

Attachment 19: Current Collective Bargaining Agreement(s)
(If applicable)

Attached



ILLINOIS FOP LABOR COUNCIL

and

THE CHIEF JUDGE OF THE SIXTH JUDICIAL CIRCUIT - CHAMPAIGN COUNTY PROBATION

Adult and Juvenile Probation Officers

January 1, 2017 – December 31, 2019

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COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**ILLINOIS FRATERNAL ORDER OF POLICE
LABOR COUNCIL**

**ON BEHALF OF AND WITH THE BARGAINING UNIT
MEMBERS OF THE CHAMPAIGN COUNTY ADULT AND
JUVENILE PROBATION OFFICERS**

AND

THE CHIEF JUDGE OF THE 6th JUDICIAL CIRCUIT

January 1, 2017 through December 31, 2019

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AGREEMENT

This Agreement is entered into by and between the Chief Judge of the Sixth Judicial Circuit (hereinafter referred to as the "Employer") and the Illinois Fraternal Order of Police Labor Council on behalf of the Adult and Juvenile Probation Officers working in Champaign County (hereinafter referred to as the "Council").

PREAMBLE

WHEREAS, it is the intent and purpose of the parties hereto to set forth the agreement between them for the term hereof concerning rates of pay, wages, hours of employment and other working conditions to be observed by them and the employees covered hereby and to establish an equitable and peaceful procedure for the resolution of differences; and

WHEREAS, the parties recognize the constitutional, statutory, and inherent powers of the Judicial Branch of government and agree that no provision of this Agreement may be interpreted or enforced in such a manner as to interfere with the constitutional, statutory, and inherent powers of the Judicial Branch; and

WHEREAS, the parties recognize the central role of the Employer in assuring compliance with the laws, the constitution of the State of Illinois, and the United States Constitution; and

WHEREAS, the parties recognize the vital and necessary role of the employees in carrying out the day-to-day work of the judicial system; and

WHEREAS, the parties recognize that the users of the court's services demand and have a constitutional right to the prompt and efficient adjudication of complaints and disputes, and insist upon the fullest protection of common law, statutory, civil, and constitutional rights; and

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, the parties do mutually covenant and agree as follows:

ARTICLE I - RECOGNITION

The Employer recognizes the Council as the sole and exclusive bargaining representative in all matters concerning and pertaining to wages, hours of work, and other terms and conditions of employment for employees in the positions described below as certified by the Illinois State Labor Relations Board, Case #S-RC-97-90.

Included: All Adult and Juvenile Court Services Officers, including Senior Court Services Officers, working within Champaign County.

Excluded: Director of Court Services, Assistant Director of Court Services, all Supervisors and the Chief Administrative Probation Officer, all managerial, confidential and

other employees of the Employer, and other employees excluded under the Illinois Public Labor Relations Act.

ARTICLE II - MANAGEMENT'S RIGHTS

Except as expressly amended, changed or modified by a provision of this Agreement, subject to the general administrative and supervisory authority of the Illinois Supreme Court, the Chief Judge retains traditional and constitutional rights to operate the Judiciary. The Chief Judge retains the respective rights as Employer enumerated below and as modified by the Illinois Public Labor Relations Act. Such management rights include, but are not limited to, the following:

- (a) to plan, direct, control, and determine all operations and services of the Judiciary;
- (b) to establish the qualifications for employment and to employ employees;
- (c) to establish reasonable work rules and work schedules and assign such;
- (d) to hire, promote, transfer, schedule, and assign employees in positions and to create, combine, modify, and eliminate positions within the Judiciary;
- (e) to suspend, demote, discharge, and to take other disciplinary action against employees for just cause (with the exception of probationary employees, who may be discharged without cause);
- (f) to establish reasonable work and productivity standards and, from time-to-time, amend such standards;
- (g) to lay off employees due to lack of work or funds or for other legitimate reasons;
- (h) to assign overtime;
- (i) to contract out for goods and services;
- (j) to maintain efficiency of operations and services of the Judiciary;
- (k) to determine the methods, means, organization, and number of personnel by which such operations and services shall be provided;
- (l) to maintain efficiency of the Employer's operations;
- (m) to take whatever action is necessary to comply with State and Federal law;
- (n) to secure equipment and facilities for the improvement of the operation;

- (o) to determine the kinds and amounts of services to be performed and the number and kind of classifications to perform such services;
- (p) to determine the methods, means and personnel by which operations are to be conducted to include minimum staffing requirements by program, unit, and division;
- (q) to establish standards for equipment, dress and grooming;
- (r) to determine the standards of professionalism required of the employees, and, from time-to-time, to change those standards;
- (s) to make changes, whenever necessary, to policies and procedures;
- (t) to administer and interpret policies considering changing circumstances and situations;
- (u) The Employer and the Council for the term of this Agreement each voluntarily waives the rights and each agrees that the other shall not be obligated to bargain over any subject that is covered in this Agreement, however, this waiver shall not apply to the impact of the exercise of management rights reserved to the Employer nor to subjects not provided for in this Agreement.

ARTICLE III - DUES DEDUCTION AND FAIR SHARE

Section 3.1. Dues Deduction

Upon receipt of a written and signed authorization form from an employee (attached as Appendix B), the Employer shall deduct the amount of the Council dues and the initiation fee, if any, set forth in such form and any authorized increase therein, from the wages of the employee and shall remit such deductions monthly to the Illinois Fraternal Order of Police Labor Council at the address designated by the Council in accordance with the laws of the State of Illinois, within thirty (30) days after the deductions have been made. The Council shall advise the Employer of any increase in dues, in writing, at least fifteen (15) days prior to its effective date.

Section 3.2. Fair Share

Any present employee who is not a member of the Council shall, as a condition of employment, be required to pay a fair share (not to exceed the amount of Council dues) of the cost of the collective bargaining process, contract administration in pursuing matters affecting wages, hours of work, and other conditions of employment, but not to exceed the amount of dues uniformly required of members. All employees in the bargaining unit hired on or after the effective date of this Agreement and who have not made application for membership, on or after the thirtieth (30th) day of their hire, will also be required to pay a fair share as defined above.

The Employer, with respect to any employee in whose behalf the Employer has not received a written authorization as provided for above, shall deduct from the wages of the employee, the fair share financial obligation, including any retroactive amount due and owing,

and shall forward said amount to the Council on the tenth (10th day of the month following the month in which the deduction is made, subject only to the following:

- a. the Council has certified to the Employer that the affected employee has been delinquent in his or her obligations for at least thirty (30) days;
- b. the Council has certified to the Employer that the affected employee has been notified in writing of the obligation and the requirement for each provision of this Article, and that the employee has been advised by the Council of the manner in which the Council has calculated their fair share fee;
- c. the Council has certified to the Employer that the affected employee has been given a reasonable opportunity to prepare and submit any objections to the payment and has been afforded an opportunity to have the said objections adjudicated before an impartial arbitrator assigned by the employee and the Council for the purpose of determining and resolving any objections the employee may have to the fair share fee.

Section 3.3. Membership List

The Employer shall request that the appropriate County official forward to the Illinois Fraternal Order of Police Labor Council a list to include the names of each employee that has paid dues or is paying a fair share obligation. The list shall include the names of each employee that has paid the dues as well as those employees, if any, that are paying a fair share obligation.

Section 3.4. Indemnification

The Council hereby indemnifies and agrees to hold the Employer harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the Employer for the purpose of complying with the provisions of this Article.

ARTICLE IV - DISCIPLINE

Section 4.1. Definition

The parties recognize the principle of progressive and corrective discipline for non-probationary employees. The right of the Employer to discipline for just cause is recognized by the Council. Disciplinary action may include, but is not limited to, the following:

- (a) **Oral Reprimand:** For what may be considered a minor infraction of the rules, supervisors may counsel the employee and make every effort to determine and resolve the issues(s) which led to the oral reprimand. It may be issued for minor infractions (i.e., being late for work, substandard job performance, etc.). The oral reprimand will not normally be placed in the employee's personnel file. Instead, the supervisor will create an "employee action log" (maintained by the Director, or the

Superintendent, Supervisors, and Chief Administrative Officer) where the supervisor is to

note the issuance of the oral reprimand. The original oral reprimand is to be attached to the employee action log. Although not normally part of the personnel file, reference to (or copies) of previously issued oral reprimands if less than twelve (12) months old may be noted in written reprimands, suspension notices or final written reprimands which are subject to filing in the personnel file. Oral reprimands are not subject to the grievance procedures.

(b) Written Reprimand: An employee may be issued a formal written reprimand for a violation of a departmental policy, county policy or the Code of Professional Conduct for Probation/Court Services, Sixth Judicial Circuit. The violation may be moderate in nature, in the judgment of the supervisory personnel issuing the reprimand (i.e., failure to respond to a previously issued oral reprimand or arguing with another member of the department in view of the public, etc.).

(c) Suspension: An employee may be suspended for a violation of departmental policy, county policy or the Code of Professional Conduct for Probation/ Court Services, Sixth Judicial Circuit. The violation may be of moderate to serious in nature, in the judgment of the supervisory personnel issuing the suspension (e.g., failure to respond to previously issued written reprimands, unsatisfactory work performance, etc.). Dependent upon the seriousness of the violation, the employee may be suspended (without pay) for up to seventy-five (75) hours.

(d) Final Reprimand: A final reprimand may only be issued by the Director. It may be issued for a single incident of misconduct or failure to respond to previously issued oral or written reprimand(s). In conjunction with the final reprimand, the employee may be suspended (without pay) for up to 225.0 hours. Following the suspension, the employee will be subject to a 90-day evaluation process. During the evaluation process, the employee is to be advised that he/she could be terminated even for a single further infraction of the rules and regulations of the department, county policy or violation of the Code of Professional Conduct for Probation/Court Services, Sixth Judicial Circuit. During the 90-day assessment period, the employee will meet with his/her immediate supervisor on a daily basis, and the progress of the employee is to be assessed and documented. The additional attention afforded the employee is necessary in an attempt to assist the employee in improving and sustaining job performance. If the employee does not improve and sustain performance, at the expiration of the 90-day assessment period, his/her employment with the department will be terminated.

(e) Discharge of an Employee: An employee can be terminated at any time, without regard to the aforementioned steps. Action can be done so if an employee is involved in an act, or fails to act, and in the Director's judgment, the employee's presence would be contrary to the best interest of the department or any of its employees. Also, the Director or supervisors do not necessarily have to follow the progressive discipline process, in the order as presented.

The agreement to use progressive and corrective disciplinary action does not prohibit the Employer in any case from imposing discipline which is commensurate with the severity of the

offense. The Employer and the Council, with the agreement of the employee, may agree to the use of a modified form of discipline. Such modified discipline shall not be precedent setting and shall not be subject to the grievance procedure. Written reprimands, final written reprimands, notifications of suspension and final written notices are forms of formal discipline and will be placed permanently in the employee's personnel file.

Section 4.2. Just Cause

Disciplinary action may be imposed upon an employee only for just cause. When an employee violates a departmental policy, county policy or the Code of Professional Conduct for Probation/Court Services, Sixth Judicial Circuit or otherwise performs or attend to the obligation of the job in an unacceptable fashion, the employee will be subject to discipline. Discipline shall be imposed as soon as practicable after the Employer is aware of the event or action giving rise to the discipline and has a reasonable period of time to investigate the matter.

Section 4.3. Pre-Disciplinary Meeting

For discipline other than oral or written reprimands, a pre-disciplinary meeting will be held between the Employer and the employee. The employee will be advised in writing as to the date and time of the meeting by his/her immediate supervisor, or another supervisor. The meeting is to be held within five (5) working days of said notice. The employee may elect to notify the Council of the meeting. At the pre-disciplinary meeting, the employee shall have the right to be represented by the Council at the meeting and the employee and the Council representative shall be given the opportunity to rebut or clarify the reasons for such discipline. The employee will be advised as to the reason for the contemplated disciplinary action and be provided with the names of witnesses and copies of documents relating to proposed disciplinary action. If the employee does not request Council representation, a Council representative shall nevertheless be entitled to be present as a non-active participant at any and all such meetings, unless such presence is objected to by the employee. Pre-disciplinary meetings shall be conducted during an employee's normal hours of work, unless the employee, the Council and the Employer mutually agree otherwise.

ARTICLE V - NO STRIKE OR LOCKOUT

Section 5.1. No Strike/No Lockout Commitment

Neither the Council nor any employee will call, initiate, authorize, participate in, sanction, encourage, or ratify any work stoppage or the concerted interference with the full, faithful and proper performance of the duties of employment with the Employer during the term of this Agreement. No employee shall refuse to cross any picket line, by whoever established, during the term of this Agreement.

Section 5.2. Resumption of Operations

In the event of action prohibited by Section 1 above, the Council immediately shall disavow such action and request the employees to return to work, and shall use its best efforts to achieve a prompt resumption of normal operations. The Council, including its officials and agents, shall not be liable for any damages, direct or indirect, upon complying with the requirements of this Section.

Section 5.3. Council Liability

Upon failure of the Council to comply with the provisions of Section 2 above, any agent or official of the Council who is an employee covered by this Agreement may be subject to the provisions of Section 4 below.

Section 5.4. Discipline of Strikers

Any employee who violates the provisions of Section 1 of this Article shall be subject to immediate discharge. Any action taken by the Employer against any employee who participates in action prohibited by Section 1 above, shall not be considered as a violation of this Agreement and shall not be subject to the provisions of the grievance procedure, except that the issue of whether an employee, in fact, participated in a prohibited action shall be subject to the grievance and arbitration procedure.

Section 5.5. No Lockout

The Employer agrees that it will not lock out employees during the term of this Agreement.

Section 5.6. Employer's Judicial Remedies

Nothing contained herein shall preclude the Employer from obtaining judicial restraint and damages in the event of a violation of this Article.

ARTICLE VI - DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE

Section 6.1. Definition of a Grievance

A grievance is defined as any unresolved difference of opinion between the Employer and any employee covered by this Agreement regarding the meaning of this Agreement as applied.

Section 6.2. Dispute Resolution

In the interest of resolving disputes at the earliest possible time, it is agreed that an attempt to resolve a dispute shall be made between the employee and his or her immediate supervisor. The employee shall make his or her complaint to his or her immediate supervisor within ten (10) working days of the date on which the employee knew or reasonably should have known of the event-giving rise to the complaint. The supervisor will notify the employee of the decision within ten (10) working days following the day when the complaint was made. Settlements or withdrawals at this step shall not constitute a precedent in the handling of other grievances. In the event of a complaint, employees shall first complete their assigned work tasks, and grieve later, unless it is reasonably believed that the assignment will endanger their safety.

Section 6.3. Representation

Grievances may be processed by the Council on behalf of an employee or on behalf of a group of employees. The Council may have the grievant or one grievant representing group grievances present at any step of the grievance procedure, and the employee is entitled to Council representation at each and every step of the grievance procedure upon the employee's

request. Grievances may be filed on behalf of two or more employees only if the same facts, issues, and requested remedy apply to all employees in the group.

Section 6.4. Subject Matter/Settlement

Only one subject matter shall be covered in any one grievance; oral reprimands shall not be subject to the grievance procedure. A grievance shall contain a statement of the grievant's position, the Article and Section of the Agreement allegedly violated, the date of the alleged violation, the relief sought, and the signature of the grieving employee(s) and the date. When the grievance is settled, the settlement shall be reduced to writing and signed by the Employer or his/her designees, the Council, and the grievant. Absent Council approval, no grievance may be settled with an individual grievant where the terms of that settlement are in violation of the terms of this Agreement.

Section 6.5. Time Limitation

Grievances may be withdrawn, settled, or granted at any step of the grievance procedure without precedent. Grievances not appealed within the designated time limits will be treated as withdrawn grievances. The Employer's failure to respond within the time limits shall not find in favor of the grievant, but shall automatically advance the grievance to the next step. Time limits may be extended or waived by mutual agreement.

Section 6.6. Grievance Processing

No employee or Council representative shall leave their work assignment to investigate, file or process grievances without first making mutual arrangements with the supervisor. In the event of a grievance, the employee shall always perform his or her assigned work tasks and submit the grievance later, unless the employee reasonably believes that the assignment endangers his or her safety.

Section 6.7. Grievance Meetings

A maximum of two (2) employees shall be excused from work with pay to participate in a Step 1 or Step 2 grievance meeting. The employee(s) shall only be excused for the amount of time reasonably required to present the grievance. The employee(s) shall not be paid for any time during which a grievance meeting occurs outside of the employee's work hours.

Section 6.8. Steps in Procedure

Disputes arising under this Agreement shall be resolved as outlined. In the event that an otherwise timely and appropriate grievance is filed at the wrong step or if a step is skipped, the employer may demand that the grievance be referred back to the appropriate step.

Notwithstanding the above, the parties may agree to begin the grievance process at a step other than Step 1 or to advance a grievance to a higher step.

Step 1 - Intermediate Supervisor

If no agreement is reached between the employee and the supervisor, as provided for in Section 6.2 Dispute Resolution, the grievant or the Council shall prepare a written grievance on a form mutually agreed to (attached as Appendix C) and present it to the Superintendent of the Juvenile Detention Center (or the designee of the Director of Court Services) no later than ten

(10) working days after the employee was notified of the decision of the supervisor. In no case shall the grievance be submitted in writing later than ten (10) working days from the date on which the employee knew or reasonably should have known of the occurrence giving rise to the grievance. Within ten (10) working days after the grievance has been submitted, the Superintendent of the Juvenile Detention Center shall meet with the grievant and the Council representative to discuss the grievance and make a good faith attempt to resolve the grievance. The Superintendent of the Juvenile Detention Center shall respond in writing to the grievant within ten (10) working days following the meeting.

