



**CFY 2023 ANNUAL PLAN
CHAMPAIGN COUNTY**





Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Marcia M. Meis
Director

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March 29, 2023

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

Dear Ms. Siders,

The Administrative Office of the Illinois Courts (AOIC) has approved Champaign County Probation and Court Services' County Fiscal Year 2023 Annual Probation Plan. The department's revised compensation plan for union employees which includes a salary range adjustment of 8.3% increase to salary ranges for Court Services Officer (Supervision) and a 7.5% increase to salary ranges for Court Services Officer (Detention) and Senior Court Services Officer (Supervision) has been reviewed. These salary range increases will allow Champaign County to match the starting salaries within the Sixth Judicial Circuit and be competitive with other counties identified as comparison counties. Due to the information provided, this good cause justification request is approved. In addition, a 4% increase to salary ranges for non-union employees has been reviewed and approved. Furthermore, salary increases in the amount of 7% for union employees and 4% for non-union employees as well have been reviewed and approved.

Champaign County Probation and Court Services' Fiscal Year 2023 probation's goal and objectives are focused on continuing to work towards implementing Core Correctional Practices and Probation Casework Standards along with developing an emerging adult caseload. In January 2023, Champaign County Juvenile Detention Center had a Detention Review completed by the Administrative Office and the report was sent out March 6, 2023. The Administrative Office is available to provide training and technical assistance to assist in obtaining these goals and objectives. The receipt of the Juvenile Detention Center's Detainee Handbook is acknowledged, and review was conducted where Administrative Office Juvenile Detention Standards are applicable.

The following table outlines Champaign County Probation and Court Services staff that did not complete the annual training requirement of 20 hours for probation staff and 40 hours for detention staff. These hours will be added to their minimum requirement of 20 hours or 40 hours for next year. For example, if a person has 3.75 hours to make up from this year, they will be expected to complete a minimum of 23.75 hours for probation staff or 43.75 hours for detention staff of training next year.

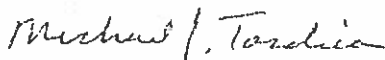
Jarvis, Jennifer	Completed ¹⁸ 16.25 out of 20 hours (1.75 hours needed)
Allah, Patricia	Completed 16.75 completed of 40 (23.25 hours needed)
Tutter, Skye E.	Completed 4.5 of 40 required hours (35.5 hours needed)
Watkins, Alison M.	Completed 30.75 hours of 40 hours (9.25 hours needed)

In reviewing proposed expenditures from the Probation and Court Services Fund, \$55,750 is allocated for the purchase of chairs, desks, equipment maintenance, firearm ammunition, office supplies, postage, printing, officer's uniforms, employee assistance program, a vehicle, and the reimbursement to the capital asset replacement fund. Please note the use of fees for this purpose is not in line with the Administrative Office's Probation Services Fees Policies and Guidelines effective (March 1, 2012) and does not fall within statutory provisions as provided by 730 ILCS 110-15(11) which reads in part, "The respective counties shall be responsible for capital and space costs, fringe benefits, clerical costs, equipment, telecommunications, postage, commodities and printing".

The Administrative Office has received, reviewed, and analyzed the Data Variance included in the Fiscal Year 2023 Annual Probation Plan. The variance requests to extend both the July 1, 2022, deadline for implementation of the data variables into your case management system (CMS), JANO, and the January 1, 2023, deadlines for integration of the department's CMS with the Administrative Office's data management system (DMS). The July 1, 2022, deadline request requires an extension because of partial implementation. The vendor has identified that they are finalizing probation and will begin PSC as soon as probation has been completed, but everything should be ready to review in late January. The January 1, 2023, deadline request requires an extension because the department CMS vendor was waiting for the Administrative Office DMS to release specifications on the API requirements. The vendor has identified that they will not be able to determine the length of time to finalize until the API documentation has been reviewed. The extension is approved until July 1, 2023, to allow the contracted vendor the opportunity to continue to finalize development of the case management system. Please provide an update to the supplement folder every 30 days on the progress of implementation in your department.

The Administrative Office will follow up with the department and provide technical assistance regarding these elements of the Annual Probation Plan and the CFY 2023 Strategic Plan. As always, the Annual Probation Plan approval is based upon a department's continued compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110), and with applicable administrative, operational, and program standards and guidelines established by the Administrative Office of the Illinois Courts. We look forward to working with Champaign County Probation and Court Services in the upcoming year especially in the continued implementation of Core Correctional Practices, Probation Casework Standards, and emerging adult caseloads. In addition, improving evidence-based practice programing and addressing the recent critical findings within the juvenile detention center.

Sincerely,



Michael J. Torchia
Field Services Coordinator



Daniel S. Hunt
Assistant Director
Probation Services Division

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

COUNTY FISCAL YEAR 2023
ANNUAL PROBATION PLAN SIGNATORIES

DIRECTOR OF COURT SERVICES

As Director of Court Services of the Sixth Judicial Circuit Probation Department serving Champaign County, I hereby submit this County Fiscal Year 2023 Annual Probation Plan. I certify that the information in this plan is true and correct to the best of my knowledge. I further certify that my department will comply with all standards, policies and regulations established by the Supreme Court under provisions of the Probation and Probation Officers Act (730 ILCS 110), and acknowledge that compliance is subject to monitoring, auditing, and qualitative review by staff of the Administrative Office of the Illinois Courts.



Shannon L. Siders
Director of Court Services

Dated: 2/13/23

CHIEF CIRCUIT JUDGE

As Chief Judge of the Sixth Judicial Circuit, I hereby certify that I have reviewed and approve the County Fiscal Year 2023 Annual Probation Plan submitted by the Court Services Department serving Champaign County.




Randall B Rosebaum
Chief Circuit Judge

Dated: 2/13/23

**COUNTY BOARD CHAIR
OF THE COUNTY BOARD**

As Chair of the County Board of Champaign County, I hereby acknowledge the County Fiscal Year 2023 Annual Probation Plan submitted by the Sixth Judicial Circuit Probation Department serving Champaign County. I understand that submission of the Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement.



Chair
Champaign County Board

Dated: 2/20/23

Kyle Patterson

Print Name

County Fiscal Year 2023 Salary Ranges

Department: *Champaign County*

Table 1 (Union Staff)

Position Title	Position Class/Grade	Annual Salary Range(s)			Union Position (e.g., AFSCME, FOP, etc.)	% of Range	70% of Minimum	Recognized Midpoint	Recognized Maximum	Range cannot be over 70%
		Minimum	Midpoint	Maximum						
Senior Court Services Officer	N/A	\$48,497		\$82,445	FOP	70%	\$82,444	\$65,470	\$82,444	70%
Court Services Officer-Juvenile Detention	N/A	\$48,419		\$82,311	FOP	70%	\$82,311	\$65,365	\$82,311	70%
Court Services Officer-Supervision	N/A	\$44,012		\$74,820	FOP	70%	\$74,820	\$59,416	\$74,820	70%

Department: *Champaign County*

Table 2 (Non-Union Staff)

Position Title	Position Class/Grade	Annual Salary Range(s)			Union Position (e.g., AFSCME, FOP, etc.)	% of Range	70% of Minimum	Recognized Midpoint	Recognized Maximum	Range must be equal
		Minimum	Midpoint	Maximum						
Director	M	\$78,663	\$98,339	\$118,014	N/A	70%	\$133,727	\$106,195	\$133,727	70%
Superintendent-JDC	K	\$61,854	\$77,337	\$92,801	N/A	70%	\$105,152	\$83,503	\$105,152	70%
Supervisor-Administrative Services	K	\$61,854	\$77,337	\$92,801	N/A	70%	\$105,152	\$83,503	\$105,152	70%
Assistant Superintendent-JDC	J	\$55,049	\$68,796	\$82,544	N/A	70%	\$93,582	\$74,315	\$93,582	70%
Supervisor-Adult Services	J	\$55,049	\$68,796	\$82,544	N/A	70%	\$93,582	\$74,315	\$93,582	70%
Supervisor-Juvenile Services	J	\$55,049	\$68,796	\$82,544	N/A	70%	\$93,582	\$74,315	\$93,582	70%
Supervisor-Specialized Services	J	\$55,049	\$68,796	\$82,544	N/A	70%	\$93,582	\$74,315	\$93,582	70%
Problem Solving Court Coordinator	I	\$48,146	\$60,197	\$72,228	N/A	70%	\$81,847	\$64,996	\$81,847	70%

County Fiscal Year Organizational Chart

Department: Champaign County

Date: 1/27/2023

Proposed or Existing: Existing

Funding Source	Position #	First Name	Last Name	Title	Responsibility	Unit/ Division	Supervisor	Union Name
GIA	100	John	Doe	Dir/CMO	B	N/A	N/A	N/A
GIA	100	Shannon	Siders	Dir/CMO	B	N/A	N/A	N/A
GIA	200	Heather	Rumple-Stahl	PO	A	Specialized Servi	Julie Roesch	FOP
GIA	1000	Jennifer	Crites	PO	A	Adult Services	Amanda Wells	FOP
GIA	1100	Alesia	Zander	PO	A	Adult Services	Amanda Wells	FOP
GIA	1200	Lucas	Roush	PO	A	Specialized Servi	Julie Roesch	FOP
GIA	1300	Jeremy	Jessup	Sr.PO/JDO	A	Specialized Servi	Julie Roesch	FOP
GIA	1400	Abigail	Cary	PO	A	Specialized Servi	Julie Roesch	FOP
GIA	1500	Lacey	Busboom	PO	A	Specialized Servi	Julie Roesch	FOP
GIA	1700	Heidi	Slough	Sr.PO/JDO	J	Juvenile Services	Teresa Zebe	FOP
GIA	1750	Kyle	Schiebert		PSC	PSC	N/A	N/A
GIA	1800	Paul	McKinney	PO	A	Specialized Servi	Julie Roesch	FOP
SS	2100	David	Cardani	PO	A	Adult Services	Amanda Wells	FOP
SS	2200	Teresa	Zebe	Sup	J	Juvenile Services	Shannon Siders	N/A
SS	2300	VACANT		PO	A	Adult Services	Amanda Wells	FOP
SS	2400	Timothy	Worman	PO	A	Adult Services	Amanda Wells	FOP
GIA	2500	Kimberley	Easton-Morris	PO	A	Adult Services	Amanda Wells	FOP
GIA	2600	Max	White	PO	A	Specialized Servi	Julie Roesch	FOP
SS	2800	Siobhan	Reynolds	PO	J	Juvenile Services	Teresa Zebe	FOP
SS	2900	Nicki	Roelfs	Sr.PO/JDO	A	Specialized Servi	Julie Roesch	FOP
SS	3100	VACANT		PO	J	Juvenile Services	Teresa Zebe	FOP
SS	3200	Jeff	Nugent	PO	A	Adult Services	Amanda Wells	FOP
SS	3300	Julie	Roesch	Sup	A	Specialized Servi	Shannon Siders	N/A
SS	3400	Amanda	Wells	Sup	A	Adult Services	Shannon Siders	N/A
SS	3500	Thomas	Foster	PO	J	Juvenile Services	Teresa Zebe	FOP
SS	3600	Jennifer	Larvis	Sup	B	Administrative S	Shannon Siders	N/A
SS	3700	John	Naese	PO	A	Adult Services	Amanda Wells	FOP

Key

Funding Source Categories	Title Categories	Job Function	Union Name
Grants-in-Aid	Director/CMO	Both Adult & Juvenil B	Teamsters
Salary Subsidy	Supervisor	Adult A	AFSCME
Pretrial	Prob. Officer	Juvenile J	FOP
Grant Funded	Detention Off.	Detention D	Etc.
County Funded	Senior Officers	Problem Solving Cou	N/A

Sr. PO/JDO	PSC	
Pretrial	PT	
Other	O	



CHAPTER 9 – SALARY ADMINISTRATION GUIDELINES

9-1 DEFINITIONS

- 9-1.1 **Position Description** - A written set of criteria regarding the essential duties and responsibilities performed in a position and the minimum knowledge, skills, abilities, education, training and experience required to perform the job. Position descriptions will be written and maintained by the Salary Administrator, in consultation with the appropriate Department Heads.
- 9-1.2 **Authorized Position** - A single job slot allocated to a County department authorized by the Board as full time or part time. Part-time positions are stated as a percentage of full-time, or average hours worked. All authorized positions shall be identified by a specified County position description.
- 9-1.3 **New Position Description** - Creation of a new job and, therefore, a new position description.
- 9-1.4 **New Position** - Creation of a new authorized position in a County department or increase in an existing position based upon an existing or a new position description, which has been documented by a position questionnaire and has been evaluated by the Job Evaluation Committee.
- 9-1.5 **Transfer** - The process of hiring or moving a current County employee from one authorized position and position description to a new authorized position and/or position description within the County personnel system.
- 9-1.6 **Reclassification/Position Re-Evaluation** - The process of deleting an existing authorized position in a County department and creating a new authorized position based upon an existing or new position description.
- 9-1.7 **Midpoint** - The midpoint as a control point, represents the dollar value that the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements in a job of a given level of difficulty and responsibility. It also reflects favorable competitive rates paid in the employment market for experienced employees in similar jobs.
- 9-1.8 **Maximum** - The maximum salary is the highest salary paid for a particular position. The maximum is expressed as 120% of the midpoint.
- 9-1.9 **Minimum** - The minimum salary is beginning salary for a particular position. The minimum is expressed as 80% of the midpoint.
- 9-1.10 **Salary Administrator** - A Department Head or employee who has been appointed by the Champaign County Board and whose responsibilities include the implementation of and compliance with the Salary Administration Guidelines.
- 9-1.11 **Salary Range** - A salary range is established based on the midpoint, which represents the dollar value the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements. The salary range represents the normally expected variation in individual performance. The salary minimum is 80% of the midpoint, and the maximum is 120% of the midpoint. The range, from minimum to maximum is 150%. The established salary range for the Attorney grade varies in that the range from minimum to maximum is 172%, with the minimum established at 77.3% of the midpoint; and the maximum established at 133% of the mid-point for this grade.

9-1.12 **Experienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience substantially exceed the minimum requirements as stated in the appropriate position description.

9-1.13 **Inexperienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience meet the minimum requirements as stated in the appropriate position description.

9-1.14 **Exempt/Non-Exempt Pay Practice Status** - Determination made by the State's Attorney's Office, according to Fair Labor Standards Act (FLSA) Guidelines, of the salary grid applicable to a position.

9-1.15 **Job Content Evaluation Committee** - A selected group of County employees who have been trained in the Champaign County Salary Administration System. The Committee, as convened by the Salary Administrator, meets to review existing or proposed County position documentation and establish a job point evaluation to the position. The Job Content Evaluation Committee will be comprised of the following positions with Champaign County government:

- a. County Administrator
- b. Deputy County Administrator
- c. Director of Probation/Court Services
- d. Chief Deputy Sheriff
- e. Chief Deputy Treasurer
- f. Assistant County Engineer
- g. Supervisor of Grounds Maintenance
- h. Senior Assistant State's Attorney Labor & Personnel

9-1.16 **Job Content Evaluation Points** - The expression of a position's relative importance to the County as it compares to the contribution made by all other positions. Job points are established by utilizing the Employers' Association of Illinois Plan. The four areas of basic criteria used to determine the "total point value" are: Working Conditions, Effort, Knowledge/Skill and Responsibility.

9-2 SCHEDULE OF AUTHORIZED POSITIONS & SALARY GRID

9-2.1 The Schedule of Authorized Positions reflects the quantity and position title of all permanent positions in every County Department as approved by the Champaign County Board. Temporary positions are controlled solely by a Department's line item in their appropriated budget. The County Board's appropriations for salaries to Department's budgets will only be made to positions approved for the Schedule of Authorized Positions. No full-time, part-time, or per diem employee may be paid except through service in a position which is authorized to the Schedule of Authorized Positions. Recommendation for additions or deletions to the Schedule of Authorized Positions will be made by committee approval initiated by the Finance Committee for recommendation to the County Board. The Salary Administrator will be responsible for maintaining the Schedule of Authorized Positions.

9-2.2 The Salary Grids reflect every position title in the County personnel system, with the exception of positions represented by bargaining units, with a minimum, midpoint, and maximum salary for each position. Per Diem employees are reflected in the salary grids with a single daily per diem figure.

An employee's salary may be between the minimum and maximum, but may not exceed the maximum.

9-3 HIRING

- 9-3.1 **Beginning Salary** - Unless otherwise authorized under these guidelines or recommended by the Policy, Personnel, & Appointments Committee, a new or promoted employee's beginning salary shall be paid at the minimum salary for an approved authorized position.
- 9-3.2 **Salary Administration** - In order to assure consistent and uniform salary administration program application and maintenance, the hiring Department Head shall advise the Salary Administrator of all planned salary actions for new hires, promotions, transfers, etc. At the time of hire, an employee should be informed of the salary range of the position.
- 9-3.3 **Prior to Offer of Employment at Salary Above Minimum** - Prior to offering a salary above the minimum to a candidate the Department Head shall verify that the proposed starting salary meets the Salary Administration Guidelines and that adequate appropriations exist in the Department's appropriate current or proposed budget line item. The hiring Department Head may confer with the Salary Administrator regarding these issues.
- 9-3.4 **Beginning Salary Above Minimum For Inexperienced Candidate** - Normally, an inexperienced candidate (a candidate who meets the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) should be hired at the minimum salary for the position.

However, in order to meet market conditions or to offer a competitive salary appropriately exceeding the current salary of a qualified candidate, the hiring Department Head may offer a salary up to 90% of the position's salary range midpoint, after following the provisions of 9-3.3.

- 9-3.5 **Beginning Salary Above Minimum For Experienced Candidates** - A candidate with previous directly applicable work experience should be carefully evaluated. Candidates with previous experience acquired elsewhere should not normally be considered of any greater value than comparable experience at Champaign County. Starting salaries should reflect experience as it relates to the specific job and staffing requirements for which the candidate is being considered.
- a. In the case of an experienced candidate (a candidate who substantially exceeds the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) a hiring Department Head may offer a starting salary up to the position's salary range midpoint, after following the provisions of 9-3.3.
 - b. Any request by a Department Head to hire an experienced candidate at a salary exceeding the position's midpoint will be referred by the Salary Administrator to the Finance Committee for approval.
 - d. The Attorney grade positions are not subject to the requirements of 9-3.5 (a) and (b), but shall be managed as follows: a candidate who has been licensed to practice law for less than ten years may be hired at a salary between the minimum and mid-point based on the affected department head's determination and current fiscal year budget limitations; and a candidate who has been licensed to practice law for more than ten years may be hired at a salary above the mid-point based on the affected department head's determination and current fiscal year budget limitations.

9-3.6 **Promotion** - A promotion exists when an employee is proposed to be hired to an open position or a re-evaluation of a current position has been accepted by the Finance Committee where the job content has increased, resulting in placement at a higher grade range in the salary grade scale.

- a. The hiring Department Head shall confirm compliance with the Salary Administration Guidelines, and budget requirements before promoting an employee to a new position. Promotions include movement between positions in all County departments.
- b. An employee receiving a promotion shall receive up to a 10% increase in salary at the Department Head discretion or increase to the new salary range minimum, whichever is greater and which normally shall not exceed the new position's salary range midpoint. If such adjustment places the employee's salary above the midpoint, the Salary Administrator will refer the request to the Finance Committee for approval.

9-3.7 **Transfer To a Lower Salary Range** - Transfer to a lower salary range is defined as a permanent change from a position in one salary range to a position where the job is placed in a lower salary range, as expressed by job content evaluation points. An employee will also be considered to have been reassigned when, as a result of reevaluation, total job size results in placement in a lower salary range.

- a. In such instances, the Department Head must follow the provisions of 9-3.3 and 9-3.4 or 9-3.5, as applicable; however, the current salary may not be exceeded.

9-3.8 **Lateral Transfer** - A lateral transfer occurs when an employee moves to a new position, which is assigned to the same grade range as the employee's previous position.

