

# ATTACHMENTS



## **Attachment 1: Probation Mission Statement** **(Required)**

*The mission of the Champaign County Probation and Court Services Department is to complete investigations for the court and to hold offenders accountable. Officers closely monitor court orders on each offender sentenced to probation and take appropriate action when an offender violates those orders. Working closely with local social service providers, appropriate community resources are utilized to ensure each offender is afforded the opportunity to address appropriately his/her needs. Officers direct offenders toward lawful conduct by promoting changes in values and beliefs. Victims are advised of their rights and given the opportunity to participate actively in the criminal justice process. Finally, the Department operates the Champaign County Juvenile Detention Center. In addition to providing a safe and secure environment for minors in JDC custody, each minor has access to educational services as well as a wide range of social services programming.*



## Attachment 2: Juvenile Detention Mission Statement (If applicable)

**MISSION:** *To further justice by providing a safe, caring environment that guides children in our care toward productive, lawful lives, and enhances community safety and well-being.*

**VISION:** *Minors who come into contact with our juvenile justice system are valued as human beings and treated with respect and dignity, their diversity embraced and potential affirmed. Thus, juvenile detention has become part of an integrated system of care where...*

- *Only juveniles with the highest risk to harm others are detained for as little time as absolutely necessary;*
- *Where caring, competent, compassionate staff are helping juveniles build skills for productive, law abiding lives; and*
- *Where our programming is reducing risk to re-offend and we can prove it.*



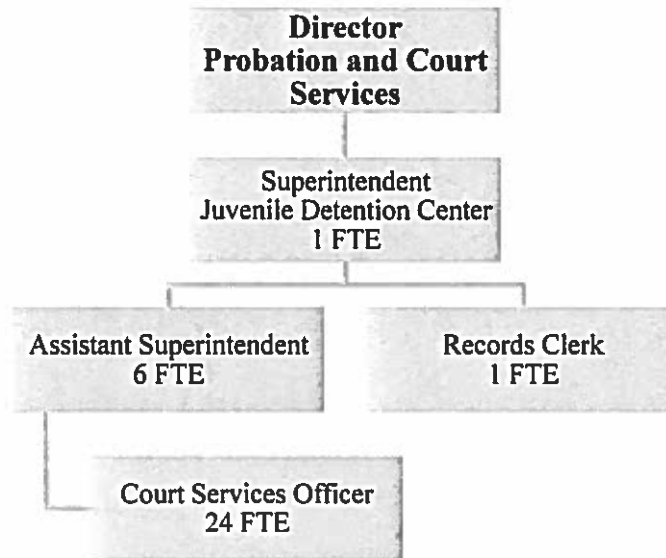
**Attachment 3: County Fiscal Year 2018 Budget  
(Required)**

*Attached*



# JUVENILE DETENTION CENTER

## Fund 080-051



Juvenile Detention Center positions: 32 FTE

### MISSION STATEMENT

*The Champaign County Probation and Court Services Department is charged with the supervision, education, and care of minors detained at the Juvenile Detention Center. In addition to ensuring the safety of the detainees while in secure care, the Department provides necessary programming to address the special needs of the detainee population. The Department is required to present minors to the Court per statutory guidelines and as ordered by the Court. The Juvenile Detention Center provides these services in accordance with guidelines established by the Illinois Department of Corrections, the Administrative Office of the Illinois Courts, Illinois Statutes, and circuit/local judicial requirements.*

### BUDGET HIGHLIGHTS

To offset operating expenses for the Probation and Court Services Department, the Administrative Office of the Illinois Courts (AOIC) provides reimbursement for a portion of personnel costs. For State FY2017, the AOIC awarded the Department a salary reimbursement allocation of \$1,884,106.00. This represents a decrease of \$100,153.97 (5.0%) from the SFY2016 allocation of \$1,984,259.97. To address the shortfall in salary reimbursement, a total of \$86,454.00 will be transferred from Fund 618-052 (Probation Services Fees) to the General Corporate Fund in County FY2017. We would also note that payments from the State of Illinois have been delayed for a number of months. Thus far for State FY2017 (July 1, 2016 to June 30, 2017), we have received five payments (July-November 2016) totaling \$927,522.74.

