



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Marcia M. Meis
Director

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September 20, 2023

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Ms. Shannon Siders, Director
Champaign County Probation & Court Services
Champaign County Courthouse
101 E. Main Street
Urbana, Illinois 61801

Dear Ms. Siders,

The Administrative Office of the Illinois Courts (AOIC) has approved Champaign County Probation and Court Services' County Fiscal Year 2024 Annual Probation Plan. The compensation plan and organizational chart are approved. Non-exempt staff's salary increases of 4.75% and 5% for exempt employees' salary increases are recognized in line with Champaign County's compensation management plan and collective bargaining agreement. The salary ranges are unchanged, and current maximum reimbursable salaries still apply.

Champaign County Probation and Court Services' Fiscal Year 2024 probation's goal and objectives are focused on continuing to work towards on implementing Core Correctional Practices, looking at emerging adult caseload, revising performance appraisals, and developing an anti-opioid program. Champaign County's goal to continue to work on implementation of Core Correctional Practices (CCP) within the department complements the AOIC's overall goal for staff to engage in evidence-based practices with all clients under community supervision. It is noted the request for additional training in case mapping. You are commended for your work achieving full implementation and training your staff on the use of the system and partnering with your local LGBTQ+ community partners in working with your LGBTQ+ clients.

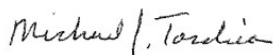
In January 2023, Champaign County Juvenile Detention Center had a Detention Review that was completed by the Administrative Office. The Administrative Office has received and reviewed the Fiscal Year 2024 Juvenile Detention Center Addendum for Champaign County. The detention unit commends you on the progress made on both the Corrective Action Plan and Action Plan and will continue to offer technical assistance during our monthly site visits. The progress made is admirable, especially since the Superintendent is new in her role. The goals set forth for 2024 are noteworthy. Additionally, the detention unit will work with the Champaign County Detention Center regarding behavior management resources and provide technical assistance around training. If you have any questions, contact Michelle Miller at michellemiller@illoinoscourts.gov

In reviewing proposed expenditures from the Probation and Court Services Fund, \$19,850 is allocated for the purchase of equipment maintenance, employee assistance program, police radios, document shredding, office copier/printer/scanner, officer safety equipment, cell phones, and the reimbursement to the capital asset replacement fund. Please note the use of fees for this purpose is not in line with the Administrative Office's Probation Services Fees Policies and Guidelines effective (March 1, 2012) and does not fall within statutory provisions as provided by 730 ILCS 110-15(11) which reads in part, "The respective counties shall be responsible for capital and space costs, fringe benefits, clerical costs, equipment, telecommunications, postage, commodities and printing".

The Administrative Office has received and reviewed the Data Variance included in the Fiscal Year 2024 Annual Probation Plan. The variance requests to extend the deadline for integration of the department's CMS with the Administrative Office's data management system (DMS). The extension is approved until August 31, 2024, to allow the contracted vendor the opportunity to continue to finalize integration of the case management system. Please provide an update to the supplement folder every 30 days on the progress of implementation in your department. The Administrative Office has received and reviewed the Funds and Expenditure Report Addendum for the Probation, Detention, and PSC reports included in the Fiscal Year 2024 Annual Probation Plan. We may contact you if we have questions or concerns after final reviews are completed. If you determine that any corrections need to be made after submission, please contact Jennifer Ryterski (jryterski@illinoiscourts.gov).

The Administrative Office will follow up with the department and provide technical assistance regarding these elements of the Annual Probation Plan and the CFY 2024 Strategic Plan. As always, the Annual Probation Plan approval is based upon a department's continued compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110), and with applicable administrative, operational, and program standards and guidelines established by the Administrative Office of the Illinois Courts.

Sincerely,



Michael J. Torchia
Field Services Coordinator



Daniel S. Hunt
Director
Probation Services Division

C: Honorable Randall B. Rosenbaum, Chief Judge, Sixth Judicial Circuit
Marcia Meis, Director
Honorable Kyle Patterson, Champaign County Board Chairperson



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August 25, 2023

Training Hours Reporting Period: July 1, 2022-June 30, 2023

County: Champaign County

Director: Shannon Siders

The Administrative Office of the Illinois Courts would like to congratulate you and all your staff for completing the required training hours for State Fiscal Year 2023. Champaign County's dedication toward ensuring staff have completed the required training hours is commendable.

According to the training requirements in the Policies Governing Hiring, Promotion and Training of Illinois Probation/Court Services Personnel (1998), "Any person employed by Illinois probation and court services departments shall, in the second and each subsequent year of employment in the position, complete 20 hours of formal in-service training related to the function of the position."

Please refer to the Illinois Judicial College Committee on Probation Education (COPE) for training that is designed to build staff competencies in their work with clients. You can also refer to the COPE website for approved presumptive providers and trainings. This will ensure officers across the state continue to meet training expectations. All trainings must be documented in Relias and must be approved through COPE.

Should you have any questions, please contact our office.

Daniel S. Hunt
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Administrative Office of the Illinois Courts
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COUNTY FISCAL YEAR 2024
ANNUAL PROBATION PLAN SIGNATORIES

DIRECTOR OF COURT SERVICES OR CHIEF PROBATION OFFICER

As Director of Court Services/Chief Probation Officer of the Sixth Judicial Circuit Probation Department serving Champaign County/Countries, I hereby submit this County Fiscal Year 2024 Annual Probation Plan. I certify that the information in this plan is true and correct to the best of my knowledge. I further certify that my department will comply with all standards, policies and regulations established by the Supreme Court under provisions of the Probation and Probation Officers Act (730 ILCS 110), and acknowledge that compliance is subject to monitoring, auditing, and qualitative review by staff of the Administrative Office of the Illinois Courts.

Shannon L. Siders

Dated: 8/31/23

Shannon L. Siders

Director of Court Services

CHIEF CIRCUIT JUDGE

As Chief Judge of the Sixth Judicial Circuit, I hereby certify that I have reviewed and approve the County Fiscal Year 2024 Annual Probation Plan submitted by the Judicial Circuit Probation/Court Services Department serving Champaign County/Countries.

Randall B. Rosenbaum

Dated: 9/1/23

Randall B. Rosenbaum

Chief Circuit Judge

COUNTY EXECUTIVE

As County Executive of the County Board of Champaign County, I hereby acknowledge the County Fiscal Year 2024 Annual Probation Plan submitted by the Sixth Judicial Circuit Probation Department serving Champaign County/Counties. I understand that submission of the Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement.



Dated: August 31, 2023

County Executive
Champaign County Board

Steve Summers

Print Name

Sixth Judicial Circuit Court
Champaign County Department of Probation and Court Services
CFY2024 Annual Plan

The Probation and Court Services Annual Probation Plan, as referenced in the Illinois statutes [730 ILCS 110/15(6)], requires probation and court services departments "have on file with the Supreme Court an annual probation plan for continuing, improved, and new Probation and Court Services Programs approved by the Supreme Court or its designee. This plan shall indicate the manner in which Probation and Court Services will be delivered and improved, consistent with the minimum standards and regulations for Probation and Court Services, as established by the Supreme Court...The annual probation plan shall seek to generally improve the quality of probation services and to reduce the commitment of adult and juvenile offenders to the Department of Corrections..."

The purpose of the Probation and Court Services Annual Probation Plan is to provide a road map for ongoing organizational development for probation and court services departments across the state. The AOIC believes better planning leads to better outcomes as evidenced by the development of the Judicial Branch Operational Strategic Plan and the AOIC Probation Services Division Strategic Plan. Traditionally, strategic planning has four or more elements built upon a mission/vision statement and a department's core values to drive long-term goals. In that spirit, the Organizational Development section of the Probation and Court Services Annual Plan will focus on elements of a strategic plan.

Director/CMO First Name

Shannon

Director/CMO Last Name

Siders

Consider the following and select "yes" or "no" for each: Have documents changed since last year? Is the department making a request? If an area is changed from the previous CFY Annual Probation Plan, the department will need to submit documentation as part of the current CFY Annual Probation Plan. Only check yes to areas that are applicable to your annual plan. Checking "yes" will result in additional questions being populated in the survey and those questions will need to be fully addressed for the plan to be considered complete. A "1" indicates the choice was selected.

Please ensure that all documents which need to be submitted for review are uploaded to the applicable [Secure Drive](#) folder.

Field	Yes	No
Salary Shortfall	0	1
New/Revised Compact Fee Administrative Order	0	1
New/Revised Compensation Plan	0	1
Variance to the Compensation Standards or Plan	0	1
Salary Increase	1	0
Range Adjustments	0	1
Variance to AOIC Caseworks Standards	0	1
Variance to Operational Standards	0	1
Performance Appraisal	0	1
Organizational Structure	0	1
Reorganization Request	0	1
New/Updated Policies & Procedures	1	0
New/Updated Interstate Compact Policies & Procedures	0	1
Justice Stakeholder List	0	1
Justice Stakeholder Meeting Involvement	0	1
Quality Assurance Process Policy and Procedure	0	1

Organizational Plan Review

Please enter the goals as shown in the **previous** annual plan cycle on the Organizational Plan Worksheet and indicate the status of the goal.

Goal 1

Status

Full implementation of Core Correctional Practices (CCP)

In Progress

Goal 2

Status

Establish Emerging Adult caseload

In Progress

Goal 3

Status

Revise performance appraisals to be more relevant to current practices

Not Addressed

In the previous question, it was indicated that one or more goals for the previous plan year were not completed. Please explain what work is needed to complete unfinished goal(s) or why it was discontinued.

We are still in the process of full implementation of CCP. Staff have started voice recordings. Supervisors are providing coaching.

We are still working towards filling all of our current position openings before we look at designating an officer to an Emerging Adult caseload.

We have not started the process on revising the performance appraisals due to other obligations.

Organizational Plan

Organizational Plan: The purpose of this section is to identify the organization's goals for the full implementation and maintenance of the Administrative Office of the Illinois Courts Probation Caseworks; Operational; Hiring, Promotion and Compensation Standards. This section also provides a structured opportunity for departments to request assistance from the AOIC by building this information into their plans for the following year. This also helps the AOIC to identify statewide issues, needs, and trends for response prioritization and resource allocation. The following questions will build your plan for the coming year.

Goal 1 Upcoming Year

What area of the Statute, Standard, or program development is addressed with your first goal?

Other

Please provide the first goal for the coming fiscal year.

Full implementation of Core Correctional Practices

Please list the specific Evidence-Based Practice(s) cited in the question above.

N/A

Please provide an explanation of "other" as indicated above.

Core Correctional Practices

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Completion Date Target
-------------	---------------------	------------------------

All new officers will attend a 3 day AOIC Module 2 training within their first 6 months of employment where they will learn all components of CCP as well as how to incorporate CCP in case planning.

AOIC,
Supervisors,
Officers

Ongoing

Objective 2	Responsible Parties	Completion Date Target
--------------------	----------------------------	-------------------------------

Twice per quarter, each officer will be observed live or submit recordings of CCP skills being used on moderate and high risk clients.

Officers,
Supervisors

Ongoing

Objective 3	Responsible Parties	Completion Date Target
--------------------	----------------------------	-------------------------------

Officers and supervisors will engage in coaching sessions using the CCP Feedback Form.