- a. An employee who makes a lateral transfer to a position in the same grade range will not receive a salary increase or decrease, and shall be credited with years of experience in that grade/range.

9-3.9 **Exceptional Situations** - Although the Salary Administration Program is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. In order to ensure internal consistency, however, some control must be maintained over exceptional situations. Therefore, proposed salary administration actions deviating from established guidelines will be referred by the Salary Administrator to the Policy, Personnel, and Appointments Committee for recommendation to the Finance Committee and County Board for final approval.

9-3.10 **New Employee Training Period** - For purposes of training and subject to budgetary restraints, an authorized position may be filled by two County employees for a period of no longer than two weeks prior to the last day worked by the employee who is terminating employment or taking a Leave of Absence Without Pay (LOA).

9-4 PROCEDURE

The effective planning and control of salary costs requires a systematic procedure which includes:

- a. Review and adjustment of the midpoint salary policy consistent with competitive and economic conditions;

- b. Determination of funds required for policy implementation;
- c. Distribution of allocated funds among departments;
- d. Efficient control of fund utilization throughout the budget period.

No change or addition to the Schedule of Authorized Positions of a department or Salary Grid will be made except in accordance with the following procedures or the Reduction in Force procedure (Section 5-2).

9-4.1 **Market Adjustments** – Each year in March-April, Salary Administration will conduct a salary survey to review the mid-point valuation of jobs in Champaign County. In May, Salary Administration will provide a recommendation to the Finance Committee of any recommended mid-point changes pursuant to market to be implemented on the following January 1st for the ensuing fiscal year.

9-4.2 **Movement Through Salary Ranges** – In June of each year, Salary Administration will present to the Finance Committee the anticipated cost of implementation of the following compa-ratio schedule for non-bargaining employees (with the exception of the Attorney Grade) to be implemented the following January 1st.

<u>Years Completed as of December 1st</u>	<u>Compa-Ratio</u>
0	80%
1	83%
2	86%
3	89%
4	92%
5	95%
6	98%
7	100%

The compa-ratio schedule insures that each employee moves toward compensation at the full market value of their position upon completion of seven years worked in that position or grade.

The Compa-ratio schedule for the Attorney Grade is established as follows:

<u>Years Completed as of January 1st</u>	<u>Compa-Ratio</u>
1	77.31%
2	79.56%
3	81.86%
4	84.24%
5	86.68%
6	89.19%
7	91.78%
8	94.44%
9	97.18%
10	100%

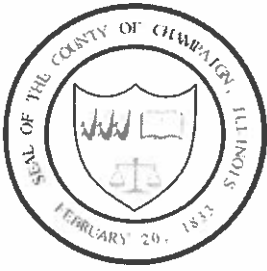
9-4.3 **Merit Adjustments** - In June of each year, Salary Administration will present to the Finance Committee a recommendation for a percentage allowance for merit increases to be awarded non-bargaining employees the following January 1st. Determination of individual merit increases will be made by Department Heads based on employee performance.

9-4.4 New Positions, Position Descriptions and Salary Ranges will be proposed by a Department Head in most instances.

- a. The Department Head, after presenting the new proposed concept to the Policy, Personnel, and Appointments Committee and receiving a recommendation to proceed, should consult the Salary Administrator and complete a Position Description Questionnaire for the proposed new position.
- b. After receipt of the completed questionnaire, the Salary Administrator will convene the Job Content Evaluation Committee and a job point evaluation will be made to determine the job size.
- c. The Salary Administrator will consult the State's Attorney's Office in order to receive a determination of the exempt/non-exempt status of the proposed position.
- d. If necessary, the Salary Administrator will prepare a new position description.
- e. The Salary Administrator will forward the Job Content Evaluation Committee Report documenting the job point evaluation, proposed salary range and position description to the Policy, Personnel & Appointments Committee and to the Department Head.
- f. The Salary Administrator is responsible for presenting the report of the Job Content Evaluation Committee to the Policy, Personnel, and Appointments Committee, which shall determine whether the new position, position classification and recommended salary range should be approved and make a recommendation to the Finance Committee.
- g. The Finance Committee shall review the new position, position classification, and recommended salary range and recommend to the County Board final approval of any New Position to be added to the Schedule of Authorized Positions.
- h. Unless otherwise specified, the new position, will take effect immediately upon approval by the Board.

9-4.5 **Reclassifications/Job Re-Evaluations** - Reclassifications/Job Re-Evaluations may be requested of the Policy, Personnel, & Appointments Committee by a Department Head.

- a. The Department Head, after presenting the justification for position re-evaluation review to the Policy, Personnel, & Appointments Committee and receiving a recommendation to proceed, should contact the Salary Administrator and receive a Position Description Questionnaire.
- b. The questionnaire should be completed by the employee working in the position to be reclassified/re-evaluated.
- c. After the receipt of completed questionnaires for all positions to be re-evaluated for reclassification purposes, the Salary Administrator will convene the Job Content Evaluation Committee. The Job Evaluation Committee will evaluate all positions for which documentation has been received.
- d. The results will be presented to the Policy, Personnel, & Appointments Committee for approval.
- e. After approval, the re-evaluations will be forwarded to the Finance Committee for approval of the resulting change to the Schedule of Authorized Positions, and then to the County Board for final approval.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

TO: County Board Members
FROM: Darlene Kloeppel, County Executive
DATE: September 16, 2023
RE: *2023 County Budget*

The IL Counties Code (55ILCS 5/2-5009(c)) provides for the County Executive to prepare the annual county budget for board approval. Following budget meetings with all departments and legislative budget hearings, I present the attached *2023 Budget* for the board's approval.

This is a balanced budget, reflecting all revenues and expenses to perform the county's required operations and complies with the County's fiduciary obligation to the public. A Truth in Taxation Hearing is required this year, due to the increased levy at 7.79%. We have achieved a healthy General Fund balance, projected at 25% - county financial policy recommends a minimum of 16.7 %.

In summary, this budget incorporates the following considerations:

Operating Budgets -

- Unless justified for higher increases, department increases for commodities were capped at 5% and services are budgeted at existing contract amounts.
- Transfer nursing home levy to general fund to repay nursing debt to other accounts (\$3.6m remains)
- Estimated amounts for unresolved issues with allocation of courthouse fees disbursements
- Estimated impacts of CTAA legislation and bond reform by reducing justice fees/fines
- \$3m for out-of-county boarding for jail
- Recommended use of the County Board's \$130,000 former County Administrator allocation for personnel (continued ERP Project Manager and part-time Grant Writer @ \$100,000), CDAP annual membership fee (\$5,000) and professional services (potential legal or other consulting \$25,000)

Physical Plant -

- Consolidation of the county jails at the satellite jail location, with construction/renovation costs to be split among issuance of new bonds and ARPA fund
- Transition of offices of County Board, County Executive, Clerk/Recorder, Auditor, Treasurer, Public Defender and Sheriff to the County Plaza, with issuance of new bonds for renovation
- Continuing support of the county's facility routine maintenance and deferred maintenance plan

Technology -

- ERP implementation for human resource management modules
- Projects in the *6-Year IT Plan*. It is recommended that another IT Task Force be convened in 2023 to extend the *IT Plan* for the next 5-6 years.

Workforce -

Personnel costs are the largest ongoing expense in the county's budget, and I expect workforce issues to be the biggest challenge for all county departments in the next few years. Recommendations for a multi-year workforce plan based on identified department concerns, the Gallagher workforce study recommendations and the 5-year financial forecast will be brought to the board for consideration by November and incorporation into future budgeting decisions. This 2023 budget includes the following:

- A \$20,000 placeholder for some type of recruitment strategy
- A 5% COLA for non-bargaining employees, to remain equitable to negotiated bargaining unit increases and to incorporate adjustments of 4% to the wage scales to move all starting entry-level positions to at least \$16.26/hr.
- One new position in IT, primarily to support courthouse operations
- County's share for employee health insurance benefit premiums; FICA, unemployment insurance, workers' compensation, retirement benefits

American Rescue Plan Act funding

The *2023 Budget* is an anomaly for the county, due to the continued influx of state and federal COVID-related grants for client services and the second half of the county's \$41m American Rescue Plan Act (ARPA) allocation. Receipt of additional COVID funds is expected to end by 2024.

Based on early discussion with board finance committee leadership, budgeted 2023 funds include carry-over funding from any unspent funds allocated in 2022, appropriation for all new department funding requested for 2023, previously discussed commitments for second tranche ARPA funds, and \$7m additional funding for broadband expansion (achieved by reduction the previously proposed water projects allocation by \$1.5m). The spreadsheet for the currently proposed ARPA project allocations will be distributed at the meeting, as the county's budget line items do not detail the individual projects to be funded.

Remaining items that require a board decision:

- Confirmation of the County Board's \$130,000 budget line appropriations
- Confirmation of the planned ARPA commitments

This budget currently does not record final amounts for the county's debt service and capital projects, as these are pending final decisions and timing of obligations for the bonding of the jail consolidation and County Plaza renovations. Numbers will be adjusted to reflect current status prior to the final approval of the budget in November.

It has been another complicated budgeting year, with several challenges to work out to keep county operations moving forward successfully, including transition during 2022 to the new ERP platform. I am pleased to see that the board has worked to reach agreement on funding some very important projects that will have a major impact on county operations and on our community for years to come.

I also wish to thank my staff, particularly Tami Ogden, Bill Colbrook and Rita Kincheloe, and the other county officials for their diligent and committed efforts in preparing this 2023 Budget for your approval.

**CHAMPAIGN COUNTY
CFY 2022 ANNUAL PROBATION PLAN
SUPPLEMENT**

SECTION II. ADMINISTRATION

- C. Compensation Management**
- 2. Salary Increases**
- 3. Salary Ranges**
- 4. Collective Bargaining Agreement**

On December 20, 2022, Chief Judge Randall Rosenbaum entered into the attached Collective Bargaining Agreement (CBA) with the Fraternal Order of Police representing Champaign County Adult and Juvenile Probation Officers. The renewed CBA is effective January 1, 2023 through December 31, 2025.

Three position classifications are covered by the CBA:

- Court Services Officer (Supervision)
- Court Services Officer (Juvenile Detention)
- Senior Court Services Officer

The starting salaries for each of these positions will be increased by \$3,373.50 in Year One, and \$1,248.00 in Years Two and Three:

POSITION	STARTING SALARIES (WAGE RATES)			
	CURRENT	EFFECTIVE 01/01/2023	EFFECTIVE 01/01/2024	EFFECTIVE 01/01/2025
Court Services Officer (Supervision)	\$40,638.00 (\$20.84/hour)	\$44,011.50 (\$22.57/hour)	\$45,259.50 (\$23.21/hour)	\$46,507.50 (\$23.85/hour)
Court Services Officer (Juvenile Detention)	\$45,045.00 (\$23.10/hour)	\$48,418.50 (\$24.83/hour)	\$49,666.50 (\$25.47/hour)	\$50,914.50 (\$26.11/hour)
Senior Court Services Officer (Supervision)	\$45,123.00 (\$23.14/hour)	\$48,496.50 (\$24.87/hour)	\$49,744.50 (\$25.51/hour)	\$50,992.50 (\$26.15/hour)

In accordance with the provisions of the CBA, the starting wage rate for Court Services Officer (Supervision) will increase by 8.3%, effective January 1, 2023. The starting hourly wage rates for Court Services Officer (Juvenile Detention) and Senior Court Services Officer (Supervision) will each increase by 7.5%, effective January 1, 2023. Attached is a revised Salary Worksheet for FY2023.

Current employees in each of the position classifications covered by the CBA will receive the following annual salary increases:

- Effective January 1, 2023 7.00%*
- Effective January 1, 2024 4.75%
- Effective January 1, 2025 4.50%

*Employees earning less than the applicable starting wage rate on January 1, 2023 will receive an increase to that amount. This applies to three officers in the Supervision Division and 11 officers in the Juvenile Detention Division, all of whom were hired in 2022. The starting wages for all existing vacancies will be increased to the applicable amounts.

Increasing the starting salary for Champaign County Probation Officers to \$44,011.50 in FY2023 will allow us to match the starting salary in the four smallest counties in the Sixth Judicial Circuit (DeWitt, Douglas, Moultrie and Piatt), and will bring us closer to the FY2023 starting salary of \$45,422.00 offered in Macon County, an amount which we will match in Year Two and surpass in Year Three of the CBA. Remaining competitive with other counties in the Sixth Judicial Circuit as well as those counties identified as “comp counties” (Madison, McLean, Peoria, Rock Island and Sangamon) is essential to our efforts to recruit and retain staff.

For the reasons stated, we respectfully request an exemption of the 8.0% limit on annual increases as provided in the *Probation Compensation Standards* revised March 2022.

Response Summary:

AP1. Annual Plan Reporting Year (e.g. XXXX format)
2023

AP2. Director/CMO First Name
Shannon

AP3. Director/CMO Last Name
Siders

AP4. Department/County
• Champaign

AP5. Circuit
• 6

AP6. Director/CMO Work Email
ssiders@co.champaign.il.us

AP7. Director/CMO Phone Number
(217) 384-3753

AP8. Consider the following and select "yes" or "no" for each: Have documents changed since last year? Is the department making a request?

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

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

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

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

Organizational Plan

AP11. Please enter the goals as shown in the previous annual plan cycle on the Organizational Plan Worksheet.

Goal 1 Full Implementation of Probation Casework Standards	In Progress
Goal 2 Full Implementation of Core Correctional	In Progress

AP12. In the previous question, it was indicated that one or more goals for the previous plan year were not completed. Please explain what work is needed to complete unfinished goal(s) or why it was discontinued.

We have yet to incorporate use of additional screening instruments into the Adult Risk Assessment process.

Completion of this goal will require additional training for officers on the use of those tools.

All officers, including supervisors, will complete "Core Correctional Practices for Established PO's" in February and March 2023. In addition, all supervisors will complete "Core Correctional Practices-Coaches Training" in March 2023. Following completion of training, we will implement the Department's approved CCP Policy and Procedures.

A key part of the Probation and Court Services Annual Plan is the development of goals and objectives for the coming year with regard to the implementation of Probation Casework, Operational, and Hiring, Compensation and Promotion Standards. The following questions will build your plan for the coming year.

AP14. What area of the Statute, Standard, or program development is addressed with your first goal?

- Other:
Core Correctional Practices

AP15. Please provide the first goal for the coming fiscal year.

Full Implementation of Core Correctional Practices (CCP)

AP16. Please list the objectives, or steps, responsible parties, and goal dates for each objective that will lead to the attainment of this goal.

	Responsible Parties	Goal Date
Objective 1 <i>All veteran officers will complete a 2-day CCP training in accordance with the training schedule set by the Department and the AOIC.</i>	AOIC; Supervisors, Officers	3/15/2023
Objective 2 <i>All new officers will attend a 3 day AOIC Module 2 training within their first 6 months of employment, where they will learn all components of CCP as well as how to incorporate CCP in case planning.</i>	AOIC; Supervisors, Officers	Ongoing
Objective 3 <i>Supervisors will complete mandatory training on the use of the CCP Feedback Form and providing coaching and feedback in a way that creates a learning environment for improvement.</i>	AOIC; Supervisors	3/15/2023
Objective 4 <i>Supervisors will incorporate random analyses of CCP skills on moderate and/or high-risk clients into existing case audit procedures.</i>	Supervisors	Ongoing
Objective 5 <i>Twice per quarter, each officer will be observed</i>		

<i>recording or by live observation for training purposes. Following each observation, the officer and their supervisor will participate in a one-on-one feedback session. Feedback will be provided using the CCP Feedback Form.</i>	Supervisors; Officers	Ongoing
Objective 6 <i>Officers will attend training boosters at least once per quarter</i>	Officers; Supervisors	Ongoing
Objective 7 <i>Supervisors will develop a professional development plan in conjunction with the officer, for any officer who does not achieve basic CCP performance standards.</i>	Supervisors	As needed
Objective 8	N/A	N/A
Objective 9	N/A	N/A
Objective 10	N/A	N/A
Objective 11	N/A	N/A
Objective 12	N/A	N/A

AP17. Do you have an additional goal?

- yes

AP18. What area of the Statute, Standard, or program development is addressed with your next goal?

- Probation Operational Standard

AP19. Please provide the next goal for the coming fiscal year.

Establish Emerging Adult caseload.

AP20. Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

	Responsible Parties	Goal Date
Objective 1 <i>Research other departments with Emerging Adult Caseload.</i>	Director; Supervisors	3/28/2023
Objective 2 <i>Identify clients in the potential age range.</i>	Supervisors	4/30/2023
Objective 3 <i>Identify officer to manage the caseload.</i>	Director; Supervisors	6/30/2023
Objective 4 <i>Apply for Variance for Reorganization Request if necessary</i>	Director	7/30/2023
Objective 5 <i>Reassignment of Adult Probation cases to Emerging Adult Officer</i>	Supervisors	9/1/2023
Objective 6	N/A	N/A
Objective 7	N/A	N/A
Objective 8	N/A	N/A
Objective 9	N/A	N/A
Objective 10	N/A	N/A
Objective 11	N/A	N/A
Objective 12	N/A	N/A

AP21. Do you have an additional goal?

- yes

AP22. What area of the Statute or Standard is addressed with your goal?

- Other:
Performance appraisals

AP23. Please provide the next goal for the coming fiscal year.

Revise performance appraisals to be more relevant to current practices.

AP24. Please list the objectives, or steps that will lead to the attainment of this goal.

	Responsible Parties	Goal Date
Objective 1 <i>Obtain examples from other departments.</i>	Director; Supervisors	07/31/2023
Objective 2 <i>Research best practices for performance appraisals.</i>	Director; Supervisors	08/31/2023
Objective 3 <i>Create performance appraisals that match Departmental policies and procedures.</i>	Director; Supervisor	09/30/2023
Objective 4	N/A	N/A
Objective 5	N/A	N/A
Objective 6	N/A	N/A
Objective 7	N/A	N/A
Objective 8	N/A	N/A
Objective 9	N/A	N/A
Objective 10	N/A	N/A
Objective 11	N/A	N/A
Objective 12	N/A	N/A

AP25. Do you have an additional goal?

- No

Operational Reviews

AP42. Has the department received an Operational Review from the Administrative Office of the Illinois Courts?

- No

Probation Casework Standards

AP68. What areas of the AOIC Probation Casework Standards have been implemented by your department?

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

Annual Report

AP74. The department completes a separate annual report for the county board.

Note: If this plan is being completed as a circuit wide plan and only some departments within the circuit submit an annual report, select "some" and identify the department(s) of the circuit in the box provided and upload the reports that apply to the applicable Secure Drive folder.

- No

AP86. Non-Exempt: Which of the following factors are associated with this increase? Please explain "other" in the box below.

- Union Negotiated Increases

Salary Increases for Exempt staff

AP88. Exempt: Provide the total increase below: Percentage (%) and/or amount (\$) of the increase.

Please indicate the position title and classification for each exempt staff classification if increases vary by title or classification. If a uniform increase occurs for all positions, please indicate "All" in the first box in column 1 and indicate the percentage and/or dollar amount.

	Percentage	Dollar Amount
<i>Position/Classification</i> <i>All</i>	5.0%	N/A
<i>Position/Classification</i>	N/A	N/A
<i>Position/Classification</i>	N/A	N/A
<i>Position/Classification</i>	N/A	N/A
<i>Position/Classification</i>	N/A	N/A
<i>Position/Classification</i>	N/A	N/A
<i>Position/Classification</i>	N/A	N/A

AP89. Exempt: Which of the following factors are associated with the increase? Please explain "other" in the box below.

- COLA
- County Board Declaration

Salary Range Adjustment



AP91. Provide the total adjustment for each position level, use a "minus sign (-) if there is a reduction in the salary range.

Please indicate the position title and classification for each probation officer group if increases vary by title or classification.

If a uniform increase occurs for all positions, please indicate "All" in the first box in column 1 and indicate the percentage and/or dollar amount.

