



# ANNUAL PROBATION PLAN

OF THE

*SIXTH JUDICIAL CIRCUIT  
PROBATION AND COURT SERVICES DEPARTMENT*

SERVING

CHAMPAIGN COUNTY

COUNTY FISCAL YEAR 2019

JANUARY 1, 2019

TO

DECEMBER 31, 2019

*Submitted to the  
Administrative Office of the Illinois Courts  
Probation Services Division  
Of the  
Supreme Court of Illinois*

# COUNTY FISCAL YEAR 2019 ANNUAL PROBATION PLAN

## FOREWORD

### **Statutory Purpose**

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

### **Operational Purpose**

The Annual Probation Plan formalizes and facilitates the dynamic planning process for the department and the Administrative Office. The County Fiscal Year 2019 Annual Probation Plan format is designed to emphasize the ongoing application of evidence-based practices (EBP) and data-driven decision-making in Illinois probation and juvenile detention. Beyond just a snapshot in time, the Annual Probation Plan should be the foundation and impetus for the work of local probation and court services departments. It should serve to guide continual improvement and a way to enhance organizational development and collaboration.

At the circuit court level, the Annual Probation Plan is a means to annually assess progress and accomplishments, analyze outcome measures, and establish goals for the upcoming county fiscal year. By utilizing this strategic planning document, departments examine specific data and information, determine needs and resources, and establish goals to guide operations. At the state Judicial Branch level, this document provides the plan, from which the Probation Services Division staff monitors, evaluates and provides assistance to the Probation and Court Services Departments during the upcoming year.

### **Variiances**

Please note, if the department has requested a variance in the past, it must be resubmitted for approval every year.

### **Summary of Changes**

Moving forward in the annual plan process, you will notice that many data collection elements have been altered or completely removed from the Annual Probation Plan. This does not indicate these items are no longer of interest, nor that departments may discontinue their review of this data for quality assurance purposes. The Administrative Office is moving forward to begin data collection in a more meaningful, real-time measurement in a different platform other than the Annual Probation Plan. This will allow a more accurate depiction of the workload as well as effectiveness of departmental practices. We will require management to review and evaluate the data to study recidivism and make informed decisions about policies and practices. However, the tradition of collecting this information in the Annual Probation Plan is coming to an end. Our goal is to continue to enhance and streamline this process for departments.

**COUNTY FISCAL YEAR 2019  
ANNUAL PROBATION PLAN SIGNATORIES  
DIRECTOR OF COURT SERVICES OR CHIEF PROBATION OFFICER**

As Director of Court Services of the Sixth Judicial Circuit Probation Department serving Champaign County, I hereby submit this County Fiscal Year 2019 Annual Probation Plan. I certify that the information in this plan is true and correct to the best of my knowledge. I further certify that my department will comply with all standards, policies and regulations established by the Supreme Court under provisions of the Probation and Probation Officers Act (730 ILCS 110), and acknowledge that compliance is subject to monitoring, auditing, and qualitative review by staff of the Administrative Office of the Illinois Courts.

  
\_\_\_\_\_  
Director of Court Services

Dated: 09/10/2018

**CHIEF CIRCUIT JUDGE**

As Chief Judge of the Sixth Judicial Circuit, I hereby certify that I have reviewed and approve the County Fiscal Year 2019 Annual Probation Plan submitted by the Judicial Circuit Probation/Court Services Department serving Champaign County.

  
\_\_\_\_\_  
Chief Circuit Judge

Dated: 09/11/18

**COUNTY BOARD CHAIRPERSON/  
PRESIDENT OF THE COUNTY BOARD**

As Chairperson/President of the County Board of Champaign County, I hereby acknowledge the County Fiscal Year 2019 Annual Probation Plan submitted by the Sixth Judicial Circuit Probation Department serving Champaign County. I understand that submission of the Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement.

\_\_\_\_\_  
Chairperson/President  
County Board

Dated: \_\_\_\_\_

C. Pius Wiebel  
\_\_\_\_\_  
Print Name

**COUNTY FISCAL YEAR 2019  
ANNUAL PROBATION PLAN SIGNATORIES  
DIRECTOR OF COURT SERVICES OR CHIEF PROBATION OFFICER**

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\_\_\_\_\_  
Director of Court Services

Dated: 09/10/2018

**CHIEF CIRCUIT JUDGE**

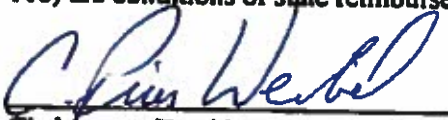
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Chief Circuit Judge

Dated: \_\_\_\_\_

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As Chairperson/President of the County Board of Champaign County, I hereby acknowledge the County Fiscal Year 2019 Annual Probation Plan submitted by the Sixth Judicial Circuit Probation Department serving Champaign County. I understand that submission of the Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement.

  
\_\_\_\_\_  
Chairperson/President  
County Board

Dated: 09/10/2018

C. Pius Wiebel  
\_\_\_\_\_  
Print Name



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# I. ADMINISTRATION

## A. Mission Statement

A mission statement is a formal summary, typically no longer than a few sentences, that describes how an organization conducts its work. It should be a useful, clear and concise, written declaration of organizational strategy which reflects and supports its operations.