Officers,
Supervisors

Ongoing

Objective 4	Responsible Parties	Completion Date Target
--------------------	----------------------------	-------------------------------

Officers will attend training boosters on CCP skills at least once per quarter. Additional boosters have been requested as most of them are currently already filled.

AOIC,
Supervisors,
Officers

Ongoing
quarterly

Objective 5	Responsible Parties	Completion Date Target
--------------------	----------------------------	-------------------------------

Supervisors will develop a professional development plan in conjunction with the officer, for any officer who does not achieve basic CCP performance standards.

Supervisors,
Officers

As needed

Objective 6	Responsible Parties	Target Completion Date
--------------------	----------------------------	-------------------------------

Requesting additional training on case mapping.

AOIC

Ongoing quarterly

Objective 7	Responsible Parties	Target Completion Date
--------------------	----------------------------	-------------------------------

N/A

N/A

N/A

Objective 8	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 9	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 10	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 11	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 12	Responsible Parties	Target Completion Date
N/A	N/A	N/A

Goal 2

Upcoming Year

Note: this section will only be completed if the department indicates that it has a second goal.

Please provide the next goal for the coming fiscal year.

Establish Emerging Adult caseload.

Please list the specific Evidence-Based Practice(s) cited in the question above.

N/A

Please provide an explanation of "other" as indicated above.

N/A

Please list the specific Evidence-Based Practice(s) cited in the question above.

N/A

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Target Completion Date
Research other departments with Emerging Adult caseload.	Director, Supervisors	10/30/23
Objective 2	Responsible Parties	Target Completion Date
Identify age range we want to classify as Emerging Adult.	Director, Supervisors	10/30/23
Objective 3	Responsible Parties	Target Completion Date
Identify an officer to manage the caseload and reassign cases.	Director, Supervisors	12/30/23

Objective 4	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 5	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 6	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 7	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 8	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 9	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 10	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 11	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 12	Responsible Parties	Target Completion Date
N/A	N/A	N/A

Goal 3

Upcoming Year

Note: this section will only be completed if the department indicates that it has a third goal.

Please provide the next goal for the coming fiscal year.

Revise performance appraisals to be more relevant to current practices.

What area of the Statute or Standard is addressed with your goal?

Other

Please list the specific Evidence-Based Practice(s) cited in the question above.

N/A

Please provide an explanation of "other" as indicated above.

Performance appraisals

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Target Completion Date
Obtain examples from other departments.	Director, Supervisors	9/30/23
Objective 2	Responsible Parties	Target Completion Date
Research best practices for performance appraisals.	Director, Supervisors	10/30/23
Objective 3	Responsible Parties	Target Completion Date
Create performance appraisals that match Departmental policies and procedures.	N/A	N/A

Objective 4	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 5	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 6	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 7	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 8	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 9	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 10	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 11	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 12	Responsible Parties	Target Completion Date
N/A	N/A	N/A

Goal 4

Upcoming Year

Note: this section will only be completed if the department indicates it has a fourth goal.

Please provide the next goal for the coming fiscal year.

Develop and implement policies for an anti-opioid program.

What area of the Statute, Standard, or program development is addressed with your first goal?

Probation Operational Standard

Please list the specific Evidence-Based Practice(s) cited in the question above.

N/A

Please provide an explanation of "other" as indicated above.

N/A

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Target Completion Date
Obtain sample policies from other counties.	Director, Supervisors	10/31/23
Objective 2	Responsible Parties	Target Completion Date
Meet with stakeholders.	Director, Supervisors	11/30/23
Objective 3	Responsible Parties	Target Completion Date
Develop policies for Champaign County.	Director	12/31/23
Objective 4	Responsible Parties	Target Completion Date

Seek out appropriate training. Director, Supervisors 1/31/24

Objective 5	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 6	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 7	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 8	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 9	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 10	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 11	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 12	Responsible Parties	Target Completion Date
N/A	N/A	N/A

Goal 5

Upcoming Year

Note: this section will only be completed if the department indicates that it has a fifth goal.

Please provide the next goal for the coming fiscal year.

N/A

What area of the Statute, Standard, or program development is addressed with your first goal?

N/A

Please list the specific Evidence-Based Practice(s) cited in the question above.

N/A

Please provide an explanation of "other" as indicated above.

N/A

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 2	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 3	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 4	Responsible Parties	Target Completion Date

N/A N/A N/A

Objective 5 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 6 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 7 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 8 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 9 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 10 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 11 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 12 Responsible Parties Target Completion Date

N/A N/A N/A

Goal 6

Upcoming Year

Note: this section will only be completed if the department indicates that it has a sixth goal.

Please provide the next goal for the coming fiscal year.

N/A

What area of the Statute, Standard, or program development is addressed with your first goal?

N/A

Please list the specific Evidence-Based Practice(s) cited in the question above.

N/A

Please provide an explanation of "other" as indicated above.

N/A

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 2	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 3	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 4	Responsible Parties	Target Completion Date
N/A	N/A	N/A

Objective 5	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 6	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 7	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 8	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 9	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 10	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 11	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 12	Responsible Parties	Target Completion Date
N/A	N/A	N/A

Goal 7

Upcoming Year

Note: this section will only be completed if the department indicates that it has a seventh goal.

Please provide the next goal for the coming fiscal year.

N/A

What area of the Statute, Standard, or program development is addressed with your first goal? - Selected Choice

N/A

Please list the specific Evidence-Based Practice(s) cited in the question above.

N/A

Please provide an explanation of "other" as indicated above.

N/A

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 2	Responsible Parties	Target Completion Date
N/A	N/A	N/A
Objective 3	Responsible Parties	Target Completion Dates
N/A	N/A	N/A
Objective 4	Responsible Parties	Target Completion Date

N/A N/A N/A

Objective 5 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 6 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 7 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 8 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 9 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 10 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 11 Responsible Parties Target Completion Date

N/A N/A N/A

Objective 12 - Responsible Parties Target Completion Date

N/A N/A N/A

Operational Review

This section will only be completed by departments that have received their Operational Review and Report.

Has the department received an Operational Review from the Administrative Office of the Illinois Courts?

No

When was the department's most recent Operational Review. (month and year)

N/A

Did the Operational Review report contain requirements for your department?

N/A

Select the related statute or standard upon which the identified requirement(s) is based. (Select all that apply)

N/A

Please describe the issue identified in 999 Other Statute or Standard

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 3.1 referral process and case assignment (and related sub-sections)?

N/A

Please explain how the requirements regarding 3.1 referral process and case assignment (and related sub-sections) were resolved or why they are not addressed in the current plan.

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 3.2 Orientation (and related sub-sections)?

N/A

Please explain how the requirements regarding 3.2 Orientation (and related sub-sections) were resolved or why they are not addressed in the current plan.

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 3.3 Assessment (and related sub-sections)?

N/A

Please explain how the requirements regarding 3.3 Assessment (and related sub-sections) were resolved or why they are not addressed in the current plan.

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 4.1 Feedback (and related sub-sections)?

N/A

Please explain how the requirements regarding 4.1 Feedback (and related sub-sections) were resolved or why they are not addressed in the current plan.

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 4.2 Timeframe (and related sub-sections)?

N/A

Please explain how the requirements regarding 4.2 Timeframe (and related sub-sections) were resolved or why they are not addressed in the current plan.

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 4.3 Case Planning (and related sub-sections)?

N/A

Please explain how the requirements regarding 4.3 Case Planning (and related sub-sections) were resolved or why they are not addressed in the current plan.

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 4.4 Supervision Strategies (and related sub-sections)?

N/A

Please explain how the requirements regarding 4.4 Supervision Strategies (and related sub-sections) were resolved or why they are not addressed in the current plan.

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 4.5 Case Termination (and related sub-sections)?

N/A

Please explain how the requirements regarding 4.5 Case Termination (and related subsections) were resolved or why they are not addressed in the current plan.

N/A

Does the current Organizational Plan incorporate the requirements listed in the Operational Review for 999 Other Statute and Standard?

N/A

Please explain how the requirements regarding 999 Other Statute and Standard were resolved or why they are not addressed in the current plan.

N/A

Did the Operational Review report contain recommendations for your department?

N/A

Please identify the issue(s) captured above and explain this barrier to implementation in more detail, along with any plans to address or remediate the issue(s) cited.

N/A

Does your current Organizational Plan incorporate the recommendations listed in the Operational Review report?

N/A

Please explain how the listed recommendations were resolved or why they are not incorporated into the current Organizational Plan.

N/A

Probation Casework Standards

This section will only be completed by departments that have ***not*** received their Operational Review or Report.

What areas of the AOIC Probation Casework Standards have been implemented by your department?

3.1 REFERRAL PROCESS AND CASE ASSIGNMENT (and related sub-sections), 3.2 ORIENTATION (and related sub-sections), 3.3 ASSESSMENT (and related sub-sections), 4.1 FEEDBACK (and related sub-sections), 4.2 TIMEFRAME (and related sub-sections), 4.3 CASE PLANNING (and related sub-sections), 4.4 SUPERVISION STRATEGIES (and related sub-sections), 4.5 CASE TERMINATION (and related sub-sections)

What barriers exist to fully implement Probation Casework Standards? (Select all that apply)

N/A

Please identify the issue(s) captured above and explain this barrier to implementation in more detail, along with any plans to address or remediate the issue(s) cited.

N/A

What is needed by your department to fully implement the Probation Casework Standards? (Select all that apply)

N/A

Please identify the need(s) captured above and explain what is needed to facilitate implementation in more detail, along with any plans to address or remediate the issue(s) cited.

N/A

Annual Report

The Department(s) complete a separate Annual Report for the County Board?

No

Variance to Caseworks or Operational Standards

This section will be completed when a variance is selected on the "What's New" question.

A variance to the Caseworks Standards is being requested for the following paragraphs of the Standard:

N/A

Please provide a detailed explanation to support the variance requested. If additional room is necessary, indicate that documentation is uploaded to the Department's Secure Folder in the Google Drive.

N/A

Please provide a timeline for which the variance is being requested. No permanent variances will be granted.

N/A

A variance to the Operational Standards is being requested, please indicate below the section of the standard that is requested to be waived.

N/A

Please provide below a detailed explanation to support the variance requested. If additional room is necessary, indicate that documentation is uploaded to the Department's Secure Folder in the Google Drive.

N/A

Please provide a timeline for which the variance is being requested. No permanent variances will be granted.

N/A

New or Updated Policy

This section will be completed when New or Updated Policy is selected on the "What's New" question.

A new or updated policy is in need of review and approval, please indicate the policy that is being uploaded for review and approval. Ensure that updated policies contain highlights and strikethroughs in order to be accepted for review. - Selected Choice

Code of Conduct

Fiscal Resource Management

This section will be completed when issues regarding Fiscal Resource Management is selected on the "What's New" question.

Salary Shortfall [730 ILCS 110/15.1(h)]: Monies will be used from the Probation and Court Services Fund for salary shortfall. Please indicate the amount of Salary Shortfall being requested.

N/A

Variance to Compensation Plan

This section will be completed when Variance to Compensation Plan is selected on the "What's New" question.

Compensation Plan [730 ILCS 110/15(4); 730 ILCS 110/15(70)]: A variance is being requested, please designate below what aspect of the compensation plan is requested to be waived. (select all that apply) - Selected Choice

N/A

Compensation Plan [730 ILCS 110/15(4); 730 ILCS 110/15(70)]: Provide at least one rationale for the variance.