Step 2 - Director of Court Services

If the grievance is not settled at Step 1, the grievance may be referred in writing within ten (10) working days after the decision of the Superintendent of the Juvenile Detention Center (or the designee of the Director of Court Services) to the Director of Court Services. Within ten (10) working days after the grievance has been filed, the Director of Court Services shall meet with the Council and the grievant to discuss the grievance and make a good faith effort to resolve the grievance. The Director of Court Services shall respond in writing to the grievant within ten working days following the meeting.

Step 3 - Presiding Judge

If the grievance is not settled at Step 2, the grievance may be referred in writing within ten (10) working days after the decision of the Director of Court Services to the Presiding Judge of Champaign County, or his or her designee. Within twenty (20) working days after the grievance has been filed, the Presiding Judge and/or his/her designee shall meet with the Council and the grievant to discuss the grievance and make a good faith effort to resolve the grievance. The Presiding Judge or his/her designee shall respond in writing to the grievant within ten (10) working days following the meeting.

Step 4 - Arbitration

If the dispute is not settled at Step 3, the matter may be submitted to arbitration by the Council, with notification to the Employer, within ten (10) working days after the Step 3 response or the expiration of the ten (10) day period if the Presiding Judge of Champaign County, or his or her designee, fails to render a written decision. Within twenty (20) working days after the matter has been submitted to arbitration, the Council and Employer shall jointly request the Federal Mediation and Conciliation Service (FMCS) to forward a list of recognized arbitrators. Upon receipt of such list, each party shall alternately strike a name from the list, until there is one name remaining. The remaining individual shall be the arbitrator. The order of striking names shall be determined by a coin toss. Either party reserves the right to reject one panel of arbitrators.

Both parties agree to make a good faith attempt to arrive at a joint statement of facts and issues to be submitted to the arbitrator.

The Employer and Council shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the expenses of its witnesses.

Once a determination is made that the matter is arbitrable or if such preliminary determination cannot be reasonably made, the arbitrator shall then proceed to determine the merits of the dispute.

The expenses and fees of arbitration and the cost of the hearing room shall be shared equally by the parties. Costs of arbitration shall include the arbitrator's fees and room cost.

The decision and award of the arbitrator shall be final and binding on the Employer, the Council and the employee(s) involved. The arbitrator shall have no power to amend, modify, nullify, ignore, add to, or subtract from, the provisions of the Agreement.

ARTICLE VII - NON-DISCRIMINATION

Section 7.1. Prohibition Against Discrimination

The Employer and Union shall not discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws. The Employer will continue to provide equal opportunity for all employees, and develop and apply equal employment practices.

Section 7.2. Union Membership

Neither the Employer nor the Union shall interfere with the right of employees covered by this Agreement to become or not become members of the Union, and there shall be no discrimination against any such employees because of Union membership or non-membership or the exercise of their lawful rights.

Section 7.3. Violations

Violations of Section 7.1 and 7.2 shall not be subject to the grievance and arbitration provisions of this Agreement. Violations of Section 7.1 and 7.2 must be pursued through the appropriate State or Federal agencies.

ARTICLE VIII - LABOR MANAGEMENT CONFERENCES

Section 8.1.

Representatives of the Employer and of the Council may meet from time-to-time on a reasonable basis.

It is understood that the above-referenced meetings are consensual. Nothing herein shall obligate the parties to such matters nor shall it inhibit the parties from meeting on a less formal basis, should circumstances allow.

Section 8.2.

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure may be discussed at labor-management conferences. However, any such discussion of a pending

grievance shall be non-binding on either party and solely for the purpose of exploring alternatives to settle such grievances. Such grievance discussion shall only be held by mutual agreement of the Employer and the Council.

Section 8.3.

When absence from work is required to attend labor-management conferences, Council members shall, before leaving their work station, give reasonable notice to and receive approval from their supervisor in order to remain in pay status. Supervisors shall not arbitrarily withhold approval of the absence. Council members attending such conferences shall be limited to two (2) on-duty employees. Travel expenses associated with any labor-management conferences shall be the responsibility of the employee.

ARTICLE IX - LAYOFF AND RECALL

Section 9.1. Layoff

The Employer in its discretion shall determine whether layoffs are necessary. Although not limited to the following, layoffs shall ordinarily be for lack of work and/or lack of funds. If it is determined that layoffs are necessary, employees will be laid off in the following order:

- (a) Probationary employees;
- (b) In the event of further reductions in force, employees will be laid off in accordance with their seniority within Court Services.

Section 9.2. Recall

Subject to DOC regulations, employees shall be recalled from layoff according to Court Services seniority. No new employees shall be hired until all employees on layoff desiring to return to work have been given the opportunity to return to work. Recall rights under this provision shall terminate eighteen (18) months after layoff. In the event of recall, eligible employees shall receive notice of recall by certified mail, return receipt requested. It is the responsibility of all employees eligible for recall to notify the Director of Champaign County Probation and Court Services, or his assignee, concerning any change of address during the recall term. Upon receipt of the notice of recall, eligible individuals shall have five (5) working days to notify the Director of Champaign County Probation and Court Services of their acceptance to recall. If the former employee fails to respond within five (5) working days upon receipt of said notice, or if the individual declines the opportunity for the assigned position, the next eligible former employee will be contacted. Any employee eligible for recall may request that his/her name be deleted from the list of individuals eligible for recall. If this should occur, the individual's name will be deleted and the rank on the seniority recall list adjusted accordingly. The employee failing to respond to a recall notice, or who can't report to work within fifteen (15) working days following receipt of recall notice, or elects not to accept the position offered will be moved to the bottom of the recall seniority list. Upon receiving the notice of recall, employees shall have five (5) working days to notify the Director of Court Services or the Director's designee of their acceptance of the recall. The employee shall have ten (10) working days

thereafter to report to duty, or less time if mutually agreed upon by the employee and the Employer.

In any situation where a position is eliminated, either due to lack of funding or cut-backs by the Administrative Office of the Illinois Courts, or by reduction of work force and/or lack of funding as mandated by the Champaign County Board, the employee with the least amount of seniority in the Department will be the first to be laid off in order to avoid a system flush. Employees whose positions have been eliminated shall be afforded the opportunity to replace the laid off individual and perform that individual's job duties. If the displaced employee elects to take the opening of the least senior employee in the Department, pay will be at the filled position's rate of pay (with corresponding years of service).

In the event of suspension of an entire specialized program or unit in the Department, the Employer reserves the right to reassign supervisory personnel.

ARTICLE X-IMPASSE PROCEDURE

The parties agree that nothing contained in this Agreement, or in the negotiations that preceded, waived or prejudiced either party's position relative to the applicability of 5 ILCS 315/14 to this bargaining unit.

ARTICLE XI - EMPLOYEE SECURITY AND PERSONNEL FILES

Section 11.1. Personnel File Inspection

Upon request of an employee, the Employer shall reasonably permit an employee to inspect his personnel file subject to the following:

- a. Such inspection need not occur immediately following receipt of the request, and upon Employer directive, inspection may take place in the presence of a representative of the Employer;
- b. The employee shall not be permitted to remove any part of the personnel file from the premises but may obtain copies of any information contained therein upon payment for the cost of copying (cost of copies shall be determined by using the current copying rate as established by the Champaign County Circuit Clerk's Office as rates apply to copying charges to the public);
- c. Such inspection shall occur during the hours from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding all holidays, upon reasonable request;
- d. Upon written authorization by the requesting employee, in cases where such employee has a written grievance pending, and is inspecting his file with respect to such grievance, that employee may have a representative of the Council present during such inspection and/or may designate in such written authorization that

said representative may inspect his personnel file subject to the procedures contained in this Article;

- e. Pre-employment information, such as reference reports, credit checks or information provided to the Employer with a specific request that it remain confidential, shall not be made part of the personnel file. In addition, psychological tests, reports and evaluations, which are the sole property of the Employer, shall be confidential and shall not be released to the employee for examination or copying.

Section 11.2. Notification and Reply

Employees shall be given formal notice by the Employer when a written reprimand or other disciplinary documentation is permanently placed in their personnel file. Such notice shall be given within five (5) working days of permanent placement. A copy of the written warning or disciplinary documentation shall be delivered to the employee, at which time the employee may prepare a written reply to the written reprimand or disciplinary documentation. The written reply shall be permanently attached to the written warning or other disciplinary documentation prior to placement in the personnel file. Upon receipt of such copy, the employee shall acknowledge such receipt by initialing and dating the original.

Section 11.3. Removal from file

Upon receipt of a written request from the employee to the Director, written reprimands shall be removed from their personnel file after three (3) years; unless there has been other similar disciplinary action within that time period.

ARTICLE XII - HOURS AND OVERTIME

Section 12.1. Work Day and Work Week

The normal work day for Probation Officers shall be seven and one half (7-1/2) consecutive actual hours worked broken by a one (1) hour unpaid lunch break. The normal work week for Probation Officers shall be defined as thirty-seven and one half (37-1/2) hours in the seven-day work period from Sunday through Saturday. The work week shall be further defined as five (5) consecutive work days followed by two (2) consecutive days off. The pay period will consist of the two-week period, or 75-hour work period as designated by the County Auditor and so noted on each pay stub.

Pursuant to the Side Letter of Agreement, dated December 3, 2002, the following defines the current work day, scheduling arrangement, use of benefit time, bid provisions, employee assignment, evaluation period, and amendment procedure for officers at the Juvenile Detention Center: Juvenile Detention Officers shall work 75 hours in a fourteen-day work pay period as defined by the Champaign County Auditor. The 75 hour work pay period shall be noted by the County Auditor and reported on the employee's pay stub. Juvenile Detention Officers shall be provided a one (1) hour meal break within the premises. The provisions of Article XII, Section 3 (Break Periods and Lunch Breaks) remain in effect. There is no change in the method of

charging for benefit time. Employees will be charged for actual time used. Employees shall bid for duty schedule/shifts based on seniority. Bid forms shall be posted for a minimum of ten (10) working days. Management reserves the right to assign employees to the teams within a duty schedule in order to ensure proper coverage and break-up of experience levels. Management reserves the right to return the duty schedule (as defined in original contract as: thirty-seven and one-half (37 ½) hours in the seven day work period from Sunday through Saturday. The work week shall be further defined as 5 consecutive workdays followed by 2 consecutive days off.) If in their opinion the programming suffers or staffing levels decline, amendments may occur at any time through an agreement between the FOP and Management. Amendments could include, but are not limited to, changes in starting/ending times, changes in gender assignments for certain shifts or changes in standard shift days. While management maintains the absolute right to establish staff hours and requirements, the Union may propose a schedule different from the standard or current schedule of 5 days on and 2 off at any time. If a schedule change is agreeable to management, an approval vote by all affected officers shall take place prior to the enactment of a non-standard work day or work week. A Letter of Agreement signed by Labor and Management would document a change in the work week. The pay period will consist of the two-week period, or 75-hour work period as designated by the County Auditor and so noted on each pay stub.

Section 12.2. Compensatory Time

Compensatory time shall be defined as actual work performed in excess of the seventy-five (75) hours referenced above. All hours in a pay status, except for inactive hours in connection with on-call, shall be credited toward the seventy-five (75) hours referenced in this Article. No compensatory time shall be performed without the express consent of a supervisor. If the employee is required to work beyond their regular 75 hours in a two-week period, they shall receive compensatory time at the rate of 1.0 hours for each hour worked up to 80 hours and 1.5 hours for each hour worked thereafter. Compensatory time shall be taken at a mutually agreeable time within six (6) months of the time it is earned. If not so taken, the Employer will assign time off following passage of the six (6) month period.

Section 12.3. Break Periods and Lunch Breaks

Reasonable breaks will be allowed not to exceed a total of 30 minutes per work shift and may not be used to change an employee's starting or quitting times. When circumstances prevent an employee from taking a meal break, the employee is to contact his/her supervisor who will arrange for their meal break.

If an employee is called back to work for emergency purposes during his lunch period, he shall be compensated for time worked at the applicable rate, unless the remainder of his lunch period is taken later in the work shift.

Section 12.4. Court Time

An employee required to testify or appear for court or other lawfully impaneled body for Court Services Department related business during hours other than their regularly scheduled shift, shall receive compensation for a minimum of two (2) hours or the actual time worked, whichever is greater. This two (2) hour minimum will not be included if the court appearance is inside the two (2) hour time of the start or end of the employee's work shift.

Section 12.5. Call-out

An employee who must leave his home because he is called out to work by a supervisor or by another law enforcement agency during an off-duty period shall receive the greater of three (3) hours compensatory time or compensatory time equal to 1.5 times the actual hours worked.

Section 12.6. Hold Over

Hold over is defined as official assignment of work which continuously precedes or follows an officer's regularly scheduled working hours. Employees may be mandated to continue work assignments by a supervisor until relief can be located. Additionally, employees may be required to complete an assignment without supervisory approval of hold over time. Hold over is allowed in specific instances such as staffing requirements, court appearances, transportation and search incidents.

Section 12.7. Scheduling

Staffing hours and requirements will be established by management. The filling of said shifts will be by seniority with gender needs taken into consideration. Probationary employees will be assigned by management.

Section 12.8. Bidding

- a. Bid forms shall be posted for ten (10) working days.
- b. Shift bidding within the Juvenile Detention Center shall take place twice annually on or about December 1 with the awarded shifts being effective on or about January 1 and on or about June 1 with the awarded shifts being effective on or about July 1.
- c. In units where there are only two officers assigned, bids will take place when there is a change in personnel, a permanent schedule change by management, or when approved by management.
- d. Compensatory time will be charged or credited as needed during periods of shift bidding and schedule changes.

ARTICLE XIII - INDEMNIFICATION

The Employer agrees to represent and indemnify the employees in accordance with applicable statutes.

ARTICLE XIV - SENIORITY

Section 14.1.

As used herein, the term "seniority" shall refer to and be defined as the continuous length of service or employment covered by this Agreement from the date of last hire within the Court Services Department.

Section 14.2. Promotions & Lateral Transfers

Lateral Transfers shall be movement into positions of equal pay.

Promotions shall be any opportunity to move into a position where an increase in job points will occur.

The candidate must meet minimum qualification criteria based on established criteria for each position posted.

Promotions & Lateral Transfers shall be based on the following criteria:

Seniority	30%
Job Performance	25%
Training/Experience	20%
Ability	15%
Interview	10%

The Employer can pick from the top four (4) candidates. In the event that there is only one (1) applicant for an opening within the Department, the Employer reserves the right to select from outside the Department, while agreeing to consider the lone applicant from within as one of the top four (4) candidates.

Openings for promotional or lateral transfers shall be posted for ten (10) working days.

Section 14.3. Seniority List

The parties shall prepare a list setting forth the present seniority dates and dates of promotion for all employees covered by this Agreement and shall become effective on or after the date of execution of this Agreement. Such lists shall finally resolve all questions of seniority affecting employees covered under this Agreement or employed at the time this Agreement becomes effective. Disputes as to seniority listing shall be resolved through the grievance procedure.

Section 14.4. Disputes regarding Use of Personal Time

Any dispute within a job classification as to the use of personal time shall be resolved by seniority.

Section 14.5. Termination of Seniority

An employee shall be terminated by the Employer and his seniority broken when he:

- a. Quits via resignation; or

- b. Is discharged for just cause; or
- c. Is laid off pursuant to the provisions of the applicable Agreement for a period of eighteen (18) months; or
- d. Accepts gainful employment while on an approved leave of absence from the Champaign County Probation Department; or
- e. Is absent for three (3) consecutive scheduled work days without proper notification, justification, or authorization.

Section 14.6. Unpaid Leave of Absence

Employees will not continue to accrue seniority credit for time spent on authorized unpaid leave of absence.

Section 14.7. Probationary Period

A new or rehired employee filling a job classification covered by this Agreement shall be subject to an initial probationary period of one-year continuous service to determine his ability and fitness for the work. The Director of Champaign County Probation and Court Services shall have the sole right to determine his/her suitability at any time during such probationary period. The employee will not have or accumulate seniority during the probationary period. The right to discharge, discipline or rehire an employee during the probationary period shall be vested exclusively with the Director, and shall not be the subject of a grievance.

No employee within the Department that is currently under probationary status within their current job assignment is eligible to apply for a lateral transfer.

Upon satisfactory completion of the probationary period, an employee shall be credited with his seniority beginning from the date of his continuous employment within the Department, and shall receive all other rights and benefits for which a regular employee is eligible.

An employee involved in a lateral transfer or promoted within the Department shall be subject to an evaluation period of one-year continuous service to determine his/her ability and fitness for the work. The Director shall have the sole right to determine his/her suitability at any time during this period. The right to transfer the employee back to his/her previous assignment during the evaluation period shall be vested exclusively with the Director. The sole remedy for failing to satisfactorily complete the evaluation period shall be the return to the previous job assignment.

ARTICLE XV - F.O.P. LABOR COUNCIL REPRESENTATIVES

For the purposes of administering and enforcing the provisions of this Agreement, the Employer agrees as follows:

Section 15.1. Authorized Representatives

Authorized representatives of the Council shall be permitted reasonable visits to the Champaign County Probation Department during work hours to talk with employees of the local Council and/or representatives of the Employer concerning matters covered by this Agreement.

Section 15.2. Time Sheets

The Council or a representative shall have the right to examine time sheets and other records pertaining to the computation of compensation of an employee whose pay is in dispute or any records of the employee pertaining to a specific grievance, at mutually agreeable times with the employee's consent.

Section 15.3. Grievance Procedure

Reasonable time while on duty shall be permitted to Council representatives for the purpose of representing employees in any of the hearings or meetings with the Employer which are specified in the grievance Article and such reasonable time shall be without loss of pay.

Section 15.4. Council Negotiating Team

Providing their absence would not unduly burden the work of the Department or conflict with obligations that could not be rescheduled by the officer (such as a court appearance), four (4) members designated as being on the Council negotiating team who are scheduled to work on a day on which negotiations will occur, shall, for the purpose of attending up to four (4) scheduled negotiations, be excused from their regular duties and remain in pay status.