### 1. Probation Mission Statement

Has the department's probation mission statement been changed or updated?  Yes  No

➤ If yes, please attach  (See Attachment 1) N/A

### 2. Detention Mission Statement

Has the department's detention center's mission statement been changed or updated?  
 Yes  No

➤ If yes, please attach  (See Attachment 2) N/A

## B. Fiscal Resource Management

### 1. County Fiscal Year 2019 Budget

Please submit the department's approved or proposed County Fiscal Year 2019 budget. Include all projected *expenditures* (personnel, operations, supplies, services, commodities, contractual, etc.). Also include all projected *revenue/income* (state salary reimbursement, county general fund, probation fee fund, other fees, grants, etc.). A finalized budget is a requirement to complete the Annual Probation Plan. If a proposed county budget has been submitted, please note below and include the date the Administrative Office can expect receipt of the finalized budget. [730 ILCS 110/15(c), 730 ILCS 110/15(h), 730 ILCS 110/16, 730 ILCS 110/16(4)]

a. Please indicate current status of County Fiscal Year 2019 budget:  
 Proposed  Approved

b. If a *proposed* budget was submitted, indicate the date that the Administrative Office will receive the final approved budget: Immediately following approval by the County Board, scheduled for November 20, 2018.

➤ CFY 2019 budget attached  (See Attachment 3)

**Please note: In addition to the County Fiscal Year 2019 budget attachment, the Budget Matrix form must be completed including proposed expenditures contained in the county budget and probation service fee fund and any other fund used by probation. This form replaces previous questions around the budget as well as the Probation Fees Proposed Expenditures form.**

➤ Budget Matrix form attached  (See Attachment 4)

***The final approved County Fiscal Year 2019 budget must be received no later than 30 days after the beginning of the County Fiscal Year.***





2. Grant Funding

Has the department been awarded a grant? Yes  No

➤ If yes, please complete the *Grant Funding Description Form* attached  N/A  
(See Attachment 5)

C. **Probation and Court Services Fund (Probation Fees)**

The Probation and Court Services Fund, often referred to as probation fees, shall be imposed pursuant to 730 ILCS 5/5-6-3, 730 ILCS 5/5-6-3.1, 705 ILCS 405/5-615, and 730 ILCS 405/5-715 and shall be expended accordingly as directed by 730 ILCS 110/15.1 and 730 ILCS 110/16(4)(5)(a)(b):

- Disbursement of monies is at the direction of the chief judge
- Monies appropriated by the county board to be used within the jurisdiction where collected for departmental cost
- Departments must follow the policies and guidelines approved by the Supreme Court
  - The submission of a plan for fund expenditures as a component of the department's Annual Probation Plan:
    - Probation fee collections
    - A listing and description of the proposed expenditures
    - Projected expenditures for reimbursed personnel (salary shortfall)
  - A department may modify its plan for use of funds through submission of a supplement
  - Use of monies for payment of salaries of probation and court services personnel whose salaries are reimbursed, shall be reviewed and approved through the Annual Probation Plan process or through a supplement
- Monies can be used for salaries but only within specific parameters established by the Administrative Office of the Illinois Courts:
  - Only for employees reimbursed by the Administrative Office
  - Fees for salaries shall not exceed the maximum reimbursable salary threshold for a position
  - Does not include benefits, overtime, etc.
  - Fees for salaries cannot be utilized for salaries without the expressed permission of the Administrative Office
- Monies can only supplement, not supplant county appropriations for office space, equipment, supplies, record keeping, and clerical assistants (730 ILCS 110/13)

1. Probation Fees Collection

Please report out for calendar year 2017

- a. What percentage had probation fees waived? Adult 8.1% Juvenile 49.4%
- b. Total number terminated who were ordered to pay supervision fees:  
Adult 3,629 Juvenile 86
- c. Total dollars ordered: Adult \$2,806,750 Juvenile \$19,220
- d. Total dollars collected: Adult \$373,419 Juvenile \$855

2. Salary Shortfall [730 ILCS 110/15.1(h)]

For personnel costs, probation fees can be utilized for salary shortfall within the following parameters:



- Only for employees reimbursed by the Administrative Office
- Fees for salaries shall not exceed the maximum reimbursable salary threshold for a position
- Does not include benefits, overtime, etc.
- Fees for salaries cannot be utilized for salaries without the expressed permission of the Administrative Office

If necessary, your field services coordinator can provide you with an *Approved Personnel List* which indicates reimbursed employees and their maximum reimbursed salary.

- a. Will monies from the Probation and Court Services Fund be used for salary shortfall?  
Yes  No
- If yes, attach a *Salary Shortfall Worksheet*  (See Attachment 6)
- b. According to the *Salary Shortfall Worksheet*, what is the department's total salary shortfall for County Fiscal Year 2018? \$676,241.00

3. *Expected Probation Fee Balance*

- a. The balance of the probation and court services fund as of July 1, 2018 is \$1,390,033.87
- b. The proposed expenditures-client services, training, operations, and other, plus the salary shortfall is \$634,875.00
- c. Total County Fiscal Year 2019 probation and court services fund balance will be \$1,038,698.56

**D. Other Fees**

Please complete the following for calendar year 2017:

1. *\$10 Probation Service Fee*

Does the County impose an additional \$10 probation service fee for operational costs as permitted by (705 ILCS 105/27.3a)? Yes  No

If yes, what amount was collected in the calendar year 2017? \$38,776

- New/updated Administrative order for \$10 Probation Service Fee attached   
(See Attachment 7)

2. *Interstate Compact Application Fee (730 ILCS 5/5-9-1.13)*

The Interstate Compact Application Fee shall be deposited into the general fund of the county and proceeds shall *only* be used to defray the costs of county sheriff departments who will be required to retrieve offenders that violation the terms of their transfer to other states.