N/A

Please explain the rationale for the variance request in further detail.

N/A

Salary Increase

This section will be completed when Salary Increase is selected on the "What's New" question

Will there be salary increases for non-exempt or exempt staff? A "1" indicates that this class of employee are eligible to receive a salary increase.

Class	Choice Count
Exempt	1
Non-Exempt	1

Salary Increase for Non-Exempt Staff

This section will be completed when Salary Increase for Non-Exempt Staff is selected above.

Position/Classification	Percentage	Dollar Amount
All	4.75	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
-------------------------	------------	---------------

N/A

N/A

N/A

Position/Classification**Percentage****Dollar Amount**

N/A

N/A

N/A

Position/Classification**Percentage****Dollar Amount**

N/A

N/A

N/A

Position/Classification**Percentage****Dollar Amount**

N/A

N/A

N/A

Position/Classification**Percentage****Dollar Amount**

N/A

N/A

N/A

Position/Classification**Percentage****Dollar Amount**

N/A

N/A

N/A

Position/Classification**Percentage****Dollar Amount**

N/A

N/A

N/A

Position/Classification**Percentage****Dollar Amount**

N/A

N/A

N/A

Non-Exempt: Which of the following factors are associated with this increase? Please explain "other" in the box below. - Selected Choice

 Union Negotiated Increases

Please explain "Other" as selected above.

N/A

Salary Increases for Exempt Staff

This section will be completed when Salary Increase for Exempt Staff is selected above.

Position/Classification	Percentage	Dollar Amount
All	5%	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount
N/A	N/A	N/A

Exempt: Which of the following factors are associated with the increase? Please explain "other" in the box below.

COLA, County Board Declaration

Please explain "Other" as selected above.

N/A

Salary Range Adjustment

This section will be completed when Salary Range Adjustment is selected above.

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Position/Classification	Percentage	Dollar Amount	Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Provide below the rationale to support the needed adjustment and why the ranges were adjusted by the indicated amount.

N/A

Please explain how the issue cited above establishes the need for an adjustment to the salary range(s). For "other" also please identify the issue established and accompanying rationale. Additionally, please indicate whether existing staff will receive an adjustment, in the form of a compression increase, due to the requested range adjustment.

N/A

Collective Bargaining Agreement [730 ILCS 110/15(4)]

A "1" indicates that the corresponding choice has been selected.

Field	Choice Count
Yes	1
No	0
In Negotiation	0

If the collective bargaining agreement is under negotiation, what is the expected completion date for the collective bargaining agreement.

N/A

Performance Management: Quality Assurance

This section will be completed when Performance Management: Quality Assurance is selected on the "What's New" question

Please indicate what Quality Assurance Policy and Procedures are currently in place and utilized within the department.

Still in process of implementing Core Correctional Practices.

Reorganization

This section will be completed when Reorganization is selected on the "What's New" question

If a reorganization request is submitted, select factors below that are driving the need for a reorganization.

N/A

Please provide the rationale to support the need for reorganization: Cite specific statutes, standards, case load, program development, and/or fiscal issues driving the need for change within your jurisdiction.

N/A

Interstate Compact Policies and Procedure

This section will be completed when Interstate Compact Policies and Procedure is selected on the "What's New" question

Indicate which of the following Interstate Compact Policies and Procedures have been updated.

N/A

Collaboration (730 ILCS 110): Justice System Stakeholder Involvement

This section will be completed when Reorganization is selected on the "What's New" question

What is the department's role and involvement in justice stakeholder meetings?

N/A

Rights of Crime Victims [730 ILCS 110/15(6)(d)]

How does the department support the rights of crime victims? (Select all that apply)

State's Attorney has a victim's advocate on staff, Victim Impact Statements in sentencing reports

Please provide details on "Other" as selected above.

N/A

Describe how the requirements of the statute are implemented regarding crime victim rights and how the department coordinates that support with other criminal justice agencies within the jurisdiction.

Although the Champaign County Probation Department does not operate a formal pretrial services program, until the Office of Statewide Pretrial Services is in a position to provide electronic monitoring ordered by the Court, the Department will continue to assist by providing exclusion zone information to the GPS monitoring agency and to local law enforcement to help promote victim safety.

Due to the COVID-19 pandemic, the Department has suspended quarterly in-person Victim Impact Panels. Clients are currently being referred to Mothers Against Drunk Driving for completion of an online Victim Impact Panel. The Department continues to hold periodic in-person Victim Impact Panels for Spanish-speaking clients. Those panels are facilitated by an interpreter contracted by the Department.

Victim Impact Statements in adult cases and in juvenile cases involving felony offenses are completed by victims with the assistance of the State's Attorney's Victim Services Division and filed with the Court. In some cases, the State's Attorney's Office provides the Victim Impact Statement to the Juvenile Probation Division prior to the Sentencing Hearing. In those cases, the Victim Impact Statement is attached to the Social Investigation Report.

To the extent permitted by the law, the Department provides victims with information about their individual cases, including, but not limited to, information about payment of restitution. The Department also provides victims with information about other agencies and organizations providing assistance to victims of crime, including the State's Attorney's Victim Services Division, the Champaign County Children's Advocacy Center, Courage Connection, Land of Lincoln Legal Aid, RACES (Rape Advocacy, Counseling & Education Services), and VINELink.

Thank you for taking the time to complete the Probation and Court Services Annual Plan. Once completed, an email containing your responses will be sent to the email address that was provided. Please download these responses and provide to the chief judge for approval.

I certify that I have completed the Annual Plan survey and will upload my Attachments and Signature Page to the designated Google Drive folder under the Annual Plan section. (Select all that apply). A "1" indicates that the associated document was selected.

Field	Choice Count
Signature Page	1
Probation Fee Budget	1
Organizational Chart	1
Salary Range Worksheet	0
Revised Policies highlighted and struck through	0
ICAOS-ICJ Policies	0
Shortfall Worksheet	0
Applicable Addendums	1
Collective Bargaining Agreement	1
Quality Assurance Plan	0
Compensation Plan	1
Variance Request/Documentation if Applicable	0
Performance Appraisal	0
Reorganizational Request if applicable	0
Justice Stakeholder List	0
COPE Approved Training Hours are in Relias	1
Code of Conduct	1

Signature Page and Addendum(s) to follow

2024 Juvenile Detention Addendum Champaign County

<u>Superintendent of Facility First Name</u>	Shannon
<u>Superintendent of Facility Last Name</u>	Siders
<u>Superintendent of Facility Work Email</u>	ssiders@champaigncountyil.gov
<u>Superintendent of Facility Work Phone Number</u>	2173843753

Changes Since the Last Detention Addendum Submission

Field	Yes	No
Revised performance appraisals?	0	1
Variance to the Compensation Plan?	0	1
New/updated certification or review by a third party organization?	1	0
Incorporate behavioral modification programming?	1	0
Incorporate evidence-based programming and treatment?	1	0
Incorporate cognitive behavioral skill development?	1	0
Report any unusual/critical incidents?	1	0
Implemented new policy and/or procedure since the previous annual plan approval?	0	1
Have a reorganization request?	0	1

County Fiscal Year Start Date
(e.g.,MM/DD/YYYY)

N/A

County Fiscal Year End Date
(e.g.,MM/DD/YYYY)

N/A

Does the Facility Conduct It's Own Fiscal and Compensation Management

No

Pursuant to [730 ILCS 110/15(4); 730 ILCS 110/15(70)] A Variance to the Compensation Plan is being Requested for the Following Reason

N/A

Why is the Variance to the Compensation Plan Necessary

Compensation Plan [730 ILCS 110/15(4)]; 730 ILCS 110/15(70)]: Provide at least one rationale for the variance.

N/A

Provide Additional Detail to Explain the Rationale for the Variance

Please explain the rationale for the variance request in further detail.

N/A

Salary Increases for Non-Exempt or Exempt Staff

Will there be salary increases for non-exempt or exempt staff?

N/A

Position Title/Classification and Increase Amount : Non-Exempt Staff

Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A

What Factors Are Associated With Increases for Non-Exempt Employees

N/A

Position Title/Classification and Increase Amount : Exempt Staff

Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount
N/A	N/A	N/A

What Factors Are Associated With Increases for Exempt Employees

Exempt: Which of the following factors are associated with the increase? Please explain "other" in the box below. - Selected Choice

N/A

Position Title/Classification and Increase Amount Range Adjustments

Position Title Percentage Dollar Amount Non Exempt/Exempt

Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A
Position/Classification - Text	Position/Classification - Percentage	Position/Classification - Dollar Amount	Position/Classification - Exempt/Non-Exempt
N/A	N/A	N/A	N/A

Salary Range Adjustment Rationale

Provide below the rationale to support the needed adjustment and why the ranges were adjusted by the indicated amount.

N/A

Salary Range Adjustment Explanations and Support

Please explain how the issue cited above establishes the need for an adjustment to the salary range(s). For "other" also please identify the issue establishing and supporting information for how this issue establishes the need for an adjustment to the salary range(s). Additionally, please indicate whether existing staff will receive an adjustment in the form of a compression increase due to the range adjustment.

N/A

Are Staff Covered by a Collective Bargaining Agreement

Staff are covered under collective bargaining agreement? (Check all that apply)

N/A

Collective Bargaining Agreement is Under Negotiation Date of Expected Ratification

If the collective bargaining agreement is under negotiation, what is the expected completion date for the collective bargaining agreement.

N/A

A Variance to the Compensation Plan is Requested for the Following Reasons

730 ILCS 110/15(7)(d): A variance is being requested, please designate below what aspect of the compensation plan is requested to be waived. (select all that apply) - Selected Choice

N/A

Are Exit Interviews Completed for Staff Who Leave the Employment of the Facility

Does the detention center complete exit interviews for staff who leave employment at the detention center?

No

What Reasons Are Provided for Leaving the Facility

Low Pay	Schedule	Too Much Mandated Overtime	Not enough Overtime	New Position/ Career goals	New position/ personal goals	Personal dissatisfaction/work environment	Juvenile' s behavior too much to manage	Safety Concerns	Job was not what was expected	Other
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Detention Facility's Previous Goals

Field	Completed	In Progress	Not Addressed	Discontinued
Goal 1	0	1	0	0
Goal 2	1	0	0	0
Goal 3	0	0	0	0
Goal 4	0	0	0	0
Goal 5	0	0	0	0
Goal 6	0	0	0	0

For Goals That Were "Not Addressed", "Discontinued", or Remain "In Progress", Explain What is Needed to Complete the Unfinished Goal(s) or Why it Was Discontinued

In the previous question, it was indicated that one or more goals for the previous plan year were not “Not Addressed”, “Discontinued”, or remain “In Progress”. Please explain what work is needed to complete unfinished goal(s) or why it was discontinued.

Policies are reviewed on an annual basis. With a new Superintendent starting on 7/1/23, policies will continue to be reviewed and revised. Policies will reflect AOIC Juvenile Detention Standards as well as IDOJJ Standards.

Provide the Detention Plan First Goal for the Coming Fiscal Year

Please provide the first Detention Plan Goal for the coming fiscal year.