ARTICLE XVI - LEAVES

Section 16.1. Sick Leave

Employees with less than ten (10) years of continuous service shall be granted 75 hours of sick leave annually with full pay at a proportionate rate per pay period. Employees with ten or more years of continuous service shall earn 90 hours of sick leave annually. An employee with less than six (6) months service shall be entitled to 15 hours of sick leave. Accrual of sick leave shall be subject to a cap of 220 days or 1650 hours.

Sick leave is defined as the absence of an employee due to illness or due to the serious illness of a member of the employee's immediate family.

Sick leave pay shall be at the employee's regular straight-time hourly rate, exclusive of overtime or other premiums. No payment shall be made for unused sick leave at the termination of an employee's employment. Retiring employees may receive pension service credit for unused sick leave in accordance with law governing the Illinois Municipal Retirement Fund. Such benefits time shall be capped at 220 days or 1650 hours. Employees shall notify their supervisor of their illness as soon as practicable and the approximate length of absence required. The employee's supervisor, within his or her discretion, may require a certificate by the appropriate physician.

Sick leave is a privilege granted by the Employer for the benefit of employees. Any abuse by an employee could result in this privilege being denied that individual.

Sick leave days shall be expressed in terms of working hours on bi-weekly paychecks. Earned sick leave, when used, is charged against the employee's sick leave benefits balance for the number of hours the employee is normally and regularly scheduled to work.

Section 16.2. Personal Leave

Employees with less than twelve (12) months continuous employment shall earn 7.5 hours of personal leave annually, except that no personal leave shall be taken prior to the successful completion of six (6) months of employment.

Employees with more than twelve (12) months of continuous service shall earn 22.5 hours of personal leave annually. Employees shall be credited with 22.5 hours of personal leave annually on their anniversary date.

Any unused personal leave (before the hours of personal leave are credited as stated above) shall be treated as follows:

- (a) At the employee's anniversary date before or on September 29, 2006, prior to receiving any new personal leave, all unused personal leave hours shall be placed in the vacation reserve established by Article 17.
- (b) At their anniversary date after September 29, 2006, employees shall forfeit any unused personal leave hours.

Subject to prior approval by the Director or supervisor and exigent circumstances, this leave may be taken at any time.

Section 16.3. Bereavement Leave

Full-time employees shall be granted paid bereavement leave for the scheduled working hours on five (5) consecutive workdays (37.5 total hours) following the death of a spouse, child (including step or adoptive) or parent (including step or adoptive), and for the scheduled working hours on three (3) consecutive workdays (22.5 total hours) following the death of a sibling (including step or adoptive), grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law or grandchild.

Section 16.4. Witness/Jury Duty

Any employee who is called for jury duty, regardless of duty, shall be excused from work for the days served. The employee shall receive his/her normal rate of pay for each day of jury duty for which he or she would have worked. During this time, if the employee is not actually performing jury duty, the employee shall return to work for the remainder of the workday. The payment received for jury duty shall be returned to the Employer; however, the mileage reimbursement shall be retained by the employee.

If an employee is served a subpoena to appear for witness duty, or if requested to testify at a termination hearing, the individual will be paid his/her normal salary during the time the employee is required to be away from his/her place of work. If the testifying employee is not scheduled for a work shift during the time of a termination hearing, the employee will still be paid his/her normal wage for the time the employee has been requested to attend the hearing.

The Director shall maintain records of the days on which jury and witness duty is served by employee.

Section 16.5. Family and Medical Leave of Absence

The Employer shall comply with the requirements of the Family and Medical Leave Act as amended from time to time.

Section 16.6. Extended Leave of Absence Without Pay

A Leave of Absence Without Pay (LOA) may be granted for short term disability, or reasons other than those covered by Family Medical Leave Act, as approved by the Director of Probation and Court Services.

A non-probationary employee must use all of his/her accrued benefit time, including sick time, if available under the circumstances, before beginning a leave of absence without pay. The employee may choose to reserve the equivalent of 22.5 hours of sick time. Benefit time is exhausted when less than one (1) hour is available to be taken.

A LOA of less than one (1) calendar month may be arranged between an employee and the Director of Probation and Court Services. If possible, an employee requesting a LOA for a period of one (1) month or less shall notify the Director of the request, in writing, at least three (3) days prior to the exhaustion of all applicable accrued benefit time.

If the employee will be absent from work longer than the accrued benefit time available to be taken plus one month, if granted, a request for a LOA not to exceed four (4) months shall be submitted to the Director of Probation and Court Services. The employee shall notify the Director in writing of this request as soon as he/she becomes aware of the need for an extended LOA and at least three (3) days prior to the end of benefit time or leave time already granted, if possible. The written request shall contain the reason and expected length of the absence.

All LOA's under Section 6 shall be without payment of salary. Employees on an approved Leave of Absence will not earn or accrue benefit time (vacation, sick, holiday or personal leave). The Employer will continue to pay the Employer's contribution for health insurance coverage and the employee may receive creditable service for IMRF and leave benefits, not to exceed five (5) months; however, the employee must comply with IMRF requirements for creditable service. Time spent on an approved Leave of Absence will count toward determination of length of service with the Employer in computing benefits when the employee returns to work. The employee remains responsible for payment of any additional individual or dependent coverage premiums for health insurance or payment for Health Maintenance Organizations premiums while on an approved Leave of Absence.

Before an employee may return to work from a Leave of Absence granted due to a short-term illness, the employee must present a doctor's statement approving the return to work in the employee's position to the Director of Probation and Court Services.

An employee who is granted a LOA under Section 6 will be returned to his/her prior position at the end of such leave, unless the position has been abolished, in which case the Reduction in Force Article of this Agreement shall be applied.

An employee who does not report for work at the end of an approved Leave of Absence shall be deemed to have resigned as of the date of the employee's next scheduled work day after the expiration of the LOA.

The Employer may fill a position that is vacant due to an employee being on an approved Leave of Absence with a temporary employee.

Although the Leave of Absence policy is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. The approval of an extended Leave of Absence maintains length of service credits. However, Employer paid health insurance benefits will not be provided if a Leave of Absence is approved or extended to an employee for a period longer than the four (4) months stipulated by this policy. The Director may permanently fill a vacancy created by approval of an extended leave. The employee will be placed in his/her previous position only if it is vacant on the date the extended leave expires. If the position has been abolished, the Reduction in Force Article of this Agreement shall be applied.

A leave of absence necessitated by a work related injury will be granted as of right. The employee shall not be required to exhaust benefit time. When the request for leave is due to a work related injury, accrued benefit time may be used to supplement Worker's Compensation benefits, not to exceed his or her normal compensation at the option of the employee.

Section 16.7. Military Leave

Military leave shall be granted in accordance with State and Federal law.

Section 16.8. Illinois Municipal Retirement Fund (IMRF)

The benefits of the Illinois Municipal Retirement Fund and eligibility for IMRF are determined by the law and not by the Employer. The benefits are subject to change without notice from the Employer. Included are temporary and permanent disability payments, pension and death benefits. See the most recent edition of the pamphlet distributed by IMRF or visit www.imrf.org for a detailed description of your benefits.

Section 16.9. Worker's Compensation Policy

All employees are covered by a Worker's Compensation policy for job related injuries or death as prescribed under the State of Illinois Worker's Compensation Law.

Limited or Light Duty Policy - The Employer may also elect to make "limited or light duty" work available for employees who have work related injuries or illnesses if "limited or light duty" work is available and if appropriate medical release is given by a physician. "Limited or light duty" work may also be made available for employees who have non-work related injuries at the Employer's discretion and if an appropriate medical release is given by a physician.

ARTICLE XVII - VACATIONS

Section 17.1.

Employees with less than five (5) years of continuous employment shall earn 75 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 150 hours of vacation time.

Employees with more than five (5) years and less than ten (10) years of continuous employment shall earn 112.5 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 225 hours of vacation time.

Employees with more than ten (10) years and less than 20 years of continuous employment shall earn 157.5 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 315 hours of vacation time.

Employees with more than 20 years and less than 25 years of continuous employment shall earn 165 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 330 hours of vacation time.

Employees with more than 25 years of continuous employment shall earn 187.5 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 375 hours of vacation time.

No employee shall accumulate more than the maximum accrual as stated. Hours gained above the maximum will not be credited to the employee's vacation balance, but will be forfeited.

Section 17.2.

Vacation leave pay shall be taken on a scheduled basis and, subject to exigent circumstances, may be taken at any time with the approval of the Employer except that no vacation shall be taken prior to the successful completion of six (6) months continuous employment with the Employer.

Earned vacation leave, when used, is charged against the employee's vacation leave benefits balance for the number of hours the employee is normally and regularly scheduled to work.

ARTICLE XVIII - HOLIDAYS

Subject to the administrative and supervisory authority of the Illinois Supreme Court, the holidays shall be those days designated by the Chief Judge of the Sixth Judicial Circuit in his yearly announcement. Should the Chief Judge announce fewer holidays than is offered by the County Board, the difference shall be offered as personal hours.

Holiday pay will be equal to the number of hours the employee would have been scheduled to work at the employee's regular rate of pay.

All employees, other than JDC employees, shall receive a paid work day off for each holiday at their regular rate of pay. If required to work on a holiday, non-JDC employees shall receive compensatory time at the rate of hour for hour.

Adjustments to the schedules of Senior Court Services Officers shall be made when necessary to assure that the employees shall not lose a paid work day off by virtue of a holiday falling on a day that is already a scheduled day off for the employee. The schedule adjustment shall enable the Senior Court Services Officer to receive an additional work day off with pay either immediately preceding or immediately following the employee's regularly scheduled days off.

ARTICLE XIX- WAGES

Section 19.1. Wage Rates

All employees in this bargaining unit shall be paid according to the following schedule:

Effective January 1, 2017: two (2.0) percent general wage increase;
Effective January 1, 2018: two (2.0) percent general wage increase;
Effective January 1, 2019: two (2.0) percent general wage increase.

Section 19.2. Merit Bonus

For work performed beginning January 1, 2017, employees who receive an evaluation score of 875 or above shall receive a bonus check of up to 2% of the employee's annual salary. Merit pay checks shall be delivered the first day following the first pay period of the next fiscal year in which the work was performed.

Section 19.3. Retroactivity

All retroactive pay increases to January 1, 2017 shall be paid on all hours within forty-five (45) days of the execution of the Agreement, if not sooner.

ARTICLE XX - EVALUATIONS

Each employee covered by this Agreement shall have their performance evaluated on an annual basis. The evaluation shall comply with the standards established by the Administrative Office of the Illinois Courts. The evaluation shall be completed by the supervisor having the

greatest first hand knowledge of the employee's work. This evaluation shall be completed and reviewed with the individual employee. The evaluated employee shall have the opportunity to comment on the evaluation and those comments shall be taken into consideration in the completion of the performance evaluation.

The employee evaluated shall sign the performance evaluation after review of the document with the evaluating supervisor. The employee's signature shall signify only that the employee has been given his or her performance evaluation. The employee shall have the opportunity to have written comments regarding the evaluation submitted with the evaluation and placed into the employee's permanent record.

In the event that the supervisor completing an employee's performance evaluation determines that he or she has insufficient knowledge of the employee's performance with regard to a particular objective, the supervisor shall gather all such pertinent reference materials and information necessary for completing the employee's performance evaluation.

The parties agree that in completing an employee's performance evaluation bias and favoritism are to be avoided in every way possible.

It is further agreed that the performance evaluation system shall not be used as a subterfuge for the discipline provisions of this Agreement.

Evaluations may be grieved only if the cumulative score falls below that needed to meet standards of satisfactory performance and the issues raised in the grievance may result in raising the evaluation up to, or above, the minimum satisfactory performance score.

ARTICLE XXI - HEALTH AND LIFE INSURANCE

Section 21.1.

The County shall make available to all employees a group health insurance plan. Employees shall be eligible for health insurance coverage if they work at least thirty (30) hours per week and after the completion of two (2) months of full-time, permanent employment immediately prior to becoming eligible for health insurance coverage. Employees may elect health insurance coverage for themselves and their eligible dependents.

Section 21.2. Health Insurance Plan/Benefit Structure

The benefits structure of the Health Insurance Plan offered by the County through December 31, 2016 may be modified only in accordance with the terms of the Agreement for Joint Labor Management Health Insurance Committee for Champaign County, set forth in Appendix E.

Section 21.3. Additional Alternative Health Care Plans

The Employer may offer additional alternative health care plans to its Employees only in accordance with the terms of the Agreement for Joint Labor Management Health Insurance Committee for Champaign County, set forth in Appendix E. If an employee selects an alternate

health care plan provided by the County with a premium rate higher than the Health Insurance Plan defined in 21.2 and 21.3, the employee shall pay the additional premium cost associated with that plan. If an employee selects an alternative health care plan provided by the County with a premium rate lower than the Health Insurance Plan defined in 21.2 and 21.3, the County shall make available the difference in annual premium to be applied toward deductible costs through a Health Reimbursement Account made available to the employee.

Section 21.4. Employee Premium Cost Sharing

Employee contributions to monthly single premium health insurance shall be as follows: for Fiscal Year 2017 the employee shall pay ten (10) percent of single premium not to exceed \$83.00 per month, for Fiscal Year 2018 the employee shall pay twelve (12) percent of single premium not to exceed \$109.00 per month, and for Fiscal Year 2019 the employee shall pay fourteen (14) percent of single premium not to exceed \$149.00 per month. Wages and health insurance increases are retroactive to January 1, 2017.

Section 21.5. Dependent Premium Cost Sharing

The Employer shall provide additional monthly contribution to dependent coverage for employees who enroll in dependent coverage: for Fiscal Years 2017, 2018, and 2019, \$70.00 per month.

Section 21.6.

When spouses are both employed by the County, the County shall pay the designated premium for the spouse who signs up for family coverage, and the County shall contribute to the family coverage on behalf of the second spouse an amount equal to the premium contribution to be paid by the Employer in that fiscal year as defined in 21.4, or an amount equal to the balance due for that couple's family/dependent coverage, whichever is less.

Section 21.7.

The County will make available at its group rate health insurance coverage for employees who retire and their dependents. The premium for retiree and retiree dependent coverage will be paid in full by the retired employee.

Section 21.8.

An employee on an extended leave of absence without pay or on FMLA leave who fails to pay his portion of health insurance premiums by the appropriate due date, shall have his health insurance cancelled. Upon such employee's return to work, he shall have thirty (30) days to notify the County in writing of his desire to reinstate his health insurance coverage. The effective date of the reinstated health insurance coverage shall be the date upon which the employee returns to work. The employee shall be responsible for his portion of health insurance premiums retroactive to the pay period within which the employee returns to work. If an employee fails to reinstate his health insurance coverage within thirty (30) days of his return to work, he shall be ineligible for health insurance coverage through the County until the next open enrollment period.

ARTICLE XXII - GENERAL PROVISIONS

Section 22.1. Training/Professional Development

The Employer shall provide a systematic training program to all employees entering a new position within this Department. The training program shall be complete and comprehensive, designed specifically for each position within this Department. The Employer agrees to provide training and the opportunity for non-probationary employees to further develop their skills and potential.

Section 22.2. Use of Personal Vehicle

If an employee is required to use their personal vehicle in the performance of their employment, they shall be reimbursed per the applicable County policy regarding mileage reimbursement, as it may be amended.

Section 22.3. Inoculations

The Employer agrees to pay all expenses for inoculations, immunization shots or required medical tests for an employee and for members of the employee's family (if such inoculations for the employee's family are advised by a physician, in writing, and the cost of such inoculations are not covered by the employee's health insurance) when such become necessary as a result of said employee's exposure to contagious diseases where said employee has been exposed to said disease in the line of duty.

Section 22.4. Bulletin Boards

The Employer shall provide the Council with designated space on available bulletin boards, or provide bulletin boards on a reasonable basis where none are available, for purposes of the Council.

Section 22.5. Notification of Elections

The Employer shall be provided written notification of election or selection of Union representatives, stewards, or negotiation team members within ten (10) days of election or selection.

Section 22.6. Safety Committee

A two-member committee shall be elected by the members of the bargaining unit with one (1) being elected from the Juvenile Detention Center and one (1) being elected from Probation. This committee will meet with a management representative on an as needed basis to address safety concerns brought to the committee by the bargaining unit.

Section 22.7. Working Apparel

In addition to the current dress code, employees will be allowed to wear solid colored polo (golf) shirts. These shirts will bear the Department emblem that will be affixed to the shirt. Employees may wear "Dockers" style slacks with the polo shirt. Appropriate footwear will be worn. This attire will be acceptable for Court appearances if approved by the Presiding Judge of Champaign County.

Section 22.8. Salary Scales for the Positions of Drug Specialist and PSW Coordinator

The salary or pay scales for the position of Drug Specialist within this Agreement shall be eliminated as the officer holding the position leaves the employment of this Department or vacates the position to take another within the Department. After the "Grandfather" period, the position shall be paid at the same rate as a Court Services Officer. The PSW Coordinator shall be paid as a Senior Court Services Officer without the requirement for an individual PSW Coordinator salary scale.

ARTICLE XXIII - SUBSTANCE ABUSE TESTING

Section 23.1. Statement of Policy

It is the policy of the Employer that the public has the right to expect persons employed by the Sixth Judicial Circuit to be free from the effects of drugs and alcohol. The Employer has the right to expect their employees to report for work fit and able for duty. The purpose of this policy shall be achieved in such a manner as to not violate any established rights of the employee.

