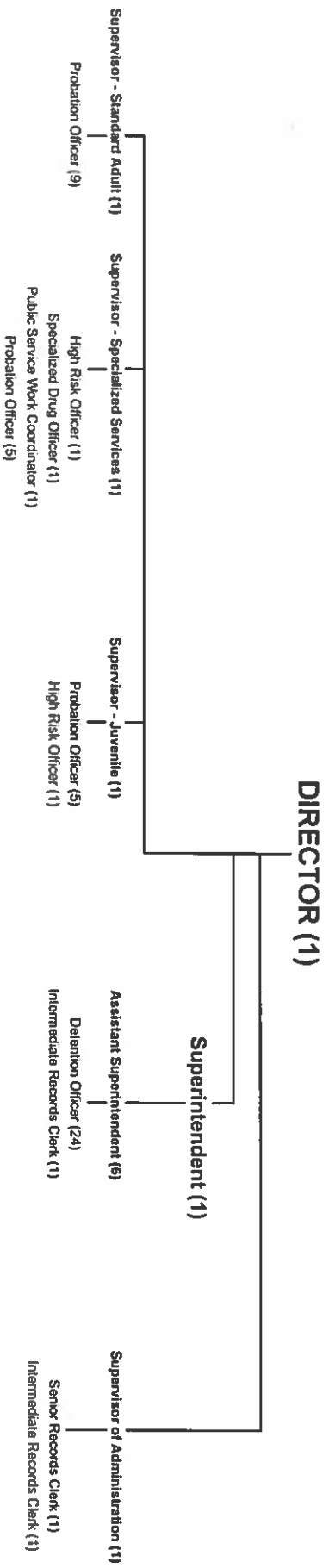


Attachment 16: Organizational Chart
(Required)

Attached



**CHAMPAIGN COUNTY PROBATION AND COURT SERVICES DEPARTMENT
ORGANIZATIONAL FLOW CHART**



Number of Personnel Assigned to:

Adult Standard Services	9
Specialized Adult Services	8
Juvenile Standard Services	5
Juvenile High Risk Officer	1
Youth Detention Center	24
Clerical/Office	3
Superintendent	1
Assistant Superintendents	6
Unit Supervisors	4
Director	1
TOTAL PERSONNEL	62

Effective 09.01.2017

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES DEPARTMENTAL ORGANIZATIONAL STRUCTURE
Director Michael B. Williams (AOIC Position #100 - GIA)

ADULT SERVICES	JUVENILE DETENTION SERVICES	KEY for AOIC Position Funding	
Adult Probation Supervisor	Superintendent - Juvenile Detention Center	Subsidy - \$1,000 per month per position (S)	
Janet Wells (#3400 - S)	Keith Willis (#300 - GIA)	GIA - Entire salary eligible for reimbursement (GIA)	
Probation Officers	Assistant Superintendents	GIAD - \$7,000 per month per position for Detention position (GIAD)	
Jennifer Crites (#1000 - GIA)	Patricia Hall (#5300 - GIAD)	CF - No AOIC funding - County funded (CF)	
Meghan Nau (#1100 - GIA)	Lauren Traynor (#5301 - GIA)		
David Cardani (#2100 - S)	Marla Elmore (#5302 - GIA)	Job Description (attached)	Applies to position #'s
Shannon Siders (#2300 - S)	Amanda Dukeman (#5303 - GIA)	Court Services Officer	200, 1000, 1100, 1200
Amanda Wells INTAKE (#2400 - S)	Antonio Newbern (#5700 - GIAD)		1400, 1500, 1800, 1900
Kimberly Easton-Morris (#2500 - S)	Kendra Ward (#5800 - GIAD)		2100, 2300, 2400, 2500
VACANT (Carey) (#3900 - S)			2800, 3100, 3200, 3500
Jeffrey Nugent (#3200 - S)	Detention Officers		3700, 3800, 3900, 4800
Michael Sellhmyer (#3700 - S) <small>Start Date 09/10/2018</small>	Kyle Saveley (#1900 - GIA)		5000, 5100, 5304, 5305
	Taylor Harris (#5000 - GIAD)		5306, 5310, 5311, 5312
SPECIALIZED SERVICES	Danielle Williams (#5100 - GIAD)		5314, 5315, 5316, 5317
Specialized Services Supervisor	Haley Jones (#5304 - GIA)		5318, 5319, 5320, 5321
Robert Wyre (#3300 - S)	Lucas Roush (#5305 - GIA)		5322, 5400, 5500, 5600
	VACANT (Newbern) (#5306 - GIA)	Assistant Superintendent of Juvenile Detention	5300, 5301, 5302
High Risk Officers	Abby Collins (#5310 - GIA)		5303, 5700, 5800
Jeremy Jessup (#1300 - GIA)	Kaitlyn Goodrum (#5311 - GIA)	Supervisor of Administrative Services	3600
	Andrew Griffeth (#5313 - GIA)		
Specialized Drug Program Officer	Lucas Gault (#5314 - GIA)	Director of Probation and Court Services	1000
Heather Rumble-Stahl (#2600 - S)	Daryl Jackson (#5315 - GIA)		
	Laura Hawk (#5316 - GIA)	Superintendent of Juvenile Detention	3000
Public Service Work Coordinator	VACANT (K. Jackson) (#5317 - GIA)		
Nicki Roelofs (#2900 - S)	Antonio Cruz (#5318 - GIA)	Supervisor of Adult Probation Services	3400
	Michelle Williams (#5319 - GIA)		
Standard Adult Services	Kyle Ogle (#5320 - GIA)	Supervisor of Specialized Services	3300
DeShonna Matthew - INTAKE (#200 - GIA)	Jerry Hunt (#5321 - GIA)		
Elizabeth Schultheis (#1200 - GIA)	Christopher Rardin (#5322 - GIA)	Supervisor of Juvenile Probation Services	2200
Lori Kleppin (#1400 - GIA)	Jenna Eaton (#5400 - GIAD)		
Lacey Busboom (#1500 - GIA)	Tiffany Kolakowski (#5500 - GIAD)	Court Services Officer - Drug Specialist	2600
Julie Roesch - INTAKE (#1800 - GIA)	Timothy Worman (#5600 - GIAD) <small>Start Date 09/24/2018</small>		
	John Naese (#5900 - GIAD)	Records Clerk	CF
JUVENILE SERVICES	Briene Wileaver (#6000 - GIAD)	Records Clerk	CF
Juvenile Probation Supervisor	Charles Schwab (#6100 - GIA)	Senior Records Clerk	CF
Teresa Zebe (#2200 - S)	Intermediate Records Clerk		
Probation Officers	Jacob Naese - CF	Senior Court Services Officer (includes High Risk Officers and PSW Work Coordinator)	1300, 2900
Siobhan Reynolds (#2800 - S)	ADMINISTRATIVE SUPPORT SERVICES		
Amber Davis (#3100 - S)	Supervisor of Administrative Services	Senior Court Services Officer (intensive Juvenile Services (now Juvenile High Risk Officer)	1700
Thomas Foster (#3500 - S)	Jennifer Jarvis (#3600 - S)		
Heidi Hewkin (#3800 - S)	Senior Records Clerk		
Cale Robertson (#4800 - GIA)	Betsy Carper - CF		
Juvenile High Risk Officer	Records Clerk	Positions on active personnel roster receiving funding from AOIC and County	
Max White (#1700 - GIA)	Tanya Wall - CF	16 Subsidy positions	
		10 GIAD positions	
		30 GIA positions	
Current as of 09/04/2018			

VACANCY AND POSITION INFORMATION FOR 2019 ANNUAL PLAN

CURRENT AS OF 09/01/2018

WE EXPECT TO FILL ALL TEMPORARY VACANCIES NO LATER THAN SEPTEMBER 30, 2018

19 SUBSIDY POSITIONS AVAILABLE

16 Subsidy positions filled

- Position #2000 unfilled since 03/17/2010 due to lack of county funding
- Position #3000 unfilled since 09/14/2003 due to lack of county funding
- Position #3900 (Carey) has been vacant since 08/24/2018 due to resignation

11 DETENTION POSITIONS AVAILABLE (eligible for \$7,000 per month reimbursement)

10 Positions are filled

- Position # 5200 unfilled since 06/07/2004 due to lack of county funding

43 GRANTS-IN-AID POSITIONS AVAILABLE

30 Grants-in-Aid positions filled

- Position # 250 has been vacant since 03/31/2004 due to lack of county funding
- Position #1600 has been vacant since 01/27/2009 due to lack of county funding
- Position #1810 has been vacant since 10/25/2002 due to lack of county funding
- Position #1820 has been vacant since 10/25/2002 due to lack of county funding
- Position #5306 (Newbern) has been vacant since 07/30/2018 due to promotion
- Position #5307 has been vacant since 04/20/2004 due to lack of county funding
- Position #5308 has been vacant since 12/18/2009 due to lack of county funding
- Position #5309 has been vacant since 11/30/2009 due to lack of county funding
- Position #5312 has been vacant since 11/30/2009 due to lack of county funding
- Position #5317 (K. Jackson) has been vacant since 08/31/2018 due to resignation
- Position #8000 has been vacant since 04/07/2010 due to lack of county funding
- Position #8100 has been vacant since 02/10/2009 due to lack of county funding
- Position #8200 has been vacant since 03/01/2010 due to lack of county funding

	AOIC CLASSIFICATION	COUNTY CLASSIFICATION
#250	Adult Supervision Officer	Court Services Officer
#1600	Specialized Services Supervision Officer	Senior Court Services Officer
#1810	Juvenile Supervision Officer	Court Services Officer
#1820	Juvenile Supervision Officer	Court Services Officer
#2000	Adult Supervision Officer	Court Services Officer
#3000	Adult Supervision Officer	Court Services Officer
#3900	Adult Supervision Officer	Court Services Officer
#5200	Detention Supervision Officer	Court Services Officer
#5306	Detention Supervision Officer	Court Services Officer
#5307	Juvenile Supervision Officer	Court Services Officer
#5308	Detention Supervision Officer	Court Services Officer
#5309	Detention Supervision Officer	Court Services Officer
#5312	Detention Supervision Officer	Court Services Officer
#5317	Detention Supervision Officer	Court Services Officer
#8000	Detention Supervision Officer	Court Services Officer
#8100	Detention Supervision Officer	Court Services Officer
#8200	Detention Supervision Officer	Court Services Officer

Attachment 17: Reorganization Request (If applicable)

Although the Department is not submitting a formal request for reorganization, we have advised our Field Coordinator of the following shifts in job responsibilities:

Following Mike Carey's resignation as Drug Specialist, Officer Heather Rumpel-Stahl is now the officer assigned to the Drug Court Team. We would note that this was a lateral transfer which did not entail a salary increase. We would also note that, pursuant to a Letter of Agreement with the Fraternal Order of Police, the separate pay scale for Drug Specialist was eliminated from the Collective Bargaining Agreement when the incumbent (Mike Carey) vacated that position on 08/24/2018.

Officer Rumpel-Stahl's previous duties as an Intake Officer assigned to prepare Presentence Investigation Reports have been re-assigned to Officer Amanda Wells. Officer Wells will share report writing duties with Officers Julie Roesch and DeShonna Crosby, both of whom are currently assigned to our Investigative Unit. Officer Wells will also assume the supervision of First Offenders and clients ordered to serve a period of Second Chance Probation. Those duties are currently shared by three officers.



Attachment 18: Policies and Procedures Submitted for Approval (If applicable)

The Champaign County Juvenile Detention Center has updated policies and created new policies in the following areas:

Updated Policies:

- Staff Training
- Transportation of Juveniles Outside the Facility
- Management and Control of Weapons, Control Devices and Security Equipment
- Use of Force

New Policies:

- Incident Reporting
 - (a) Incident Report Reference Guide
 - (b) Incident Report
 - (c) Supplemental Incident Report
 - (d) Restraint Flow Sheet
 - (e) OC Flow Sheet
- In-Service and Roll Call Training
- Field Training Program
 - (a) Field Training Manual
- Use of Restraints
- Room Restriction
 - (a) Room Restriction Form

Copies of the updated and new policies for the Juvenile Detention Center are attached.

On September 10, 2018, a directive outlining the procedure for the collection of genetic marker (DNA) samples by the Adult and Juvenile Probation Divisions was issued. A copy of that directive is attached.



Champaign County Juvenile Detention Center

Chapter Number: 4 Chapter Title: Training and Staff Development

Policy Number: 4.1 Effective date: July 25, 2018 (Revised) Approved By: K.A. Willis

IDOCJ Reference: 702.20 (3) (A) / 702.20 (b) (7)

Policy Subject: Staff Training

PURPOSE AND SCOPE

It is the policy of the Detention Services Division to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Division will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the Detention Services Division.

POLICY

The Detention Services Division seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. The Divisional Training Plan will be utilized to guide training needs. Training is provided within confines of funding, requirements of given assignments, staffing levels and legal mandates.

OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of detention services to the population served
- (b) Increase the technical expertise and overall effectiveness of personnel
- (c) Provide for continued professional development of division personnel
- (d) Enhance the safety of detention officers and the population served
- (e) Provide training documentation

TRAINING PLAN

A training plan will be developed and maintained by the Superintendent and the training developmental staff. It is the responsibility of training developmental staff to maintain, review, and update the training plan on an annual basis. The training plan will address the following areas:

- Legislative Changes
- Mandated Training
- Critical Issues Training
- Agency-specific-training
- Sufficient to cover the minimum hours required

TRAINING NEEDS ASSESSMENT

The Training Development staff will conduct an annual training-needs assessment of the Division. The needs assessment will be reviewed by the staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation
 - 5. Emergency situations.

- (b) When an employee is unable to attend mandatory training, that employee shall:
 - 1. Notify his/her supervisor as soon as possible, but no later than at least two hours prior to the start of training.
 - 2. Document his/her absence in a memorandum to his/her supervisor.
 - 3. Make arrangements through his/her supervisor and the Training Development staff to attend an alternative date.

Champaign County Juvenile Detention Center

Chapter Number: 9 Chapter Title: Security And Control

Policy Number: 9.6 Effective date: July 25, 2018 (Revised) Approved By: K.A. Willis

IDOCJ Reference: 702.60(b)(5) / 702.180(b)(8)

Policy Subject: Transportation of Juveniles outside the Facility

PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the transportation of juvenile residents outside of this facility and to ensure that staff assigned to transportation duties are qualified and adequately trained.

POLICY

It is policy of the Champaign County Juvenile Detention Center to provide safe, secure and humane transportation for all juvenile residents and other persons as required by law.

The Champaign County Juvenile Detention Center shall transfer all juvenile residents from the Juvenile Detention Center to the place of incarceration pursuant to the sentence of the Court as soon as practicable after the sentence.

PROCEDURES

Only staff members who have completed Juvenile Detention Center-approved training on juvenile detainee transportation should be assigned transportation duty. All staff members who operate transportation vehicles shall hold a valid driver's license for the type of vehicle being operated.

Any staff member who transports a juvenile detainee outside the secure confines of the facility is responsible for:

- (a) Obtaining all necessary paperwork for the juvenile detainee being transported (Resident file for Court, medical/dental records, and commitment documents).
- (b) Ensuring juvenile detainees are thoroughly searched and appropriate restraints are properly applied.
 - 1. Detainees who are known to be pregnant will not be handcuffed behind their back, or placed in leg restraints or transport belts while being transported (see the Use of Restraints Policy).
- (c) Ensuring that all vehicle security devices are in good repair and operational.

- (d) Thoroughly searching the transporting vehicle for contraband before any juvenile detainee is placed inside, and again after removing the detainee from the transporting vehicle.
- (e) Only county owned, official vehicles shall be used to transport juvenile detainees.
- (f) A minimum of two officers shall accompany the transport, unless authorization is obtained from the Superintendent of Detention or their designee.
- (g) The number of passengers shall not exceed the occupancy rating of the vehicle, with all doors and windows locked.
- (h) If a transport van is used, an officer shall be seated also in rear passenger section with the juvenile detainee.

Transport to Court Hearings

- (a) Transport Vehicle is to drive into the secure sally port area of the Champaign County Courthouse.
- (b) After removal from transport vehicle, transporting officer(s) shall walk the juvenile detainee to the appropriate elevator for the appropriate court room.
- (c) Juvenile detainee shall be placed in the appropriate secure temporary holding facility. The temporary secure holding facility shall be sight and sound separated to prevent physical or visual auditory contact from adults in custody. A Juvenile Detention Officer must maintain a constant, immediate presence with the juvenile detainee at all times.
- (d) Sight and sound separation shall be maintained from adult inmates in custody at the Champaign County Courthouse. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

Champaign County Juvenile Detention Center

Chapter Number: 9 Chapter Title: Security And Control

Policy Number: 9.12 Effective date 07/25/18 (Revised) Approved By: K.A. Willis

IDOCJ Reference: 702.160(b) (8) / 702,160(b) (9)

Policy Subject: Management and Control of Weapons, Control Devices and Security Equipment

PURPOSE AND SCOPE

This policy will address the availability and control of weapons and security equipment.