Revise behavior management program to include evidence based, cognitive practices.

What Statute, Standard, or Program Development is Addressed With the First Goal

What area of the Statute, Standard, or program development is addressed with your first goal? - Selected Choice

5.1 Evidence-based Practices (programming), 5.2 Behavior Management

Goal One Objectives

Objective 1	Objective 1 - Responsible Parties	Objective 1 - Goal Date
Research behavior management programs at other facilities.	Superintendent, Supervisors	10/1/23
Objective 2	Objective 2 - Responsible Parties	Objective 2 - Goal Date
Seek guidance from AOIC about other behavior management resources.	Superintendent, AOIC	10/1/23
Objective 3	Objective 3 - Responsible Parties	Objective 3 - Goal Date
Send staff to appropriate trainings that teach necessary skills to facilitate an evidence based cognitive behavior management program.	AOIC	Ongoing
Objective 4	Objective 4 - Responsible Parties	Objective 4 - Goal Date
N/A	N/A	N/A
Objective 5	Objective 5 - Responsible Parties	Objective 5 - Goal Date
N/A	N/A	N/A
Objective 6	Objective 6 - Responsible Parties	Objective 6 - Goal Date
N/A	N/A	N/A
Objective 7	Objective 7 - Responsible Parties	Objective 7 - Goal Date

N/A	N/A	N/A
Objective 8	Objective 8 - Responsible Parties	Objective 8 - Goal Date
N/A	N/A	N/A
Objective 9	Objective 9 - Responsible Parties	Objective 9 - Goal Date
N/A	N/A	N/A
Objective 10	Objective 10 - Responsible Parties	Objective 10 - Goal Date
N/A	N/A	N/A
Objective 11	Objective 11 - Responsible Parties	Objective 11 - Goal Date
N/A	N/A	N/A

Detention Facility Goal (#2)

Continued implementation of PREA standards

What Statute, Standard, or Program Development is Addressed With Goal #2

Other PREA compliance

Goal #2 Objectives

Objective 1	Objective 1 - Responsible Parties	Objective 1 - Goal Date
Attend and participate in PREA trainings.	Superintendent, Supervisors	Ongoing

Objective 2	Objective 2 - Responsible Parties	Objective 2 - Goal Date
Develop confidential reporting option for residents to report abuse or sexual abuse/harassment to a third party.	Superintendent	12/31/23

Objective 3	Objective 3 - Responsible Parties	Objective 3 - Goal Date
Provide appropriate programming relating to PREA standards.	Superintendent, Assistant Superintendent	12/31/23

Objective 4	Objective 4 - Responsible Parties	Objective 4 - Goal Date
N/A	N/A	N/A

Objective 5	Objective 5 - Responsible Parties	Objective 5 - Goal Date
N/A	N/A	N/A
Objective 6	Objective 6 - Responsible Parties	Objective 6 - Goal Date
N/A	N/A	N/A
Objective 7	Objective 7 - Responsible Parties	Objective 7 - Goal Date
N/A	N/A	N/A
Objective 8	Objective 8 - Responsible Parties	Objective 8 - Goal Date
N/A	N/A	N/A
Objective 9	Objective 9 - Responsible Parties	Objective 9 - Goal Date
N/A	N/A	N/A
Objective 10	Objective 10 - Responsible Parties	Objective 10 - Goal Date
N/A	N/A	N/A
Objective 11	Objective 11 - Responsible Parties	Objective 11 - Goal Date
N/A	N/A	N/A
Objective 12	Objective 12 - Responsible Parties	Objective 12 - Goal Date
N/A	N/A	N/A

Detention Facility Goal (#3)

N/A

What Statute, Standard, or Program Development is Addressed With the Next Goal

N/A

Goal #3 Objectives

Objective 1	Objective 1 - Responsible Parties	Objective 1 - Goal Date
N/A	N/A	N/A
Objective 2	Objective 2 - Responsible Parties	Objective 2 - Goal Date
N/A	N/A	N/A
Objective 3	Objective 3 - Responsible Parties	Objective 3 - Goal Date
N/A	N/A	N/A
Objective 4	Objective 4 - Responsible Parties	Objective 4 - Goal Date
N/A	N/A	N/A
Objective 5	Objective 5 - Responsible Parties	Objective 5 - Goal Date
N/A	N/A	N/A
Objective 6	Objective 6 - Responsible Parties	Objective 6 - Goal Date
N/A	N/A	N/A

Objective 7	Objective 7 - Responsible Parties	Objective 7 - Goal Date
N/A	N/A	N/A
Objective 8	Objective 8 - Responsible Parties	Objective 8 - Goal Date
N/A	N/A	N/A
Objective 9	Objective 9 - Responsible Parties	Objective 9 - Goal Date
N/A	N/A	N/A
Objective 10	Objective 10 - Responsible Parties	Objective 10 - Goal Date
N/A	N/A	N/A
Objective 11	Objective 11 - Responsible Parties	Objective 11 - Goal Date
N/A	N/A	N/A
Objective 12	Objective 12 - Responsible Parties	Objective 12 - Goal Date
N/A	N/A	N/A

Detention Facility Goal (#4)

N/A

What Statute, Standard, or Program Development is Addressed With Goal (#4)

N/A

Goal #4 Objectives

Objective 1	Objective 1 - Responsible Parties	Objective 1 - Goal Date
N/A	N/A	N/A

Objective 2	Objective 2 - Responsible Parties	Objective 2 - Goal Date
N/A	N/A	N/A

Objective 3	Objective 3 - Responsible Parties	Objective 3 - Goal Date
N/A	N/A	N/A

Objective 4	Objective 4 - Responsible Parties	Objective 4 - Goal Date
N/A	N/A	N/A

Objective 5	Objective 5 - Responsible Parties	Objective 5 - Goal Date
N/A	N/A	N/A

Objective 6	Objective 6 - Responsible Parties	Objective 6 - Goal Date
N/A	N/A	N/A

Objective 7	Objective 7 - Responsible Parties	Objective 7 - Goal Date
N/A	N/A	N/A
Objective 8	Objective 8 - Responsible Parties	Objective 8 - Goal Date
N/A	N/A	N/A
Objective 9	Objective 9 - Responsible Parties	Objective 9 - Goal Date
N/A	N/A	N/A
Objective 10	Objective 10 - Responsible Parties	Objective 10 - Goal Date
N/A	N/A	N/A
Objective 11	Objective 11 - Responsible Parties	Objective 11 - Goal Date
N/A	N/A	N/A
Objective 12	Objective 12 - Responsible Parties	Objective 12 - Goal Date
N/A	N/A	N/A

Detention facility Goal #5

N/A

What Statute, Standard, or Program Development is Addressed With the Goal #5

N/A

Goal #5 Objectives

Objective 1	Objective 1 - Responsible Parties	Objective 1 - Goal Date
N/A	N/A	N/A
Objective 2	Objective 2 - Responsible Parties	Objective 2 - Goal Date
N/A	N/A	N/A
Objective 3	Objective 3 - Responsible Parties	Objective 3 - Goal Date
N/A	N/A	N/A
Objective 4	Objective 4 - Responsible Parties	Objective 4 - Goal Date
N/A	N/A	N/A
Objective 5	Objective 5 - Responsible Parties	Objective 5 - Goal Date
N/A	N/A	N/A

Objective 6	Objective 6 - Responsible Parties	Objective 6 - Goal Date
N/A	N/A	N/A
Objective 7	Objective 7 - Responsible Parties	Objective 7 - Goal Date
N/A	N/A	N/A
Objective 8	Objective 8 - Responsible Parties	Objective 8 - Goal Date
N/A	N/A	N/A
Objective 9	Objective 9 - Responsible Parties	Objective 9 - Goal Date
N/A	N/A	N/A
Objective 10	Objective 10 - Responsible Parties	Objective 10 - Goal Date
N/A	N/A	N/A
Objective 11	Objective 11 - Responsible Parties	Objective 11 - Goal Date
N/A	N/A	N/A
Objective 12	Objective 12 - Responsible Parties	Objective 12 - Goal Date
N/A	N/A	N/A

Detention facility Goal (#6)

N/A

What Statute, Standard, or Program Development is Addressed With Goal #6

N/A

Goal #6 Objectives

Objective 1	Objective 1 - Responsible Parties	Objective 1 - Goal Date
N/A	N/A	N/A
Objective 2	Objective 2 - Responsible Parties	Objective 2 - Goal Date
N/A	N/A	N/A
Objective 3	Objective 3 - Responsible Parties	Objective 3 - Goal Date
N/A	N/A	N/A
Objective 4	Objective 4 - Responsible Parties	Objective 4 - Goal Date
N/A	N/A	N/A
Objective 5	Objective 5 - Responsible Parties	Objective 5 - Goal Date
N/A	N/A	N/A
Objective 6	Objective 6 - Responsible Parties	Objective 6 - Goal Date
N/A	N/A	N/A

Objective 7	Objective 7 - Responsible Parties	Objective 7 - Goal Date
N/A	N/A	N/A

Objective 8	Objective 8 - Responsible Parties	Objective 8 - Goal Date
N/A	N/A	N/A

Objective 9	Objective 9 - Responsible Parties	Objective 9 - Goal Date
N/A	N/A	N/A

Objective 10	Objective 10 - Responsible Parties	Objective 10 - Goal Date
N/A	N/A	N/A

Objective 11	Objective 11 - Responsible Parties	Objective 11 - Goal Date
N/A	N/A	N/A

Objective 12	Objective 12 - Responsible Parties	Objective 12 - Goal Date
N/A	N/A	N/A

Detention Facility Goal (#7)

N/A

What Statute, Standard, or Program Development is Addressed With Goal #7

N/A

Goal #7 Objectives

Objective 1	Objective 1 - Responsible Parties	Objective 1 - Goal Date
N/A	N/A	N/A

Objective 2	Objective 2 - Responsible Parties	Objective 2 - Goal Date
N/A	N/A	N/A

Objective 3	Objective 3 - Responsible Parties	Objective 3 - Goal Date
N/A	N/A	N/A

Objective 4	Objective 4 - Responsible Parties	Objective 4 - Goal Date
N/A	N/A	N/A

Objective 5	Objective 5 - Responsible Parties	Objective 5 - Goal Date
N/A	N/A	N/A

Objective 6	Objective 6 - Responsible Parties	Objective 6 - Goal Date
N/A	N/A	N/A

Objective 7	Objective 7 - Responsible Parties	Objective 7 - Goal Date
N/A	N/A	N/A

Objective 8	Objective 8 - Responsible Parties	Objective 8 - Goal Date
N/A	N/A	N/A

Objective 9	Objective 9 - Responsible Parties	Objective 9 - Goal Date
N/A	N/A	N/A

Objective 10	Objective 10 - Responsible Parties	Objective 10 - Goal Date
N/A	N/A	N/A

Objective 11	Objective 11 - Responsible Parties	Objective 11 - Goal Date
N/A	N/A	N/A

Objective 12	Objective 12 - Responsible Parties	Objective 12 - Goal Date
N/A	N/A	N/A

Detention Facility Goal #8

N/A

What Statute, Standard, or Program Development is Addressed With Goal #8

N/A

Goal #8 Objectives

Objective 1	Objective 1 - Responsible Parties	Objective 1 - Goal Date
N/A	N/A	N/A
Objective 2	Objective 2 - Responsible Parties	Objective 2 - Goal Date
N/A	N/A	N/A
Objective 3	Objective 3 - Responsible Parties	Objective 3 - Goal Date
N/A	N/A	N/A
Objective 4	Objective 4 - Responsible Parties	Objective 4 - Goal Date
N/A	N/A	N/A
Objective 5	Objective 5 - Responsible Parties	Objective 5 - Goal Date
N/A	N/A	N/A
Objective 6	Objective 6 - Responsible Parties	Objective 6 - Goal Date
N/A	N/A	N/A

Objective 7	Objective 7 - Responsible Parties	Objective 7 - Goal Date
N/A	N/A	N/A
Objective 8	Objective 8 - Responsible Parties	Objective 8 - Goal Date
N/A	N/A	N/A
Objective 9	Objective 9 - Responsible Parties	Objective 9 - Goal Date
N/A	N/A	N/A
Objective 10	Objective 10 - Responsible Parties	Objective 10 - Goal Date
N/A	N/A	N/A
Objective 11	Objective 11 - Responsible Parties	Objective 11 - Goal Date
N/A	N/A	N/A
Objective 12	Objective 12 - Responsible Parties	Objective 12 - Goal Date
N/A	N/A	N/A

Detention Center Review

Has the detention center received a Detention Review from the Administrative Office of the Illinois Courts?

