53	105
Holiday pay	3,500	2,901	-	99	130	124	246
Employee medical/life ins	39,959	33,119	-	1,133	1,482	1,415	2,809
Clothing/employees	3,885	3,220	-	110	144	138	273
Books/videos/publications	2,356	1,953	-	67	87	83	166
Office supplies	15,200	12,598	-	431	564	538	1,068
Operational supplies	3,281	2,719	-	93	122	116	231
Copy / microfilm expenses	8,000	6,631	-	227	297	283	562
Letterhead / printed forms	4,962	4,113	-	141	184	176	349
Postage	7,000	5,802	-	199	260	248	492
Advertising / legal notice	450		450				
Contract services	7,565	6,270	-	215	281	268	532
Microfilming services	9,900		9,900				
Dues and memberships	1,200	995	-	34	45	43	84
Schooling & conferences	10,208	8,461	-	290	379	362	718
Radio / commun. Equip maint	12,000	9,946	-	340	445	425	844
Equipment maint contract	2,300	1,906	-	65	85	81	162

McLEAN COUNTY SHERIFF	Budget 11-30-2003	General & Administrative	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process	Taking all bonds on legal process	Serve warrant
Employees medical expense	220	182	-	6	8	8	15
Laundry and cleaning	2,880	-	2,880	-	-	-	-
Mobile team 8	5,775	-	5,775	-	-	-	-
Equipment rental	3,420	2,835	-	97	127	121	240
Travel expense	41,975	34,790	-	1,191	1,557	1,487	2,951
Telephone expense	54,690	45,329	-	1,551	2,029	1,937	3,844
Pur. Furnishings / off equipment	1,100	912	-	31	41	39	77
<b>Jail Operations</b>							
<i>Allocated in proportion to hours for jail staff</i>							
Overtime pay	95,500	-	65,869	-	-	9,631	-
TOPS payment	100,000	-	89,915	-	-	10,085	-
Employee medical/life ins	172,559	-	155,157	-	-	17,402	-
Clothing/employees	16,130	-	14,503	-	-	1,627	-
Clothing/non-employees	9,891	-	8,894	-	-	997	-
Food	248,000	-	222,990	-	-	25,010	-
Linen and bedding	5,375	-	4,833	-	-	542	-
Books/videos/publications	2,451	-	2,204	-	-	247	-
Operational supplies	20,456	-	18,393	-	-	2,063	-
Paper supplies	1,800	-	1,618	-	-	182	-
Dietary utensils	2,450	-	2,203	-	-	247	-
Cleaning supplies	8,023	-	7,214	-	-	809	-
Personal hygiene supplies	8,025	-	7,216	-	-	809	-
Photo supplies / film proc	350	-	315	-	-	35	-
Copy / microfilm expenses	680	-	611	-	-	69	-
Letterhead / printed forms	4,641	-	4,173	-	-	468	-
Contract services	15,608	-	14,034	-	-	1,574	-
Schooling & conferences	5,500	-	4,945	-	-	555	-
ROE/Jail ed. Program	14,700	-	13,218	-	-	1,482	-
Maint. Bldgs / grounds / equi	2,114	-	1,901	-	-	213	-
Equipment maint contract	6,757	-	6,076	-	-	681	-
Employees medical expense	1,350	-	1,214	-	-	136	-
Laundry and cleaning	26,400	-	23,738	-	-	2,662	-
Prisoner housing/outside	62,400	-	56,107	-	-	6,293	-
Mobile team 8	3,825	-	3,439	-	-	386	-
Non-contractual services	510	-	459	-	-	51	-
Bank service charge	600	-	539	-	-	61	-
Purchase of Police equipment	5,000	-	4,496	-	-	504	-
Fleet Management							

McLEAN COUNTY SHERIFF	Budget 11-30-2003	General & Administrative	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process	Taking all bonds on legal process	Serve warrant
<i>Allocated in proportion to hours for fleet manager</i>							
Overtime pay	1,200	1,200	-	-	-	-	-
Employee medical/life ins	2,550	2,550	-	-	-	-	-
Clothing/employees	175	175	-	-	-	-	-
Gasoline/oil/diesel fuel	79,000	79,000	-	-	-	-	-
Operational supplies	6,558	6,558	-	-	-	-	-
Vehicle maint. Repair	34,000	34,000	-	-	-	-	-
Laundry and cleaning	1,100	1,100	-	-	-	-	-
<b>Allocated County Expenses (source: Fiscal 2000 Central Services Cost Allocation Plan, Schedule A.003)</b>							
<b>Sheriff Non-Jail</b>							
<i>Allocated in proportion to hours for all staff except jail</i>							
Building use charge	54,431	9,953	39,260	2,984	568	385	1,281
Social security	158,474	28,979	114,303	8,689	1,654	1,121	3,729
Facilities Mgt	38,574	7,054	27,822	2,115	402	273	908
County Admin	24,821	4,539	17,903	1,361	259	176	584
Tort Judgment	92,559	16,926	66,760	5,075	966	655	2,178
County Auditor	37,226	6,807	26,850	2,041	388	263	876
County Treasurer	20,452	3,740	14,751	1,121	213	145	481
Information Svcs	348,119	63,658	251,088	19,088	3,632	2,462	8,190
Jail Operations							
Building use charge	780,722	-	780,722	-	-	-	-
Social security	147,910	-	132,994	-	-	14,916	-
Facilities Mgt	553,276	-	553,276	-	-	-	-
County Admin	17,312	-	15,566	-	-	1,746	-
Tort Judgment	926,392	-	832,969	-	-	93,423	-
County Auditor	206	-	185	-	-	21	-
County Treasurer	14,149	-	12,722	-	-	1,427	-
Information Svcs	126,873	-	114,078	-	-	12,795	-
Annualized cost of fee study (amortized over 5 years)	1,850			438	364	687	362
<b>Total Non-Labor Expense</b>	<b>4,911,296</b>	<b>452,164</b>	<b>4,111,424</b>	<b>68,443</b>	<b>17,949</b>	<b>223,259</b>	<b>38,057</b>
% Total Salaries (from Labor Analysis)	100.00%		89.29%	3.93%	0.62%	4.90%	1.26%
Reallocate G&A Expenditures			403,753	17,780	2,801	22,152	5,677
Non-Labor Expense + G&A Reallocated	4,911,296		4,515,177	86,223	20,750	245,411	43,734

McLEAN COUNTY SHERIFF	Budget 11-30-2003	General & Administrative	All Other Dept. Activity	Serving / Attempting Civil Process	Returning each process	Taking all bonds on legal process	Serve warrant
Annual demand for service				5,077	4,225	7,964	4,194
Percent of fee service demand				24%	20%	37%	20%
Law enforcement	Hours	-	66,346.84	5,143.13	316.88	-	993.16
	%	0.0%	91.1%	7.1%	0.4%	0.0%	1.4%
Criminal investigation	Hours	-	9,100.00	-	-	-	-
	%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Administration	Hours	17,308.03	-	592.32	774.58	739.67	1,467.90
	%	82.9%	0.0%	2.8%	3.7%	3.5%	7.0%
Jail	Hours	-	70,060.94	-	-	7,857.81	-
	%	0.0%	89.9%	0.0%	0.0%	10.1%	0.0%
Fleet	Hours	1,820.00	-	-	-	-	-
	%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
All staff except jail	Hours	19,128.03	75,446.84	5,735.44	1,091.46	739.67	2,461.06
	%	18.3%	72.1%	5.5%	1.0%	0.7%	2.4%



McLEAN COUNTY SHERIFF

ACTIVITIES FOR FEE STUDY	# Per Year	Fee
Serving / Attempting Civil Process	5,077	\$17.00
Returning each process	4,225	\$7.00
Taking all bonds on legal process	7,964	\$20.00
Serve warrant	4,194	\$11.70

**Bold = include in scope of study at client request**

For serving or attempting to serve summons on each defendant in each county, \$10.

For serving or attempting to serve an order or judgment granting injunctive relief in each county, \$10.

For serving or attempting to serve each garnishee in each county, \$10.

For serving or attempting to serve an order for replevin in each county, \$10.

For serving or attempting to serve an order for attachment on each defendant in each county, \$10.

For serving or attempting to serve a warrant of arrest, \$8, to be paid upon conviction.

For returning a defendant from outside the State of Illinois, upon conviction, the court shall assess, as court costs, the cost of returning a defendant to the jurisdiction.

For taking special bail, \$1 in each county.

For serving or attempting to serve a subpoena on each witness, in each county, \$10.

For advertising property for sale, \$5.

For returning each process, in each county, \$5.

Mileage for each mile of necessary travel to serve any such process as stated above, calculating from the place of holding court to the place of residence of the defendant, or witness, 50¢ each way.

For summoning each juror, \$3 with 30¢ mileage each way in all counties.

For serving or attempting to serve notice of judgments or levying to enforce a judgment, \$3 with 50¢ mileage each way in all counties.

For taking possession of and removing property levied on, the officer shall be allowed to tax the actual cost of such possession or removal.

For feeding each prisoner, such compensation to cover the actual cost as may be fixed by the county board, but such compensation shall not be considered a part of the fees of the office.

For attending before a court with prisoner, on an order for habeas corpus, in each county, \$10 per day.

For attending before a court with a prisoner in any criminal proceeding, in each county, \$10 per day.

For each mile of necessary travel in taking such prisoner before the court as stated above, 15¢ a mile each way.

For serving or attempting to serve an order or judgment for the possession of real estate in an action of ejectment or in any other action, or for restitution in an action of forcible entry and detainer without aid, \$10 and when aid is necessary, the sheriff shall be allowed to tax in addition the actual costs thereof, and for each mile of necessary travel, 50¢ each way.

For executing and acknowledging a deed of sale of real estate, in counties of first class, \$4; second class, \$4.

For preparing, executing and acknowledging a deed on redemption from a court sale of real estate in counties of first class, \$5; second class, \$5.

For making certificates of sale, and making and filing duplicate, in counties of first class, \$3; in counties of the second class, \$3.

For making certificate of redemption, \$3.

For certificate of levy and filing, \$3, and the fee for recording shall be advanced by the judgment creditor and charged as costs.

For taking all bonds on legal process, civil and criminal, in counties of first class, \$1; in second class, \$1.

For executing copies in criminal cases, \$4 and mileage for each mile of necessary travel, 20¢ each way.

For executing requisitions from other States, \$5.

**Bold = include in scope of study at client request**

For conveying each prisoner from the prisoner's own county to the jail of another county, or from another county to the jail of the prisoner's county, per mile, for going, only, 30¢.

For conveying persons to the penitentiary, reformatories, Illinois State Training School for Boys, Illinois State Training School for Girls and Reception Centers, the following fees, payable out of the State Treasury. For each person who is conveyed, 35¢ per mile in going only to the penitentiary, reformatory, Illinois State Training School for Boys, Illinois State Training School for Girls and Reception Centers, from the place of conviction.

The fees provided for transporting persons to the penitentiary, reformatories, Illinois State Training School for Boys, Illinois State Training School for Girls and Reception Centers shall be paid for each trip so made. Mileage as used in this Section means the shortest practical route, between the place from which the person is to be transported, to the penitentiary, reformatory, Illinois State Training School for Boys, Illinois State Training School for Girls and Reception Centers and all fees per mile shall be computed on such basis.

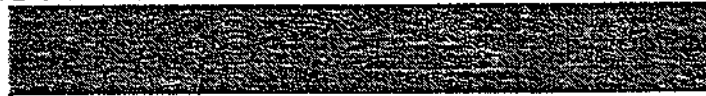
For conveying any person to or from any of the charitable institutions of the State, when properly committed by competent authority, when one person is conveyed, 35¢ per mile; when two persons are conveyed at the same time, 35¢ per mile for the first person and 20¢ per mile for the second person; and 10¢ per mile for each additional person.

For conveying a person from the penitentiary to the county jail when required by law, 35¢ per mile.

For attending Supreme Court, \$10 per day.

In addition to the above fees there shall be allowed to the sheriff a fee of \$600 for the sale of real estate which is made by virtue of any judgment of a court, except that in the case of a sale of unimproved real estate which sells for \$10,000 or less, the fee shall be \$150. In addition to this fee and all other fees provided by this Section, there shall be allowed to the sheriff a fee in accordance with the following schedule for the sale of personal estate which is made by virtue of any judgment of a court:

For judgments up to \$1,000, \$75;  
 For judgments from \$1,001 to \$15,000, \$150;  
 For judgments over \$15,000, \$300



McLEAN COUNTY SHERIFF	Statutory Price	Current fee price	Actual Cost	Sheriff's Proposed Price	Board Adopted
55 ILCS 5/4-5001					
For serving or attempting to serve summons on each defendant in each county. \$10.	\$10	\$17.00	\$51.11	\$25.00 w/mileage	
For serving or attempting to serve an order or judgment granting injunctive relief in each county. \$10.	\$10	\$17.00	\$51.11	\$25.00 w/mileage	
For serving or attempting to serve each garnishee in each county. \$10.	\$10	\$17.00	\$51.11	\$25.00 w/mileage	
For serving or attempting to serve an order for replevin in each county. \$10.	\$10	\$17.00	\$51.11	\$25.00 w/mileage	
For serving or attempting to serve an order for attachment on each defendant in each county. \$10.	\$10	\$17.00	\$51.11	\$25.00 w/mileage	
For serving or attempting to serve a warrant of arrest, \$8, to be paid upon conviction. For returning a defendant from outside the State of Illinois, upon conviction, the court shall assess, as court costs, the cost of returning a defendant to the jurisdiction. For taking special bail, \$1 in each county.	\$8 cost	\$11.70 cost	\$23.62 See note 1	\$15.00 cost	cost
For serving or attempting to serve a subpoena on each witness, in each county. \$10.	\$1	\$1	See note 1	\$1	\$1
For advertising property for sale, \$5.	\$5	\$5	See note 1	\$5	\$5
For returning each process, in each county. \$5.	\$5.00	\$7.00	\$11.37	\$8.00	
Mileage for each mile of necessary travel to serve any such process as Stated above, calculating from the place of holding court to the place of residence of the defendant, or witness. 50¢ each way.	\$0.50 / mile each way	\$0.50 / mile each way	See note 1	\$0.50 / mile each way	\$0.50 / mile each way
For summoning each juror. \$3 with 30¢ mileage each way in all counties.	\$3 with \$0.30 / mile each way	\$3 with \$0.30 / mile each way	See note 1	\$3 with \$0.30 / mile each way	\$3 with \$0.30 / mile each way
For serving or attempting to serve notice of judgments or levying to enforce a judgment, \$3 with 50¢ mileage each way in all counties.	\$3 with \$0.50 / mile each way	\$17.00	\$51.11	\$25.00 w/mileage	
For taking possession of and removing property levied on, the officer shall be allowed to tax the actual cost of such possession or removal.	cost	cost	See note 1	cost	cost
For leading each prisoner, such compensation to cover the actual cost as may be fixed by the county board, but such compensation shall not be considered a part of the fees of the office.	\$12/day	\$12/day	See note 1	\$12/day	\$12/day
For attending before a court with prisoner, on an order for habeas corpus, in each county. \$10 per day.	\$10 / day	\$10 / day	See note 1	\$10 / day	\$10 / day

McLEAN COUNTY SHERIFF	Statutory Price	Current fee price	Actual Cost	Sheriff's Proposed Price	Board Adopted
For attending before a court with a prisoner in any criminal proceeding, in each county, \$10 per day.	\$10 / day	\$10 / day	See note 1	\$10 / day	\$10 / day
For each mile of necessary travel in taking such prisoner before the court as stated above, 15¢ a mile each way.	\$0.15 / mile each way	\$0.15 / mile each way	See note 1	\$0.15 / mile each way	\$0.15 / mile each way
For serving or attempting to serve an order or judgment for the possession of real estate in an action of ejectment or in any other action, or for restitution in an action of forcible entry and detainer without aid, \$10 and when aid is necessary, the sheriff shall be allowed to tax in addition the actual costs thereof, and for each mile of necessary travel, 50¢ each way.	\$10 with \$0.50 / mile each way	\$17.00	\$51.11	\$25.00 w/mileage	
For executing and acknowledging a deed of sale of real estate, in counties of first class, \$4; second class, \$4.	\$4	\$4	See note 1	\$4	\$4
For preparing, executing and acknowledging a deed on redemption from a court sale of real estate in counties of first class, \$5; second class, \$5.	\$5	\$5	See note 1	\$5	\$5
For making certificates of sale, and making and filing duplicate, in counties of first class, \$3; in counties of the second class, \$3.	\$3	\$3	See note 1	\$3	\$3
For making certificate of redemption, \$3.	\$3	\$3	See note 1	\$3	\$3
For certificate of levy and filing, \$3, and the fee for recording shall be advanced by the judgment creditor and charged as costs.	\$3	\$3	See note 1	\$3	\$3
For taking all bonds on legal process, civil and criminal, in counties of first class, \$1; in second class, \$1.	\$1.00	\$20.00	\$57.92	\$25.00	
For executing copies in criminal cases, \$4 and mileage for each mile of necessary travel, 20¢ each way.	\$4 with \$0.20 / mile each way	\$4 with \$0.20 / mile each way	See note 1	\$4 with \$0.20 / mile each way	\$4 with \$0.20 / mile each way
For executing requisitions from other States, \$5.	\$5	\$6	See note 1	\$6	\$6
For conveying each prisoner from the prisoner's own county to the jail of another county, or from another county to the jail of the prisoner's county, per mile, for going, only, 30¢.	\$0.30 / mile one way	\$0.30 / mile one way	See note 1	\$0.30 / mile one way	\$0.30 / mile one way
For conveying persons to the penitentiary, reformatories, Illinois State Training School for Boys, Illinois State Training School for Girls and Reception Centers, the following fees, payable out of the State Treasury. For each person who is conveyed, 35¢ per mile in going only to the penitentiary, reformatory, Illinois State Training School for Boys, Illinois State Training School for Girls and Reception Centers, from the place of conviction.	\$0.35 / mile one way	\$0.35 / mile one way	See note 1	\$0.35 / mile one way	\$0.35 / mile one way

McLEAN COUNTY SHERIFF	Statutory Price	Current fee price	Actual Cost	Sheriff's Proposed Price	Board Adopted
<p>The fees provided for transporting persons to the penitentiary, reformatories, Illinois State Training School for Boys, Illinois State Training School for Girls and Reception Centers shall be paid for each trip so made. Mileage as used in this Section means the shortest practical route, between the place from which the person is to be transported, to the penitentiary, reformatories, Illinois State Training School for Boys, Illinois State Training School for Girls and Reception Centers and all fees per mile shall be computed on such basis.</p>	\$0.35 / mile one way	\$0.35 / mile one way	See note 1	\$0.35 / mile one way	\$0.35 / mile one way
<p>For conveying any person to or from any of the charitable institutions of the State, when properly committed by competent authority, when one person is conveyed, 35¢ per mile; when two persons are conveyed at the same time, 35¢ per mile for the first person and 20¢ per mile for the second person; and 10¢ per mile for each additional person.</p>	\$0.35 / mile	\$0.35 / mile	See note 1	\$0.35 / mile	\$0.35 / mile
<p>For conveying a person from the penitentiary to the county jail when required by law, 35¢ per mile.</p>	\$10/day	\$10/day	See note 1	\$10/day	\$10/day
<p>For attending Supreme Court, \$10 per day.</p>	\$600 / \$150	\$600 / \$150	See note 1	\$600 / \$150	\$600 / \$150
<p>In addition to the above fees there shall be allowed to the sheriff a fee of \$600 for the sale of real estate which is made by virtue of any judgment of a court, except that in the case of a sale of unimproved real estate which sells for \$10,000 or less, the fee shall be \$150. In addition to this fee and all other fees provided by this Section, there shall be allowed to the sheriff a fee in accordance with the following schedule for the sale of personal estate which is made by virtue of any judgment of a court:</p>	\$75	\$75	See note 1	\$75	\$75
<p>For judgments up to \$1,000, \$75;</p>	\$150	\$150	See note 1	\$150	\$150
<p>For judgments from \$1,001 to \$15,000, \$150;</p>	\$300	\$300	See note 1	\$300	\$300
<p>For judgments over \$15,000, \$300</p>	<p>Note 1: Not included in review at client request, primarily due to infrequent demand and limited source data for cost calculations. Statutory prices will remain in effect for these services.</p>				

Service	Annual Demand		Current Revenue @ 100%		Revenue @ Actual Cost		Difference		Sheriff's Recc Rate		Difference	
	Per One	Total	Per One	Total	Per One	Total	Per One	Total	Per One	Total	Per One	Total
Civil Process-Service	\$17.00	\$24,701	\$51.11	\$74,257	\$34.11	\$49,556	\$25.00	\$36,325	\$8.00	\$11,624	\$25.00	\$36,325
Civil Process-Return	\$7.00	\$8,464	\$11.37	\$13,751	\$4.37	\$5,286	\$8.00	\$9,672	\$1.00	\$1,208	\$8.00	\$9,672
Prisoner Bond*	\$20.00	\$159,280	\$57.92	\$461,255	\$37.92	\$301,975	\$25.00	\$199,100	\$5.00	\$39,820	\$25.00	\$199,100
Warrants	\$11.70	\$49,070	\$23.62	\$99,048	\$11.92	\$49,978	\$15.00	\$62,910	\$3.30	\$13,840	\$15.00	\$62,910
<b>Total</b>		<b>\$241,515</b>		<b>\$648,310</b>		<b>\$406,795</b>		<b>\$308,007</b>		<b>\$66,492</b>		<b>\$308,007</b>

Collection Rate	Current Revenue		Revenue @ Actual Cost		Difference		Sheriff's Recc Rate		Difference	
	Per One	Total	Per One	Total	Per One	Total	Per One	Total	Per One	Total
Prisoner Bond*	\$20.00	\$159,280	\$57.92	\$461,255	\$37.92	\$301,975	\$25.00	\$199,100	\$5.00	\$39,820
at 48.55% Coll.	\$20.00	\$77,330	\$57.92	\$223,949	\$37.92	\$146,619	\$25.00	\$96,663	\$5.00	\$19,333
<b>Total</b>										<b>\$20,487</b>
							<b>Net New Money</b>			<b>\$46,005</b>

\* 2003 Actual Revenue

\$77,320



**McLEAN COUNTY SHERIFF'S DEPARTMENT**  
**DAVID OWENS, SHERIFF**  
"Peace Through Integrity"  
Administration Office  
(309) 888-5034  
104 W. Front Law & Justice Center Room 105  
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051  
Patrol Commander (309) 888-5166  
Patrol Duty Sergeant (309) 888-5019  
Jail Division (309) 888-5065  
Process Division (309) 888-5040  
Records Division (309) 888-5055  
Domestic Crimes Division (309) 888-5860  
FAX (309) 888-5072

February 26, 2004

**TO:** Mr. Tari Renner, Chairman  
Justice Committee  
**FROM:** Sheriff David Owens  
**SUBJ:** MARCH 1<sup>ST</sup>, 2004 JUSTICE COMMITTEE AGENDA

Dear Chairman Renner:

I would respectfully request that the following items be placed on the March 1<sup>st</sup>, 2004 Justice Committee Agenda for information only:

**Information**

- 1) **McLean County Sheriff's Office Annual Report:** (Please see attached)
- 2) **McLean County Detention Facility Population Report:** (Please see attached)

If you have any questions prior to the meeting, please feel free to give me a call.