Does the department collect the \$125 application fee for Interstate Compact transfer case?  
Yes  No

- New/updated Administrative order for Interstate Compact Application Fee attached   
(See Attachment 8)

3. *Pretrial Service Fee (725 ILCS 110-10)*

Does the department collect the Pretrial Service Fees? Yes  No

If yes, what amount was collected in the calendar year 2017? N/A



- New/updated Administrative order for Pretrial Service Fee attached  N/A  
(See Attachment 9)

4. Probation Department Collection of Monies\*

- a. Does the department collect monetary payments directly from probationers for probation services fees? Yes  No
- b. Are staff that collect monies bonded? Yes  No

*\* Please note probation officers that handle payment of any monies from the client for victim impact panels, restitution, drug testing, fees, etc. must be bonded according to AOIC standards. If staff is not bonded, please discontinue collection of monies from clients as soon as possible. We encourage departments to consider alternative means of monetary collection that involve the circuit clerk's office.*

## E. Compensation and Performance Management

1. Compensation and Performance Plan [730 ILCS 110/15(4); 730 ILCS 110/15(70)]

- Attach the most current approved compensation plan(s)  (See Attachment 10)

- a. Is a variance from the AOIC Compensation Standards around the department's compensation plan being requested? Yes  No   
If yes, please summarize and provide the rationale for the changes: N/A

- b. Will there be salary increases for staff? Yes  No   
If yes, what will be the 2.0 % OR \$ \_\_\_\_\_ per staff?  
Also, if yes, what is the increase based on (e.g., COLA, longevity, performance, etc.)? The FY2019 annual salary increase for bargaining unit officers is in accordance with the terms and conditions of our contract with the Fraternal Order of Police Labor Council representing Adult and Juvenile Probation Officers.

- c. Is the increase in salary the same for management and exempt employees?  
Yes  No   
If no, please note the amount 2.5 % OR \$ \_\_\_\_\_ per exempt/management staff: \_\_\_\_\_  
Also, if no, what is the increase based on (e.g., COLA, longevity, performance, etc.)?  
On June 21, 2018, the County Board adopted Resolution No. 2018-180, which provides for a 2.5% across the board wage increase for Non-Bargaining Employees, effective January 1, 2019. For additional information, please see Attachment 10.

- d. If short term vacancies are filled, and full funding is approved for all reimbursable positions at the reimbursable rate, what is the amount of 100% funding for staff? \$2,206,201.50

- e. Has the compensation plan been revised? Yes  No

- If yes, attach revised compensation plan(s) for approval  (See Attachment 11) N/A



2. Performance Appraisal [730 ILCS 110/15(4); 730 ILCS 110/15(7)(d)]

Performance appraisals are required for all staff according to AOIC standards and statute. The completion of performance appraisals ensures that the AOP 3 process results in the accurate disbursement of allocations even if salary is not directly tied to performance, e.g., flat rate county salary increases, collective bargaining agreements, etc.

a. Has the performance appraisal been revised? Yes  No

➤ If yes, attach revised performance appraisal for approval  (See Attachment 12) N/A

b. Is there a variance which includes request for a waiver to utilize a county- or departmental-wide flat rate increase instead of a performance-based increase?

Yes  No

If yes, please summarize and provide the rationale for the changes: N/A

c. Is there a variance which includes request for a waiver to not base salary increases on performance appraisals? Yes  No

If yes, please summarize and provide the rationale for the changes: N/A

d. If increases based on performance appraisal are waived, note how performance appraisals will continue to be completed for all staff: N/A

3. Salary Ranges

Salary ranges are the amount of compensation paid for each position from the minimum starting salary to the maximum salary. Please note salary range adjustments are not the same as an annual salary increase or a raise. Range adjustments change the salary schedule and must be approved by AOIC. Rationale for salary range adjustments must accompany the request or it will not be approved.

a. Have salary ranges been adjusted? Yes  No  (Non-Bargaining Employees Only)

b. If yes, by how much? (% or \$ amount): 2.5%

c. Please include the rationale to support the need to adjust ranges and why ranges were adjusted by the indicated amount: Pursuant to Chapter 9 of the Champaign County Personnel Policy, the Champaign County Board annually determines the salary administration adjustment for non-bargaining employees to be included in the ensuing fiscal year budget. On June 21, 2018, the County Board adopted Resolution No. 2018-180, which provides for a 2.5% increase to the salary ranges for non-bargaining employees, effective January 1, 2019. For additional information, please see Attachment 10.

d. Salary Schedule

➤ Completed Salary Schedule Worksheet attached  (See Attachment 13)

e. Reimbursable Salary Range Worksheet

➤ Completed Reimbursable Salary Range Worksheet attached  (See Attachment 14)

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

a. Are staff covered under collective bargaining agreement? Yes  No



- **If yes, attach current or most recent collective bargaining agreement**   
(See Attachment 15)
- b. Is the collective bargaining agreement under negotiation? Yes  No   
If yes, please submit finalized collective bargaining agreement once it is ratified.  
Indicate the expected date the collective bargaining agreement will be finished: N/A
- c. If staff are covered under collective bargaining, are there changes to the compensation plan for exempt employees? Yes  No   
If yes, please **summarize** and provide the **rationale** for the changes: N/A

## F. Organizational Structure

### 1. Organizational Chart [730 ILCS 110/15(8)]

Please attach a copy of the department's current organizational chart which includes:

- All levels within the organization
- Separate divisions, units, and job functions
- Individual names, titles, AOIC position numbers, and source of funding (e.g., county, grant, state)
- List any vacancies by title, date of vacancy, AOIC position number, and funding source

- **Organizational chart attached**  (See Attachment 16)

### 2. Reorganization Request

If the department is proposing a reorganization of staff and/or operations, please submit a plan of the proposed change(s). Examples of a departmental reorganization include establishment of new positions or units, restoration of positions that expand or realign staffing levels, job re-assignments, or modifications to reporting structure. Provide the following supportive information necessary to evaluate the proposed reorganization request:

- Impact on departmental workload
- Information concerning the process and persons involved in planning the proposed reorganization; (i.e., judges, county board, juvenile justice council, etc.)
- A revised organizational chart for the department
- Information on the impact of state and local financial resources
- If a new position or staff responsibilities are proposed, please submit detailed job description(s)

- **Reorganization request submitted for approval**  (See Attachment 17) N/A

*An evaluation of the appropriateness of this request will not be completed unless all of required information listed above is provided. Failure to include it will result in a denial of the request.*

## G. Policies and Procedures

Pursuant to 730 ILCS 110/15, departments are required to submit new and/or updated policies and procedures for approval by the Division of Probation Services. Among these, but not limited to, are departmental policies and procedures related to:



### Administration

- Departmental operations
- Personnel and recordkeeping
- Employee compensation – for all position levels
- Performance appraisal/evaluation
- Probation services fees

### Probation and Detention Services

- Probation or detention intake
- Case management
- Intrastate transfer (ICAOS and JIDS)
- Detention screening

### Programming and Interventions

- Domestic Violence Surveillance Program (DVSP)
- Intensive Probation Supervision programs (IPS)
- Pretrial supervision programs
- Intermediate sanctions/interventions
- Specialized caseloads (DV, Sex Offenders, DUI, etc.)
- Detention programming

## 1. Policies and Procedures Submitted for Approval

- New or updated policies and procedures submitted for approval   
(See Attachment 18)

## 2. ICAOS Updated Policies and Procedures - Rule Changes

Please submit a copy of the department's policies and procedures for the Interstate Compact on Adult Offender Supervision (ICAOS) which reflects all rule changes made by the Compact through March 1, 2018.

- Updated ICAOS policies and procedures attached  (See Attachment 19)

*Any revised policies/procedures must have the proposed language modifications highlighted. Failure to highlight modifications will result in the revised policies/procedures being denied for approval.*

## H. Incident Reports

The Administrative Office of the Illinois Courts requires incident reports to be forwarded to our office. Please provide the number of incident reports for calendar year 2017:

Total number of probation Incident Reports (some Incident Reports may contain multiple types of incidents): 0

Total number of detention Incident Reports (some Incident Reports may contain multiple types of incidents): 109

## I. Orientation and Training Report

### 1. New Employee Orientation [730 ILCS 110/15(f)]

According to the Administrative Office's *Policies Governing Hiring, Promotion and Training*, during the first month after being hired, a new employee must receive from the department a minimum of 40 hours orientation.



- a. Does the probation department have a new employee orientation plan, curriculum, schedule, and/or checklist? Yes  No
- If yes, attach the orientation plan for probation  (See Attachment 20)
- b. If applicable, does the juvenile detention center have a new employee orientation plan, curriculum, schedule, and or checklist? Yes  No
- If yes, attach the orientation plan for detention  (See Attachment 21)

## 2. Basic Training

The *Policies Governing Hiring, Promotion and Training* also require that all new employees receive 40 hours of basic training within their first year of service.

- a. Are there officers that currently need to attend basic training? Yes  No
- If yes, please complete the following:
- Adult probation officer(s) Name(s) and number of months on the job: Shannon Siders (13 months), Michael Seilhymer (start date 09/10/2018), one temporary vacancy expected to be filled by September 30, 2018.
- Juvenile probation officer(s) Name(s) and number of months on the job: None
- Juvenile detention officer(s) Name(s) and number of months on the job: Abby Collins (9 months), Haley Jones (6 months), Taylor Harris (4 months), Lucas Roush (4 months), Danielle Williams (3 months), Timothy Worman (start date 09/24/2018), two temporary vacancies expected to be filled by September 30, 2018.

## 3. Advanced Training

After the first year of employment, employees are required to have 20 hours of advanced training every year. This continual education must be:

- Formal training and
- Related to the function of the position.

- a. Does the probation department have a formal training plan for County Fiscal Year 2019 to ensure that each staff member receives their 20 hours of required continual education? Yes  No
- If yes, attach the probation training plan for CFY 2019  (See Attachment 22)
- b. If applicable, does the juvenile detention center have a formal training plan for County Fiscal Year 2019 to ensure that each staff member receives their 20 hours\* of required continual education? Yes  No
- If yes, attach the detention training plan for CFY 2019  (See Attachment 23)

*\* Please note while AOIC standards only require 20 hours of continual education for juvenile detention personnel, the Department of Juvenile Justice requires 40 hours annually.*

- c. *Annual Training Logs* must be filled out on all probation and detention employees to ensure they are receiving the required 20 hours of continual education each year
- Attach the *Annual Training Logs* for each employee  (See Attachment 24)



## II. PROBATION AND DETENTION SERVICES

### A. Cognitive Behavioral Programming

- Completed *Cognitive Behavioral Programming* form attached  (See Attachment 25)

Does the department have formal practices for evaluating programming to ensure fidelity to the model or curriculum? Yes  No

If yes, describe this process for in house programming as well as programming provided by outside agencies. *N/A*

### B. Collaboration

Collaboration with justice system stakeholders, community-based service providers, other state agencies, and community members is not only statutorily required, it is a necessity in proper service to clientele and to improve the case outcomes of the justice system and enhance evidence-based practices [730 ILCS 110/15(6)(b), 705 ILCS 405/5-105(2.5) and 705 ILCS 405/5-145(c)(2)].