Yes

Date of Review

February 2023

Report Requirements if Stated In the Report

Yes

Standards Associated With The Requirements

5.1 Evidence-based Practices (programming), 5.2 Behavior Management, 5.3 Educational Services, 7.1 Release Packet, 9.1 Nondiscriminatory

Status of Department Work or Planning with Requirements Identified in the Review Report

Current Detention Plan Contain Review Elements for 3.1 Hiring and Related Sub-Sections

N/A

How the Requirements Regarding 3.1 and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Contain Review Elements for 3.2 Personnel And Related Sub-Sections

N/A

How the Requirements Regarding 3.2 Personnel And Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Current Detention Plan Contain Review Elements for 3.3 Training Process and Related Sub-Sections

N/A

How the Requirements Regarding 3.3 Training And Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Current Detention Plan Contain Review Elements for 4.1 Intake Process and Related Sub-Sections

N/A

How the Requirements Regarding 4.1 Intake Process and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Current Detention Plan Contain Review Elements for 4.2 Assessment and Related Sub-Sections

N/A

How the Requirements Regarding 4.2 Assessment and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Contain Review Elements for 4.3 Resident Orientation and Related Sub-Sections

N/A

How the Requirements Regarding 4.3 Resident Orientation and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 5.1 Evidence-Based Practices Programming as Well as Related Sub-Sections

Yes

How the Requirements Regarding 5.1 Evidence-Based Practices Programming and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 5.2 Behavior Management as Well as Related Sub-Sections

Yes

How the Requirements Regarding 5.2 Behavior Management and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 5.3 Educational Services as Well as Related Sub-Sections

Yes

How the Requirements Regarding 5.3 Educational Services and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 5.4 Recreational Services as Well as Related Sub-Sections

N/A

How the Requirements Regarding 5.4 Recreational Services and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 5.5 Special Populations as Well as Related Sub-Sections

N/A

How the Requirements Regarding 5.5 Special Populations and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 5.6 Volunteer and Outside Agency Programs as Well as Related Sub-Sections

N/A

How the Requirements Regarding 5.6 Volunteer and Outside Agency Programs and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.1 Medical Professional as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.1 Medical Professional and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.2 Health Screening as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.2 Health Screening and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.3 Medical Examination as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.3 Medical Examination and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.4 Medical Care and Treatment as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.4 Medical Care and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.5 Pharmaceuticals as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.5 Pharmaceuticals and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.6 Medical Isolation as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.6 Medical Isolation and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.7 Suicide Prevention and Intervention as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.7 Suicide Prevention and Intervention and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.8 Notification and Consent as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.8 Notification and Consent and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.9 Medical Records and Information as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.9 Medical Records and Information and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 6.10 Internal Review as Well as Related Sub-Sections

N/A

How the Requirements Regarding 6.10 Internal Review and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 7.1 Release Packet as Well as Related Sub-Sections

No, the identified issue in this area has already been resolved.

How the Requirements Regarding 7.1 Release Packet and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

A release packet was developed in April 2023 and has been distributed to residents since that date. It has been provided to AOIC. It is a working document and will be revised as other options become available. We are also helping the residents form bonds and relationships with providers at JDC to encourage continued relationships when the residents are released.

Does the Current Detention Plan Incorporate Requirements From the Review under 8.1 Critical Incident Reports as Well as Related Sub-Sections

N/A

How the Requirements Regarding 8.1 Critical Incident Reports and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 8.2 Other Documentation as Well as Related Sub-Sections

N/A

How the Requirements Regarding 8.2 Other Documentation and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9.1 Nondiscriminatory as Well as Related Sub-Sections

Yes

How the Requirements Regarding 9.1 Nondiscriminatory and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9.2 Constitutional Rights of Minors as Well as Related Sub-Sections

N/A

How the Requirements Regarding 9.2 Constitutional Rights of Minors and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9.3 Federal Laws as Well as Related Sub-Sections

N/A

How the Requirements Regarding 9.3 Federal Laws and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9.4 American Correctional Association as Well as Related Sub-Sections

N/A

How the Requirements Regarding 9.4 American Correctional Association and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9.5 Court Process as Well as Related Sub-Sections

N/A

How the Requirements Regarding 9.5 Court Process and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9.6 Use of Restraints as Well as Related Sub-Sections

N/A

How the Requirements Regarding 9.6 Use of Restraints and Related Sub-Sections Were Resolved or Why They Are Not Addressed in the Current Plan

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9.7 Searches as Well as Related Sub-Sections

N/A

How Were Requirements Regarding 9.7 Searches and Related Sub-Sections Resolved or Why Were These Requirements Were Not Addressed

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9.8 Visitation as Well as Related Sub-Sections

N/A

How were Requirements for 9.8 Visitation and Related Sub-Sections Resolved or Why These Requirements Were Not Addressed.

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 9,9 Correspondence As Well as Related Sub-Sections

N/A

How were Requirements for 9.9 Correspondence and Related Sub-Sections Resolved or Why These Requirements Were Not Addressed.

N/A

Does the Current Detention Plan Incorporate Requirements From the Review under 999 "Other Statute and Standard" As Well As Related Sub-Sections

N/A

How were Requirements for 999 "Other Statute and Standard" Resolved or Why These Requirements Were Not Addressed.

N/A

Did the Detention Site Review Contain Recommendations

Yes

Does Current Detention Plan Incorporate Recommendations From Site Review

No, the identified issue in this area has already been resolved.

Explanation of Resolution to Recommendations Not Included in Current Detention Plan

The facility already had a cleaning program in place which utilizes resident workers to assist with building clean-up in exchange for tokens to purchase items through commissary. We currently have multiple entities providing programming at JDC including the U of I therapy dogs, Project Athletes, RACES (Rape Advocacy, Counseling & Education Services), Mindfulness groups, Cognitive Based prayer groups, MRT will be starting in September, Health Education, STEM. NYAP is providing 12 weeks of Anger Management and then 12 weeks of Gun Violence Prevention. We are still in development on additional programming in music, art, and yoga. Our Regional Office of Education has an employee who will be working towards bridging the gap between the residents' home school and the detention facility. Additional snack options are already being provided for evening snack, commissary, and by outside agencies. We have also changed contracts with our food service provider. The behavioral modification program was already separated from the resident handbook back in March and provided to AOIC.

AOIC Standards That Have Been Fully Implemented

N/A

Request for Assistance to Achieve Compliance With Standards Not Implemented

N/A

PREA Certification Status

Is the detention center PREA Certified? - Selected Choice

No, The Center is PREA Compliant

Third Party Organizational Review

N/A

Behavioral Modification Programming

Levels, Points, Incentives, Timeouts, Tokens

Evidence-Based Programming Utilized

Thinking Reports, Anger Management, Core Correctional Practices (CCP)

Daily Cognitive Skill Development in Activities of Residents

Curriculum based skill development groups led by licensed professional staff (psychologists, social workers, nurses, doctors), Curriculum based skill development groups led by detention staff (juvenile detention officer or equivalent), Curriculum based skill development groups led by community agency/volunteers, Workbook, written assignments reviewed with the resident by community agency/volunteers)

Total Number of Incident Reports Completed

31

Number and Types of Incidents

Escape	Confinement/Isolation of more than 4 hours	Suicide Attempt	Suicide Completion	Physical Assault/Resident on Resident	Physical Assault/Resident on Staff	Physical Restraint of Resident	Other
0.00	4.00	0.00	0.00	8.00	5.00	12.00	6.00

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Shannon L. Siders

Director

Probation Services
Courthouse
101 E. Main
Urbana, IL 61801
Phone: (217) 384-3751
Fax: (217) 384-1264

Detention Services
400 S. Art Bartell Rd.
Urbana, IL 61802
Phone: (217) 384-3780
Fax: (217) 384-8617

August 7, 2023

Administrative Office of the Illinois Courts
Probation Services Division
3101 Old Jacksonville Road
Springfield, IL 62704

RE: Data Elements Variance Request

Champaign County Probation and Court Services is currently working with our CMS developer, JANO Systems, to move forward with the data collection project. I speak with JANO representatives monthly to check progress. JANO has provided some of the below updates.

Regarding implementation of data variables, JANO reports that they will have all modifications for both Probation and PSC completed by the end of August.

Regarding integration, JANO indicates that the integration timetable has been a moving target and that they are not getting feedback in a timely manner regarding questions they have. Therefore, they are unable to provide an estimate of the timeline for completion. They indicate that they are waiting for answers to emails that were sent as far back as May 26, 2023. They will continue to finish up with what they know and hope to get responses to their questions so they can provide a more accurate timetable.

Our vendor is certified for Probation. They report they are working with the AOIC/Socrata team to get certified for PSC.

We have provided our staff with training completed by Uniting Pride, a local LGBTQ+ resource, regarding collection of data surrounding sexual orientation and gender identity. We have utilized this training to develop a tool to capture the data from our clients and have already implemented use of the tool. We envision that it may need some modifications once JANO has finalized the required screen changes.

We will then need to provide our officers with training regarding utilizing the new screens in JANO. We will also need to ascertain who will be entering all the new data into JANO. Some of our officers are carrying high caseloads and we will have to determine whether supervisors or officers will be entering the data. It will be easier to

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Shannon L. Siders

Director

Probation Services
Courthouse
101 E. Main
Urbana, IL 61801
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Detention Services
400 S. Art Bartell Rd.
Urbana, IL 61802
Phone: (217) 384-3780
Fax: (217) 384-8617

make this determination once we have had the opportunity to review the final screens in JANO.

Thank you for your assistance and please let me know if you have any questions.

Sincerely,



Shannon L. Siders
Director

2024 Probation Services Fee Expenditure Proposal | Probation Champaign County | Circuit 6

Department Information

First Name: Shannon

Last Name: Siders

Email Address: ssiders@co.champaign.il.us

Organization: Probation

Are Probation Fees used for this Department?

Q8.) Are Probation Fees used for this department?