Section 23.2. Prohibitions

Employees shall be prohibited from:

- a. Consuming or possessing alcohol or illegal drugs at any time during the work day or when on-call or when performing home detention visits or anywhere on any Employer premises or job sites, including all Employer buildings, properties, vehicles and the employee's personal vehicle while engaged in Employer business;
- b. Illegally selling, purchasing or delivering any illegal drug, except as required in the line of duty;
- c. Being under the influence of alcohol or illegal drugs during the course of the work day;
- d. Failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

Section 23.3. Drug and Alcohol Testing Permitted

Where the Employer has reasonable suspicion to believe that an employee is under the influence of alcohol or illegal drugs during the course of the work day, the Employer shall have the right to require the employee to submit to alcohol or drug testing as set forth in this Agreement. There shall be no random or unit wide testing of employees, except random testing of an individual employee as authorized in Section 23.8 below. The foregoing shall not limit the right of the Employer to conduct such tests as it may deem appropriate for persons seeking employment prior to their date of hire.

Section 23.4. Order to Submit to Testing

At the time an employee is ordered to submit to testing authorized by this Agreement, the Employer shall provide the employee with a written notice of the order, setting forth all of the objective facts and reasonable opportunity, not to exceed one (1) hour, to consult with a representative of the Council at the time the order is given. No questioning of the employee shall be conducted without first affording the employee the right to Council representation and/or legal counsel. Refusal to submit to such testing shall subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that he may have.

Section 23.5. Tests to be Conducted

In conducting the testing authorized by this Agreement, the Employer shall:

- a. Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the National Institute of Drug Abuse (NIDA);
- b. Insure that the laboratory or facility selected conforms to all NIDA standards;
- c. Establish chain of custody procedures for both sample collection and testing that will insure the integrity of the identity of each sample and test result. No employee covered by this Agreement shall be permitted at any time to become a part of such chain of custody;
- d. Collect a sufficient sample of the same bodily fluid material from an employee to allow for initial screening and a confirmatory test and a sufficient amount to be set aside reserved for later testing if requested by the employee;
- e. Collect samples in such a manner as to preserve the individual employee's right to privacy, and insure a high degree of security for the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where the laboratory or facility does not have a "clean room" for submitting samples or where there is reasonable belief that the employee has attempted to compromise the accuracy of the testing procedure;
- f. Confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography, plus mass spectrometry or an equivalent, or a better scientifically accurate and accepted method that provides quantitative data about the detected drug metabolites;
- g. Provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies the Director within seventy-two (72) hours of receiving the results of the tests;

- h. Require that the laboratory or hospital facility report to the Employer that a blood or urine sample is positive only if both the initial screening and confirmation test is positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the Employer inconsistent with the understandings expressed herein (e.g., billing for testing that reveal the nature or number of tests administered), the Employer will not use information in any manner or forum adverse to the employee's interests;
- i. Require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results that show an alcohol concentration of .04 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive.
- j. Provide each employee tested with a copy of all information and reports received by the Employer in connection with the testing and results;
- k. Insure that no employee is the subject of any adverse employment action except emergency temporary assignment with pay during the pending of any testing procedure. Any such emergency reassignment shall be immediately discontinued in the event of a negative test result.

Section 23.6. Right to Consent

The Council and/or the employee, with or without the Council, shall have the right to file a grievance concerning any testing permitted by this Agreement, contesting the basis for the order to submit to the tests, the right to test, the administration of the tests, the significance and the accuracy of the tests, the consequences of the testing or results or any other alleged violation of this Agreement. Such grievance shall be commenced at Step 2 of the grievance procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impaired any legal rights that employees may have with regard to such testing. Employees retain any such rights as may exist and may pursue the same in their own discretion, with or without the assistance of the Council.

Section 23.7. Voluntary Request for Assistance

The Employer shall take no adverse employment action against an employee who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the Employer may require reassignment of the employee with pay if he is then unfit for duty in his current assignment. The employee shall pursue all referrals and treatment to appropriate agencies as offered by the employee's health insurance provider. All such requests shall be confidential and any information received by the Employer, through whatever means, shall not be used in any manner adverse to the employee's interests, except reassignment as described above.

Section 23.8. Discipline

Use of illegal controlled drugs at any time while employed by the Employer, abuse of prescribed drugs, as well as being under the influence of alcohol or the consumption of alcohol while on duty shall be cause for discipline, up to and including termination, subject to

confirmation by the grievance and arbitration procedure of this Agreement. While all such disciplinary issues shall be subject to the jurisdiction of the arbitrator, all other issues relating to the drug and alcohol testing process (e.g., whether there is probable cause for ordering an employee to undertake a test, whether a proper chain of custody has been maintained, etc.) may be grieved in accordance with the grievance and arbitration procedure set forth in this Agreement.

Nothing in this Section shall be construed to prevent an employee from:

- a. Asserting, or the arbitrator from considering, that there should be treatment in lieu of discipline in any disciplinary proceeding, or
- b. Contesting any discipline that may be imposed under applicable Federal or State discrimination laws.

The Employer understands that alcohol and drug addiction is considered a disease by the American Medical Association. The Employer may, in disciplining an employee with a drug or alcohol problem, consider this point as well as the employee's willingness to seek help for the addiction.

In the first instance that an employee tests positive on both the initial and the confirmatory test for drugs or is found to be under the influence of alcohol, and for whom the Employer or arbitrator has deemed appropriately should undergo treatment in lieu of, or in addition to, some disciplinary action, and all employees who voluntarily seek assistance with drug and/or alcohol related problems, shall be subject to the following conditions:

- a. The employee agreeing to appropriate treatment as determined by the physicians(s) involved;
- b. The employee discontinues his use of illegal drugs or abuse of alcohol;
- c. The employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months;
- d. The employee agrees to submit to random testing during hours of work during the period of "after-care".

Employees who do not agree to the foregoing or who test positive a second or subsequent time for the presence of illegal drugs or alcohol during the hours of work shall be subject to discipline, up to and including discharge.

The foregoing shall not be construed as an obligation on the part of the Employer to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such individual from performing the duties of a police employee or whose continuance on active status would constitute a direct threat to the property or safety of others. Such employees shall be afforded the

opportunity to use accumulated paid leave or take an unpaid leave of absence pending treatment. The foregoing shall not limit the Employer's right to discipline employees for misconduct provided such discipline shall not be increased or imposed due to alcohol or drug abuse.

Employees who are taking prescribed or over-the-counter medication that has adverse side effects which interfere with the employee's ability to perform his/her normal duties may be temporarily reassigned with pay to other more suitable duties.

ARTICLE XXIV - SAVINGS CLAUSE

If any provision of this Agreement or any application thereof should be rendered or declared unlawful, invalid or unenforceable by virtue of any judicial action, or by any existing or subsequently enacted Federal or State legislation or by Executive Order or other competent authority, the remaining provisions of this Agreement shall remain in full force and effect. In such event, upon the request of either party, the parties shall meet promptly and negotiate with respect to substitute provisions for those provisions rendered or declared unlawful, invalid, or unenforceable.

ARTICLE XXV - DURATION

Section 25.1. Term of Agreement

This Agreement shall be effective from January 1, 2017 and shall remain in full force and effect until December 31, 2019. It shall continue in effect from year to year thereafter unless notice to amend or modify this Agreement is given in writing by certified mail by either party no earlier than one hundred twenty (120) days preceding expiration. The notices referred to shall be considered to have been given as of the date shown on the postmark. Written notice may be tendered in person, in which case the date of notice shall be the written date of receipt.

Section 25.2. Continuing Effect

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after any expiration date while negotiations or Resolution of Impasse Procedure are continuing for a new Agreement or part thereof between the parties. Wages shall neither be increased nor decreased during such an interim period.

SIGNATURES

IN WITNESS WHEREOF, the parties have affixed their signatures this 21st day of Feb., 2017.

For the Employer:

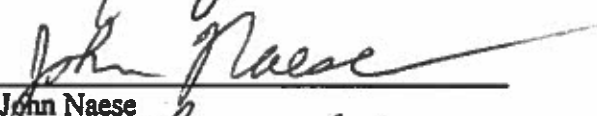


The Honorable Richard L. Broch

For the Labor Council:



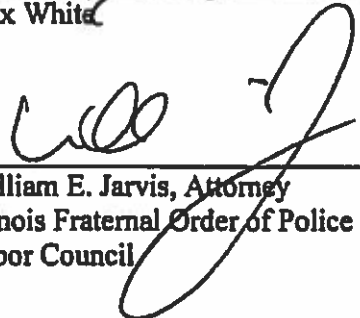
Jeremy Jessup



John Naese




Max White



William E. Jarvis, Attorney
Illinois Fraternal Order of Police
Labor Council

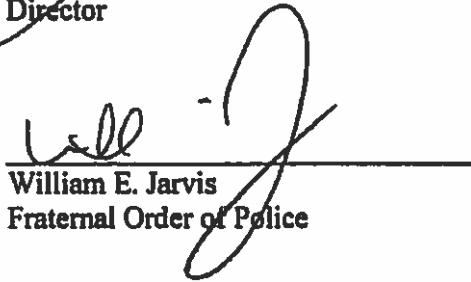
APPENDIX A - LETTER OF AGREEMENT

This is to confirm that the separate pay scale for the drug specialist shall be eliminated from the Agreement at such time as the employee presently occupying that position vacates the position.



Joe Gordon
Director

2/14/17



William E. Jarvis
Fraternal Order of Police

Feb. 13, 2017

APPENDIX B - DUES AUTHORIZATION FORM

**ILLINOIS FRATERNAL ORDER OF POLICE
LABOR COUNCIL
974 CLOCKTOWER DRIVE
SPRINGFIELD, ILLINOIS 62704**

I, _____, hereby authorize my employer, _____, to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. (In addition, I authorize my Employer named hereinabove to deduct from my wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of my employment, in such manner as it so directs.)

Date: _____ Signed: _____
Address: _____
City: _____
State: _____ Zip: _____
Telephone: _____
Personal E-mail: _____

Employment Start Date: _____
Title: _____

Employer, please remit all dues deductions to:

Illinois Fraternal Order of Police Labor Council
Attn: Accounting
974 Clock Tower Drive
Springfield, Illinois 62704

(217) 698-9433

Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction.

APPENDIX C - GRIEVANCE FORM

(use additional sheets where necessary)

Lodge/Unit No.: _____ Year: _____ Grievance No.: _____



Date Filed: _____

Department: _____

Grievant's Name: _____

Last

First

M.I.

STEP ONE

Date of Incident or Date Knew of Facts Giving Rise to Grievance: _____

Article(s)/Sections(s) violated: _____, and all applicable Articles

Briefly state the facts: _____

Remedy Sought: _____

_____, in part and in whole, make grievant(s) whole.

Given To: _____

Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

STEP TWO

Reasons for Advancing Grievance: _____

Given To: _____

Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

Lodge/Unit No.:	Year:	Grievance No.:
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STEP THREE

Reasons for Advancing Grievance: _____

Given To: _____

Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

STEP FOUR

Reasons for Advancing Grievance: _____

Given To: _____

Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

REFERRAL TO ARBITRATION by Illinois FOP Labor Council

Person to Whom Referral Given

Date

FOP Labor Council Representative



APPENDIX D - HEALTH INSURANCE BENEFITS



HMO 2000 Rxl NS1

Member Benefits			Member Responsibility	
			Participating (In-Network)	Non-Participating (Out-of-Network (OON))
Plan Year Deductible Embedded	Medical	Individual	\$2,000	Not Applicable
		Family	\$4,000	Not Applicable
	Pharmacy	Individual	Not Applicable	Not Applicable
		Family	Not Applicable	Not Applicable
Plan Year Out-of-Pocket Maximum (OOPM)				
Combined medical and pharmacy expenses including deductible, coinsurance & copayments.	Medical/Pharmacy	Individual	\$2,000	Not Applicable
		Family	\$4,000	Not Applicable
Contract Year Maximum Benefits				
	Cardiac Rehabilitation		36 OP session w/in 6 month of event	
	Outpatient Rehabilitation Services		60 visits per condition per plan year	
	Home Health		Unlimited with Pre-authorization	
	Vision Exam		Once every 12 months	
Ambulatory Patient Services				
	Vision Exam		*\$40 per exam	Not Covered
	Primary Care Physician Office Visits		*\$25 per visit ^a	Not Covered
	Specialty Care Physician Office Visits		*\$50 per visit ^a	Not Covered
	Spinal Manipulations		*50%	Not Covered
	Urgent Care Visits		*\$50 per visit ^a	\$50 per visit
	Allergy Treatment and Testing		0%	Not Covered
Emergency Services				
	Emergency Department Visits		*\$200 per visit	In Network Benefit Applies
	Emergency Ambulance Transportation		*\$100	In Network Benefit Applies
Hospital Services				
	Outpatient Surgery/Procedures Facility Fee		0%	Not Covered
	Outpatient Surgery/Procedures Physician/Surgeon Services		0%	Not Covered
	Inpatient Hospitalization Facility Fees		0%	Not Covered
	Inpatient Physician/Surgeon Fees		0%	Not Covered
Rehabilitative and Habilitative Services				
	Outpatient Rehabilitation Services		0%	Not Covered
	Inpatient Rehabilitation/Skilled Nursing Facility		0%	Not Covered
	Home Health		0%	Not Covered
Diagnostic Services				
	MRI and CT Scans		0%	Not Covered
	Diagnostic Testing		0%	Not Covered
Mental Health/Substance Use Treatment				
	Outpatient Office Visits		*\$25 per visit ^a	Not Covered
	Inpatient Services		0%	Not Covered
	Non-Serious Mental Health Care		See in network outpatient office visit or inpatient services benefit.	Not Covered

Member Benefits	Participating (In-Network)	Non-Participating (Out-of-Network (OON))
Prescription Drugs		
<i>30 day supply</i>		
Generic - Tier 1	*\$7	Not Covered
Brand - Tier 2	*\$25	Not Covered
Non-Preferred Brand - Tier 3	*\$50	Not Covered
Preferred Specialty Pharmacy/Medical - Tier 4	*\$100	Not Covered
Non-Preferred Specialty Pharmacy/Medical - Tier 5	*\$150	Not Covered
Non-Formulary Specialty Pharmacy/Medical - Tier 6	*\$200	Not Covered
Maternity		
<i>Minimum of 48 hours of inpatient care following a vaginal delivery and minimum of 96 hours of inpatient care following a delivery by Cesarean section.</i>		
Routine Prenatal Care	0%	Not Covered
Maternity Inpatient	0%	Not Covered
Newborn Care	0%	Not Covered
Preventive and Wellness Services		
<i>Immunizations, adult & child annual physical exams, mammograms, PAP smears, prostate screening & more. Age/frequency schedules apply.</i>		
Wellness Care	*\$0	Not Covered
Other Services		
<i>Other services covered within your policy and not otherwise specified on this summary or on the SBC.</i>		
Other Covered Services	0%	Not Covered
Durable Medical Equipment	0%	Not Covered

* Deductible does not apply

^ Additional, other services obtained while in the office may require an additional copayment or coinsurance.

Embedded deductible definition - If there are two or more people on this plan - meaning the family amount(s) apply - you have a separate individual deductible within (or embedded within) the family deductible. This gives each member on the plan a chance to have his or her benefits start before the entire family meets the family deductible.

This is a brief statement of Health Alliance HMO benefits, exclusions and limitations which are subject to change. Please refer to the Health Alliance HMO Policy booklet for more detail about your health plan. This document is in conjunction with the Summary of Benefits and Coverage (SBC). You can view your SBC online at www.healthalliance.org or request a copy by contacting the customer service number on the back of your ID card.

APPENDIX E - AGREEMENT ON JOINT HEALTH INSURANCE COMMITTEE

WHEREAS, the County of Champaign offers a program of group health care coverage to its employees, retirees, and their respective dependents; and

WHEREAS, the parties to this Agreement, as set forth below in Paragraph 1, seek to establish a joint process for the operation and structure of the procurement of health insurance for Champaign County and its employees, and to that end, hereby mutually agree to the establishment of a Health Insurance Committee; and

WHEREAS, a consensus has been reached among the County Board of Champaign County, the exclusive representatives of the County employees pursuant to the Illinois Public Labor Relations Act, County Employees not so represented by an exclusive representative, and the Administration of the County, that a Health Insurance Committee appears to be the most effective option for dealing with the problem of maintaining quality health care for the County employees and their dependents, while controlling costs.

NOW, THEREFORE, IT IS AGREED BETWEEN and AMONG THE PARTIES TO THIS AGREEMENT AS FOLLOWS:

1. The parties to this Agreement are as follows: County of Champaign; American Federation of State, County and Municipal Employees Council 31, Local 900 (AFSCME), and Fraternal Order of Police Labor Council;
2. Each of the parties hereby agrees to the Health Benefit Plan attached hereto and incorporated herein as set forth in Attachment I. Attachment I is the current health insurance plan;
3. The plan as described in Attachment I shall continue in force as the Champaign County Health Benefit Plan for the term of this Agreement, unless modified as provided in Paragraph 4. It is understood and agreed that if any provision of the Health Benefit Plan is or shall be prohibited or limited by law or any modification be required by law, the necessary revisions to the Plan shall be made as required by law.
4. The provisions of the Plan as described in Attachment J may be modified only upon 75% or $\frac{3}{4}$ vote of the total number of members of the Health Insurance Committee, and approved, if necessary (i.e. budget and contract approval), by the County Board of Champaign County, Illinois. As an example, twelve members of a sixteen member committee would be required to vote for a change in order to modify the provisions of the Plan, subject to County Board approval if necessary. Each party shall have the right to discuss all proposed changes with its membership and seek their input prior to any final vote.
5. Each of the parties has full authority of its governing board, its membership, or whatever group or sub-group within its structure who would have the ultimate authority to enter into this Agreement. Each of the parties represents to each of the parties as an inducement to enter into this Agreement that it has such authority and that it intends to and does bind itself and each of its members to the terms of the Agreement. For the term of this Agreement, this Committee shall be the exclusive forum for dealing with non-work related health care issues, including but not limited to: the health

plan design and benefit levels; deductibles, co-pays and out-of-pocket costs; premium levels; participant eligibility and general coverage; and claims levels and appeals. During said period each of the parties waives any rights to bargain over the subject of health care or health insurance or to impose other terms or to strike or arbitrate concerning other terms for health care coverage or benefits except for the cost sharing of health insurance premiums. As provided in paragraph 4 above, however, each party reserves the right to discuss all changes with its membership.