POLICY

It is the policy of the Champaign County Juvenile Detention Center that no firearm, ammunition, Taser (electronic control devices), knife, tactical or straight baton, or other dangerous weapon will be worn or carried in the secure perimeter of the Juvenile Detention Center. This includes law enforcement officers, probation & parole officers, and visitors.

OTHER WEAPONS, TOOLS AND CHEMICAL AGENTS

Division-approved weapons, tools and chemical agents, including oleoresin capsicum spray (OC Spray), yawari stick (kubaton), may be possessed by on duty custody staff members who have received divisional-authorized training and are qualified to use them.

STORAGE OF CHEMICAL AGENTS AND SECURITY EQUIPMENT

Handcuffs, leg irons, flex cuffs, and transport belts shall be kept in the file cabinet drawer located in the intake area of the detention center. OC spray when not carried by an on duty officer will be stored in Master Control. A set of handcuffs and leg irons may be stored in a drawer at the staff station for close proximity if needed.

Detention Officers may elect to carry a set of handcuffs on their person while on duty. The handcuffs must be stored in a division authorized handcuff case which shall be attached to the officer's belt.

Detention Officers may elect to carry a canister of OC spray on their person while on duty. The OC spray must be stored in a division authorized canister case, which shall be attached to the officer's belt.

INVENTORY

The Superintendent shall designate one or more Assistant Superintendents to be responsible for maintaining chemical agents and security equipment, and to inventory and report the condition and availability of such equipment on a monthly basis.

At shift briefing, the supervisor of the shift will assign handcuffs and OC spray to designated officers of the shift. A log entry will be documented, showing who was issued the items and the date of issuance. At the end of the shift, the equipment will be returned to the on-duty supervisor, and a log entry will be documented indicating the return of the equipment.

The on-duty supervisor shall immediately be notified in the event that any weapon, chemical agent or security equipment is determined to be missing. An immediate and thorough search of the facility shall take place in order to locate the item.

Champaign County Juvenile Detention Center

Chapter Number: 9 Chapter Title: Security And Control

Policy Number: 9.13 Effective date: July 25, 2018 (Revised) Approved By: K.A. Willis
IDOCJ Reference: 702.160(b)(8) / 702,160(b)(9)

Policy Subject: Use of Force

PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines governing application of force, limitations on the use of force, supervisor's responsibilities and reporting requirements for incidents involving the application of force.

DEFINITIONS

Definitions related to this policy

Excessive Force – The use of more force than is objectively reasonable under the circumstances to accomplish a lawful purpose.

Use of Force – Any application of physical techniques or tactics or chemical agents to another person. It is not a use of force when the juvenile resident allows him/herself to be searched, escorted, handcuffed or restrained.

Use of force team technique – The use of force team technique ordinarily involves a team of trained staff that enters the juvenile resident area in tandem, each with a specific task, to achieve immediate control of the juvenile resident.

POLICY

It is policy of the Champaign County Juvenile Detention Center to accomplish the department functions with minimal reliance on the use of force and generally as the last alternative.

USE OF FORCE

Juvenile Detention Officers may use force as reasonably appears necessary in the performance of their duties, but excessive force shall not be used. Juvenile Detention Officers must use only that amount of force that appears reasonably necessary under the circumstances in order to gain control of the juvenile resident, to protect and ensure the safety of other juvenile residents, staff and others, to prevent serious/substantial property damage, prevent escape, obtain compliance with facility rules and staff orders to ensure the facility security and good order, or for other lawful purposes.

The Champaign County Juvenile Detention Center provides techniques, tools, and training to use when responding to resistance and violent situations. While various degrees of force exist,

each Juvenile Detention Officer is expected to use only that degree of force that is reasonable under the circumstances to successfully accomplish the legitimate and lawful purpose in accordance with this policy.

In any review of an incident to determine whether a particular use of force conforms to this policy, the Superintendent or their designee will evaluate the apparent need for an application of force, the relationship between that need and the amount of force used, the threat reasonably perceived, any efforts made to temper the severity of a forceful response and the extent of any injury to the resident.

It is recognized, however, that circumstances may arise in which staff may reasonably believe it would be impractical or ineffective to use any of the standard tools, weapons or methods provided by the Division of Detention Services. Staff members may find it more effective or practical to improvise their response to rapidly unfolding conditions they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree reasonably necessary to accomplish a legitimate penal logical purpose.

In any review of an incident to determine whether a particular use of force conforms to this policy, the Division of Detention Services will evaluate the apparent need for an application of force, the relationship between that need and the amount of force used, the threat reasonably perceived, any efforts made to temper the severity of a forceful response and extent of any injury to the detainee.

Prior to resorting to the use of force, staff should, when practicable, attempt verbal persuasion, orders or other tactics to avoid or mitigate the need for forceful action.

Force shall never be used as punishment or retaliation.

Medical checks will be performed on all juvenile residents who have been subjected to force as soon as practicable, regardless of apparent injury.

Nothing in this policy is intended to require that force options be used in a particular order. However, the force option used must be objectively reasonable under the circumstances to accomplish a lawful objective.

FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a Juvenile Detention Officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (a) Immediacy and severity of the threat to detention staff or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the detention officer at the time.

- (c) Detention officer/juvenile resident factors (age, size, relative strength, skill level, injuries sustained, and level of exhaustion or fatigue, the number of detention staff available vs residents).
- (d) The effects of drugs or alcohol.
- (e) The resident's mental state or capacity.
- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the resident has been effectively restrained and his/her ability to resist despite being restrained.
- (h) The availability of other options and their possible effectiveness.
- (i) The seriousness of the suspected offense or reason for contact.
- (j) Training and experience of the detention officer.
- (k) Potential for injury to detention staff, the resident and others.
- (l) Whether the resident appears to be resisting or is attacking the detention officer.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the resident or a prompt resolution of the situation to maintain or restore order.
- (o) Whether the conduct of the resident being confronted no longer reasonably appears to pose an imminent threat to staff or others.
- (p) Awareness of the resident's propensity for violence.
- (q) Any other exigent circumstances.

DUTY TO INTERCEDE

Any juvenile detention officer present and observing another staff member using force that is clearly not within policy is expected, when reasonable to do so, to intercede to prevent the use of such force and in all cases report the use promptly to a supervisory officer.

USE OF FORCE ON A RESIDENT OF A DIFFERENT GENDER

Use of Force shall not be prohibited because a detention officer is a different gender than the juvenile resident.

USE OF TOOLS AND CONTROL DEVICES

CONTROL DEVICES

Control devices such as chemical agents or oleoresin capsicum (OC) spray shall only be used in the facility as authorized by the Detention Superintendent or their authorized designee and only as a last resort. OC spray should not be used in the medical unit or other designated area where juvenile residents are assigned respiratory isolation or on any juvenile resident who is under control with or without restraints.

Detention Center approved OC spray or foam may be possessed and used only by staff members who have received Detention Center authorized training in its use.

Juvenile detainees who have been affected by the use of control devices shall be given a thorough medical examination and appropriate treatment as soon as possible.

If a detainee refuses to decontaminate, such a refusal shall be documented. If a detainee has been exposed in a secure room and not removed from the secure room where the exposure occurred, decontamination shall be afforded to the detainee, including:

- (a) Health-trained detention staff advising the detainee how to decontaminate in the secure room.
- (b) Clean clothing, if clothing was contaminated.
- (c) Constant monitoring of the secure room detainee, for a period of not less than 45 minutes.

IMMEDIATE AND CALCULATED USE OF FORCE

An immediate use of force occurs when force is used to respond without delay to a situation or circumstances that constitute an imminent threat to safety or security. For example, the immediate or unplanned use of force by staff to stop an detainee from inflicting life-threatening injuries to him/herself or to stop an assault on any other person, including other detainees. The destruction of government property may require the immediate use of force by staff in some circumstances. A verbal warning should be given before an immediate use of force unless the circumstances preclude it.

If there is no need for immediate action, staff should attempt to resolve the situation through voluntary compliance or, if it reasonably appears necessary, the calculated use of force. A calculated use of force is called for when a detainee's presence or conduct poses a threat to safety or security and the detainee is located in an area that can be controlled or isolated, or when time and circumstances permit advance planning, staffing and organization.

The assistance of available non-custodial staff (qualified mental health professionals, qualified medical professionals) should be considered when attempting to resolve a situation without confrontation.

A supervisory officer shall be present in any situation involving the calculated use of force. The supervisor shall be contacted for approval and consultation prior to any calculated use of force.

REPORTING THE USE OF FORCE

Every staff use of force is an incident that shall be reported on the appropriate report form. Any staff member who uses force and any staff directly observing the incident shall make a verbal report to a supervisory officer as soon as practicable and shall submit the appropriate documentation prior to going off duty, unless directed otherwise by a supervisor.

The documentation will reflect the actions and responses of each staff member participating in the incident, as witnessed by the reporting staff member.

The report shall include:

- (a) A clear, detailed description of the incident, including any application of tools, control devices, or restraints.
- (b) The identity of all involved in the incident (e.g., detainees, staff and others).
- (c) The specific reasons for the application of force.
- (d) The threat as perceived by the staff involved.
- (e) Efforts made to temper the severity of a forceful response, and if there was none, the reasons why.
- (f) Description of any injuries to any person involved in the incident, including the result of any medical checks that show the presence or absence of injury.

A video recording shall be required for all calculated use of force incidents and should include the introduction of all staff participating in the process. The recording and documentation will be part of the investigation package. The supervisor should ensure the recording is properly processed for retention and a copy is forwarded to the Detention Superintendent within 72 hours.

SUPERVISOR RESPONSIBILITY

When a supervisor is able to respond to an incident in which there has been reported use of force, the supervisor is expected to:

- (a) Obtain the basic facts from involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) In cases involving serious injury, obtain an oral statement from the employee. The statement should be restricted to concerns of anything that may present an ongoing threat to the security of the facility or public safety.
- (c) Ensure that the appropriate investigation authority is notified, if needed.
- (d) Ensure that any parties involved in a use of force situation are examined by medical staff, regardless of whether any injuries are reported or detectable, and afforded medical treatment as appropriate.
- (e) Once any initial medical assessment or first aid has been completed, ensure that photographs have been taken of any areas involving visible injury or complaint of pain as well as overall photographs of uninjured areas.
- (f) Identify any witnesses not already included in related reports.
- (g) Review and approve all related reports.

In the event that a supervisor is unable to respond to the scene of an incident involving a reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

If a detainee has made an allegation of an unnecessary or excessive use of force, the interview should be video recorded and shall be documented on the appropriate form.

NECK RESTRAINTS/CHOKEHOLDS

A detention officer shall not apply any pressure to the neck or throat, under any circumstances.

TRAINING

The Detention Superintendent shall work with the Training Manager to ensure legal and facility training mandates are met.

The Training Manager shall ensure that all personnel who are authorized to carry control device have been properly trained and certified to carry specific control devices and are retrained or re-certified as necessary.

Supervisors shall conduct and document regular periodic briefings concerning this policy and the use of control devices. Any test sheets or documentation of performance shall be forwarded to the Training Manager to be included in the employee's training record.

Champaign County Juvenile Detention Center

Chapter Number: 1 Chapter Title: Administration, Organization, Management & Communication

Policy Number: 1.11 Effective date: August 1, 2018 Approved By: K.A. Willis

IDOJJ Reference: 702.160(b) (8) / 702,160(b) (9)

Policy Subject: Incident Reporting

PURPOSE AND SCOPE

This policy establishes guidelines for the application of a consistent and comprehensive reporting system that accounts for all incidents occurring within the Champaign County Juvenile Detention Center. This policy will ensure communication occurs during a crisis situation, a chain of command is followed and the Detention Center is able to monitor all incidents, thereby enhancing Detention Services efficiency.

DEFINITIONS

Incident – Is any non-routine, unusual or potentially threatening event.

Incident Report Reference Guide – Provides instruction for how the Detention Center shall document incidents, who shall be notified of incidents, and how reports shall be disseminated.

Incident Report – Is a report generated by any staff member who is the primary person involved in the incident. There should only be one Incident Report per incident episode.

Supplemental Report – Is a report generated by any other staff who witnessed an incident or who received information about an incident. This report should accompany the Incident Report.

Addendum Report – Is a report generated by the original staff member who has already submitted either an Incident Report or Supplemental Report and has additional information needing to be documented regarding the incident.

Level of Severity – Defines the seriousness or urgency of an incident as classified in the Incident Report Reference Guide.

Classification – The process of identifying the type of behavior, activity, or potentially threatening situation involved in an incident.

Submitted – Indicates the status of the Incident Report that is finalized at the facility and is released by the supervisor for distribution.

POLICY

It is policy of the Champaign County Juvenile Detention Center that staff members shall complete an Incident Report anytime a non-routine, unusual or potentially threatening event occurs. Reports shall be completed prior to the end of one's shift when the incident occurred, but may be delayed up to 24-hours from the time of the incident if approved by the detention supervisor. This system of notification, documentation and distribution shall be performed in accordance to policy.

PROCEDURES

A. Incident Report Reference Guide

1. Detention staff shall use the Incident Report Reference Guide when determining whether an Incident Report is required and how to complete the report.
2. Each incident shall be documented in the appropriate report format using the current incident reporting form.
3. Reports shall be completed prior to the end of one's shift when the incident occurred, but may be delayed up to 24-hours from the time of the incident if approved by a supervisor.
4. A request made by administration for additional incident documentation shall be accommodated within one business day or within a reasonably stipulated time frame.
5. Each incident shall be classified according to the level of severity, as identified in the Incident Report Reference Guide. Supervisors shall review each incident report to ensure proper level and classification. The level system is comprised of four Levels of Severity. Level 1 incidents shall be considered the most severe and Level 4 incidents shall be considered the least severe.
6. Once a report has been submitted by the staff member, signed and approved by a supervisor its contents shall not be altered, modified or amended. Any further clarification or correction of facts about an incident shall be accomplished by an addendum report.
7. Original signed Incidents Reports shall be maintained at the facility.

B. Notification of Incidents and Distribution of Incident Reports

1. All Level 1 incidents require immediate notification to the person(s) or party(s) outlined in the chain of command section of the Incident Report Reference Guide.
2. Notification shall be done by telephone and contact shall be made with a live person.
3. A voicemail message is not sufficient as notification for Level 1 incident, although a message should be left indicating that notification was attempted.

4. Once a live person has been contacted, it is the responsibility of that contacted person to notify the next person or party in the chain of command.
5. Parents/guardians and other appropriate parties shall be notified of all level 1 and 2 incidents, (with the exception of death, notification of death is done by the Champaign County Coroner's Office) as well as other incidents involving medical concerns or law enforcement action. Staff shall attempt to speak to a live person, but may leave a voicemail.

C. Chain of Command for Notification

All Level 1 Incidents – Maximum Severity: Supervisor, Superintendent of Detention Services, and Director of Court Services.

All Level 2 Incidents – Intermediate Severity: Supervisor, Superintendent of Detention Services.

All Level 3 Incidents – Minimum Severity: Supervisor

All Level 4 Incidents – Information Only: Supervisor

CHAMPAIGN COUNTY JUVENILE DETENTION CENTER

INCIDENT REPORT REFERENCE GUIDE

INTRODUCTION

Critical incidents can occur while working under the direction of the Champaign County Juvenile Detention Center. These events range from situations as simple as “information only” to “maximum severity” which may require referrals to the State’s Attorney’s Office, Law Enforcement Agencies, and the Illinois Department of Juvenile Justice.

These non-routine, unusual or potentially threatening events require proper documentation. The required documentation is accomplished by the preparation of Incident Reports.

This Reference Guide will explain:

- When to prepare an Incident Report
- Who should prepare an Incident Report
- How to prepare an Incident Report
- Who should be notified of an incident
- How Incident Reports are filed
- Protocol for notification of incidents and distribution of reports for outside agencies.