	Percentage	Dollar Amount	Exempt/Non-Exempt
<i>Position/Classification</i> All	N/A	\$3,373.50	Non-Exempt
<i>Position/Classification</i> All	4.0	N/A	Exempt
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A
<i>Position/Classification</i>	N/A	N/A	N/A

AP92. Provide below the rationale to support the needed adjustment and why the ranges were adjusted by the indicated amount.

- Other

AP93. Please explain how the issue cited above establishes the need for an adjustment to the salary range(s). For "other" also please identify the issue establishing and supporting information for how this issue establishes the need for an adjustment to the salary range(s). Additionally, please indicate whether existing staff will receive an adjustment in the form of a compression increase due to the range adjustment.

Increase to the salary ranges for non-exempt employees was the result of negotiations with the Fraternal Order of Police. Increasing the starting salary for Champaign County Probation Officers allows us to remain competitive with other counties in the Sixth Judicial Circuit as well as those counties identified as "comp counties" (Madison, McLean, Peoria, Rock Island and Sangamon) and is essential to our efforts to recruit and retain staff. The Champaign County Board authorized a 5% COLA for non-bargaining employees, to remain equitable to negotiated bargaining unit increases and to incorporate adjustments of 4% to the wage scales to move all starting entry-level positions to at least \$16.26 per hour.

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

AP95. Staff are covered under collective bargaining agreement? (Check all that apply)

- Yes

AP98. Please indicate the Quality Assurance Policy and Procedure currently in place within the department.

- Still in process of implementing Core Correctional Practices.

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

AP107. How does the department support the rights of crime victims? (Select all that apply)

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

AP108. Describe how the requirements of the statute are implemented regarding crime victim rights and how the department coordinates that support with other criminal justice agencies within the jurisdiction.

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

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

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

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

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

Please be sure to complete the **Probation Services Fee Expenditure Proposal** and all applicable **Addendums**.

AP111. I certify that I will upload my Attachments and Signature Page to the designated Google Drive folder under the Annual Plan section. (Select all that apply).

CLICK HERE to download a copy of the signature page.
CLICK HERE to download necessary attachments.

Please ensure that all documents which need to be submitted for review are upload to the applicable Secure Drive folder.

- Signature Page
- Probation Fee Budget
- Organizational Chart
- Salary Range Worksheet
- Applicable Addendums
- Collective Bargaining Agreement
- Compensation Plan

Embedded Data:

Login ID

9342

Annual Probation Plan

annualprobationplan@illinoiscourts.gov <AOICPSD_reporting@illinoiscourts.gov>

Fri 2/10/2023 9:48 AM

To: Shannon Siders <:ssiders@co.champaign.il.us>

CAUTION: External email, be careful when opening.

Hello, **Shannon Siders**, thank you for completing the **CFY Probation and Court Services Annual Plan**. **Below are your responses.**

Note that responses to addendums will be contained in separate emails.

Recipient Data:

Time Finished: 2023-02-10 09:48:40 CST

IP: 209.174.185.101

ResponseID: R_1QnBuXrGaxTzott

Link to View Results: [Click Here](#)

URL to View Results: <https://aoic.gov1.qualtrics.com/apps/single-response-reports/reports/8ebkqlwUI4zCTPuVXc6%2EHD7Ba8MQULNzJi5TnGyou8u%2E24DcS%2ETnsOGbyV%2EGXQ9htDMjsnRoHuQQXTLTR4Gaf2JrOAcSzMESBEtWvKWScq-vR29yvGbWY5bANCme05GISDqLJ1t2BgpSvGq7Uch5PuJmXZdOMkJwsBD0GQGY47%2Eo%2EhVsa0p1Oh82sZxxgfsUEgmSjOmgOPLtpHRpXAJXOWKpTtNjSrJJJsTL-X%2EO5le%2EeUfw4LXZ9edx4NoanEEgsZJbGgQDOMCetVnWFxSEqlhG-ESiPx3GfBD5BMd7XE>

Response Summary:

Annual Plan Reporting Year (e.g. XXXX format)

2023

Director/CMO First Name

Shannon

Director/CMO Last Name

Siders

Department/County

Champaign

Circuit

6

Director/CMO Work Email

ssiders@co.champaign.il.us

**Director/CMO Phone Number
(217) 384-3753**

Consider the following and select "yes" or "no" for each: Have documents changed since last year? Is the department making a request? Please ensure that all documents which need to be submitted for review are uploaded to the applicable Secure Drive folder.

Salary Shortfall

No

New/Revised Compact Fee Administrative Order

No

New/Revised Compensation Plan

Yes

Variance to the Compensation Plan

Yes

Salary Increase

Yes

Range Adjustments

Yes

Performance Management Quality Assurance Plan

Yes

Performance Appraisal

No

Organizational Structure

Yes

Reorganization Request

No

New/Updated Policies & Procedures

No

New/Updated Interstate Compact Policies & Procedures

No

Justice Stakeholder List

No

Justice Stakeholder Meeting Involvement

No

Quality Assurance Process Policy and Procedure

Yes

Please enter the goals as shown in the previous annual plan cycle on the Organizational Plan Worksheet.

Goal 1

In Progress

Goal 2

In Progress

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

We have yet to incorporate use of additional screening instruments into the Adult Risk Assessment process. Completion of this goal will require additional training for officers on the use of those tools.

All officers, including supervisors, will complete "Core Correctional Practices for Established PO's" in February and March 2023. In addition, all supervisors will complete "Core Correctional Practices-Coaches Training" in March 2023. Following completion of training, we will implement the Department's approved CCP Policy and Procedures.

**What area of the Statute, Standard, or program development is addressed with your first goal?
Other -- Core Correctional Practices**

**Please provide the first goal for the coming fiscal year.
Full Implementation of Core Correctional Practices (CCP)**

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

Objective 1

Responsible Parties AOIC; Supervisors, Officers

Goal Date 3/15/2023

Objective 2

Responsible Parties AOIC; Supervisors, Officers

Goal Date Ongoing

Objective 3

Responsible Parties AOIC; Supervisors

Goal Date 3/15/2023

Objective 4

Responsible Parties Supervisors

Goal Date Ongoing

Objective 5

Responsible Parties Supervisors; Officers

Goal Date Ongoing

Objective 6

Responsible Parties Officers; Supervisors

Goal Date Ongoing

Objective 7

Responsible Parties Supervisors

Goal Date As needed

Do you have an additional goal?

yes

**What area of the Statute, Standard, or program development is addressed with your next goal?
Probation Operational Standard**

**Please provide the next goal for the coming fiscal year.
Establish Emerging Adult caseload.**

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

attainment of this goal.

Objective 1

Responsible Parties Director; Supervisors

Goal Date 3/28/2023

Objective 2

Responsible Parties Supervisors

Goal Date 4/30/2023

Objective 3

Responsible Parties Director; Supervisors

Goal Date 6/30/2023

Objective 4

Responsible Parties Director

Goal Date 7/30/2023

Objective 5

Responsible Parties Supervisors

Goal Date 9/1/2023

Do you have an additional goal?

yes

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

Other -- Performance appraisals

Please provide the next goal for the coming fiscal year.

Revise performance appraisals to be more relevant to current practices.

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

Objective 1

Responsible Parties Director; Supervisors

Goal Date 07/31/2023

Objective 2

Responsible Parties Director; Supervisors

Goal Date 08/31/2023

Objective 3

Responsible Parties Director; Supervisor

Goal Date 09/30/2023

Do you have an additional goal?

No

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

No

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

3.1 REFERRAL PROCESS AND CASE ASSIGNMENT (and related sub-sections)

3.2 ORIENTATION (and related sub-sections)

3.3 ASSESSMENT (and related sub-sections)

- 4.1 FEEDBACK (and related sub-sections)
- 4.2 TIMEFRAME (and related sub-sections)
- 4.3 CASE PLANNING (and related sub-sections)
- 4.4 SUPERVISION STRATEGIES (and related sub-sections)
- 4.5 CASE TERMINATION (and related sub-sections)

The department completes a separate annual report for the county board. Note: If this plan is being completed as a circuit wide plan and only some departments within the circuit submit an annual report, select "some" and identify the department(s) of the circuit in the box provided and upload the reports that apply to the applicable Secure Drive folder.

No

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

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

Collective Bargaining Agreement was negotiated with the County and Chief Judge
Flat increases are provided to all employees this fiscal year regardless of performance

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

Exempt

Non-Exempt

Non-Exempt: Provide the total increase below: Percentage (%) and/or amount (\$) of the increase. Please indicate the position title and classification for each probation officer group if increases vary by title or classification. If a uniform increase occurs for all positions, please indicate "All" in the first box in column 1 and indicate the percentage and/or dollar amount.

Position/Classification

Percentage 7.0

Position/Classification

Percentage 7.0

Position/Classification

Percentage 7.0

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

Union Negotiated Increases

Exempt: Provide the total increase below: Percentage (%) and/or amount (\$) of the increase. Please indicate the position title and classification for each exempt staff classification if increases vary by title or classification. If a uniform increase occurs for all positions, please indicate "All" in the first box in column 1 and indicate the percentage and/or dollar amount.

Position/Classification

Percentage 5.0%

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

COLA**County Board Declaration**

Provide the total adjustment for each position level, use a "minus sign (-) if there is a reduction in the salary range. Please indicate the position title and classification for each probation officer group if increases vary by title or classification. If a uniform increase occurs for all positions, please indicate "All" in the first box in column 1 and indicate the percentage and/or dollar amount.

Position/Classification

Dollar Amount \$3,373.50

Exempt/Non-Exempt Non-Exempt

Position/Classification

Percentage 4.0

Exempt/Non-Exempt Exempt

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

Other

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

Increases to the salary ranges for non-exempt employees was the result of negotiations with the Fraternal Order of Police. Increasing the starting salary for Champaign County Probation Officers allows us to remain competitive with other counties in the Sixth Judicial Circuit as well as those counties identified as "comp counties" (Madison, McLean, Peoria, Rock Island and Sangamon) and is essential to our efforts to recruit and retain staff.

The Champaign County Board authorized a 5% COLA for non-bargaining employees, to remain equitable to negotiated bargaining unit increases and to incorporate adjustments of 4% to the wage scales to move all starting entry-level positions to at least \$16.26 per hour.

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

Yes

Please indicate the Quality Assurance Policy and Procedure currently in place within the department.

Still in process of implementing Core Correctional Practices.

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

State's Attorney has a victim's advocate on staff

Victim Impact Statements in sentencing reports

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

the jurisdiction.

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

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

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

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

I certify that I will upload my Attachments and Signature Page to the designated Google Drive folder under the Annual Plan section. (Select all that apply). [CLICK HERE](#) to download a copy of the signature page. [CLICK HERE](#) to download necessary attachments. Please ensure that all documents which need to be submitted for review are upload to the applicable Secure Drive folder.

- Signature Page
- Probation Fee Budget
- Organizational Chart
- Salary Range Worksheet
- Applicable Addendums
- Collective Bargaining Agreement
- Compensation Plan

Embedded Data

Login ID 9342
RecipientEmail mwilliams@co.champaign.il.us
RecipientFirstName Mike
RecipientLastName Williams



Annual Plan Addendum - Data Variance

annualprobationplan@illinoiscourts.gov <noreply@qemailserver.com>

Mon 1/23/2023 4:55 PM

To: Shannon Siders <:ssiders@co.champaign.il.us>

CAUTION: External email, be careful when opening.

Thank you, **Shannon Siders**, for your response to the Data Variance Addendum. Please see below for your responses to this addendum.

Recipient Data:

Time Finished: 2023-01-23 16:54:53 CST

IP: 209.174.185.101

ResponseID: R_tQi0ldDp1DFF5Gp

Link to View Results: [Click Here](#)

URL to View Results: <https://aoic.gov1.qualtrics.com/apps/single-response-reports/reports/aiZKSt1K9rU4OUCfPQUk2eIFi43qd%2Eo5kzTf6dsJevyDcdhVQ1z6wQsq1%2EOsd7ICdb eScSBjOTxzqlf7Qlrv1TXCaKO0HG40q%2Eh1hEA%2Eel4uNyjNv7gFkgyMrmUNg1BkIRAF-R29xVZBumB6WJvP%2EYmdkKwoWefosJVNe3Rt9Hayz%2E5vebX1I5gQS5LSEw9Q-7ju9zR-k-gZWAAdRuHyD-LD3FWJaER0-dAtE9DJq1ELyfDrli09puNa893hzhIVCLTzXTIJk4O7t055tmdpoPaxa3DITth-qz-9Y7vAks>

Response Summary:

Director/CMO First Name
Shannon

Director/CMO Last Name
Siders

Department/County
Champaign

Circuit
6

Director/CMO Work Email
ssiders@co.champaign.il.us

Director/CMO Phone Number
217-384-3753

Has your Data Variance been approved?
No. Submitted, pending review

Department Training Records

annualprobationplan@illinoiscourts.gov <noreply@qemailserver.com>

Tue 1/24/2023 10:06 AM

To: Shannon Siders <:ssiders@co.champaign.il.us>

CAUTION: External email, be careful when opening.

Hello, **Shannon Siders**, thank you for completing the **2023**CFY Probation and Court Services Annual Plan Department Training Records. Below are your responses.

Recipient Data:

Time Finished: 2023-01-24 09:06:17 MST

IP: 209.174.185.101

ResponseID: R_3dRKW0PU02AXUiu

Link to View Results: [Click Here](#)

URL to View Results: <https://aoic.gov1.qualtrics.com/apps/single-response-reports/reports/mQj89gxP0iqnATdMxYMS6lmr6-ssqRRy1y3M5L1mpPhaobDZ4LBmlq50KRR77g0GEDy4ssUJaBSRDvt6ZKgTy0F237niG3ieijHn2kkTt3J4nFB1Pkvcon-eXauSfqiOFc2twzBUhZBjOXQGdp7EBz2MJQMincQ1rVGft8L3UPn3cQwcS9QQJ9ouuqQXBWUB9d9yuekE8RIHWkd9Ec4ZtWRkkt4rZCwL70p91vka2hBzJxbyj7PQt%2E4X9IEPsJoCPuT-QM57TFazhOA2Aw5yX26Of2bAukeCG5CwPb90a8uA>

Response Summary:

Annual Plan Reporting Year (e.g. 2024, 2025)
2023

Director/CMO First Name
Shannon

Director/CMO Last Name
Siders

Department/County
Champaign

Circuit
6

Director/CMO Work Email
ssiders@co.champaign.il.us

Director/CMO Phone Number

217-384-3753

Training logs will be reviewed and verified by the AOIC through Relias only. Training logs that are submitted separately, or in other formats will not be accepted or reviewed. Prior to submission of the Probation and Court Service, training records need to be reviewed by the department(s). I certify that the training hours recorded in the Relias system are a full and complete record of all trainings completed during the current reporting period by Probation and Court Services staff. The current reporting period for training is July 1 through June 30 of the state's most recent fiscal year.

Not all staff have completed the minimum AOIC training requirement. Staff not completing the training requirement will be listed in question nine, along with a list of requirements not completed for each staff.

Please list all Probation and Court Services Staff who did not meet their training requirements along with a list of requirements not completed (hours, specific course, etc.)

Staff Person 1

Unmet Training Requirement .75 hours

Staff Title Supervisor-Administrative Services

Staff Person 2

Unmet Training Requirement .25 hours

Staff Title Superintendent Juvenile Detention Center

Staff Person 3

Unmet Training Requirement 23.25 hours; Did resign effective 5/10/22 and returned effective 6/12/22

Staff Title Assistant Superintendent Juvenile Detention Center

Staff Person 4

Unmet Training Requirement Did participate in Virtual Basic training in May 2022, but was sick on the final day so has not been given credit for any of the hours of training and still needs to make up the last day of Virtual Detention Basic. Detention Basic hasn't been offered again.

Staff Title Detention Officer

Staff Person 5

Unmet Training Requirement 35.5 hours, has been out on FMLA since 9/2021

Staff Title Detention Officer

Last year, the department indicated that there were staff who did not meet their training requirements. Please list those staff below and provide an update on training requirement completion for these staff. Please note, training credit submit here may not be counted for the current plan year. Remediation of unmet training requirements shall occur in addition to current training requirements.

Staff Person 1

unmet training requirement from previous Probation and Court Services Annual Plan 7.75 hours

Action taken to achieve outstanding training requirement Completed an additional 12.2 hours

Staff Person 2

unmet training requirement from previous Probation and Court Services Annual Plan 17.75 hours

Action taken to achieve outstanding training requirement Completed an additional 7.90 hours

Staff Person 3

unmet training requirement from previous Probation and Court Services Annual Plan .25 hours

Action taken to achieve outstanding training requirement Did not complete additional hours

If any staff have not met training requirements for the reporting year, please provide a plan to ensure that staff achieve compliance with AOIC training requirements in both the near and long terms.

Staff will be allowed time to complete Relias training and encouraged to participate in trainings offered by AOIC and the Judicial College. All Probation Staff will be attending CCP training which will help tremendously with their hours. Training requirements for Detention Staff are greater and more difficult to attain due to staffing difficulties. We will continue to work with JDC staff to ensure they obtain their required hours. At this point, nearly all line officers completed their required hours for the reporting year. All outstanding hours were from Supervisors other than one Detention Officer who was not given any credit for Detention Basic due to being sick on the final day of the training and no makeup date being provided as of now. The other Detention Officer listed has been on FMLA the majority of the reporting period.

Embedded Data

Login ID 3647

RecipientEmail mwilliams@co.champaign.il.us

RecipientFirstName Mike

RecipientLastName Williams

We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

This survey requires a password.

TA1. Annual Plan Reporting Year

(e.g. 2024, 2025)

TA2. Director/CMO First Name

TA3. Director/CMO Last Name

TA4. Department/County

TA5. Circuit

TA6. Director/CMO Work Email

ssiders@co.champaign.il.us

TA7. Director/CMO Phone Number

217-384-3753

TA8. **Training logs** will be reviewed and verified by the AOIC through Relias only. Training logs that are submitted separately, or in other formats will not be accepted or reviewed.

Prior to submission of the Probation and Court Service, training records need to be reviewed by the department(s). I certify that the training hours recorded in the Relias system are a full and complete record of all trainings completed during the current reporting period by Probation and Court Services staff. The current reporting period for training is July 1 through June 30 of the state's most recent fiscal year.

I have verified that all staff have completed the minimum AOIC training requirements and trainings completed to meet the standard training are recorded in Relias all staff.

Not all staff have completed the minimum AOIC training requirement. Staff not completing the training requirement will be listed in question nine, along with a list of requirements not completed for each staff.

TA9. Please list all Probation and Court Services Staff who did not meet their training requirements along with a list of requirements not completed (hours, specific coursed, etc.)

Add Additional Staff Person

	Unmet Training Requirement	Staff Title
Staff Person 1		
Jennifer Jarvis	.75 hours	Supervisor- Administrative Services
Staff Person 2		
Keith Willis	.25 hours	Superintendent Juvenile Detention Center

Patricia Allah

TA10. Last year, the department indicated that there were staff who did not meet their training requirements. Please list those staff below and provide an update on training requirement completion for these staff. Please note, training credit submit here may not be counted for the current plan year. Remediation of unmet training requirements shall occur in addition to current training requirements.

Add Additional Staff Person

	unmet training requirement from previous Probation and Court Services Annual Plan	Action taken to achieve outstanding training requirement
Staff Person 1 Jeremy Jessup	7.75 hours	Completed an additional 12.2 hours
Staff Person 2 Jeff Nugent	17.75 hours	Completed an additional 7.90 hours
Staff Person 3 Keith Willis	.25 hours	Did not complete additional hours

TA11. If any staff have not met training requirements for the reporting year, please provide a plan to ensure that staff achieve compliance with AOIC training requirements in both the near and long terms.

Staff will be allowed time to complete Relias training and encouraged to participate in trainings offered by AOIC and the Judicial College. All Probation Staff will be attending CCP training which will help tremendously with their hours. Training requirements for Detention Staff are greater and more difficult to attain due to staffing difficulties. We will continue to work with JDC staff to ensure they obtain their required hours. At this point, nearly all line officers completed their required hours for the reporting year. All outstanding hours were from Supervisors other than one Detention Officer who was not given any credit for Detention Basic due to being sick on the final day of the training and no makeup date being provided as of now. The other Detention Officer listed has been on FMLA the majority of the reporting period.

services Annual Plan Training Addendum. Once completed, an email containing your responses to this addendum will be sent to the email address that was provided. Please download the responses and include in the plan provided to the chief judge for approval.