Changes in the cost sharing of health insurance premiums between each labor group and the County of Champaign may be bargained individually by non-represented employees.

The parties agree that should any dispute concerning the interpretation or application of this Agreement arise between any two or more of them which cannot be resolved after good faith efforts, it shall be submitted to binding arbitration pursuant to the terms of the Uniform Arbitration Act (710 ILCS 51 | et seq.). It is understood that this provision for arbitration shall not apply to operation of the Plan itself or to any individual claims or disputes under the Plan.

To select an arbitrator, the parties in dispute, by joint letter, shall request that the Federal Mediation and Conciliation Services (FMCS) submit a panel list of seven (7) arbitrators. The representatives of the parties shall within thirty (30) days of their receipt of this list from FMCS engage in a mutual striking process to select an arbitrator. Each party shall have the right to reject one entire list. The parties shall alternatively strike a name from the list until there is one name remaining, with the order of striking to be determined by coin toss. The arbitrator shall be notified of his/her selection by joint letter, requesting that a hearing be scheduled in Urbana, Illinois, on mutually agreed dates, subject to the reasonable availability of the parties and their representatives.

The parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the arbitrator. The parties have the right to request the arbitrator to require the presence of witnesses and/or reasonable documents. Employees of the County called to testify at the arbitration shall be released from duty for such purposes without loss of pay or benefits. The arbitrator shall have no authority to amend, modify, nullify, ignore, add or subtract from the provisions of this Agreement. The arbitrator shall consider and decide the issue(s) presented and fashion an appropriate remedy. The arbitrator's decision shall be rendered and delivered in writing to the parties within thirty (30) days of the close of the hearings or the submission of post hearing briefs, whichever is later. Post hearing briefs shall be filed simultaneously by the parties on the date established by the arbitrator. Fees and expenses of the arbitrator, the cost of the hearing room, and the cost of a court reporter to provide a written transcript for the arbitrator shall be shared equally by the parties. If either party desires a verbatim record of the proceedings, it shall pay for the cost of its copy.

6. The parties to this Agreement, in consideration of their mutual undertakings and obligation, mutually agree for the term of this agreement, that this Agreement represents a collectively bargained agreement between and among all of the parties and that no provision concerning this plan shall be raised as an issue in any other collective bargaining agreement, contract or negotiations between those exclusive representatives and the County of Champaign. It is further understood and agreed that this Agreement does not represent a collectively bargained agreement between the County of Champaign and its non-represented employees, either individually or collectively, nor does it represent any undertaking to bargain with any exclusive representative concerning insurance, health care, or any other benefit or provision with the retirees who are or were members of any bargaining unit;

7. The Health Insurance Committee shall be composed of sixteen (16) regular and four (4) alternative members appointed by the parties as follows:
- a. The County Board shall appoint two (2) regular members of the Committee and one alternate as representatives of the Board;
 - b. The AFSCME and FOP unions shall each select four (4) regular members of the Committee and one alternate as representative of each respective union;
 - c. The County Administrator, Health Insurance Specialist, HR Generalist and three (3) non-bargaining employees appointed by the County Administrator shall constitute the six (6) regular members of the Committee and one alternate as representatives of administration;

Members of the Committee shall be appointed for a term of 2 years, unless sooner replaced by the appointing authority. Recognizing the need for stability in the Committee, each of the parties and participating groups agree insofar as it is practical to maintain the same representatives on the Committee for the term of this Agreement. Also recognizing the importance of this committee and the function of this committee attendance is mandatory, and absences must not exceed 2 or more in a one year period, except for emergency reasons. If it becomes necessary to permanently replace one of its previously designated representatives, such party or group will notify the co-chairs of the Committee in writing as soon as practical and not less than five (5) days prior to any regular Committee meeting.

8. The Committee shall determine its own internal structure, including arrangement for subcommittees and chairing of the Committee and subcommittees. Both Labor and Management shall be represented by co-chairs and within the membership of all subcommittees. Labor and Management Committee co-chairs shall be elected by majority vote of their regular Committee members.
9. The Committee shall meet on a bi-monthly basis from January through June, and shall meet on a monthly, semi-monthly or weekly basis, as determined by the Committee, from July through September. A special meeting of the Committee shall be called upon demand of any three of the regular members submitted in writing to the co-chairs. Meetings shall be called with a minimum of 10 working days written notice to the members. A quorum for any meeting of the Committee is established when at least nine (9) regular members of the Committee are present, and of those nine (9) there is at least one regular member from each represented bargaining unit and County administration in attendance.

Regular meetings of the Committee will be open to all signatories of this Agreement and outside agencies participating in the Champaign County Health Insurance Plan.

The Co-Chairs of the Committee shall present to the County Board Finance Committee of the Whole at its September meeting, the recommendation from the Health Insurance Committee for the Insurance Plan or Plans to be adopted for the ensuing fiscal year.

10. A designated committee member or the designated alternate (if attending due to the absence of a designated committee member) to the committee who are employees and who are on duty shall be granted time off work to attend Committee and subcommittee meetings and be paid at the appropriate rate when attending said meetings.
11. In the event that, after reasonable effort, the Health Insurance Committee is unable to reach agreement or the Insurance Plan is not approved by the County Board and the Committee, the Health Insurance Committee may be dissolved by the County Board or upon eight or more voting

Committee members providing written notice of intent to withdraw from participation to the Committee Co-Chairs. Should fewer than eight Committee members request to dissolve the Committee, the Committee shall continue to function. In the event that such dissolution occurs, any party to this Agreement may demand to bargain over the issue of health insurance. Until the outcome of such negotiations is determined, the Insurance Plan shall remain unchanged as of the date of dissolution.

12. It is agreed and understood that the County of Champaign, being a unit of local government, that this Agreement and all actions, procedures, and processes under this Agreement are subject to all of the statutes and ordinances governing the conduct of units of local government, including but not limited to, requirements for bidding and contracting for the provisions of goods and services and compliance with all legal provisions for equal employment opportunity and affirmative action applicable to the County and any other party.
13. This Agreement shall remain in full force and effect for a period of three (3) years from the date hereof. This Agreement shall remain in effect from year to year after the expiration date unless one or more of the parties serves a thirty (30) day written notice on the others of their wish to modify or terminate this Agreement.

In the event that such notice is served, all parties to this Agreement agree to meet within sixty (60) days to begin good faith negotiations for a successor agreement. If no agreement can be reached within one hundred twenty (120) days after the parties begin good faith negotiations, the parties agree to request the services of a mediator through the Federal Mediation and Conciliation Services (FMCS) in an attempt to reach resolution in the dispute. If no agreement can be reached with the assistance of an FMCS mediator, the parties may then pursue the matter through interest arbitration. Until such resolution procedure is complete and final, this Agreement shall remain in full force and effect, and the Committee shall continue with the full participation from all parties to the Agreement.

In the event the Committee is ever dissolved, any party to this Agreement may demand to bargain over the issue of health insurance. Until the outcome of such negotiations is determined and until any impasse resolution procedure is complete, the Insurance Plan shall remain unchanged as of the date of dissolution.

The remainder of the Agreement shall remain unaffected. Each Party represents and warrants to the other that their respective undersigned representatives are fully authorized to enter into and bind it to the terms of the Agreement.

Attachment 20: Revised Collective Bargaining Agreement(s)
(If applicable)

Not Applicable



Attachment 21: New Employee Orientation Plan (Probation)
(If applicable)

Attached



NEW EMPLOYEE CHECKLIST

*Orientation should be completed on the Employee's first day at work, if possible.

- Pay Periods, First Pay, Explanation of Pay Stub Information
- Pay Increases, Promotion Postings, Procedures
- Probationary Period (FOP = 1 Year - AFSCME = 6 Months)
- No Lateral Transfers for One Year
- Vacation, Holidays, Sick Leave, Personal Leave, Benefit Slips (use and accounting)
- Medical Plan (After 60 Days)
- IMRF (FY 2017: Employee 4.5% - County 8.45%)
- Benefits Program Eligibility Date - Mandatory New Employee Orientation
- Parking Information
- Telephone Calls, In/Out
- Issuance of ID Card **ID COMPLETED** _____
- Final Paycheck issued upon return of ID, Keys and any other County-owned property
- Social Security Card (or receipt for replacement card)
- Valid Illinois Driver's License

RECEIPT OF VARIOUS POLICIES, ETC. AS CONTAINED IN NEW EMPLOYEE HANDBOOK

- Departmental Policy and Procedure Manual (Revised July 2000) **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Sixth Judicial Circuit Code of Professional Conduct - incorporated into Chapter 4 of the Departmental Manual and also included as Appendix E to Departmental Manual **(REQUIRES SEPARATE ACKNOWLEDGEMENT)**
- Illinois Supreme Court's Sexual Harassment Policy and Procedures and Sixth Judicial Circuit's Administrative Order 95-6 **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Departmental Computer Policy (Chapter 20 of the Departmental Manual)
- Champaign County Personnel Policy Manual
- Current FOP Contract or AFSCME Contract
- Champaign County Job Description for Employee
- Juvenile Detention Center Operational Policies and Procedure Manual (Revised August 2000)
- Champaign County Information Technology Resources Policy and Procedures **(REQUIRES SEPARATE ACKNOWLEDGEMENT)**
- Addition to Departmental Manual for Use of Departmental Telephones and Use of the Internet **(REQUIRES SEPARATE ACKNOWLEDGEMENT)**
- Addition to Departmental Manual for LEADS Information/Policy **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Copy of Letter from Illinois State Police dated January 5, 2010 regarding LEADS Rules and Policies **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Supreme Court's Confidentiality Policy **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
Supreme Court's Policy on Assistance to Court Patrons **(REQUIRES SEPARATE ACKNOWLEDGMENT)**
- Memoranda/Directives issued by the Director of Court Services (Chapter 27 of Departmental Manual)

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OTHER INFORMATION PROVIDED TO EMPLOYEE AT ORIENTATION:

- Pay Sheet
- Voice Mail Instructions
- Telephone User Guide
- KRONOS Information
- CS Key # _____

SECOND BLUE TAB

Dated: _____ Signed: _____

Champaign County Probation & Court Services Department - Adult Division
 TRAINING CHECKLIST

 START DATE

 PROBATION OFFICER

	<u>TRAINING OBJECTIVES</u>	<u>TRAINER</u>	<u>OFFICER INITIALS</u>	<u>DATE</u>
1	Departmental Rules / Policies Manual	_____	_____	_____
2	Training Manual	_____	_____	_____
3	Introduction of Staff	_____	_____	_____
4	Justice System Process / Overview	_____	_____	_____
5	Departmental Intake	_____	_____	_____
6	Illinois Criminal Law and Procedure	_____	_____	_____
7	Tour of Circuit Clerk's Office Court Rooms, States Attorney's Public Defender's Office, Youth Detention	_____	_____	_____
8	Employee Assistance Program	_____	_____	_____
9	Code of Professional Conduct for 6th Judicial Circuit	_____	_____	_____
10	Computer Operations	_____	_____	_____
11	Mail / Phone Systems	_____	_____	_____
12	Drug Testing Collection & Procedures	_____	_____	_____
13	Bloodborne Pathogens Procedures	_____	_____	_____
14	DNA Indexing Training	_____	_____	_____
15	Referral Agencies	_____	_____	_____

TRAINING OBJECTIVES

	<u>TRAINER</u>	<u>OFFICER INITIALS</u>	<u>DATE</u>
16 Cellular Phone Usage	_____	_____	_____
17 Vehicle use	_____	_____	_____
18 Officer Safety	_____	_____	_____
19 Intake Process	_____	_____	_____
20 Initial Interviews	_____	_____	_____
21 Record Checks	_____	_____	_____
22 Read and Review Reports	_____	_____	_____
23 Certificates of Probations (Reading the rules)	_____	_____	_____
24 Case File Organization	_____	_____	_____
25 Supervision Planning	_____	_____	_____
26 LSI-R Assessment Screening Instrument	_____	_____	_____
27 PSI / Probation Adjustment report review	_____	_____	_____
28 Office Visits	_____	_____	_____
29 Home Visits	_____	_____	_____
30 Duty Officer Assignment / Procedure	_____	_____	_____
31 Client Discipline	_____	_____	_____
32 Caseload Management	_____	_____	_____
33 Transfers	_____	_____	_____
34 Discharges	_____	_____	_____
35 Electronic Monitoring	_____	_____	_____

TRAINING OBJECTIVES

36 Court Ordered Medical Testing

37 Breathalyzer operations

38 Stats

39 FOP Contract

TRAINER

DATE

OFFICER INITIALS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Champaign County Probation & Court Services Department - Juvenile Division
 TRAINING CHECKLIST

	PROBATION OFFICER	START DATE
	TRAINER	OFFICER INITIALS
	TRAINING OBJECTIVES	DATE
1	Departmental Rules / Policies Manual	
2	Training Manual	
3	Introduction of Staff	
4	Justice System Process / Overview	
5	Departmental Intake	
6	Juvenile Court Act/Criminal Code	
7	Tour of Circuit Clerk's Office Court Rooms, States Attorney's Office, Public Defender's Office, Youth Detention Center, & Jail	
8	Employee Assistance Program	
9	Code of Professional Conduct for 6th Judicial Circuit	
10	FOP Contract	
11	Computer Operations	
12	Mail/Phone Systems	
13	Cellular Phone Usage	
14	Vehicle Usage	
15	Drug Testing Collection and Procedure	

TRAINING OBJECTIVES

DATE

OFFICER INITIALS

TRAINER

- 16 Court Ordered Medical Testing
- 17 Bloodborne Pathogens Procedures
- 18 DNA Indexing Training
- 19 School Introductions
- 20 Referral Agencies
- 21 Officer Safety
- 22 Intake Procedure
- 23 Initial Interviews
- 24 Records Check
- 25 Read and Review Reports
- 26 Orders of Conditions
- 27 Case File Organization
- 28 Supervision Planning
- 29 YASI Screening Instrument
- 30 Review of JCAI program
- 31 Social Investigation Reports/Remission-Review Reports
- 32 Office Visits
- 33 Home Visits
- 34 School Visits
- 35 Curfew Checks

TRAINING OBJECTIVES

- 36 Duty Officer Assignment/Procedurree
- 37 Client Discipline-Administrative Sanctions Program
- 38 Caseload Management
- 39 Transfers
- 40 JIDS Access and Password, Review of Manual
- 41 Monthly Statistics
- 42 Discharges
- 43 Electronic Monitoring Procedures
- 44 Breathalyzer Training
- 45 Interns assigned to Probation
- 46 Public Service Work
- 47 FOP Contract

TRAINER _____

OFFICER INITIALS _____

DATE _____

Attachment 22: New Employee Orientation Plan (Detention) (If applicable)

The Champaign County Juvenile Detention Center has a comprehensive Field Training Program for all new Juvenile Detention Officers.

The Champaign County Juvenile Detention Field Training Program introduces new officers to the personnel, procedures, policies and purposes of the Department as well as providing the initial formal and informal training specific to the day-to-day duties of its officers.

In order to make new officer training as effective as possible, each new officer is assigned a training officer or a supervisor.

The Champaign County Juvenile Detention Center Field Training program is a written plan with performance based objectives (training performance goals). The field training staff determines a schedule and or manner for training and testing new officers.

The training provided to the new officers includes, but is not limited to, the following:

- **Administrative:** This training module consists of Departmental Flow Chart, Policy and Procedures, Juvenile Justice System Overview, and other items pertaining to the development of the new officer. The new officer will receive an average of 12 hours of training in this category.
- **Operational Support:** This training module consists of the following: Juvenile Court Act, Criminal Code, Illinois Vehicle Code, IDOJJ Standards, DCFS Mandated Reporting, Computer Orientation, Records Management, Communication, Emergency Procedures, Suicide Prevention, Mental Health, MAYSI, and Medical Procedures. The new officer will receive an average of 16-20 hours of training in this category.
- **Master Control Operations:** This training module covers general control operations, which includes phone usage, intercom usage, camera use, duress buttons, interlock procedures, emergency procedures, smoke panel, fire suppression, and key box. The new officer will receive an average of 20 hours of training in this category.
- **Behavior Management:** This training module covers the Juvenile Detention Center Behavior Management procedure and the topics include: resident orientation, observation and recording, level system, rewards, point system, grade sheets, goals, timeouts, administrative intervention, individual programming, recreation, visits and phone calls. The new officer will receive an average of 20 hours of training in this category.
- **Supervision:** This training module consists of supervision of in-custody residents and topics include: population movements, education practices, library practices, dining practices, recreational practices, supervision of housing pods, religious practices, and hygiene practices. The new officer will receive an average of 16 hours of training in this category.



- **Security & Safety Procedures:** This training module covers security procedures of the Detention Center and topics include: PIPE (room checks), pat-downs, strip searches, handcuffing, room searches, pod searches, classroom searches, vehicle searches, and transport procedures. The new officer will receive an average of 16 hours of training in this category.
- **Admission and Releases:** This training module covers admission and release procedures at the Juvenile Detention Center. Topics and procedures in this training module include: criminal histories, local law enforcement records systems, Champaign County Court records, detention admission and release software, file maintenance, scoring instrument, creation of jackets, creating bookings (Release w/o Detention and Secure Detainment), releases, sentenced minors, intake documentation, photos, fingerprinting, property, housing assignments, court documentation, schedules, commitments, warrants, phone screenings, and bond procedures. The new officer will receive an average of 48 hours of training in this category.
- **Officer Safety:** This training module consists of officer safety standards utilized by the Champaign County Juvenile Detention. Topics and procedures in this training module include: First Aid, CPR, AED, Use of Force, and Officer Safety Policies and Tactics. The new officer will receive an average of 28 hours of training in this category.