Sincerely,

David Owens  
Sheriff

DO:jc

**McLean County Sheriff's Office  
Annual Report  
2003**

---

**General Crime Trends**

The McLean County Sheriff's Office 2003 Annual Report is generally very good. The General Crime trend shows a 9.5% reduction in reported crime to the Sheriff's Office. Index Crimes also show a 1.5% reduction. Index Crimes include 1<sup>st</sup> Degree Murder, 2<sup>nd</sup> Degree Murder, Criminal Sexual Assault, Robbery, Attempted Murder, Aggravated Assault, Aggravated Battery, Burglary, Theft, Burglary from Vehicle, Motor Vehicle Theft and Arson.

**Traffic**

The number of traffic accidents investigated by the McLean County Sheriff's Office increased by 5.8%. Personal injury traffic accidents decreased by 10.4% and there were three less traffic accident related deaths in 2003 than in 2002. The number of DUI arrests was down by 23.5% from last year, along with a decrease in the number of traffic tickets issued by deputies by 37.5%.

**Jail Activities**

The average daily jail population shows a significant decrease in the number of inmates, however, this decrease is a direct result of the explosion and fire at the Law and Justice Center, which occurred in June of 2003. I have asked Jail Superintendent Tom Phares to provide me with figures, excluding the months of June, July and August so we can look at a more accurate indication of population trends within the jail.

**Court Security**

In 2003, there was a 4.5% increase in the number of inmates that were taken to court by the Court Security staff. Even though crime rates in rural McLean County were lower than in previous years, criminal activities within the Twin Cities were on the increase and there was an increased number of Arrest Warrants served by our Deputies.

**Criminal Investigations (highlights)**

There were two attempted bank robberies in rural McLean County, LeRoy and Carlock. In both cases, arrests were made within hours of the incidents.



The arrest of Shad Hammond ended a Burglary spree in McLean, DeWitt, Logan, Ford and Woodford Counties.

We have had a number of suspicious structural fires in rural McLean County during the year. Investigations relating to these fires continue.

We have had one detective assigned to the U.S. Marshall's Office Violent Offender Task Force. Detective Zoeller has played a very important role in helping to locate and arrest some of the most violent offenders in the United States. Putting these career criminals behind bars goes a long way in making Central Illinois a much safer place to live.

### Patrol Division

There was a significant decrease in activity generated by the Patrol Division and I believe much of that decrease is directly due to loss of law enforcement personnel to retirements and resignations. We have had a number of experienced deputies leave the Sheriff's Office for employment opportunities with the Cities of Bloomington and Champaign. Unfortunately, there is a significant difference between the starting salaries for a Deputy Sheriff and that of a Patrolman at the Bloomington Police Department. This is at least one of the primary reasons we are losing good personnel to the City and it has had a negative impact on the internal operations of the Sheriff's Office.

The Adopt-a-Town Program continues to be a successful aspect of the Patrol Division by keeping in touch with our rural communities and their problems.

On June 15<sup>th</sup>, 2003, we experienced one of the worst incidents that could ever occur in a Sheriff's Office, an explosion and fire in the basement of the Law & Justice Center, which necessitated the evacuation of the jail. It was through the tireless efforts of my staff that this was accomplished with no other major incidents or catastrophes. My employees did an outstanding job on that day and for months after the incident with transports, black outs, etc. The Jail Staff also received an award from the Illinois Sheriffs' Association to acknowledge their dedication and professionalism.

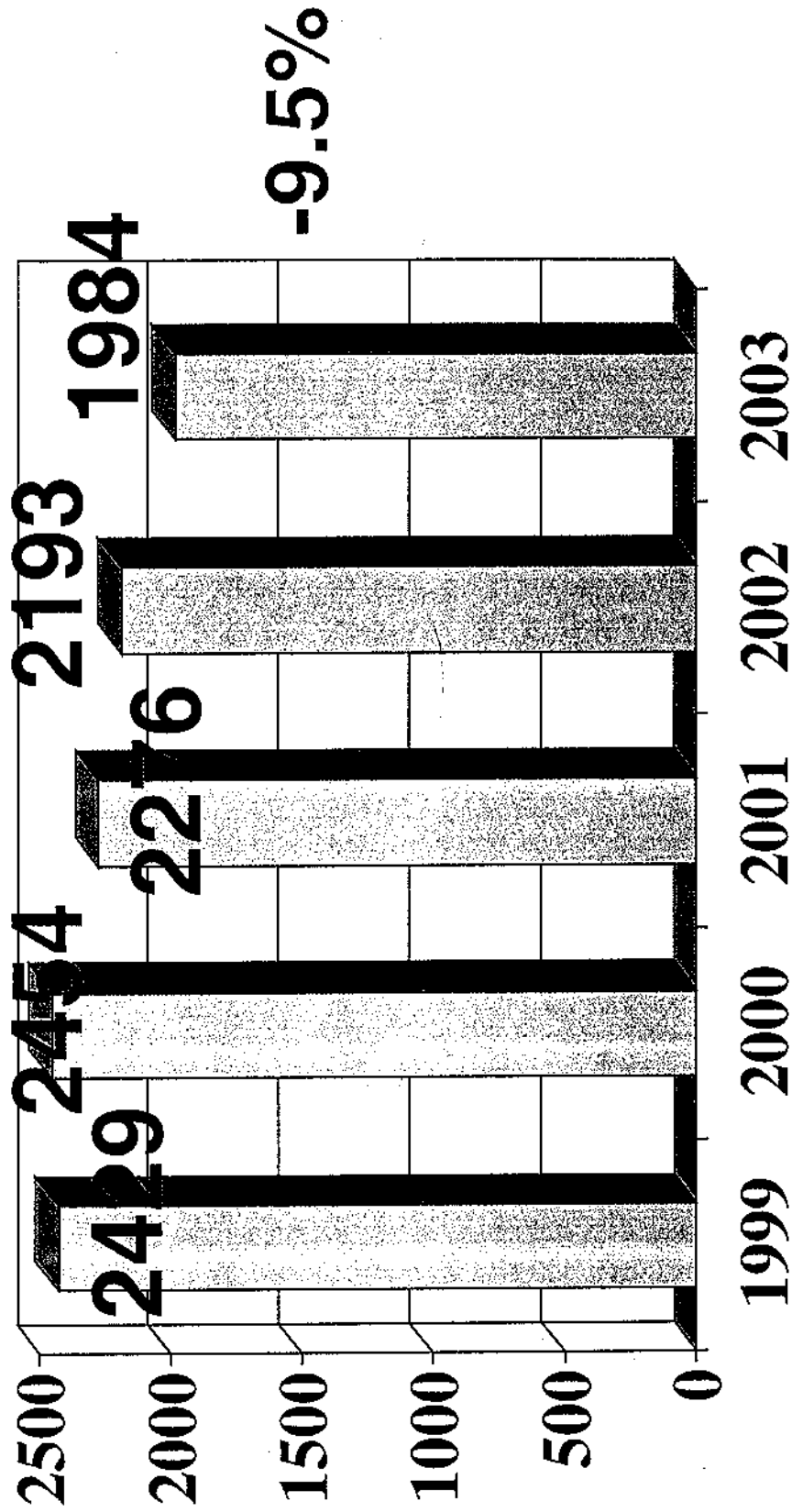
Overall, I am very proud of my staff for their efforts in 2003.



David Owens

# McLean County Sheriff's Office

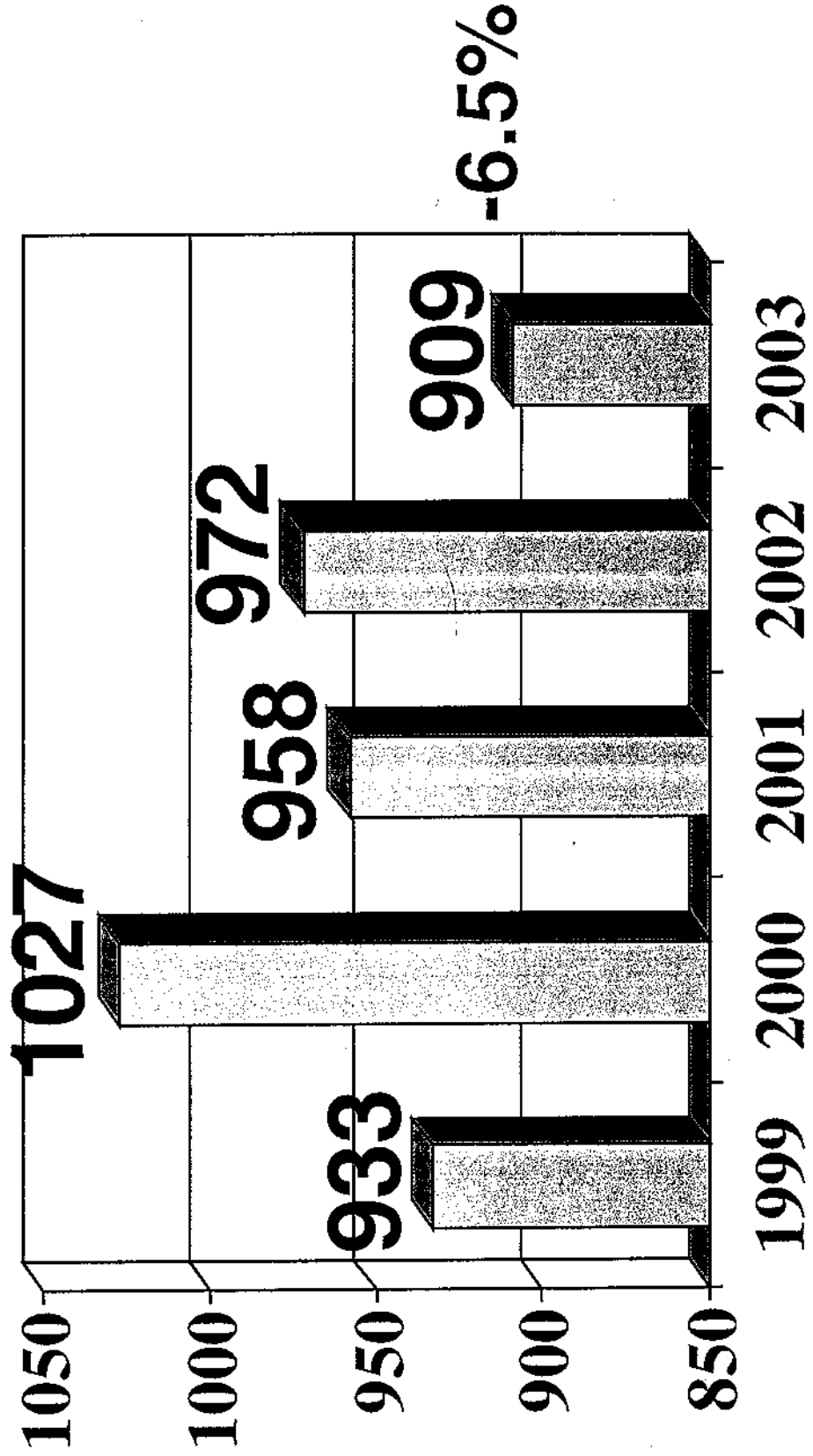
## Crime Trend For All Crime



2/26/04

# McLean County Sheriff's Office

## Arrest Trend For All Crime



2/26/04

# McLean County Sheriff's Office

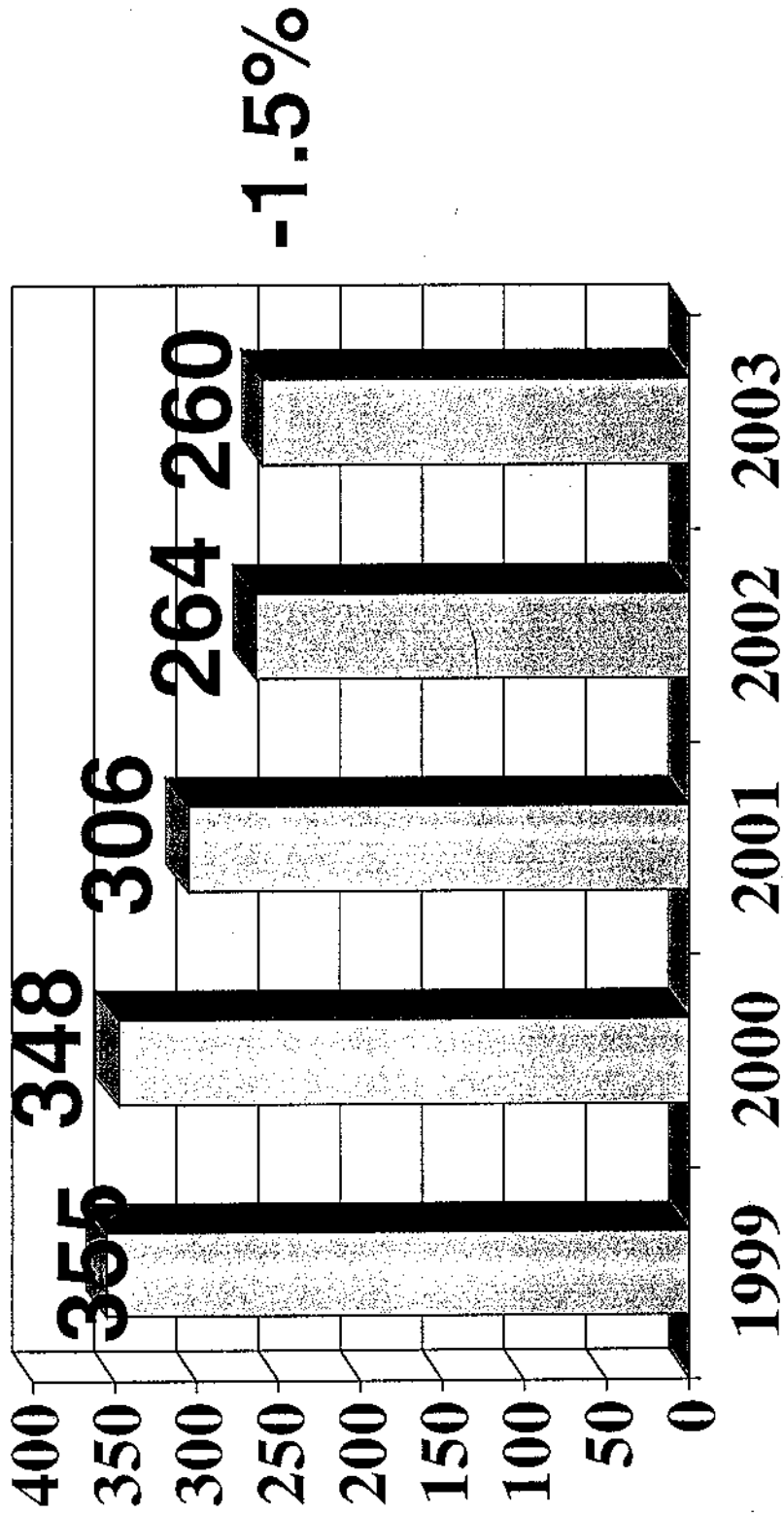
## Index Crime Defined

The index crimes used by the State of Illinois translate into the national programs eight Crime Index offenses as listed below right. In general these are the more serious crimes as defined by the International Association of Chiefs of Police Committee on Uniform Crime Reports.

ILLINOIS CLASSIFICATIONS	FBI-UCR CLASSIFICATIONS
1ST DEGREE MURDER	MURDER
2ND DEGREE MURDER	NONNEGLIGENT MANSLAUGHTER
CRIMINAL SEXUAL ASSAULT	FORCIBLE RAPE
ROBBERY	
ATTEMPTED MURDER	AGGRAVATED ASSAULT
AGGRAVATED ASSAULT	
AGGRAVATED BATTERY	
RITUAL MUTILATION	
BURGLARY	BURGLARY
THEFT	LARCENY/THEFT
BURGLARY FROM VEH.	
MOTOR VEHICLE THEFT	MOTOR VEHICLE THEFT
ARSON	ARSON