Yes

Source of Funding

Source of Funding - Probation Fees Fund

Probation Fee Fund	Sum
Balance at Start of Fiscal	1,997,936.00
Funding/Income	300,000.00
Department Fringe Benefits	0.00
IGA (Inter-Governmental Agreement) Revenue	0.00
Other Receivables	26,000.00

Source of Funding - Probation Operations Fees

No data found - your filters may be too exclusive!

Department Operations & Personnel

Department Fiscal Operations Proposed Spending	Sum
Bonuses	0.00
Contingency	0.00
Department Fringe Benefits - (FICA, Worker's Compensation, Unemployment, IMRF, Medical, Dental, and Life Insurance)	0.00
Longevity	0.00
Merit	0.00
Overtime	0.00
Personnel Payouts	0.00
Reimbursements to Staff	0.00
Salaries	0.00
Salary Shortfall	0.00
Tuition Reimbursement	0.00
OTHER - Salary	0.00

Department Operations Proposed Spending	Sum
Advertising	0.00
Applicant & Employee Psychological Testing/Evaluations	10,500.00
Auto Expenses	0.00
Boilers	0.00
Building Rent/Mortgage/Bond	0.00
Capital Expenses	10,000.00
Car Communication Systems	0.00
Case Management System Development (e.g., implementing, building compliance with data requirements)	0.00
Case Management License (e.g., new software)	0.00
Case Management Services (e.g., maintaining)	0.00
Cell Phone Chargers	0.00
Chairs	0.00
Computer Hardware (e.g., laptops, printers)	0.00
Computer Software (e.g., MS Office, Adobe Suite, Video conferencing)	200.00
Computer Video Equipment	0.00
Conducted Energy Devices (CEDs)	0.00
COVID Expenses - (e.g., cleaning)	0.00
COVID Testing	0.00
Desks	0.00
Destruction of Records Service	0.00
Document Shredding	750.00
Dues	0.00
Electric	0.00
Employee Drug Testing	0.00
Equipment Maintenance (identify type of "equipment")	3,050.00
Equipment Rentals	0.00
Firearm Ammunition	0.00
Firearms	0.00
Gas - Auto	0.00
Gas - Building	0.00
Hotspot/Wi-Fi Services	0.00

Icemaker	0.00
Improvements to Buildings	0.00
Ink	0.00
IT Support Contract	0.00
Job Posting/Hiring Ad	0.00
Kitchen Appliances	0.00
Laundry Services	0.00
Laundry & Cleaning Supplies	0.00
Maintenance/Cleaning Staff Salaries & Benefits	0.00
Medical Waste Disposal	0.00
Memberships (e.g., IPCSA)	3,400.00
Microfilming	0.00
Notary Services	0.00
Office Cleaning/Custodial Services	0.00
Office Copier/Printer/Scanner	1,200.00
Office Copier/Printer/Scanner Lease	0.00
Office Copier/Printer/Scanner Maintenance	0.00
Officer Safety Equipment	3,050.00
Office Supplies	0.00
Officer Uniforms	0.00
Oil changes	0.00
Oleoresin Capsicum: Pepper Spray	0.00
Operation Service Contracts	0.00
Paper	0.00
Pens	0.00
Phones - Cell	450.00
Phones - Landline	0.00
Police Radios	0.00
Postage	0.00
Printing/Duplication	0.00
Printer Toner	0.00
Property & Employee Liability Insurance	0.00
Public/Community Service Supplies	14,000.00

Publications, Printing, & Binding	0.00
Record/File Storage	0.00
Reimbursements to Other Probation Department(s)	0.00
Roofs	0.00
Security Computer & Video Equipment	10,000.00
Stamps	0.00
Subscriptions (e.g., journals, news papers)	0.00
Tracker Contract	0.00
Training - (accommodation reimbursements)	4,500.00
Training - (mileage)	0.00
Training - (per diem)	2,600.00
Training - (registration)	7,900.00
Travel Expenses - (accommodation reimbursements)	8,550.00
Travel Expenses - (home visits mileage)	0.00
Travel Expenses - (per diem)	2,000.00
Travel Expenses - (work meetings mileage)	0.00
Utilities	0.00
Vehicle Lease	0.00
Vehicle Maintenance	0.00
Vehicle Purchase	40,000.00
Vests	0.00
Waste Disposal & Recycling	0.00
Water - Building	0.00
Water - Coolers / Bottled	0.00
Water Heaters	0.00
Web-cams	0.00
Work Release	0.00
Other Operations	0.00
Other Expenditures	1,350.00

Services

ClientServices Proposed Spending	Sum
Alcohol Testing	0.00
Alcohol Treatment	0.00
ASL - Language	500.00
Bus Fare / Tokens (Incentives)	0.00
Bus Fare / Tokens - Non-Incentive	1,000.00
Cash (Incentives)	0.00
Client Birth Records	0.00
Client Records	0.00
Cognitive Programming & Supplies	38,000.00
Cognitive Programming	0.00
Cognitive Supplies	0.00
Community Service Supervision Contract	0.00
Contracted Services	0.00
COVID-19 Testing	0.00
Drug/Alcohol Testing	26,000.00
Drug/Alcohol Treatment	10,000.00
Drug Testing	-
Drug Treatment	0.00
DVI Assessments	0.00
Educational Programs & Supplies	10,000.00
Educational Programs	0.00
Educational Supplies	0.00
Electronic Monitoring/GPS	17,700.00
Employment Services	1,000.00
Food - Non-Incentive	9,500.00
Food/Snacks/Candy (Incentives)	0.00
Foreign Language Interpreters	30,000.00
Foster Care Placement	0.00
Gloves - Medical	0.00

Good-time Credit (Incentives)	0.00
GPS Equipment	0.00
Graduation Ceremony	0.00
Group Counseling Services	0.00
Hospital Miscellaneous	0.00
Incentives	0.00
In County Detention	0.00
Individual Counseling Services	0.00
Individual & Group Counseling Services	49,100.00
Inpatient Alcohol Treatment	0.00
Inpatient Drug Treatment	0.00
IPPC Sex Offender Contract	0.00
JSOP - Counseling	0.00
Language Access Services	0.00
Legal Notice(s)	0.00
LexisNexis Contract	0.00
Medical Miscellaneous	0.00
Medications/Prescriptions	1,000.00
Medical Supplies	5,000.00
Medical Treatment	0.00
Medical Waste Disposal	2,500.00
Movie Tickets (Incentives)	0.00
Other Detention Cost	25,000.00
Out of County Detention	0.00
Outpatient Alcohol Treatment	10,000.00
Outpatient Drug Treatment	10,000.00
Oxford Housing	0.00
Polygraph Testing	3,000.00
Prescriptions	0.00
Project Stipends	0.00
Psychological Evaluations	0.00
Psychological Testing/Evaluations	45,000.00
Psychological Testing	0.00

Psychological Treatment	20,000.00
Public/Community Service Supervision Contract	0.00
Public Service Supervision Contract	0.00
RANT Assessments	0.00
Redeploy Programming	0.00
Residential Facilities	0.00
Residential Placement	0.00
Risk Assessment	0.00
Salaries - (Contracted specific to client/resident services)	0.00
Shipping - Alc/Drug Tests	0.00
SNAP Contracts	0.00
STD Testing	0.00
Television (Incentives)	0.00
Text Message Appointment Reminders	1,500.00
Track Phones (Incentives)	0.00
Track Phone Minutes (Incentives)	0.00
Transportation	2,000.00
Treatment Services	0.00
Vaccines	0.00
Water Coolers / Water	0.00
Water Dyes - Alc/Drug Testing	0.00
Other Contracts	0.00
Other Services	2,500.00

"Other" Expenses

"Other" Expenses Proposed Spending	Sum
Chief Judge	0.00
Juror Fees	0.00
Lawyer	0.00
Legal Notice(s)	0.00
Statute Updates	0.00
Security Services	0.00
Witness Fees	0.00
"Other" Expenses	0.00

How Expenses Are Covered | Department Personnel

Department Fringe Benefits

No data found - your filters may be too exclusive!

Department Salaries

No data found - your filters may be too exclusive!

Other Salary

No data found - your filters may be too exclusive!

Overtime

No data found - your filters may be too exclusive!

Personnel Payouts

No data found - your filters may be too exclusive!

Salary Shortfall

No data found - your filters may be too exclusive!

How Expenses Are Covered | Services

In County Detention

No data found - your filters may be too exclusive!

Out of County Detention

No data found - your filters may be too exclusive!

Other Detention Costs

Field	Sum
Probation Fees Fund	0.00
Probation Operation Fees Fund	25,000.00

Cognitive Programming & Supplies

Funding Source	Sum
Probation Fees Fund	38,000.00
Probation Operation Fees Fund	0.00

Contracted Services

Funding Source	Sum
----------------	-----

Probation Fees Fund	20,000.00
Probation Operation Fees Fund	0.00

Drug/Alcohol Testing

Funding Source	Sum
Probation Fees Fund	26,000.00
Probation Operation Fees Fund	0.00

Alcohol/Drug Treatment

Funding Source	Sum
Probation Fees Fund	30,000.00
Probation Operation Fees Fund	0.00

Educational Programs & Supplies

Funding Source	Sum
Probation Fees Fund	10,000.00
Probation Operation Fees Fund	0.00

Electronic Monitoring/GPS

Funding Source	Sum
Probation Fees Fund	17,700.00
Probation Operation Fees Fund	0.00

Employment Services

Funding Source	Sum
Probation Fees Fund	1,000.00
Probation Operation Fees Fund	0.00

Incentives

Funding Source	Sum
Probation Fees Fund	9,500.00
Probation Operation Fees Fund	0.00

Group & Individual Counseling Services

Funding Source	Sum
Probation Fees Fund	49,100.00
Probation Operation Fees Fund	0.00

Language Access Services

Funding Source	Sum
Probation Fees Fund	30,500.00
Probation Operation Fees Fund	0.00

Medical & Health Related Expenses

Funding Source	Sum
Probation Fees Fund	8,500.00
Probation Operation Fees Fund	0.00

Psychological Testing & Evaluations

Funding Source	Sum
Probation Fees Fund	45,000.00
Probation Operation Fees Fund	0.00

Public/Community Service Supervision Contract

No data found - your filters may be too exclusive!

Polygraph Testing

Funding Source	Sum
Probation Fees Fund	3,000.00
Probation Operation Fees Fund	0.00

Residential Placement

No data found - your filters may be too exclusive!

Transportation

Funding Source	Sum
Probation Fees Fund	2,000.00
Probation Operation Fees Fund	0.00

Other Contracts

No data found - your filters may be too exclusive!

Other Services

Funding Source	Sum
Probation Fees Fund	4,000.00
Probation Operation Fees Fund	0.00

How Expenses Are Covered | Department Operations

Auto Expenses

Funding Source	Sum
Probation Fees Fund	0.00
Probation Operation Fees Fund	40,000.00

Building Rent/Mortgage/Bond

No data found - your filters may be too exclusive!

Case Management System

No data found - your filters may be too exclusive!

Technology Expenses

Funding Source	Sum
Probation Fees Fund	200.00
Probation Operation Fees Fund	10,000.00

Employee Drug Testing

No data found - your filters may be too exclusive!

Laundry & Cleaning Services

No data found - your filters may be too exclusive!