#### 1. *Justice System Stakeholders*

- Completed *Justice System Stakeholder Collaboration* form attached   
(See Attachment 26)

#### 2. *Detention Specific Collaboration (Detention Only)*

Does the detention center collaborate with the community or probation services in providing or coordinating services and plans for the minors' return to the community? This includes reentry plans, opportunities for community volunteers and community service work projects, etc. Please describe:

Juvenile Detention staff and Juvenile Probation staff in Champaign County share a database that contains a summary of services provided to any individual youth who has ever been detained. It is common for staff from Detention Services and Probation Services to identify strengths, needs and interests a youth might have and recommend and/or coordinate acquiring services or opportunities for youth. Probation Services staff regularly shares phone calls and on-site visits with youth in detention and shares a cooperative working relationship with Detention Services staff. Detention staff and Juvenile Probation staff work in unison to provide services for in-custody minors.

As the need is identified, individual youths' cases are staffed and anyone who has involvement with the resident is invited to attend the staffing. The Supervisor of Juvenile Probation Services or the resident's Probation Officer attends the individual case staffing. Probation Officers also have access to daily detention case notes on their clients and Detention Officers have access to probation case notes of juveniles. All case notes are part of an integrated computer system. Service providers and community mentors/advocates connect with youth and establish rapport during the youth's stay in detention, and those established relationships continue following the youth's release from detention custody.

Detention Services Education staff ensures that youth transition back to community schools as smoothly as possible. If there is a need for an Individualized Education Plan (IEP) meeting while the youth is in custody, those meetings are held on-site at the Juvenile Detention Center. There is communication between JDC Education staff and school representatives to inform the





home school of the youth's admission to JDC, they are updated after every court appearance, and they are provided a transcript regarding the work completed by the youth at JDC. The Regional Office of Education employs an individual whose responsibilities include acting as a liaison with schools and who ensures that the transition of minors between the Detention Center and their home schools is as smooth as possible.

Whenever possible, the Detention Center secures citizen involvement to enhance and expand the services and programs offered to youth in custody. The use of volunteers permits increased personal contact for the juveniles, broadens community resources for the Center, increases public awareness of juvenile detention, and develops management skills among the Center's staff. Volunteers are placed in assignments based on the needs of the Center as well as their interests and capabilities. Volunteers provide professional services only when certified or licensed to do so.

In collaboration with the University of Illinois-Master Gardeners Program, minors in custody maintain an active fruit and vegetable garden in the spring and fall. The produce is donated to the local soup and food kitchen to assist in feeding the homeless and less fortunate in our community. Minors in detention have also participated in a blanket project, whereby they make customized fleece blankets which are donated to residents of nursing homes and patients at cancer treatment centers.

## C. Victim Services

### 1. Victim Services Collaboration

As required under 730 ILCS 110/15(6)(d), please describe current collaboration efforts that have resulted in enhanced victim services in the department or community. This includes Victim Impact Statements on presentence investigation reports and social histories, domestic violence services to victims, the use of balanced and restorative justice program and victim impact panels.

The Champaign County Probation Department gathers information on those clients arrested for domestic-related offenses after the Court has ordered the client to be fitted with a GPS monitor and to obtain a Domestic Violence Risk Assessment as a condition of bond. The Department completes a Domestic Violence Program Surveillance Report, which includes a criminal history, and Cognition Works, Inc. prepares a Domestic Violence Risk Assessment, which includes contact with and a statement from the victim, whenever possible. Those reports are filed with the Court and a Review Hearing is subsequently scheduled to determine the need for continued GPS monitoring.

The Department continues to hold quarterly Victim Impact Panels. The panel is available to those sentenced in Champaign County and is also open to those from surrounding jurisdictions that do not have Victim Impact Panels.

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



The Champaign County Juvenile Detention Center collaborates with the Illinois Balanced and Restorative Justice (IBARJ) Project to implement restorative practices within the facility. A variety of restorative practices and principles are utilized in the facility, such as the circle process, restorative conferencing, and competency development. Daily restorative activities include check-ins with youth and outlining expectations throughout the day, utilizing a circle process for facilitating discussions with youth, using the chat and conferencing process for resolving conflict, and utilizing meaningful community involvement and Detention staff-led groups that pertain to assisting youth in developing skills and competencies. Community members are brought in for victim/offender impact programs, to speak to youth about their experiences from a victim perspective, or their experience of having been incarcerated and how the experience has impacted them as they returned to the community. The core restorative principle of relationship building is highly valued and is woven into the fabric of our behavior management program. The Detention Center has been part of a restorative initiative with IBARJ, three other detention facilities in Illinois, and the Adler University Institute on Public Safety and Social Justice. This initiative has worked to create an implementation model for other detention centers to utilize when bringing restorative practices into their facilities.

In addition, local school districts have implemented balanced and restorative circles and Juvenile Probation staff are often invited to participate in those circles.

2. Restitution Collection [730 ILCS 110/16(b)]

- a. What was the balance of restitution owed, for all cases ordered to pay restitution, as of December 31, 2016? \$9,088,654 (This is the total amount of restitution still owed in your jurisdiction as of December 31, 2016, regardless of when it was ordered previously.)
- b. What was the total amount of restitution ordered in calendar year 2017? \$449,837
- c. Of those cases ordered to pay restitution in calendar year 2017, how much was collected or dismissed in 2017? \$105,083
- d. What was the total amount of restitution collected in 2017? \$380,152
- e. What is the total amount of outstanding restitution as of December 31, 2017? \$9,158,339

3. Domestic Violence Surveillance Program (DVSP)

Pursuant to 730 ILCS 110/15(l)(m), the Administrative Office is responsible for evaluating the impact and costs of the Domestic Violence Surveillance Program (DVSP). Please provide the information requested below to assist in compiling a statewide overview of DVSP.

- a. Please indicate below the status of the implementation of the DVSP.
  - Not applicable
  - Policies/procedures approved, but program not operational.
  - Policies/procedures approved, program operated by department.