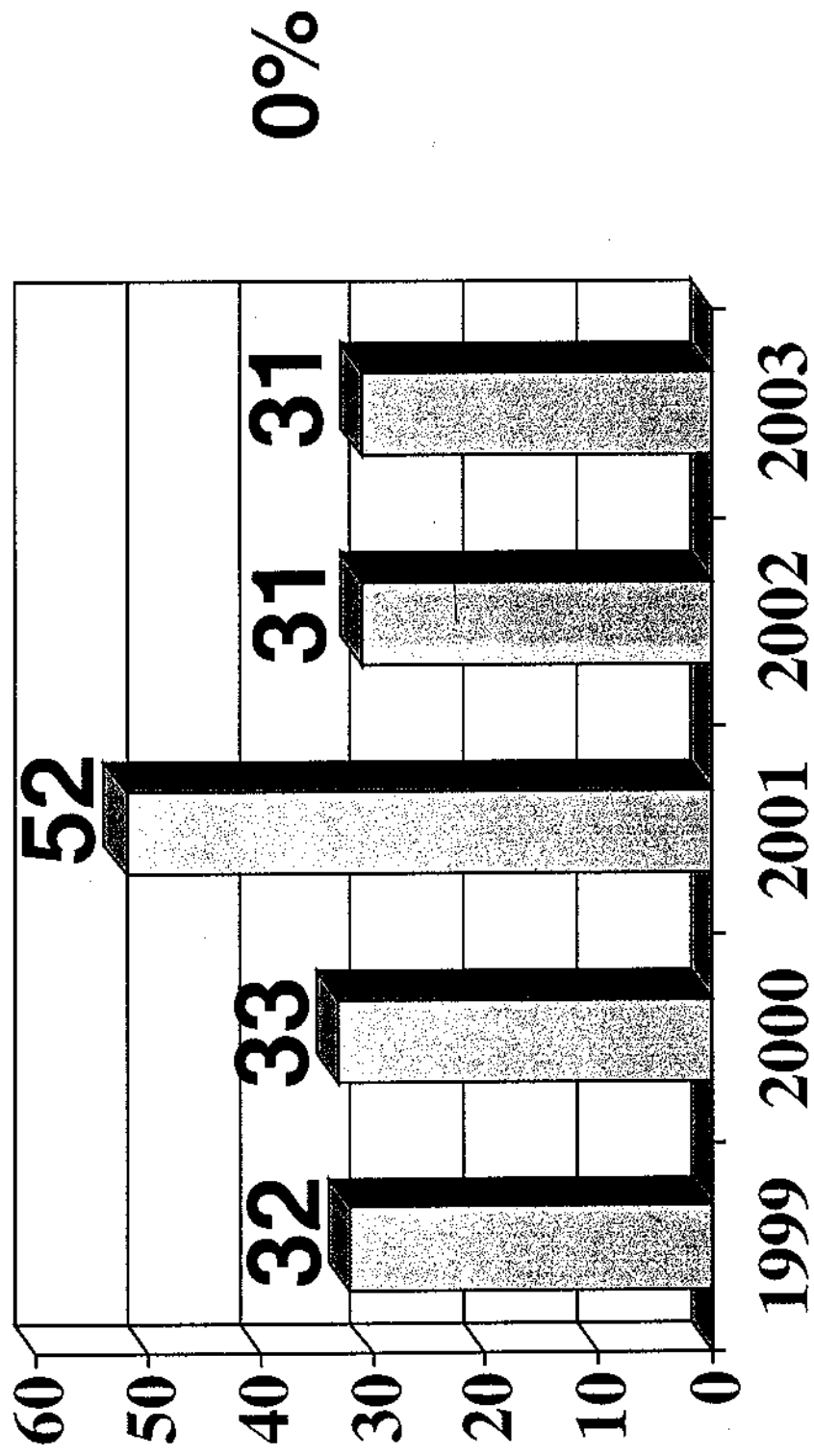
# McLean County Sheriff's Office

## Index Crime Trend (Serious Crime)



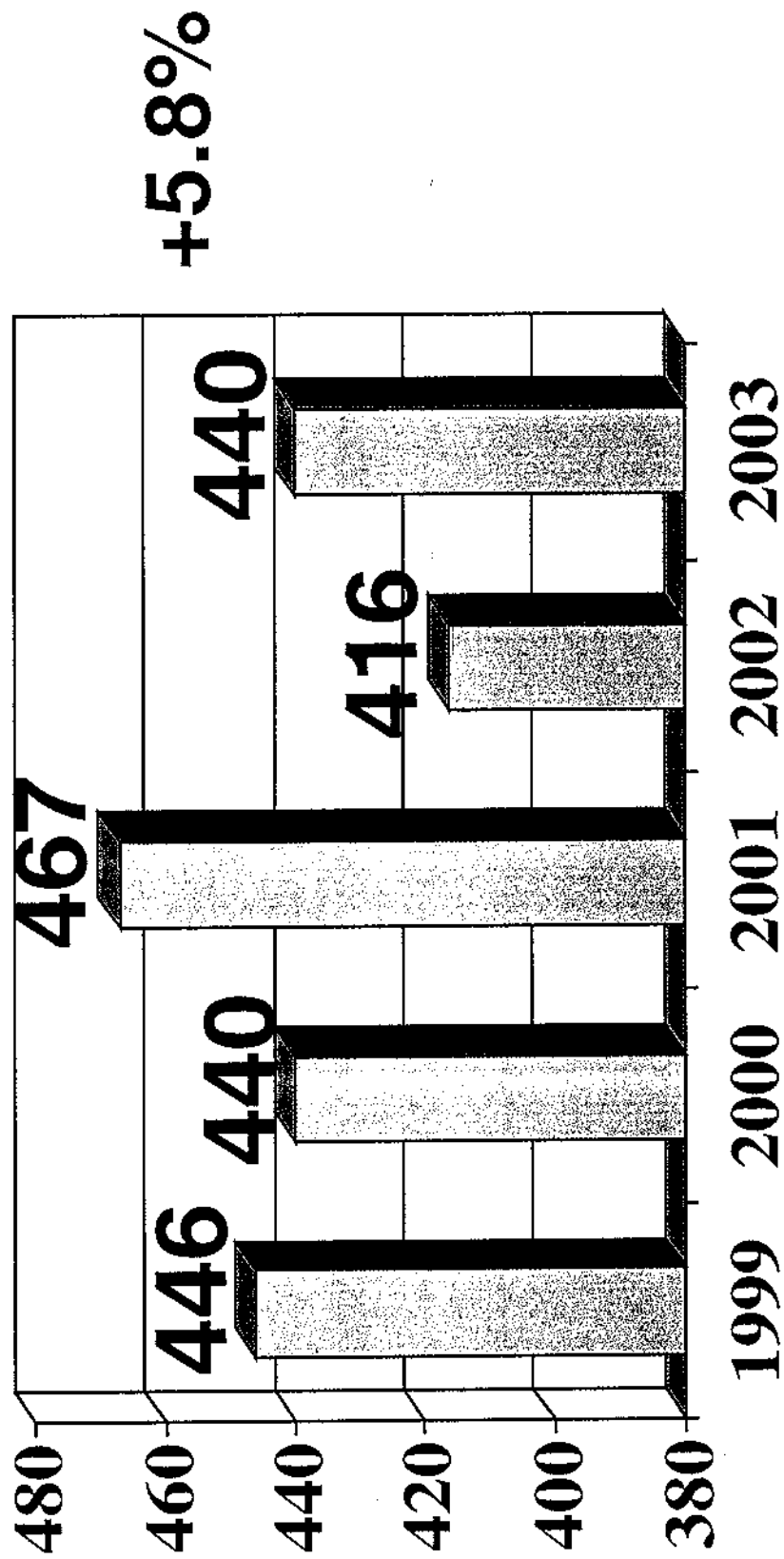
# McLean County Sheriff's Office

## Index Crime Arrest Trend



# McLean County Sheriff's Office

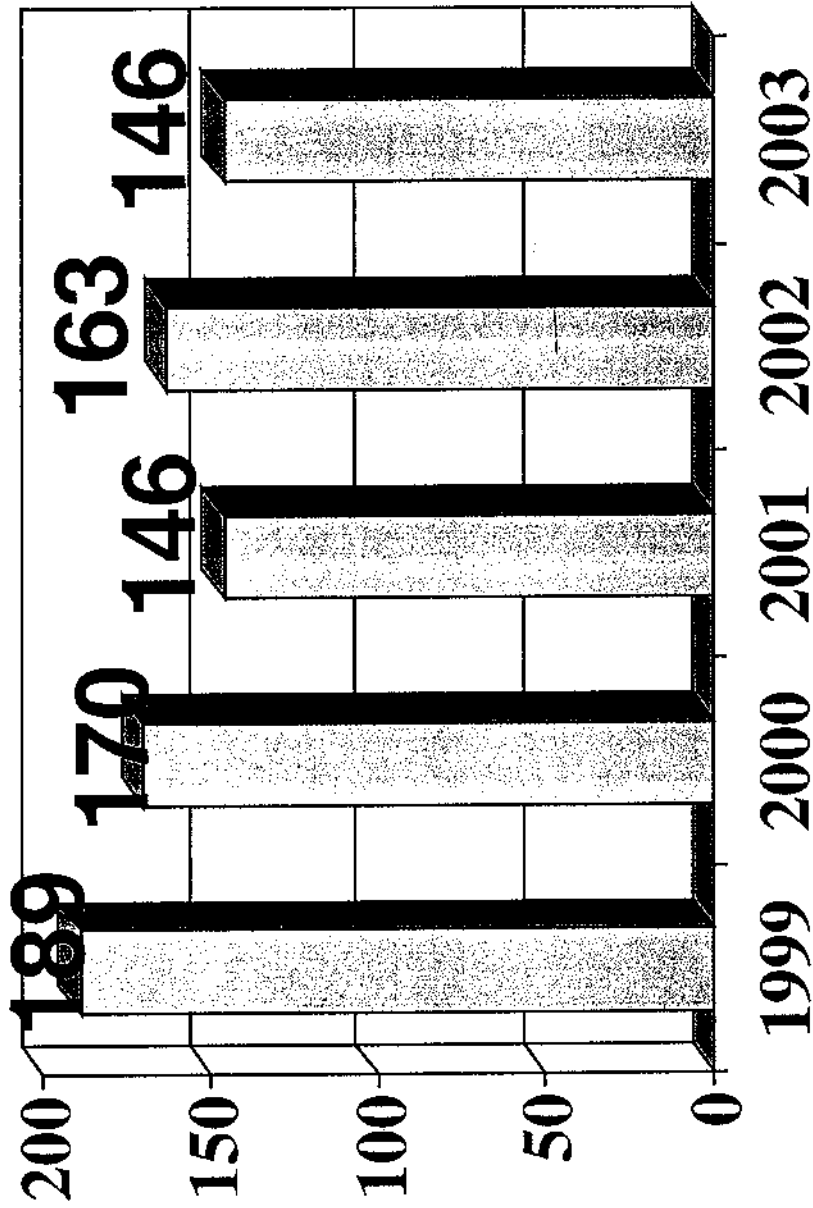
## Traffic Accidents



2/26/04

# McLean County Sheriff's Office

## Traffic Accident Injuries

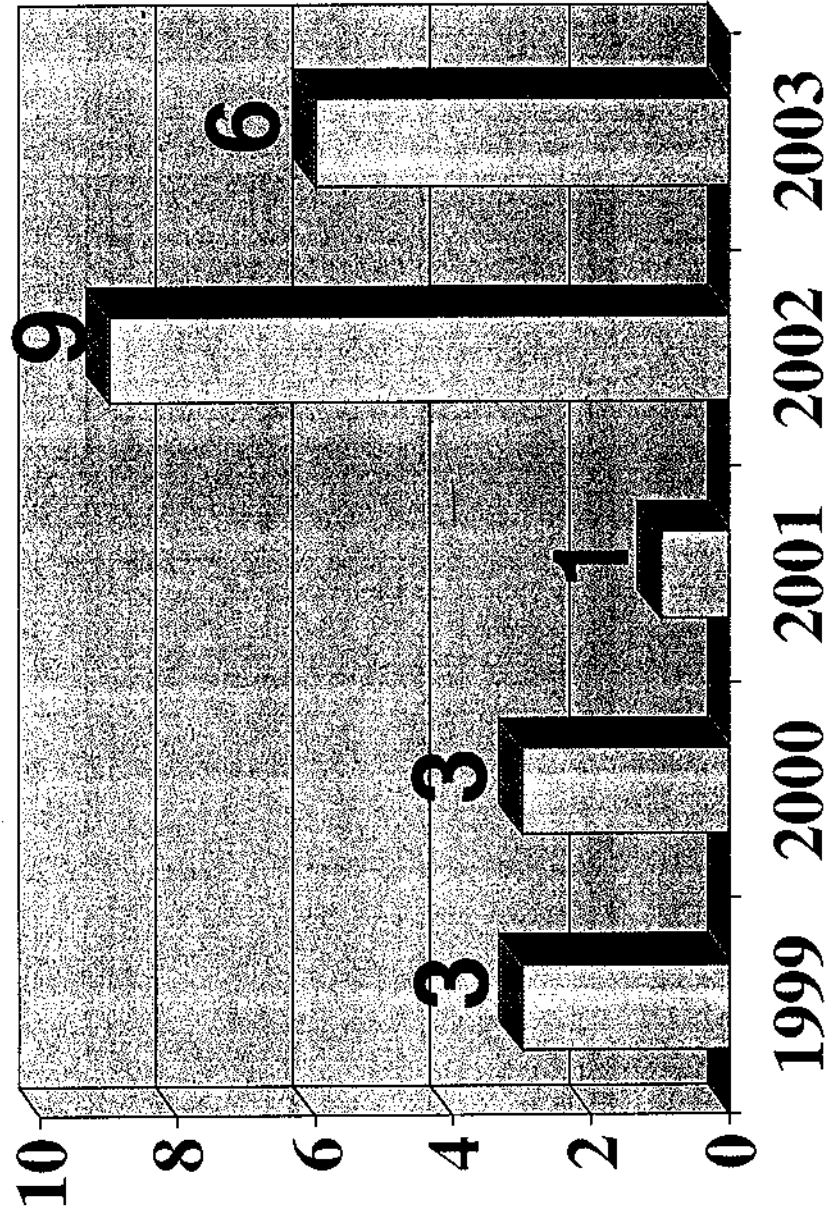


-10.4%



# McLean County Sheriff's Office

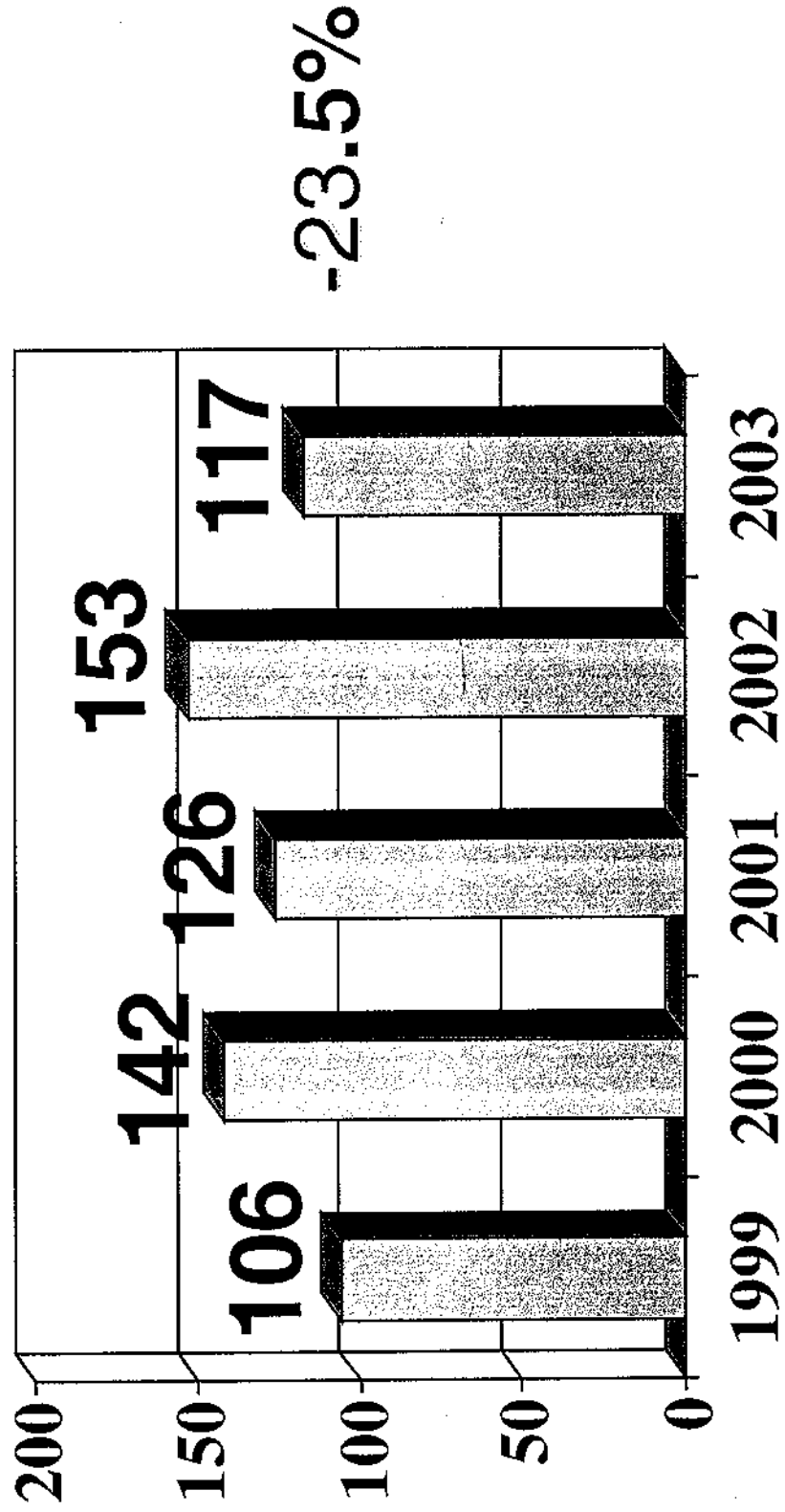
## Traffic Accident Deaths



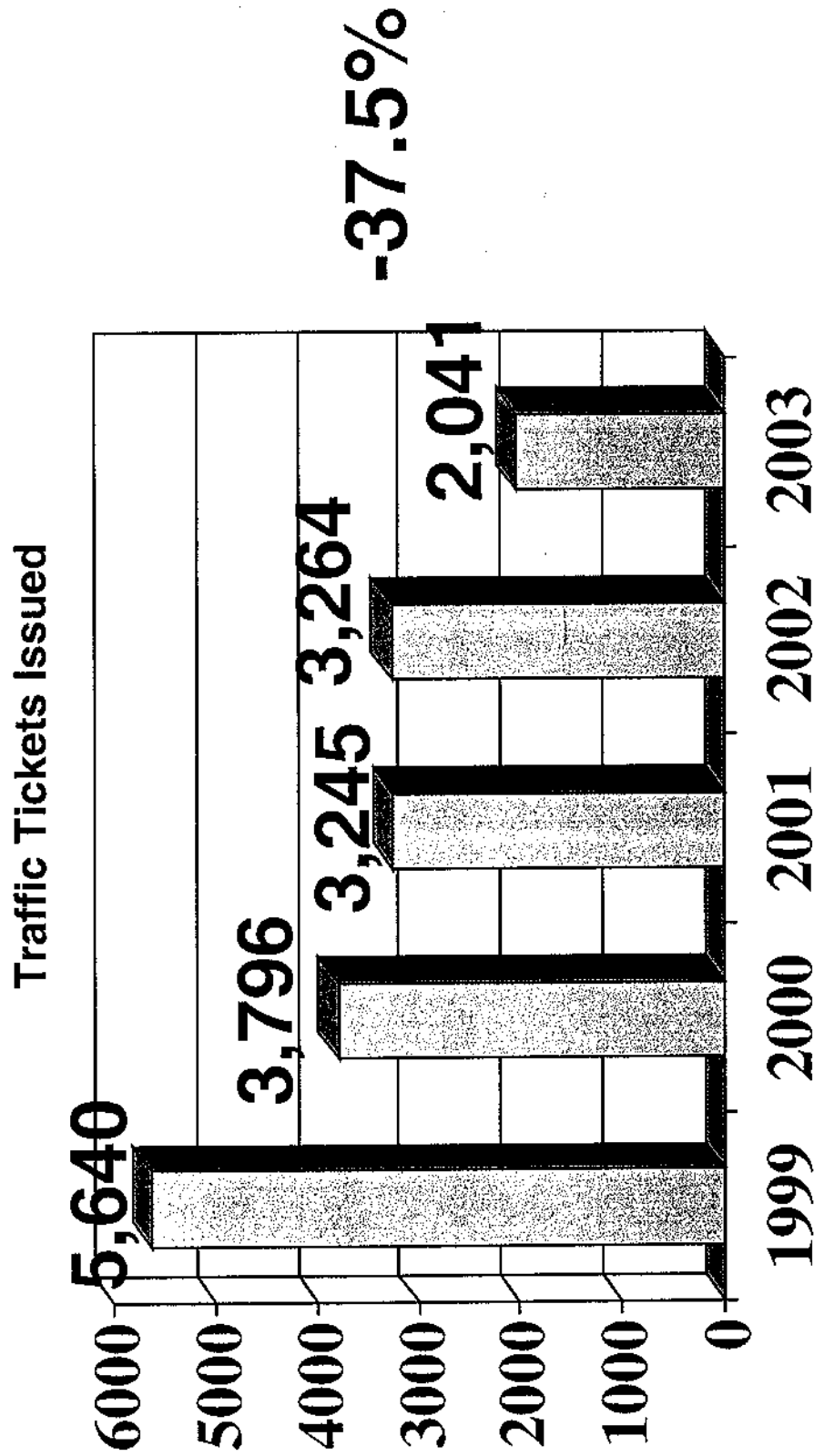
2/26/04

# McLean County Sheriff's Office

## D.U.I. Arrests

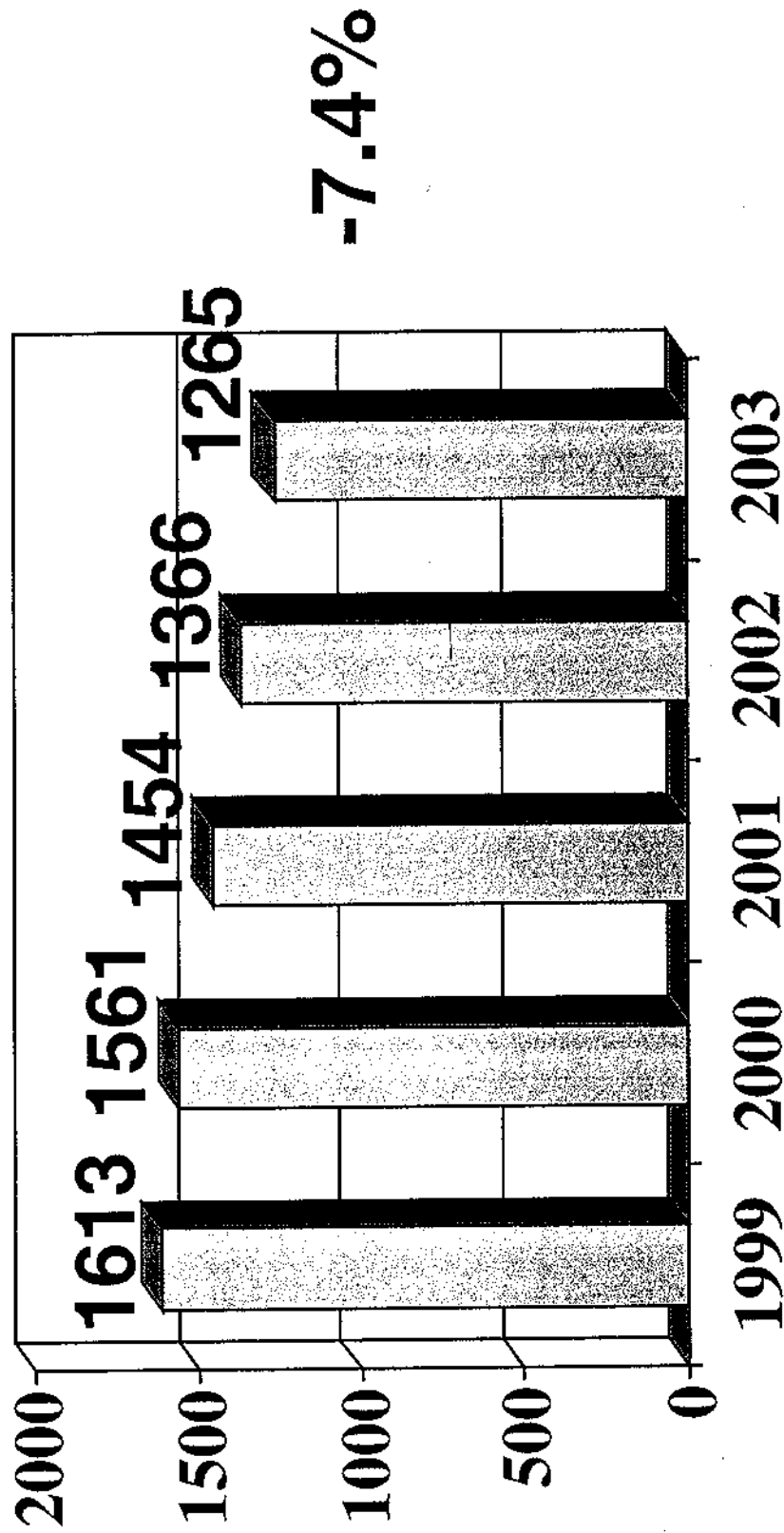


# McLean County Sheriff's Office



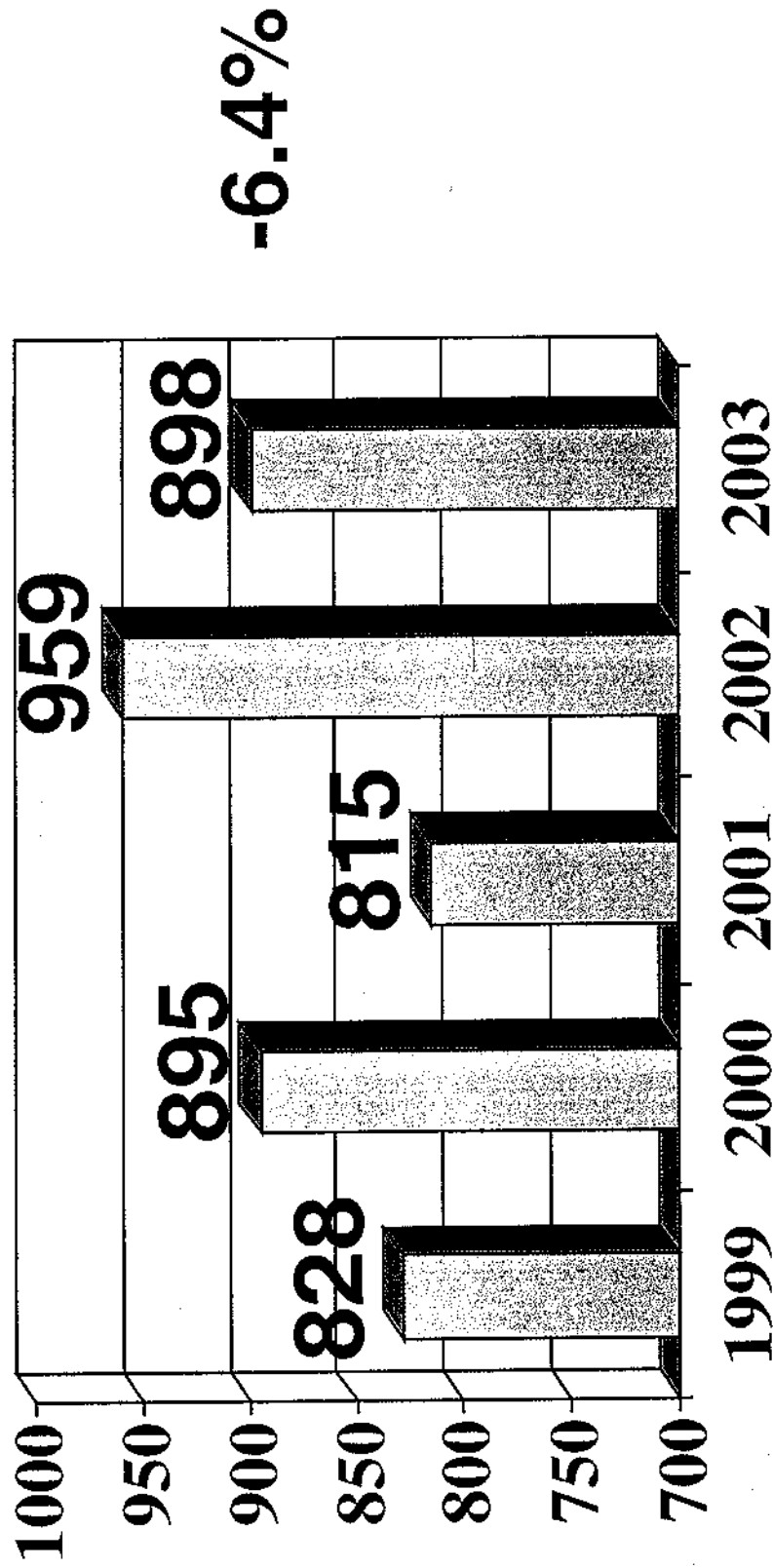
# McLean County Sheriff's Office

## Police Reports Taken

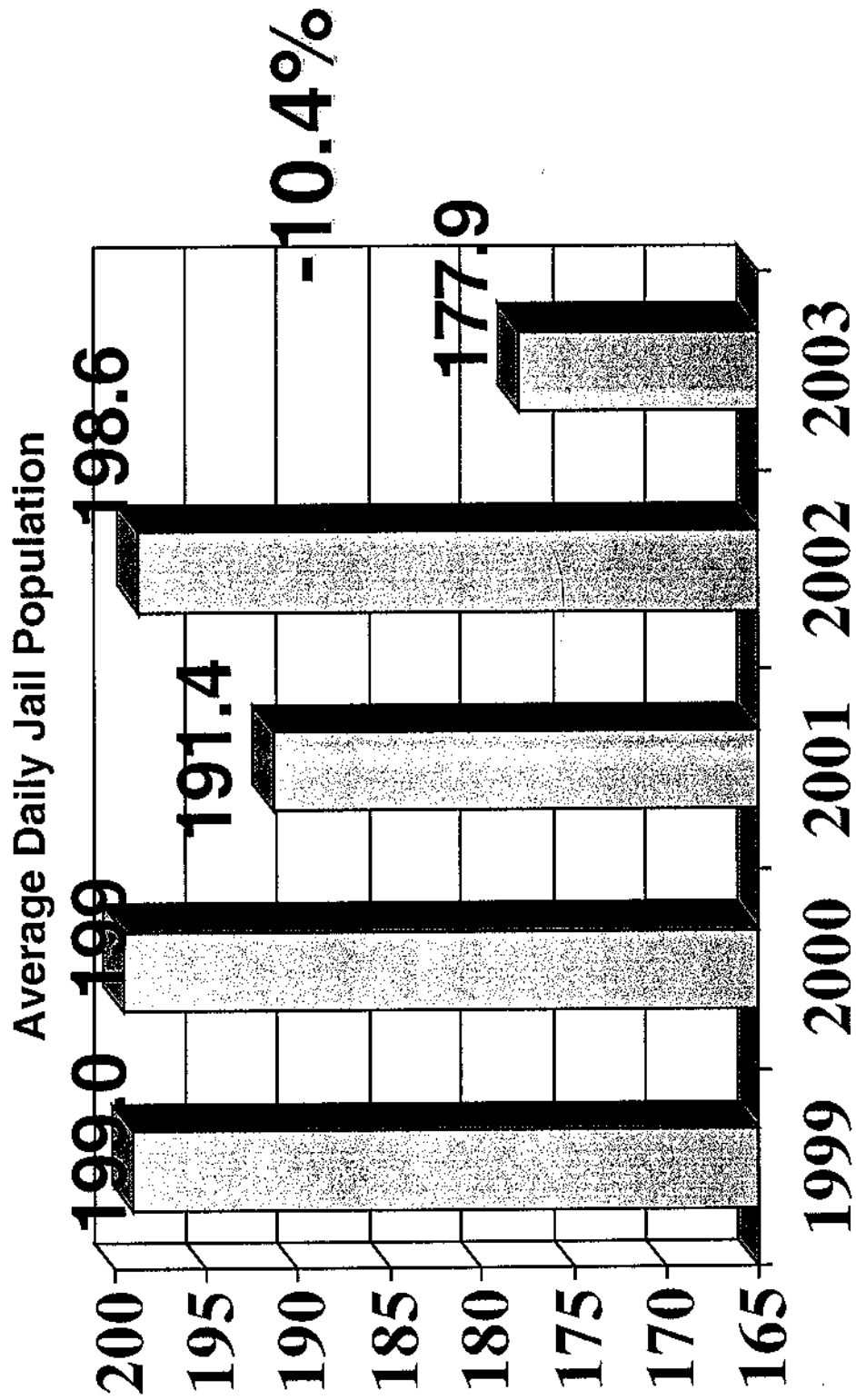


# McLean County Sheriff's Office

## Warrants Served By Deputies

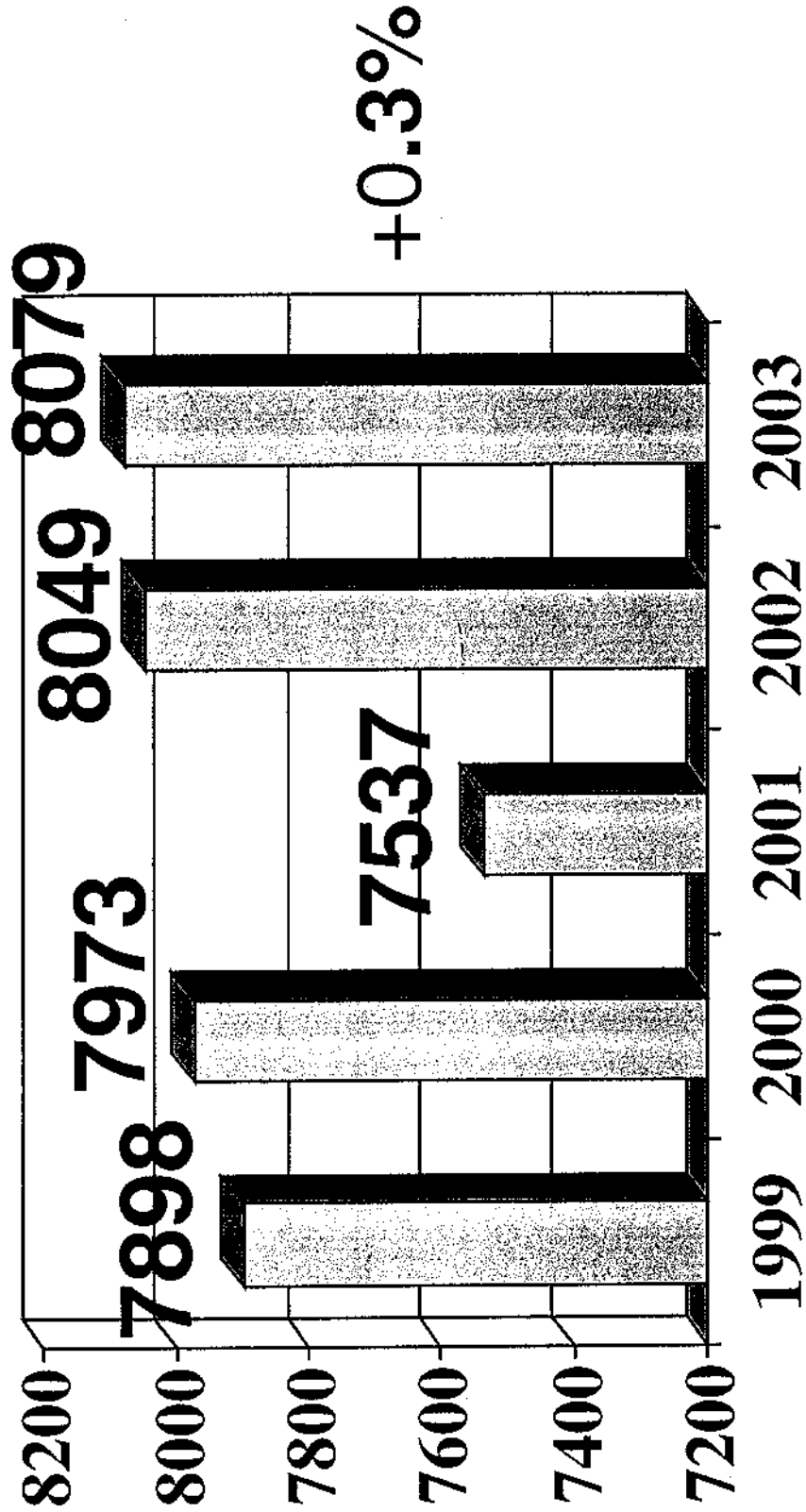


# McLean County Sheriff's Office



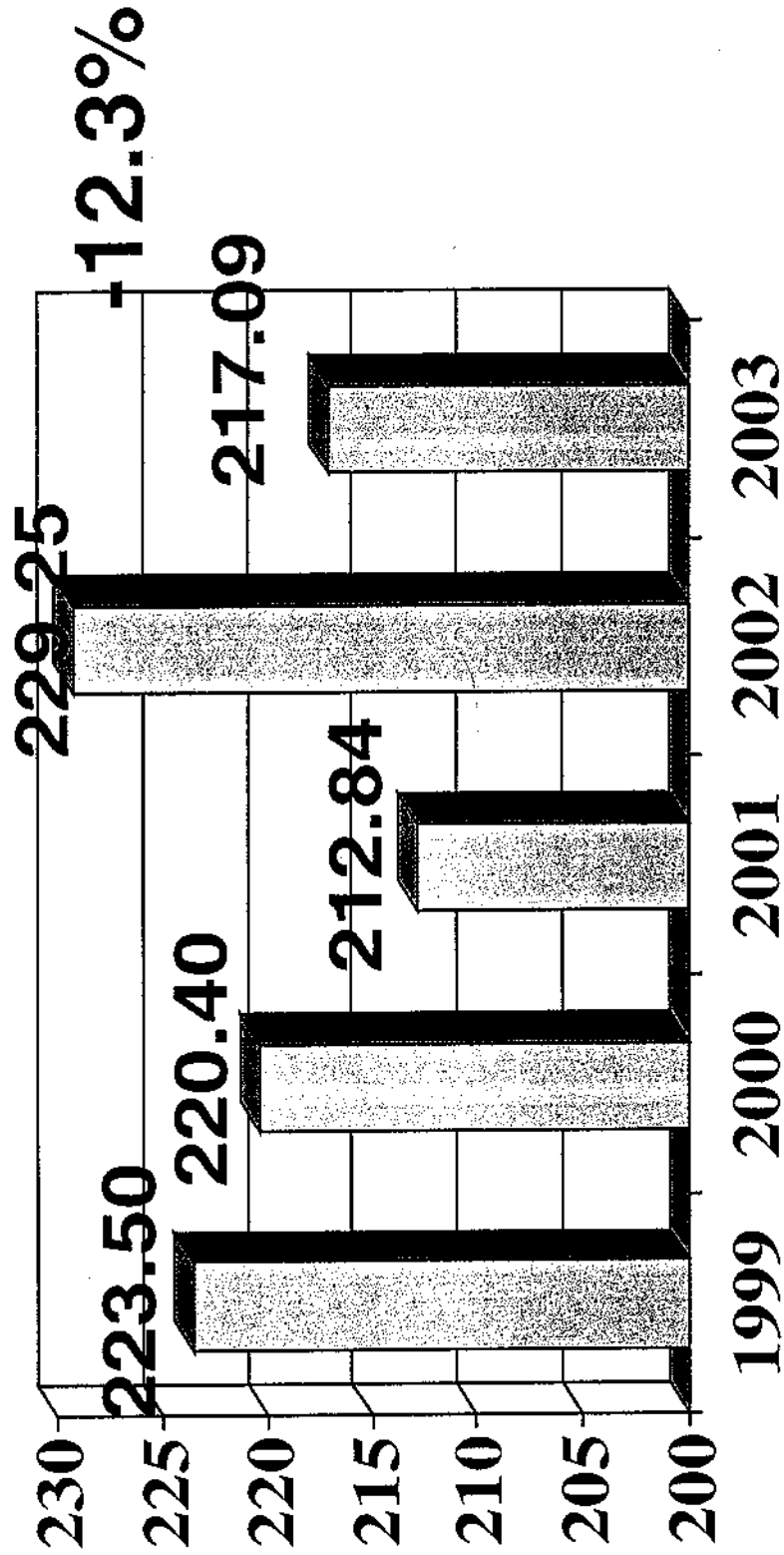
# McLean County Sheriff's Office

## Total Jail Bookings



# McLean County Sheriff's Office

## Average Total Jail Count

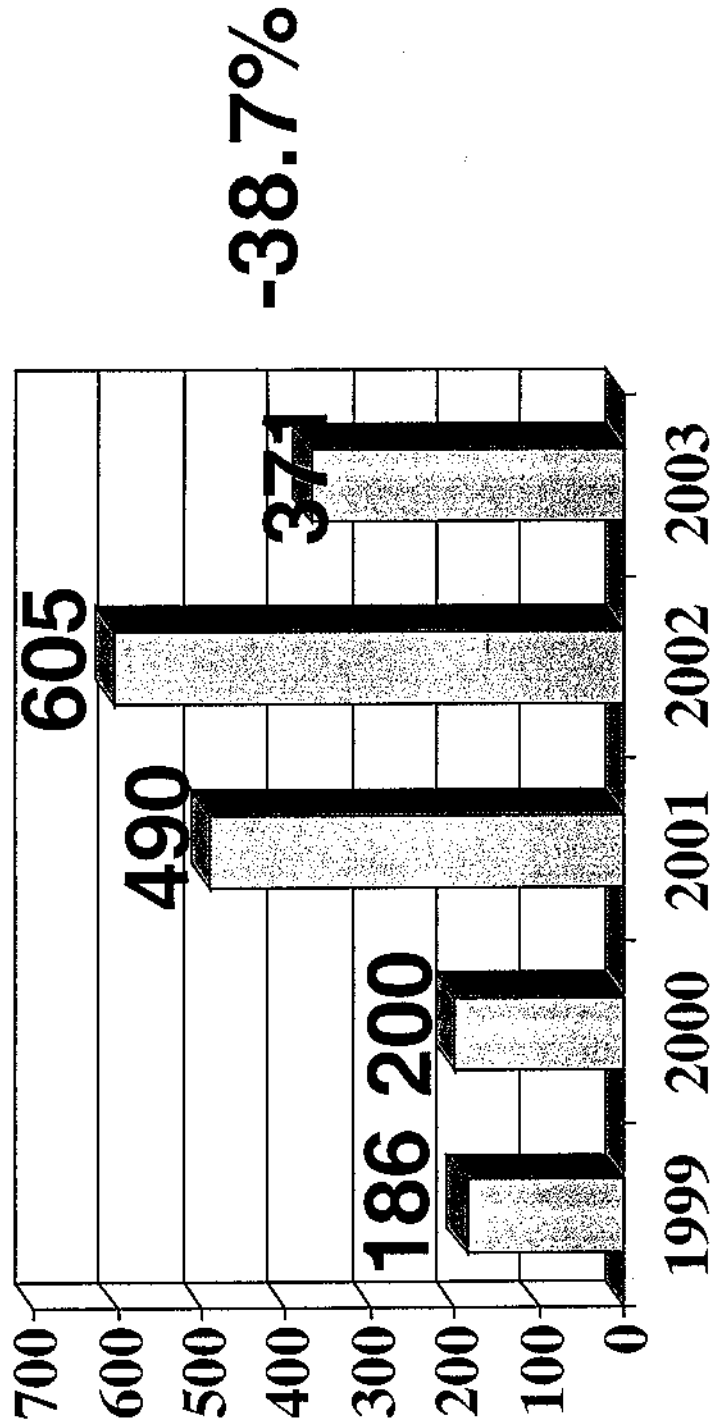


2/26/04



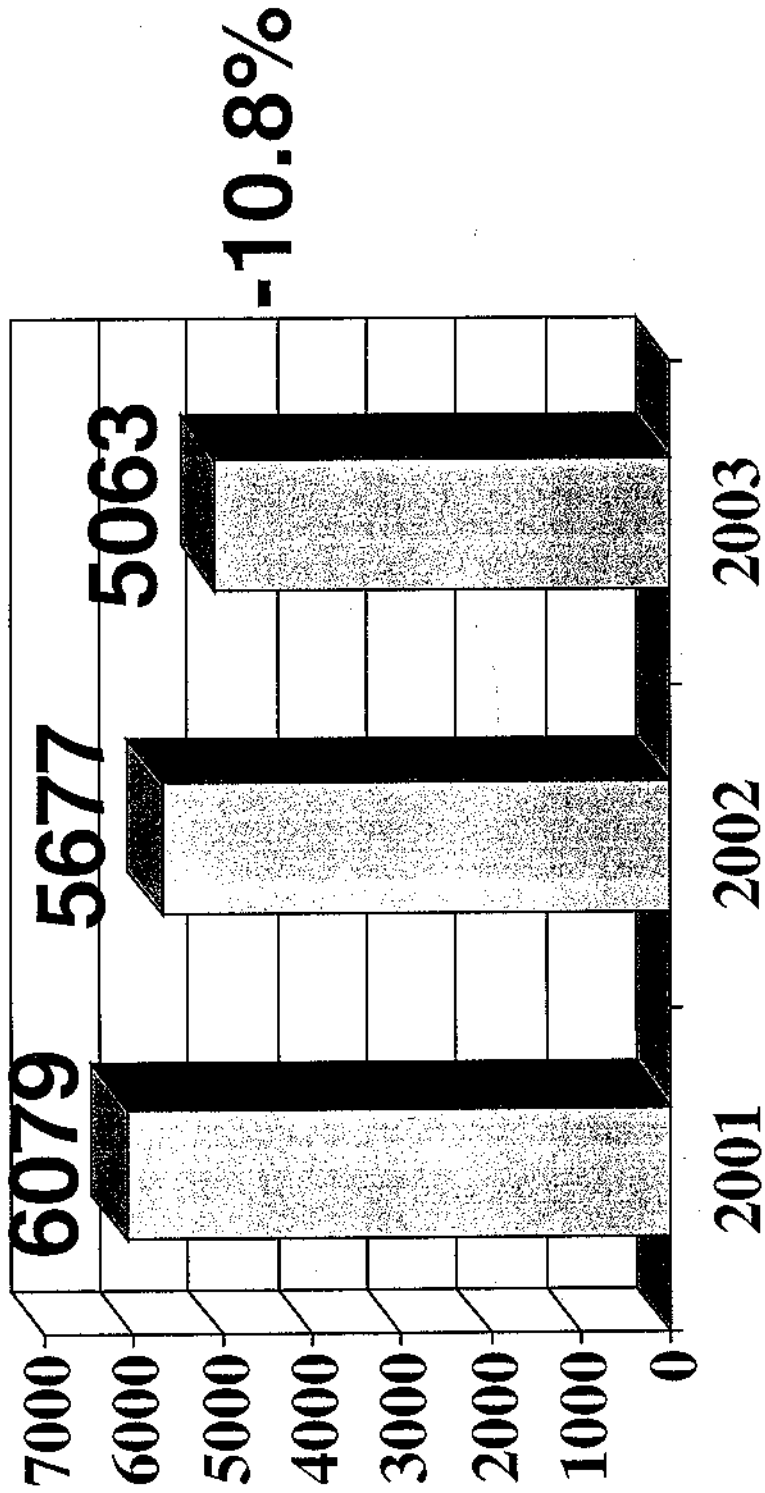
# McLean County Sheriff's Office

## C.I.D. Criminal Case Investigations



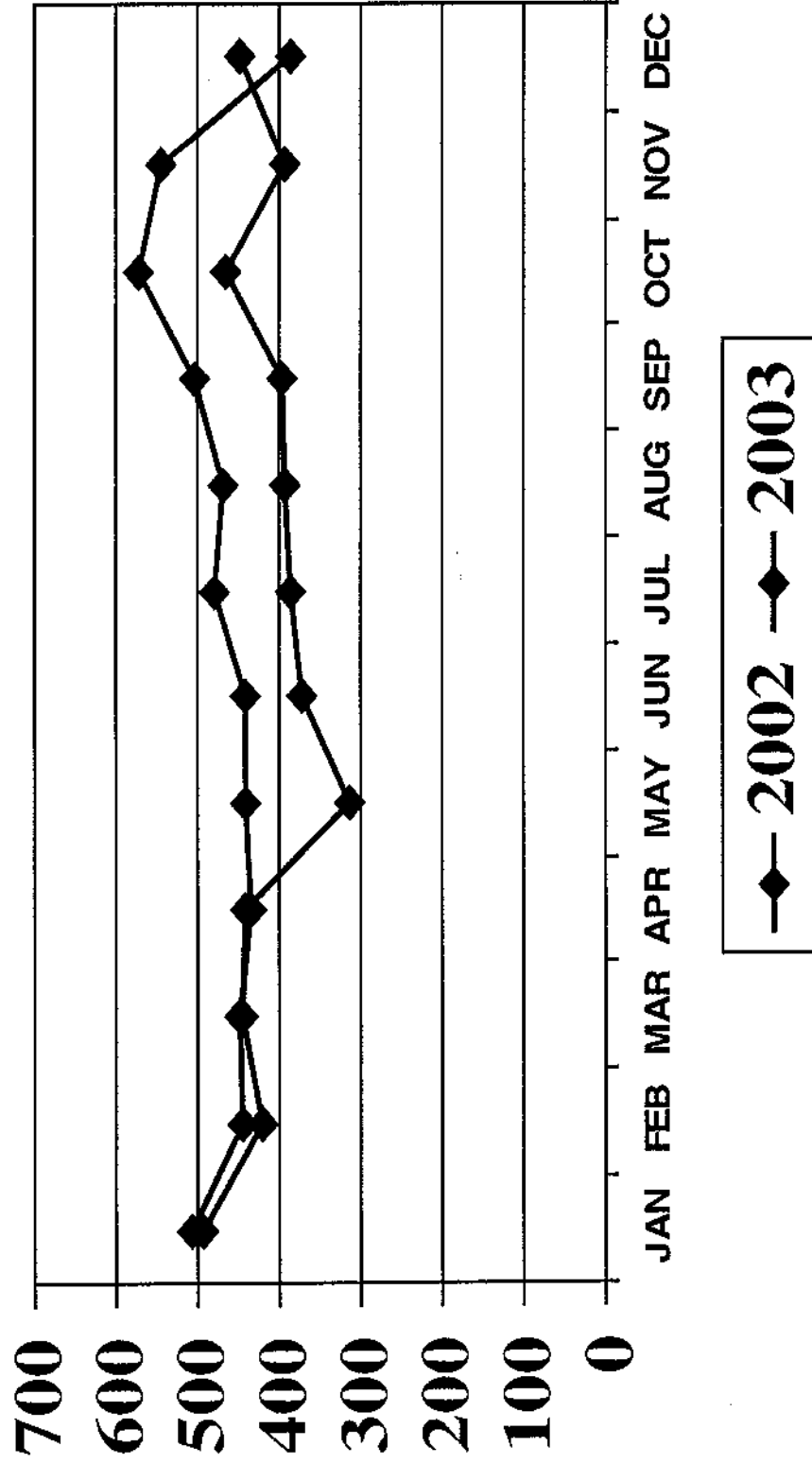
# McLean County Sheriff's Office

## Civil Process Division Service Totals For All Court Papers



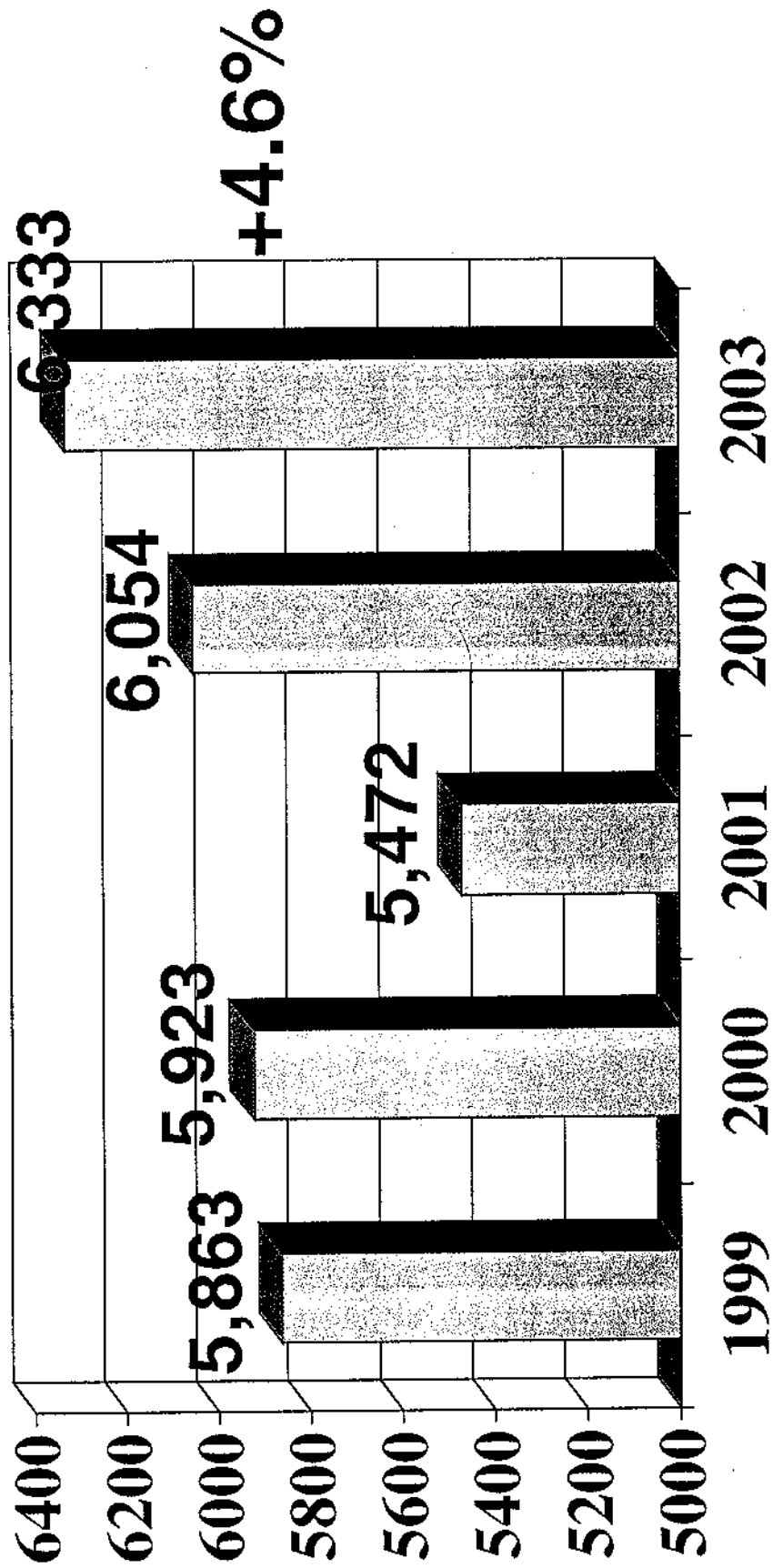
# McLean County Sheriff's Office

## Civil Process Division Monthly Service Totals For All Court Papers 2002 & 2003



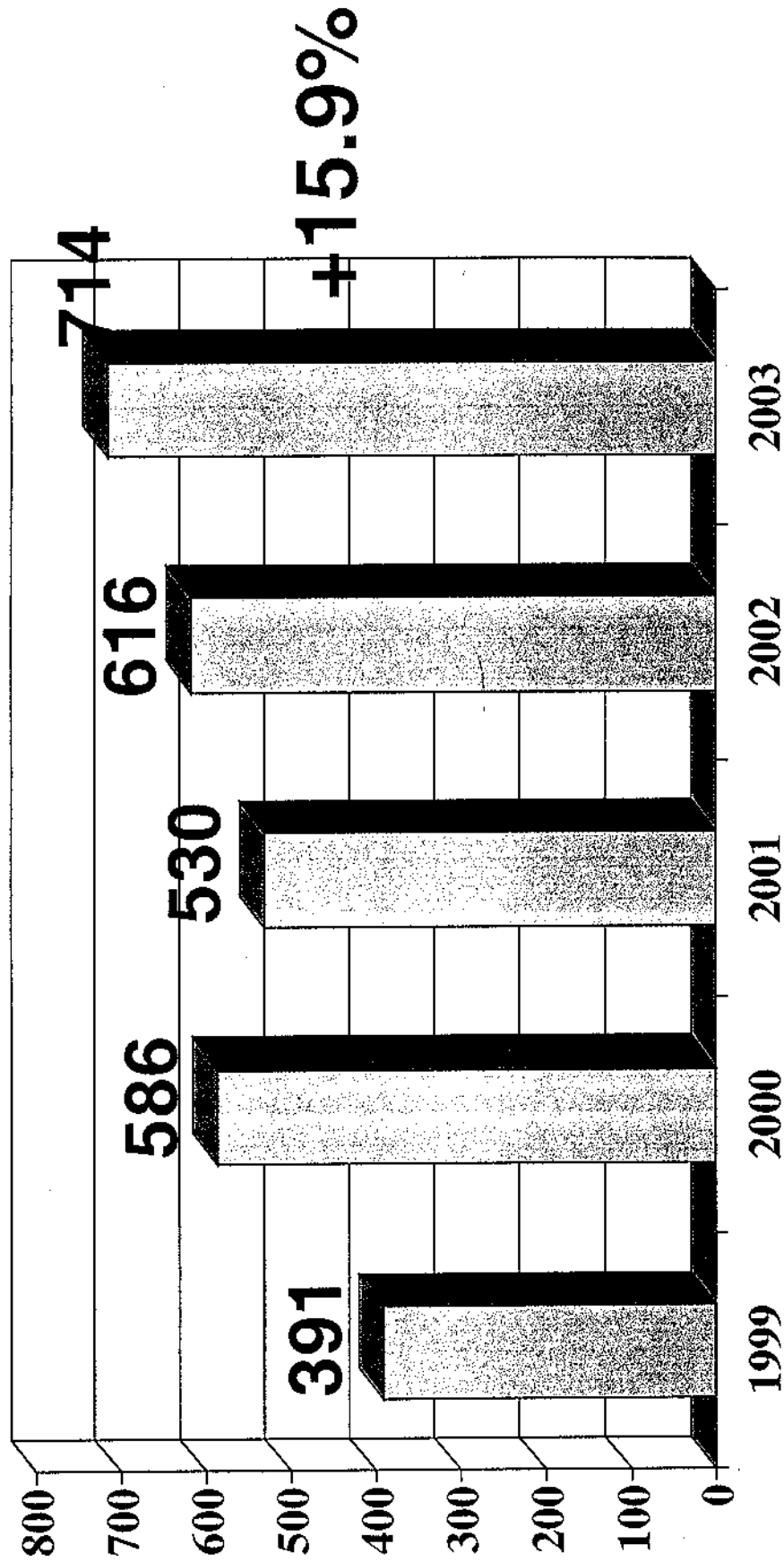
# McLean County Sheriff's Office

## Court Security Division Inmates Taken to Court



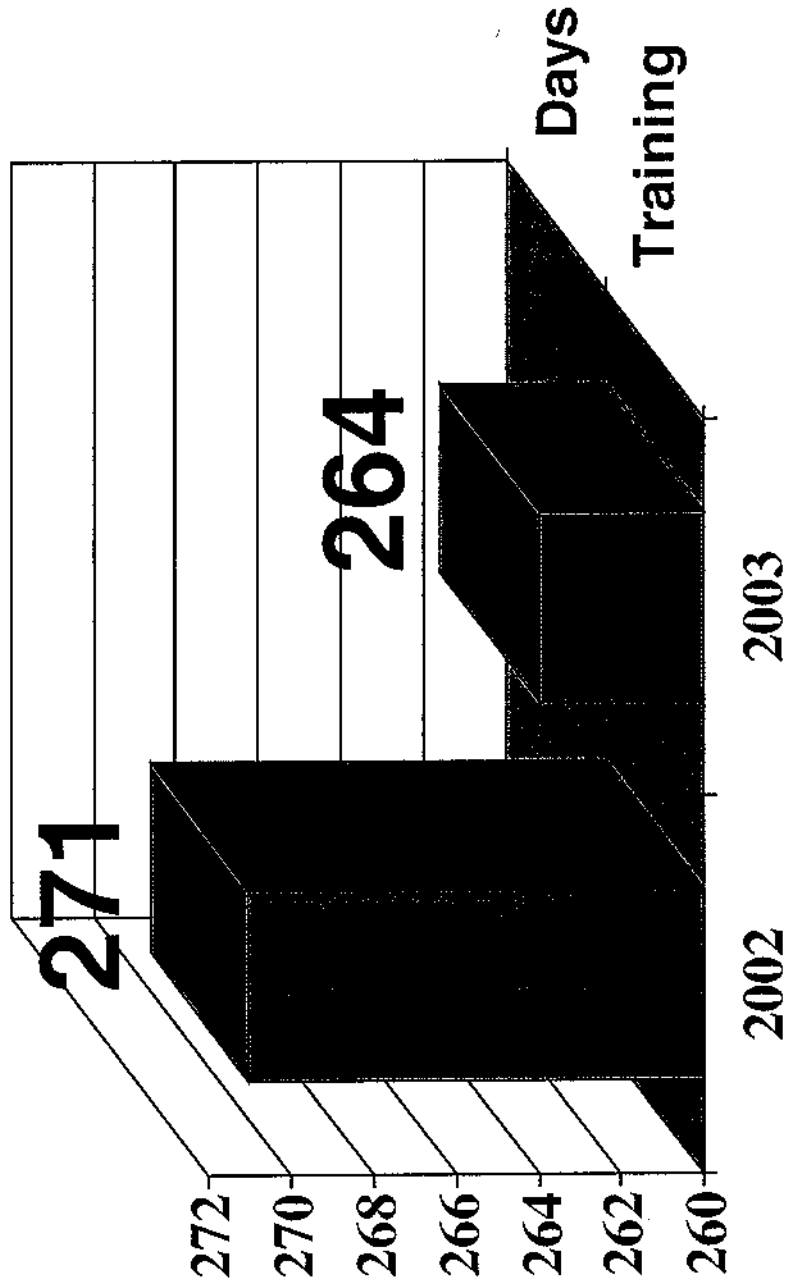
# McLean County Sheriff's Office

## Court Security Division Arrest Warrants Served at the Law & Justice Center



# McLean County Sheriff's Office

## Training Total Training Days with Mobile Team 8



# McLean County Sheriff's Office

## Training Total Training Hours with Mobile Team 8



MCDF-First Quarter  
 Population Report  
 February  
 2004

Date	Total		IN	Female		Male	Spec Needs		Spec Needs		Str. Sent		Work Rel		Work Rel		Week.		Week.		Other Fac		
	Pop	House		Female	Male		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	
1	240	216	41	199	10	10	5	50	0	0	5	5	14	6	14	14	0	18					
2	231	188	37	194	9	11	4	49	0	0	10	10	6	6	14	6	0	18					
3	224	180	33	191	11	18	4	54	0	0	9	9	6	6	15	6	0	18					
4	213	172	30	183	7	12	4	52	0	0	9	9	6	6	15	6	0	16					
5	208	165	28	180	7	14	5	53	0	0	9	9	5	5	15	5	0	16					
6	213	169	29	184	8	10	4	54	0	0	9	9	6	6	15	6	0	16					
7	214	189	33	181	10	9	6	53	0	0	8	8	7	7	15	7	0	15					
8	215	201	31	184	7	11	5	53	0	0	8	8	7	7	15	7	0	9					
9	212	178	30	182	7	10	5	52	0	0	7	7	7	7	14	7	0	9					
10	212	179	30	182	5	13	5	48	0	0	7	7	7	7	13	7	0	9					
11	206	173	30	176	5	7	4	48	0	0	7	7	7	7	13	7	0	9					
12	214	187	30	184	6	10	4	47	0	0	6	6	7	7	14	7	0	0					
13	211	184	30	181	6	9	4	47	0	0	6	6	7	7	14	7	0	0					
14	208	195	32	176	7	8	4	48	0	0	6	6	7	7	15	7	0	0					
15	217	209	33	184	8	14	4	48	0	0	6	6	7	7	14	7	0	0					
16	207	183	29	178	5	9	4	44	0	0	6	6	7	7	13	7	0	0					
17	212	186	33	179	8	10	5	44	0	0	6	6	7	7	13	7	0	0					
18	211	184	33	178	8	9	6	43	0	0	6	6	7	7	13	7	0	0					
19	216	189	32	184	8	12	5	45	0	0	6	6	7	7	13	7	0	0					
20	209	184	32	177	8	11	6	42	0	0	5	5	7	7	14	7	0	1					
21	227	217	32	195	10	17	7	39	0	0	5	5	7	7	17	7	0	0					
22	219	211	33	186	10	11	7	38	0	0	5	5	7	7	16	7	0	0					
23	222	196	34	188	10	11	7	38	0	0	4	4	7	7	17	7	0	0					
24	226	199	33	193	11	18	6	38	0	0	5	5	8	8	18	8	0	0					
25	212	185	32	180	8	4	6	37	0	0	5	5	8	8	17	8	0	0					
26																							
27																							
28																							
29																							
Total	5399	4719	800	4599	199	278	126	1164	0	0	165	170	366	170	366	0	154						
Average																							
Feb-04	215.96	188.76	32	183.96	7.96	11.12	5.04	46.56	0	0	6.6	6.8	14.64	6.8	14.64	0	6.16						



MCDF Average Population  
Six Month Comparison  
2004

Month	January 2004	February 2004	March 2004	April 2004	May 2004	June 2004	Average
Daily Total	238.06	215.96					227.01
In House	198.71	188.76					193.74
Female	40.16	32.00					36.08
Male	197.90	183.96					190.93
Special Needs-Females	7.97	7.96					7.97
Special Needs-Males	13.23	11.12					12.18
Straight Sent-Females	7.20	5.04					6.12
Straight Sent-Males	51.32	46.56					48.94
Work Release-Female	2.36	0					1.18
Work Release-Males	7.84	6.60					7.22
Weekenders Females	7.24	6.80					7.02
Weekenders Male	13.08	14.64					13.86
Other Facilities Female	0	0					0.0
Other Facilities Male	19.87	6.16					13.02

GRANT APPLICATION FOR

McLean County

(Government Entity)

Check Appropriate Box to Indicate Purpose of Application:

Initial Grant Award

Revision to Grant Award

Special Request

Special Requirement

TO: Illinois Department of Nuclear Safety  
 Division of Planning and Analysis  
 1035 Outer Park Drive  
 Springfield, Illinois 62704