Powered by Qualtrics [↗](#)



We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

This survey requires a password.



Probation Services Fee Expenditure Proposal

Department Information

Reporting Year

(e.g., 2022, 2023)

First Name

Siders

Work Email Address

ssiders@co.champaign.il.us

Organization Type

Probation

Circuit

6

Department

Champaign

Source of Funding

For your source of **FUNDING** for the Probation Fee Fund identify the following. **DO NOT ROUND.**

Balance at Start of Fiscal	\$	1997936
Funding/Income	\$	309700
IGA (Inter-Governmental Agreement) Revenue	\$	0
Other Receivables	\$	5000
Investment Interest and Miscellaneous Revenue	\$	
Total	\$	2,312,636

For CFY 2023 you reported a total of \$2312636 available for department spending. Please identify how much will be expended across each of the following for **DEPARTMENT FISCAL OPERATIONS** from the reported total dollar amount.

Bonuses	\$	0
Contingency	\$	0
Department Fringe Benefits - (FICA, Worker's Compensation, Unemployment, IMRF, Medical, Dental, and Life Insurance)	\$	0
Longevity	\$	0
Merit	\$	0
Overtime	\$	0
Personnel Payouts	\$	0
Reimbursements to Staff	\$	0
Salaries	\$	0
Salary Shortfall	\$	0
Tuition Reimbursement	\$	0
OTHER - Salary	\$	0
Total	\$	0

For CFY 2023 you reported a total of \$2312636 available for department spending. Please identify how much will be expended across each of the following for **DEPARTMENT OPERATIONS** from the reported total dollar amount.

Advertising	\$	0
-------------	----	---

Testing/Evaluations	\$ 10000
Auto Expenses	\$ 1000
Boilers	\$ 0
Building Rent/Mortgage/Bond	\$ 1500
Capital Expenses	\$ 10000
Annual Contribution to Capital Asset Replacement Fund	
Car Communication Systems	\$ 0
Case Management System Development (e.g., implementing, building compliance with data requirements)	\$ 0
Case Management License (e.g., new software)	\$ 0
Case Management Services (e.g., maintaining)	\$ 0
Cell Phone Chargers	\$ 0
Chairs	\$ 1000
Computer Hardware (e.g., laptops, printers)	\$ 5000
Computer Software (e.g., MS Office, Adobe Suite, Video conferencing)	\$ 2500
Computer Video Equipment	\$ 2500
Conducted Energy Devices (CEDs)	\$ 0
COVID Expenses - (e.g., cleaning)	\$ 0
COVID Testing	\$ 0
Desks	\$ 1000
Destruction of Records Service	\$ 0
Document Shredding	\$ 0
Dues	\$ 0
Electric	\$ 0

Equipment Maintenance (identify type of "equipment")

\$ 3500

Equipment Rentals

\$ 4000

Firearm Ammunition

\$ 1000

Firearms

\$ 0

Gas - Auto

\$ 0

Gas - Building

\$ 0

Hotspot/Wi-Fi Services

\$ 0

Icemaker

\$ 0

Improvements to Buildings

\$ 0

Ink

\$ 0

IT Support Contract

\$ 0

Job Posting/Hiring Ad

\$ 0

Kitchen Appliances

\$ 0

Laundry Services

\$ 0

Laundry & Cleaning Supplies

\$ 0

Maintenance/Cleaning Staff Salaries & Benefits

\$ 0

Medical Waste Disposal

\$ 0

Memberships (e.g., IPCSA)

\$ 3400

Microfilming

\$ 0

Notary Services

\$ 0

Office Cleaning/Custodial Services

\$ 0

Office

\$ 0

Office Copier/Printer/Scanner Lease	\$ 0
Office Copier/Printer/Scanner Maintenance	\$ 0
Officer Safety Equipment	\$ 0
Office Supplies	\$ 500
Officer Uniforms	\$ 500
Oil changes	\$ 0
Oleoresin Capsicum: Pepper Spray	\$ 0
Operation Service Contracts	\$ 0
Paper	\$ 0
Pens	\$ 0
Phones - Cell	\$ 0
Phones - Landline	\$ 0
Police Radios	\$ 0
Postage	\$ 250
Printing/Duplication	\$ 500
Printer Toner	\$ 0
Property & Employee Liability Insurance	\$ 0
Public/Community Service Supplies	\$ 5000
Publications, Printing, & Binding	\$ 5000
Record/File Storage	\$ 0
Reimbursements to Other Probation Department(s)	\$ 0
Roofs	\$ 0

Equipment	
Stamps	\$ 0
Subscriptions (e.g., journals, news papers)	\$ 0
Tracker Contract	\$ 0
Training - (accommodation reimbursements)	\$ 3400
Training - (mileage)	\$ 1000
Training - (per diem)	\$ 6000
Training - (registration)	\$ 6000
Travel Expenses - (accommodation reimbursements)	\$ 3400
Travel Expenses - (home visits mileage)	\$ 0
Travel Expenses - (per diem)	\$ 0
Travel Expenses - (work meetings mileage)	\$ 250
Utilities	\$ 250
Vehicle Lease	\$ 0
Vehicle Maintenance	\$ 0
Vehicle Purchase	\$ 36500
Vests	\$ 0
Waste Disposal & Recycling	\$ 500
Water - Building	\$ 0
Water - Coolers / Bottled	\$ 0
Water Heaters	\$ 0
Web-cams	\$ 0
Work Release	\$ 0
Other Operations	\$ 0

Other Expenditures	\$	1500
Employee Assistance Program		
Total	\$	116,950

Services

For CFY 2023 you reported a total of \$2312636 available for department spending. Please identify how much will be expended across each of the following for **CLIENT SERVICES** from the reported total dollar amount.

Alcohol Testing	\$	0
Alcohol Treatment	\$	0
ASL - Language	\$	0
Bus Fare / Tokens (Incentives)	\$	0
Bus Fare / Tokens - Non-Incentive	\$	1250
Cash (Incentives)	\$	0
Client Birth Records	\$	0
Client Records	\$	0
Cognitive Programming & Supplies	\$	32800
Cognitive Programming	\$	0
Cognitive Supplies	\$	0
Community Service Supervision Contract	\$	0
Contracted Services	\$	0
COVID-19 Testing	\$	0
Drug/Alcohol	\$	0

Drug/Alcohol Treatment	\$ 45000
Drug Testing	\$ 0
Drug Treatment	\$ 0
DVI Assessments	\$ 0
Educational Programs & Supplies	\$ 20000
Educational Programs	\$ 0
Educational Supplies	\$ 0
Electronic Monitoring/GPS	\$ 45700
Employment Services	\$ 15000
Food - Non-Incentive	\$ 10000
Food/Snacks/Candy (Incentives)	\$ 0
Foreign Language Interpreters	\$ 0
Foster Care Placement	\$ 0
Gloves - Medical	\$ 0
Good-time Credit (Incentives)	\$ 0
GPS Equipment	\$ 0
Graduation Ceremony	\$ 0
Group Counseling Services	\$ 0
Hospital Miscellaneous	\$ 0
Incentives	\$ 0
In County Detention	\$ 0
Individual Counseling Services	\$ 0
Individual & Group Counseling Services	\$ 21500
Inpatient Alcohol	\$ 0

Inpatient Drug Treatment	\$	0
IPPC Sex Offender Contract	\$	0
JSOP - Counseling	\$	0
Language Access Services	\$	25000
Legal Notice(s)	\$	0
LexisNexis Contract	\$	0
Medical Miscellaneous	\$	0
Medications/Prescriptions	\$	5000
Medical Supplies	\$	5000
Medical Treatment	\$	0
Medical Waste Disposal	\$	2500
Movie Tickets (Incentives)	\$	0
Other Detention Cost	\$	0
Out of County Detention	\$	0
Outpatient Alcohol Treatment	\$	10000
Outpatient Drug Treatment	\$	10000
Oxford Housing	\$	0
Polygraph Testing	\$	3000
Prescriptions	\$	0
Project Stipends	\$	0
Psychological Evaluations	\$	0
Psychological Testina/Evaluations	\$	25000

Psychological Testing	\$ 0
Psychological Treatment	\$ 0
Public/Community Service Supervision Contract	\$ 0
Public Service Supervision Contract	\$ 0
RANT Assessments	\$ 0
Redeploy Programming	\$ 0
Residential Facilities	\$ 0
Residential Placement	\$ 0
Risk Assessment	\$ 0
Salaries - (Contracted specific to client/resident services)	\$ 0
Shipping - Alc/Drug Tests	\$ 0
SNAP Contracts	\$ 0
STD Testing	\$ 0
Television (Incentives)	\$ 0
Text Message Appointment Reminders	\$ 1500
Track Phones (Incentives)	\$ 0
Track Phone Minutes (Incentives)	\$ 0
Transportation	\$ 1000
Treatment Services	\$ 0
Vaccines	\$ 0
Water Coolers / Water	\$ 0
Water Dyes - Alc/Drug Testing	\$ 0
Other Contracts	\$ 0

Other Services	\$	2500
Emergency Housing		
Total	\$	306,750

"Other" Expenses

For CFY 2023 you reported a total of \$2312636 available for department spending. Please identify how much will be expended across each of the following for **"Other" Expenses*** from the reported total dollar amount

** Items which have not been already identified above and do not necessarily fall under client/resident services or department operations.*

Chief Judge	\$	0
Juror Fees	\$	0
Lawyer	\$	0
Legal Notice(s)	\$	0
Statute Updates	\$	0
Security Services	\$	0
Witness Fees	\$	0
"Other" Expenses	\$	0
Total	\$	0

How Expenses Are Covered | Services

Cognitive Programming & Supplies: Cognitive Programming, Cognitive Supplies, Redeploy Proaramming

You indicated \$32800 of **Cognitive Programming & Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the \$32800 per account/department.

Probation Fees Fund

\$ 32800

Total

\$ 32,800

Cognitive Programming & Supplies: Cognitive Programming, Cognitive Supplies, Redeploy Programming

Please confirm that these two numbers match:

- \$32800 to be spent on **Cognitive Programming & Supplies**
- \$32800 in **How "Cognitive Programming & Supplies" Will be Covered**

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Drug/Alcohol Testing: Alcohol Testing, Drug Testing, Water Dyes, Shipping

You indicated \$25000 of **Alcohol/Drug Testing** will be spent. Please indicate which account/department will cover this expense, and how much of the \$25000 per account/department.

Probation Fees Fund

\$ 25000

Total

\$ 25,000

Drug/Alcohol Testing: Alcohol Testing, Drug Testing, Water Dyes, Shipping

- \$25000 in How "Drug/Alcohol Testing" Will be Covered
- \$25000 in How "Drug/Alcohol Testing" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Alcohol/Drug Treatment: Drug Treatment, Alcohol Treatment, Inpatient Drug Treatment, Inpatient Alcohol Treatment, Outpatient Alcohol Treatment, Outpatient Drug Treatment, Oxford Housing

You indicated \$65000 of **Alcohol/Drug Treatment** will be spent. Please indicate which account/department will cover this expense, and how much of the \$65000 per account/department.

Probation Fees Fund

\$ 65000

Total

\$ 65,000

Alcohol/Drug Treatment: Drug Treatment, Alcohol Treatment, Inpatient Drug Treatment, Inpatient Alcohol Treatment, Outpatient Alcohol Treatment, Outpatient Drug Treatment, Oxford Housing

Please confirm that these two numbers match:

- \$65000 in How "Drug/Alcohol Treatment" Will be Covered
- \$65000 in How "Drug/Alcohol Treatment" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain

Yes

No

Educational Programs & Supplies: Educational Programs, Educational Supplies

You indicated **\$20000** of **Educational Programs & Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$20000** per account/department.

Probation Fees Fund

\$ 20000

Total

\$ 20,000

Educational Programs & Supplies: Educational Programs, Educational Supplies

Please confirm that these two numbers match:

- **\$20000** in How "Educational Programs & Supplies" Will be Covered
- **\$20000** in How "Educational Programs & Supplies" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Electronic Monitoring/GPS: GPS Equipment

You indicated **\$45700** of **Electronic Monitoring & GPS Equipment** will be spent. Please indicate which account/department will cover this expense,



Probation Fees Fund

\$ 45700

Total

\$ 45,700

Electronic Monitoring/GPS: GPS Equipment

Please confirm that these two numbers match:

- \$45700 in How "Electronic Monitoring/GPS" Will be Covered
- \$45700 in How "Electronic Monitoring/GPS" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Employment Services

You indicated \$15000 of **Employment Services** will be spent. Please indicate which account/department will cover this expense, and how much of the \$15000 per account/department.

Probation Fees Fund

\$ 15000

Total

\$ 15,000

Employment Services

Please confirm that these two numbers match:

- \$15000 in How "Employment Services" Will be Covered
- \$15000 in How "Employment Services" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Incentives: Bus Fare/Tokens, Food, Food/Snacks/Candy, Good-Time Credit, Movie Tickets, Television, Cash, Track Phones, Track Phone Minutes, Graduation Ceremony

You indicated **\$10000** of **Incentives** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$10000** per account/department.

Probation Fees Fund

\$ 10000

Total

\$ 10,000

Incentives: Bus Fare/Tokens, Food, Food/Snacks/Candy, Good-Time Credit, Movie Tickets, Television, Cash, Track Phones, Track Phone Minutes, Graduation Ceremony

Please confirm that these two numbers match:

- **\$10000 in How "Incentives" Will be Covered**
- **\$10000 in How "Incentives" Will be Covered**

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Group & Individual Counseling Services: Group Counseling Services, Individual Counseling Services, JSOP - Counseling

You indicated **\$21500** of Group & Individual Counseling Services will be spent. Please indicate which account/department will cover this expense, and how much of the **\$21500** per account/department.

Probation Fees Fund	\$	21500
Total	\$	21,500

Group & Individual Counseling Services: Group Counseling Services, Individual Counseling Services, JSOP - Counseling

Please confirm that these two numbers match:

- **\$21500** in How "Group & Individual Counseling Services" Will be Covered
- **\$21500** in How "Group & Individual Counseling Services" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Language Access Services: ASL - Language, Foreign Language Interpreters

You indicated **\$25000** of Language Access Services will be spent. Please indicate which account/department will cover this expense, and how much of the **\$25000** per account/department.

Probation Fees Fund	\$	25000
---------------------	----	-------

Language Access Services: ASL - Language, Foreign Language Interpreters

Please confirm that these two numbers match:

- \$25000 in How "Language Access Services" Will be Covered
- \$25000 in How "Language Access Services" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Medical & Health Related Expenses: Hospital Miscellaneous, Medical Miscellaneous, COVID-19 Testing, STD Testing, Medications/Prescriptions, Medical Supplies, Medical Waste Disposal, Gloves, Prescriptions

You indicated \$12500 of **Medical & Health Related Expenses** will be spent. Please indicate which account/department will cover this expense, and how much of the \$12500 per account/department.

Probation Fees Fund

\$

Total

\$

Medical & Health Related Expenses: Hospital Miscellaneous, Medical Miscellaneous, COVID-19 Testing, STD Testing, Medications/Prescriptions, Medical Supplies, Medical Waste Disposal, Gloves, Prescriptions

Please confirm that these two numbers match:

- \$12500 in How "Medical & Health Related Expenses" Will be Covered
- \$12500 in How "Medical & Health Related Expenses" Will be Covered



Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Psychological Testing & Evaluations: Psychological Evaluations, Psychological Testing, DVI Assessments, RANT Assessments, Risk Assessments

You indicated **\$25000** of **Psychological Testing & Evaluations** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$25000** per account/department.

Probation Fees Fund	\$	25000
Total	\$	25,000

Psychological Testing & Evaluations: Psychological Evaluations, Psychological Testing, DVI Assessments, RANT Assessments, Risk Assessments

Please confirm that these two numbers match:

- **\$25000** in How "**Psychological Testing & Evaluations**" Will be Covered
- **\$25000** in How "**Psychological Testing & Evaluations**" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

No

Polygraph Testing

You indicated **\$3000** of **Polygraph Testing** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$3000** per account/department.

Probation Fees Fund	\$	<input type="text" value="3000"/>
Total	\$	<input type="text" value="3,000"/>

Polygraph Testing

Please confirm that these two numbers match:

- **\$3000** in How "Polygraph Testing" Will be Covered
- **\$3000** in How "Polygraph Testing" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Transportation

You indicated **\$1000** of **Transportation** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$1000** per account/department.

Probation Fees Fund	\$	<input type="text" value="1000"/>
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Transportation

Please confirm that these two numbers match:

- \$1000 in How "Transportation" Will be Covered
- \$1000 in How "Transportation" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Other Services: Client Records, Client Birth Records, Appointment Text Reminders, Water Coolers, JRI (Household Needs)

You indicated \$4000 of **Other Services** will be spent. Please indicate which account/department will cover this expense, and how much of the \$4000 per account/department.

Probation Fees Fund

\$ 4000

Total

\$ 4,000

Other Services: Client Records, Client Birth Records, Appointment Text Reminders, Water Coolers, JRI (Household Needs)

Please confirm that these two numbers match:

- \$4000 in How "Other Services" Will be Covered
- \$4000 in How "Other Services" Will be Covered

the services and how this expense will be covered sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

How Expenses Are Covered | Department Operations

Auto Expenses: Car Communication Systems, Gas - Auto, Vehicle Lease, Vehicle Purchase, Oil Changes, Vehicle Maintenance, Auto Expenses

You indicated **\$37500** of **Auto Expenses** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$37500** per account/department.

Probation Fees Fund

\$ 37500

Total

\$ 37,500

Auto Expenses: Car Communication Systems, Gas - Auto, Vehicle Lease, Vehicle Purchase, Oil Changes, Vehicle Maintenance, Auto Expenses

Please confirm that these two numbers match:

- **\$37500** to be spent on **Auto Expenses**
- **\$37500** in **How "Auto Expenses" Will be Covered**

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Building Rent/Mortgage/Bond

You indicated \$1500 of **Building Rent/Mortgage/Bond** will be spent. Please indicate which account/department will cover this expense, and how much of the \$1500 per account/department.

Probation Fees Fund	\$	1500
Total	\$	1,500

Building Rent/Mortgage/Bond

Please confirm that these two numbers match:

- \$1500 will be spent on **Building Rent/Mortgage/Bond**
- \$1500 in **How "Building Rent/Mortgage/Bond" Expense Will be Covered**

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Technology Expenses: Computer Hardware, Software, Video Equipment, Security Computer & Video Equipment, Web-Cams, Record/File Storage

You indicated \$10000 of **Technology Expenses** will be spent. Please indicate which account/department will cover this expense, and how much of the \$10000 per account/department.

Probation Fees Fund	\$	10000
Total	\$	10,000

Technology Expenses: Computer Hardware, Software, Video Equipment, Security Computer & Video Equipment, Web-Cams, Record/File Storage

Please confirm that these two numbers match:

- **\$10000** will be spent on **Technology Expenses**
- **\$10000** in **How "Technology Expenses" Will be Covered**

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Memberships, Dues, Subscriptions: Dues, Memberships, Subscriptions

You indicated \$3400 of **Memberships, Dues, & Subscriptions** will be spent. Please indicate which account/department will cover this expense, and how much of the \$3400 per account/department.

Probation Fees Fund

\$ 3400

Total

\$ 3,400

Memberships, Dues, Subscriptions: Dues, Memberships, Subscriptions

Please confirm that these two numbers match:

- **\$3400** will be spent on **Memberships, Dues, Subscriptions**
- **\$3400** in **How "Memberships, Dues, Subscriptions" Expense Will be Covered**

Do the two numbers match? If they do **NOT** match, review the



sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Office Supplies: Chairs, Desks, Ink, Office Supplies, Microfilming, Office Copier/Printer/Scanner, Paper, Pens, Postage, Printing/Duplication, Publications, Printing, & Binding, Stamps, Hotspot/Wi-Fi Services, Notary Services, Advertising, Water-Coolers/Bottled, Ice maker, Printer Toner, Cell Phone Chargers, Job Posting/Hiring Ad

You indicated \$**8250** of **Office Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the \$**8250** per account/department.