DIRECTIONS FOR COMPLETING INCIDENT REPORTS

An Incident Report shall be generated by staff to account for any non-routine, unusual, or potentially threatening event or incident that occurs. These reports shall be generally prepared by staff, but may be used by any person having direct involvement in or knowledge of an incident. When multiple staff respond to or have knowledge of an incident, one person shall be designated to generate a report known as the primary Incident Report. There shall only be one primary Incident Report per incident episode. All others involved shall generate Supplemental Reports describing their involvement during and immediately after an incident. An incident episode generally refers to the duration of an incident, from the time of onset until the situation has been resolved.

In the event that an Incident or Supplemental Report has been submitted and the writer finds additional information is needed in writing, staff shall generate an Addendum Report. A writer may use the Incident Report format to generate an Addendum Report, provided that the writer indicates in the Description of Incident and Action Taken portion of the report that this is an addendum to their original Incident (or Supplemental) Report.

All reports are considered to have been submitted after its writer has signed the report, and it has been approved by a supervisor. Once a report has been submitted, it is considered complete and will be used as an official document accounting for the incident. Once reports have been submitted they shall not be altered, modified, or amended. If additional information is needed, an Addendum Report may be used to document this information.

I. WHEN TO PREPARE AN INCIDENT REPORT

Incident Reports should be used to describe any non-routine, unusual or potentially threatening event in the Juvenile Detention Center setting. Events requiring completion of an Incident Report include, but are not limited to: accidents, suicide attempts, assaults, physical intervention, escapes, or any other non-routine, unusual, or potentially threatening occurrences. Reports shall be completed before the end of the shift when the incident occurred or within 24 hours when approved by a supervisor. Incident Reports do not replace other required documentation.

II. WHO SHOULD PREPARE AN INCIDENT REPORT

Juvenile Detention Officers shall prepare a report when incidents occur. Any person(s) involved in or directly aware of an incident shall complete a primary Incident Report or Supplemental Report. A person who may not have witnessed an incident, but has received information about an incident, may also generate a Supplemental Report. There should be only one primary Incident Report per incident episode. An incident episode generally refers to the duration of an incident, from the time of onset until the situation has been resolved. All other reports accounting for an incident shall be written as a Supplemental Report.

III. WHO SHOULD PREPARE A SUPPLEMENTAL REPORT

A Supplemental Report(s) is completed by staff (or witnesses) when more than one staff responds to or is aware of an incident. One staff shall be appointed to generate the primary Incident Report, and all others shall generate Supplemental Reports.

IV. PREPARATION OF AN INCIDENT REPORT

When preparing an Incident Report, all applicable portions of the report shall be completed. The following is a description of what information needs to be included in each portion of the report:

- A. **Date, Day, Time:** The date and time should reflect when the incident occurred and not when the report was generated or completed.
- B. **Juvenile Resident(s) Involved:** The names of all juveniles should be listed, as well as their case number, date of birth, sex and ethnicity.
- C. **Location of Incident:** The location of the incident should describe specifically where the incident occurred.
- D. **Staff Present During Incident/Witnesses:** The person preparing the report should list names of only staff members on shift who were involved in or have knowledge of the incident. Witnesses include other juveniles, volunteers, school staff, or anyone who witnessed the event.
- E. **Section A – Description of the Incident & Action Taken:** Information contained here should define who is preparing the report (name & job title). All reports should be written in first person. The information provided should be clear, concise, accurate, specific and detailed as possible. The writer should describe events as objectively, factually, and accurately as possible. Subjective and judgmental statements should be avoided. In addition, the writer will describe what actions were taken in response to the incident to ensure that policy, program rules, or protocol has been complied with and managed properly. For example, if an incident involved physical intervention, the writer should specifically document which control holds were used, whether restraints were used, how long the holds/restraints were used. The writer should also document if any verbal de-escalation techniques were used as well as their justification for using force consistent with division policy.
- Other pertinent information which should be incorporated within the narrative may include who was notified of the incident, how and when they were contacted, and whether the incident included any involvement by an outside entity, such as EMS, medical, mental health, etc.
- Staff are reminded to answer the following questions in writing an incident report:
Who, What, Where, When, How.
- F. **Section B – Use of Force:** Any time force is used by staff during an incident, all staff involved shall use the check boxes to identify their justification to use force as allowed by division policy. Each staff shall also identify and document the control hold (by name) that was attempted or applied to the juvenile. If the use of force resulted in an injury to the juvenile or staff, the injury shall be documented in this section. The writer shall identify who was injured, what was done about the injury, and how medical attention was sought for oversight consistent with the Use of Force policy. The writer should identify the medical personnel (by name) and the date the person received medical attention.

- G. **Section C – Injury Accounting:** Any time an injury is observed or complaint of an injury is made, staff shall document the injury and report it to their supervisor, medical personnel, or emergency medical services depending on its severity. When an injury occurs as a result of an incident (excluding injuries already accounted for in Section B), this section is to be used to account for when the injury was verbalized, observed, how the injury was sustained, and what medical assistance was provided.
- H. **Section D - Level of Severity and Classification:** The writer identifies the severity of the incident (1-4) and the type of incident, listed in the Level Severity Section of the Incident Reference Guide.
- I. **Section E – Characteristics of Incident:** In this section the writer will check all boxes that apply to the characteristics of the incident. Additional documentation, such as evidence or video that accompanies an Incident Report, shall be checked off under the Miscellaneous Section.

V. **NOTIFICATION AND DISTRIBUTION OF REPORTS PROTOCOL**

Level 1: Incidents require immediate notification to all members in the chain of command and shall be handled in the following manner.

Chain of Command: Shift Supervisor (Assistant Superintendent), Superintendent of Detention, Director of Court Services.

Should the Supervisor of the shift not be present, notification shall be done by telephone and contact shall be made with a live person. A voice mail or text message is not sufficient as notification for a Level 1 incident, although a message should be left indicating that notification was attempted. If the Shift Supervisor (Assistant Superintendent) cannot be reached immediately in a Level 1 incident, the Superintendent of Detention shall immediately be notified by detention staff. If the Superintendent of Detention cannot be immediately notified in a Level 1 incident, the Director of Court Services shall be notified. Once a live person has been contacted, it is the responsibility of that contacted person to notify the next person or party in the chain of command. These notification attempts and actual contacts made shall be documented in the Incident Report or Supplemental Reports.

Level 2: Incidents require the immediate notification to the chain of command:

Shift Supervisor (Assistant Superintendent), Superintendent of Detention. The Superintendent of Detention will determine whether additional notification (Chain of Command) needs to occur at that time or whether the notification can wait until normal business hours.

Level 3 & Level 4: Incidents require the notification to the chain of command:

Shift Supervisor (Assistant Superintendent) The Assistant Superintendent will notify the Superintendent of Detention the following business day or otherwise when necessary.

VI. INCIDENT REPORT LEVELS OF SEVERITY

The Level of Severity system identifies the severity of the incident that occurs within the division.

The system is comprised of four levels of severity;

Level 1: Maximum Severity

Level 2: Intermediate Severity

Level 3: Minimum Severity

Level 4: Information Only

As indicated, the classification of Incident Reports is delineated from the most severe to the least severe.

Due to the severity of Level 1 incidents and the potential impact to the health, safety, and/or security of both staff and juveniles, administrative oversight is critical for ensuring that the incident is properly evaluated and that appropriate resources are in place.

LEVEL 1 – MAXIMUM SEVERITY

ACCIDENT/INJURY/ILLNESS: Any time staff contact 911 or transport a juvenile to a hospital or Emergency Room for immediate medical attention. (Examples, but not limited to: Suicide Attempt, Drug Overdose, life threatening illness).

FIRE

ANY CRISIS EMERGENCY RESPONSE OR INVOLVEMENT FROM AN OUTSIDE ENTITY: When an incident requires a crisis emergency response, or an outside agency is contacted or dispatched to take tactical command over an incident.

ANY FORCIBLE SEXUAL ACTIVITY: Any acts as defined in ILCS 720-5/11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 11-6, 11-9.1, 11-9.1A, 11-9.1B, and 11-9.2.

ANY SERIOUS BODILY INJURY OCCURS: Any bodily injury that creates or causes serious injury, permanent disfigurement, protracted (prolonged or extended) loss, or impairment of the function any body part or organ, or creates a substantial risk of death.

ESCAPE: By a juvenile in custody.

OFFICIAL MISCONDUCT BY STAFF: Any violation of criminal law, code of ethics or major policy and procedure violations.

RIOT

SUICIDE

UNATTENDED OR ATTENDED DEATH

LEVEL 2 – INTERMEDIATE SEVERITY

ACCIDENT/INJURY/ILLNESS: Illness- Prolonged- When a juvenile exhibits an illness over an extended period of time or has been seen by a medical professional. Any time a juvenile is admitted to a medical facility.

ANY SUBSTANTIAL BODILY INJURY OCCURS: Means bodily injury, not amounting to serious bodily injury.

ANY USE OF FORCE, PHYSICAL INTERVENTION AND OR RESTRAINT USED:

ASSAULT BY JUVENILE DETAINEE WITH INJURY: An assault or battery by a detained juvenile who is in custody on another person.

ATTEMPTED ESCAPE: By a juvenile in custody.

CODE OF ETHICS/POLICY & PROCEDURE VIOLATIONS OR PROVIDER CODE OF CONDUCT VIOLATIONS

MAJOR CONTRABAND OR HARMFUL MATERIAL VIOLATION: Weapons, illegal substances, pornography.

CRIMINAL MISCHIEF/DAMAGES OR INTERRUPTS A COMMUNICATION DEVICE: Any person who intentionally and unlawfully tampers with property of another and by doing so recklessly endangers human life or human health or safety or recklessly causes or threatens a substantial interruption or impairment of any critical infrastructure, or attempts to prohibit or interrupt another person's use of a communication device when the other person is attempting to summon assistance.

SUICIDAL BEHAVIOR: Attempted suicide, self-mutilation, intentional injuries to self.

LEVEL 3 – MINIMUM SEVERITY

INTOXICATED JUVENILES- ALCOHOL/DRUGS: Juveniles who are under the influence of alcohol or drugs.

ASSAULT BY JUVENILE, NO INJURY: An assault or battery by a detained juvenile on another person and no injury was sustained.

POSSESSION OF DANGEROUS CONTRABAND: Possession of dangerous contraband by a juvenile.

PROPERTY DAMAGE: Minor property damage to the facility.

SUICIDAL IDEATION: Self-reported thoughts of engaging in suicide-related behavior. When a juvenile verbally expresses thoughts or fantasies about committing suicide or verbally expresses a desire to kill him or herself.

LEVEL 4 – INFORMATION ONLY

MINOR ACCIDENTS

MINOR INJURIES

POTENTIAL LITIGATION: You are threatened or received notice of lawsuit.

BUILDING SAFETY ISSUES



**Champaign County Juvenile Detention Center
INCIDENT REPORT**

Date:	Click or tap to enter a date.	Day:	Choose an item.	Time:	Time of incident				
JUVENILE(S) INVOLVED									
Name:		DOB:	MM/DD/YYYY	Sex:		Race:		Case Number:	
Name:		DOB:	MM/DD/YYYY	Sex:		Race:		Case Number:	
Name:		DOB:	MM/DD/YYYY	Sex:		Race:		Case Number:	
LOCATION OF INCIDENT:									
WITNESSES / STAFF INVOLVED:									
DESCRIPTION OF INCIDENT									



**Champaign County Juvenile Detention Center
SUPPLEMENTAL INCIDENT REPORT**

Date:	Click or tap to enter a date.	Day:	Choose an item.	Time:	Time of incident				
JUVENILE(S) INVOLVED									
Name:		DOB:	MM/DD/YYYY	Sex:		Race:		Case Number:	
Name:		DOB:	MM/DD/YYYY	Sex:		Race:		Case Number:	
Name:		DOB:	MM/DD/YYYY	Sex:		Race:		Case Number:	
LOCATION OF INCIDENT:									
WITNESSES / STAFF INVOLVED:									
DESCRIPTION OF INCIDENT									



**Champaign County Juvenile Detention Center
SUPPLEMENTAL INCIDENT REPORT**

USE OF FORCE		
<input type="checkbox"/> Self-Protection	<input type="checkbox"/> Protect Others	<input type="checkbox"/> Prevent Escape
<input type="checkbox"/> Protection of imminent and substantial destruction of property.		<input type="checkbox"/> Protect juvenile from self-injury.
<input type="checkbox"/> Overcoming physical resistance of detainee for failure to comply with reasonable & lawful order by staff.		
TYPE OF CONTROL HOLD ATTEMPTED OR APPLIED:		

INJURY SUSTAINED AS A RESULT OF FORCE			
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Staff	<input type="checkbox"/> Others	<input type="checkbox"/> None
DESCRIBE INJURY, WHO RESPONDED, AND TREATMENT PROVIDED:			

NON-USE OF FORCE-RELATED INJURY			
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Staff	<input type="checkbox"/> Others	<input type="checkbox"/> None
DESCRIBE INJURY, WHO RESPONDED, AND TREATMENT PROVIDED:			

ATTACHMENTS			
<input type="checkbox"/> Supplemental Report	<input type="checkbox"/> Video	<input type="checkbox"/> Evidence	<input type="checkbox"/> Diagram

Name of report author

Title

Click or tap to enter a date.
Date

Supervisor

Title

Click or tap to enter a date.
Date



Champaign County Juvenile Detention Center Restraint Flow Sheet

Resident Name:	DOB:
Date & Time of Restraint:	

REASON FOR RESTRAINT

<input type="checkbox"/> To Prevent recurrence of medical injury	<input type="checkbox"/> To prevent substantial property damage
<input type="checkbox"/> To gain control of a resident who is combative	<input type="checkbox"/> to prevent self-injury
<input type="checkbox"/> To gain control of a resident who is non-compliant	

SECURITY RESTRAINT

<input type="checkbox"/> Hand cuffs <i>Time applied: _____ Time removed: _____</i>	<input type="checkbox"/> Restraint chair <i>Time applied: _____ Time removed: _____</i>
<input type="checkbox"/> Leg irons <i>Time applied: _____ Time removed: _____</i>	<input type="checkbox"/> Flex cuffs <i>Time applied: _____ Time removed: _____</i>
<input type="checkbox"/> Belly chains with handcuffs <i>Time applied: _____ Time removed: _____</i>	<input type="checkbox"/> Spit sock <i>Time applied: _____ Time removed: _____</i>

Authorizing Staff: _____ Time: _____
Name Title

Supervisor on Duty: _____ Time: _____
(if available) Name Title

THERAPEUTIC RESTRAINT (Attach order of Therapeutic Restraint from a physician, psychiatrist, or psychologist to this flow sheet.)

<input type="checkbox"/> Restraint chair	<input type="checkbox"/> Spit sock	Position: <input type="checkbox"/> Ambulatory <input type="checkbox"/> Other: _____
<input type="checkbox"/> Ankle Restraint	<input type="checkbox"/> Helmet	

ROLES: RESIDENT MUST REMAIN ON CONSTANT OBSERVATION WHILE RESTRAINED

Security (Code *S*) – Record behavior and interventions (feeding, toileting, etc.) every 15 minutes

Medical (Code *M*) – (1) Evaluate within 2 hours.
 (2) For therapeutic restraints, check every 15 minutes, including circulation, pulse, and respirations; blood pressure to be checked when accessible, and at least at discontinuation of restraint.

Mental Health (Code *MH*) – (1) Evaluate within 2 hours.
 (2) Evaluate prior to any therapeutic restraint.
 (3) Re-evaluate every 15 minutes, or as authorized by the Special Management Plan

Date	Time	Behavior Code	Assessment	Intervention/Task	Role Code	Name (print) & Initials

Behavior Codes:

1	Awake, Alert	2	Uncooperative	3	Cooperative	4	Non-Communicative	5	Pacing
6	Sleeping	7	Quiet	8	Yelling	9	Combative	10	Banging

Champaign County Juvenile Detention Center

Chapter Number: 4 Chapter Title: Training and Staff Development

Policy Number: 4.2 Effective date: July 25, 2018 Approved By: K.A. Willis

IDOJJ Reference: 702.20 (3) (A) / 702.20 (b) (7)

Policy Subject: In-Service and Roll Call Training

PURPOSE AND SCOPE:

The purpose of this policy is to establish guidelines for the continual training of the employees of the Champaign County Juvenile Detention Center.

DEFINITIONS:

In-Service Training: The presentation of material that enhances the officer's basic training. The use of in-service training may be a component of other specialized, career development, promotional or advanced training.

Roll Call Training: Material presented in a short period of time, generally at the beginning of an officer's shift or work assignment.