In accordance with the Compensation of Local Governments for Emergency Planning and Participation in Nuclear Emergency Response Exercises (32 Ill. Adm. Code 501), this application for grant in the amount of \$ 6,370.00 is being submitted for the purpose of defraying the anticipated or incurred expenses of (government entity) in implementing the plans and programs authorized by the "Illinois Nuclear Safety Preparedness Act" (420 ILCS 5).

The term of the proposed grant is July 1 2004, to June 30, 2005, inclusive.

The major projects, activities and/or purchases for which compensable expenses will be incurred during the term of the proposed grant are summarized below:

Reimbursement for (6) six telephone lines in the Operations Room and 1 Fax telephone line.

Reimbursement for (2) two cellular phones @ cost. and (1) one @ 50% cost. Cell phones used for Director and Assistant's direct communications with IDNS and other agencies.

Replacement of 4 mobile radios in 2 response vehicles @ \$455.00 each = \$1,820.00

An Annual Spend Plan, covering a detailed estimate of expenses for the term of the proposed grant, is attached.

HEAD OF GOVERNMENT ENTITY

DESIGNATED CONTACT PERSON

(Signature)

(Signature)

MICHAEL F. SWEENEY

JAMES L. WAHLS

(Name)

(Name)

CHAIRMAN, McLean County Board

DIRECTOR, McLean County E.S.D.A.

(Title)

(Title)

(Date)

(Date)

2/17/04

NOTICE: This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 420 ILCS 5. Disclosure of this information is REQUIRED. Failure to provide any information will result in this form not being processed. This form has been approved by the Forms Management Center.

**EXPENSES:**

**PERSONNEL SERVICES /(Special Requirement):**

Planning Activities	<u>\$1,000.00</u>
Training Attendance	_____
Exercise/Drills	_____

**INDIVIDUAL TRAVEL/(Special Requirement):**

Planning Activities	_____
Training Attendance	_____
Exercise/Drills	_____

**EQUIPMENT USE /(Special Requirement):**

Planning Activities	_____
Training Attendance	_____
Exercise/Drills	_____

**MISCELLANEOUS /(Special Requirement):**

EOC Telecommunications	<u>\$3,200.00</u>	T/C agreement 5 landlines, 1 fax line, 2 cellular @ cost 1 cellular @50% cost = Total \$267.00 per month
EOC Operational Materials	<u>\$350.00</u>	paper, FAX cartridges, Printer cartridges, EOC supplies, notepads paper, etc.

**SPECIAL REQUEST ITEM(s) /(Specify and attach justification)**

<u>ICOM 50 watt UHF Mobiles - (4)</u>	<u>\$1,820.00</u>
_____	_____
_____	_____
_____	_____

**TOTAL ALL EXPENSES** \$6,370.00

# ANNUAL SPEND PLAN

## INSTRUCTIONS AND WORK SHEET GUIDE

---

---

### **GENERAL:**

This guidance is furnished to assist you with developing your Annual Spend Plan for IPRA activities. Before completing the Annual Spend Plan, you should review the definitions of IPRA activities listed below and your expense records for IPRA activities from previous years. If you should require additional information or assistance, please contact the Illinois Emergency Management Agency, Bureau of Disaster Assistance and Preparedness, (217) 785-9925.

---

---

### **DEFINITIONS:**

**Planning Activities:** Those tasks associated with the development and maintenance of plans and programs pertaining to radiological accidents, including:

the review, update and revision of IPRA site-specific plans, SOP's, or local implementation procedures;

the conduct of IPRA planning meetings and discussions with State, utility, or local government officials or staff;

the coordination of events in preparation for an exercise, drill, or test.

**Training Attendance:** Those attendees of any State annual or follow-on training presented locally on the following subjects:

Emergency Worker  
EOC Staff  
Traffic & Access Control  
Dispatcher  
Dosimetry Control Officer

School Evacuation  
Congregate Care  
Contamination Control  
Decontamination  
Local Government Compensation

**Exercise or Drill Participation:** Those participants in IPRA exercises, drills, or tests that perform duties associated with the typical events or activities listed below:

EOC Activation  
School Evacuation Demonstration  
Traffic & Access Control  
Demonstration  
Congregate Care Demonstration  
Decontamination Demonstration

Local Exercise Injects  
Communication Drill  
Medical Drill  
Mobilization Drill  
Siren Test

## ANNUAL SPEND PLAN

### INSTRUCTIONS AND WORK SHEET GUIDE

(continued)

---

---

#### **INSTRUCTIONS:**

**PREPAREDNESS PROGRAM:** Provide a brief narrative outline which describes the nuclear emergency preparedness projects and activities you plan to accomplish during the fiscal year (July through June). Include your plan and procedure revisions, the preparation for and the participation in scheduled training, exercises/drills, siren tests, and any other activities or events related to IPRA. Consider including those projects aimed at improving your level of preparedness for nuclear emergencies, including any proposed purchases.

It will be necessary for you to prepare your Annual Spend Plan for the entire fiscal year (refer to the attached Annual Spend Plan form). You should consider your recurring costs such as telephone services as well as costs that are exercise specific such as training or drills that are conducted in preparation for an exercise. The type of authorized expenses which should be included in your Annual Spend Plan are listed below.