## D. Criminal Justice Coordinating Councils

1. Adult Justice Councils

- a. Does your jurisdiction have an adult justice council? Yes  No
- b. Is it active? Yes  No  N/A  
If yes, who are the justice partners that participate on it? N/A



2. Juvenile Justice Councils

a. Does your jurisdiction have a juvenile justice council? Yes  No

b. Is it active? Yes  No

If yes, who are the justice partners that participate on it? N/A

**E. Detention Screening and Operations**

Please provide the following information for calendar year 2017.

1. Detention Usage

Has detention usage changed? Yes  No

If yes, please describe the change and what influenced it? N/A

2. Detention Screening Protocol

Describe the department's detention screening protocol, both during and after office hours:

Detention screening is conducted by Detention Officers working at the Champaign County Juvenile Detention Center, not Probation Officers, so the detention screening process is not dependent on office hours. With the exception of Domestic Battery, all misdemeanor arrests must be phone screened to determine if the youth who is arrested meets the criteria to be detained. If the youth does not meet the criteria to be detained, they are not brought to the Detention Center to be processed, but instead are transported to the Youth Assessment Center or released to their legal guardian. Youth who are arrested on a felony offense or for Domestic Battery are brought to the Detention Center by the arresting police agency to be screened by a Detention Officer to determine if the youth meets the criteria for admission. The arresting officer completes a narrative form with information about the minor, criminal charges and a narrative of the offense. Detention staff uses a scoring instrument, scoring the presenting criminal offense, prior contacts with the juvenile justice system, prior adjudications, current legal status, and failure to appear risk factors. Unless the instrument is overridden by the Shift Supervisor who reviews the police narrative and the scoring instrument completed by Detention staff to ensure that all detentions are lawful, minors who score 15 or more points are detained. Minors who score less than 15 points are released to their legal guardian and a referral is made to the Youth Assessment Center, and possibly other community agencies providing services to juveniles.

The screening of youth under 13 years of age is handled differently. Police are not allowed to present youth under 13 years of age to the Detention Center for screening. They must first be screened by Champaign County's Comprehensive Community Based Youth Services network agency, which is The Center for Youth and Family Solutions. If the youth is not accepted by The Center for Youth and Family Solutions, police may contact the Detention Center for a phone screening. If the youth in question is being screened for a violent offense against a person or a weapons offense and meets the scoring criteria (or a supervisory override of the instrument is warranted), police are informed they can bring the minor to the Detention Center. However, the arresting agency must present a signed document from The Center for Youth and Family Solutions stating that alternative placement was not available.

3. Management Review

Describe the management review process of detention screening: The Shift Supervisor reviews and approves the police narrative and the completed scoring instrument to ensure that all



documents are completed and the detainment is lawful, and to determine if an override is warranted.

4. Per Diem Rate (Detention Only)

If the Per Diem Rate has changed since last year, please provide the following information.  
(Answer those applicable)

General N/A In county/circuit N/A Out of county/circuit N/A

5. JMIS Quality Assurance (Detention Only)

What is your quality assurance process to ensure that data is entered into JMIS on a consistent and timely basis? A Detention Center employee is responsible for manual data entry into the JMIS system. At the end of each calendar month, the JMIS population report is checked against the census of minors in custody to ensure that the data matches. Additionally, the average daily population report from JMIS for each calendar month is compared to the statistical data reports compiled by Detention Services staff to ensure accuracy.

6. Education Programming (Detention Only)

a. Who provides the educational services in the facility? Regional Office of Education for Champaign and Ford Counties

b. Is the program 12 months in length? Yes  No

If no, what programming takes place in the other months? N/A

7. Programming (Detention Only)

a. Are cognitive/behavioral groups a part of programming? Yes  No

If yes, what curriculum is used?

The Champaign County Juvenile Detention Center utilizes Boys Town Press curriculum for Basic Social Skills for Youth. Detention Services officers instruct minors in expected behaviors, interpersonal skills, and social skills. Detention Services officers also instruct minors in life skills, anger management, employment preparation, restorative practices and competency development. Detention Services officers have been trained in Jump Start and Aggression Replacement Training, acting as facilitators who lead programming with an emphasis on cognitive skill development for aggressive juvenile offenders. Select Detention Services officers have received training in Advance Skill Sets and Interactions of the Security and Support Team (ASSISST), a curriculum which recognizes the vital role that non-clinical staff plays in assisting offenders to recognize and manage their own behaviors.

The Champaign County Juvenile Detention Center's programming goal for 2019 is to train staff and implement a Dialectical Behavior Therapy (DBT) program that would benefit in-custody minors.

Who facilitates the groups? Detention services staff, student interns and community volunteers.

b. What other groups or programming is offered to each youth?

- TALKS Mentoring is a program for males which examines everyday issues for youth and how to think before acting.



- The Champaign County Master Gardener program, through the University of Illinois Extension Office, offers a weekly group that educates youth on gardening and horticulture and also provides lessons on insects and birds. 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.
- R.A.C.E.S. is a community program which focuses on sexual assault and sexual intimidation.
- Science Group. Part of the University of Illinois Science Program, undergraduate and graduate students come to the Detention Center to instruct and demonstrate science experiments to minors in custody.
- Pester Power, a community theatre project from the School for Designing a Society. A team of individuals presents a play with music, puppets, skits, songs and audience interaction. The audience is encouraged to "do the right thing" for global climate change and to improve the racial climate.
- Project Athletes is an athletic training program designed for junior and senior high school students, regardless of ability, and serves as a positive outlet for building friendships, finding mentors, maintaining academic achievement and providing activities to keep teens engaged and out of trouble.
- The Library Project is an ongoing volunteer effort begun by students from the University of Illinois School of Library and Information Sciences. This program utilizes undergraduate and graduate students to instill in youth an interest in reading. The program teaches youth in custody how to use the Detention Center Library and also teaches them about the library system and how to use the libraries in their own communities.
- The Office of the Illinois Secretary of State provides education on the Rules of the Road and distracted driving and assists youth preparing to take the driver's license exam.
- Yoga classes held at the Detention Center offer lessons on the physical and mental benefits of yoga as well as healthy lifestyle tips.
- Three different religious program are available at the Detention Center, offering religious and spiritual lessons to minors in custody.