Probation Fees Fund

\$ 8250

Total

\$ 8,250

Office Supplies: Chairs, Desks, Ink, Office Supplies, Microfilming, Office Copier/Printer/Scanner, Paper, Pens, Postage, Printing/Duplication, Publications, Printing, & Binding, Stamps, Hotspot/Wi-Fi Services, Notary Services, Advertising, Water-Coolers/Bottled, Ice maker, Printer Toner, Cell Phone Chargers, Job Posting/Hiring Ad

Please confirm that these two numbers match:

- \$**8250** will be spent on **Office Supplies**
- \$**8250** in **How "Office Supplies" Expense Will be Covered**

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

Safety Equipment: Firearm Ammunition, Firearms, Officer Safety Equipment, Oleoresin Capsicum: Pepper Spray, Police Radios, Vests, Conducted Energy Devices (CEDs)

You indicated \$1000 of **Officer Safety Equipment** will be spent. Please indicate which account/department will cover this expense, and how much of the \$1000 per account/department.

Probation Fees Fund

\$ 1000

Total

\$ 1,000

Safety Equipment: Firearm Ammunition, Firearms, Officer Safety Equipment, Oleoresin Capsicum: Pepper Spray, Police Radios, Vests, Conducted Energy Devices (CEDs)

Please confirm that these two numbers match:

- \$1000 in How "Safety Equipment" Expense Will be Covered
- \$1000 in How "Safety Equipment" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Officer Uniforms

You indicated \$500 of **Officer Uniforms** will be spent. Please indicate which account/department will cover this expense, and how much of the \$500 per account/department.

Probation Fees Fund

\$ 500

Total

\$ 500

Officer Uniforms

Please confirm that these two numbers match:

- \$500 in How "Officer Uniforms" Expense Will be Covered
- \$500 in How "Officer Uniforms" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Operation Service Contracts: Equipment Maintenance, Equipment Rentals, IT Support Contract, Office Copier/Printer/Scanner Maintenance, Office Copier/Printer/Scanner Lease

You indicated \$7500 of **Operation Service Contracts** will be spent. Please indicate which account/department will cover this expense, and how much of the \$7500 per account/department.

Probation Fees Fund

\$ 7500

Total

\$ 7,500

Operation Service Contracts: Equipment Maintenance, Equipment Rentals, IT Support Contract, Office Copier/Printer/Scanner Maintenance, Office Copier/Printer/Scanner Lease

Please confirm that these two numbers match:

- \$7500 in How "Operation Service Contracts" Expense Will be Covered
- \$7500 in How "Operation Service Contracts" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Applicant & Employee Psychological Testing/Evaluations

You indicated \$10000 of **Applicant & Employee Psychological Testing/Evaluations** will be spent. Please indicate which account/department will cover this expense, and how much of the \$10000 per account/department.

Probation Fees Fund

\$ 10000

Total

\$ 10,000

Applicant & Employee Psychological Testing/Evaluations

Please confirm that these two numbers match:

- \$10000 in How "Applicant & Employee Psychological Testing/Evaluations" Expense Will be Covered
- \$10000 in How "Applicant & Employee Psychological Testing/Evaluations" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made.

Yes

No

Work Release/Public/Community Service Supplies: Work Release

You indicated \$5000 of **Work Release/Public/Community Service Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the \$5000 per account/department.

Probation Fees Fund

\$ 5000

Total

\$ 5,000

Work Release/Public/Community Service Supplies: Work Release

Please confirm that these two numbers match:

- \$5000 in How "Work Release/Public/Community Service Supplies" Expense Will be Covered
- \$5000 in How "Work Release/Public/Community Service Supplies" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Training: Accommodation Reimbursements, Mileage, Per diem, Registration

You indicated \$16400 of Training will be spent. Please indicate which

per account/department.

Probation Fees Fund

\$ 16400

Total

\$ 16,400

Training: Accommodation Reimbursements, Mileage, Per diem, Registration

Please confirm that these two numbers match:

- \$16400 in How "Training" Expense Will be Covered
- \$16400 in How "Training" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Travel Expenses: Accommodation Reimbursements, Home Visits Mileage, Per Diem, Work Meetings Mileage

You indicated \$3650 of **Travel Expenses** will be spent. Please indicate which account/department will cover this expense, and how much of the \$3650 per account/department.

Probation Fees Fund

\$ 3650

Total

\$ 3,650

Travel Expenses: Accommodation Reimbursements, Home Visits Mileage, Per Diem, Work Meetings Mileage

- \$3650 in How "Travel Expenses" Expense Will be Covered
- \$3650 in How "Travel Expenses" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Utilities: Electric, Gas – Building, Phones – Cell, Phones – Landline, Water – Building, Waster Disposal & Recycling, Document Shredding, Destruction of Records Service, Medical Waster Disposal

You indicated \$750 of **Utilities** will be spent. Please indicate which account/department will cover this expense, and how much of the \$750 per account/department.

Probation Fees Fund

\$ 750

Total

\$ 750

Utilities: Electric, Gas – Building, Phones – Cell, Phones – Landline, Water – Building, Waste Disposal & Recycling, Document Shredding, Destruction of Records Service, Medical Waste Disposal

Please confirm that these two numbers match:

- \$750 in How "Utilities" Expense Will be Covered
- \$750 in How "Utilities" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made.

Yes

No

Capital Expense: Boilers, Improvements to Buildings, Kitchen Appliances, Roofs, Water Heaters

You indicated \$10000 of **Capital Expense** will be spent. Please indicate which account/department will cover this expense, and how much of the \$10000 per account/department.

Probation Fees Fund

\$ 10000

Total

\$ 10,000

Capital Expense: Boilers, Improvements to Buildings, Kitchen Appliances, Roofs, Water Heaters

Please confirm that these two numbers match:

- \$10000 in How "Capital Expense" Expense Will be Covered
- \$10000 in How "Capital Expense" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Other Expenditures

You indicated \$1500 of **Other Expenditures** will be spent. Please indicate which account/department will cover this expense, and how much of the

Probation Fees Fund

\$ 1500

Total

\$ 1,500

Other Expenditures

Please confirm that these two numbers match:

- \$1500 in How "Other Expenditures" Expense Will be Covered
- \$1500 in How "Other Expenditures" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Thank you, Director Siders, for submitting your CFY 2023 Probation and Court Services Financial Proposal data!

Upon completion of this data submission, the Qualtrics System will send you and the Annual Probation Plan an email providing notification of completion that will include a link where you can generate a PDF to print your responses. Upon receipt of this email, Missy Dean and your Field Coordinator will verify completion of all submission requirements and email you with any questions of concerns.

Thank You

Field Services Unit

We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

This survey requires a password.



Probation Services Fee Expenditure Proposal

Department Information

Reporting Year

(e.g., 2022, 2023)

First Name

LAST NAME

Siders

Work Email Address

ssiders@co.champaign.il.us

Organization Type

Probation

Circuit

6

Department

Champaign

Source of Funding

For your source of **FUNDING** for the Probation Fee Fund identify the following. **DO NOT ROUND.**

Balance at Start of Fiscal	\$	1997936
Funding/Income	\$	309700
IGA (Inter-Governmental Agreement) Revenue	\$	0
Other Receivables	\$	5000
Investment Interest and Miscellaneous Revenue	\$	
Total	\$	2,312,636

Department Operations & Personnel

Department Operations & Personnel

For CFY 2023 you reported a total of \$2312636 available for department spending. Please identify how much will be expended across each of the following for **DEPARTMENT FISCAL OPERATIONS** from the reported total dollar amount.

Bonuses	\$	0
Contingency	\$	0
Department Fringe Benefits - (FICA, Worker's Compensation, Unemployment, IMRF, Medical, Dental, and Life Insurance)	\$	0
Longevity	\$	0
Merit	\$	0
Overtime	\$	0
Personnel Payouts	\$	0
Reimbursements to Staff	\$	0
Salaries	\$	0
Salary Shortfall	\$	0
Tuition Reimbursement	\$	0
OTHER - Salary	\$	0
Total	\$	0

For CFY 2023 you reported a total of \$2312636 available for department spending. Please identify how much will be expended across each of the following for **DEPARTMENT OPERATIONS** from the reported total dollar amount.

Advertising	\$	0
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Applicant & Employee Psychological Testing/Evaluations	\$ 10000
Auto Expenses	\$ 1000
Boilers	\$ 0
Building Rent/Mortgage/Bond	\$ 1500
Capital Expenses	\$ 10000
Annual Contribution to Capital Asset Replacement Fund	\$ 10000
Car Communication Systems	\$ 0
Case Management System Development (e.g., implementing, building compliance with data requirements)	\$ 0
Case Management License (e.g., new software)	\$ 0
Case Management Services (e.g., maintaining)	\$ 0
Cell Phone Chargers	\$ 0
Chairs	\$ 1000
Computer Hardware (e.g., laptops, printers)	\$ 5000
Computer Software (e.g., MS Office, Adobe Suite, Video conferencing)	\$ 2500
Computer Video Equipment	\$ 2500
Conducted Energy Devices (CEDs)	\$ 0
COVID Expenses - (e.g., cleaning)	\$ 0
COVID Testing	\$ 0
Desks	\$ 1000
Destruction of Records Service	\$ 0
Document Shredding	\$ 0
Dues	\$ 0
Electric	\$ 0
Employee Drug	\$ 0

Testing	\$	0
Equipment Maintenance (identify type of "equipment")	\$	3500
Equipment Rentals	\$	4000
Firearm Ammunition	\$	1000
Firearms	\$	0
Gas - Auto	\$	0
Gas - Building	\$	0
Hotspot/Wi-Fi Services	\$	0
Icemaker	\$	0
Improvements to Buildings	\$	0
Ink	\$	0
IT Support Contract	\$	0
Job Posting/Hiring Ad	\$	0
Kitchen Appliances	\$	0
Laundry Services	\$	0
Laundry & Cleaning Supplies	\$	0
Maintenance/Cleaning Staff Salaries & Benefits	\$	0
Medical Waste Disposal	\$	0
Memberships (e.g., IPCSA)	\$	3400
Microfilming	\$	0
Notary Services	\$	0
Office Cleaning/Custodial Services	\$	0
Office Copier/Printer/Scanner	\$	0

Office Copier/Printer/Scanner Lease	\$ 0
Office Copier/Printer/Scanner Maintenance	\$ 0
Officer Safety Equipment	\$ 0
Office Supplies	\$ 500
Officer Uniforms	\$ 500
Oil changes	\$ 0
Oleoresin Capsicum: Pepper Spray	\$ 0
Operation Service Contracts	\$ 0
Paper	\$ 0
Pens	\$ 0
Phones - Cell	\$ 0
Phones - Landline	\$ 0
Police Radios	\$ 0
Postage	\$ 250
Printing/Duplication	\$ 500
Printer Toner	\$ 0
Property & Employee Liability Insurance	\$ 0
Public/Community Service Supplies	\$ 5000
Publications, Printing, & Binding	\$ 5000
Record/File Storage	\$ 0
Reimbursements to Other Probation Department(s)	\$ 0
Roofs	\$ 0
Security Computer & Video	

security Computer & video Equipment	\$ 0
Stamps	\$ 0
Subscriptions (e.g., journals, news papers)	\$ 0
Tracker Contract	\$ 0
Training - (accommodation reimbursements)	\$ 3400
Training - (mileage)	\$ 1000
Training - (per diem)	\$ 6000
Training - (registration)	\$ 6000
Travel Expenses - (accommodation reimbursements)	\$ 3400
Travel Expenses - (home visits mileage)	\$ 0
Travel Expenses - (per diem)	\$ 0
Travel Expenses - (work meetings mileage)	\$ 250
Utilities	\$ 250
Vehicle Lease	\$ 0
Vehicle Maintenance	\$ 0
Vehicle Purchase	\$ 36500
Vests	\$ 0
Waste Disposal & Recycling	\$ 500
Water - Building	\$ 0
Water - Coolers / Bottled	\$ 0
Water Heaters	\$ 0
Web-cams	\$ 0
Work Release	\$ 0
Other Operations	\$ 0

Other Expenditures	\$	1500
Employee Assistance Program		
Total	\$	116,950

Services

For CFY 2023 you reported a total of \$2312636 available for department spending. Please identify how much will be expended across each of the following for **CLIENT SERVICES** from the reported total dollar amount.

Alcohol Testing	\$	0
Alcohol Treatment	\$	0
ASL - Language	\$	0
Bus Fare / Tokens (Incentives)	\$	0
Bus Fare / Tokens - Non-Incentive	\$	1250
Cash (Incentives)	\$	0
Client Birth Records	\$	0
Client Records	\$	0
Cognitive Programming & Supplies	\$	32800
Cognitive Programming	\$	0
Cognitive Supplies	\$	0
Community Service Supervision Contract	\$	0
Contracted Services	\$	0
COVID-19 Testing	\$	0
Drug/Alcohol Testing	\$	25000

Drug/Alcohol Treatment	\$ 45000
Drug Testing	\$ 0
Drug Treatment	\$ 0
DVI Assessments	\$ 0
Educational Programs & Supplies	\$ 20000
Educational Programs	\$ 0
Educational Supplies	\$ 0
Electronic Monitoring/GPS	\$ 45700
Employment Services	\$ 15000
Food - Non-Incentive	\$ 10000
Food/Snacks/Candy (Incentives)	\$ 0
Foreign Language Interpreters	\$ 0
Foster Care Placement	\$ 0
Gloves - Medical	\$ 0
Good-time Credit (Incentives)	\$ 0
GPS Equipment	\$ 0
Graduation Ceremony	\$ 0
Group Counseling Services	\$ 0
Hospital Miscellaneous	\$ 0
Incentives	\$ 0
In County Detention	\$ 0
Individual Counseling Services	\$ 0
Individual & Group Counseling Services	\$ 21500
Inpatient Alcohol Treatment	\$ 0

Inpatient Drug Treatment	\$ 0
IPPC Sex Offender Contract	\$ 0
JSOP - Counseling	\$ 0
Language Access Services	\$ 25000
Legal Notice(s)	\$ 0
LexisNexis Contract	\$ 0
Medical Miscellaneous	\$ 0
Medications/Prescriptions	\$ 5000
Medical Supplies	\$ 5000
Medical Treatment	\$ 0
Medical Waste Disposal	\$ 2500
Movie Tickets (Incentives)	\$ 0
Other Detention Cost	\$ 0
Out of County Detention	\$ 0
Outpatient Alcohol Treatment	\$ 10000
Outpatient Drug Treatment	\$ 10000
Oxford Housing	\$ 0
Polygraph Testing	\$ 3000
Prescriptions	\$ 0
Project Stipends	\$ 0
Psychological Evaluations	\$ 0
Psychological Testing/Evaluations	\$ 25000

Psychological Testing	\$ 0
Psychological Treatment	\$ 0
Public/Community Service Supervision Contract	\$ 0
Public Service Supervision Contract	\$ 0
RANT Assessments	\$ 0
Redeploy Programming	\$ 0
Residential Facilities	\$ 0
Residential Placement	\$ 0
Risk Assessment	\$ 0
Salaries - (Contracted specific to client/resident services)	\$ 0
Shipping - Alc/Drug Tests	\$ 0
SNAP Contracts	\$ 0
STD Testing	\$ 0
Television (Incentives)	\$ 0
Text Message Appointment Reminders	\$ 1500
Track Phones (Incentives)	\$ 0
Track Phone Minutes (Incentives)	\$ 0
Transportation	\$ 1000
Treatment Services	\$ 0
Vaccines	\$ 0
Water Coolers / Water	\$ 0
Water Dyes - Alc/Drug Testing	\$ 0
Other Contracts	\$ 0

Other Services

\$ 2500

Emergency Housing

Total

\$ 306,750

"Other" Expenses

For CFY 2023 you reported a total of \$2312636 available for department spending. Please identify how much will be expended across each of the following for **"Other" Expenses*** from the reported total dollar amount

** Items which have not been already identified above and do not necessarily fall under client/resident services or department operations.*

Chief Judge

\$ 0

Juror Fees

\$ 0

Lawyer

\$ 0

Legal
Notice(s)

\$ 0

Statute
Updates

\$ 0

Security Services

\$ 0

Witness Fees

\$ 0

"Other" Expenses

\$ 0

Total

\$ 0

How Expenses Are Covered | Services

Cognitive Programming & Supplies: Cognitive Programming, Cognitive Supplies, Redeploy Programming

You indicated \$32800 of **Cognitive Programming & Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the \$32800 per account/department.

Probation Fees Fund	\$	32800
Total	\$	32,800

Cognitive Programming & Supplies: Cognitive Programming, Cognitive Supplies, Redeploy Programming

Please confirm that these two numbers match:

- \$32800 to be spent on **Cognitive Programming & Supplies**
- \$32800 in How "**Cognitive Programming & Supplies**" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Drug/Alcohol Testing: Alcohol Testing, Drug Testing, Water Dyes, Shipping

You indicated \$25000 of **Alcohol/Drug Testing** will be spent. Please indicate which account/department will cover this expense, and how much of the \$25000 per account/department.

Probation Fees Fund	\$	25000
Total	\$	25,000

Drug/Alcohol Testing: Alcohol Testing, Drug Testing, Water Dyes, Shipping

Please confirm that these two numbers match:

Please confirm that these two numbers match.

- \$25000 in How "Drug/Alcohol Testing" Will be Covered
- \$25000 in How "Drug/Alcohol Testing" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Alcohol/Drug Treatment: Drug Treatment, Alcohol Treatment, Inpatient Drug Treatment, Inpatient Alcohol Treatment, Outpatient Alcohol Treatment, Outpatient Drug Treatment, Oxford Housing

You indicated **\$65000** of **Alcohol/Drug Treatment** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$65000** per account/department.

Probation Fees Fund

\$ 65000

Total

\$ 65,000

Alcohol/Drug Treatment: Drug Treatment, Alcohol Treatment, Inpatient Drug Treatment, Inpatient Alcohol Treatment, Outpatient Alcohol Treatment, Outpatient Drug Treatment, Oxford Housing

Please confirm that these two numbers match:

- \$65000 in How "Drug/Alcohol Treatment" Will be Covered
- \$65000 in How "Drug/Alcohol Treatment" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

why they do not match.

Yes

No

Educational Programs & Supplies: Educational Programs, Educational Supplies

You indicated \$20000 of **Educational Programs & Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the \$20000 per account/department.

Probation Fees Fund	\$	20000
Total	\$	20,000

Educational Programs & Supplies: Educational Programs, Educational Supplies

Please confirm that these two numbers match:

- \$20000 in How "Educational Programs & Supplies" Will be Covered
- \$20000 in How "Educational Programs & Supplies" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Electronic Monitoring/GPS: GPS Equipment

You indicated \$45700 of **Electronic Monitoring & GPS Equipment** will be spent. Please indicate which account/department will cover this expense, and how much of the \$45700 per account/department

and how much of the \$45,700 per account/department.

Probation Fees Fund

\$ 45700

Total

\$ 45,700

Electronic Monitoring/GPS: GPS Equipment

Please confirm that these two numbers match:

- \$45700 in How "Electronic Monitoring/GPS" Will be Covered
- \$45700 in How "Electronic Monitoring/GPS" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Employment Services

You indicated \$15000 of **Employment Services** will be spent. Please indicate which account/department will cover this expense, and how much of the \$15000 per account/department.

Probation Fees Fund

\$ 15000

Total

\$ 15,000

Employment Services

Please confirm that these two numbers match:

- \$15000 in How "Employment Services" Will be Covered
- \$15000 in How "Employment Services" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Incentives: Bus Fare/Tokens, Food, Food/Snacks/Candy, Good-Time Credit, Movie Tickets, Television, Cash, Track Phones, Track Phone Minutes, Graduation Ceremony

You indicated **\$10000** of **Incentives** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$10000** per account/department.