SFY2017 was the second consecutive year in which the Department experienced a reduction in our allocation for salary reimbursement from the AOIC. The SFY2016 allocation of \$1,984,259.97 was a decrease of \$190,527.99 (8.76%) from the allocation received in SFY2015 (\$2,174,787.96). During County FY2016, the Department paid \$129,269.00 from Fund 618-052 (Probation Services Fees) to the General Corporate Fund to address the reduction in our SFY2016 salary reimbursement allocation.

In August, the AOIC notified us that our SFY2018 allocation for salary reimbursement would be \$1,825,598.00, a decrease of \$58,508.00 (3.1%) from our SFY2017 allocation. To offset the shortfall in salary reimbursement, a total of \$183,500.00 will be transferred from Fund 618-052 (Probation Services Fees) to the General Corporate Fund in County FY2018.

The staffing level at the JDC is expected to remain stable for FY2018 with 24 line staff officers, six assistant superintendents, and one superintendent. In addition, the JDC is supported by one clerical position.

Detainee capacity at the JDC was reduced in FY2010 to a maximum of 25 minors. Although the reduced capacity did not adversely affect the level of services to the Courts and the community for the first several years, legislation effective January 1, 2014 raising the State’s juvenile court jurisdiction to include 17-year-old individuals charged with felonies had a measurable impact on the detention population. The impact on local detention services of recent legislation prohibiting commitment to the Illinois Department of Juvenile Justice of minors adjudicated for misdemeanor offenses as well as certain Class 3 and Class 4 felony offenses is not yet known.

The table below sets forth the average daily population for the current Fiscal Year to date as well as the previous four Fiscal Years.

Fiscal Year	Average Daily Population	Increase/(Decrease) from Prior FY
FY2017	14.92	(22.77%)
FY2016	19.32	(1.58%)
FY2015	19.58	9.57%
FY2014	17.87	9.97%
FY2013	16.25	(3.96%)

Unlike in FY2015 and FY2016 when we expended a total of \$28,879.00 (274 bed days) on out-of-county boarding of juveniles, thus far in FY2017, we have not experienced the need to contract for out-of-county boarding due to overcrowding at the JDC.

A majority of programming services offered to juveniles at the JDC are provided by other funding sources and agencies. The Regional Office of Education provides educational services; the University of Illinois Department of Psychology provides counseling services, including Dialectical Behavior Training and a Girls’ Advocacy Program; the Champaign-Urbana Public Health District provides sexually transmitted diseases education and testing; Prairie Center Health Systems provides substance abuse services and operates the Parenting With Love and Limits Program in conjunction with Rosecrance, which also provides mental health services; Rape Advocacy Counseling & Education Services (R.A.C.E.S.) provides training for staff and youth around sexual assault, harassment and healthy relationships, which addresses requirements imposed through the Prison Rape Elimination Act; Crosspoint Human Services provides crisis intervention services; TALKS Mentoring provides mentoring services as well as weekly motivational presentations; local churches offer religious services; and medical services are provided through a contractual agreement paid by the General Corporate Fund. The Champaign County Mental Health Board provides funding for the Parenting With Love and Limits Program. The JDC also has partnerships for literacy enhancement with the Graduate School of Library Sciences at the University of Illinois and the Music Department at the University provides Fine Arts and Music education and experiences. Services are also provided by Pavilion Behavioral Health Systems, Center for Youth & Family Solutions Youth Intervention Program, and ACCESS Initiative. Staff at the JDC also conducts cognitive program sessions for detainees utilizing the BELIEF Behavior Management Program. The University of Illinois Department of Psychology provides training for staff on restorative circle processes in addition to occasionally facilitating live circles for youth

in crisis with each other or others. The JDC has also entered into a partnership with the Illinois Balanced and Restorative Justice Initiative to train and provide technical assistance to JDC staff on how to infuse restorative practices into their work with youth. All other expenses are directly related to daily operational needs and requirements. With the exception of a projected increase for the costs of detainee medical services, which are provided through a contractual arrangement with an outside vendor, the JDC is not anticipating any significant increases in the operating budget for FY2018.