8. Behavior Management (Detention Only)

- a. Does the detention center utilize a behavior management program? Yes  No

If yes, please describe: The Champaign County Juvenile Detention Center utilizes a behavior management program known as BELIEF. It is a group-based, behavior modification system that allows residents to be rewarded for positive behavior and new and improved behavior. The program further entails shaping new behavior by reinforcing "small steps" along the process of change. Inappropriate behavior of a very minor nature results in the resident being given a redirection ticket. Medium rule violations, or failure to respond appropriately to a previous redirection, may result in a 30-minute timeout. If a resident receives a 30-minute timeout, it will be away from the group and the resident must complete a thinking report before returning to the group. Aggressive behavior may result in a 60-minute timeout away from the group, which includes 30 minutes of room time and 30 minutes of housing pod time. The resident must also complete a thinking report before returning to the group. Any violent behavior or major disciplinary violation may result in the resident being placed in Administrative Intervention status. This program may be used



to allow more remedial activities to assist the resident in learning appropriate and favorable behaviors. Included in the behavior management program is a level system and token economy to provide incentives and rewards for positive behavior and new and improved behavior. Residents are allowed to use tokens they earn to "purchase" items from the commissary. Incentives available to residents are extra recreational time, additional television time, use of an MP-3 player, additional game time and additional visitors. The program also has a built in "worker program." Residents may apply to be a worker and are assigned cleaning duties with staff and chores around the building. Workers are rewarded with tokens as an incentive. The Detention Center has a "Roundtable Committee," which is comprised of five (5) detention officers and a Supervisor. The Roundtable Committee is responsible for continually monitoring and evaluating our behavior management program and making changes when necessary to ensure the quality and success of the program.

b. Are there policies and procedures for behavior management? Yes  No

➤ If yes, please attach to the Annual Probation Plan (See Attachment 27)

c. How many behavioral incidents in calendar year 2017 resulted in youth serving disciplinary room time? : 8 incidents requiring 12 or more hours of Room Confinement: Incident #1 – Assault on staff; Incident #2 – Major, substantial damage to government property; Incident #3 – Combative behavior; Incident #4 – Assault on staff; Incident #5 – Assault on Staff; Incident #6 – Aggressive, violent behavior; Incident #7 – Assault on staff ; Incident #8 – Using bodily fluids (feces) as threats against staff and repeated violent threats to female detention officers.

d. Are there policies and procedures for disciplinary room time? Yes  No

➤ If yes, please attach to the Annual Probation Plan (See Attachment 28)

## F. Alternatives to Detention [730 ILCS 110/16(c)]

### 1. Informal Alternatives

Do you provide informal alternatives in place to keep youth out of detention (not a program but service or interventions such as EM, referral to community resources, etc.)? Yes  No

### 2. Formal Alternatives

Do you have a formal alternative to detention program? Yes  No

If yes, please answer the following:

a. Program Title: \_\_\_\_\_

b. Program Description (include target population, capacity of program, staffing, program duration): \_\_\_\_\_

c. Program Funding: \_\_\_\_\_

d. Estimated County Fiscal Year 2018 annual program operational costs: \_\_\_\_\_

e. Outcome Measures for calendar year 2017:

- Average Daily Population in program: \_\_\_\_\_
- Total number of youth admitted to program: \_\_\_\_\_
- Total number of youth in program failing to appear at court hearing: \_\_\_\_\_
- Total number of youth with a new arrest while in program: \_\_\_\_\_

f. Have there been any changes to the program (staff, admission process, etc.) within the reporting period? Yes  No



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### III. PRETRIAL SERVICES

The Administrative Office is compiling information respective to each circuit's pretrial practices and identification of opportunities for implementation. Please provide the following detailed information on each county within your circuit.

#### A. Pretrial Services and Programs

Please pick which option below best describes how pretrial services are structured within the department? If "No Pretrial Service Program" is selected, then the remainder of the Pretrial Services section can be skipped.

**No Pretrial Service Program**

**No Pretrial Program but discussing the implementation of Pretrial Services**

##### 1. Pretrial Services

- a. Individual officers perform both probation and pretrial services functions:  
Yes  No   
If yes, indicate how much (percentage) of their workload is spent on:  
Pretrial functions \_\_\_\_\_ %      Probation functions \_\_\_\_\_ %

##### 2. Pretrial Program

- a. Pretrial program in development: Yes  No   
If yes, what is the tentative implementation date? \_\_\_\_\_
- b. Established pretrial program (officers *exclusively* completing bond reports, pretrial risk assessments, and providing pretrial supervision): Yes  No   
If yes, please describe the following:
- Days of operations \_\_\_\_\_
  - Hours of operations \_\_\_\_\_
- c. For calendar year 2017, how many total probation positions are dedicated to pretrial? \_\_\_\_\_ (in Full-Time Equivalent)
- Number of dedicated officers: \_\_\_\_\_ (in FTE)
  - Number of dedicated supervisors: \_\_\_\_\_ (in FTE)
  - Number of dedicated support staff: \_\_\_\_\_ (in FTE)