Maintenance/Cleaning Staff Salaries & Benefits

No data found - your filters may be too exclusive!

Memberships, Dues, Subscriptions

Funding Source	Sum
Probation Fees Fund	3,400.00
Probation Operation Fees Fund	0.00

Office Supplies

Funding Source	Sum
Probation Fees Fund	1,200.00
Probation Operation Fees Fund	0.00

Safety Equipment

Funding Source	Sum
Probation Fees Fund	3,050.00
Probation Operation Fees Fund	0.00

Officer Uniforms

No data found - your filters may be too exclusive!

Operation Service Contracts

Funding Source	Sum
Probation Fees Fund	3,050.00
Probation Operation Fees Fund	0.00

Applicant & Employee Psychological Testing/Evaluations

Funding Source	Sum
Probation Fees Fund	10,500.00
Probation Operation Fees Fund	0.00

Work Release/Public/Community Service Supplies

Funding Source	Sum
Probation Fees Fund	14,000.00
Probation Operation Fees Fund	0.00

Training

Funding Source	Sum
Probation Fees Fund	15,000.00
Probation Operation Fees Fund	0.00

Travel Expenses

Funding Source	Sum
Probation Fees Fund	10,550.00
Probation Operation Fees Fund	0.00

Utilities

Funding Source	Sum
Probation Fees Fund	1,200.00
Probation Operation Fees Fund	0.00

Capital Expenses

Funding Source	Sum
Probation Fees Fund	10,000.00
Probation Operation Fees Fund	0.00

Reimbursement to Other Department/Funding Source

No data found - your filters may be too exclusive!

Other Operations

No data found - your filters may be too exclusive!

Other Expenditures

Funding Source	Sum
Probation Fees Fund	1,350.00

22

Probation Operation Fees Fund

0.00

How Expenses Are Covered | "Other" Expenses

"Other" Expenses

No data found - your filters may be too exclusive!

2024 Probation Services Fee Expenditure Proposal PSC | Drug (Adult) Champaign County | Circuit 6

Department Information

First Name: Shannon

Last Name: Siders

Email Address: ssiders@champaigncountyil.gov

Organization: Problem Solving Court

Are Probation Fees used for this Department?

Q8.) Are Probation Fees used for this department?

Yes

Problem-Solving Court Information

Population Served: Adult

Court Type: Drug

If Hybrid & Other (Select all): No data found - your filters may be too exclusive!

Other (Text Entry): No data found - your filters may be too exclusive!

If "Multiple" (Select All): No data found - your filters may be too exclusive!

Hybrid & Other (Text Entry): No data found - your filters may be too exclusive!

Other (Text Entry): No data found - your filters may be too exclusive!

Court Name(s):

Court 1: Champaign County Drug Court

Court 2: No data found - your filters may be too exclusive!

Court 3: No data found - your filters may be too exclusive!

Court 4: No data found - your filters may be too exclusive!

Court 5: No data found - your filters may be too exclusive!

Court 6: No data found - your filters may be too exclusive!

Court 7: No data found - your filters may be too exclusive!

Court 8: No data found - your filters may be too exclusive!

Court 9: No data found - your filters may be too exclusive!

Court 10: No data found - your filters may be too exclusive!

Court 11: No data found - your filters may be too exclusive!

Court 12: No data found - your filters may be too exclusive!

Court 13: No data found - your filters may be too exclusive!

Court 14: No data found - your filters may be too exclusive!

Court 15: No data found - your filters may be too exclusive!

Court 16: No data found - your filters may be too exclusive!

Court 17: No data found - your filters may be too exclusive!

Court 18: No data found - your filters may be too exclusive!

Court 19: No data found - your filters may be too exclusive!

Court 20: No data found - your filters may be too exclusive!

Is this department using Probation Services Fees to fund this operation? Yes

Source of Funding

Source of Funding - Probation Fees Fund

Probation Fee Fund	Sum
Balance at Start of Fiscal	19,979,936.00
Funding/Income	300,000.00
Department Fringe Benefits	0.00
IGA (Inter-Governmental Agreement) Revenue	0.00
Other Receivables	26,000.00

Source of Funding - Probation Operations Fees

No data found - your filters may be too exclusive!

Department Operations & Personnel

Department Fiscal Operations Proposed Spending	Sum
Bonuses	0.00
Contingency	0.00
Department Fringe Benefits - (FICA, Worker's Compensation, Unemployment, IMRF, Medical, Dental, and Life Insurance)	0.00
Longevity	0.00
Merit	0.00
Overtime	0.00
Personnel Payouts	0.00
Reimbursements to Staff	0.00
Salaries	0.00
Salary Shortfall	0.00
Tuition Reimbursement	0.00
OTHER - Salary	0.00

Department Operations Proposed Spending	Sum
Advertising	0.00
Applicant & Employee Psychological Testing/Evaluations	0.00
Auto Expenses	0.00
Boilers	0.00
Building Rent/Mortgage/Bond	0.00
Capital Expenses	0.00
Car Communication Systems	0.00
Case Management System Development (e.g., implementing, building compliance with data requirements)	0.00
Case Management License (e.g., new software)	0.00
Case Management Services (e.g., maintaining)	0.00
Cell Phone Chargers	0.00
Chairs	0.00
Computer Hardware (e.g., laptops, printers)	0.00

Computer Software (e.g., MS Office, Adobe Suite, Video conferencing)	0.00
Computer Video Equipment	0.00
Conducted Energy Devices (CEDs)	0.00
COVID Expenses - (e.g., cleaning)	0.00
COVID Testing	0.00
Desks	0.00
Destruction of Records Service	0.00
Document Shredding	0.00
Dues	0.00
Electric	0.00
Employee Drug Testing	0.00
Equipment Maintenance (identify type of "equipment")	0.00
Equipment Rentals	0.00
Firearm Ammunition	0.00
Firearms	0.00
Gas - Auto	0.00
Gas - Building	0.00
Hotspot/Wi-Fi Services	0.00
Icemaker	0.00
Improvements to Buildings	0.00
Ink	0.00
IT Support Contract	0.00
Job Posting/Hiring Ad	0.00
Kitchen Appliances	0.00
Laundry Services	0.00
Laundry & Cleaning Supplies	0.00
Maintenance/Cleaning Staff Salaries & Benefits	0.00
Medical Waste Disposal	0.00
Memberships (e.g., IPCSA)	100.00
Microfilming	0.00
Notary Services	0.00
Office Cleaning/Custodial Services	0.00
Office Copier/Printer/Scanner	0.00

Office Copier/Printer/Scanner Lease	0.00
Office Copier/Printer/Scanner Maintenance	0.00
Officer Safety Equipment	0.00
Office Supplies	0.00
Officer Uniforms	0.00
Oil changes	0.00
Oleoresin Capsicum: Pepper Spray	0.00
Operation Service Contracts	0.00
Paper	0.00
Pens	0.00
Phones - Cell	0.00
Phones - Landline	0.00
Police Radios	0.00
Postage	0.00
Printing/Duplication	0.00
Printer Toner	0.00
Property & Employee Liability Insurance	0.00
Public/Community Service Supplies	0.00
Publications, Printing, & Binding	0.00
Record/File Storage	0.00
Reimbursements to Other Probation Department(s)	0.00
Roofs	0.00
Security Computer & Video Equipment	0.00
Stamps	0.00
Subscriptions (e.g., journals, news papers)	0.00
Tracker Contract	0.00
Training - (accommodation reimbursements)	2,500.00
Training - (mileage)	0.00
Training - (per diem)	400.00
Training - (registration)	2,500.00
Travel Expenses - (accommodation reimbursements)	0.00
Travel Expenses - (home visits mileage)	0.00
Travel Expenses - (per diem)	0.00

Travel Expenses - (work meetings mileage)	0.00
Utilities	0.00
Vehicle Lease	0.00
Vehicle Maintenance	0.00
Vehicle Purchase	0.00
Vests	0.00
Waste Disposal & Recycling	0.00
Water - Building	0.00
Water - Coolers / Bottled	0.00
Water Heaters	0.00
Web-cams	0.00
Work Release	0.00
Other Operations	0.00
Other Expenditures	0.00

Services

Client Services Proposed Spending	Sum
Alcohol Testing	0.00
Alcohol Treatment	0.00
ASL - Language	0.00
Bus Fare / Tokens (Incentives)	0.00
Bus Fare / Tokens - Non-Incentive	0.00
Cash (Incentives)	0.00
Client Birth Records	0.00
Client Records	0.00
Cognitive Programming & Supplies	15,000.00
Cognitive Programming	0.00
Cognitive Supplies	0.00
Community Service Supervision Contract	0.00
Contracted Services	0.00

COVID-19 Testing	0.00
Drug/Alcohol Testing	26,000.00
Drug/Alcohol Treatment	0.00
Drug Testing	0.00
Drug Treatment	0.00
DVI Assessments	0.00
Educational Programs & Supplies	0.00
Educational Programs	0.00
Educational Supplies	0.00
Electronic Monitoring/GPS	4,300.00
Employment Services	0.00
Food - Non-Incentive	0.00
Food/Snacks/Candy (Incentives)	0.00
Foreign Language Interpreters	0.00
Foster Care Placement	0.00
Gloves - Medical	0.00
Good-time Credit (Incentives)	0.00
GPS Equipment	0.00
Graduation Ceremony	0.00
Group Counseling Services	0.00
Hospital Miscellaneous	0.00
Incentives	0.00
In County Detention	0.00
Individual Counseling Services	0.00
Individual & Group Counseling Services	4,400.00
Inpatient Alcohol Treatment	0.00
Inpatient Drug Treatment	0.00
IPPC Sex Offender Contract	0.00
JSOP - Counseling	0.00
Language Access Services	0.00
Legal Notice(s)	0.00
LexisNexis Contract	0.00
Medical Miscellaneous	0.00

Medications/Prescriptions	0.00
Medical Supplies	0.00
Medical Treatment	0.00
Medical Waste Disposal	0.00
Movie Tickets (Incentives)	0.00
Other Detention Cost	0.00
Out of County Detention	0.00
Outpatient Alcohol Treatment	0.00
Outpatient Drug Treatment	0.00
Oxford Housing	0.00
Polygraph Testing	0.00
Prescriptions	0.00
Project Stipends	0.00
Psychological Evaluations	0.00
Psychological Testing/Evaluations	0.00
Psychological Testing	0.00
Psychological Treatment	0.00
Public/Community Service Supervision Contract	0.00
Public Service Supervision Contract	0.00
RANT Assessments	0.00
Redeploy Programming	0.00
Residential Facilities	0.00
Residential Placement	0.00
Risk Assessment	0.00
Salaries - (Contracted specific to client/resident services)	0.00
Shipping - Alc/Drug Tests	0.00
SNAP Contracts	0.00
STD Testing	0.00
Television (Incentives)	0.00
Text Message Appointment Reminders	0.00
Track Phones (Incentives)	0.00
Track Phone Minutes (Incentives)	0.00
Transportation	0.00

Treatment Services	0.00
Vaccines	0.00
Water Coolers / Water	0.00
Water Dyes - Alc/Drug Testing	0.00
Other Contracts	0.00
Other Services	0.00

"Other" Expenses

"Other" Expenses Proposed Spendin	Sum
Chief Judge	0.00
Juror Fees	0.00
Lawyer	0.00
Legal Notice(s)	0.00
Statute Updates	0.00
Security Services	0.00
Witness Fees	0.00
"Other" Expenses	0.00

How Expenses Are Covered | Department Personnel

Department Fringe Benefits

No data found - your filters may be too exclusive!