---

---

#### **AUTHENTICATION:**

Enter the signature and title of the local government head and appointed contact person, and date of signing.

---

---

#### **EXPENSES:**

**PERSONNEL SERVICES/(Special Requirement):** This includes local government cost of providing wages, salaries, and fringe benefits for employees (the hourly rate of pay plus benefits for those individuals expected to participate in IPRA activities).

**Planning Activities:** Compute the cost based on the individuals projected to participate in planning activities, times their hourly rate of pay, for the number of hours of participation.

**Training Attendance:** Compute the cost based on the individuals projected to attend training, times their hourly rate of pay, for the number of hours of attendance.

**Exercise/Drill Participation:** Compute the cost based on the individuals projected to participate in exercises, drills and tests, times their hourly rate of pay, for the number of hours of participation.

Enter the Personnel Services cost on the Annual Spend Plan. Costs should be shown as a total for the fiscal year.

## ANNUAL SPEND PLAN

### INSTRUCTIONS AND WORK SHEET GUIDE

(continued)

---

---

**INDIVIDUAL TRAVEL / (Special Requirement):** This includes costs associated with mileage allowance for privately owned vehicles (POVs), lodging and per diem/meal expenses paid to employees for IPRA activities.

**Planning Activities:**

Determine the number of POV travel miles required to accomplish the IPRA planning tasks. To compute the cost, take the total number of miles planned times \$.34.

Determine the number of nights lodging while in travel status which are required to accomplish the IPRA Planning tasks. To compute the lodging expense take the number of lodging nights times \$60.00 for down-state lodging or \$155.00 for the Chicago Metro-area.

Determine the number of meals while in travel status which are required to accomplish the IPRA planning tasks. To compute the meal cost take the number of meals times \$7.00.

Enter the Individual Travel cost on the Annual Spend Plan. Cost should be shown as a total for the fiscal year.

---

---

**EQUIPMENT USE / (Special Requirement):**

This includes costs associated with the use of vehicles which are owned by the local government unit.

**Planning Activities:** Determine the number of travel miles required to accomplish the IPRA planning tasks. To compute the cost take the total number of miles planned times \$.34.

**Training Attendance:** Determine the number of travel miles to be required to accomplish the IPRA training tasks. To compute the cost take the total number of miles planned times \$.30.

**Exercise/Drill Participation:** Determine the number of miles to be traveled or the number of hours of operation of government owned vehicles for use in IPRA exercise/drill activities. To compute the cost take the total number of miles or hours times the applicable rate as shown below:

Automobile: \$0.34 per mile or \$3.50 per hour of actual operation.  
Bus: \$0.63 per mile or \$9.00 per hour of actual operation.

## ANNUAL SPEND PLAN

### INSTRUCTIONS AND WORK SHEET GUIDE

(continued)

---

---

#### EQUIPMENT USE/(Special Requirement): (continued)

Emergency Vehicle (Fire truck, ambulance, rescue vehicle):

Base rate, fee or service charge customary to the area of operation.

Highway Maintenance (trucks):

As published in the current "Schedule of Average Annual Ownership Expense," IL Department of Transportation.

Enter the Equipment Use costs on the Annual Spend Plan. Costs should be shown as a total for the fiscal year.

---

---

#### MISCELLANEOUS/(Special Requirement):

**EOC Telecommunications Service:** Determine the average monthly cost of providing emergency telecommunications services (voice, telefax, radio lines, leased equipment, etc.) for the EOC. If expansions are planned, project the increased cost forward from the planned month of installation.

**EOC Operational Materials:** Determine the cost of providing operational materials such as maps, charts, status boards, office supplies, etc., to prepare the EOC for an IPRA exercise or nuclear emergency.

Enter the Miscellaneous Costs on the Annual Spend Plan. Costs should be shown as a total for the fiscal year.

#### SPECIAL REQUESTS:

Determine if there are other expenses not specifically covered in any of the other four categories which relate to the IPRA activities, in whole or in part.

On a separate sheet, furnish a justification for each expense by explaining its necessity in relation to the implementation of IPRA. If the expense also relates to any other routine or emergency function, estimate its percentage of application to IPRA activities.

For each expense in this category, enter the cost on a separate line of the Annual Spend Plan. Costs should be shown as a total for the fiscal year.

---

---

#### SUMMARY:

Transfer the total costs previously computed for each of the five categories (Personnel Services, Individual Travel, Equipment Use, Miscellaneous and Special Requests) and enter the grand total of all expenses for the fiscal year.