**FINANCIAL**

Fund 080 Dept 051			2016	2017	2017	2018
			Actual	Original	Projected	Budget
331	73	USDA-NAT SCHL LUNCH/SNACK	\$20,350	\$21,000	\$18,450	\$18,000
331	74	USDA-NAT SCHOOL BREAKFAST	\$11,301	\$12,000	\$10,250	\$10,000
334	62	ISBE-IL SCHL BRKFST/LUNCH	\$162	\$300	\$300	\$300
335	60	STATE REIMBURSEMENT	\$693,446	\$1,235,813	\$1,235,813	\$1,184,123
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$725,259	\$1,269,113	\$1,264,813	\$1,212,423
341	27	OUT OF COUNTY DETAINEES	\$53,550	\$0	\$4,575	\$0
		FEES AND FINES	\$53,550	\$0	\$4,575	\$0
369	90	OTHER MISC. REVENUE	\$25	\$0	\$0	\$0
		MISCELLANEOUS	\$25	\$0	\$0	\$0
371	18	FROM PROB SERV FUND 618	\$68,749	\$56,373	\$56,373	\$130,190
		INTERFUND REVENUE	\$68,749	\$56,373	\$56,373	\$130,190
		<b>REVENUE TOTALS</b>	<b>\$847,583</b>	<b>\$1,325,486</b>	<b>\$1,325,761</b>	<b>\$1,342,613</b>
511	3	REG. FULL-TIME EMPLOYEES	\$1,488,991	\$1,497,776	\$1,497,776	\$1,519,392
511	4	REG. PART-TIME EMPLOYEES	\$52,699	\$63,960	\$63,960	\$63,960
511	5	TEMP. SALARIES & WAGES	\$1,178	\$1,250	\$1,250	\$1,250
		PERSONNEL	\$1,542,868	\$1,562,986	\$1,562,986	\$1,584,602
522	1	STATIONERY & PRINTING	\$434	\$200	\$200	\$200
522	2	OFFICE SUPPLIES	\$1,146	\$1,700	\$1,408	\$1,700
522	3	BOOKS,PERIODICALS & MAN.	\$0	\$500	\$500	\$500
522	6	POSTAGE, UPS, FED EXPRESS	\$33	\$50	\$50	\$50
522	10	FOOD	\$6,022	\$5,000	\$5,000	\$5,000
522	11	MEDICAL SUPPLIES	\$3,081	\$3,000	\$3,000	\$3,000
522	13	CLOTHING - INMATES	\$3,537	\$3,500	\$3,500	\$3,500
522	14	CUSTODIAL SUPPLIES	\$615	\$700	\$700	\$700
522	15	GASOLINE & OIL	\$2,528	\$5,000	\$3,000	\$5,000
522	28	LAUNDRY SUPPLIES	\$1,798	\$1,500	\$1,500	\$1,500
522	44	EQUIPMENT LESS THAN \$5000	\$6,030	\$1,000	\$3,500	\$1,000
522	90	ARSENAL & POLICE SUPPLIES	\$92	\$200	\$200	\$200
522	91	LINEN & BEDDING	\$916	\$1,000	\$1,000	\$1,000
522	93	OPERATIONAL SUPPLIES	\$4,068	\$4,000	\$4,000	\$4,000
		COMMODITIES	\$30,300	\$27,350	\$27,558	\$27,350