Department Salaries

No data found - your filters may be too exclusive!

Other Salary

No data found - your filters may be too exclusive!

Overtime

No data found - your filters may be too exclusive!

Personnel Payouts

No data found - your filters may be too exclusive!

Salary Shortfall

No data found - your filters may be too exclusive!



How Expenses Are Covered | Services

In County Detention

No data found - your filters may be too exclusive!

Out of County Detention

No data found - your filters may be too exclusive!

Other Detention Costs

No data found - your filters may be too exclusive!

Cognitive Programming & Supplies

Funding Source	Sum
Probation Fees Fund	15,000.00
Probation Operation Fees Fund	0.00

Contracted Services

No data found - your filters may be too exclusive!

Drug/Alcohol Testing

Funding Source	Sum
Probation Fees Fund	26,000.00
Probation Operation Fees Fund	0.00

Alcohol/Drug Treatment

No data found - your filters may be too exclusive!

Educational Programs & Supplies

No data found - your filters may be too exclusive!

Electronic Monitoring/GPS

Funding Source	Sum
Probation Fees Fund	4,300.00
Probation Operation Fees Fund	0.00

Employment Services

No data found - your filters may be too exclusive!

Incentives

No data found - your filters may be too exclusive!

Group & Individual Counseling Services

Funding Source	Sum
Probation Fees Fund	4,400.00
Probation Operation Fees Fund	0.00

Language Access Services

No data found - your filters may be too exclusive!

Medical & Health Related Expenses

No data found - your filters may be too exclusive!

Psychological Testing & Evaluations

No data found - your filters may be too exclusive!

Public/Community Service Supervision Contract

No data found - your filters may be too exclusive!

Polygraph Testing

No data found - your filters may be too exclusive!

Residential Placement

No data found - your filters may be too exclusive!

Transportation

No data found - your filters may be too exclusive!

Other Contracts

No data found - your filters may be too exclusive!

Other Services

No data found - your filters may be too exclusive!

How Expenses Are Covered | Department Operations

Auto Expenses

No data found - your filters may be too exclusive!

Building Rent/Mortgage/Bond

No data found - your filters may be too exclusive!

Case Management System

No data found - your filters may be too exclusive!

Technology Expenses

No data found - your filters may be too exclusive!

Employee Drug Testing

No data found - your filters may be too exclusive!

Laundry & Cleaning Services

No data found - your filters may be too exclusive!

Maintenance/Cleaning Staff Salaries & Benefits

No data found - your filters may be too exclusive!

Memberships, Dues, Subscriptions

Funding Source	Sum
Probation Fees Fund	100.00
Probation Operation Fees Fund	0.00

Office Supplies

No data found - your filters may be too exclusive!

Safety Equipment

No data found - your filters may be too exclusive!

Officer Uniforms

No data found - your filters may be too exclusive!

Operation Service Contracts

No data found - your filters may be too exclusive!

Applicant & Employee Psychological Testing/Evaluations

No data found - your filters may be too exclusive!

Work Release/Public/Community Service Supplies

No data found - your filters may be too exclusive!

Training

Funding Source	Sum
Probation Fees Fund	5,400.00
Probation Operation Fees Fund	0.00

Travel Expenses

No data found - your filters may be too exclusive!

Utilities

No data found - your filters may be too exclusive!

Capital Expenses

No data found - your filters may be too exclusive!

Reimbursement to Other Department/Funding Source

No data found - your filters may be too exclusive!

Other Operations

No data found - your filters may be too exclusive!

Other Expenditures

No data found - your filters may be too exclusive!

How Expenses Are Covered | "Other" Expenses

"Other" Expenses

No data found - your filters may be too exclusive!

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 2023-5


Re: Code of Professional Conduct for Probation/Court Services Personnel

WHEREAS Circuit-wide Administrative Order 95-3, as amended, addresses the Code of Professional Services for Probation and Court Services within the Sixth Judicial Circuit;

WHEREAS, the Illinois Supreme Court has adopted, through the Administrative Office of Illinois Courts, an updated Code of Professional Conduct for Probation/Court Services Personnel which would then create consistent practices and expectations throughout the State.

THEREFORE, Circuit-wide Administrative Order 95-3, as amended, is rescinded. The Illinois Supreme Court's Code of Professional Conduct for Probation/Court Services Personnel, attached, is hereby adopted for the Sixth Judicial Circuit.

Date: 6-30-23

ENTER: 
Chief Judge Randall B Rosenbaum

**Illinois Supreme Court
Code of Professional Conduct for Probation/Court Services Personnel**

Preamble

Employment in the court system is a public trust justified by the confidence that Illinois residents hold in those individuals employed by the judicial branch. To remain faithful to that trust, probation/court services personnel must observe high standards of conduct to ensure that the integrity and independence of the courts are preserved and reflect a devotion to public service. In recognition of the essential role that probation/court services personnel play in the administration of justice in the State of Illinois, this code is adopted to promote the integrity, efficiency and professionalism of probation services.

Probation/court services personnel must engender public confidence that those matters involving life, liberty, and property are made through established procedures. An employee of the probation department shall not use the employee's position to obtain personal benefits to avoid not only impropriety but the appearance of impropriety.

It is the Supreme Court's expectation that probation/court services personnel will carry out all assigned duties with loyalty to the principles embodied in this Code. Probation/court services personnel must uphold the Constitution, laws, and legal regulations of the United States, the State of Illinois and all governments therein, and never be a party to their evasion. Probation/court services personnel shall abide by the standards in this Code and shall endeavor to expose violations of this Code wherever they may appear to exist.

Applicability

The phrase "probation/court services personnel" refers to all individuals who work within the probation/court services department. The adoption of this Code of Conduct vests no rights in

probation/court services personnel and creates no limitation on previously existing rights of the Supreme Court of Illinois, Chief Circuit Court judges and supervisory personnel with respect to the hiring, setting of terms and conditions of employment, discipline, and discharge of probation/court services employees.

Section 1. Performance of Duties

- A. All probation/court services personnel shall respect the authority and follow the directives of the court, recognizing at all times that they are an extension of the court.
- B. All probation/court services personnel shall respect the civil and legal rights of all persons.
- C. All probation/court services personnel shall recognize and respect the appropriate limits of the services offered by the probation/court services profession, and direct individuals to alternative resources when necessary and proper.
- D. Each person in the probation department shall conduct each case with appropriate concern for the probationer's welfare, the public's interest, and with no purpose of personal gain.
- E. All probation/court services personnel shall maintain relationships with colleagues in such a manner to promote mutual respect and improvement of the quality of services provided.
- F. All probation/court services personnel shall respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.
- G. All probation/court services personnel shall observe and uphold all federal and state laws and comply with all applicable statutes, rules, regulations, and other provisions governing probation/court services personnel in the discharge of their official duties.
- H. All probation/court services personnel shall respect and protect the right of the public to be safeguarded from criminal/delinquent activity.
- I. All probation/court services personnel shall be diligent in their responsibility to accurately record and make available for review any and all case information which would contribute to sound decisions affecting a probationer or the public safety.

- J. All probation/court services personnel shall clearly distinguish between those public statements that are personal views and those that are statements and positions on behalf of a department. Only those employees authorized to do so shall make public statements approved by the chief judge or his/her designee on behalf of the department and the court.
- K. All probation/court services personnel shall not discriminate against any employee, prospective employee, or probationer on the basis of race, sex, creed, or national origin.
- L. No probation department person shall falsify or improperly alter or destroy any records or documents relating to the operation of the probation department.
- M. All probation/court services personnel shall perform official duties properly and with diligence; every probation department employee shall maintain or obtain current licenses or certifications as required by law or court rule.
- N. All probation/court services personnel acknowledges that the possession of, use of, or impairment from a federally controlled substance, including cannabis, during working hours, and on work premises is prohibited, unless as approved by policy and procedures for business purposes.
- O. All probation/court services personnel shall not use, beyond de minimis use, any office supplies, personnel, or resources to carry out personal activities or for personal use in any unauthorized manner.
- P. All probation/court services personnel shall report without reservation any illegal behavior or violations of this code on the part of other probation department employees, probationers, or other individuals, which could affect either a probationer or the integrity of the department.
- Q. All probation/court services personnel shall immediately report to their supervisor any attempt by any person to induce them to violate any of the standards set forth in this Code of Professional Conduct.

Section 2. Confidentiality

- A. All probation/court services personnel shall maintain the integrity of private information, use reasonable efforts to seek only that personal data needed to perform their responsibilities, and not reveal case information to unauthorized persons.

- B. No probation department employee shall either initiate or repeat *ex parte* communications from litigants, witnesses, or attorneys to judges, jury members, or any other person, unless mandated by Supreme Court policy, a provision of law, or other rule or procedure.

Section 3. Improper Use of Position and Related Prohibitions

- A. No probation/court services personnel shall use their official position to secure privileges or advantages.
- B. No probation/court services personnel shall accept any gift or favor of a nature which implies an obligation that is inconsistent with the free and objective exercise of professional responsibilities.
- C. No probation/court services personnel shall solicit or accept any gift, favor, or compensation for anything to do with or related to the performance of official duties, or for anything that might compromise the integrity of the court as provided by 730 ILCS 110/14.
- D. All probation/court services personnel shall use the resources, property, personnel facilities, equipment, time, or funds under the employee's official control judiciously and solely in accordance with prescribed statutory and regulatory procedures.
- E. No probation/court services personnel shall discriminate by dispensing special favors to anyone, whether or not for remuneration, nor shall any employee so act that the employee is unduly affected or appears to be affected by kinship, rank, position, or influence of any party or person.

Section 4. Conflicts of Interest

- A. All probation/court services personnel shall avoid conflicts of interest in the performance of professional duties.
- B. No probation/court services personnel shall permit personal interest to impair the objectivity which is to be maintained in their official capacity.

- C. Probation/court services personnel should refrain from engaging in personal activities, including participation in organizations and politics, if such engagement unduly influences or burdens the performance of duties or creates a conflict of interest that could damage the reputation of the employee or the court.
- D. No probation/court services personnel shall develop a relationship with probationers other than that necessary to conduct business.
- E. Probation/court services personnel shall disclose to the employee's supervisor any relationships with individuals currently or previously supervised by the court so that actions may be taken to avoid the appearance of impropriety.
- F. Probation/court services personnel shall not conduct financial or business dealings with probationers, including but not limited to such matters as serving as fiduciary, accepting or making loans, or cosigning promissory notes.
- G. Probation/court services personnel shall not engage in any financial or business dealings which may create an actual conflict of interest with their official duties, or which may create the appearance of a conflict of interest with their official duties.
- H. All appointments, promotions, or dismissals in the probation department must be made on the basis of merit only and cannot be influenced by favoritism or nepotism.
- I. All probation/court services personnel shall exercise diligence to become aware of actual or perceived conflicts of interest, disclose conflicts to the designated authority, and, as appropriate, take steps to resolve conflicts when they arise.