## CONTRACT

This Contract, entered into this 16<sup>th</sup> day of March, between the County of McLean, a Body Politic and Corporate, hereinafter known as, "the County", acting by and for its Emergency Service and Disaster Agency (ESDA), hereinafter known as "the Agency," and Eric Hodges, hereinafter known as, "the Contractor":

WHEREAS, the County of McLean has authority under Illinois Compiled Statutes, Chapter 55, Section 5/5-1005(3) to make all contracts and do all other acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and

WHEREAS, there is a necessity to provide additional professional contract services for the McLean County ESDA; and

WHEREAS, the Contractor has the capacity to provide such services;

NOW, THEREFORE:

1. The purpose of this professional services contract is to provide technical assistance to the McLean County Emergency Services and Disaster Agency (ESDA) to assist in converting the Local Emergency Operations Plan documents to a more useable format, and to train ESDA staff on the maintenance and updating of new files in a compatible format. ESDA shall pay to the Contractor and the Contractor agrees to accept as full payment for the professional services furnished under this agreement, an amount not to exceed five thousand dollars (\$5,000).

The Contractor agrees to:

1. Eric Hodges, the Contractor, shall assist and perform his duties as assigned to him by ESDA, said duties to include:
  - Update and convert existing Emergency Operations Plan documents into PDF format
  - Assist in developing plan updates involving WMD threats and response plans
  - Re-format and update Mutual Aid Agreements
  - Train ESDA staff on PDF usage and procedures for updating and maintaining plan documents.



2. The Contractor, as an independent contractor, shall indemnify and hold harmless the County, ESDA, its agents, employees and assigns against any and all claims arising out of or relating to the Contractor's activities pursuant to this contract.

It is further agreed by both parties:

1. The parties enter into this contract on the date first stated above and, further, the agreement shall commence on March 16, 2004, and terminate on June 30, 2004.
2. The Contractor is and shall be an independent contractor for all purposes, solely responsible for the results to be obtained and not subject to the control or supervision of the County in so far as the manner and means of performing the services and obligations of this agreement. However, the County reserves the right to review the Contractor's work and service during the performance of this contract to ensure that this contract is performed according to its terms.
3. Nothing in this agreement shall prevent the Contractor from engaging in other for-profit activities apart from the services provided by this contract.
4. The contractor shall submit bills for services on a periodic basis to ESDA for review and approval. The Contractor shall pay all current and applicable City, County, State and Federal taxes, licenses, assessments, including federal excise taxes, including and thereby limiting the forgoing, those required by the Federal Insurance Contribution Act and Federal and State Unemployment Tax Acts.
5. The parties agree to comply with all terms and provisions of the Equal Employment Opportunity Clause of the Illinois Human Rights Act.
6. This contract shall be governed by and interpreted in accordance with the laws of the State of Illinois. All relevant provisions of the laws of the State of Illinois applicable hereto and required to be reflected are set forth herein or incorporated herein by reference.
7. No waiver of any breach of this contract or any provision hereto shall constitute a waiver of any other or further breach of this contract or any

provision thereof.

8. This contract may be amended at any time by mutual agreement of the parties. Before any amendment is valid, it must first be reduced to writing and signed by both parties.
9. This contract may not be assigned by either party without the prior written consent of the other party.
10. This contract may be terminated for any of the following reasons:
  - (a) At the request of the Contractor upon giving thirty (30) days' written notice prior to the effective date of cancellation.
  - (b) At the request of the County upon giving thirty (30) days' written notice prior to the effective date of cancellation.
  - (c) At the request of ESDA upon giving thirty (30) days' written notice prior to the effective date of cancellation.

Written notice shall be mailed by certified copy to the following address:

For ESDA:

Mr. Curtis Hawk  
Assistant Director  
104 West Front Street  
Bloomington, Illinois 61701

For the McLean County Board:

Mr. John M. Zeunik  
County Administrator  
Law & Justice Center, Room 701  
104 West Front Street  
Bloomington, Illinois 61702-2400

11. This contract is severable and the invalidity or unenforceability of any provision of this agreement or any party hereto shall not render the remainder of this agreement invalid or unenforceable.
12. This agreement shall be binding upon parties hereto and upon the successors and interests, assigns, representatives, and heirs of such party.
13. The parties agree that the forgoing and the attached document(s), (if any), constitute all of the agreement between the parties; and

IN WITNESS THEREOF, the parties have affixed their respective signature on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

APPROVED:

  
\_\_\_\_\_  
Eric Hodges  
Contractor

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

ATTEST:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of the County  
Board of McLean County, Illinois

ERROR REPORT (MONTHLY)  
COMMUNITY

	#ERRORS				TOTAL ERRORS		DATA	#CORRECTED	ERROR TYPE
	RESIDENTIAL	BUSINESS							
ANCHOR	0	0	0	0	0	0	1		
ARROWSMITH	0	0	0	0	0	0	1		
BELLFLOWER	0	0	0	0	0	0	2		
BLOOMINGTON	15	26	41	42	24	22*MSAG; 1*COMM; 1*-RSD			
CARLOCK	0	0	0	0	3				
CHENOA	0	1	1	4					
COLFAX	0	0	0	0					
COOKSVILLE	0	0	0	0					
CROPSY	0	0	0	0	2				
DANVERS	2	1	3	1	1	1*MSAG			
DOWNS	3	1	4	2	2	2*N911			
EL PASO	0	0	0	0	1				
ELLSWORTH	0	1	1	2					
GRIDLEY	0	0	0	0					
HEYWORTH	1	0	1	1	1	1*N911			
HUDSON	2	1	3	1					
LERoy	7	0	7	5					
LEXINGTON	4	0	4	5					
MANSFIELD	0	0	0	0	1				
MCLEAN	1	1	2	1	1	1*-RSD			
MINIER	0	0	0	0					
NORMAL	2	9	11	7	6	4*N911; 1*MSAG; 1*-RSD			
SAYBROOK	1	0	1	5					
SHIRLEY	0	2	2	1					
STANFORD	0	0	0	0					
TOWANDA	0	0	0	0	1				
OTHER	1	0	0	1					
TOTAL ERRORS	39	43	82	88	35				

\*NO STREET NAME = NSN  
 \*MSAG PROBLEM = MSAG  
 \*NEED 911 ADDRESS = N911  
 \*CITY JURISDICTION = CJ  
 \*CELL TOWER = CT  
 \*REMOVE STREET DIRECTIONAL = RSD  
 \*COMMUNITY ERROR=COMM  
 \*NUMBER DISCONNECTED=ND  
 \*WRONG COUNTY=WC  
 \*DATA LINE = DL  
 \*SPELLING ERROR = SP

ERRORS AS OF DECEMBER 31, 2003 47  
 NEW ERRORS FOR JANUARY 35  
 ERRORS CORRECTED IN JANUARY 35  
 ERRORS AS OF JANUARY 31, 2004 47  
 DATA LINES 88  
 ILLINOIS STATE UNIVERSITY 69

JANUARY, 2004

**ERROR  
NO ALI**

NUMBER CORRECTED TESTED COMPLETE			
7	7	3	5

**NO ANI**

NUMBER CORRECTED TESTED COMPLETE			

**INCORRECT ADDRESS**

NUMBER CORRECTED TESTED COMPLETE			
5	5	2	2

**MSAG-STREET RANGE/COMMUNITY**

NUMBER CORRECTED TESTED COMPLETE			
6	6		6

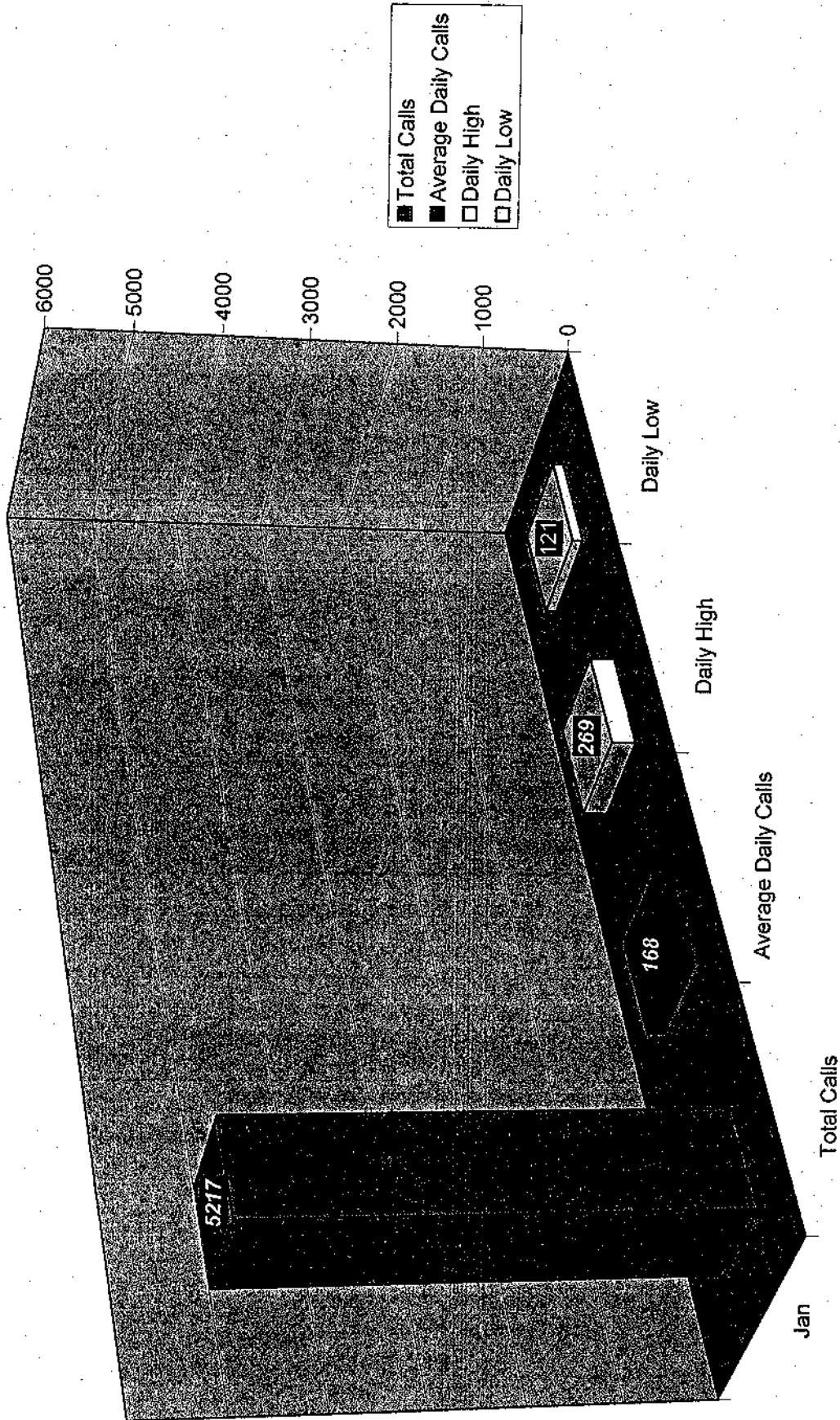
**ASSIGNED ADDRESSES-UNINCORPORATED  
NEW ROADS (NEW MSAG LISTING)**

1
2

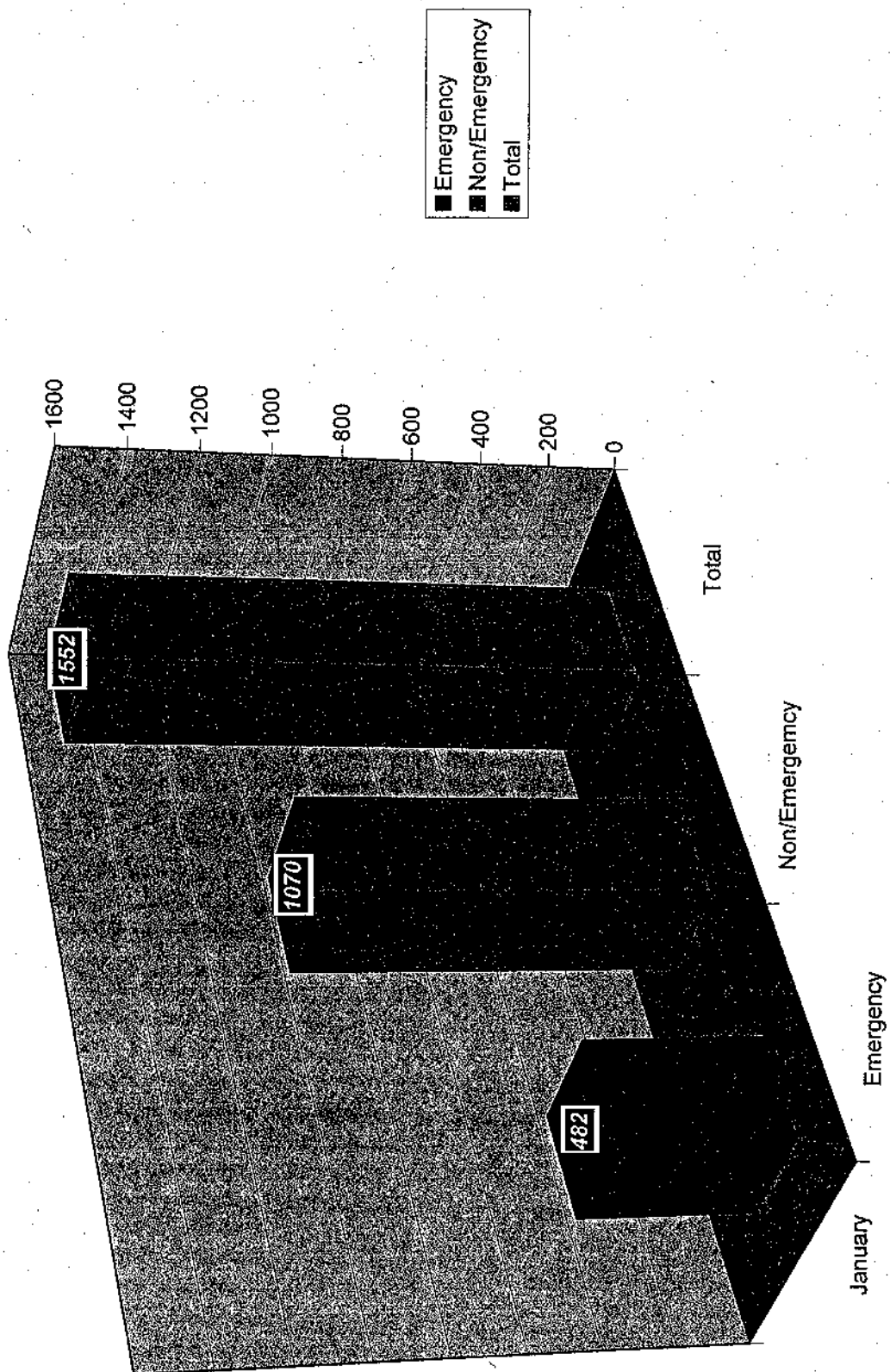
**TOTAL ERRORS  
TOTAL ERRORS CLEARED**

18
13

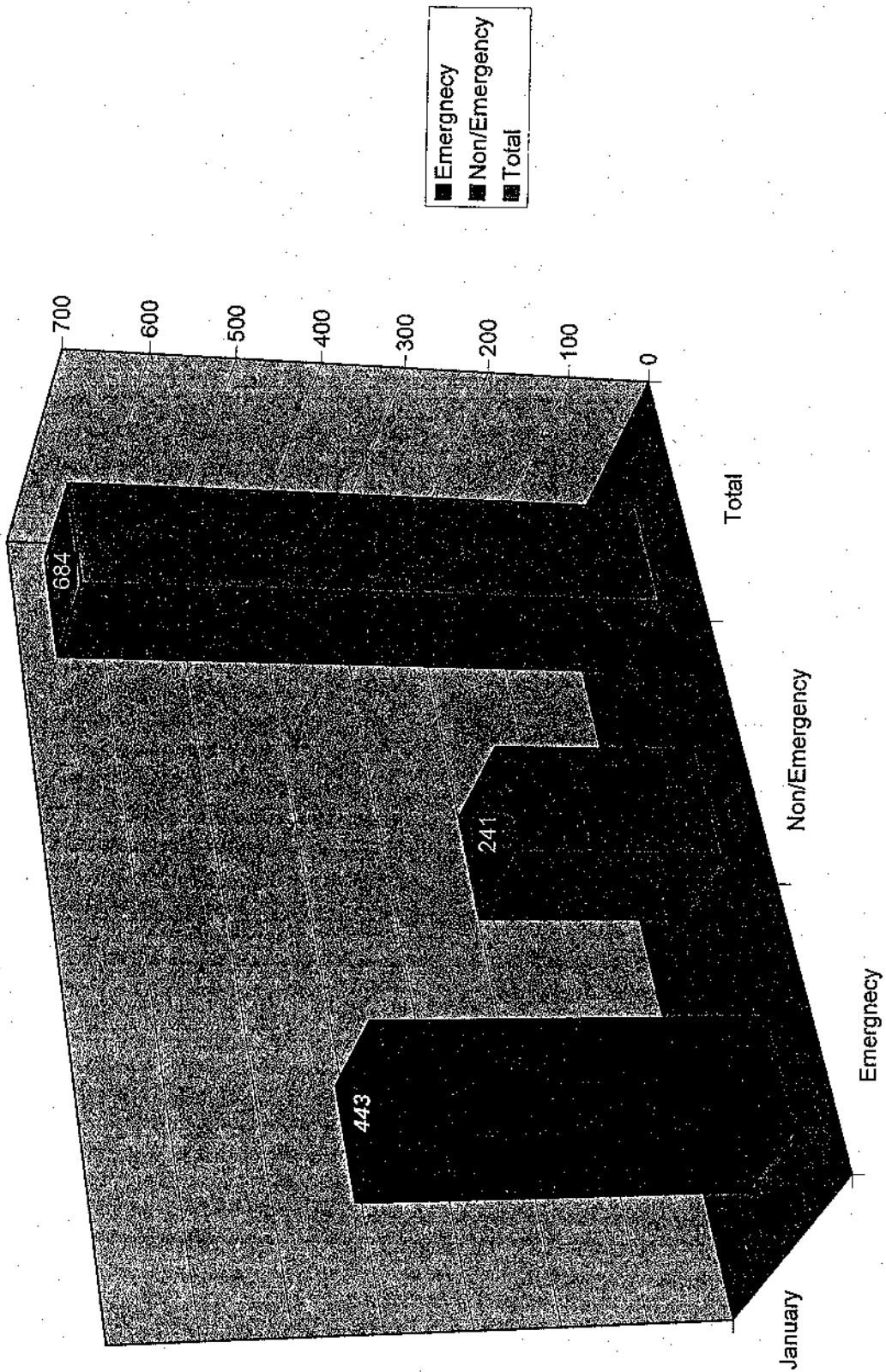
# January 911 Calls



# January 2004 Law Enforcement Calls



# January 2004 Fire/EMS Calls





REPORT A  
ACTIVITY OF ALL CIVIL CASES  
DURING THE MONTH OF JANUARY 2004  
IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT  
McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	REINSTATED	DISPOSED	END PENDING 2004	END PENDING 2003
Adoption	22	AD	6	0	6	22	21
Arbitration	233	AR	52	20	66	239	467
Chancery	192	CH	31	0	25	198	174
Dissolution of Marriage	570	D	35	0	53	552	519
Eminent Domain	1	ED	0	0	0	1	3
Family	190	F	23	0	28	185	162
Law => \$50,000 - Jury	269	L	8	0	6	271	267
Law => \$50,000 - Non-Jury	141	L	10	0	5	146	124
Law = < \$50,000 - Jury	10	LM	0	0	0	10	18
Law = < \$50,000 - Non-Jury	103	LM	74	14	84	107	279
Municipal Corporation	1	MC	0	0	0	1	0
Mental Health	15	MH	11	0	14	12	9
Miscellaneous Remedy	177	MR	17	0	27	167	127
Order of Protection	8	OP	14	0	9	13	14
Probate	1,113	P	20	0	20	1,113	1,111
Small Claim	457	SC	186	26	213	456	718
Tax	9	TX	1	0	0	10	12
<b>TOTAL CIVIL</b>	<b>3,511</b>		<b>488</b>	<b>60</b>	<b>556</b>	<b>3,503</b>	<b>4,025</b>

REPORT B  
 ACTIVITY OF ALL CRIMINAL CASES  
 DURING THE MONTH OF JANUARY 2004  
 IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
 McLEAN COUNTY

	BEGIN PENDING	CODE	NEW FILED	NO. OF DEFTS. NEW	REINSTATED	DISPOSED	END PENDING 2004	END PENDING 2003
CONTEMPT OF COURT	5	C.C.	4	4	0	0	9	3
CRIMINAL FELONY	844	CF	111	111	1	98	858	874
CRIMINAL MISDEMEANOR	1,017	CM	225	225	10	247	1,005	1,165
TOTAL CRIMINAL	1,866		340	340	11	345	1,872	2,042

REPORT C  
 ACTIVITY OF ALL JUVENILE CASES  
 DURING THE MONTH OF JANUARY 2004  
 IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
 McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	NO. OF DEFTS. NEW	REINSTATED	DISPOSED	END PENDING 2004	END PENDING 2003
JUVENILE	34	J	0	0	0	0	34	49
JUVENILE ABUSE & NEGLECT	192	JA	18	18	0	8	202	184
JUVENILE DELINQUENT	88	JD	15	15	16	10	109	106
TOTAL JUVENILE	314		33	33	16	18	345	339

REPORT D  
 ACTIVITY OF ALL ACTIVITY OF ALL DUI/TRAFFIC/CONSERVATION/ORDINANCE CASES  
 DURING THE MONTH OF JANUARY 2004  
 IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
 McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	REINSTATED	DISPOSED	END PENDING 2004	END PENDING 2003
CONSERVATION VIOLATION	17	CV	1	0	5	13	12
DRIVING UNDER THE INFLUENCE	394	DT	74	0	73	395	448
ORDINANCE VIOLATION	878	OV	156	0	140	894	746
TRAFFIC VIOLATION	16,551	TR	2,740	28	3,603	15,716	21,886
TOTALS:	17,840		2,971	28	3,821	17,018	23,092



**REPORT F**  
**DISPOSITION OF DEFENDANTS CHARGED WITH FELONIES<sup>(1)</sup>**  
**DURING THE MONTH OF JANUARY 2004**  
**IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT**  
**McLEAN COUNTY**

		NOT CONVICTED					CONVICTED			TOTAL DEFENDANTS DISPOSED OF		
		NOLLE	S.O.L.	REDUCED TO MISDEMEANOR	DISMISSED	OTHER(2)	ACQUITTED BY		GUILTY PLEA		BENCH TRIAL	JURY TRIAL
							BENCH TRIAL	JURY TRIAL				
15	75	0	1	0	0	1*	1	1	78	1	1	98

(1) NOT NECESSARILY DIFFERENT DEFENDANTS

(2) INCLUDES COURT ACTION: NO BILL, TRANSFERRED/NO JURISDICTION, DEATH SUGGESTED/CAUSE ABATED, UNFIT TO STAND TRIAL, SEXUALLY DANGEROUS, TRANSFERS TO WARRANT CALENDAR, AND EXTRADITION PROCEEDING FILED AS A FELONY.