After the initial training as described above, the new officer will continue their training though a shadow phase, where a training officer serves as a coach and mentor. The new officer will continue to be monitored and evaluated by their supervisor throughout their probationary period (first 12 months of employment).



Attachment 23: County Fiscal Year 2018 Training Plan (Probation) (If applicable)

Supervisors are aware of annual hourly training requirements for staff and continuously monitor staff attendance at trainings throughout the year to ensure compliance. Training requirements and opportunities are discussed in monthly divisional staff meetings. Training opportunities are also posted on employee bulletin boards and employees are notified of training opportunities via email. Training sessions include outside training programs (e.g., IPCSA Training Conferences) as well as in-house training. All training is entered into a computer database that allows Supervisors to track the number of hours of training attended by each employee. Supervisors can obtain the total number of training hours completed by each employee, both annually and year-to-date. Officers who do not meet training requirements are held accountable on their annual performance evaluations.



Attachment 24: County Fiscal Year 2018 Training Plan (Detention) (If applicable)

Champaign County Juvenile Detention Officers undergo forty (40) hours of in-service training annually. Training sessions include outside training programs as well as in-house training.

Champaign County is fortunate to be able to use the East Central Illinois Training Project, operated under the supervision of the Illinois Law Enforcement Training and Standards Board, for training opportunities. The Detention Center also utilizes training programs offered by Illinois Law Enforcement Alarm System (ILEAS) and Police Training Courses & Law Enforcement Training (PATC) for specialized courses with management, legal liability, internal investigations, etc. Additionally, the Detention Center utilizes training programs sponsored by the Administrative Office of the Illinois Courts (AOIC), American Probation and Parole Association (APPA), Illinois Probation & Court Services Association (IPCSA), and the National Juvenile Detention Association (NPJS).

Our training plan for Fiscal Year 2018 includes, but is not limited to, the following topics:

- Juvenile Law
- Behavior Management
- Verbal De-escalation
- Crisis Intervention
- Cognitive Behavioral Training
- Fire & Emergency Procedures
- Suicide Awareness & Self Harm
- Civil Rights
- Safety & Security Procedures
- Use of Force
- Emergency Medical Procedures
- Communication
- Prison Rape Elimination Act (PREA)
- Specialized Training as needed for selected personnel



Attachment 25: Annual Training Hours (Required)

Complete the following table for *each employee* to document staff's completion of 20 hours of continual education. It must contain the following information:

- Name - Employee's name
- Position and/or Title –The designation of the employee
- *Time Frame-This must be a 12 month (1-year period). Submit using the timeframe that the department used to track training. Whether it is calendar, county fiscal year, or something else, it must be consistent across all employees.*
- Date(s) Attended
- Title – The name of the training
- Topic – Since the title might not be self-explanatory, include the topic area.
- Description – A short summary or description. The training *must* relate to the position of the employee and correspond with aspects of their job.
- Hours – The length of the training or the number of recognized hours of the training.
- Total Hours – To ensure they are meeting the 20-hour minimum.

****Individual employee training logs for the period
January 1 to December 1, 2016 are appended to the Annual Plan.***

Annual Training Log				
Name			Position/Title	
Time Frame <small>(what is the 12 month time period)</small>		January 1, 2016 to December 31, 2016		
Date(s) Attended	Title	Topic	Description	Hours
Total Hours				
<i>(This form may be added to or duplicated as needed)</i>				



Attachment 26: Effective Casework Model Policies and Procedures
(If applicable)

Please see Attachment 35 for information about the Department's plan to implement the Effective Casework Model.



Attachment 27: Quality Assurance Policies and Procedures
(If applicable)

Please see Attachment 35 for information about the Department's plan to implement the Effective Casework Model, including Quality Assurance Policies and Procedures.



Attachment 28: Case Outcomes (Required)

The essence of evidence-based practices and decision-making is the collection and analysis of data. The measurement of probation outcomes informs probation staff of the effectiveness of supervision practices in reducing recidivism and enhancing public safety.

Statistical outcome measures contained in this section provide departments three separate measures of client case outcomes: re-arrest rates, rates of new convictions, and rates of new technical violations that result in a finding by the court. The number of clients under probation supervision who receive a commitment to the corrections (IDOC and IDJJ) for PTR New Offense, PTR Technical Violation, PTR New Conviction and Technical Violation; and ask that you provide the requested information on one of these measures and the IDOC commitment data.

For the information below, please indicate the case outcome and commitment for adult and juvenile clients that were:

- Actively supervised
- During calendar year 2016 (01/01/2016 – 12/31/2016)

Case Outcome Rates by Case Type (Adults)							
		Re-Arrest		New Conviction		Technical Violation w/ Finding	
		Number	%	Number	%	Number	%
Standard Probation	2,251	N/A	N/A	49	2.2%	237	9.5%
Specialized DUI*	N/A	N/A	N/A	N/A	N/A	N/A	N/A
IPS	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Specialized DUI programs refer only to those departments who were funded to provide intensive supervision to reduced caseloads of high risk DUI clients.*

Case Outcome Rates by Case Type (Juveniles)							
		Re-Arrest		New Conviction		Technical Violation w/ Finding	
		Number	%	Number	%	Number	%
Standard Probation	288	N/A	N/A	26	9.0%	18	6.2%



Case Outcome Rates by Risk Level (Adults)			
Outcome	Risk Level	Number	Percentage (Based on Total # Supervised)
Re-Arrest	Max.	N/A	N/A
	Med.	N/A	N/A
	Min.	N/A	N/A
	Unclassified	N/A	N/A
New Conviction	Max.	N/A	N/A
	Med.	N/A	N/A
	Min.	N/A	N/A
	Unclassified	N/A	N/A
Technical Violation w/Finding	Max.	N/A	N/A
	Med.	N/A	N/A
	Min.	N/A	N/A
	Unclassified	N/A	N/A

Case Outcome Rates by Risk Level (Juveniles)			
Outcome	Risk Level	Number	Percentage (Based on Total # Supervised)
Re-Arrest	Max.	N/A	N/A
	Med.	N/A	N/A
	Min.	N/A	N/A
	Unclassified	N/A	N/A
New Conviction	Max.	15	5.2%
	Med.	11	3.8%
	Min.	0	0
	Unclassified	0	0
Technical Violation w/Finding	Max.	10	3.4%
	Med.	8	2.7%
	Min.	0	0
	Unclassified	0	0

Commitments to DOC and DJJ		
Commitment Reason	Adult	Juveniles
PTR New Offense	24	6
PTR Technical Violations	60	2
PTR New Offense and Technical Violations	N/A	4
Alternate Commitments on New Offense*	32	9
TOTAL COMMITMENTS	116	21

*Alternative Commitments - Currently on probation and committed on a new offense without a PTR.



Attachment 29: Cognitive Behavioral Programming (If applicable)

Please provide information on cognitive-behavioral programming for clients during calendar year 2016
(01/01/16 – 12/31/16):

Cognitive Behavioral Programming Worksheet															
Program Name	<i>Example: Positive Changes</i>			Responsible Choices (Drug Court)			Thinking Skills			Change			Change for Spanish Speaking Clients		
Curriculum Used	<i>T4C</i>			Responsible Choices			Thinking Skills			Change for Men and Women			Change		
	<input checked="" type="checkbox"/> Adult Probation	<input type="checkbox"/> Juvenile Probation	<input type="checkbox"/> Juvenile Detention	<input checked="" type="checkbox"/> Adult Probation	<input type="checkbox"/> Juvenile Probation	<input type="checkbox"/> Juvenile Detention	<input checked="" type="checkbox"/> Adult Probation	<input type="checkbox"/> Juvenile Probation	<input type="checkbox"/> Juvenile Detention	<input checked="" type="checkbox"/> Adult Probation	<input type="checkbox"/> Juvenile Probation	<input type="checkbox"/> Juvenile Detention	<input checked="" type="checkbox"/> Adult Probation	<input type="checkbox"/> Juvenile Probation	<input type="checkbox"/> Juvenile Detention
Total # of Groups Conducted	<i>2 groups</i>			1			1			5			1		
Total # of Sessions	<i>44 sessions</i>			49			51			240			43		
	<input checked="" type="checkbox"/> Probation Staff	<input type="checkbox"/> Detention Staff	<input type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff	<input type="checkbox"/> Detention Staff	<input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff	<input type="checkbox"/> Detention Staff	<input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff	<input type="checkbox"/> Detention Staff	<input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff	<input type="checkbox"/> Detention Staff	<input checked="" type="checkbox"/> Outside Vendor
Facilitators Available (#)	<i>4 trained</i>			N/A			5			5			1		
Facilitators that Lead Group (#)	<i>2 at a time</i>			2			2			5			1		
Total Weekly Hours Devoted to Group (Each Facilitator)	<i>10 hours</i>			3 hours			3 hours			4-16 hours			3 hours		
Total Referrals (#)	25			31			37			80			7		
Referrals Accepted (#) (%)	<i>21 (84%)</i>			31			37			80			7		
	<i>H</i> 14 (67%)	<i>M</i> 7 (33%)	<i>L</i> 0	H	M	L	H	M	L	H	M	L	H	M	L
				7 (22%)	11 (35%)	13 (43%)	25 (67%)	4 (10%)	8 (22%)	26 (32%)	44 (55%)	10 (12%)	0 (0%)	1 (14%)	6 (86%)
Successfully Completed (#) (%)	<i>16 (76%)</i>			24 (77%)			11 (30%)			54 (68%)			7 (100%)		
Unsuccessful Exits (#) (%) and Reason*	<i>1 – New arrest (5%) 3 – Dropped (14%) 1 – No show (5%)</i>			7 (23%)			21 – Dropped (57%) 2 – Reoffended/ Inappropriate for Group (5%)			20 – Dropped (25%) 4 – No show (5%) 2 – Reoffended (3%)			0 (0%)		

(This form may be added to or duplicated as needed)

* Reason - **Dropped out** (attended some sessions but quit), **no show** (never attended), **removed** (kicked out from the group – reason should be noted such as intoxicated, fighting, disrespectful, etc.), **recidivated** (Reason should be noted: re-arrest, new conviction, tech viol w/ finding), etc.



Cognitive Behavioral Programming Worksheet

Program Name	Example: Positive Changes	Moral Reconciliation Therapy	Anger Management	ABC Counseling	Cognition Works, Inc.																																							
Curriculum Used	T4C	How to Escape Your Prison	Coping With Anger	Sex Offender Counseling	Stepping Into My Choices																																							
	<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention	<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention	<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention	<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention	<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention																																							
Total # of Groups Conducted	2 groups	1	1	1	1																																							
Total # of Sessions	44 sessions	41	37	44	47																																							
	<input checked="" type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor																																							
Facilitators Available (#)	4 trained	1	1	1-2	1-2																																							
Facilitators that Lead Group (#)	2 at a time	1	1	1	1																																							
Total Weekly Hours Devoted to Group (Each Facilitator)	10 hours	2 hours	2 hours	3-4 hours	3-4 hours																																							
Total Referrals (#)	25	14	24	4	19																																							
Referrals Accepted (#) (%)	21 (84%)	14 (100%)	24 (100%)	4 (100%)	19 (100%)																																							
	<table style="font-size: small; border-collapse: collapse;"> <tr><td style="text-align: center;">H</td><td style="text-align: center;">M</td><td style="text-align: center;">L</td></tr> <tr><td style="text-align: center;">14</td><td style="text-align: center;">7</td><td style="text-align: center;">0</td></tr> <tr><td style="text-align: center;">(67%)</td><td style="text-align: center;">(33%)</td><td></td></tr> </table>	H	M	L	14	7	0	(67%)	(33%)		<table style="font-size: small; border-collapse: collapse;"> <tr><td style="text-align: center;">H</td><td style="text-align: center;">M</td><td style="text-align: center;">L</td></tr> <tr><td style="text-align: center;">N/A</td><td style="text-align: center;">N/A</td><td style="text-align: center;">N/A</td></tr> </table>	H	M	L	N/A	N/A	N/A	<table style="font-size: small; border-collapse: collapse;"> <tr><td style="text-align: center;">H</td><td style="text-align: center;">M</td><td style="text-align: center;">L</td></tr> <tr><td style="text-align: center;">N/A</td><td style="text-align: center;">N/A</td><td style="text-align: center;">N/A</td></tr> </table>	H	M	L	N/A	N/A	N/A	<table style="font-size: small; border-collapse: collapse;"> <tr><td style="text-align: center;">H</td><td style="text-align: center;">M</td><td style="text-align: center;">L</td></tr> <tr><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">1</td></tr> <tr><td></td><td></td><td style="text-align: center;">(25%)</td></tr> </table>	H	M	L	0	0	1			(25%)	<table style="font-size: small; border-collapse: collapse;"> <tr><td style="text-align: center;">H</td><td style="text-align: center;">M</td><td style="text-align: center;">L</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">6</td><td style="text-align: center;">5</td></tr> <tr><td style="text-align: center;">(42%)</td><td style="text-align: center;">(32%)</td><td style="text-align: center;">(26%)</td></tr> </table>	H	M	L	8	6	5	(42%)	(32%)	(26%)
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14	7	0																																										
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N/A	N/A	N/A																																										
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0	0	1																																										
		(25%)																																										
H	M	L																																										
8	6	5																																										
(42%)	(32%)	(26%)																																										
Successfully Completed (#) (%)	16 (76%)	1 (7%)	3 (13%)	3 (75%)	0 (0%)																																							
Unsuccessful Exits (#) (%) and Reason*	1 – New arrest (5%) 3 – Dropped (14%) 1 – No show (5%)	8 – Dropped (57%) 5 Group Members continuing into next reporting year (2017)	17 – Dropped (71%) 7 Group Members continuing into next reporting year (2017)	1 – New Arrest (25%)	6 – New Arrest (32%) 13 – Dropped (68%)																																							

(This form may be added to or duplicated as needed)

* Reason - **Dropped out** (attended some sessions but quit), **no show** (never attended), **removed** (kicked out from the group – reason should be noted such as intoxicated, fighting, disrespectful, etc.), **recidivated** (Reason should be noted: re-arrest, new conviction, tech viol w/ finding), etc.



Cognitive Behavioral Programming Worksheet

Program Name	<i>Example: Positive Changes</i>	PLL Extended Care	Prairie Center	Rosecrance																																							
Curriculum Used	T4C	Brief Strategic Family Therapy	Seven Challenges	SPARCS																																							
	<input checked="" type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention	<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention	<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention	<input type="checkbox"/> Adult Probation <input checked="" type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention	<input type="checkbox"/> Adult Probation <input type="checkbox"/> Juvenile Probation <input type="checkbox"/> Juvenile Detention																																						
Total # of Groups Conducted	2 groups	1	1	1																																							
Total # of Sessions	44 sessions	55 sessions	47 sessions	20																																							
	<input checked="" type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input checked="" type="checkbox"/> Outside Vendor	<input type="checkbox"/> Probation Staff <input type="checkbox"/> Detention Staff <input type="checkbox"/> Outside Vendor																																						
Facilitators Available (#)	4 trained	4	1-2	1																																							
Facilitators that Lead Group (#)	2 at a time	2	1	1																																							
Total Weekly Hours Devoted to Group (Each Facilitator)	10 hours	3-4 hours	3 hours	2 hours																																							
Total Referrals (#)	25	23	20	10																																							
Referrals Accepted (#) (%)	21 (84%)	23 (100%)	20 (100%)	8 (80%)																																							
	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><i>H</i></td> <td style="padding: 2px;"><i>M</i></td> <td style="padding: 2px;"><i>L</i></td> </tr> <tr> <td style="text-align: center;">14</td> <td style="text-align: center;">7</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;"><small>(67%)</small></td> <td style="text-align: center;"><small>(33%)</small></td> <td></td> </tr> </table>	<i>H</i>	<i>M</i>	<i>L</i>	14	7	0	<small>(67%)</small>	<small>(33%)</small>		<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><i>H</i></td> <td style="padding: 2px;"><i>M</i></td> <td style="padding: 2px;"><i>L</i></td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">11</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;"><small>(26%)</small></td> <td style="text-align: center;"><small>(48%)</small></td> <td style="text-align: center;"><small>(26%)</small></td> </tr> </table>	<i>H</i>	<i>M</i>	<i>L</i>	6	11	6	<small>(26%)</small>	<small>(48%)</small>	<small>(26%)</small>	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><i>H</i></td> <td style="padding: 2px;"><i>M</i></td> <td style="padding: 2px;"><i>L</i></td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">8</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;"><small>(50%)</small></td> <td style="text-align: center;"><small>(40%)</small></td> <td style="text-align: center;"><small>(10%)</small></td> </tr> </table>	<i>H</i>	<i>M</i>	<i>L</i>	10	8	2	<small>(50%)</small>	<small>(40%)</small>	<small>(10%)</small>	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><i>H</i></td> <td style="padding: 2px;"><i>M</i></td> <td style="padding: 2px;"><i>L</i></td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;"><small>(100%)</small></td> <td style="text-align: center;"><small>(0%)</small></td> <td style="text-align: center;"><small>(0%)</small></td> </tr> </table>	<i>H</i>	<i>M</i>	<i>L</i>	8	0	0	<small>(100%)</small>	<small>(0%)</small>	<small>(0%)</small>	<i>H</i>	<i>M</i>	<i>L</i>
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<i>H</i>	<i>M</i>	<i>L</i>																																									
8	0	0																																									
<small>(100%)</small>	<small>(0%)</small>	<small>(0%)</small>																																									
Successfully Completed (#) (%)	16 (76%)	11 (48%)	10 (50%)	2 (25%)																																							
Unsuccessful Exits (#) (%) and Reason*	1 – New arrest (5%) 3 – Dropped (14%) 1 – No show (5%)	5 – New Arrest (22%) 7 – Dropped (30%)	7 – New Arrest (35%) 3 – Dropped (No Show) (15%)	6 – New Arrest (75%)																																							

(This form may be added to or duplicated as needed)

* Reason - **Dropped out** (attended some sessions but quit), **no show** (never attended), **removed** (kicked out from the group – reason should be noted such as intoxicated, fighting, disrespectful, etc.), **recidivated** (Reason should be noted: re-arrest, new conviction, tech viol w/ finding), etc.