POLICY:

IN-SERVICE TRAINING

- A. Divisional employees may be periodically assigned to in-service training. The purpose of this training is to provide employees with information on recent legislation and case law, information on advances, changes and improvements in the field of juvenile detention and corrections, requisite training prior to assignment to specialty duties and leadership training for supervisors.
- B. Topics covered during in-service training may include, but are not necessarily limited to:
 - Agency policy, procedures, rules and regulations with emphasis on changes.
 - Changes in statutory or case law affecting detention operations.
 - Use of Force
 - Proper use of discretion.
 - Emergency response
 - Unusual occurrences
 - Behavior management
 - Report Writing
 - Safety Issues
 - Ethics
 - Cultural sensitivity
 - First Aid/CPR/AED

ROLL CALL TRAINING

Department employees assigned to the Detention Center attend roll call/shift briefing as the first assignment of each duty shift.

The purpose of roll call/shift briefing is to inform shift members of the activities of the prior 24 hours, make assignments, distribute special instructions, disseminate information and provide training sessions of short duration.

Roll call training will normally be conducted by shift supervisors. Department employees with specialized training, skills, or knowledge may also instruct roll call training.

- Shift Supervisors are responsible for identifying areas of training need or interest for their employees.
- Specific roll call topics may be assigned by the Superintendent, Assistant Superintendent, and Field Training Coordinators.

Persons who conduct roll call training will utilize teaching techniques that best meet the needs of employees attending and may include:

- Group discussion
- Demonstration
- Case Study
- Critique
- Lecture
- Peer Presentation

The duration of roll call training should typically not exceed 15 minutes due to time constraints and the operational needs of the Division.

After the completion of a block of instruction, the supervisor conducting the training will report the topic and list of employees present for the training to the Assistant Superintendent in charge of training.

Champaign County Juvenile Detention Center

Chapter Number: 4 Chapter Title: Training and Staff Development

Policy Number: 4.3 Effective date: July 25, 2018 Approved By: K.A. Willis

IDOCJ Reference: 702.20 (3) (A) / 702.20 (b) (7)

Policy Subject: Field Training Program

PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the Juvenile Detention Officer's transition into the job related performance of general juvenile detention duties of the Champaign County Juvenile Detention Center.

It is the policy of this division to assign all new Juvenile Detention Officers to a structured Field Training Program that is designed to prepare the new Detention Officer to perform in a juvenile detention assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

FIELD TRAINING OFFICER-SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level detention officers in the application of their acquired knowledge and skills.

SELECTION PROCESS

Field Training Officers will be selected based on the following requirement:

- (a) Desire to be an FTO.
- (b) Minimum of 2 years of detention experience preferred.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal interview selection process, determined by the FTO program managers.
- (e) Evaluation by supervisors.

TRAINING

An officer selected as an FTO shall successfully complete the department approved training.

All FTOs must complete an FTO update course approved by the Department as determined by the FTO Program Managers while assigned to the position of FTO.

FIELD TRAINING PROGRAM MANAGER/COORDINATOR

An Assistant Superintendent(s) of Detention Services will be the Field Training Manager/Coordinator. He/she shall have completed a department approved certified Field Training Officer's course.

The responsibilities of the FTO Program Manager include the following:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintain, update and issue Field Training Manual to each trainee.
- (d) Monitor individual FTO performance.
- (e) Monitor the overall FTO Program.
- (f) Maintain and ensure FTO/Trainee performance evaluations are completed.
- (g) Develop ongoing training for FTOs.

TRAINEE DEFINED

Any entry level juvenile detention officer newly appointed to the Champaign County Juvenile Detention Center.

REQUIRED TRAINING

Entry level detention officers shall be required to successfully complete the Field Training Program, consisting of a minimum of ten (10) weeks.

Detention Officers should be assigned to at least two (2) different training officers and shifts during their Field Training Program. The program will be broken down into four (4) phases. The officer will be assigned to a FTO Coordinator during phase one (1) and will complete a minimum of eighteen (18) days with the FTO Coordinator or other FTO as designated by the Superintendent. The first phase will be primarily dedicated to training and observation.

During phase two (2), the detention officer will be assigned to a primary FTO and the work load will be divided into training and the detention officer handling day-to-day tasks and assignments. The officer will need to complete a minimum of twelve (12) shift days with the FTO during this phase.

During phase three (3) the officer will be assigned to a second FTO and will primarily handle day-to-day operations as a detention officer. The officer will need to complete a minimum seven (7) days with the FTO during this phase.

Phase four (4) is called the Review/Shadow phase. The officer will be assigned to their primary FTO and will work five (5) shift days going over expectations and handling duties with assistance as needed. The FTO is there to evaluate and help determine whether the officer is able to function as a Detention Officer at the Champaign County Juvenile Detention Center. After shift

day five (5), the shift supervisor and the Field Training Coordinators will conduct final testing of knowledge and evaluate the officer's overall performance of designated tasks. If the trainee is unable to successfully complete the designated tasks, the officer will be extended and remedial training will be provided in the areas in which the officer is deficient. A second review will be completed by the shift supervisor and Field Training Coordinators after remedial training is complete.

Should the trainee successfully complete phase four (4), the trainee may be recommended for relief from direct supervision from the FTO Program. Final say will be determined by the Superintendent of Detention.

The FTOs, shift supervisor, and the Field Training Coordinator will meet to conduct a six (6)-month and nine (9)-month review to discuss the trainee's status. The Field Training Coordinator will report their recommendation to the Superintendent of Detention, who will have final say on the status of the officer.

EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the monitoring supervisor on a daily basis, Daily Observation Report.
- (b) Review the Daily Observation Report with the trainee each day and have him/her sign it.
- (c) After each week forward the Daily Observation Reports to the monitoring supervisor. With the monitoring supervisor, the FTO will evaluate the trainee's strengths and weaknesses.

IMMEDIATE SUPERVISOR

- (a) The monitoring supervisor shall review and approve the Daily Observation Reports and at the end of each week, he/she shall complete a Weekly Summary of the officer's progress.
- (b) The supervisor will meet and discuss the Bi-Monthly Summary with the FTO and trainee.
- (c) The Bi-Monthly Summary will contain both the officer's strengths and weaknesses.
- (d) The Bi-Monthly Summary will contain suggestions on what the officer should work on and how to improve.
- (e) The supervisor should observe the officer involved in duty related activity so the supervisor can evaluate the officer's progress.

Once the trainee has successfully completed a minimum of ten (10) weeks in the Field Training Program, he/she will be on probationary status until they have completed 12 months of active duty. During this time, the shift supervisor will be assigned to monitor the officer's progress. Every month, the supervisor will complete a progress report on the officer and forward it to the Field Training Coordinator(s). The supervisor will complete these reports until the officer has successfully completed the probationary period.

FIELD TRAINING COORDINATOR

The Field Training Coordinator(s) will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through the shift supervisor. The Field Training Coordinator(s) shall report to the Superintendent of Detention to keep him/her apprised of the trainee's progress and to make recommendations on moving the trainee along, extending training or termination of the trainee's status. The Superintendent of Detention will be informed by the Field Training Coordinator(s) of each new trainee's performance and evaluations during the Field Training period. Any final decisions on a trainee's status will be made by the Superintendent of Detention and the Director of Court Services with input from the Field Training Staff.

TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training file and will consist of the following:

- (a) Daily Observation Reports
- (b) Bi-Monthly Summaries
- (c) While on probationary status, bi-monthly evaluations from the officer's supervisor
- (d) The reports will be kept in the officer's Field Training file for five (5) years.

**Champaign County Juvenile Detention Center
Field Training Program**



Field Training Manual

Field Training Program Policy

PURPOSE AND SCOPE

The Field Training Program (FTP) is intended to provide a standardized program to facilitate the Juvenile Detention Officer's transition into the job related performance of general juvenile detention duties of the Champaign County Juvenile Detention Center.

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The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level detention officers in the application of their acquired knowledge and skills.

SELECTION PROCESS

Field Training Officers will be selected based on the following requirement:

- (a) Desire to be an FTO.
- (b) Minimum of 2 years of detention experience preferred.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal interview selection process, determined by the FTO program managers.
- (e) Evaluation by supervisors.

TRAINING

An officer selected as an FTO shall successfully complete the department approved training.

All FTOs must complete an FTO update course approved by the Department as determined by the FTO Program Managers while assigned to the position of FTO.

FIELD TRAINING PROGRAM MANAGER/COORDINATOR

An Assistant Superintendent(s) of Detention Services will be the Field Training Manager/Coordinator. He/she shall have completed a department approved certified Field Training Officer's course.

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- (a) Assignment of trainees to FTOs.
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- (c) Maintain, update and issue Field Training Manual to each trainee.
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- (f) Maintain and ensure FTO/Trainee performance evaluations are completed.
- (g) Develop ongoing training for FTOs.

TRAINEE DEFINED

Any entry level juvenile detention officer newly appointed to the Champaign County Juvenile Detention Center.

REQUIRED TRAINING

Entry level detention officers shall be required to successfully complete the Field Training Program, consisting of a minimum of ten (10) weeks.

Detention Officers should be assigned to at least two (2) different training officers and shifts during their Field Training Program. The program will be broken down into four (4) phases. The officer will be assigned to a FTO Coordinator during phase one (1) and will complete a minimum of eighteen (18) days with the FTO Coordinator or other FTO as designated by the Superintendent. The first phase will be primarily dedicated to training and observation.

During phase two (2), the detention officer will be assigned to a primary FTO and the work load will be divided into training and the detention officer handling day-to-day tasks and assignments. The officer will need to complete a minimum of twelve (12) shift days with the FTO during this phase.

During phase three (3) the officer will be assigned to a second FTO and will primarily handle day-to-day operations as a detention officer. The officer will need to complete a minimum seven (7) days with the FTO during this phase.

Phase four (4) is called the Review/Shadow phase. The officer will be assigned to their primary FTO and will work five (5) shift days going over expectations and handling duties with assistance as needed. The FTO is there to evaluate and help determine whether the officer is able to function as a Detention Officer at the Champaign County Juvenile Detention Center. After shift day five (5), the shift supervisor and the Field Training Coordinators will conduct final testing of knowledge and evaluate the officer's overall performance of designated tasks. If the trainee is unable to successfully complete the designated tasks, the officer will be extended and remedial training will be provided in the areas in which the officer is deficient. A second review will be completed by the shift supervisor and Field Training Coordinators after remedial training is complete.

Should the trainee successfully complete phase four (4), the trainee may be recommended for relief from direct supervision from the FTO Program. Final say will be determined by the Superintendent of Detention.

The FTOs, shift supervisor, and the Field Training Coordinator will meet to conduct a six (6)-month and nine (9)-month review to discuss the trainee's status. The Field Training Coordinator will report their recommendation to the Superintendent of Detention, who will have final say on the status of the officer.

EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the monitoring supervisor on a daily basis, Daily Observation Report.
- (b) Review the Daily Observation Report with the trainee each day and have him/her sign it.
- (c) After each week forward the Daily Observation Reports to the shift supervisor. With the shift supervisor, the FTO will evaluate the trainee's strengths and weaknesses.

IMMEDIATE SUPERVISOR

- (a) The monitoring supervisor shall review and approve the Daily Observation Reports and at the end of each week, he/she shall complete a Weekly Summary of the officer's progress.
- (b) The supervisor will meet and discuss the Bi-Monthly Summary with the FTO and trainee.
- (c) The Bi-Monthly Summary will contain both the officer's strengths and weaknesses.
- (d) The Bi-Monthly Summary will contain suggestions on what the officer should work on and how to improve.
- (e) The supervisor should observe the officer involved in duty related activity so the supervisor can evaluate the officer's progress.

Once the trainee has successfully completed a minimum of ten (10) weeks in the Field Training Program, he/she will be on probationary status until they have completed 12 months of active duty. During this time, the shift supervisor will be assigned to monitor the officer's progress. Every month, the supervisor will complete a progress report on the officer and forward it to the Field Training Coordinator(s). The supervisor will complete these reports until the officer has successfully completed the probationary period.

FIELD TRAINING COORDINATOR

The Field Training Coordinator(s) will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through the shift supervisor. The Field Training Coordinator(s) shall report to the Superintendent of Detention to keep him/her apprised of the trainee's progress and to make recommendations on moving the trainee along, extending training or termination of the trainee's status. The Superintendent of Detention will be informed by the Field Training Coordinator(s) of each new trainee's performance and evaluations during the Field Training period. Any final decisions on a trainee's status will be made by the Superintendent of Detention and the Director of Court Services with input from the Field Training Staff.

TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training file and will consist of the following:

- (a) Daily Observation Reports
- (b) Bi-Monthly Summaries
- (c) While on probationary status, monthly evaluations from the officer's supervisor
- (d) The reports will be kept in the officer's Field Training file for five (5) years.

Mandatory Conduct

Training

Field Training Officer(s) (FTO) will abide by the Field Training Program (FTP) philosophy, which states that FTOs will make every effort to train and direct each trainee in ways that will maximize the possibility of success. FTOs must strive to maintain a positive training atmosphere and ensure that each trainee receives sufficient opportunities to show that he/she can perform all essential job functions to the best of his/her ability. It is impossible to entirely eliminate the stress caused by the constant evaluation of performing new tasks, but such stress should be minimized as much as possible by the FTO. Any stress experienced by the trainee should be the result of the performance of the task itself and not from the learning environment fostered by the FTO.

FTOs shall conduct themselves in a professional manner at all times. They must educate trainees and ensure their compliance with department directives. They must project themselves as examples to be emulated by virtue of their superior knowledge, demeanor, and appearance. FTOs should remember that the trainee will ultimately be a product of what and how he/she is taught, and of the behavior that is demonstrated to him/her.

Solo Detention Officer Concept

FTO's will utilize the "solo detention officer" concept to evaluate trainees, and should keep in mind the need for a balance between training and evaluation to exist. Evaluations will be given in an honest, straightforward, professional manner, stressing positive performance and constructively correcting sub-par performance.

For the purpose of satisfying "minimum manning" standards, the FTO and trainee will be considered a single officer. This applies to officer safety, resident transport, and resident supervision scenarios as well.

Daily Observation Reports (DORs)

When completing the DOR, Field Training Officers will refer to the Standardized Evaluation Guidelines outlined in this document to ensure uniformity and standardization of evaluations within the program.

Use of Non-Field Training Officers for Field Training

Non-FTOs will not be utilized to train trainees in the field, except when specifically authorized by the Field Training Coordinator for a specific purpose, or in situations where there is no other alternative.

FTO/ Trainee Relationship

The relationship between the FTO and the trainee will be of a teacher-student and/or supervisor-subordinate relationship. As part of these relationships, the following is expected:

1. The hallmark of this relationship will be mutual respect. Trainees will be treated with respect at all times, and they will be expected to respect the FTO and to follow his/her directions. Trainees will not be harassed, intimidated, intentionally embarrassed, or treated in a demeaning manner. Name-calling or the use of derogatory terms by the FTO is not acceptable. The FTO will try not to show anger or frustration while they are working with the trainee. Remember, "Praise in public, correct in private."
2. While trainees are going through the FTP, FTOs will neither associate with, nor socialize with, trainees during off-duty hours. Any relationship between the parties will be strictly professional.
3. FTO personnel will neither date, nor attempt to date, trainees while they are in the FTP. If a Field Training Coordinator or FTO is related to a trainee, or if he/she has had a special relationship (friendship, romantic interest, etc.) with the trainee prior to when the trainee was hired, the Superintendent of Detention will be notified as soon as practicable. Consideration can then be given to placing the trainee under the supervision of an alternative Field Training Coordinator or FTO.
4. FTOs will not make discriminatory or sexist remarks, as per Department policy.
5. FTOs will not make sexual remarks or sexual advances toward any trainee, as per Department policy.
6. FTOs will neither live with nor rent a habitat to any trainee while they are in the FTO program, and will refrain from entering into any financial transactions or arrangements with them.
7. FTOs will neither accept gifts nor give gifts to any trainee while they are in the training cycle.

Trainee/Field Training Officer Rules

Trainees are to be respectful to the FTOs. An FTO's directions are to be accepted and followed at all times. If a trainee believes that a specific instruction or order is improper, or an evaluation is not fair, he/she should request a meeting with the Field Training Coordinator through the appropriate chain of command. The field Training Coordinator's decision shall be final and any mandated actions shall be executed. If the trainee still has a concern or problem, he/she may request a meeting with the Superintendent of Detention. The Field Training Coordinator will notify the Superintendent and a meeting will convene to evaluate the situation.

Trainees will complete all assignments in a prompt, timely manner. They will follow all Department directives.

With the approval of the Field Training Coordinator, trainees may be given homework assignments, at the discretion of the FTO, in order to assist in accomplishing a training objective.