Probation Fees Fund

\$ 10000

Total

\$ 10,000

Incentives: Bus Fare/Tokens, Food, Food/Snacks/Candy, Good-Time Credit, Movie Tickets, Television, Cash, Track Phones, Track Phone Minutes, Graduation Ceremony

Please confirm that these two numbers match:

- **\$10000 in How "Incentives" Will be Covered**
- **\$10000 in How "Incentives" Will be Covered**

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Group & Individual Counseling Services: Group Counseling Services, Individual Counseling Services, JSOP - Counseling

You indicated **\$21500** of **Group & Individual Counseling Services** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$21500** per account/department.

Probation Fees Fund

\$ 21500

Total

\$ 21,500

Group & Individual Counseling Services: Group Counseling Services, Individual Counseling Services, JSOP - Counseling

Please confirm that these two numbers match:

- **\$21500** in How "Group & Individual Counseling Services" Will be Covered
- **\$21500** in How "Group & Individual Counseling Services" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Language Access Services: ASL - Language, Foreign Language Interpreters

You indicated **\$25000** of **Language Access Services** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$25000** per account/department.

Probation Fees Fund

\$ 25000

\$ 25,000

Total

25,000

Language Access Services: ASL – Language, Foreign Language Interpreters

Please confirm that these two numbers match:

- \$25000 in How "Language Access Services" Will be Covered
- \$25000 in How "Language Access Services" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Medical & Health Related Expenses: Hospital Miscellaneous, Medical Miscellaneous, COVID-19 Testing, STD Testing, Medications/Prescriptions, Medical Supplies, Medical Waste Disposal, Gloves, Prescriptions

You indicated \$12500 of **Medical & Health Related Expenses** will be spent. Please indicate which account/department will cover this expense, and how much of the \$12500 per account/department.

Probation Fees Fund

\$ 12500

Total

\$ 12,500

Medical & Health Related Expenses: Hospital Miscellaneous, Medical Miscellaneous, COVID-19 Testing, STD Testing, Medications/Prescriptions, Medical Supplies, Medical Waste Disposal, Gloves, Prescriptions

Please confirm that these two numbers match:

- \$12500 in How "Medical & Health Related Expenses" Will be Covered
- \$12500 in How "Medical & Health Related Expenses" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Psychological Testing & Evaluations: Psychological Evaluations, Psychological Testing, DVI Assessments, RANT Assessments, Risk Assessments

You indicated **\$25000** of **Psychological Testing & Evaluations** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$25000** per account/department.

Probation Fees Fund

\$ 25000

Total

\$ 25,000

Psychological Testing & Evaluations: Psychological Evaluations, Psychological Testing, DVI Assessments, RANT Assessments, Risk Assessments

Please confirm that these two numbers match:

- **\$25000** in How "**Psychological Testing & Evaluations**" Will be Covered
- **\$25000** in How "**Psychological Testing & Evaluations**" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Polygraph Testing

You indicated **\$3000** of **Polygraph Testing** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$3000** per account/department.

Probation Fees Fund

\$ 3000

Total

\$ 3,000

Polygraph Testing

Please confirm that these two numbers match:

- **\$3000** in How "Polygraph Testing" Will be Covered
- **\$3000** in How "Polygraph Testing" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Transportation

You indicated **\$1000** of **Transportation** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$1000** per account/department.

Probation Fees Fund

\$ 1000

Total

\$ 1,000

Transportation

Please confirm that these two numbers match:

- \$1000 in How "Transportation" Will be Covered
- \$1000 in How "Transportation" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Other Services: Client Records, Client Birth Records, Appointment Text Reminders, Water Coolers, JRI (Household Needs)

You indicated \$4000 of **Other Services** will be spent. Please indicate which account/department will cover this expense, and how much of the \$4000 per account/department.

Probation Fees Fund

\$ 4000

Total

\$ 4,000

Other Services: Client Records, Client Birth Records, Appointment Text Reminders, Water Coolers, JRI (Household Needs)

Please confirm that these two numbers match:

- \$4000 in How "Other Services" Will be Covered
- \$4000 in How "Other Services" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review

the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

How Expenses Are Covered | Department Operations

Auto Expenses: Car Communication Systems, Gas - Auto, Vehicle Lease, Vehicle Purchase, Oil Changes, Vehicle Maintenance, Auto Expenses

You indicated \$37500 of **Auto Expenses** will be spent. Please indicate which account/department will cover this expense, and how much of the \$37500 per account/department.

Probation Fees Fund

\$ 37500

Total

\$ 37,500

Auto Expenses: Car Communication Systems, Gas - Auto, Vehicle Lease, Vehicle Purchase, Oil Changes, Vehicle Maintenance, Auto Expenses

Please confirm that these two numbers match:

- \$37500 to be spent on **Auto Expenses**
- \$37500 in **How "Auto Expenses" Will be Covered**

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Building Rent/Mortgage/Bond

You indicated \$1500 of **Building Rent/Mortgage/Bond** will be spent. Please indicate which account/department will cover this expense, and how much of the \$1500 per account/department.

Probation Fees Fund	\$	1500
Total	\$	1,500

Building Rent/Mortgage/Bond

Please confirm that these two numbers match:

- \$1500 will be spent on **Building Rent/Mortgage/Bond**
- \$1500 in **How "Building Rent/Mortgage/Bond" Expense Will be Covered**

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Technology Expenses: Computer Hardware, Software, Video Equipment, Security Computer & Video Equipment, Web-Cams, Record/File Storage

You indicated \$10000 of **Technology Expenses** will be spent. Please indicate which account/department will cover this expense, and how much of the \$10000 per account/department.

Probation Fees Fund	\$	10000
Total	\$	10,000

Technology Expenses: Computer Hardware, Software, Video Equipment, Security Computer & Video Equipment, Web-Cams, Record/File Storage

Please confirm that these two numbers match:

- **\$10000** will be spent on **Technology Expenses**
- **\$10000** in How **"Technology Expenses"** Will be Covered

Do the two numbers match? If they do **NOT** match, review the **"Department Operations"** and **"How This Expense Will be Covered"** sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Memberships, Dues, Subscriptions: Dues, Memberships, Subscriptions

You indicated \$3400 of **Memberships, Dues, & Subscriptions** will be spent. Please indicate which account/department will cover this expense, and how much of the \$3400 per account/department.

Probation Fees Fund

\$

Total

\$

Memberships, Dues, Subscriptions: Dues, Memberships, Subscriptions

Please confirm that these two numbers match:

- **\$3400** will be spent on **Memberships, Dues, Subscriptions**
- **\$3400** in How **"Memberships, Dues, Subscriptions"** Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the **"Department Operations"** and **"How This Expense Will be Covered"**

Department Operations and how this expense will be covered sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

- Yes
 No

Office Supplies: Chairs, Desks, Ink, Office Supplies, Microfilming, Office Copier/Printer/Scanner, Paper, Pens, Postage, Printing/Duplication, Publications, Printing, & Binding, Stamps, Hotspot/Wi-Fi Services, Notary Services, Advertising, Water-Coolers/Bottled, Icemaker, Printer Toner, Cell Phone Chargers, Job Posting/Hiring Ad

You indicated **\$8250** of **Office Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$8250** per account/department.

Probation Fees Fund	\$	8250
Total	\$	8,250

Office Supplies: Chairs, Desks, Ink, Office Supplies, Microfilming, Office Copier/Printer/Scanner, Paper, Pens, Postage, Printing/Duplication, Publications, Printing, & Binding, Stamps, Hotspot/Wi-Fi Services, Notary Services, Advertising, Water-Coolers/Bottled, Icemaker, Printer Toner, Cell Phone Chargers, Job Posting/Hiring Ad

Please confirm that these two numbers match:

- **\$8250** will be spent on **Office Supplies**
- **\$8250** in How "**Office Supplies**" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "**Department Operations**" and "**How This Expense Will be Covered**" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

- Yes
 No



No

Safety Equipment: Firearm Ammunition, Firearms, Officer Safety Equipment, Oleoresin Capsicum: Pepper Spray, Police Radios, Vests, Conducted Energy Devices (CEDs)

You indicated **\$1000** of **Officer Safety Equipment** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$1000** per account/department.

Probation Fees Fund

\$ 1000

Total

\$ 1,000

Safety Equipment: Firearm Ammunition, Firearms, Officer Safety Equipment, Oleoresin Capsicum: Pepper Spray, Police Radios, Vests, Conducted Energy Devices (CEDs)

Please confirm that these two numbers match:

- **\$1000 in How "Safety Equipment" Expense Will be Covered**
- **\$1000 in How "Safety Equipment" Expense Will be Covered**

Do the two numbers match? If they do **NOT** match, review the "**Department Operations**" and "**How This Expense Will be Covered**" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Officer Uniforms

You indicated **\$500** of **Officer Uniforms** will be spent. Please indicate which account/department will cover this expense, and how much of the **\$500** per account/department.

Probation Fees Fund

\$ 500

Total

\$ 500

Officer Uniforms

Please confirm that these two numbers match:

- \$500 in How "Officer Uniforms" Expense Will be Covered
- \$500 in How "Officer Uniforms" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Operation Service Contracts: Equipment Maintenance, Equipment Rentals, IT Support Contract, Office Copier/Printer/Scanner Maintenance, Office Copier/Printer/Scanner Lease

You indicated \$7500 of **Operation Service Contracts** will be spent. Please indicate which account/department will cover this expense, and how much of the \$7500 per account/department.

Probation Fees Fund

\$ 7500

Total

\$ 7,500

Operation Service Contracts: Equipment Maintenance, Equipment Rentals, IT Support Contract, Office Copier/Printer/Scanner Maintenance, Office Copier/Printer/Scanner Lease

Please confirm that these two numbers match:

- \$7500 in How "Operation Service Contracts" Expense Will be Covered
- \$7500 in How "Operation Service Contracts" Expense Will be Covered

Do the two numbers match? If they do NOT match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Applicant & Employee Psychological Testing/Evaluations

You indicated \$10000 of Applicant & Employee Psychological Testing/Evaluations will be spent. Please indicate which account/department will cover this expense, and how much of the \$10000 per account/department.

Probation Fees Fund

\$ 10000

Total

\$ 10,000

Applicant & Employee Psychological Testing/Evaluations

Please confirm that these two numbers match:

- \$10000 in How "Applicant & Employee Psychological Testing/Evaluations" Expense Will be Covered
- \$10000 in How "Applicant & Employee Psychological Testing/Evaluations" Expense Will be Covered

Do the two numbers match? If they do NOT match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made.

Otherwise, explain why they do not match.

Yes

No

Work Release/Public/Community Service Supplies: Work Release

You indicated \$5000 of **Work Release/Public/Community Service Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the \$5000 per account/department.

Probation Fees Fund

\$ 5000

Total

\$ 5,000

Work Release/Public/Community Service Supplies: Work Release

Please confirm that these two numbers match:

- \$5000 in How "Work Release/Public/Community Service Supplies" Expense Will be Covered
- \$5000 in How "Work Release/Public/Community Service Supplies" Expense Will be Covered

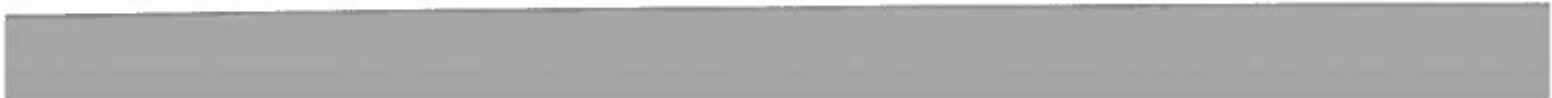
Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Training: Accommodation Reimbursements, Mileage, Per diem, Registration

You indicated \$16400 of **Training** will be spent. Please indicate which



account/department will cover this expense, and how much of the \$16400 per account/department.

Probation Fees Fund	\$	16400
Total	\$	16,400

Training: Accommodation Reimbursements, Mileage, Per diem, Registration

Please confirm that these two numbers match:

- \$16400 in How "Training" Expense Will be Covered
- \$16400 in How "Training" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Travel Expenses: Accommodation Reimbursements, Home Visits Mileage, Per Diem, Work Meetings Mileage

You indicated \$3650 of Travel Expenses will be spent. Please indicate which account/department will cover this expense, and how much of the \$3650 per account/department.

Probation Fees Fund	\$	3650
Total	\$	3,650

Travel Expenses: Accommodation Reimbursements, Home Visits Mileage, Per Diem, Work Meetings Mileage

Please confirm that these two numbers match:

- \$3650 in How "Travel Expenses" Expense Will be Covered
- \$3650 in How "Travel Expenses" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Utilities: Electric, Gas - Building, Phones - Cell, Phones - Landline, Water - Building, Waster Disposal & Recycling, Document Shredding, Destruction of Records Service, Medical Waster Disposal

You indicated \$750 of **Utilities** will be spent. Please indicate which account/department will cover this expense, and how much of the \$750 per account/department.

Probation Fees Fund

\$

Total

\$

Utilities: Electric, Gas - Building, Phones - Cell, Phones - Landline, Water - Building, Waste Disposal & Recycling, Document Shredding, Destruction of Records Service, Medical Waste Disposal

Please confirm that these two numbers match:

- \$750 in How "Utilities" Expense Will be Covered
- \$750 in How "Utilities" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made.



Otherwise, explain why they do not match.

Yes

No

Capital Expense: Boilers, Improvements to Buildings, Kitchen Appliances, Roofs, Water Heaters

You indicated \$10000 of **Capital Expense** will be spent. Please indicate which account/department will cover this expense, and how much of the \$10000 per account/department.

Probation Fees Fund

\$ 10000

Total

\$ 10,000

Capital Expense: Boilers, Improvements to Buildings, Kitchen Appliances, Roofs, Water Heaters

Please confirm that these two numbers match:

- \$10000 in How "Capital Expense" Expense Will be Covered
- \$10000 in How "Capital Expense" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Other Expenditures

You indicated \$1500 of **Other Expenditures** will be spent. Please indicate which account/department will cover this expense, and how much of the

\$1500 per account/department.

Probation Fees Fund

\$ 1500

Total

\$ 1,500

Other Expenditures

Please confirm that these two numbers match:

- \$1500 in How "Other Expenditures" Expense Will be Covered
- \$1500 in How "Other Expenditures" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Thank you, Director Siders, for submitting your CFY 2023 Probation and Court Services Financial Proposal data!

Upon completion of this data submission, the Qualtrics System will send you and the Annual Probation Plan an email providing notification of completion that will include a link where you can generate a PDF to print your responses. Upon receipt of this email, Missy Dean and your Field Coordinator will verify completion of all submission requirements and email you with any questions of concerns.

Thank You
Field Services Unit

We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

This survey requires a password.

.....



Probation Services Fee Expenditure Proposal

Department Information

Reporting Year

(e.g., 2022, 2023)

2023

First Name

Shannon

Siders

Work Email Address

ssiders@co.champaign.il.us

Organization Type

Problem Solving Court

Circuit

6

Department

Champaign

PSC Information

Population Served

- Adult**
- Juvenile
- Both

Court Type

- Drug**
- Juvenile
- Mental Health
- Veteran
- Hybrid &

Multiple (Only choose this option if you cannot break down finances between court)

Court Name

(Only use "Add Additional Court" button if selecting Multiple Courts in previous question)

Add Additional Court

Indicate Court Name

Court 1

Source of Funding

For your source of **FUNDING** for the **Probation Fee Fund** identify the following. **DO NOT ROUND.**

Balance at Start of Fiscal	\$	<input type="text" value="0"/>
Funding/Income	\$	<input type="text" value="50300"/>
IGA (Inter-Governmental Agreement) Revenue	\$	<input type="text" value="0"/>
Other Receivables	\$	<input type="text" value="0"/>
		<input type="text"/>
Total	\$	<input type="text" value="50,300"/>

Department Operations & Personnel

For CFY 2023 you reported a total of \$50300 available for department spending. Please identify how much will be expended across each of the following for **DEPARTMENT FISCAL OPERATIONS** from the reported total dollar amount.

Contingency	\$	0
Department Fringe Benefits - (FICA, Worker's Compensation, Unemployment, IMRF, Medical, Dental, and Life Insurance)	\$	0
Longevity	\$	0
Merit	\$	0
Overtime	\$	0
Personnel Payouts	\$	0
Reimbursements to Staff	\$	0
Salaries	\$	0
Salary Shortfall	\$	0
Tuition Reimbursement	\$	0
OTHER - Salary	\$	0
Total		\$ 0

For CFY 2023 you reported a total of \$50300 available for department spending. Please identify how much will be expended across each of the following for **DEPARTMENT OPERATIONS** from the reported total dollar amount.

Advertising	\$	0
Applicant & Employee Psychological Testing/Evaluations	\$	0
Auto Expenses	\$	0
Boilers	\$	0
Building Rent/Mortgage/Bond	\$	0
Capital Expenses	\$	0
Car Communication		

Case Management System Development (e.g., implementing, building compliance with data requirements)	\$	0
Case Management License (e.g., new software)	\$	0
Case Management Services (e.g., maintaining)	\$	0
Cell Phone Chargers	\$	0
Chairs	\$	0
Computer Hardware (e.g., laptops, printers)	\$	0
Computer Software (e.g., MS Office, Adobe Suite, Video conferencing)	\$	0
Computer Video Equipment	\$	0
Conducted Energy Devices (CEDs)	\$	0
COVID Expenses - (e.g., cleaning)	\$	0
COVID Testing	\$	0
Desks	\$	0
Destruction of Records Service	\$	0
Document Shredding	\$	0
Dues	\$	0
Electric	\$	0
Employee Drug Testing	\$	0
Equipment Maintenance (identify type of "equipment")	\$	0
<hr/>		
Equipment Rentals	\$	0
Firearm Ammunition	\$	0
Firearms	\$	0
Gas - Auto	\$	0

Gas - Building	\$	0
Hotspot/Wi-Fi Services	\$	0
Icemaker	\$	0
Improvements to Buildings	\$	0
Ink	\$	0
IT Support Contract	\$	0
Job Posting/Hiring Ad	\$	0
Kitchen Appliances	\$	0
Laundry Services	\$	0
Laundry & Cleaning Supplies	\$	0
Maintenance/Cleaning Staff Salaries & Benefits	\$	0
Medical Waste Disposal	\$	0
Memberships (e.g., IPCSA)	\$	100
Microfilming	\$	0
Notary Services	\$	0
Office Cleaning/Custodial Services	\$	0
Office Copier/Printer/Scanner	\$	0
Office Copier/Printer/Scanner Lease	\$	0
Office Copier/Printer/Scanner Maintenance	\$	0
Officer Safety Equipment	\$	0
Office Supplies	\$	0
Officer Uniforms	\$	0



Oleoresin Capsicum: Pepper Spray	\$ 0
Operation Service Contracts	\$ 0
Paper	\$ 0
Pens	\$ 0
Phones - Cell	\$ 0
Phones - Landline	\$ 0
Police Radios	\$ 0
Postage	\$ 0
Printing/Duplication	\$ 0
Printer Toner	\$ 0
Property & Employee Liability Insurance	\$ 0
Public/Community Service Supplies	\$ 0
Publications, Printing, & Binding	\$ 0
Record/File Storage	\$ 0
Reimbursements to Other Probation Department(s)	\$ 0
<hr/>	
Roofs	\$ 0
Security Computer & Video Equipment	\$ 0
Stamps	\$ 0
Subscriptions (e.g., journals, news papers)	\$ 0
Tracker Contract	\$ 0
Training - (accommodation reimbursements)	\$ 2600
Training - (mileage)	\$ 0

Training - (registration)	\$ 2600
Travel Expenses - (accommodation reimbursements)	\$ 0
Travel Expenses - (home visits mileage)	\$ 0
Travel Expenses - (per diem)	\$ 0
Travel Expenses - (work meetings mileage)	\$ 0
Utilities	\$ 0
Vehicle Lease	\$ 0
Vehicle Maintenance	\$ 0
Vehicle Purchase	\$ 0
Vests	\$ 0
Waste Disposal & Recycling	\$ 0
Water - Building	\$ 0
Water - Coolers / Bottled	\$ 0
Water Heaters	\$ 0
Web-cams	\$ 0
Work Release	\$ 0
Other Operations	\$ 0
Other Expenditures	\$ 0
Total	\$ 5,300

Services

spending. Please identify how much will be expended across each of the following for **CLIENT SERVICES** from the reported total dollar amount.