Attachment 30: Justice System Stakeholder Collaboration (Required)

As required under 730 ILCS 110/15(6)(b), please describe in the following table collaboration efforts with justice system stakeholders, service providers and community members to improve the case outcome of clients whom you supervise. Include information on coordination efforts with officials from other State entities (i.e., Department of Corrections, Department of Children and Family Services, Department of Human Services, etc.) in the development and use of community resources information systems.

Stakeholder Collaboration Worksheet				
Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
<i>Example: The Glen Robinson Center</i>	<i>Mental Health</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local Law Enforcement Agencies	Reports listing all clients under community-based supervision in Champaign County, to include name, address, case number, sentence termination date and supervising officer, are sent daily to local Law Enforcement Agencies to assist officers with contact information. Officers assist local Law Enforcement Agencies with special events (i.e., Halloween and "Unofficial St. Patrick's Day" events, Juvenile Curfew events), and enforcement of geographical restrictions imposed as conditions of probation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosecrance	Substance Abuse and Mental Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognition Works, Inc.	Cognitive Skills, PAIP and Anger Management Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevention and Treatment Services (P.A.T.S.)	PAIP, Anger Management and Substance Abuse Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kleppin and Associates	Sex Offender Evaluation and Treatment Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Community Resources and Counseling Center	Sex Offender Evaluation and Treatment Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prairie Center	Substance Abuse Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABC Counseling	Sexual Abuse Assessments and Treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IDOJJ After Care Specialist	Case Management and Supervision to youth released from IDOJJ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carle Psychiatry/Psychology Department	Mental Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CEAD	Adolescent Residential Drug and Alcohol Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Center for Youth and Family Solutions	Case Management services for children and families. 24-hour on-call for youth and families in crisis situations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City of Champaign	Community Coalition is a forum in which community agencies come together to meet monthly to discuss current events.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chestnut Health Care Systems	Drug and Alcohol Treatment Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Choices	Partnership with youth and families involved in DCFS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cognition Works, Inc.	Anger Management and Cognitive Skill Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rosecrance	Mental Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Don Moyer Boys and Girls Club	The Don Moyer Boys and Girls Club offers the following programs: Character and Leadership, Career and Education, Health and Life Skills, Sports and Recreation, Arts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gateway	Provides Drug and Alcohol Services and assists with co-occurring Mental Health problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kleppin and Associates	Mental Health Evaluations, Sex Offender Evaluations, Substance Abuse Evaluations and Individual and Group Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Lincoln's Challenge	Academic, Job Skills, Physical Fitness, Leadership/Fellowship, Health, Sex Education and Nutrition, Life Coping Skills, Responsible Citizenship, and Service to Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men of Impact	Education and Mentoring Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NEW B.O.Y. New Breed of Youth	The program's mission is to cultivate and empower youth through programs, activities, and relationships focused on instilling in each young man a new sense of self and direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operation Hope	Academic, Career, and College Prep assistance to high school students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLL (Parenting with Love and Limits)	Program designed for parents and caregivers of teenagers who are at risk of entering the juvenile justice system or for minors involved in the Juvenile Court Process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prairie Center	Drug and Alcohol Assessments and Screenings, Substance Abuse Education and Individual Out-Patient Counseling. The Seven Challenges Program is utilized for the adolescent population.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S.O.A.R.	Community-Based In-School and Afterschool Mentoring, Tutorial and Family Advocacy Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPARCS	16 week Treatment Guide specifically for teens who have been traumatized and live with high levels of stress	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TAEOP (Truants Alternative and Optional Education Program)	Truancy Prevention for Champaign Unit 4 School District	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TALKS	Weekly Men of Force meetings in the community and at the Juvenile Detention Center	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Pavilion	Mental Health Services, Inpatient and Partial Hospitalization Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Urbana Student Health Center	Mental Health Services, Counseling, Medical Services, Substance Abuse Counseling and Treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Urbana Neighborhood Connections Center	Serves youth from K-12 in Urbana Public School District #116. Provides Tutoring and Afterschool Services, College and Career Readiness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
YAC (Youth Assessment Center)	The YAC monitors Informal and Formal Station Adjustments for youth involved in delinquent activity. Screens Youth for services using the YASI.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Youth and Family Peer Support Alliance	Mentors, Advocates and provides support for families and children who are experiencing Mental Health and /or Emotional challenges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Department of Human Services (DHS)	Comprehensive, community-based youth services network provides assistance with placing youth who are not able to return home. We have also coordinated services with DHS for youth brought into detention for domestic battery, which includes assisting with placing those youth outside the home as necessary to ensure safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crosspoint Human Services and CHOICES Coordinated Care Solutions	Crosspoint Human Services and CHOICES Coordinated Care Solutions provide mental health crisis intervention for youth Screening Assessment and Support Services (SASS).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Department of Juvenile Justice	We partner with IDOJJ to coordinate services for youth who are under the supervision of IDOJJ Aftercare and returning to detention and/or youth who have come through JDC previously, been under the supervision of our Probation Office and then under the supervision of IDOJJ Aftercare. IDOJJ, JDC, and Juvenile Probation collaborate and work together, including meeting regularly to share information and coordinate services for youth and families.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department of Children and Family Services	We collaborate with representatives from CHOICES to ensure that there is coordination in providing services for youth involved in the child welfare system who come into JDC. Representatives from multiple agencies participate in wrap meetings that consist of service providers, families and other supportive community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Illinois Balanced and Restorative Justice (IBARJ) Project	The Champaign County Juvenile Detention Center collaborates with the Illinois Balanced and Restorative Justice (IBARJ) Project to implement restorative practices within the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Rape Advocacy and Counseling Education Services (RACES)	The Champaign County Juvenile Detention Center has partnered with RACES (Rape Advocacy, Counseling, and Education Services) to assist with many of the requirements that have been imposed through PREA. The Juvenile Detention Center and RACES work together in implementing procedures for the Center to ensure compliance with PREA requirements. Additionally, RACES educators lead a weekly group with detained youth aimed at educating youth on rape culture and victim rights, and offering support services to victims and survivors of sexual violence.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Athletes	An elite training and mentoring program for teens.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
University of Illinois	A weekly science group led by doctoral candidates at the University of Illinois. Youth in custody are given the opportunity to give input on topics of interest to them and the lessons are tailored to our population.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School for Designing a Society	Pester Power, a community theatre project from the School for Designing a Society. This is a grassroots project aimed at reducing individuals' impact on the climate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Illinois Secretary of State	The Office of the Illinois Secretary of State provides education on driving under the influence and the graduated licensing program.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
<p>University of Illinois School of Library and Information Sciences</p>	<p>The "Library Project" is an ongoing volunteer effort begun by students from the University of Illinois School of Library and Information Sciences. This program has had ongoing support from students as well as a community volunteer Librarian. This project has improved and expanded the quality and content of the library offered to youth in custody and maintains an online catalog of the titles on hand at JDC. Library volunteers organize the library, provide guidance to youth searching for new titles of interest, lead book discussions, and bring authors to speak at the facility.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>University of Illinois Extension</p>	<p>The Champaign County Master Gardener program, through the University of Illinois Extension, offers a weekly group that educates on gardening and horticulture. This group aims to expose youth to healthy lifestyles through healthy foods, hobbies, and career choices. Along with the youth, the Master Gardeners maintain a Community Garden on the Detention Center's property, where vegetables, fruits, and flowers are grown. Excess produce is donated to local food banks, allowing youth to be part of giving back to their community.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(This form may be added to or duplicated as needed)



Attachment 31: Detention Screening Risk Assessment Instrument (Required)

DETENTION INTAKE SCREENING INSTRUMENT CHAMPAIGN COUNTY JUVENILE DETENTION CENTER		
NAME _____		DATE _____
SCREENER _____		
DOB: _____	AGE: _____	SEX: M / F RACE: W B H A O
POLICE DEPARTMENT _____		POLICE OFFICER _____
MOST SERIOUS PRESENTING OFFENSE: _____		
ADDITIONAL CRIMINAL CHARGES: _____		
	FACTOR	SCORE
I.	Score the Presenting Offense (Warrant = 20 points)	_____
II.	Prior Contacts	_____
	> Prior IDOJJ (formerly IDOC) (4)	_____
	> Prior Court involvement (3)	_____
	> Prior YDC admission(s) (3)	_____
	> Police contacts (2)	_____
	> Additional criminal charges this arrest (2)	_____
III.	Prior criminal convictions	_____
	> One previous felony (3)	_____
	> Two or more felonies (5)	_____
	> One or more previous misdemeanors (2)	_____
IV.	Risk of failure to appear	_____
	> Presently on probation & not complying (5)	_____
	> Violation of home detention / monitoring (4)	_____
	> Absconded out of State in past (2)	_____
	> Non-resident of Champaign County (2)	_____
	> Two or more prior FTA (1.5)	_____
	> History of run-a-way status (2 or more times) (2)	_____
V.	Legal Status	_____
	> On probation, conditional discharge or court supervision (3)	_____
	> Pending Court hearing (3)	_____
	> Currently on JCAI (formerly ISP) or Formal Station Adjustment (2)	_____
	> Previous Formal Station Adjustment (1)	_____
VI.	Aggravating factors (May increase score 1 or 2 points)	_____
	<input type="checkbox"/> Gang related activity, inadequate supervision in the home, large quantity of drugs, age of victim, threats toward witness, placement history, emotional state, threat if released would re-offend, uncooperative at intake, combative at time of arrest, etc.	_____
VII.	Mitigating factors (May decrease score 1 or 2 points)	_____
	<input type="checkbox"/> Positive parental supervision, good school attendance no suspensions from school, cooperative at intake, no prior contacts, cooperative with police at arrest, etc.	_____
VIII.	TOTAL SCORE	_____
15 OR ABOVE	=	Secure Detention Required
0 TO 14	=	Release to parent or guardian with referral for services if appropriate
INSTRUMENT OVERRIDE / SUPERVISOR'S APPROVAL _____		



Champaign County Juvenile Detention Center

Chapter Number: 16

Chapter Title: Intake and Admission

Policy Number: 16.1

Effective date: August 1, 2017

Approved By: C. Kaiser

ACA Reference: 1A-08, 09, 5A-01, 03,-10, 13 IDOCJ Reference: 702.10 (b) (2) / 702.50 Generally

Policy Subject: Detention Intake Authority

POLICY

The intake process is the most important function that a detention officer will perform while working at the Juvenile Detention Center. The Illinois Juvenile Court Act, 705 ILCS 405/5-410 (2) (a) states:

“ Any minor 10 year of age or older arrested pursuant to this act where there is probable cause to believe that the minor is a delinquent minor and that (i) secured custody is a matter of immediate and urgent necessity for the protection of the minor or of the person or property of another, (ii) the minor is likely to flee the jurisdiction of the court, (iii) the minor was taken into custody under a warrant, may be kept or detained in an authorized detention facility. A minor under 13 years of age shall not be admitted, kept, or detained in a detention facility unless a local youth service provider, including a provider through the Comprehensive Community Based Youth Services Network, has been contacted and has not been able to accept the minor”.

705 ILCS 405/5-410 (2) (b) provides the legal authority to detain a minor. In Champaign County, full time juvenile detention officers and administrators have been designated by the Chief Judge of the Sixth Judicial Circuit to make secure detention decisions after a police arrest. Once a decision to further detain has been made, a minor must appear before a Judge within 40 hours of detainment, excluding holidays and weekends. (PA 85-1443)

Juvenile Detention officers must become completely familiar with the Juvenile Court Act, Chapter 705 ILCS and Criminal Law and Procedure, Chapter 720 ILCS.

With the above thoughts in mind, a juvenile shall not be detained within the Champaign County Juvenile Detention Center unless:

- A warrant has been signed by a Champaign County Judge (or)
- A Judge has sentenced the minor to a period of detention, or has remanded the minor to the custody of Court Services for transport to the Illinois Department of Corrections. (or)
- A warrant has been issued by IDOCJ for parole violations (or)
- A warrant has been signed in another jurisdiction, and the minor was arrested by local authorities. Under agreements signed by the State of Illinois (AOIC), we will honor and detain fugitives from another area. (or)
- An arrest was made by a police officer for a criminal offense, and documented by the arresting officer. This provides you as an intake officer with the probable cause required to make an informed, legal detention decision. (and)
- The minor scores a minimum of 15 points on the Detention Screening Instrument, thus establishing immediate and urgent necessity to further detain. (or)

- The facts of the case, and investigation of the minor's situation, require a request for an over-ride of the scoring instrument.

Champaign County Juvenile Detention Center

Policy Number: 16.1

Policy Subject: Detention Intake Authority

Page 2 of 2

PROCEDURE

Release without Secure Detention: Detention officers working within the intake area of the Center will make the decision to release minors without secure detention on a daily basis. The process for release is as follows:

- After reviewing the police report, and completing the detention screening instrument, an informed decision to release is made by the intake officer.
- The minor is photographed and fingerprinted if the arrest was for a felony offense, and the arrest documented for our files using the Release Without Detention Form available at the Intake desk.
- The minor's parents are notified and requested to respond to the Center. There will be occasions when the police may be required to make the notification for detention staff by driving to the residence.
- Upon arrival at the Center, the parent's identity is confirmed by requesting a photo identification. The ID should be copied by the intake officer and placed in the minor's file.
- A release must be to a parent or legal guardian. In the event that a parent can not be located, or refuses to respond to the Center, release to a contracted social service agency is authorized.
- The individual / agency picking the minor up at the Center shall be required to sign the release form taking custody of the minor. The form should indicate the date and time of the release.

Attachment 32: Detention Policies and Procedures
(If applicable)

Not Applicable



**Attachment 33: Pretrial Risk Assessment
(If applicable)**

Not Applicable



Attachment 34: Existing Problem-Solving Courts (If applicable)

Please provide the following detailed information on each problem-solving court in your jurisdiction. Please duplicate this form as needed so that you have one form for each problem-solving court in your jurisdiction.

Problem-Solving Court Description Worksheet	
<p>1. Type of Problem-Solving Court</p> <p>a. ADULT <input checked="" type="checkbox"/> JUVENILE <input type="checkbox"/></p> <p>b. Name and location: <u>Champaign County Drug Court</u></p> <p>c. Population served: Drug Court <input checked="" type="checkbox"/> Mental Health Court <input type="checkbox"/> Veteran's Court <input type="checkbox"/> Other: _____</p>	<p>2. Certification (<i>Adult Problem-Solving Courts only</i>)</p> <p>a. Is this problem-solving court certified? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>b. If not certified, are you in the process of obtaining certification? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
<p>3. Probation Positions</p> <p>a. For calendar year 2016 (01/01/16 – 12/31/16), how many total probation positions are dedicated to this problem-solving court? <u>1</u> (in Full-Time Equivalent)</p> <ul style="list-style-type: none"> • Number of dedicated officers: <u>1</u> (in FTE) • Number of dedicated supervisors: <u>1</u> (in FTE) • Number of dedicated support staff: <u>0</u> (in FTE) 	
<p>4. Problem-Solving Court Clientele</p> <p>a. For calendar year 2016 (01/01/16 – 12/31/16), how many individuals were:</p> <ul style="list-style-type: none"> • Number screened for eligibility: <u>92</u> • Number assessed: <u>59</u> • Number accepted: <u>42</u> • Number rejected: <u>17</u> <p>b. Average length of program from acceptance to graduation? <u>19 months</u></p> <p>c. What is the annual capacity or number of program slots available each year? <u>100</u></p> <p>d. What is the current enrollment in this problem-solving court? <u>80</u></p> <p>e. Total number of clients supervised during calendar year 2016 (1/1/16 – 12/31/16) for this problem-solving court: <u>116</u></p> <p>f. Average length of time between an individual's referral and acceptance into or rejection from the problem-solving court? <u>60 days</u></p> <p>g. For calendar year 2016 (01/01/16 – 12/31/16), what were the total number of discharges? <u>47</u></p> <p style="margin-left: 20px;">Discharges by Category:</p> <ul style="list-style-type: none"> • Graduation <u>19</u> • Neutral <u>0</u> • Voluntary <u>0</u> • Unsuccessful <u>28</u> <p style="margin-left: 40px;">Total number of unsuccessful discharges due to the following reasons:</p> <ul style="list-style-type: none"> ○ Technical Violation with no new arrest <u>19</u> ○ New arrest <u>1</u> ○ Both <u>8</u> ○ Other <u>0</u> 	
<p><i>(This form may be added to or duplicated as needed)</i></p>	



Attachment 35: County Fiscal Year 2018 Strategic Plan (Required)

Pursuant to 730 ILCS 110/15(6)(a) each probation and court services department must have a plan which "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." This strategic plan is the culmination of information included within the entire Annual Probation Plan and serves as the foundation of what the department will be accomplishing in the upcoming year.