Incident reports pertaining to a situation that occurred during a shift may be completed on compensatory time as long as the FTO can justify a training need or concern. Such justification may be based on the trainee's phase of training; performance; the complexity/length of the report/incident; and/or the level of the trainee's experience in such cases. The FTO will be held accountable for any abuses of compensatory time.

Trainees will be receptive to criticism given by FTOs. They may verbalize an explanation for their actions; however, repeated rationalizations, excessive verbal contradictions, and/or hostility are not acceptable.

Trainees are prohibited from participating in Department social functions and/or functions in which FTOs might be present until they have either completed the FTP or have received permission from the Field Training Coordinator.

Information regarding the performance and/or progress of a trainee while in the FTP process may not be shared with people outside of the FTP.

The FTO shall always maintain visual contact with the trainee while performing detention functions. A trainee must always be under the supervision of an FTO while in the field. In the event that an FTO must be dismissed for an urgent reason, and there is no other FTO available, a trainee should be placed under the supervision of a Field Training Coordinator or shift supervisor.

All trainees and FTOs will abide by all directives of the Champaign County Detention Center.

INTRODUCTION

GOALS OF THE CHAMPAIGN COUNTY JUVENILE DETENTION CENTER

To ensure the safety of all persons: staff, visitors, residents, and the community by providing the care, custody, and control of residents, and furthermore, encourage positive behavioral growth.

The Field Training Program will strive to provide adequate training/educational opportunities for all staff to ensure professionalism and the development of a progressive organization to meet the continued challenge of change.

ACKNOWLEDGEMENT OF UNDERSTANDING

As a probationary officer with the Champaign County Juvenile Detention Center, I understand that I am required to successfully complete the Field Training Program. Failure to successfully complete the program will result in the termination of my employment with the Champaign County Juvenile Detention Center.

I also understand that the requirements for successful completion of the Field Training Program are located in writing in the Probationary Officers Training Manual. The Field Training Officers will attempt to teach me all of the necessary skills for acceptable completion of the program; however, it is my responsibility to learn those skills.

I have been informed that my performance will be evaluated in job related activities during the program. That evaluation will include Daily Observation Reports, Daily Observation Supplemental Reports, Supervisor Bi-Monthly reports/meetings, and End of Phase Reports. My performance and evaluations will be shared with members of the Field Training Staff to increase my educational opportunities.

I have also been advised that during my training I will be assigned to various shifts and Field Training Officers. I understand that the Field Training Officer is my immediate "Supervisor". I will follow his/her directions/orders at all times during any incident.

Signature of Probationary Officer

Date

Signature of Field Training Coordinator

Date

Welcome

Congratulations on your being hired as a detention officer and welcome to the Champaign County Juvenile Detention Center. The Field Training Program is designed to give the new officer all of the necessary knowledge, skills, and abilities to be a productive and successful member of the department. This program will provide evaluation, training, and guidance for the probationary officer.

Introduction

Probationary officers entering the Field Training Program should be aware that upon completion of this phase of their training, they will be prepared to operate as a solo officer. This training will be under the direct supervision of a Field Training Officer (FTO). The probationary officer's performance will be monitored closely during this period of training. Not only will he/she be monitored for safety, but also to ensure the standardization and equality of training that is being received.

The Field Training Program has two purposes in mind:

First: By continual evaluation of the probationary officer's performance under actual field conditions, specific weaknesses or deficiencies can be identified and remedial training programs developed to improve weaknesses and correct deficiencies.

Second: By continual evaluation, those individuals who are unable to attain the level of proficiency expected of the Champaign County Juvenile Detention Center may be identified and dismissed.

This manual is used to instruct new officers not only in the various duties which they will perform as an officer, but also to keep a record of their abilities and performance throughout the program. All situations and problems, which can be encountered in a corrections environment, are not and could not be included, but the information found in this manual will constitute a basis, which will help the probationary officer to build a good foundation for his/her future activities on the job. The Field Training Program does not claim to produce fully experienced officers; however, it does produce officers who can perform at the level of a competent solo officer by the standards of the department.

The FTO has been selected and trained to perform on-the-job training. It is their responsibility to know all subjects contained in the Field Training Manual to ensure that they are taught to the probationary officer and to ensure the concepts of the program are carried out.

In addition to the instruction that the probationary officer will be receiving under the direct supervision of the FTO, it is recommended that the probationary officer do home studying on a voluntary basis. The broad background of knowledge needed by a detention officer cannot be gained entirely on site or on the job.

Description / Overview of the Field Training Program

The Champaign County Juvenile Detention Officer Field Training Program introduces a new officer 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 the new officer's field training as effective as possible, they are assigned to a Field Training Officer (FTO). The FTO is an experienced officer specifically selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the field training guide materials with the newly assigned officer (henceforth referred to as trainee) and to demonstrate proper detention procedures. Trainees will be required to perform various detention duties under the guidance and supervision of their assigned FTO and Field Training (FT) Coordinator. The trainee's performance will be evaluated daily by the FTO and monitored by the FT Coordinator. This one-on-one style of training, and the fact that the trainers must guide the training in real detention situations, sets it apart from any prior academic endeavor.

Field training has a significant impact on the individual trainee in terms of imprinting attitudes, style, values, and ethics in carrying out the duties that will remain throughout a career. Consequentially, it is probably the most effective influence on the future direction of a department. The department head and their FT Supervisors must, therefore, be certain that the field training program which introduces officers to the department not only develops the necessary technical skills but also reflects the philosophy of the department.

The field training staff has the monumental responsibility of building the future of the department through the people they train. To assure success in this task, the field training program must have a training philosophy that ensures that every trainee is given the maximum opportunity to show that he/she can do the job. In order to accomplish this, the program must create a positive environment in which learning is maximized and in which trainees are able to perform to their best ability. The approach must be fair, firm, friendly, and, above all, professional. The example set must be beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time should trainees be demeaned or ridiculed. Even the least capable trainee must be treated with respect and compassion. No trainee should ever be treated in a way that deprives that trainee of his or her dignity. Every effort must be made to ensure that the stress felt by the trainee is caused by the job and not from the words or actions of the field trainers.

The Superintendent of Detention and the field training program staff have the responsibility to train and retain only the most competent proactive officers. Not everyone has the capability to perform the complex, demanding tasks of a detention officer. If the field training staff has done all it can and the trainee does not meet the acceptable standards, the department will have demonstrable grounds to terminate the trainee. Supreme dedication and patience is required to accomplish the field training task. The feeling of accomplishment comes from watching trainees succeed. If the department and its field training staff have fully carried out their responsibilities, they may see their trainees exceed even beyond their own accomplishments.

Training Program Objectives

The Champaign County Juvenile Detention Officer Training Program has been created to accomplish the goal of improving the overall effectiveness and efficiency of the department's training programs. Having well trained, professional detention officers will be the result. To achieve this goal, the program has established the following objectives:

1. To establish a probationary trainee appraisal system

This program is designed to provide a valid, job related evaluation of the probationary officer's performance. This is most effectively accomplished by on the job training and observation.

2. To improve the probationary officer's training process

Champaign County Juvenile Detention training officers serve as role models to probationary officers in the development of knowledge, skills, and abilities needed to perform detention duties.

3. To create officer interaction and good overall detention atmosphere

Detention officers must work closely with each other, often times relying on one another. Also, they must create an atmosphere of objectivity and fairness when dealing with residents. By on the job training, interaction, and performance feedback, this becomes possible.

- The goals of the training program can be attained by continually upgrading our means of training. By following the guidelines and learning the procedures and policies set forth, Champaign County Juvenile Detention Center can expect to have an effective training program and professional, high caliber detention officer.

Detention Training Officer Program Goals

1. To improve the overall application screening process

The FTO Program is the most energetic portion of the department's officer screening process. It provides an extensive on the job observation and evaluation process. It will allow the department to better determine the competency of its trainees and evaluate its selection process.

2. To ensure proper on the job training

The FTO Program was instituted to provide systematic, complete, and consistent on the job training. The FTO Program will also serve as an effective role model for trainees to help develop a proper foundation for new officers to build their careers on.

3. To establish a probationary officer appraisal system

The FTO Program is designed to provide a systematic evaluation procedure. The program will provide a systematic evaluation procedure, and a thorough on the job record of performance. With this, the department will be better able to assess the strengths and the weaknesses of each trainee and adjust training accordingly.

4. To ease the adjustment period for trainees

The FTO Program will integrate the new trainee into the department under controlled conditions. It is designed to reduce stress and potential danger a new officer may experience.

5. To establish career opportunities for detention officers within the Champaign County Court Services Department

The FTO Program will provide added responsibilities for the detention officer and expand his/her range of experience. Through the program, they will gain experience and knowledge that will improve their overall performance as detention officers. The FTO program will gain leadership experience and will, overall, enhance their career opportunities.

6. To extend the effective range of the department's Training Division

The FTO Program will make their best effort to provide each shift with a qualified training officer. By working closely with the training division, they will provide necessary feedback on detention training needs and assist in the formulation of training policies.

Role/Expectations of Trainees

Role of the trainee

The role of the trainee is to demonstrate the ability to perform at a solo detention officer level by the end of the field training program. This is the standard by which the trainee will be measured throughout the training program.

The trainee's primary responsibility while assigned to the field training program is to devote his/her full attention and efforts toward successfully completing the program. This may be a very intense and stressful time in the trainee's life. The field training program staff will make every effort to provide the tools necessary for the trainee to succeed in this task. Trainees must simply give their best effort each and every moment they are assigned to the program.

Expectations of students

Trainees are to be respectful to the Field Training Officers and other program staff. The FTO's directions are to be accepted and followed at all times. If the trainee believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO, Shift Supervisor, and FTO Manager/Coordinator. If the trainee is still unable to resolve the issue, the trainee should ask to meet with the Superintendent of Detention.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures, as outlined in the department Policies & Procedures manual provided at the onset of employment.

Trainees should ask questions when they arise. FTO's are an information resource and trainees should not wait for the FTO to cover an area of concern they may have. Trainees are expected to make mistakes. They should not be overly concerned with errors when they are made. Instead, they must channel their efforts into recognizing and correcting error(s).

Trainees should discuss with their FTO what is expected of them while off duty.

Trainees will receive Daily Observation Reports (DORs), Bi-monthly reviews, and End-of-Phase summaries. Trainees should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during these reviews. Should any problems arise that cause concern, they should be discussed during these times.

Trainees shall be receptive to constructive criticism given by FTOs and field training program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions and hostility are not acceptable and are counterproductive to the field training program itself.

Trainee's relationships with field training program staff (including other trainees, FTOs, and FTO Coordinators) shall be respectful and strictly professional, both on and off duty, while they are going through the training program. Dating and socializing should be prohibited unless the relationship began before the trainee was hired or assigned and the field training coordinator or detention superintendent is aware of the relationship. Department policy, regarding these issues and when appropriate, should be fully explained and adhered to by all involved.

Interruption of Training for Exigent Circumstances Only

During the FTO training period, you, as a trainee, will be expected to attend all training sessions. However, exigent circumstances may arise which will require an extended period of absence from the program. Such circumstances may include, but are not necessarily limited to: the death of an immediate family member; an incapacitating injury; or any various other emergency situations.

At written recommendation of the FTO, and with the concurrence of those ranked above the FTO within the FTP chain of command, the Superintendent of Detention, at his discretion, may grant such emergency "leave of absence" from the FTP. The amount of leave granted should be consistent with the circumstances. The Field Training Coordinator may require verification of existing emergency before granting or continuing any leave.

Upon your return, you, as a trainee, will resume your training from the point of interruption.

The Field Training Coordinator has the authority to extend your training beyond the stipulated ten (10) week time frame. This extension may be applied when problems are identified that would hinder your performance as a solo officer; or, if you are behind schedule to such point that the expected schedule would not allow for successful completion of the required work. An FTP extension allows the Field Training Unit to work with you on specific problem areas in a manner that is consistent with optimal learning, performance and evaluation. If an extension is deemed necessary and granted, you should consider it as an opportunity to practice and hone the skills required to successfully advance through the FTP. A FTP extension is part of a positive process that is remedial in nature and intended to assist you in getting back on track with your training. No stigma will be attached to your reputation should you receive an FTP extension.

Training and testing methods

The Champaign County Juvenile Detention Center's FTO Program is written with performance-based objectives (training performance goals). The field training staff determines a schedule and/or manner for training and testing new officers. Because of the very nature of detention work, not every field incident that the Champaign County Juvenile Detention Center's manual requires a trainee to perform will occur within the time frame of the program. The FTO should improvise by volunteering, when possible, for assignments that will assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario exercise or rely on the trainee's verbal or written explanation of handling the situation coupled with his/her performance in similar incidents.

Initially, the trainee will be provided with, and allowed the opportunity to study written documents, policy directives, training study guides, or general orders that the trainee is responsible for knowing. The FTO should then proceed through the Standardized Evaluation Guidelines discussing, instructing, or demonstrating each performance objective. The FTO will encourage the trainee to take increasing responsibility for field performance based on the nature of incidents and the amount of experience the trainee has in the program. This responsibility ultimately includes the satisfactory completion of each performance objective. It is the intention of the field training program to have the new officers demonstrate their satisfactory completion of, or competency in, these performance objectives (training goals) through actual, on-duty handling of field situations. This is, for obvious reasons, the preferred method of demonstrating that the trainee comprehends and can apply what has been taught. Based on a variety of reasons, trainees may have to demonstrate successful comprehension and competency through alternative ways.

The Detention Field Training Program utilizes eighteen (18) distinct performance categories to assess your quality of work. Each of the *Standard Evaluation Guidelines* (SEGs) behaviorally describe three various criteria for task accomplishment as follows: *Exceeds Standards, Acceptable, Not Acceptable*. It's important that you thoroughly review each of the SEGs to better understand what's expected of you. The SEGs are designed to assist you and your FTOs to address your job strengths and weaknesses in order to bring the less-than-satisfactory performance into the *Acceptable* and above levels. Keep your performance in perspective; the assessment process is not intended to punish you when errors occur. You will learn from your mistakes and we expect that you will make a number of them; from them the Detention Field Training team learns what additional training/coaching needs to be done. Additionally, it is important for you to recognize that a marginal performance assessment is not a ticket to a training failure. It's not uncommon for Trainee/Probationary Officer to earn less than satisfactory assessments in some categories during the initial days of the Detention Field Training Program; it's not where you start...it's where you finish that counts.

An important point to remember is this: **You must give us a chance to train you!** If you resist training and/or evaluation, or if you underestimate the importance of the FTO's time and experience, you will not fully contribute to your successful completion of the FTP.

It is our desire and responsibility to help you become a fully competent detention officer. The best advice we can give you is to be confident and to take an active role in your training. When you are in the field, give your FTO something to evaluate. New officers learn from their mistakes, and we expect that you will make many of them. We will be evaluating your ability to learn from your mistakes. We will also be evaluating the FTP and how we can better adjust our training process and assist our new officers to be successful. This is one of the central concepts of a field training and evaluation program.

You will find that this program can be stressful, but you will also find that it is the most enjoyable and rewarding part of your training. We are very enthusiastic about the FTP and we expect you to be enthusiastic about completing the program.

S. E. G.

Standardized Evaluation Guidelines



Champaign County Juvenile Detention Center

Standardized Evaluation Guidelines (S.E.G)

These guidelines are used to evaluate the performance of a trainee in several areas of performance. These guidelines will specifically articulate the standard to be met to be unacceptable, acceptable and superior.

Categories

1. Officer Safety (*safety*)
2. Telecommunications (*safety*)
3. Searching Techniques (*safety*)
4. Knowledge of Policies (*security*)
5. Performance of Daily Tasks (*security/safety*)
6. Relationships (*staff/client*)
7. Supervision (*safety*)
8. Master Control Operations (*security*)
9. Self-Assurance and Self-Control (*staff/client*)
10. Admissions and Releases (*recordkeeping*)
11. Forms (*recordkeeping*)
12. Court (*recordkeeping*)
13. Report Writing: Organization and Details (*recordkeeping*)
14. Use of Force/Physical Skill (*crisis intervention*)
15. Conflict Control: Voice Commands/De-escalation (*crisis intervention*)
16. Performance under Stress (*crisis intervention*)
17. Resident Rules and Discipline (*behavior management*)
18. Maintaining Order and Problem Solving (*behavior management*)

Standardized Evaluation Guidelines (S.E.G)

The following "1", "4", and "7" scale value definitions are to be used when rating an officer's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and ratings are consistently achieved. As guidelines, these definitions serve as a means of program standardization and continuity.