Alcohol Testing	\$	0
Alcohol Treatment	\$	0
ASL - Language	\$	0
Bus Fare / Tokens (Incentives)	\$	0
Bus Fare / Tokens - Non-Incentive	\$	0
Cash (Incentives)	\$	0
Client Birth Records	\$	0
Client Records	\$	0
Cognitive Programming & Supplies	\$	12200
Cognitive Programming	\$	0
Cognitive Supplies	\$	0
Community Service Supervision Contract	\$	0
Contracted Services	\$	0
COVID-19 Testing	\$	0
Drug/Alcohol Testing	\$	25000
Drug/Alcohol Treatment	\$	0
Drug Testing	\$	0
Drug Treatment	\$	0
DVI Assessments	\$	0
Educational Programs & Supplies	\$	0
Educational Programs	\$	0

Electronic Monitoring/GPS	\$ 0
Employment Services	\$ 0
Food - Non-Incentive	\$ 0
Food/Snacks/Candy (Incentives)	\$ 0
Foreign Language Interpreters	\$ 0
Foster Care Placement	\$ 0
Gloves - Medical	\$ 0
Good-time Credit (Incentives)	\$ 0
GPS Equipment	\$ 4300
Graduation Ceremony	\$ 0
Group Counseling Services	\$ 0
Hospital Miscellaneous	\$ 0
Incentives	\$ 0
In County Detention	\$ 0
Individual Counseling Services	\$ 0
Individual & Group Counseling Services	\$ 3500
Inpatient Alcohol Treatment	\$ 0
Inpatient Drug Treatment	\$ 0
IPPC Sex Offender Contract	\$ 0
JSOP - Counseling	\$ 0
Language Access Services	\$ 0
Legal Notice(s)	\$ 0
LexisNexis Contract	\$ 0

Medical Miscellaneous

\$

Medications/Prescriptions

\$

Medical Supplies

\$

Medical Treatment

\$

Medical Waste Disposal

\$

Movie Tickets (Incentives)

\$

Other Detention
Cost

\$

Out of County
Detention

\$

Outpatient Alcohol
Treatment

\$

Outpatient Drug Treatment

\$

Oxford Housing

\$

Polygraph
Testing

\$

Prescriptions

\$

Project
Stipends

\$

Psychological
Evaluations

\$

Psychological Testing/Evaluations

\$

Psychological
Testing

\$

Psychological Treatment

\$

Public/Community Service Supervision
Contract

\$

Public Service Supervision
Contract

\$

RANT Assessments

\$

Redeploy Programming

\$

Residential Placement	\$	0
Risk Assessment	\$	0
Salaries - (Contracted specific to client/resident services)	\$	0
Shipping - Alc/Drug Tests	\$	0
SNAP Contracts	\$	0
STD Testing	\$	0
Television (Incentives)	\$	0
Text Message Appointment Reminders	\$	0
Track Phones (Incentives)	\$	0
Track Phone Minutes (Incentives)	\$	0
Transportation	\$	0
Treatment Services	\$	0
Vaccines	\$	0
Water Coolers / Water	\$	0
Water Dyes - Alc/Drug Testing	\$	0
Other Contracts	\$	0
Other Services	\$	0
Total	\$	45,000

"Other" Expenses

For CFY 2023 you reported a total of \$50300 available for department spending. Please identify how much will be expended across each of the

* Items which have not been already identified above and do not necessarily fall under client/resident services or department operations.

Chief Judge	\$	0
Juror Fees	\$	0
Lawyer	\$	0
Legal Notice(s)	\$	0
Statute Updates	\$	0
Security Services	\$	0
Witness Fees	\$	0
"Other" Expenses	\$	0
Total	\$	0

How Expenses Are Covered | Services

Cognitive Programming & Supplies: Cognitive Programming, Cognitive Supplies, Redeploy Programming

You indicated \$12200 of **Cognitive Programming & Supplies** will be spent. Please indicate which account/department will cover this expense, and how much of the \$12200 per account/department.

Probation Fees Fund	\$	12200
Total	\$	12,200

Cognitive Programming & Supplies: Cognitive Programming, Cognitive Supplies, Redeploy Programming

Please confirm that these two numbers match.

- \$12200 to be spent on **Cognitive Programming & Supplies**
- \$12200 in How "**Cognitive Programming & Supplies**" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Drug/Alcohol Testing: Alcohol Testing, Drug Testing, Water Dyes, Shipping

You indicated \$25000 of **Alcohol/Drug Testing** will be spent. Please indicate which account/department will cover this expense, and how much of the \$25000 per account/department.

Probation Fees Fund

\$ 25000

Total

\$ 25,000

Drug/Alcohol Testing: Alcohol Testing, Drug Testing, Water Dyes, Shipping

Please confirm that these two numbers match:

- \$25000 in How "**Drug/Alcohol Testing**" Will be Covered
- \$25000 in How "**Drug/Alcohol Testing**" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Electronic Monitoring/GPS: GPS Equipment

You indicated \$4300 of **Electronic Monitoring & GPS Equipment** will be spent. Please indicate which account/department will cover this expense, and how much of the \$4300 per account/department.

Probation Fees Fund

\$ 4300

Total

\$ 4,300

Electronic Monitoring/GPS: GPS Equipment

Please confirm that these two numbers match:

- \$4300 in How "Electronic Monitoring/GPS" Will be Covered
- \$4300 in How "Electronic Monitoring/GPS" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Group & Individual Counseling Services: Group Counseling Services, Individual Counseling Services, JSOP - Counseling

You indicated \$3500 of **Group & Individual Counseling Services** will be spent. Please indicate which account/department will cover this expense, and how much of the \$3500 per account/department.

Probation Fees Fund

\$ 3500

Total

\$ 3,500

Group & Individual Counseling Services: Group Counseling Services, Individual Counseling Services, JSOP – Counseling

Please confirm that these two numbers match:

- **\$3500** in How "Group & Individual Counseling Services" Will be Covered
- **\$3500** in How "Group & Individual Counseling Services" Will be Covered

Do the two numbers match? If these two numbers do **NOT** match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

How Expenses Are Covered | Department Operations

Memberships, Dues, Subscriptions: Dues, Memberships, Subscriptions

You indicated \$100 of **Memberships, Dues, & Subscriptions** will be spent. Please indicate which account/department will cover this expense, and how much of the \$100 per account/department.

Probation Fees Fund

\$ 100

Total

\$ 100

Memberships, Dues, Subscriptions: Dues, Memberships, Subscriptions

Please confirm that these two numbers match:

- **\$100** will be spent on **Memberships, Dues, Subscriptions**

Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Training: Accommodation Reimbursements, Mileage, Per diem, Registration

You indicated \$5200 of **Training** will be spent. Please indicate which account/department will cover this expense, and how much of the \$5200 per account/department.

Probation Fees Fund

\$ 5200

Total

\$ 5,200

Training: Accommodation Reimbursements, Mileage, Per diem, Registration

Please confirm that these two numbers match:

- \$5200 in How "Training" Expense Will be Covered
- \$5200 in How "Training" Expense Will be Covered

Do the two numbers match? If they do **NOT** match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

No

Thank you, Director Siders, for submitting your CFY 2023 Probation and Court Services Financial Proposal data!

Upon completion of this data submission, the Qualtrics System will send you and the Annual Probation Plan an email providing notification of completion that will include a link where you can generate a PDF to print your responses. Upon receipt of this email, Missy Dean and your Field Coordinator will verify completion of all submission requirements and email you with any questions of concerns.

Thank You
Field Services Unit

Powered by Qualtrics 

Probation and Court Services Financial Proposal

annualprobationplan@illinoiscourts.gov <AOICPSD_reporting@illinoiscourts.gov>

Fri 2/10/2023 1:49 PM

To: Shannon Siders <:ssiders@co.champaign.il.us>

CAUTION: External email, be careful when opening.

Thank you, **Director Siders**, for submitting your CFY **2023** CFY Probation and Court Services Financial Proposal for the Annual Plan. Below are your responses. Someone may follow-up with you if questions arise.

Thank You
Annual Probation Plan Administrator(s)

Recipient Data:

Time Finished: 2023-02-10 12:48:54 MST

IP: 209.174.185.101

ResponseID: R_pnRIHRu78eZbTe9

Link to View Results: [Click Here](#)

URL to View Results: <https://aoic.gov1.qualtrics.com/apps/single-response-reports/reports/Eq11rUUij3KCJ9hU9K4ZVRAHE6WHCP9DY37bgX0vomfZuVPXmRhFx6kTb2xmECfOQiXaN0qMO9FdShcZSluXBEsH%2EyoJ2Jtk%2ECvwZjUZQMO2nY9vM1iuj3hbTs1jPV3w8pbKu%2Egllqgdm25uHDX4MsYOOls4snAu5SE566gTqPeZOd9YlxyW8m5ZDL0%2EX9xOe3gqRLaT0GAZhMsgNIP3Z0pjHDdhcyuxo3FICovr1P3j-xLYvtgTfCSMqCn1K%2EGH13Cc2zJdKLcVzNn0eSRI1cbaleLThJ8k94ec6nlstU>

Response Summary:

Reporting Year (e.g., 2022, 2023)
2023

First Name
Shannon

Last Name
Siders

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

Organization Type
Problem Solving Court

Circuit

6

Department
Champaign

Population Served
Adult

Court Type
Drug

Court Name (Only use "Add Additional Court" button if selecting Multiple Courts in previous question)

For your source of FUNDING for the Probation Fee Fund identify the following. DO NOT ROUND.

Balance at Start of Fiscal 0
Funding/Income 50300
IGA (Inter-Governmental Agreement) Revenue 0
Other Receivables 0 --

For CFY 2023 you reported a total of \$50300 available for department spending. Please identify how much will be expended across each of the following for DEPARTMENT FISCAL OPERATIONS from the reported total dollar amount.

Overtime 0
Department Fringe Benefits - (FICA, Worker's Compensation, Unemployment, IMRF, Medical, Dental, and Life Insurance) 0
OTHER - Salary 0 --
Personnel Payouts 0
Salary Shortfall 0
Contingency 0
Bonuses 0
Longevity 0
Salaries 0
Tuition Reimbursement 0
Reimbursements to Staff 0
Merit 0

For CFY 2023 you reported a total of \$50300 available for department spending. Please identify how much will be expended across each of the following for DEPARTMENT OPERATIONS from the reported total dollar amount.

Advertising 0
Applicant & Employee Psychological Testing/Evaluations 0
Auto Expenses 0
Boilers 0
Building Rent/Mortgage/Bond 0
Capital Expenses 0 --
Car Communication Systems 0
Case Management System Development (e.g., implementing, building compliance with data requirements) 0
Chairs 0

Computer Hardware (e.g., laptops, printers) 0
Computer Software (e.g., MS Office, Adobe Suite, Video conferencing) 0
Computer Video Equipment 0
Conducted Energy Devices (CEDs) 0
COVID Testing 0
Desks 0
Dues 0
Electric 0
Employee Drug Testing 0
Equipment Maintenance (identify type of "equipment") 0 --
Equipment Rentals 0
Firearm Ammunition 0
Firearms 0
Gas - Auto 0
Gas - Building 0
Hotspot/Wi-Fi Services 0
Improvements to Buildings 0
Ink 0
Kitchen Appliances 0
Laundry Services 0
Memberships (e.g., IPCSA) 100
Microfilming 0
Notary Services 0
Office Cleaning/Custodial Services 0
Office Copier/Printer/Scanner 0
Office Copier/Printer/Scanner Maintenance 0
Officer Safety Equipment 0
Office Supplies 0
Officer Uniforms 0
Oleoresin Capsicum: Pepper Spray 0
Oil changes 0
Operation Service Contracts 0
Paper 0
Pens 0
Phones - Cell 0
Phones - Landline 0
Police Radios 0
Postage 0
Printing/Duplication 0
Public/Community Service Supplies 0
Publications, Printing, & Binding 0
Roofs 0
Security Computer & Video Equipment 0
Stamps 0
Subscriptions (e.g., journals, news papers) 0
Training - (accommodation reimbursements) 2600
Training - (mileage) 0
Training - (per diem) 0
Training - (registration) 2600

Travel Expenses - (accommodation reimbursements) 0
 Travel Expenses - (home visits mileage) 0
 Travel Expenses - (per diem) 0
 Travel Expenses - (work meetings mileage) 0
 Utilities 0
 Vehicle Lease 0
 Vehicle Purchase 0
 Vests 0
 Waste Disposal & Recycling 0
 Water - Building 0
 Water - Coolers / Bottled 0
 Water Heaters 0
 Web-cams 0
 Other Expenditures 0 --
 Vehicle Maintenance 0
 Icemaker 0
 Document Shredding 0
 Office Copier/Printer/Scanner Lease 0
 Printer Toner 0
 Destruction of Records Service 0
 COVID Expenses - (e.g., cleaning) 0
 Record/File Storage 0
 Cell Phone Chargers 0
 Medical Waste Disposal 0
 Tracker Contract 0
 IT Support Contract 0
 Job Posting/Hiring Ad 0
 Maintenance/Cleaning Staff Salaries & Benefits 0
 Reimbursements to Other Probation Department(s) 0 --
 Case Management License (e.g., new software) 0
 Case Management Services (e.g., maintaining) 0
 Laundry & Cleaning Supplies 0
 Work Release 0
 Other Operations 0 --
 Property & Employee Liability Insurance 0

For CFY 2023 you reported a total of \$50300 available for department spending. Please identify how much will be expended across each of the following for CLIENT SERVICES from the reported total dollar amount.

Bus Fare / Tokens (Incentives) 0
 Cognitive Programming & Supplies 12200
 Cognitive Programming 0
 Cognitive Supplies 0
 Contracted Services 0
 Client Birth Records 0
 Drug/Alcohol Testing 25000
 Drug/Alcohol Treatment 0
 DVI Assessments 0
 Educational Programs & Supplies 0

Electronic Monitoring/GPS 0
Employment Services 0
Incentives 0
In County Detention 0
Individual & Group Counseling Services 3500
Language Access Services 0
Medical Treatment 0
Other Detention Cost 0
Other Contracts 0 --
Out of County Detention 0
Psychological Testing/Evaluations 0
Public/Community Service Supervision Contract 0
Polygraph Testing 0
Psychological Treatment 0
RANT Assessments 0
Residential Placement 0
Text Message Appointment Reminders 0
Treatment Services 0
Water Coolers / Water 0
Food/Snacks/Candy (Incentives) 0
Movie Tickets (Incentives) 0
Cash (Incentives) 0
Television (Incentives) 0
Good-time Credit (Incentives) 0
Graduation Ceremony 0
Legal Notice(s) 0
Food - Non-Incentive 0
STD Testing 0
Transportation 0
Client Records 0
JSOP - Counseling 0
Medical Supplies 0
Medications/Prescriptions 0
Medical Miscellaneous 0
Hospital Miscellaneous 0
Track Phones (Incentives) 0
Track Phone Minutes (Incentives) 0
Risk Assessment 0
Gloves - Medical 0
Water Dyes - Alc/Drug Testing 0
Shipping - Alc/Drug Tests 0
Medical Waste Disposal 0
SNAP Contracts 0
IPPC Sex Offender Contract 0
LexisNexis Contract 0
GPS Equipment 4300
Drug Testing 0
Drug Treatment 0
Alcohol Testing 0

Alcohol Treatment 0
 Oxford Housing 0
 Outpatient Drug Treatment 0
 Outpatient Alcohol Treatment 0
 Inpatient Alcohol Treatment 0
 Inpatient Drug Treatment 0
 Educational Programs 0
 Educational Supplies 0
 Individual Counseling Services 0
 Group Counseling Services 0
 ASL - Language 0
 Foreign Language Interpreters 0
 Psychological Testing 0
 Psychological Evaluations 0
 Community Service Supervision Contract 0
 Public Service Supervision Contract 0
 Residential Facilities 0
 Foster Care Placement 0
 COVID-19 Testing 0
 Salaries - (Contracted specific to client/resident services) 0
 Project Stipends 0
 Prescriptions 0
 Vaccines 0
 Other Services 0 --
 Redeploy Programming 0
 Bus Fare / Tokens - Non-Incentive 0

For CFY 2023 you reported a total of \$50300 available for department spending. Please identify how much will be expended across each of the following for "Other" Expenses* from the reported total dollar amount * Items which have not been already identified above and do not necessarily fall under client/resident services or department operations.

Chief Judge 0
 Juror Fees 0
 Lawyer 0
 Legal Notice(s) 0
 Security Services 0
 Witness Fees 0
 "Other" Expenses 0 --
 Statute Updates 0

Cognitive Programming & Supplies: Cognitive Programming, Cognitive Supplies, Redeploy Programming You indicated \$12200 of Cognitive Programming & Supplies will be spent. Please indicate which account/department will cover this expense, and how much of the \$12200 per account/department.

Probation Fees Fund 12200

Cognitive Programming & Supplies: Cognitive Programming, Cognitive Supplies, Redeploy Programming Please confirm that these two numbers match: \$12200 to be spent on Cognitive Programming & Supplies \$12200 in How "Cognitive Programming & Supplies" Will be Covered Do

the two numbers match? If these two numbers do NOT match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

Drug/Alcohol Testing: Alcohol Testing, Drug Testing, Water Dyes, Shipping You indicated \$25000 of Alcohol/Drug Testing will be spent. Please indicate which account/department will cover this expense, and how much of the \$25000 per account/department.

Probation Fees Fund 25000

Drug/Alcohol Testing: Alcohol Testing, Drug Testing, Water Dyes, Shipping Please confirm that these two numbers match: \$25000 in How "Drug/Alcohol Testing" Will be Covered \$25000 in How "Drug/Alcohol Testing" Will be Covered Do the two numbers match? If these two numbers do NOT match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

Electronic Monitoring/GPS: GPS Equipment You indicated \$4300 of Electronic Monitoring & GPS Equipment will be spent. Please indicate which account/department will cover this expense, and how much of the \$4300 per account/department.

Probation Fees Fund 4300

Electronic Monitoring/GPS: GPS Equipment Please confirm that these two numbers match: \$4300 in How "Electronic Monitoring/GPS" Will be Covered \$4300 in How "Electronic Monitoring/GPS" Will be Covered Do the two numbers match? If these two numbers do NOT match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

Group & Individual Counseling Services: Group Counseling Services, Individual Counseling Services, JSOP - Counseling You indicated \$3500 of Group & Individual Counseling Services will be spent. Please indicate which account/department will cover this expense, and how much of the \$3500 per account/department.

Probation Fees Fund 3500

Group & Individual Counseling Services: Group Counseling Services, Individual Counseling Services, JSOP - Counseling Please confirm that these two numbers match: \$3500 in How "Group & Individual Counseling Services" Will be Covered \$3500 in How "Group & Individual Counseling Services" Will be Covered Do the two numbers match? If these two numbers do NOT match, review the "Services" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

Memberships, Dues, Subscriptions: Dues, Memberships, Subscriptions You indicated \$100 of Memberships, Dues, & Subscriptions will be spent. Please indicate which account/department will cover this expense, and how much of the \$100 per account/department.

Probation Fees Fund 100

Memberships, Dues, Subscriptions: Dues, Memberships, Subscriptions Please confirm that these two

numbers match: \$100 will be spent on Memberships, Dues, Subscriptions \$100 in How "Memberships, Dues, Subscriptions" Expense Will be Covered Do the two numbers match? If they do NOT match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

Training: Accommodation Reimbursements, Mileage, Per diem, Registration You indicated \$5200 of Training will be spent. Please indicate which account/department will cover this expense, and how much of the \$5200 per account/department.