This strategic plan is intended to drive the work of the department in regards to evidence-based practices, enhancing collaborative efforts, and organizational/staff development. It serves as a roadmap to improve client services through enhanced service delivery based upon practices and procedures known to be effective. This will be the cornerstone of what your work looks like with justice partners and stakeholders as well as what the collaborative focus will be for your field services coordinator during the next fiscal year. *There must be at least a strategic plan in at least one area set forth for the upcoming year.*

Example

The following is an example of how to fill out the strategic plan:

1. **Focus:** Based off of where the department is currently looking to advance, pick the general focus first (administrative, probation, detention, pretrial, or problem-solving courts).
2. **Area:** Then decide on what area will be changed, enhanced, modified, improved, etc. If multiple areas within a specific focus are chosen, there must be a **separate** strategic plan completed for each. **If the area is around the status quo or current practice without any indication of enhancement, it will be deemed unacceptable and have to be changed.**
3. **Goal:** The goal should be attainable within the county fiscal year and incorporate:
 - An action step (to initiate..., to modify..., to enhance..., to implement...) which leads to...
 - An identifiable desired outcome (in order to...).

Goals must be supportive of the department's advancement of evidence-based practices and enhancement of services. It cannot just include purchases of equipment, vehicles or uniforms; to maintain operations; or goals that reoccur every year without any progress.

4. **Action Steps:** The small objectives, placed in sequential order that lead to the fulfillment of the goal. They should be Small, Measurable, Attainable, Realistic, and Timely (SMART).
5. **Timeline:** This is the date aimed for the completion of the action step. The timeline is a part of the SMART action steps and helps in maintaining trajectory toward the goal.
6. **Person(s) Responsible:** Anyone intricately involved in the completion of the action step (lead, participants, assistants, etc.). It should also include their role.
7. **Technical Assistance:** This is technical assistance that AOIC can provide the department. Consult with your field services coordinator to ensure this is something AOIC can provide.
8. **Training:** This is the training that AOIC and other entities can provide for the department. Please make note of the source. Consult with your field services coordinator to ensure this is something AOIC can provide.



Example

PROBATION SERVICES Not applicable <input type="checkbox"/>				
Area: <i>(Mark only one)</i>		Effective Casework <input checked="" type="checkbox"/> Quality Assurance Measures <input type="checkbox"/> Collaboration <input type="checkbox"/> Operational <input type="checkbox"/>		
		Other <input type="checkbox"/> Describe: _____		
Goal:		<i>To implement the use of the behavior analysis in all cases that prescreen out as moderate risk or higher in order to more accurately score the risk assessment</i>		
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
1. All supervisors will complete training on BA	No later than December 31, 2018	*CMO – set up training *All supervisors - attend *Orbis trainer *AOIC – Asst. w/ training		Behavioral Analysis training – Orbis Partners and AOIC
2. Supervisors will practice conducting BAs	December 31 - January 15, 2018	*CMO – manage process *AOIC – facilitate coaching *Supervisors – participate in coaching sessions	AOIC	
3. Quality assurance measures developed	December 31, 2018 - February 1, 2018	CMO w/ assistance from AOIC	AOIC	
4. QA measures rolled out to supervisors	No later than February 1, 2018	CMO		
5. Line staff are trained in BA	Set for February 19, 2018	Supervisors Jones and Smith		
6. Implement BA with 3-5 cases w/ supervision, coaching, and evaluation/feedback	By March 15, 2018	All line officers w/ assistance from supervisors		
7. Evaluate progress and determine next steps	By March 31, 2018	CMO w/ assistance from AOIC	AOIC	
8.a. If meeting benchmarks, implement BA with all clients who score out on prescreen	After March 31, 2018	All staff		
8. b. If not meeting progress, conduct needs assessment and re-state goal.	After March 31, 2018	CMO		
9.a. Evaluate progress with BA implementation, quality control, and impact on assessments.	By June 30, 2018	CMO w/ assistance from AOIC	AOIC	

CFY 2018 Strategic Plan and Training/Technical Assistance Requests

ADMINISTRATIVE Not applicable				
Area: <i>(Mark only one)</i>		Mission Statement <input type="checkbox"/> Fiscal Resource Management <input type="checkbox"/> Organizational Structure <input type="checkbox"/>		
		Policies and Procedures <input type="checkbox"/> Compensation and Performance Management <input type="checkbox"/>		
		Other <input type="checkbox"/> Describe: _____		
Goal:				
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
<i>(This form may be added to or duplicated as needed)</i>				



PROBATION SERVICES

Not applicable

Area: Effective Casework Quality Assurance Measures Collaboration Operational
 (Mark only one) Other Describe: _____

Goal: *Implement the use of the Effective Casework Model in all cases that prescreen out as moderate risk or higher*

Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
1. All Supervisors will complete training on Behavior Analysis	No later than January 31, 2018	*CMO – set up training *All Supervisors – attend training *AOIC – provide training		“Mapping” Training provided by AOIC – *Introduction to the ECW System *Behavior Analysis – Getting to the Criminal Drivers *Case Conceptualization – Staff will be able to answer 4 Basic Questions: 1. TARGET BEHAVIOR: Behavior that Needs to Change 2. HIGH RISK SITUATIONS: Internal and External Triggers 3. PAY OFF: Intent and Motivation Behind Behavior 4. HOOK: Incentive to Change
2. Supervisors will practice Behavior Analysis	February 1 – February 15, 2018	*CMO – manage process *AOIC – facilitate coaching *Supervisors – participate in coaching sessions	AOIC	
3. Quality assurance measures developed	January 1, 2018 – January 31, 2018	CMO w/ assistance from AOIC	AOIC	
4. QA measures rolled out to Supervisors	No later than February 1, 2018	CMO		
5. Line Officers are trained in Behavior Analysis	No later than February 15, 2018	*Supervisors Wyre, Wells and Zebe *AOIC – provide training	AOIC	See Item 1. above
6. Implement Mapping/Behavior Analysis with 3-5 cases w/ supervision, coaching, and evaluation/ feedback	By March 15, 2018	All Line Officers w/ assistance from Supervisors		
7. Evaluate progress and determine next steps	By March 31, 2018	CMO w/ assistance from AOIC	AOIC	



Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
8.a. If meeting benchmarks, implement Behavior Analysis with all clients who score out as moderate risk or higher on prescreen	After March 31, 2018	All Staff		
8.b. If not meeting progress, conduct needs assessment and re-state goal	After March 31, 2018	CMO		
9. Evaluate progress with Behavior Analysis implementation, quality control, and impact on assessments	By June 30, 2018	CMO w/ assistance from AOIC	AOIC	
10. All Supervisors will complete training on Feedback/Prioritization/Motivational Interviewing aspects of the Effective Casework Model	No later than April 30, 2018	*CMO – set up training *All Supervisors – attend training *AOIC – provide training		“Finding the Hook” Training provided by AOIC – *Feedback Wheel (strengths, challenges, incentives) *Prioritization *Motivational Interviewing *Assessing Motivation-Tools: Decisional Balance and Scaling Questions *Strategies
11. Supervisors will practice conducting Feedback/Prioritization/Motivational Interviewing	May 1 – May 15, 2018	*CMO – manage process *AOIC – facilitate coaching *Supervisors – participate in coaching sessions	AOIC	
12. Quality assurance measures developed	April 1, 2018 – April 30, 2018	CMO w/ assistance from AOIC	AOIC	
13. QA measures rolled out to Supervisors	No later than May 1, 2018	CMO		
14. Line Officers are trained in Feedback/Prioritization/Motivational Interviewing	No later than May 15, 2018	*Supervisors Wyre, Wells and Zebe *AOIC – provide training	AOIC	See Item 10. above
15. Implement Feedback/Prioritization/Motivational Interviewing with 3-5 cases w/ supervision, coaching, and evaluation/feedback	By June 15, 2018	All Line Officers w/ assistance from Supervisors		
16. Evaluate progress and determine next steps	By June 30, 2018	CMO w/ assistance from AOIC	AOIC	



Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
17.a. If meeting benchmarks, implement Feedback/Prioritization/ Motivational Interviewing with all clients who score out as moderate risk or higher on prescreen	After June 30, 2018	All Staff		
17.b. If not meeting progress, conduct needs assessment and re-state goal	After June 30, 2018	CMO		
18. Evaluate progress with Feedback/Prioritization/ Motivational Interviewing implementation, quality control, and impact on assessments	By September 30, 2018	CMO w/ assistance from AOIC	AOIC	
19. All Supervisors will complete training on the Case Planning and Structured Supervision aspects of the Effective Casework Model	No later than July 31, 2018	*CMO – set up training *All Supervisors – attend training *AOIC – provide training		“Moving Forward” Training provided by AOIC – *Case Planning *How to Conduct Structured Supervision Session
20. Supervisors will practice conducting Case Planning and Structured Supervision	August 1 – August 15, 2018	*CMO – manage process *AOIC – facilitate coaching *Supervisors – participate in coaching sessions	AOIC	
21. Quality assurance measures developed	July 1, 2018 – July 31, 2018	CMO w/ assistance from AOIC	AOIC	
22. QA measures rolled out to Supervisors	No later than August 1, 2018	CMO		
23. Line Officers are trained in Case Planning and Structured Supervision	No later than August 15, 2018	*Supervisors Wyre, Wells and Zebe *AOIC – provide training	AOIC	See Item 19. above
24. Implement Case Planning and Structured Supervision with 3-5 cases w/ supervision, coaching, and evaluation/ feedback	By September 15, 2018	All Line Officers w/ assistance from Supervisors		
25. Evaluate progress and determine next steps	By September 30, 2018	CMO w/ assistance from AOIC	AOIC	
26.a. If meeting benchmarks, implement Case Planning and Structured Supervision with all clients who score out as moderate risk or higher on prescreen	After September 30, 2018	All Staff		
26.b. If not meeting progress, conduct needs assessment and re-state goal	After September 30, 2018	CMO		



Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
27. Evaluate progress with Case Planning and Structured Supervision implementation, quality control, and impact on assessments	By December 31, 2018	CMO w/ assistance from AOIC	AOIC	
28. All Supervisors will complete training on the "Reviewing and Supporting" aspects of the Effective Casework Model	No later than October 31, 2018	*CMO – set up training *All Supervisors – attend training *AOIC – provide training		"Reviewing and Supporting" Training provided by AOIC – *Continued Case Planning *Dealing with Relapse *Dealing with Non-Compliance *Maintenance Planning
29. Supervisors will practice "Reviewing and Supporting" aspects of the Effective Casework Model	November 1 – November 15, 2018	*CMO – manage process *AOIC – facilitate coaching *Supervisors – participate in coaching sessions	AOIC	
30. Quality assurance measures developed	October 1, 2018 – October 31, 2018	CMO w/ assistance from AOIC	AOIC	
31. QA measures rolled out to Supervisors	No later than November 1, 2018	CMO		
32. Line Officers are trained in "Reviewing and Supporting" aspects of the Effective Casework Model	No later than October 15, 2018	*Supervisors Wyre, Wells and Zebe *AOIC – provide training	AOIC	See Item 28. above
33. Implement "Reviewing and Supporting" aspects of the Effective Casework Model with 3-5 cases w/ supervision, coaching, and evaluation/ feedback	By December 15, 2018	All Line Officers w/ assistance from Supervisors		
34. Evaluate progress and determine next steps	By December 31, 2018	CMO w/ assistance from AOIC	AOIC	
35.a. If meeting benchmarks, implement "Reviewing and Supporting" aspects of the Effective Casework Model with all clients who score out as moderate risk or higher on prescreen	After December 31, 2018	All Staff		
35.b. If not meeting progress, conduct needs assessment and re-state goal	After December 31, 2018	CMO		



Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
36. Evaluate progress with "Reviewing and Supporting" aspects of the Effective Casework Model implementation, quality control, and impact on assessments	By March 31, 2019	CMO w/ assistance from AOIC	AOIC	
<i>(This form may be added to or duplicated as needed)</i>				

DETENTION SERVICES		Not applicable		
Area: <small>(Mark only one)</small>	Programming <input type="checkbox"/> Quality Assurance Measures <input type="checkbox"/> Collaboration <input type="checkbox"/> Operational <input type="checkbox"/>			
	Other <input type="checkbox"/> Describe: _____			
Goal:	_____			
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
<i>(This form may be added to or duplicated as needed)</i>				

PRETRIAL SERVICES		Not applicable		
Area: <small>(Mark only one)</small>	Creating Division/Unit <input type="checkbox"/> Programming <input type="checkbox"/> Quality Assurance Measures <input type="checkbox"/> Collaboration <input type="checkbox"/>			
	Other <input type="checkbox"/> Describe: _____			
Goal:	_____			
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
<i>(This form may be added to or duplicated as needed)</i>				



PROBLEM-SOLVING COURTS				
Area: <i>(Mark only one)</i>		Establishing PSC Court <input type="checkbox"/> Programming <input type="checkbox"/> Quality Assurance Measures <input checked="" type="checkbox"/> Collaboration <input type="checkbox"/>		
Other <input type="checkbox"/> Describe: _____				
Goal:		Complete Certification of the Champaign County Drug Court Program		
Action Steps	Timeline	Person(s) Responsible	Technical Assistance (Describe)	Training (Describe)
Respond to requests from the Administrative Office of the Illinois Courts to: 1. incorporate Veterans' treatment into the Champaign County Drug Court Program, and 2. add phases to the Drug Court Program	No later than December 31, 2017 <i>Please note that the timeframe for certification of the Champaign County Drug Court Program may be reduced depending upon the scheduling of the site visit.</i>	Circuit Court Judge Jeffrey B. Ford and the Champaign County Drug Court Team		
Review responses submitted by the Champaign County Drug Court Team	No later than March 31, 2018	Administrative Office of the Illinois Courts		
Schedule and conduct site visit	No later than June 30, 2018	Administrative Office of the Illinois Courts, Circuit Court Judge Jeffrey B. Ford and the Champaign County Drug Court Team		
Submit responses to recommendations by the Administrative Office of the Illinois Courts, if applicable	No later than August 15, 2018	Circuit Court Judge Jeffrey B. Ford and the Champaign County Drug Court Team		
Final certification of the Champaign County Drug Court Program	No later than September 30, 2018	Administrative Office of the Illinois Courts		
<i>(This form may be added to or duplicated as needed)</i>				



Attachment 36: Status of CFY2017 Department Goals and Objectives **(Required)**

Please provide an update on the goals and objectives submitted in the department's County Fiscal Year 2017 Annual Probation Plan. Describe progress as well as any barriers encountered.



Status of CFY 2017 Strategic Plan

Goal: Continue to assess effectiveness of *Responsible Choices* (cognitive group programming) for Drug Court clients.

Progress (Please check one): Completed Progress Toward Amended Not Addressed

Outcome(s) (Please provide a brief summary of the status including qualitative and quantitative data and information.)

The Champaign County Probation Department contracts with Cognition Works, Inc. to provide cognitive group programming for Drug Court clients. The curriculum used and the name of the program is Responsible Choices. Group sessions are conducted weekly at the Probation Office on Wednesdays prior to Drug Court and are staffed by two facilitators. A total of 49 sessions were held in 2016. 31 clients were referred to Responsible Choices, all of whom were accepted for services. Of that number, 26 clients completed the program, a completion rate of 83.9%. 7 clients (22.6%) were classified as unsuccessful at the time of discharge. Participants were assessed at the following risk levels upon completion of the program (whether successful or unsuccessful): High 22%; Medium 35%; Low 43%. The Department continues to analyze data from Responsible Choices in greater detail in order to further assess the effectiveness of the program.

Goal: The Champaign County Probation Department will continue to be an active member of the collaborative pilot project for the use of extended-release naltrexone (Vivitrol®) in reducing opioid use disorders in Drug Court participants.

Progress (Please check one): Completed Progress Toward Amended Not Addressed

Outcome(s) (Please provide a brief summary of the status including qualitative and quantitative data and information.)

As an integral member of the Champaign County Drug Court Team, the Probation Department has been an active participant in the collaborative pilot project for the use of extended-release naltrexone (Vivitrol®) in reducing opioid use disorders in Drug Court participants. Since the project's inception on 11/1/2015 through 12/31/2016, 16 clients have participated. One client received eight (8) injections, one client received seven (7) injections, four clients received six (6) injections, one client received five (5) injections, two clients received four (4) injections, one client received three (3) injections, three clients received two (2) injections, and two clients received one (1) injection. One client withdrew from the project after five (5) injections, only to resume his participation after relapsing; this client received three (3) more injections by the end of 2016. Of these participants, one successfully completed the Drug Court Program and four were sentenced to the Illinois Department of Corrections.

Goal: The Champaign County Probation Department will again collaborate in the annual evaluation of the effectiveness of the *Parenting With Love and Limits (PLL)* model.

Progress (Please check one): Completed Progress Toward Amended Not Addressed

Outcome(s) (Please provide a brief summary of the status including qualitative and quantitative data and information.)

The Champaign County Probation Department provided raw data (i.e., numbers of police contacts, arrests, petitions filed, adjudications, etc.) for juvenile offenders referred to PLL to the independent evaluator(s) contracted to evaluate the effectiveness of the program. In addition, the Director of



Probation and the Supervisor of Juvenile Probation Services participated in quarterly teleconferences with PLL representatives to facilitate the evaluation of the program. In summary, the evaluators found: 1. an overall graduation rate of 76%; 2. statistically significant reduction in multiple measures of recidivism both for one year and two years post graduation for PLL when compared to a matched control group, and; 3. improvements in mental and behavioral health (CBCL) and family functioning (FACES) have continued essentially unchanged, as have PLL service durations.

Goal: *Develop Mind Flash computer-based training modules for Adult, Juvenile and Administrative Divisions.*

Progress (Please check one): Completed Progress Toward Amended Not Addressed

Outcome(s) *(Please provide a brief summary of the status including qualitative and quantitative data and information.)*

To date, we have completed six Mind Flash training modules and Supervisors are reviewing their training programs to identify additional activities and job tasks suitable for development of Mind Flash training modules. In addition, the JANO Project Manager has converted instructions for using the Clericus Magnus-Integrated Court System from PowerPoint to Mind Flash.

(This form may be added to or duplicated as needed)

For those Goals that were not addressed or not completed during the past year, please explain why (the "barriers") and indicate whether it remains a goal or if modifications to the original plan have been made. Please provide a detailed description of the modifications, if applicable. _____