##### 3. Supervision

- a. Do pretrial officers complete supervision reports for status court dates on those defendants placed on pretrial supervision? Yes  No
- b. What types of pretrial services are provided? (check all that apply)
- Not Applicable
- Drug Testing       Curfew Monitoring
- Remote Alcohol Monitoring (e.g., SCRAM)  Alcohol/Breathalyzer
- Referrals for Service  Post-Release Supervision  GPS Monitoring
- Electronic Monitoring
- Domestic Violence Assessment  (please indicate name of assessment, who completes the assessment, and provide a copy) \_\_\_\_\_



- Other  (please describe): \_\_\_\_\_
- c. Do pretrial officers supervise defendants that have been ordered to GPS pursuant to the Domestic Violence Surveillance Program (DVSP)? Yes  No   
 If no, does the department have a special unit that monitors GPS cases? Yes  No

4. Training

- Does your department want pretrial training? Yes  No   
 If yes, what specific pretrial training would benefit staff? \_\_\_\_\_

**B. Pretrial Interviews**

1. When Interviews Occur

- When do pretrial officers interview defendants to complete a bond report?
- a. Prior to the initial bond being set Yes  No   
 If yes, please explain: \_\_\_\_\_
- b. After bond has been established Yes  No   
 If yes, please explain: \_\_\_\_\_

2. Types of Cases Interviewed

- What types of cases are interviewed? (check one)
- Only felonies       Only misdemeanors       Both felony and misdemeanors

**C. Bond Reports**

1. Bond Report Completions

- Are bond reports completed? Yes  No   
 If no, skip the rest of this section.

2. Type of Bond Reports

- a. What type of bond report is forwarded to the courts by the pretrial officers? (check one)
- Only record check   
 Complete bond report including community ties, employment, residency, criminal record, social background, and recommendations   
 Complete bond report including community ties, employment, residency, criminal record, social background, No recommendations   
 Only conduct a pretrial risk assessment
- b. If recommendations are made, what is their nature? (check all that apply)
- Not Applicable   
 Treatment  Pretrial Supervision  GPS Monitoring  Cash Bond   
 Curfew  Drug/Alcohol Testing  Electronic Monitoring   
 Other (specify): \_\_\_\_\_

3. Submission to the Court

- When are bond reports submitted to the court? (check one)
- a. Prior to the initial bond being set   
 b. After bond has been established and a bond reduction motion has been filed   
 c. Both scenarios apply





4. Pretrial Officers at Bond Hearings

Are pretrial officers present in court for the initial bond hearing? Yes  No

5. Type of Bond Reports

Please complete the following table with data from calendar year 2017:

Type of Bond Report	Number Completed
Bond Reports with NO recommendations	
Bond Reports and Recommendations	
Bond Reports, Recommendations, and Pretrial Assessment	
Bond Reports, Recommendations, Pretrial Assessment, and Domestic Violence Assessment	
<b>Total</b>	

**D. Pretrial Risk Assessment**

1. Are pretrial risk assessments conducted? Yes  No   
**If no, skip the rest of this section.**

2. What assessment instrument are you using (i.e., Virginia Model, etc.)? \_\_\_\_\_  
 ➤ Please submit a copy of your pretrial risk assessment  (See Attachment 29)

3. Has the pretrial risk assessment been validated? Yes  No

4. Is the assessment submitted with the bond report? Yes  No

5. Total number of pretrial risk assessments conducted in calendar year 2017: \_\_\_\_\_

**E. Pretrial Release Outcome Measures**

Please complete the following information with data from calendar year 2017:

*Please note that this will be asked of you again in the CFY 2019 Annual Probation Plan for calendar year 2017 data in the same above categories.*

1. Total number of defendants actively supervised on pretrial release: \_\_\_\_\_  
 Of the total number actively supervised, how many:  
 a. Failed to appear in court \_\_\_\_\_  
 b. Failed to appear at office visits \_\_\_\_\_  
 c. Were re-arrested \_\_\_\_\_

2. Please provide risk levels for the number of individuals actively supervised according to the classifications of your risk assessment tool (PSA, Virginia, etc.):

This data is not available at this time

Risk Level (Mark which level system is used)	<input type="checkbox"/>	Released with No Conditions	Monitoring	PS Level 1	PS Level 2	PS Level 3	PSL 4	If Released Max Conditions or Released Not Recommended	Total Supervised



	<input type="checkbox"/>	Low	Below Average	Average	Above Average	High	Extremely High Risk		
	<input type="checkbox"/>	Low	Low Moderate	Moderate	High Moderate	High			
Other Level System	<input type="checkbox"/>								
Number Supervised									

#### IV. PROBLEM-SOLVING COURTS

The Administrative Office is compiling information on all problem-solving courts operational and emerging in Illinois. 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.

##### A. Problem-Solving Court Status

- Is there a plan to develop a new or additional problem-solving court in your jurisdiction?  
 Yes  No   
 If yes, please specify:
  - Contact Person \_\_\_\_\_
  - Type of court (s) \_\_\_\_\_
  - Proposed implementation date \_\_\_\_\_
- Is there an existing problem solving court in your jurisdiction? Yes  No

##### B. Existing Problem Solving Courts

- Complete the attached *Existing Problem-Solving Court* form  (See Attachment 30)

#### V. ORGANIZATIONAL DEVELOPMENT

##### A. Strategic Plan and Training/Technical Assistance Requests

- Complete the attached *CFY 2019 Strategic Plan*  (See Attachment 31)

Does the department complete a separate annual report for the county board?  Yes  No

- If yes, please attach County Annual Report  (See Attachment 32) N/A

##### B. Status of County Fiscal Year 2018 Strategic Plan

- Complete the attached *Status of CFY 2018 Strategic Plan*  (See Attachment 33)