Probation Fees Fund 5200

Training: Accommodation Reimbursements, Mileage, Per diem, Registration Please confirm that these two numbers match: \$5200 in How "Training" Expense Will be Covered \$5200 in How "Training" Expense Will be Covered Do the two numbers match? If they do NOT match, review the "Department Operations" and "How This Expense Will be Covered" sections to determine where corrections might need to be made. Otherwise, explain why they do not match.

Yes

Annual Plan - Detention Addendum

annualprobationplan@illinoiscourts.gov <AOICPSD_reporting@illinoiscourts.gov>

Mon 2/6/2023 1:52 PM

To: Shannon Siders <ssiders@co.champaign.il.us>

CAUTION: External email, be careful when opening.

Hello, **Shannon Siders**, thank you for completing the **2023**CFY Probation and Court Services Annual Plan Detention Addendum. Below are your responses.

Recipient Data:

Time Finished: 2023-02-06 13:52:43 CST

IP: 209.174.185.101

ResponseID: R_1Lio8TmKQK45T73

Link to View Results: [Click Here](#)

URL to View Results: <https://aoic.gov1.qualtrics.com/apps/single-response-reports/reports/-aqh4ndFP5iuPWmOR8N%2EB18uk-l-4IRBNiaGmxOTQxJkMEnay8UVwJ3QDp0OHJ3OZZx9vWI-hXJ%2Eo0kAtuo9MlmVLEoDC1EJrK0SsAZ2iZPJAi%2EPmxLLsfX9qTSRC7IHszEsyZsugYT35ehl8CYFR5aXw0YKvQ4ohQlejuZ80ZVgD8o5CU%2ELB5cfl0A87Jnmm6Jl2Tlbo8At2c3ByTvTCxKplZnlVasNU6iNZiPZRHSpQkYvZNcidXZUnS1SdS6xqSeP4NF8xe8omt5EdXGmmlGJ9vFcOYaGhBwKxMuGu%2E4>

Response Summary:

County of Facility
Champaign

Circuit of Facility
6

Facility Name
Juvenile Detention (Center)

First Name
Shannon

Last Name
Siders

Work Email
ssiders@co.champaign.il.us

Phone Number
217-384-3753

Indicate the County Fiscal Year for this Detention Addendum plan period (e.g., XXXX format): The answer to this question can be found in your instructions.

2023

Consider the following and select "yes" or "no" for each: Have documents changed since last year? Is the department making a request? Does the department utilize, participate, or have had any of the following? Please ensure that all documents which need to be submitted for review are uploaded to the applicable Secure Drive folder.

Revised performance appraisals?

No

Variance to the Compensation Plan?

No

New/updated certification or review by a third party organization?

Yes

Incorporate behavioral modification programming?

Yes

Incorporate evidence-based programming and treatment?

Yes

Incorporate cognitive behavioral skill development?

Yes

Report any unusual/critical incidents?

Yes

Implemented new policy and/or procedure since the previous annual plan approval?

Yes

Have a reorganization request?

No

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

No

Please enter the goal(s) that your detention center worked on, as shown in the previous annual plan cycle, on the Detention Organizational Plan.

Goal 1

In Progress

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

The Juvenile Detention Center Policies and Procedures Manual is still in the revision process. Due to the staffing issues in 2022, the Superintendent and Assistant Superintendents have had to focus more time on staffing and working on the floor themselves.

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

Revise Juvenile Detention Center Policies and Procedures Manual

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

999 Other Statute/Standard -- Introductions--Policies and Procedures

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

Objective 1

Responsible Parties Superintendent; Assistant Superintendents

Goal Date April 30, 2023

Objective 2

Responsible Parties Superintendent; Assistant Superintendents

Goal Date July 31, 2023

Objective 3

Responsible Parties Director; Superintendent; Assistant Superintendents

Goal Date September, 30, 2023

Objective 7

Responsible Parties Superintendent; Supervisor of Administrative Services

Goal Date November 1, 2023

Objective 8

Responsible Parties Superintendent; Assistant Superintendents; JDC staff

Goal Date November 30, 2023

Objective 9

Responsible Parties Superintendent; Assistant Superintendents

Goal Date December 31, 2023

Do you have an additional Detention Plan Goal?

Yes

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

Implement additional outside agency programming

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

5.1 Evidence-based Practices (programming)

5.6 Volunteer and Outside Agency Programs

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

Objective 1

Responsible Parties Director

Goal Date January 31, 2023

Objective 2

Responsible Parties Director; Superintendent; Assistant Superintendent

Goal Date Ongoing

Objective 3

Responsible Parties Director

Goal Date February 28, 2023

Objective 4

Responsible Parties Director; Superintendent; Assistant Superintendent

Goal Date March 31, 2023

Objective 5

Responsible Parties Director; Superintendent; Assistant Superintendents

Goal Date April 30, 2023

Do you have an additional Detention Plan Goal?

No

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

No

Is the detention center PREA Certified?

No, The Center is PREA Compliant

Indicate third party organization that completed certification or review.

IDJJ

What behavioral modification programs are used?

Levels

Points

Incentives

Timeouts

Tokens

What evidence-based programming and treatments are used?

Moral Reasoning

Skill Streaming

Anger Management

What cognitive skill development programs are incorporated into the daily activities of residents?

Curriculum based skill development groups led by licensed professional staff (psychologists, social workers, nurses, doctors)

Curriculum based skill development groups led by detention staff (juvenile detention officer or equivalent)

Curriculum based skill development groups led by community agency/volunteers

Total number of incident reports completed in the reporting year (include both internal and IDJJ UOR):

69

Nature and Number of Incidents*: Please indicate the number of incidents of each nature that occurred during the most recent reporting period, being the most recently completed state fiscal year (July 1 to June 30)

Escape 0

Confinement/Isolation 29

Suicide Attempt 0

Suicide Completion 0

Physical Assault/Resident on Resident 20

Physical Assault/Resident on Staff 9

Physical Restraint of Resident 35

Other 16

I certify that I will upload my Attachments to the designated Google Drive folder under the Annual

Plan section. (Select all that apply). [CLICK HERE](#) to download necessary attachments. Please ensure that all documents which need to be submit for review are upload to the applicable Secure Drive folder.

- New/Updated Policies/Procedures with strike throughs and highlights
- Variance to the Compensation Plan
- Behavioral management programs
- Third party detention center review/certification

Embedded Data

RecipientEmail mwilliams@co.champaign.il.us
RecipientFirstName Mike
RecipientLastName Williams



We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your
responses

[Download F](#)

This survey requires a password.

DA1. The **Detention Addendum**, has traditionally been incorporated into the Annual Probation Plan as referenced in the Illinois statutes **[730 ILCS 110/15(6)]** that requires probation and court services departments to "have on file with the Supreme Court an annual probation plan for continuing, improved, and new Probation and Court Services Programs approved by the Supreme Court or its designee. This plan shall indicate the manner in which Probation and Court Services will be delivered and improved, consistent with the minimum standards and regulations for Probation and Court Services, as established by the Supreme Court...The annual probation plan shall seek to generally improve the quality of probation (and court) services and to reduce the commitment of adult and juvenile offenders to the Department of Corrections..."

The purpose of the **Detention Addendum** is to simplify and enhance the process by which the AOIC supports ongoing organizational development and compliance with Illinois Supreme Court Juvenile Detention Standards. All financial, grant award, salary, contractual, and budgetary information will be reported as part of the Probation and Court Services Annual Plan. The **Detention Addendum** will focus on planning for the enhancement of programming and identifying ways in which the AOIC can support employee recruitment and retention.

DEPARTMENT INFORMATION

A3. County of Facility

ampaign

A4. Circuit of Facility

A5. Facility Name

Juvenile Detention (Center)

A6. First Name

annon

A7. Last Name

iders

A8. Work Email

iders@co.champaign.il.us

A9. Phone Number

17-384-3753

A10. Indicate the **County Fiscal Year** for this Detention Addendum plan period (e.g., XXXX format): The answer to this question can be found in your instructions.

2023

DA13. Consider the following and select "yes" or "no" for each: Have documents changed since last year? Is the department making a request? Does the department utilize, participate, or have had any of the following?

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

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

DA16.

EXIT INTERVIEWS

DA17. Does the detention center complete exit interviews for staff who leave employment at the detention center?

- No
 Yes

DA19.

ORGANIZATIONAL DEVELOPMENT (Compliance with AOIC Detention Standards)

previous annual plan cycle, on the Detention Organizational Plan.

Additional Goal

	Completed	In Progress	Not Addressed	Discontinued
Goal 1 Revise Juvenile Detention Center Policies and Procedures Manual	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A21. In the previous question, it was indicated that one or more goals for the previous plan were not "Not Addressed", "Discontinued", or remain "In Progress". Please explain what work is needed to complete unfinished goal(s) or why it was discontinued.

Revising the Juvenile Detention Center Policies and Procedures Manual is still in the revision process. Due to the staffing issues in 2022, the Superintendent and Assistant Superintendents have had to focus more time on staffing and working on the floor themselves.

A22. A key part of the Detention Addendum is the development of goals and objectives for the coming year with regard to the implementation of Detention Standards. The following section will help to build the plan for the coming year. Whenever compliance issues exist, goals should focus on bringing the center policy, procedure, and daily schedules into compliance with existing statute, standard, and best practice.

A23. Please provide the first Detention Plan Goal for the coming fiscal year.

Revise Juvenile Detention Center Policies and Procedures Manual

A24. What area of the Statute, Standard, or program development is addressed with your first goal?

3.1 Hiring

6.7 Suicide Prevention and Intervention

- 3.2 Personnel
- 3.3 Training
- 4.1 Intake Process
- 4.2 Assessment
- 4.3 Resident Orientation
- 5.1 Evidence-based Practices (programming)
- 5.2 Behavior Management
- 5.3 Educational Services
- 5.4 Recreational Services
- 5.5 Special Populations
- 5.6 Volunteer and Outside Agency Programs
- 6.1 Medical Professional
- 6.2 Health Screening
- 6.3 Medical Examination
- 6.4 Medical Care and Treatment
- 6.8 Notification and Consent
- 6.9 Medical Records and Information
- 6.10 Internal Review
- 7.1 Release Packet
- 8.1 Critical Incident Reports
- 8.2 Other Documentation
- 9.1 Nondiscriminatory
- 9.2 Constitutional Rights of Minors
- 9.3 Federal Laws
- 9.4 American Correctional Association
- 9.5 Court Process
- 9.6 Use of Restraints
- 9.7 Searches
- 9.8 Visitation
- 9.9 Correspondence

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

Additional Objective

	Responsible Parties	Goal Date
Objective 1		
Conduct chapter-by-chapter review of current Juvenile Detention Center Operational Policies and Procedure Manual, and identify policies/procedures requiring updates/revisions as well as areas requiring the implementation of additional policies/procedures.	Superintendent; Assistant Superintendents	April 30, 2023
Objective 2		
Incorporate updates/revisions and draft additional policies/procedures.	Superintendent; Assistant Superintendents	July 31, 2023
Objective 3		
Review draft and make any necessary revisions.	Director; Superintendent; Assistant Superintendents	September, 30, 2023

26. Do you have an additional Detention Plan Goal?

Yes

No

27. Please provide the next Detention Plan Goal for the coming fiscal year.



DA28. What area of the Statute, Standard, or program development is addressed with your goal?

3.1 Hiring

6.7 Suicide Prevention and Intervention

3.2 Personnel

6.8 Notification and Consent

3.3 Training

6.9 Medical Records and Information

4.1 Intake Process

6.10 Internal Review

4.2 Assessment

7.1 Release Packet

4.3 Resident Orientation

8.1 Critical Incident Reports

5.1 Evidence-based Practices (programming)

8.2 Other Documentation

5.2 Behavior Management

9.1 Nondiscriminatory

5.3 Educational Services

9.2 Constitutional Rights of Minors

5.4 Recreational Services

9.3 Federal Laws

5.5 Special Populations

9.4 American Correctional Association

5.6 Volunteer and Outside Agency Programs

9.5 Court Process

6.1 Medical Professional

9.6 Use of Restraints

6.2 Health Screening

9.7 Searches

6.3 Medical Examination

9.8 Visitation

6.4 Medical Care and Treatment

9.9 Correspondence

6.5 Pharmaceuticals

Other

6.6 Medical Isolation

A29. Please list the objectives, or steps, responsible parties, and goal dates for each objective that will lead to the attainment of this goal.

Additional Objective

Responsible Parties

Goal Date

Objective 1

Contact University of Illinois COAST (Community Outreach and Support) regarding I-PAWS (Providing Assistance With Support) Therapy K9s to visit the Juvenile Detention Center.

Director | January 31, 2023

Objective 2

Schedule monthly or bi-monthly dates for I-PAWS Therapy K9s to visit the residents and staff at the Juvenile Detention Center.

Director; Superintendent; Assistant Superintendent | Ongoing

Objective 3

Meet with University of Illinois staff regarding Urban Arts & Music programming at the Juvenile Detention Center.

Director | February 28, 2023



DA30. Do you have an additional Detention Plan Goal?

- Yes
- No**

DA53. Has the detention center received a Detention Review from the Administrative Office of the Illinois Courts?

- Yes
- Yes, but the report has not yet been received
- No**

DA132.

CERTIFICATIONS, COMPLIANCE AND EXTERNAL REVIEWS

Please note, this section is included for information gathering purposes and to allow the AOIC support improved programming within detention centers in the state. Inclusion of this information does not suggest an endorsement or expectation by the AOIC that detention centers be involved in any/all of the following.

DA133. Is the detention center PREA Certified?

Yes, PREA Certified (Certified Reviewer)

No, The Center is PREA Compliant

No, not PREA Certified nor Compliant

DA134. Indicate third party organization that completed certification or review.

IDJJ

ACA

Other

DA135.

COGNITIVE BEHAVIORAL PROGRAMMING, TREATMENT, & MANAGEMENT



136. What behavioral modification programs are used?

- Incentives**
- Levels**
- Points**
- Timeouts**
- Tokens**

Other: Please Describe

137. What evidence-based programming and treatments are used?

- ABCs
- Thinking Reports
- Cognitive Interventions

Moral Reasoning

Skill Streaming

Substance Abuse

Anger Management

Core Correctional Practices (CCP)

Other: Please Describe

138. What cognitive skill development programs are incorporated into the daily activities of residents?

Curriculum based skill development groups led by licensed professional staff (psychologists, social workers, nurses, doctors)

Curriculum based skill development groups led by detention staff (juvenile detention officer or equivalent)

Curriculum based skill development groups led by community agency/volunteers

Workbook, written assignments reviewed with the resident by licensed professional staff (psychologists, social workers, nurses, doctors)

Workbook, written assignments reviewed with the resident by detention staff (juvenile detention officer or equivalent)

Workbook, written assignments reviewed with the resident by community agency/volunteers

Other: Please Describe

139.

UNUSUAL/CRITICAL INCIDENT REPORTS

Probation and Court Services Departments are required by standard to submit unusual/critical incident reports the Administrative Office for review. Incidents that require reporting are defined

reporting process for detention, a copy of the IDJJ UOR may be submitted to the AOIC for incidents occurring in the detention center.

DA140. Total number of incident reports completed in the reporting year (include both internal and IDJJ UOR):

69

DA141. Nature and Number of Incidents*: Please indicate the number of incidents of each nature that occurred during the most recent reporting period, being the most recently completed state fiscal year (July 1 to June 30)

Escape

0

Confinement/Isolation

29

Suicide Attempt

0

Suicide Completion

0

Physical Assault/Resident on Resident

20

Physical Assault/Resident on Staff

9

Physical Restraint of Resident

35

Other

16

DA142.

Thank you for taking the time to complete the Probation and Court Services Detention Addendum. An email containing the responses to this addendum will be sent to the email address that was provided. Please download the responses and include in the plan provided to the chief judge for approval.

143. I certify that I will upload my Attachments to the designated Google Drive folder under Annual Plan section. (Select all that apply).

[CK HERE](#) to download necessary attachments.

ase ensure that all documents which need to be submit for review are upload to the applicable [Secure Drive](#) folder.

Revised performance appraisals

ariance to the Compensation Plan

Third party detention center review/certification

Behavioral management programs

Cognitive skill development workbooks, assignments, and curriculums

Unusual/Critical Incident Reports

New/Updated Policies/Procedures with strike throughs and highlights

Reorganization Request

Powered by Qualtrics 

County Fiscal Year Detention Center Organizational Chart

Department: Champaign County										Date: 1/27/2023
Proposed or Existing: Existing										
Funding Source	Position #	First Name	Last Name	Title	Responsibility	Unit/ Division	Supervisor	Union Name		
GIA	100	John	Doe	Dir/CMO	B	N/A	N/A	N/A		
GIA	300	Keith	Willis	Dir/CMO	D	Detention	Shannon Side	N/A		
GIA	1900	Laverne	Williams	JDO	D	Detention	Keith Willis	FOP		
GIA	5000	VACANT 11/2	(Ziegler)	JDO	D	Detention	Keith Willis	FOP		
GIA	5100	VACANT 11/1	(Marshall)	JDO	D	Detention	Keith Willis	FOP		
GIA	5300	Emily	Ziegler	Sup	D	Detention	Keith Willis	N/A		
GIA	5301	Antonio	Cruz	Sup	D	Detention	Keith Willis	N/A		
GIA	5302	Patricia	Allah	Sup	D	Detention	Keith Willis	N/A		
GIA	5303	Andrew	Griffeth	Sup	D	Detention	Keith Willis	N/A		
GIA	5304	Haley	Hickenbottom	JDO	D	Detention	Keith Willis	N/A		
GIA	5305	VACANT 1/13	(Grice)	JDO	D	Detention	Keith Willis	FOP		
GIA	5306	VACANT 12/2	(Lowe)	JDO	D	Detention	Keith Willis	FOP		
GIA	5310	Takela	Lucas	JDO	D	Detention	Keith Willis	FOP		
GIA	5311	Skye	Tutter	JDO	D	Detention	Keith Willis	FOP		
GIA	5313	Max	Hanzlik	JDO	D	Detention	Keith Willis	FOP		
GIA	5314	Alicia	Williams	JDO	D	Detention	Keith Willis	FOP		
GIA	5315	Chantelle	Jasper	JDO	D	Detention	Keith Willis	FOP		
GIA	5316	Shatarra	Raggs	JDO	D	Detention	Keith Willis	FOP		
GIA	5317	Jarvis	Robinson	JDO	D	Detention	Keith Willis	FOP		
GIA	5318	VACANT 01/0	(Lenow)	JDO	D	Detention	Keith Willis	FOP		
GIA	5319	VACANT 10/3	(Evans)	JDO	D	Detention	Keith Willis	FOP		
GIA	5320	Courtney	Baker	JDO	D	Detention	Keith Willis	FOP		
GIA	5321	Jeffrey	Dosier	JDO	D	Detention	Keith Willis	FOP		
GIA	5322	VACANT 11/2	(Bradley)	JDO	D	Detention	Keith Willis	FOP		
GIA	5400	Angela	Cobb	JDO	D	Detention	Keith Willis	FOP		
GIA	5500	James	Madison	JDO	D	Detention	Keith Willis	FOP		
GIA	5600	Jessica	Hendrix	JDO	D	Detention	Keith Willis	FOP		
GIA	5700	Briene	Wileaver	Sup	D	Detention	Keith Willis	N/A		

Funding Source Categories		Title Categories		Job Function		Union Name
Grants-in-Aid	GIA	Director/CMO	Dir/CMO	Both Adult & Juvenile	B	Teamsters
Salary Subsidy	SS	Supervisor	Sup	Adult	A	AFSCME
Pretrial	PT	Prob. Officer	PO	Juvenile	J	FOP
Grant Funded	GF	Detention Off.	JDO	Detention	D	Etc.
County Funded	CF	Senior Officers	Sr.PO/JDO	Problem Solving Court	PSC	N/A
				Pretrial	PT	
				Other	O	