\*During a jury trial there was a motion for directed verdict granted by the Judge

REPORT F  
DISPOSITION OF DEFENDANTS CHARGED WITH FELONIES<sup>(1)</sup>  
THROUGH THE MONTH OF JANUARY, 2004  
IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
McLEAN COUNTY

	NOT CONVICTED							CONVICTED			TOTAL DEFENDANTS DISPOSED OF
	NOLLE	S.O.L.	REDUCED TO MISDEMEANOR	DISMISSED	OTHER(2)	ACQUITTED BY		GUILTY PLEA	BENCH TRIAL	JURY TRIAL	
						BENCH TRIAL	JURY TRIAL				
JAN	15	0	1	0	1*	0	1	78	1	1	98
FEB											
MAR											
APR											
MAY											
JUNE											
JULY											
AUG											
SEPT											
OCT											
NOV											
DEC											
TOTAL	15	0	1	0	1	0	1	78	1	1	98

(1) NOT NECESSARILY DIFFERENT DEFENDANTS

(2) INCLUDES COURT ACTION: NO BILL, TRANSFERRED/NO JURISDICTION, DEATH SUGGESTED/CAUSE ABATED, UNFIT TO STAND TRIAL, SEXUALLY DANGEROUS, TRANSFERS TO WARRANT CALENDAR, AND EXTRADITION PROCEEDING FILED AS A FELONY.

**REPORT G**  
**SENTENCE OF DEFENDANTS CHARGED WITH FELONIES**  
**DURING THE MONTH OF JANUARY 2004**  
**IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT**  
**McLEAN COUNTY**

TOTAL NUMBER OF DEFENDANTS CONVICTED OF FELONIES BY GUILTY PLEA, BENCH TRIAL AND JURY TRIAL (FROM REPORT F). THIS TOTAL MUST EQUAL THE NUMBER OF FELONY SENTENCES ON THE FELONY SENTENCE TABLE BELOW.

TOTAL NUMBER OF CONVICTED FELONIES: 80  
(FROM REPORT F)

FELONY SENTENCE TABLE

	CLASS M	CLASS X	CLASS 1	CLASS 2	CLASS 3	CLASS 4	TOTALS
1. DEATH	0	0	0	0	0	0	0
2. LIFE	0	0	0	0	0	0	0
3. IDOC	0	1	5	8	7	16	37
4. PROBATION	0	0	2	8	9	22	41
5. OTHER	0	0	0	1	1	0	2
<b>TOTALS:</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>17</b>	<b>17</b>	<b>38</b>	<b>80</b>



REPORT H  
ORDERS OF PROTECTION ISSUED  
DURING THE MONTH OF JANUARY 2004  
IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
McLEAN COUNTY

	<u>EMERGENCY</u>	<u>INTERIM</u>	<u>PLENARY</u>
DIVORCE	0	0	3
FAMILY (OP)	9	0	0
CRIMINAL	4	2	1
<b>TOTAL:</b>	13	2	4

**Office of the Coroner  
McLean County  
JANUARY REPORT**

	<b>JAN 2004</b>	<b>JAN 2003</b>	<b>TYTD 2004</b>	<b>LYTD 2003</b>
<i>Cases</i>	<b>82</b>	83	<b>82</b>	83
<i>Autopsies</i>	7	6	7	6
<i>Out County Autopsies</i>	<b>38</b>	16	<b>38</b>	16
<i>Inquests</i>	9	4	9	4

**JANUARY DEPOSITS- 2003 REVENUE**

<i>Copy Fees</i>	\$183.00
<i>Morgue Fees</i>	\$5,580.00
<i>Reim/Services</i>	\$27.41

**DEATH INVESTIGATIONS THAT INCLUDE AUTOPSY AND FOLLOW-UP**

Traffic Crash – 1

Medical/Sudden death – 3

Homicide – 0

Other (pending tox. & autopsy results and/or inquest ruling) – 3

**OPEN DEATH INVESTIGATIONS**

Traffic Crash – 3

Homicide – 0

Medical/Sudden death – 5

Other/Pending - 10

**Office of the Coroner  
McLean County  
FEBRUARY 2004 REPORT**

	<b>FEB 2004</b>	<b>FEB 2003</b>	<b>TYTD 2004</b>	<b>LYTD 2003</b>
<i>Cases</i>	<b>74</b>	59	<b>156</b>	142
<i>Autopsies</i>	<b>8</b>	8	<b>15</b>	14
<i>Out/County Autopsies</i>	<b>28</b>	13	<b>66</b>	29
<i>Inquests</i>	<b>8</b>	7	<b>17</b>	11

**TOTAL DEPOSITS**

	<b>BUDGET (2004)</b>	<b>ACTUAL (2004)</b>	<i>2003 Revenue</i>
<i>Copy Fees</i>	\$6,000.00	\$1,858.00	
<i>Morgue Fees</i>	\$26,250.00	\$3,835.00	\$1,665.00
<i>Reim/Services</i>	\$250.00	\$100.00	\$750.00
<i>Paid to Facilities Mgt.</i>	\$0	\$3,510.00	

**DEATH INVESTIGATIONS THAT INCLUDE AUTOPSY AND FOLLOW-UP**

Traffic Crash – 1

Medical/Sudden death – 6

Homicide – 0

Other (pending tox. & autopsy results and/or inquest ruling) – 2

**OPEN DEATH INVESTIGATIONS**

Traffic Crash – 1

Homicide – 0

Medical/Sudden death – 7

Other/Pending - 7

March 1, 2004

McLean County Board  
Justice and Public Safety Committee  
Bloomington, IL 61701

Re: Monthly Caseload - MONTH ENDING JANUARY 31, 2004  
Dear Committee Members:

Pursuant to statute, I am forwarding this report to your attention and I am causing a copy to be filed with the Circuit Clerk's office of McLean County.

During the above-mentioned time period, in the discharge of our duties to indigent persons in McLean County we have been assigned the following new cases in the area set forth. The activities in which we are involved differ in no substantial manner from those which have earlier been reported.

CASE TYPES	MONTHLY TOTALS 2003	MONTHLY TOTALS 2004	YTD TOTALS 2003	YTD TOTALS 2004	% CHANGE YTD
FELONIES	78	92	78	92	15%
MISDEMEANORS	69	95	69	95	27%
DUI	35	19	35	19	<46%>
TRAFFIC	87	67	87	67	<23%>
JUVENILE	10	22	10	22	55%
(DELINQUENT)	2	12	2	12	83%
(ABUSE/NEGLECT)	8	10	8	10	20%
MENTAL HEALTH CASES	3	1	3	1	<67%>
POST-CONVICTION & SVPCA CASES	0	0	0	0	No change
TOTAL	282	296	282	296	5%

Following are the caseload assignments to each of the full-time and contract attorneys for the reporting month of: **MONTH ENDING January 31, 2004.**

CASE TYPE	PUBLIC DEFENDER ATTORNEYS	YTD TOTALS	NEW MONTHLY TOTALS	NEW PTR/REVIEW TOTALS
F	TRACY SMITH	16	16	7
F	JAMES TUSEK	10	10	1
F	RONALD LEWIS	12	12	5
F	BRIAN MCELDFOWNEY	13	13	3
M	CARLA HARVEY	46	46	3
F	CARLA HARVEY	1	1	3
F	LARRY SPEARS	11	11	6
M	LARRY SPEARS	49	49	5
DUI	MILLICENT ROTH	19	19	10
F	JOHN WRIGHT-C	6	6	0
F	LEE ANN HILL-C	8	8	0
F	TONY TOMKIEWICZ-C	7	7	0
TR	DAWN NATION	67	67	6
J	JON MCPHEE	8	8	0
J	ART FELDMAN	12	12	4
J	ROB KEIR	5	5	0
J	ALAN NOVICK-C	0	0	0
PC/SVP	DAVID BUTLER-C	0	0	0
PVT	PRIVATE COUNSEL	26	26	0
W/D	WITHDRAWN	5	5	0

PTR= Petition to Revoke Probation

F = Felony

J = Juvenile

O = Other

P.C.=Post Conviction Remedy Cases

C= Contract Attorney (6-7 Cases per Month)

DUI= DUI

TR= Traffic

M= Misdemeanor

**March 1, 2004**

**TO:** Justice Committee

**FROM:** Amy Johnson Davis

**RE:** Monthly Report

**JANUARY 2004 DISPOSITIONS**

DISPOSITION	FELONY	MISDEMEANOR	TRAFFIC / DUI
PLEA / ORIGINAL OFFER	42	52	56
PLEA / LESSER	13	3	25
BENCH TRIAL / WIN	0	2	0
BENCH TRIAL / LOSS	0	0	1
JURY TRIAL / WIN	1	0	0
JURY TRIAL / LOSS	1	0	0
DISMISSED / UPFRONT	1	7	12
DISMISSED / TRIAL	2	1	2
KNOCKDOWN	0	0	0
DISMISSED PER PLEA	7	4	6
PRIVATE COUNSEL	10	6	10
PLEA / BLIND	9	0	0
REFILED AS FELONY	N/A	0	2
WITHDRAWN	2	1	2
DIRECTED VERDICT	1	0	0
P.D. DENIED	1	8	0



**Illinois**  
Department of  
**Corrections**

**Rod R. Blagojevich**  
Governor

**Roger E. Walker Jr.**  
Director

1301 Concordia Court / P.O. Box 19277 / Springfield IL 62794-9277 / Telephone: (217) 522-2666 / TDD: (800) 526-0844

February 11, 2004

Superintendent David Goldberg  
McLean County Juvenile Detention Center  
903 North Main Street  
Normal, Illinois 61701

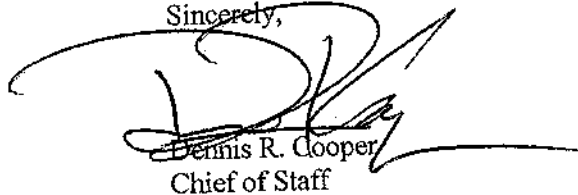
Dear Superintendent Goldberg:

A copy of our recent inspection report of your juvenile detention center is enclosed. The *Illinois Compiled Statutes* require the Department of Corrections to inspect juvenile detention centers and to make the results available for public review.

Congratulations on your tenth year anniversary. Your facility has been found in compliance with the *Illinois County Juvenile Detention Standards*.

Our Manager and Detention Consultant Michael V. Talkington is available for consultation should you desire. He may be reached at 217/522-2666, Extension 4212.

Sincerely,



Dennis R. Cooper  
Chief of Staff

Attachment

cc: County Board Chairman Michael Sweeney ✓  
Chief Judge John P. Freese  
Juvenile Judge G. Michael Prall  
States Attorney William A. Yoder  
County Clerk PeggyAnn Milton  
Director of Court Services Roxanne Castleman  
Mr. Ron Smith, IJC  
Mr. Jim Grundel, Illinois Courts  
Specialist Steven Godlock

**McLEAN COUNTY JUVENILE DETENTION CENTER  
FISCAL YEAR 2004  
ADDENDUM**

Steven E. Godlock, Criminal Justice Specialist, inspected the McLean County Juvenile Detention Center on January 27, 2004. Entrance and exit interviews were conducted with Cathy Jo Waltz, Assistant Superintendent.

**IMPROVEMENTS SINCE LAST INSPECTION**

1. The juvenile detention center celebrated its tenth year anniversary on December 1, 2003.

**NONCOMPLIANCES WITH *ILLINOIS COUNTY JUVENILE DETENTION STANDARDS***

None.

**RECOMMENDATIONS**

None.

Steven E. Godlock  
Criminal Justice Specialist



**STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
OFFICE OF JAIL AND DETENTION STANDARDS  
P.O. Box 19277  
Springfield, Illinois 62794-9277  
217/522-2666, Ext. 4212  
Fax Number 217/522-3906**

**COUNTY JUVENILE DETENTION CENTER INSPECTION CHECKLIST**

Date: January 29, 2004

Name of Facility: McLean County Juvenile Detention Center Phone Number: 309/888-5550

Address: 903 North Main Street, Normal, Illinois Zip Code: 61761

Superintendent: David Goldberg Phone Number: 309/888-5550

Chairman, County Board: Michael Sweeney

Address: 104 West Front Street, Bloomington, Illinois Zip Code: 61702-2400

Chief Judge: John P. Freese Judicial Circuit: 11th

Address: 104 West Front Street, #511 Bloomington, IL Zip Code: 61701

Juvenile Judge: Michael G. Prall

Address: 104 West Front Street, #522, Bloomington, IL Zip Code: 61701

Chief Probation Officer   
Director, Court Services  Roxanne Castleman

Address: P.O. Box 2400, Bloomington, Illinois Zip Code: 61702-2400

Officials (and titles) Interviewed: Cathy Jo Waltz, Assistant Superintendent

Date Building Constructed: 1993 Date Renovated: N/A

Capacity:	Total: 26	Male: 19	Female: 7
Population on Inspection Date:	16	Male: 9	Female: 7
Number of Detention Rooms:	Single: 26	Double: 0	Other: 0
Number of Employees Assigned Full-time Detention Duties:		Male: 13	Female: 6
a. Part-time Employees:		Male: 0	Female: 2

**702.10 ADMISSION POLICY**

1. Is the court's admission policy in writing?

YES	N/A	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A	NO
2. Has a qualified intake officer been appointed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are 24-hour intake services provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the officer presenting a youth to the court's intake officer submit a detailed written report of the alleged charge?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have admissions exceeded the rated capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Are neglected minors, dependent minors, minors otherwise in need of supervision, and status offenders prohibited from being confined?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Is each delinquent minor brought before a judicial officer within 36 hours, exclusive of Saturdays, Sundays, and court designated holidays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is each minor released from custody at the expiration of 36 hours if not brought before a judicial officer within that period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a written order issued by a judge, his designee, or a petition placed on file if a youth is further detained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are youth prohibited from being committed in excess of 30 days as a form of sentence?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**702.20 ADMINISTRATION**

1. Does the superintendent have full responsibility and accountability for secure custody management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are purposes of supervision, guidance, and treatment clearly stated in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are staff members fully aware of these objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a program that provides orientation, staff development, and in-service training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Do staff members with direct contact of detainees receive a minimum of 40 hours in-service training each year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are staff members familiar with the Illinois County Juvenile Detention Standards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has an operational manual been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is a copy of the manual furnished to each staff member?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are emergency procedures (evacuations, fires, riots, escapes, bomb threats, and natural disasters) a part of the manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there comprehensive, written duty descriptions of each detention position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is a copy issued to each employee performing the function?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all required records maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Do staff members have access to a library providing professional literature dealing with detention-related fields?

YES    N/A    NO

**702.30 PERSONNEL**

1. Are sufficient personnel assigned to provide adequate supervision of youth 24 hours a day?

2. Has a superintendent been appointed?

a. Is the superintendent qualified to supervise youth and staff, by training and experience?

b. Has an assistant superintendent been designated for this facility, if rated for more than 25 or more capacity?

c. Is the assistant superintendent qualified to supervise youth and staff, by training and experience?

3. Is a female staff member on duty any time a female youth is in custody?

4. Are three persons on duty per shift?

5. Do staff members have a thorough knowledge of the rules and regulations?

6. Are staff members thoroughly acquainted with all security features and emergency equipment?

7. Are appropriate numbers of professional persons assigned?

8. Do professional staff possess appropriate qualifications as required by law?

**702.40 RECORDS**

1. Has a complete and accurate face sheet and personal record file been established for each youth?

a. Does it contain the required data?

2. Are face sheet data and police record information prohibited from being made public without court authorization?

3. Is the monthly population report properly submitted?

4. Are extraordinary or unusual occurrences properly reported?

5. Are youth who have been detained continuously for more than 30 days brought to the attention of the presiding judge of the juvenile court?

**702.50 ADMISSION PROCEDURES**

1. Are Notices of Rights in the English and Spanish languages conspicuously posted?

	YES	N/A	NO
2. Do intake personnel determine the legality of detention?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the identity of a youth verified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are seriously injured, ill, or unconscious youth given a medical examination by a licensed physician prior to admittance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are parents, guardians, or other responsible persons notified of a youth's admission within one hour?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are youth given a strip search consistent with law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are strip searches conducted in privacy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are strip searches conducted by a person of the same sex?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is personal clothing searched?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are receipts issued for all personal items taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the receipt contain signatures of the receiving staff member and the youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the original receipt filed with the youth's records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are personal items fully described?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is personal property securely stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. If personal property has been released to a third party, do receipts contain necessary signatures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is there a system, established in writing, for strict accountability to ensure personal property security?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the receiving staff member inquire and examine the youth for obvious injuries, medical tags, rashes, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are referrals made to health care personnel immediately for youth having physical or mental distress?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is medication in a youth's possession at admission labeled and withheld, until examined by a physician?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the examination and determination made within eight hours, or within the time interval specified for administration of medication on the prescription container, whichever is less?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is immediate treatment given upon detection of body pests or vermin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES    N/A    NO  
       

11. Are all youth required to take an admitting shower or bath?

*Mandatory Items	Yes	No	Number	How often cleaned, or issued?
* Towel	x		1	Daily or as needed
* Bath Soap	x			As needed
* Toilet Tissue	x			As needed
* Mattress	x		1	Reissue
* Blankets	x		1	Reissue
* Sheets	x		2	Weekly
* Pillow	x		1	Reissue
* Inst. Uniform	x		1	Daily
* Footwear	x		1	Reissue

12. Are youth routinely issued the above items?

a. Are the condition of these items satisfactory?

13. Is each youth given a copy of rules and regulations at time of admission?

14. Are youth prohibited from being routinely placed in isolation at admission, pending a routine medical examination or observation by staff member?

15. Are mattresses flame retardant?

16. Is an orientation given to each youth at time of admission?

a. Does it include all required information?

b. Is the orientation information in writing?

c. Are non-English speaking youth given interpretive assistance?

**702.60 RELEASE PROCEDURES**

1. Is positive identification of each youth made prior to discharge, transfer, or release?

a. Is a record made as to date, time, and authority of each release?

2. Is each youth given a physical inspection and a record made of wounds or injuries?

3. Are youth searched prior to release?

4. Are all personal property items inventoried and returned to the youth?

5. Are copies of itemized and signed receipts maintained by the detention center as a permanent record?

5. Are youth transferred to the custody of the Illinois Department of Corrections with appropriate documentation, in accordance with Illinois Revised Statutes?

YES  N/A  NO

**702.70 SEPARATION, SEGREGATION**

1. Are female youth living areas separated from auditory and visual contact with male youth?

2. Do disturbed youth requiring special treatment receive immediate examination?

a. Are such youth transferred to an appropriate facility?

3. Are clinical services available for youth with suicidal tendencies or serious mental distress?

4. Are drug abusers given proper medical care?

5. Are youth placed in disciplinary or administrative segregation kept in room confinement?

a. Is room confinement directed for no more than 36 hours?

b. Are youth visited daily by the superintendent, or designated representative?

c. Is a record of the visits maintained?

**702.80 HOUSING**

Floors of detention: One

Cleanliness Rating: (Good  Fair  Poor  )

Showers  Windows  Rooms  Floors  Walls  Corridors

1. Does each detention room provide at least 70 square feet of floor space?

a. Are detention rooms designated single occupancy?

b. Are youth provided at least 70 square feet of floor space in multiple occupancy rooms?

2. Are detention rooms equipped with:

a. A rigidly constructed bed?

b. A washbasin with piped hot and cold water?

c. A toilet?

d. Sufficient illumination to ensure a comfortable reading level?

e. Disposable drinking cups (if not bubbler equipped)?

3. Are light fixtures in detention rooms recessed and tamperproof?

4. Are detention rooms located above ground level?

- |   | YES                                 | N/A                      | NO                       |
|---|-------------------------------------|--------------------------|--------------------------|
| 5. Do living areas provide at least 30 square feet of floor space per youth?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are living areas equipped with tables, chairs, radio, television, bulletin board, drinking fountain, and one shower head for each six occupants? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are items adaptable for use as weapons inaccessible to youth?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**702.90 MEDICAL**

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Are required medical and mental health services available?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do youth have access to psychiatric and/or psychological services?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there a medical examination room?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are all youth confined for more than seven days given a medical screening by a medical doctor, registered nurse, or physician's assistant? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there a scheduled daily sick call? (If not, explain in Comments.)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are names of those reporting to sick call recorded?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Do emergency complaints receive prompt attention?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do only medical personnel prescribe medication?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Who dispenses prescribed medication to youth?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. If non-medical staff members dispense any form of over-the-counter medication, is there written approval by the facility physician?        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is a medical treatment log maintained?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are medications and first aid supplies securely stored under lock and key?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do procedures ensure youth actually ingest medication?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has at least one staff member on each shift completed a recognized course in first aid, including cardiopulmonary resuscitation?          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are recommendations of the facility physician reported to parents or guardians in writing through the probation officer?                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are serious illnesses or injuries reported to parents, guardians, the probation office, and the court?                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are diabetics and epileptics closely supervised?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are they seen regularly by the physician?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

YES N/A NO

**702.100 CLOTHING, PERSONAL HYGIENE, GROOMING**

- 1. Are adequate supplies and equipment provided for cleaning personal clothing?
- 2. Is institutional clothing changed at least three times weekly?   
  - a. Are underclothing and socks changed daily?
- 3. Are combs or hairbrushes furnished to youth without funds?
- 4. Is bathing or showering required at least three times weekly?
- 5. Are barber and beautician services available?
- 6. Are necessary articles provided for grooming and hygiene?

**702.110 FOOD SERVICES**

- 1. Are meals of sufficient nutritional value?

a. Indicate meal and beverage menu on the day of inspection:

Breakfast Juice-8oz., Cold Cereal, Grilled Ham, French Toast, Margarine, Syrup, 2% Milk-12oz

Lunch Cube Steak, Macaroni & Cheese, Scalloped Tomato/Bacon, Fruit, Bread, Margarine, 2% Milk-10oz

Dinner Fried Chicken, Mash Potatoes, Gravy, Green Beans, Peach Cobbler, 2% Milk-10oz, Soda

- 2. Is the use of food as a reward or punishment prohibited?
- 3. Does food quantity appear sufficient?
- 4. Are meals served at reasonable intervals?   
  - a. If not, serving times are: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_
  - b. Meals are prepared by: an employed cook  catered \_\_\_\_\_
- 5. Are three complete and balanced meals served each 24 hours?
- 6. Is a drink other than water available with each meal?   
  - a. Is milk served for at least two meals each 24 hours?
- 7. Are special diets served as prescribed?
- 8. Are menus preplanned?   
  - a. Retained for at least three months?
  - b. Diversified?
  - c. Are records maintained of catered meals served?