1. Officer Safety

Displays knowledge and ability to use good officer safety practices

1. **Unacceptable:** Does not understand the principles of officer safety and/or frequently fails to exercise safety practices, for example:
 - a. Allows residents to walk behind him/her when escorting
 - b. Fails to control resident movement
 - c. Fails to secure doors entrance/exit during resident movement
 - d. Fails to keep restraint devices secure
 - e. Does not remain alert in presence of residents
 - f. Leaves two or more residents who are together unsupervised
 - g. Participates in conversation of personal or confidential nature in the presence of residents.
4. **Acceptable:** Understands principles of officer safety and generally applies them, anticipates potential danger and remains alert to changing conditions.
7. **Superior:** Thoroughly understands principles of officer safety and applies them, anticipates potential danger and takes steps to correct hazardous situations, always maintaining a position of advantage, and is alert to changing conditions.

2. Telecommunications

Demonstrated skill in the use of the radio and telephone systems for the purpose of relaying information, maintaining safety and security.

1. **Unacceptable:** Misinterprets 10-codes and definitions, fails to listen to radio transmissions and frequently asks for repeat transmissions, does not delay before transmitting, does not answer radio calls by others, ignores a ringing telephone, abuses personal telephone usage.
4. **Acceptable:** Has a good working knowledge of 10-codes and practices, understands most radio transmissions, uses proper radio procedure, does not abuse personal telephone usage.
7. **Superior:** Uses 10-codes correctly in all receiving and transmitting situations, always comprehends radio transmissions, always uses proper procedure with clear, calm voice, even under stress conditions.

3. Searches: Resident/Room/Facility

Demonstrated skill in conducting a pat down, strip, room, pod, classroom, vehicle and/or shakedown searches with knowledge of when each type of search is required.

1. **Unacceptable:** Fails to conduct a thorough pat down search of the resident, missing areas of clothing. Fails to conduct a strip search when required by policy. Fails to conduct a thorough search of resident room and pod areas; does not search pod tables, flush toilets, and/or look for hidden contraband in torn mattresses. Fails to conduct a search of the classroom before residents are brought to group. Fails to search the transport vehicle prior to scheduled resident transport out of the facility. Seldom alert to surroundings, fails to observe or recognize obvious rule violations, suspicious circumstances and/or safety hazards.
4. **Acceptable:** Conducts a pat down of a resident in a thorough, consistent manner. Conducts a strip search in accordance with policy. Conducts resident room and pod searches and is able to identify room/book rule violations. Searches classroom area for contraband. Searches vehicles prior to resident transport. Able to observe and recognize most rule violations, suspicious activity, and safety hazards. Remains alert.
7. **Superior:** Consistently completes pat downs with no assistance; method is thorough and contraband items found are documented. Conducts a strip search in accordance with policy; does not need a reminder to complete when a resident has been out of the building and out of sight of staff. Conducts a thorough resident room and pod search, is able to identify major and minor rule violations, and issues consequences with little assistance. Conducts a search of the classroom area multiple times a day, prior to residents entering class each time. Searches vehicles prior to and after resident transport without being asked. Maintains a high degree of alertness and displays outstanding observation skills.

4. Knowledge of Policies and Procedures

Knowledge and ability of officer to properly apply all policies, procedures, rules, and regulations.

1. **Unacceptable:** Lacks minimal knowledge of policies, procedures, rules, and regulations; makes no attempt to learn them and frequently violates the prescribed dictates.
4. **Acceptable:** Familiar with most commonly used directives and is able to apply them to routine performance duties.
7. **Superior:** Exceptional working knowledge of directives and is able to apply and locate policy in their respective standard.

5. Performance of Daily Tasks/Key Control

Evaluates an officer's performance with daily tasks of PIPE checks, population counts, meal counts, providing meals and snack, as well as control over assigned keys and resident noise.

1. **Unacceptable:** Fails to make the required PIPE checks on time. Fails to write in population count when assigned. Fails to supervise residents while eating in dining or the classroom. Fails to complete meal count when assigned. Does not account for missing eating utensils. Ignores missing food/missing tray for resident. Fails to maintain key control, exposes keys to residents and/or fails to have keys on their person once assigned for the day. Not attentive to resident noise in the pods.
4. **Acceptable:** Completes PIPE checks on time as required and in accordance with policy. Completes population count when assigned. Supervises resident meals, insuring the correct number of trays are served and that trays are served with the full portion. Accounts for eating utensils. Completes meal count when assigned. Maintains key control by securing them on their person. Attentive to resident noise in the pods.
7. **Superior:** Conducts additional PIPE checks when necessary. Supervises resident meals and collection of trays and utensils with few or no issues. Completes counts assigned without reminders from peers or a supervisor. Maintains key control by securing them on their person. Attentive to resident noise and tone in the pods, addressing disruptive behavior.

6. Relationships

Evaluate the officer's ability to effectively interact with the residents, fellow officers, other detention center personnel, as well as other supervisors.

1. **Unacceptable:** Interacts with residents in a way that is demeaning and/or disrespectful; does not consider resident attitudes or behavior in performance of duties. Unable to establish a rapport with residents. Patronizes fellow officers and supervisors and/or is antagonistic towards them. Gossips, is insubordinate, argumentative. Considers self-superior to others.
4. **Acceptable:** Interacts with residents respectfully. Generally aware of resident attitude and behavior and applies these factors in performance. Builds a rapport with the residents. Adheres to chain of command and has good peer interactions.
7. **Superior:** Interacts with residents respectfully. Has a thorough understanding of resident attitudes and behavior; always considers these factors in performance of duties. Is at ease in contacts with superiors and is respectful of their position. Peer group leader and actively assists others.

7. Supervision of Residents

Evaluate the officer's performance in supervising minors in custody based on job assignment and resident activity.

1. **Unacceptable:** Fails to adequately monitor residents during hygiene practices; does not check hygiene baskets for missing items. Is not attentive during physical exams completed by the nurse. Unaware of who resident is speaking with during a telephone conversation. Is not attentive to resident behavior while on the pod; resident on stairs or in shower area where they cannot be observed. Leaving two or more residents unattended. Incorrect placement of officer/resident during group supervision.
4. **Acceptable:** Attentive during hygiene practices; checks hygiene baskets for missing items and inquires if necessary. Monitors the residents' phone calls effectively; aware of who is authorized to speak with the minor. Ability to multitask while maintaining proper officer/resident placement during group supervision.
7. **Superior:** Effectively monitors hygiene practices, checks hygiene baskets, and shower area before and after each minor. Takes initiative monitoring minors' phone calls, intervening and redirecting when minor is observed speaking with an unauthorized contact. Intervenes and redirects residents appropriately while maintaining proper officer/resident placement during a group setting.

8. Master Control Operations

Knows the location of all areas of the facility and how to let officers through to important areas and emergencies without undue delay.

1. **Unacceptable:** Does not know the more important locations within the facility (housing units and areas without a camera). Has no knowledge of emergency procedures or fire control systems and makes no attempt to learn them; cannot describe emergency procedures. Does not understand interlock override procedures. Is not attentive during an "all available officers" call and/or when duress buttons are pushed.
4. **Acceptable:** Knows location of important areas within the facility (housing units and areas without a camera). Demonstrates a basic understanding of emergency procedures and fire control systems. Uses the intercom system appropriately and uses the interlock override procedure with little guidance. Attentive to needs of the officers during an "all available officers" call and/or when a duress button is pushed.
7. **Superior:** Knows all areas of the facility. Demonstrates a thorough familiarity with emergency procedures and fire control system. Attentive during "all available officers", able to get officers where they need to go in the shortest amount of time possible. Able to effectively evaluate potential emergency situations. Able to operate all aspects of the control panel without assistance.

9. Self-Assurance and Self-Control

Demonstrates confidence in one's ability to perform the job. Ability to remain un-intimidated and interacts confidently with others. Ability to maintain self-control when confronted with verbal harassment or threats of physical violence.

1. **Unacceptable:** Lacks confidence in own abilities. Non-assertive and intimidated in confrontational situations. Loses control under stress.
4. **Acceptable:** Has confidence in abilities, not intimidated and interacts confidently when dealing with others, maintains control under threats, harassment, or stress conditions.
7. **Superior:** Assertive with ability to influence others and confront those who do not meet expectations. Takes charge of stressful situations, exhibits strong leadership traits.

10. Admissions and Releases

Knowledge of intake and release procedures, to include the scoring instrument and fingerprinting, as dictated by Detention Center policy.

1. **Unacceptable:** Inability to find and effectively use information related to the scoring instrument. Unwilling or unable to use available resources to complete a booking correctly. Does not capture fingerprints and/or mugshots correctly. Does not account for all of the resident's property; missing items, not securing money, and/or not counting medication.
4. **Acceptable:** Able to find and effectively use information related to the scoring instrument. Ability to complete a booking with minimal errors. Able to capture fingerprints with the proper information entered into Livescan. Accounts and logs all the resident's property entering the facility.
7. **Superior:** Able to complete a scoring instrument, a booking, fingerprints and mugshots with no errors or assistance from the FTO. Accounts and logs all the resident's property and notifies supervisor of unusual items.

11. Forms

Evaluates the officer's ability to select and correctly complete or utilize the appropriate form.

1. **Unacceptable:** Frequently unable to select the proper form for the given situation. Turns in incorrect and/or incomplete forms. Requires a high level of assistance and is unaware a form is required.
4. **Acceptable:** Generally able to select the appropriate, most commonly used forms. Understands the format and completes forms with reasonable accuracy. Seldom needs assistance.
7. **Superior:** Consistently and rapidly completes detailed forms with no assistance. Seldom needs correction.

12. Court

Knowledge of court policies and procedures.

1. **Unacceptable:** Improper procedure for handcuffing; to include officer placement and positioning of cuffs. Not prepared for court; did not copy reports or bring the resident's file. Does not follow proper transport and/or court/holding cell procedures. Not attentive during court proceedings and fails to complete court form. Does not document court activity upon return to the Detention Center.
4. **Acceptable:** Generally able to prepare the resident for court transport, to include handcuffing properly, writing in the in/out log, and making sure reports are copied. Aware of transport and court/holding call procedures. Able to fill out court forms with reasonable accuracy. Obtaining required signatures in the event a resident is released. Completes court activity upon return to the Detention Center.
7. **Superior:** Able to consistently complete and adheres to court policies and procedures with minimal assistance and errors.

13. Report Writing and Documentation: Organization and Details

Evaluates the officer's ability to prepare an organized and detailed report that accurately reflects a situation, as well as the officer's ability to produce a neat, sequenced, factual report with correct grammar and spelling. Evaluates the officer's knowledge and ability to complete accurate documentation of a resident's behavior or incidents directly related to their care.

1. **Unacceptable:** Unable to organize events and reduce them to written form. Does not report information in a logical sequence. Reports/documentation contains incomplete sentences and misspelled words. Requires constant checking and frequent assistance.
4. **Acceptable:** Generally is able to complete reports/documentation that organize information in a logical sequence and includes all necessary elements of a situation. Usually produces reports/documentation with correct grammar, spelling and neatness. Occasionally requires assistance and makes mistakes. Errors, if present, do not impair understanding.
7. **Superior:** Usually reports/documentation contain a complete and detailed account from beginning to end; written and organized so a reader will understand what occurred. No spelling mistakes with excellent grammar. Seldom needs correction.

14. Use of Force/Physical Skill

Evaluates the officer's ability to use the proper level of force for the given situation. Demonstrated skill in the appropriate use of force, willingness to assist in subduing combative persons through the proper use of restraints and ability to defend one's self when necessary.

1. **Unacceptable:** Hesitant to become involved in physical altercations, unable to apply restraints, unable to determine appropriate level of force for a given situation, unable to apply self-defense techniques. Is physically unable to perform the task.
4. **Acceptable:** Maintains control without excessive force, displays good judgement in when and how force is used. Can apply appropriate restraints, able to defend self with application of approved techniques.
7. **Superior:** Knowledge of and ability to use a wide variety of restraint techniques. Physically and mentally prepared to use judgement in determining level of force to be used and selects the right amount of force for the given situation. Physically able to perform tasks related to restraint.

15. Conflict Control: Voice Commands and De-escalation

Evaluates the officer's ability to gain and maintain control of situations through verbal command and instruction.

1. **Unacceptable:** Inappropriate voice inflection; speaks too softly or timidly, speaks too loudly, indecisive, impatient, arrogant. Confuses or angers listeners by what is said and/or how it is said. Fails to use "voice skills" when appropriate or speaks when inappropriate.
4. **Acceptable:** Generally speaks with authority in a calm, clear voice. Uses proper selection of words and knowledge of when and how to use them.
7. **Superior:** Completely controls with voice tone, word selection and inflection. Restored order in even the most trying situations through use of voice.

16. Performance Under Stress

Evaluates the officer's ability to do the job under stressful working conditions.

1. **Unacceptable:** Becomes emotional (panic-stricken, confused, loses temper, disoriented). Over-reacts. Loses composure and ability to perform duties in crisis or emergency situations. Takes wrong course of action.
4. **Acceptable:** Generally exhibits a calm and controlled demeanor. Usually able to keep a situation from further deteriorating. Able to determine the proper course of action and takes it.
7. **Superior:** Maintains self-control in extreme situations. Generally able to bring order without assistance. Demonstrates leadership characteristics in emergency and crisis situations. Able to determine the best course of action and takes it.

17. Resident Rules and Discipline

Knowledge of resident discipline principles and procedures for controlling unacceptable resident behavior as outlined in the resident handbook.

1. **Unacceptable:** Does not know resident handbook; does not know appropriate action to take when rules are violated; unable to recognize violations.
4. **Acceptable:** Has a good working knowledge of resident rules and regulations; can generally recognize rule violations and make appropriate application of disciplinary procedures in the event of violations in routine situations.
7. **Superior:** Has an outstanding knowledge of resident discipline principles and procedures; immediately recognizes violations and make appropriate application of procedures in difficult, stressful situations.

18. Maintaining Order and Problem Solving

Ability to exercise control over residents without causing unnecessary tension through use of good interpersonal communication skills, common sense, and good judgment.
Ability to make decisions in situations where there are no standard procedures.

1. **Unacceptable:** Fails to use good communication skills, acts without thoughts, indecisive or naïve, unable to establish appropriate priorities of action. Allows others to initiate action instead of themselves.
4. **Acceptable:** Has ability to maintain control of residents and situations by taking action and making properly prioritized decisions based on established guidelines, common sense, and good judgment.
7. **Superior:** Has excellent perception in foreseeing problems and arriving at solutions quickly. Assumes leadership role in initiating action and willingly assists co-workers in making decisions and provides basis for decision.

The Evaluation Process

Each trainee's progress, as he/she proceeds through the training program, is recorded by means of written evaluations. The evaluation process is as important as the training process, as one without the other is unworkable and a learning impossibility.

Evaluations have many purposes. The obvious purpose is to record and document a trainee's progress, but there are other purposes as well.

Evaluations are an excellent tool for informing the trainee of his/her performance level at a particular point in time, excellent devices for identifying training needs, and documenting training efforts. Further, they chronicle the skill and efforts of the FTO as well. In other words evaluation means feedback.

Collectively, over the duration of the program, evaluations tell a chronological story, category by category. They tell of a trainee's successes and failures, improvements and digressions, and attempts to manage each of these occurrences. These documents are critical in the career of each new officer and should be treated as such.

Honest and objective evaluations of trainees shall be prime consideration of all members of the program.

Each trainee will be evaluated in a number of categories. These categories are designed to cover as much of each aspect of the applicable environment and responsibilities as can be expected.

The Standardized Evaluation Guidelines (SEG) have been established to ensure each FTO's rating of a trainee will be equal and standard throughout the program.

The Standardized Evaluation Guidelines are actually behavioral anchors. They provide a definition for the levels of performance that must be applied to all trainees (regardless of their experience level, time in the Field Training and Evaluation Program, or other incidental factors).

There are Standardized Evaluation Guidelines for every category listed on the face sheet of the Daily Observation Report (DOR).

Evaluation Frequency

While weekly evaluations are completed by Field Training Officers, the larger responsibility of evaluating a trainee's performance lies in the Field Training Officer's Daily Observation Report (DOR). FTOs complete a Daily Observation Report (DOR) on each trainee. This daily evaluation should be completed at the end of the shift and, except for extraordinary circumstances, not left to be done at a later time.

In this way, the trainee is provided the opportunity to ask questions and seek clarification not received earlier in the work day. End of shift feedback also serves to reinforce instructions, constructive criticism, and praise given during or after each earlier incident.