	YES	N/A	NO
9. Are the jail cook and kitchen staff familiar with security aspects of the jail?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Do youth assigned to food service duties undergo a physical examination for communicable diseases?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Are assigned youth inspected regularly for personal cleanliness?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are assigned youth required to bathe daily?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are assigned youth provided with clean clothing daily?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Are insulated or heated carts utilized to transport food from the kitchen when a significant distance is involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does delivered food maintain its temperature?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are food and drink protected from contaminants during preparation and delivery?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are ranges, stoves, and ovens equipped with accurate thermostats or temperature gauges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Does the kitchen have a:			
a. Mechanical dishwasher or three-compartment stainless steel sink?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are water temperatures within proper range?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are utensils drain dried?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are dry goods properly stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are fresh fruits, raw vegetables, dairy products, meats, and frozen foods properly stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are all refrigerators and freezers equipped with an accurate thermometer or temperature gauge?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are refrigerated and frozen foods maintained at the proper temperature?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are staff members served the same menu youth are served?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are toilet and washbasin facilities available to food service personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is a light snack available to youth prior to bedtime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are fresh fruits and juices served frequently?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Is apportioning of food by youth supervised?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are youth prohibited from storing food in rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**702.120 SANITATION**

	YES	N/A	NO
1. Has a cleaning schedule been established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are floors swept and mopped at least daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are insect screens installed in windows that can be opened?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Is ventilation sufficient to admit fresh air and remove disagreeable odors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are walls clear of etchings, drawings and writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are walkways and corridors free of litter and trash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are cleaning implements and equipment cleaned, dried, and securely stored after use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are youth cleaning details supervised?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are toilets, washbasins, showers, and sinks cleaned daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are trash and garbage containers equipped with tight fitting covers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are trash and garbage disposed of daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are drinking fountains provided in the indoor recreation area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are any adjacent to the outdoor recreational area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is an adequate supply of clean clothing, bedding, towels, soap, and cleaning supplies maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Rate general appearance of the kitchen: (Good <input checked="" type="checkbox"/> Fair _____ Poor _____)			
a. Are floors of all rooms where food or drink is stored, prepared, or served clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are utensils stored in a clean, dry place and protected from contaminants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the plumbing system adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are range cooking surfaces clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are hoods, vents, and filters clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are windows, walls, and woodwork clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are frequent inspections of the facility conducted for pests, vermin, and rodents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**702.130 SUPERVISION**

1. Are sufficient staff members present, awake, and alert at all times to provide supervision?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	-------------------------------------	--------------------------	--------------------------

YES    N/A    NO

2. Are supervisory checks made of each youth at least once every 30 minutes?

a. Are the checks recorded?

3. Is a shift log maintained?

4. Are youth prohibited from exercising control over other youth?

5. What is designated lights out time? 10:00 p.m.

6. Are youth protected from public view? (If not, explain in Comments)

7. Are detention room doors provided with an observation window of at least 60 square inches?

a. Is the glass wire reinforced, heavy safety type or high tempered, measuring at least 1/4 inch thick?

**702.140 SECURITY**

1. Are youth searched prior to leaving and re-entering the detention home?

2. Are detention personnel trained in security measures?

3. Are detention locks and doors frequently inspected?

a. Are they operable and in good working condition?

b. Are living unit doors kept locked, except to permit entry or exit?

c. Are detention room doors and storage rooms locked when not in use?

4. Are light switches located in corridors?

a. Are they key operated?

5. Are detention windows that can be opened covered with stainless steel mesh security screening?

6. Are shakedowns conducted of detainees and their living quarters?

a. Frequency Weekly

7. Are tools and equipment accounted for on a regular basis?

a. Are they securely stored after use?

b. Is kitchen cutlery listed and inventoried daily?

8. Is damaged or nonfunctioning security equipment promptly repaired?

9. Are youth prohibited from handling or possessing facility keys of any type?

	YES	N/A	NO
10. Are youth prohibited access to personnel records of staff or youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is a head count taken at least four times daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does it include counts at shift change and lockup?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are head counts recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are detention keys securely stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is there at least one full set of detention keys, separate from those in use, securely stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are persons with weapons denied entrance to the detention area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are weapons securely stored outside the security area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are detention room searches conducted with the youth observing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are searches recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are youth denied unsupervised access to windows?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is there a master population or location board in use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are population spot checks taken at least hourly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are keys inventoried daily at the beginning of each shift?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are shadow boards used for tool control?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is an emergency electrical power source available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**702.150 SAFETY**

1. Are there an adequate number of fire extinguishers available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are they inspected at least once annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the inspection tag contain the inspection date and initials of the inspector?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are staff members familiar with the operation of all types of extinguishers in the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are fire drills for staff personnel conducted quarterly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all emergency exit doors properly marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are door keys immediately available to the detention staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are there two exits from each floor of detention?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES    N/A    NO

- 4. Are youth assigned to vocational tasks given a safety orientation prior to participation?
- 1. Are combustible materials, i.e., drapes, curtains, and rugs, flame proofed?
- 5. Are floors and other walking surfaces free of hazardous substances?
- 6. Are safety lectures held periodically?
- 7. Are smoke detectors installed?

**702.160 DISCIPLINE**

- 1. Are youth provided with written rules?
- 2. Are rules explained to illiterate youth?         
  - a. Is special assistance given to non-English speaking youth?
- 3. Are written reports submitted on disciplinary violations?
- 4. Is group punishment prohibited?
- 5. Are disciplinary violations investigated?
- 6. Is corporal punishment prohibited?
- 7. Are restraint devices used properly and written reports made?
- 8. Are psychotropic medicines prohibited for use as a disciplinary device or control measure?
- 9. Are restraint devices prohibited from being displayed?

**702.170 EMPLOYMENT OF YOUTH**

- 1. Are youth assigned housekeeping tasks?  
(If outside their living area, explain in Comments)

**702.180 MAIL PROCEDURES**

- 1. Can youth receive an unlimited number of letters?
- 2. Is incoming mail opened and examined for contraband or funds?
- 3. Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail?
- 4. Is mail distributed to the youth the same day it is received?

- |   | YES                                 | N/A                      | NO                       |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Is mail properly handled for youth who are no longer detained?                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are youth prohibited from handling another's mail?                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are packages opened in the presence of the addressee?                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Can youth mail an unlimited number of letters as long as they provide postage?         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are indigent persons given postage for at least three letters per week?                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is outgoing mail collected Monday through Friday?                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are non-privileged letters submitted for mailing unsealed?                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are procedures established for processing certified or registered mail?               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is the staff aware of procedures for privileged communications?                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Is privileged mail opened only in the presence of the addressee?                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are mail rights retained, regardless of disciplinary action?                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are released, transferred, or discharged youth permitted to retain all personal mail? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Is a record maintained of addressee names on privileged outgoing mail for each youth? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**702.190 TELEPHONE**

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Are procedures established to permit each youth one telephone call weekly?         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is at least fifteen minutes allowed for each call?                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are calls free from monitoring? (Verification of the party called may be required) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are calls recorded?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are calls to attorneys separate from allotted calls?                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are youth allowed to receive telephone calls?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**702.200 VISITING**

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Are visiting procedures established?           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are there at least two visiting days per week? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is one of those days a weekend day?            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are visits at least 30 minutes in duration?    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- |  | YES                                 | N/A                      | NO                       |
|--|-------------------------------------|--------------------------|--------------------------|
| Is liberal visiting allowed for attorneys and clergymen? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is a private area provided?                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are visitors required to sign in?                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are visitors subject to search?                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is a visitor "Search Notice" sign posted?             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are youth searched after each contact visit?          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**702.210 SOCIAL SERVICE PROGRAMS**

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Are psychiatric, social, and counseling services provided?                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are volunteer workers and counselors invited to participate in treatment programs? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**702.220 EDUCATION**

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Is the schedule of instruction and activities operated twelve months a year? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are school program objectives in writing?                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the curriculum designed to meet individual needs?                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is communication with a youth's home school maintained?                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the library include vocational material?                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is class size limited to a maximum of 15 students per teacher?               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are classes coeducational?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are remedial classes limited to a maximum of five students?                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are classrooms of required size?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are toilet and washbasin facilities accessible?                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are equipment and material adequate?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is there an arts and crafts program?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is it located in a special room?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is equipment posted with safety signs?                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are youth given a safety orientation lecture?                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- |  | YES                                 | N/A                      | NO                       |
|--|-------------------------------------|--------------------------|--------------------------|
| d. Are tools secured after use?                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are separate activities programmed for school exempt youth? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**702.230 LIBRARY**

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Are library services available to all youth?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Does the library have up-to-date material?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are racial and ethnic interests reflected?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there a written policy regarding library services?        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has a staff member been designated library responsibilities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**702.240 RELIGIOUS SERVICES**

- |                                       |                                     |                          |                          |
|---------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 1. Are religious services available?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is religious counseling available? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**702.250 RECREATION AND LEISURE TIME**

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Is there a daily scheduled program of vigorous indoor and outdoor activities?                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is sufficient area available for physical indoor activities?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Outdoor?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are drinking and toilet facilities accessible off the play area of exercise rooms and outdoor yard areas? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is sufficient equipment available?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there a written policy covering day-to-day exercise activities and schedules?                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**INSPECTOR'S COMMENTS**

1. The juvenile detention center has four housing units labeled A through D. All housing units have an attached day room area. Detention rooms are equipped with concrete sleeping slabs with flame retardant mattresses, combination stainless steel toilet, and sinks with bubblers.
2. There have been four status offenders (contempt) held in the center since the last inspection. However, the McLean County Circuit Court Truancy Committee has made progress in limiting and reducing status offenders.
3. The center's full time nurse provides the required seven-day medical screening.
4. Meals are preplanned. Meals are transported in heated food containers from the nearby McLean Nursing Home.
5. Youth are allowed to mail at least three letters per week.
6. Youth are provided at least two telephone calls per week. Additional telephone calls may be earned based on behavior status.



7. Visits are allowed every day but on Fridays.
8. The center continues to work with the Illinois Department of Human Services in developing Human Health/Juvenile Justice Initiative in identifying youth with mental illnesses.
9. The National Commission on Correctional Health Care conducts an audit of the facility every three years. The next audit should be conducted in 2005.
10. The Unit Five School District located in Normal, Illinois provides teachers and one special education teacher.
12. Some youth were interviewed. There were no major complaints.
13. The center was clean.

Steven Godlock  
Criminal Justice Specialist II

January 2004

## COURT SERVICES ADULT/JUVENILE DIVISION STATISTICS

### ADULT DIVISION

7 Officer Supervision Unit plus 3 Officer PSI Unit

Total Caseload – 1059 (1090 last month)

Average caseload per officer 151 (60 AOIC recommendation)

Presentence Reports Completed – 34 (43 last month)

\* Total Workload Hours Needed – 1869.80 (2085.30 last month)

\*\* Total Hours Available - 1650.00

\* According to AOIC standards it would take this amount of hours per month to complete all requirements of case supervision and report writing.

\*\* The number of work hours available to the division (11 officers working 150 hours each per month).

AOIC workload standards indicate **an additional 1.47 adult officers are needed.** (2.90 last month)

### JUVENILE DIVISION

4 Officer Division

Total Caseload – 116 (114 last month)

Average caseload per officer 29 (35 AOIC recommendation)

Social History Reports Completed – 8 (9 last month)

\* Total Workload Hours Needed – 445.00 (477.50 last month)

\*\* Total Hours Available 600.00

\* According to AOIC standards it would take this amount of hours per month to complete all requirements of case supervision and report writing.

\*\* The number of work hours available to the division (4 officers working 150 hours each per month).

AOIC workload standards indicate **an additional -1.03 juvenile officers are needed.** (-0.82 last month)

### EARLY INTERVENTION PROBATION (EIP)

3 Person unit with a maximum caseload of 45

Total caseload 30

January 2004

## **SPECIAL PROGRAMS**

### **INTENSIVE PROBATION UNIT ADULT**

3 person unit with a maximum caseload of 40

Total Caseload – 47 (50 last month)

### **INTENSIVE PROBATION UNIT JUVENILE**

1 ½ person unit with a maximum caseload of 15

Total Caseload – 15 (16 last month)

### **DRIVING UNDER THE INFLUENCE UNIT**

1 person unit with a maximum caseload of 40

Total Caseload - 69 (69 last month)

### **JUVENILE INTAKE**

2 person unit

Total Informal Conferences - 18 (38 last month)

Total Caseload Informal Probation – 58 (78 last month)

Total Intake Screen Reports – 53 (37 last month)

### **COMMUNITY SERVICE PROGRAM**

1 person unit

Total Caseload Adult - 515 (511 last month)

Total Caseload Juvenile - 39 (32 last month)

Total Hours Completed Adult – 2329.00 (\$12,227.25 Symbolic Restitution)

Total Hours Completed Juvenile – 120.00 (\$ 630.00 Symbolic Restitution)

Total Worksites Used – 36 (36 last month)

### **DOMESTIC VIOLENCE PROGRAM**

3 person unit (2 Officers and 1 Clerk)

Total Probation Caseload - 95 (95 last month)

Total Court Supervision/Conditional Discharge Caseload –381 (369 last month)

2004  
**JUVENILE DETENTION CENTER  
 OUT OF COUNTY**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Ages of Minors Detained</b>												
10	0											
11	0											
12	0											
13	0											
14	1											
15	4											
16	7											
<b>Sex of Minors Detained</b>												
Male	9											
Female	3											
<b>Race of Minors Detained</b>												
Caucasian	9											
African-American	3											
Hispanic												
<b>Offenses of Which Minor was Detained</b>												
Dispositional Detention	8											
Warrant	1											
DOC Evaluation	1											
DOC Warrant	1											
Theft Under	1											
<b>Residence of Minors Detained</b>												
Adams	1											
DeWitt	2											
DOC	1											
Livingston	3											
Logan	1											
Mason	1											
Rock Island	1											
Tazewell	2											

2004  
 JUVENILE DETENTION CENTER  
 OUT OF COUNTY

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average Daily Population	2.9											
Average Daily Population:YTD	2.9											
Number of Days in Detention	89											
Revenue:	8250											

2004  
**JUVENILE DETENTION CENTER  
 MCLEAN COUNTY**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Ages of Minors Detained</b>												
10	1											
11	1											
12	0											
13	5											
14	1											
15	8											
16	9											
<b>Sex of Minors Detained</b>												
Male	14											
Female	11											
<b>Race of Minors Detained</b>												
Caucasian	15											
African-American	10											
Hispanic												
<b>Offenses of Which Minor was Detained</b>												
Dispositional Detention	2											
Warrant	10											
Burglary	2											
Domestic Battery	1											
Court Ordered	1											
DOC Evaluation	1											
Intimidation	1											
Motor Vehicle Theft	1											
Reckless Discharge of a Firearm	1											
Request for Apprehension	4											
Unlawful Use of Weapons	1											

2004  
**JUVENILE DETENTION CENTER  
 MCLEAN COUNTY**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Residence of Minors Detained</b>												
Bloomington	16											
Normal	5											
Heyworth	1											
Hillsboro	1											
Peoria	1											
Warrenville	1											
<b>Average Daily Population</b>	8.2											
<b>Average Daily Population: YTD</b>	8.2											
<b>Number of Days in Detention</b>	254											
<b>Revenue:</b>	50											

**CASA Report  
January 2004**

**The CASA Statistics for January 2004 are as follows:**

1 Volunteer Assigned  
1 Child served, age 5

**The Cumulative CASA Statistics are as follows:**

1 Case Assigned Year to date  
88 Active Volunteers  
157 Children being served  
31 Children currently waiting assignment  
0 CASA's resigned this month  
15 Court Reports filed  
18 Court Hearings Attended

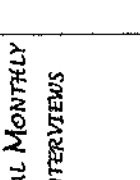
**Program Updates:**

The CASA Informational meetings were held on January 7, and January 10, 2004. We interviewed 10 prospective volunteers. We currently have 7 class members in CASA training. ( Unfortunately 3 members were unable to attend all of the required training sessions) The training sessions began January 26, 2004 and will run on consecutive Monday's and Wednesdays until March 3, 2004.

We have numerous cases awaiting assignment with no current volunteers available. We will be assigning cases as soon as this class is sworn-in.



# McLean County Children's Advocacy Center Monthly Statistics January 2004

	2003 1ST INTERVIEW MONTH/YTD STATS	1ST. INTERVIEW 2004 MONTH/YTD	JUV. SUSPECT INTERVIEW 2004	SUB/WITNESS INTERVIEW 2004	2ND INTERVIEW 2004	OUT OF COUNTY INTERVIEW	TOTAL MONTHLY INTERVIEWS	YTD TOTALS
JANUARY	8/8	13/13	0	11	0	0	24	24
FEBRUARY	8/16							
MARCH	15/31							
APRIL	6/37							
MAY	9/46							
JUNE	12/58							
JULY	12/70							
AUGUST	7/77							
SEPTEMBER	17/94							
OCTOBER	11/105							
NOVEMBER	5/110							
DECEMBER	10/120							
YEAR TO DATE TOTALS	120	13	0	11	0	0	24	24

ASSET FORFEITURE FUND

STATEMENT OF REVENUE, EXPENDITURES AND FUND BALANCE

February 27, 2004

STATE'S ATTORNEY:

Beginning Balance 01/01/2004	\$ -47,895.49
(Reflects \$80,000 transfer to General Fund 12/31/02)	
Revenue	<u>7,122.98</u>
Total Funds Available	\$ -40,772.51
Expenditures	<u>200.45</u>
Fund Balance 02/27/04	\$ -40,572.06

SHERIFF:

Beginning Balance 01/01/2004	\$ 55,631.50
Revenue	<u>3,256.16</u>
Total Funds Available	\$ 58,887.66
Expenditures	<u>100.00</u>
Fund Balance 02/27/04	\$ 58,787.66

TOTAL FUND BALANCE- February 27, 2004 \$ 18,215.60

## McLean County State's Attorney's Office 2004 Case Load Report

2004 YTD    2003 YTD    2003 Total    2004 Projected  
 Jan. Feb. Mar. April May June July Aug. Sept. Oct. Nov. Dec.

### CRIMINAL

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	2004 YTD	2003 YTD	2003 Total	2004 Projected
Felony	85	117											202	179	1,307	1,271
Misdemeanor	201	214											415	288	2,128	2,611
Asset Forfeiture	11	0											11	18	102	69
<b>Family Totals</b>	<b>34</b>	<b>50</b>											<b>84</b>	<b>90</b>	<b>525</b>	<b>528</b>
Family	23	29											52	63	362	327
Order of Protection	11	21											32	27	163	201
<b>Juvenile Totals</b>	<b>28</b>	<b>39</b>											<b>67</b>	<b>39</b>	<b>223</b>	<b>421</b>
Juvenile	0	2											2	3	8	12
Juvenile Abuse	15	28											43	12	105	270
Juvenile Delinquency	13	9											22	24	110	138
<b>Traffic Totals</b>	<b>1,639</b>	<b>4,417</b>											<b>4,417</b>	<b>4,466</b>	<b>30,207</b>	<b>27,796</b>
Traffic	1,579	2,696											4,275	4,364	29,372	26,903
DUI Traffic	60	82											142	102	835	893

### CHILD SUPPORT

Paternity cases filed	7	4											11	11	117	69
Paternity cases established	3	6											9	10	59	56
Paternities excluded	1	2											3	0	4	18
Support Orders entered	50	41											91	101	482	572
Modification proceedings filed	0	39											39	26	219	245
Modification proceedings adjudicated	4	10											14	54	147	88
Enforcement actions filed	39	23											62	40	340	390
Enforcement actions adjudicated	55	41											96	59	551	604
Hearings set before Hearing Officer	39	97											136	158	819	855
Orders prepared by Hearing Officer	31	87											118	106	676	742

2004 Projected = (2004 YTD/Day of Year) x 365 Days

n/c= not calculable



**OFFICE OF THE ADMINISTRATOR**

(309) 888-5110 FAX (309) 888-5111

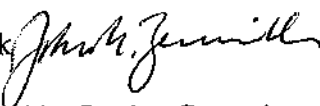
104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

March 3, 2004

Memo to: The Honorable Chairman and Members of the Justice Committee

From: John M. Zeunik 

Re: Questions Raised by Justice Committee – February 2<sup>nd</sup> Meeting

At the February 2<sup>nd</sup> Justice Committee meeting, Committee members asked the following questions:

- 1) When determining whether Work Release and/or Periodic Imprisonment is an appropriate sentence, does the Court consider “parenting” to be a full-time job?

Chief Judge John Freese and Circuit Court Judge Elizabeth Robb have advised that the answer to this question can be found in *730 Illinois Compiled Statutes (2002) 5/5-5.31* (please see enclosed copy). This section of Illinois law sets forth the mitigating factors, which the Court is to consider when determining an appropriate sentence. Factor (11) states that the Court shall consider whether “The imprisonment of the defendant would entail excessive hardship to his dependents.”

- 2) In setting prices for merchandise sold in the County Jail Commissary, can the Sheriff’s Department set prices so as to generate additional revenues that can be used to fund a pre-trial release/electronic monitoring program?

The Illinois County Jail Standards in Section 701.250 (please see enclosed copy) sets forth the requirements for operating a Commissary. Section 701.250 c) requires that the “Prices charged detainees shall not exceed those for the same articles sold in local community stores nor shall the prices charged for postal supplies exceed those for the same articles sold at local post office.”

The Honorable Chairman and Members of the Justice Committee  
March 2, 2004  
Page Two

- 3) Can the fund balance in the County Jail Commissary Fund and any future profits generated by the County Jail Commissary be appropriated to fund a pre-trial release/electronic monitoring program?

In the Illinois County Jail Standards, Section 701.250 f) requires that "All profits from the commissary shall be used for detainee welfare and such monies shall be subject to audit."

Should you have any further questions concerning these issues, please do not hesitate to call me at 888-5110.

Thank you.

## Full Hit Highlighting For Your Selection

Your matches for document: </legislation/ilcs/documents/073000050k5-5-3.1.htm>

You can navigate between the hits using the "<<" and ">>" tags around a hit. Clicking "<<" takes you to the previous hit, clicking ">>" takes you to the next hit.

[Click to go to the first hit in the document.](#)

---

(730 ILCS 5/5-3.1) (from Ch. 38, par. 1005-3.1)

Sec. 5-3.1. << Factors >> in Mitigation.

(a) The following grounds shall be accorded weight in favor of withholding or minimizing a << sentence >> of imprisonment:

(1) The defendant's criminal conduct neither caused nor threatened serious physical harm to another. (2) The defendant did not contemplate that his criminal conduct would cause or threaten serious physical harm to another. (3) The defendant acted under a strong provocation. (4) There were substantial grounds tending to excuse or justify the defendant's criminal conduct, though failing to establish a defense. (5) The defendant's criminal conduct was induced or facilitated by someone other than the defendant. (6) The defendant has compensated or will compensate the victim of his criminal conduct for the damage or injury that he sustained. (7) The defendant has no history of prior delinquency or criminal activity or has led a law-abiding life for a substantial period of time before the commission of the present crime. (8) The defendant's criminal conduct was the result of circumstances unlikely to recur. (9) The character and attitudes of the defendant indicate that he is unlikely to commit another crime. (10) The defendant is particularly likely to comply with the terms of a period of probation. (11) The imprisonment of the defendant would entail excessive hardship to his dependents. (12) The imprisonment of the defendant would endanger his or her medical condition. (13) The defendant was mentally retarded as defined in Section 5-1-13 of this Code. (14) If the court, having due regard for the character of the offender, the nature and circumstances of the offense and the public interest finds that a << sentence >> of imprisonment is the most appropriate disposition of the offender, or where other provisions of this Code mandate the imprisonment of the offender, the grounds listed in paragraph (a) of this subsection shall be considered as << factors >> in mitigation of the term imposed.

(Source: P.A. 91-357, eff. 7-29-99.)

**Section 701.250 Commissary**

- a) Each jail shall establish and maintain a commissary system to provide detainees with approved items that are not supplied by the jail.
- b) No member of the staff shall gain personal profit, directly or indirectly, as a result of the commissary system.
- c) Prices charged detainees shall not exceed those for the same articles sold in local community stores nor shall the prices charged for postal supplies exceed those for the same articles sold at local post offices.
- d) Commissary shall be provided on a regularly scheduled basis and not less than once weekly.
- e) Commissary purchases must be reflected by a debit entry on the detainee's cash account. Entry must be initialed by the detainee or a receipt must be issued.
- f) All profits from the commissary shall be used for detainee welfare and such monies shall be subject to audit.

(Source: Amended at 21 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)