The FTO is responsible for completing an end-of phase report on each rotation for every trainee assigned to him/her. This report is useful not only to report a trainee's performance, but also to serve as a check and balance of the FTO's evaluation of the trainee. This instrument also provides a starting point for the FTO meeting with the trainee. (It shall reflect the FTO observation).

The Daily Observation Report (DOR)

The completion of a Daily Observation Report (DOR) is the responsibility of the FTO for each day the trainee spends in the program, including the first day of training.

The report is permanent record of the trainee's performance and knowledge, corrections needed, and the FTO's efforts to bring about change. It is the principle document used to determine the trainee's status in the program.

The form is normally required to be completed at or near the end of each shift.

The trainee is required to sign the report, as well as the FTO. A signature here signifies the trainee has been shown the form. It cannot be proven the trainee has agreed with the comments because they signed the DOR.

Daily Observation Report

Field Training Program



Day worked: Click or tap here to enter text.

Hours Worked: Click or tap here to enter text.

Name: Click or tap here to enter text.

DOR#: Click or tap here to enter text.

Phase: Click or tap here to enter text.

1. Unacceptable 4. Acceptable 7. Superior NO Not Observed NRT Not Responding to Training NAR Narrative

	<u>Evaluation Scale</u>	<u>NO</u>	<u>NRT</u>	<u>NAR</u>	<u>Training Time</u>
{ } 1)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Officer Safety</u> <ul style="list-style-type: none"> Ability to use good officer safety techniques and skills.
{ } 2)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Telecommunication</u> <ul style="list-style-type: none"> Use of the radio and telephone systems.
{ } 3)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Searches</u> <ul style="list-style-type: none"> Skill in conducting various resident, room, facility searches.
{ } 4)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Policies and Procedures</u> <ul style="list-style-type: none"> Ability of officer to apply all policies, procedures, rules, and regulations.
{ } 5)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Performance of Daily Tasks</u> <ul style="list-style-type: none"> Officer performance of daily tasks to include counts and control over keys and resident noise.
{ } 6)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Relationships</u> <ul style="list-style-type: none"> Officer ability to effectively interact with others.
{ } 7)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Supervision of Residents</u> <ul style="list-style-type: none"> Performance in supervising minors in custody based on job assignment and activity.
{ } 8)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Master Control Operations</u> <ul style="list-style-type: none"> Layout of the facility and how to handle an emergency.

Probationary Officer

Field Training Officer

Date

	<u>Evaluation Scale</u>	<u>NO</u>	<u>NRT</u>	<u>NAR</u>		<u>Training Time</u>
{ } 9)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Self-Assurance and Self-Control</u> <ul style="list-style-type: none"> Confidence to perform the job and ability to maintain self-control. 	
{ } 10)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Admissions and Releases</u> <ul style="list-style-type: none"> Intake and release procedures. 	
{ } 11)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Forms</u> <ul style="list-style-type: none"> Select the correct form and correctly complete or utilize. 	
{ } 12)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Court</u> <ul style="list-style-type: none"> Court policies and procedures. 	
{ } 13)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Report Writing/Documentation</u> <ul style="list-style-type: none"> Ability to prepare an organized and detailed report. 	
{ } 14)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Use of Force/Physical Skill</u> <ul style="list-style-type: none"> Use of proper level of force and willingness to assist. 	
{ } 15)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Conflict Control</u> <ul style="list-style-type: none"> Gain and maintain control through verbal command and instruction. 	
{ } 16)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Performance Under Stress</u> <ul style="list-style-type: none"> Perform job under stressful working conditions. 	
{ } 17)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Resident Rules and Discipline</u> <ul style="list-style-type: none"> Discipline principles as outlined in the resident handbook. 	
{ } 18)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Order and Problem Solving</u> <ul style="list-style-type: none"> Ability to exercise control and decision making. 	

This form is to be filled out in its entirety each day. Comment on the most and least satisfactory performance of the day. Narrative comments (NAR) are required on the next page of the form for any performance less than 3 or greater than 5. Document all remedial training (REM) in minutes. Any check of Not Responding to Training (NRT) requires a referral form with recommendation for remedial training or action. Check (NAR) to reflect narrative comments made in ANY category. Check Not Observed (NO) for any area not observed this date. Use the Standardized Evaluation Guidelines (SEG) to determine the trainee's performance in each category.

Daily Observation of Trainee

You must list specific incidents which demonstrate today's most and least acceptable areas of performance.

The most satisfactory area of performance was Rating Category Number:

Click or tap here to enter text

The least satisfactory area of performance today was Rating Category Number:

Click or tap here to enter text.

Documentation of Performance and Comments (please list category number for NAR)

Click or tap here to enter text.

Probationary Officer

Field Training Officer

Date

**Field Training and Evaluation Program
Supervisor Evaluation Form**

Bi-weekly/End of Phase (circle one)



Trainee Name

FTO Name

Phase#

Date Range

Significant Strengths:

Significant Weaknesses:

Optional Comments:

Shift Supervisor Signature

Date Signed

FTO Coordinator Signature

Date Signed

**Field Training and Evaluation Program
Phase IV Advancement Form**



FTO Name

Trainee Name

Date

Trainee

_____ I do not feel I am ready to advance to Phase IV

_____ I have been adequately prepared to advance to Phase IV training/testing and feel I am ready to advance to Phase IV.

Trainee Signature

Date

FTO Recommendation

After training and observing trainee _____ in the third phase of FTO training, I recommend the following:

_____ Advance to Phase IV as soon as practical.

_____ Remedial Training in the listed areas of performance, which I feel are unacceptable.

- A. _____
- B. _____
- C. _____
- D. _____

_____ Termination from FTO Program

FTO Signature

Date

**Field Training and Evaluation Program
Trainee Self Evaluation**



Trainee Name

FTO Name

Phase/Program Week

Date

Trainee Significant Strengths:

1. _____

2. _____

3. _____

Trainee Significant Weakness:

1. _____

2. _____

3. _____

Other:

FTO Coordinator

Date

Instructions: The trainee is to fill out this self evaluation and give it to the next phase FTO on the first day of the next phase.

**Field Training and Evaluation Program
Trainee Evaluation of FTO**



FTO Name

Trainee Name

FTO Coordinator

Date Range and Phase#

In an effort to ensure the Field Training Program maintains a high level of skilled and quality trained field training officers we are asking for your feedback on your training experience with this FTO. An FTO that is interested in doing the best job would welcome the feedback. You are requested to honestly evaluate the FTO. You are asked to include your name; however, your name, dates and phase number will be blanked out before the FTO reads them. This evaluation will not be available for review by the FTO for 6 months after your completion of the final phase of training.

1. In your opinion, out of a total of 100 percent effort, how did your FTO divide the percentages between Training _____ % and Evaluation _____ %.
2. In your opinion, out of a total of 100 percent, how did your FTO relate to you.

Rate the FTO in the following areas using this scale:

1 – Poor, 2 – Fair, 3 – Average, 4 – Above Average, 5 – Excellent

3. _____ Ability as a Detention Officer
4. _____ Set a good example for you
5. _____ Interest in imparting training material and information to you
6. _____ Knowledge of the training material
7. _____ Skill as an instructor, teacher, and trainer
8. _____ Ability to communicate with you
9. _____ Application of honesty, fairness, and objectivity in evaluation
10. _____ Overall attitude for the work being done

What is the area in which your FTO put forth the best effort?

What is the area in which your FTO put forth the least effort?

Other comments:

Field Training Program Evaluation Form



Trainee Name _____

Date _____

Part I: Purpose

The Field Training Program personnel are dedicated to providing trainees with an effective training experience. Below is a list of questions pertaining to the training you received during the Field Training Program. The purpose of this evaluation is to present objective feedback to be used by personnel to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated.

Return the completed and signed evaluation to the FTO Coordinator

Part II: FTP Evaluation

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you? <i>Please comment:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Was the length of the program adequate? <i>Please comment:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Do you feel the program training you received was meaningful in relation to the job you are now doing? <i>Please comment:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Were there any areas of training you felt were ignored, or which should have been included or extended? <i>If YES, which area(s)?</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Was the instruction and training provided by the FTOs generally consistent with one another? <i>Please comment:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Do you feel the documented evaluations in the program (DORs, Supervisor Reports, etc.) were beneficial for your development as a Detention Officer? <i>Please comment:</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you? <i>Please comment:</i>

Yes No

8. Do you feel there was sufficient time available to ask questions and practice tasks associated with the day to day activities of the Detention Center?
Please comment.

9. Upon completion of the Field Training Program, do you feel you can adequately perform in each of the following areas?

- | | |
|---|--|
| A. Officer Safety..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| B. Telecommunications..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| C. Searching Techniques..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| D. Knowledge of Policies..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| E. Performance of Daily Tasks..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| F. Relationships..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| G. Supervision..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| H. Master Control Operations..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I. Self-Assurance and Self-Control..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| J. Admissions and Releases..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| K. Forms..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| L. Court Proceedings..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| M. Report Writing/Documentation..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| N. Use of Force/Physical Skill..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| O. Conflict Control: De-escalation..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| P. Performance Under Stress..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Q. Resident Rules and Discipline..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| R. Maintaining Order and Problem Solving..... | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Yes No

10. Are there any changes that need to be made to improve the program?
Please comment.

11. Please make any additional comments regarding areas which have not been covered above.

Trainee Signature

Date Signed

FTO Coordinator Signature

Date Signed/Received

Field Training Program Completion Record



_____ Trainee Name

_____ Report Date

Part I: Program Completion

Phase	Field Training Officer	Shift	Training Dates	
I			From:	To:
II			From:	To:
III			From:	To:
IV			From:	To:

Part II: Trainee Attestation

I have been instructed in each phase of the prescribed training contained in the Field Training Program Guide, and my training performance and stages of progress were documented and reviewed with me by training staff as required.

_____ Trainee Signature

_____ Date

Part III: Training Certification/Required Signatures

I certify Officer _____ has received the instruction outlined in the Field Training Program Guide and has performed competently in all structured learning content areas. I also certify that all tests have been completed at a satisfactory level and that this trainee is now prepared to work as a solo Detention Officer.

_____ FTO Coordinator Signature

_____ Date

Part IV: Superintendent Attestation/Required Signatures

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo Detention Officer and will remain on probationary status for one year from date of hire.

_____ Superintendent Signature

_____ Date



Remedial Training Worksheet

Trainee Name

FTO Name

Phase/Program Week

Date

This form is to notify _____ that he/she has performed below standard in an area of performance and requires remedial training. To date, there has been _____ hours/minutes spent on remedial training expended during field training.

Please enter Category Name and Number of substandard performance; then specific description of substandard performance. Give examples and describe the remedial training that has already been accomplished. Attach DORs and other documentation if necessary.

If you fail to meet acceptable standards in your performance by the end of this extension, the Training Unit may recommend termination of your employment as a Detention Officer.

I, _____, understand that my performance does not meet the department's expectations. I acknowledge that my training in the Field Training Program has been extended so as to allow me additional time to meet acceptable standards. I further acknowledge receipt of a copy of this performance contract and understand that a copy of this document will be placed in my personnel file.

FTO Signature

Trainee Signature

FTO Coordinator

Date

Remedial Training Assignment

During the next _____ your assignment will be as follows:

Specific description of remedial training assignment to correct the identified problem.

Results:

- | | | |
|--|-----|----|
| 1. Has the trainee completed the training plan? | Yes | No |
| 2. Is the trainee performing at a satisfactory level in the identified area? | Yes | No |
| 3. Has an additional assignment been given? | Yes | No |

A specific recommendation must be made regarding the trainees' continued performance.

Recommendation:

_____ Return to FTO Program

_____ Other: Specify

FTO Signature

Trainee Signature

FTO Coordinator

Date

Champaign County Juvenile Detention Center

Chapter Number: 9 Chapter Title: Security And Control

Policy Number: 9.15 Effective date 07/25/18 Approved By: K.A. Willis

IDOJJ Reference: 702.160(b)(8) / 702,160(b)(9)

Policy Subject: Use of Restraints

PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight and restrictions on the use of restraints on juvenile residents housed in the Champaign County Juvenile Detention Center.

This policy shall apply to the use of specific types of restraints to include restraint chair, handcuffs, waist belt and leg irons, when such restraints are used to restrain any juvenile resident for prolonged periods.

DEFINITIONS

Definitions related to this policy include:

Clinical restraints – Restraints applied when a juvenile is resident disruptive, assaultive and/or self-injurious behavior is related to a medical or mental illness.

Custody Restraints – Includes steel handcuffs and leg restraints, polyurethane or nylon soft restraints, waist restraints and chair restraints applied to control a juvenile resident who is assaultive, engaging in self- injurious behavior, or attempting substantial property damage.

Least Restrictive Alternative – The least amount of restriction necessary to manage an acting out juvenile resident.

Qualified Health Care Professional (QHCP) – A physician or other qualified health care professional is an individual who by education, training, licensure/regulation, and facility privileging who performs a professional service within his/her scope of practice and independently reports that professional service.

Health Care Clinical Staff – The clinical staff is comprised of employees who work under the supervision of a physician or other Qualified Health Care Professional to perform, or assist in the performance of, a specified professional service as allowed by law, regulation, and facility policy.

Qualified Mental Health Professional (QMHP) – Mental Health staff with education, training and experience adequate to perform the duties required in accordance with professional standards. When the QMHP is required to complete assessments or provide individual counseling to youth with mental illness, the QMHP must have at least a master's degree in a mental health related field and training and experience in the provision of mental health assessment and counseling procedures. A mental health intern under the supervision of a QMHP may perform the functions of a QMHP.

Restraint – The complete or partial constraint of a person's bodily movement through physical or mechanical means.

Restraint Chair – A chair device used, within the constraint of using the least restrictive alternative, to restrict violent, out of control juvenile residents, for the protection of the resident and /or others.

Therapeutic room placement – Room placement of an agitated, vulnerable and/or severely anxious juvenile resident with a serious mental illness as part of his/her treatment when clinically indicated for preventive therapeutic purposes.

POLICY

Champaign County Juvenile Detention Center staff members shall use the least restrictive alternative needed to restrain a juvenile resident. Restraints shall be utilized in the most humane and safe manner possible with respect for the juvenile resident's autonomy and dignity.

It is the policy of the Champaign County Juvenile Detention Center that custody restraints shall be used only to prevent self-injury, injury to others or substantial property damage.

Restraints shall never be used for retaliation or as punishment. Restraints shall not be applied for more time than is necessary to control the juvenile resident. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of a juvenile resident have failed or appear likely to fail. Each incident where restraints are used beyond compliant handcuffing shall be documented as a use of force by the handling staff member and documents completed by the end of the staff member's shift.

This policy does not apply to the temporary use of restraints, such as handcuffing or the use of leg irons to control a juvenile resident during movement and transportation inside or outside the facility.

USE OF RESTRAINTS – CONTROL

Supervisors shall proactively oversee the use of restraints on any juvenile resident. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of a Juvenile Detention Supervisor, prior to application. In instances, where prior approval is not feasible, the supervisor shall be apprised of the use of restraints as soon as possible.

Restraint devices, such as restraint chairs, shall only be used on a juvenile resident when it reasonably appears necessary to overcome resistance, prevent escape or bring an incident under control, thereby preventing injury to the juvenile resident or others, or eliminating the possibility of substantial property damage. Restraints shall not be applied for more time than is reasonably necessary to achieve the above goals.

Excluding short-term use to gain immediate control, placing a juvenile resident in a restraint chair or other restraints for extended periods requires approval from the Superintendent or the authorized designee prior to taking action. When medical staff is on duty, they shall be called to observe the application of the restraints, when feasible, prior to the application or as soon as practicable after the application, and to check the juvenile resident for adequate circulation.

The use of restraints for purposes other than controlled movement or transportation of a juvenile resident shall be documented in an Incident Report, to include, at minimum, the type of restraint used, when it was applied, and a detailed description of why the restraint was needed and when it was removed.

The following provisions shall be followed when utilizing restraints to control a juvenile resident:

- (a) Restraints shall not be used as punishment, shall never be placed around a person's neck or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying)
- (b) Restrained individuals shall not be placed face down or in a position that inhibits breathing.
- (c) Restraints shall not be used to secure a person to a fixed or stationary object, except with the use of the restraint chair, as a temporary emergency measure. A person who is being transported shall not be locked in any manner to any part of the transporting vehicle, except for items installed for passenger safety, such as seat belts.
- (d) Juvenile residents shall be housed either alone or in an area designated for restrained individuals.
- (e) Restraints shall be applied for no longer than is reasonably necessary to protect the juvenile resident or others from harm.
- (f) Staff members will constantly monitor the juvenile resident. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the detention staff doing the observation, along with a description of the juvenile resident's behavior.
- (g) The Restraint Flow Sheet will be initiated immediately, updated every 15 minutes.
- (h) As soon as possible, the juvenile resident shall be medically assessed to determine whether he/she has a serious medical condition that is being masked by the aggressive behavior. The medical assessment shall be a face to face evaluation by a Qualified Health Professional and or Health Care Clinical Staff.
- (i) As soon as possible, the juvenile detainee must be evaluated by a Qualified Mental Health Care Professional to assess whether the detainee needs mental health treatment.

USE OF RESTRAINT CHAIR

Use of the restraint chair as a security restraint:

- (a) Used only by staff trained in the use and application of the chair.
- (b) Under no circumstances shall a juvenile resident be placed in a restraint chair, after being sprayed with Oleoresin Capsicum (O.C).
- (c) A juvenile resident shall only be placed in a restraint chair when he/she continues to exhibit violent behavior after being restrained with handcuffs and is being physically restrained by detention staff. Detention staff will constantly monitor the juvenile resident, checking for proper application, and to ensure that circulation is not compromised, and prevent tipping of the chair.
- (d) The facility Superintendent or designee will evaluate and re-authorize the use of the restraint status, after 30 minutes.
- (e) No juvenile resident will be placed in the chair for over a two hour time period. If authorization is needed for more than two hours, a Qualified Mental Health Professional and licensed Qualified Health Care Professional must evaluate the juvenile resident and determine if continuation of placement in the restraint chair is warranted.
- (f) When a juvenile resident is placed in the restraint chair, the Restraint Flow Sheet will be initiated immediately and updated every 15 minutes.

APPLICATION OF SPIT HOODS/MASK/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon juvenile residents in custody when the detention officer reasonably believes the juvenile resident will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Detention officers utilizing spit hoods, with the approval of a Juvenile Detention Manager, should ensure the spit hood is fastened properly to allow for adequate ventilation and that the restrained individual can breathe normally. Detention officers should provide assistance during movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers shall always avoid comingling individuals wearing a spit hood with other juvenile residents.

Spit hoods shall not be used in situations where the restrained individual is bleeding from the area around mouth or nose, or if there are indications that the person has a medical condition, such as difficulty in breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hoods should be promptly removed and discarded in a bio-hazard bag.

Juvenile detainees who have been sprayed with Oleoresin Capsicum (OC) spray should be thoroughly decontaminated, to include the hair, head and clothing prior to application of the spit hood.

Those individuals who have been placed in a spit hood should be continuously monitored and shall not be left unattended. Spit hoods shall be discarded after each use.

If spit hoods are used, it will fully be documented in the Restraint Flow Sheet as well in an Incident Report.

USE OF CLINICAL RESTRAINTS

Juvenile residents may be considered for clinically ordered restraints or therapeutic room placement when exhibiting dangerous behavior that is believed to be a product of a medical or mental illness that puts the juvenile resident and/or others at risk of physical harm, or when medical care is urgently required.

Clinical restraints and/or therapeutic room placement shall only be used when a juvenile resident or the safety of others cannot be protected by less restrictive means and only upon the direct order of a Qualified Mental Health Care Professional or Qualified Health Care Professional and the notification of the Juvenile Detention Superintendent or authorized designee prior to taking action. Restraints shall be used no longer than is necessary to address legitimate safety concerns of the juvenile resident, staff or others.

The following provisions shall be used any time clinical restraints or therapeutic seclusion is authorized:

- (a) Excluding short-term use to gain immediate control of an juvenile resident exhibiting dangerous or destructive behavior, an juvenile resident may be placed in clinical restraints or therapeutic room placement only on orders of a Qualified Mental Health Care Professional and or/Qualified Health Care Professional and only after making a determination that less restrictive interventions are ineffective to prevent the juvenile resident from causing substantial property damage or serious injury to themselves or others.
- (b) Clinical restraints or therapeutic room placement shall never be ordered or otherwise applied as coercion, discipline, punishment convenience or retaliation.
- (c) The Qualified Mental Health Care Professional or Qualified Health Care Professional order may only be in effect for up to two hours.
- (d) Within one hour of the application of restraints or therapeutic room placement, a face – to-face observation of the juvenile resident to evaluate the need for continued restraint or therapeutic room placement shall be conducted by a Qualified Mental Health Care Professional.
- (e) If deemed clinically necessary, the Qualified Mental Health Care Professional who gave the initial order for restraints or therapeutic room placement may renew the original order for an additional two hours.
- (f) Juvenile residents placed in clinical restraints shall be placed in designated rooms within the Juvenile Detention Center. The restraints shall be applied in the least restrictive manner possible, based on the Qualified Mental Health Care Professional evaluation and order.

- (g) Juvenile residents placed in clinical restraints shall only be placed in a face-up position.
- (h) A Qualified Mental Health Care Professional shall conduct face to face checks at a minimum of every 15 minutes to assess the juvenile resident condition and behavior. The restraints shall be checked for proper application and to ensure that circulation is not compromised. Checks shall be documented on the Restraint Flow Sheet and in the juvenile resident's medical file.
- (i) Except in the event of a medical emergency for the juvenile resident, only a Qualified Mental Health Care Professional and/or Qualified Health Care Professional shall determine when a juvenile resident shall be released for clinical restraints or therapeutic room placement.
- (j) Clinical restraints shall be monitored as recommended by the Qualified Health Care Professional. This monitoring shall maintain the 15 minute checks.

RANGE OF MOTION

Juvenile residents placed in restraints for longer than one hour shall receive a range of motion procedure that will allow for the movement of extremities. Range of motion exercises will consist of alternative movement of extremities (i.e., right arm and left leg) for a minimum of 10 minutes every one hour.

FOOD AND HYDRATION

Juvenile residents who are confined in restraints shall be given food and fluids. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every hour or when requested by the juvenile detainee.

Offering food and hydration to juvenile residents will be documented to include time, the name of the person offering the food or water/juices, and the juvenile resident's response (receptive, rejected).

Juvenile residents shall be given the opportunity to clean themselves should they soil themselves or their clothing while they are in restraints.

AVAILABILITY OF CARDIOPULMONARY RESUCITATION EQUIPMENT

Cardiopulmonary resuscitation (CPR) equipment, such as barrier masks, shall be provided by the Juvenile Detention Center, and located in close proximity to the location where juvenile resident in restraints are held.

PREGNANT JUVENILE RESIDENTS

Leg irons or waist belts shall not be used on any juvenile resident known to be pregnant, regardless of security risk. The application of wrist restraints should be restricted as much as possible, and if used, should be applied with arms in front of the body. Under no circumstances will a juvenile resident known to be pregnant be handcuffed behind their back.

INTRAPARTUM

While a juvenile detainee is in labor or in childbirth, no restraints of any kind may be use, by a juvenile detention officer.

Upon discharge from a medical facility, postpartum juvenile residents shall be restrained only with handcuffs in front of the body.

Champaign County Juvenile Detention Center

Chapter Number: 11 Chapter Title: Rules and Discipline

Policy Number: 11.6 Effective date: July 25, 2018 Approved: K.A. Willis

IDOJJ Reference: 702.30b (3)1 & (2), 702.160, 702.130b (3)

Policy Subject: Room Restriction

PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, supervisory oversight and requirements for placing a juvenile on room restriction.

POLICY

Youth who engage in a Major Rule Violation or exhibit extreme threatening or destructive behavior may be placed on room restriction to control aggressive, disruptive or threatening behavior that is a clear and present danger to the juvenile, other detained youth, staff or the security of the facility.

DEFINITIONS

Major Rules Violation:

1. Battery
2. Fighting
3. Attempted Escape or Escape
4. Possession of Dangerous Contraband (Weapons)
5. Inappropriate Sexual Behavior- Intentional and purposeful touching of a sexual nature of the body
6. Behavior that puts the health and welfare of residents, visitors, and staff at risk.

PROCEDURE

The use of room restriction status is an immediate measure to control and observe a juvenile and not a form of punishment. These are control measures which preserve order, safety and security of the juvenile and the Detention Center.

Room confinement shall not be used unless appropriate lesser means of intervention have failed to prevent or manage the behavior.

For a juvenile to be placed on room restriction, there must be reasonable cause to believe that failure to do so would result in:

1. Conduct which threatens the immediate physical harm to self or others.
2. Engagement in a Major Rule Violation that is a threat to the safety and security of the Detention Staff and its residents.
3. Conduct seriously disruptive to the security, order and discipline of the facility.
4. An immediate threat of escape for only as long as the intent to escape persists.

Room restriction shall not exceed twelve (12) hours without the authorization of the Superintendent of Detention or their designee.

Room restriction shall only be used for behavior management purposes, not for punishment.

Juveniles on room restriction shall not be denied food, medical services, and mental health services or subjected to abusive or degrading treatment.

Juveniles placed on room restriction shall be checked on every fifteen (15) minutes and the check shall be recorded. Additionally, the shift supervisor shall visit with the juvenile at least twice per shift.

Whenever room confinement is utilized, an Incident Report and a Room Restriction Request form, which documents all relevant information, shall be submitted to the shift supervisor and the Superintendent. The following information contained in the Incident Report shall include but need not be limited to the following:

1. The specific behavior that necessitated room restriction.
2. Alternative interventions that were unsuccessful in managing the behavior.
3. Authorization by the shift supervisor (Assistant Superintendent) and the Superintendent.
4. The time and date room restriction commenced, and time and date room restriction is to end.
5. A plan for the juvenile to re-integrate back to the general population group.

Juveniles placed on room restriction must be afforded living conditions and rights approximating those available to the general population, unless clear and substantial evidence justifies an exception and administrative approval has been granted. During room restriction potentially dangerous articles may be removed and the physical needs of the juvenile shall be met.

Whenever a juvenile detainee is placed on restriction, detention staff shall develop a re-integration plan with the juvenile detainee outlining the conditions and expectations for their re-entry into the general population group.

A time out is not considered a room restriction when it serves the purpose of a cooling off period, with a duration time not to exceed thirty (30) minutes. Locking detainees in rooms during established sleeping hours, when a juvenile detainee is placed on bedrest by medical staff, or when a juvenile detainee refuses to come out of their room is not considered room restriction.



Champaign County Juvenile Detention Center Room Restriction Form

Date and Time of Request: Click or tap here to enter text.

Juvenile's Name: Click or tap here to enter text.

D.O.B.: Click or tap here to enter text.

Reason for Request:

- Conduct which threatens immediate physical harm to self or others.
- Engagement in a Major Rule Violation which is a threat to the safety and security.
- Conduct which is seriously disruptive to the security, order, and discipline of the facility.
- An immediate threat of escape.

Specific Behavior that Necessitated Room Restriction:

Click or tap here to enter text.

Alternative Interventions that were unsuccessful in managing the behavior:

Click or tap here to enter text.

Room Restriction Duration: Click or tap here to enter text.

Room Restriction Start Date and Time: Click or tap here to enter text.

Room Restriction End Date and Time: Click or tap here to enter text.

Plan for the juvenile to re-integrate back to general population group:

Click or tap here to enter text.

Assistant Superintendent: _____ **Date:** _____

Superintendent: _____ **Date:** _____

DNA COLLECTION PROCEDURE

Effective Monday, September 10, 2018, the following procedure is being implemented in ALL cases (Adult and Juvenile) in which an order has been entered for the submission of specimens of blood, saliva, or tissue to the Illinois Department of State Police in accordance with 730 ILCS 5/5-4-3:

- The client's DNA will now be collected at the time he/she initially reports to our office, rather than at a later intake appointment.
- Duty Officers are responsible for collection of DNA using the Illinois State Police DNA Indexing Database Buccal Swab Collection Kit. Front Desk staff will notify the Duty Officers to initiate the collection process. This will be done on a rotating basis between the Adult and Juvenile Divisions.
- The Collecting Officer will follow the instructions for completing the Buccal Swab Collection Kit and will immediately mail the completed Collection Kit to the Illinois State Police in the postage paid return envelope with the barcode label affixed.
- The Collecting Officer will enter the following information in the DNA Logbook:
 - Date of Collection
 - Client's Name
 - Client's Case Number
 - Collecting Officer's Name or Initials
- The Collecting Officer will then check "Yes" under DNA Testing and enter the date in the client's JANO Profile to confirm that the Collection Kit has been completed and mailed to the Illinois State Police.

The staff member initiating the intake (typically Betsy or Tanya) will ask the client if he/she has previously submitted a DNA sample in a criminal case in Illinois. If the client states that they have previously submitted the required sample for genetic marker testing, Rob Wyre or Betsy Carper will confirm that statement through LEADS. Rob or Betsy will print out written confirmation of previous testing and give it to the Collecting Officer. The Collecting Officer will check "Yes" under DNA Testing in the client's JANO Profile and enter the date of the previous testing. The Collecting Officer will also make a casenote using the code CNDNA to document the previous submission of DNA. The written confirmation provided by Rob or Betsy will be placed in the client's file by the Collecting Officer. In a Conditional Discharge case, the written confirmation of previous DNA testing will be attached to the Sentencing Order and given to Officer Nicki Roelfs.

No client will be exempt from submitting the required sample unless a previous submission has been confirmed by Rob or Betsy. If Rob and Betsy are temporarily available (e.g., lunch hour), the client will be instructed to begin filling out the Social History form and to wait until Rob or Betsy is available to confirm previous DNA testing. If Rob and Betsy are both out of the office for the day, the Collecting Officer will collect a DNA sample from the client and submit the sample to the Illinois State Police following the guidelines above.

Clients are not to leave the office until:

DNA COLLECTION PROCEDURE

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- The client's DNA will now be collected at the time he/she initially reports to our office, rather than at a later intake appointment.
- Duty Officers are responsible for collection of DNA using the Illinois State Police DNA Indexing Database Buccal Swab Collection Kit. Front Desk staff will notify the Duty Officers to initiate the collection process. This will be done on a rotating basis between the Adult and Juvenile Divisions.
- The Collecting Officer will follow the instructions for completing the Buccal Swab Collection Kit and will immediately mail the completed Collection Kit to the Illinois State Police in the postage paid return envelope with the barcode label affixed.
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The staff member initiating the intake (typically Betsy or Tanya) will ask the client if he/she has previously submitted a DNA sample in a criminal case in Illinois. If the client states that they have previously submitted the required sample for genetic marker testing, Rob Wyre or Betsy Carper will confirm that statement through LEADS. Rob or Betsy will print out written confirmation of previous testing and give it to the Collecting Officer. The Collecting Officer will check "Yes" under DNA Testing in the client's JANO Profile and enter the date of the previous testing. The Collecting Officer will also make a casenote using the code CNDNA to document the previous submission of DNA. The written confirmation provided by Rob or Betsy will be placed in the client's file by the Collecting Officer. In a Conditional Discharge case, the written confirmation of previous DNA testing will be attached to the Sentencing Order and given to Officer Nicki Roelfs.

No client will be exempt from submitting the required sample unless a previous submission has been confirmed by Rob or Betsy. If Rob and Betsy are temporarily available (e.g., lunch hour), the client will be instructed to begin filling out the Social History form and to wait until Rob or Betsy is available to confirm previous DNA testing. If Rob and Betsy are both out of the office for the day, the Collecting Officer will collect a DNA sample from the client and submit the sample to the Illinois State Police following the guidelines above.

Clients are not to leave the office until:

- They have complied with the procedure for the collection of genetic marker samples, OR
- Rob or Betsy have confirmed that the client has previously submitted the required sample.

The Duty Officer will IMMEDIATELY file a Probation Violation Report on any client who leaves the office without fulfilling the requirements for submission of genetic marker samples. Clients who fail to comply will not be subjected to the Administrative Sanctions Program.

Approximately bi-monthly, Rob will compare the information entered in the DNA Logbook with the list of genetic marker samples entered in LEADS. Rob will print out confirmation of completion and provide that to the client's Probation Officer. The assigned Probation Officer will enter that information in the client's casenotes using the code CNDNA and will submit a copy of the confirmation to Betsy for scanning. In addition, the Probation Officer will submit a copy of the confirmation to the Circuit Clerk's Office for filing in the court file. Any discrepancies between information in the DNA Logbook and LEADS will be brought to the attention of the Collecting Officer.

PLEASE NOTE: Felony Conditional Discharge cases with an order for DNA testing will be handled in much the same manner as Probation cases with an order for DNA testing. Front Desk staff will pull through Felony Conditional Discharge cases with a DNA order so that those cases are available in JANO for the Collecting Officer.