533	6	MEDICAL/DENTAL/MENTL HLTH	\$100,116	\$100,818	\$100,120	\$102,225
533	7	PROFESSIONAL SERVICES	\$0	\$1,000	\$0	\$1,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$250	\$250	\$250
533	16	OUTSIDE PRISON BOARDING	\$9,211	\$20,000	\$10,000	\$20,000
533	33	TELEPHONE SERVICE	\$2,038	\$1,700	\$1,700	\$1,700
533	36	WASTE DISPOSAL & RECYCLNG	\$60	\$100	\$100	\$100
533	40	AUTOMOBILE MAINTENANCE	\$711	\$1,100	\$1,100	\$1,100
533	42	EQUIPMENT MAINTENANCE	\$1,417	\$2,000	\$2,000	\$2,000
533	51	EQUIPMENT RENTALS	\$0	\$150	\$150	\$150
533	70	LEGAL NOTICES,ADVERTISING	\$807	\$250	\$250	\$250
533	95	CONFERENCES & TRAINING	\$1,094	\$3,000	\$3,000	\$3,000
534	11	FOOD SERVICE	\$37,212	\$42,700	\$40,000	\$42,700
534	40	CABLE/SATELLITE TV EXP SERVICES	\$157	\$150	\$160	\$160
		<b>EXPENDITURE TOTALS</b>	<b>\$1,725,991</b>	<b>\$1,763,554</b>	<b>\$1,749,374</b>	<b>\$1,786,587</b>

**EXPENSE PER CAPITA and FULL TIME EMPLOYEE HISTORY** information is included in the General Corporate Fund Budget Summary.

#### **ALIGNMENT to STRATEGIC PLAN**

*County Board Goal 1 – Champaign County is committed to being a High Performing, Open and Transparent Local Government Organization*

- Participate in community programming to share resources available in, and to, the Department
- Conduct tours of facilities on a regular basis for members of the community
- Develop and offer criminal justice system training presentations for local area schools and/or groups

*County Board Goal 2 – Champaign County Maintains High Quality Public Facilities and Highways and Provides a Safe Rural Transportation System and Infrastructure*

- Fully utilize the Public Service Work program for basic maintenance services at the Juvenile Detention Center and other county facilities, providing relief to the General Corporate Fund
- Monitor facilities and utilize resources available to the Department to maintain those facilities
- Be aware of improvements in security systems, programming, etc., that can contribute to the maintenance of facilities and the utilization of current buildings and systems to meet ongoing demands for space

*County Board Goal 3 –Champaign County Promotes a Safe, Just and Healthy Community*

- Provide monitoring services to probationers and individuals on electronic home confinement
- Provide resources for the GPS surveillance of offenders in the community
- Provide services to clients to promote their successful transition to healthy, safe, and productive lifestyles, including cognitive group programming

*County Board Goal 4 – Champaign County is a County that Supports Balanced, Planned Growth to Balance Economic Growth with Preservation of Our Natural Resources*

- Assess and monitor available resources to obtain the highest return for money spent



- Evaluate community resources, community programming, and Departmental resources to maintain a consistent, informed, and current response to any increase in demand for services

**DESCRIPTION**

There are three categories of juveniles processed at the Juvenile Detention Center:

1. Juveniles who are brought in and released without an intake being completed;
2. Juveniles admitted through a formal intake process and released without detention; and
3. Juveniles admitted through a formal intake and ultimately detained.

Each staff member at JDC places a priority on addressing the first group of juveniles. Prior to being released from the facility, every attempt is made to identify services available in the community that may assist the juvenile and/or the juvenile’s family. Although we have no legal relationship with the minor/family, local social service agency information is provided to assist the minor and his/her family. The JDC coordinates efforts with the Youth Assessment Center to ensure that youths who are being diverted from formal delinquency proceedings through referrals to the Youth Assessment Center receive necessary and appropriate services.

Staff members at JDC utilize a standardized scoring instrument to screen all juveniles who go through the formal intake process. This instrument is completed at intake, with the results providing a basis for the decision to detain, or not to detain, the juvenile.

For detained juveniles, the Juvenile Detention Center provides a wide range of services to support the juveniles’ physical, emotional, social development, and educational needs. Detention Center staff members perform numerous roles to include security monitor, counselor, disciplinarian, activity coordinator, and recorder of behavior.

**OBJECTIVES**

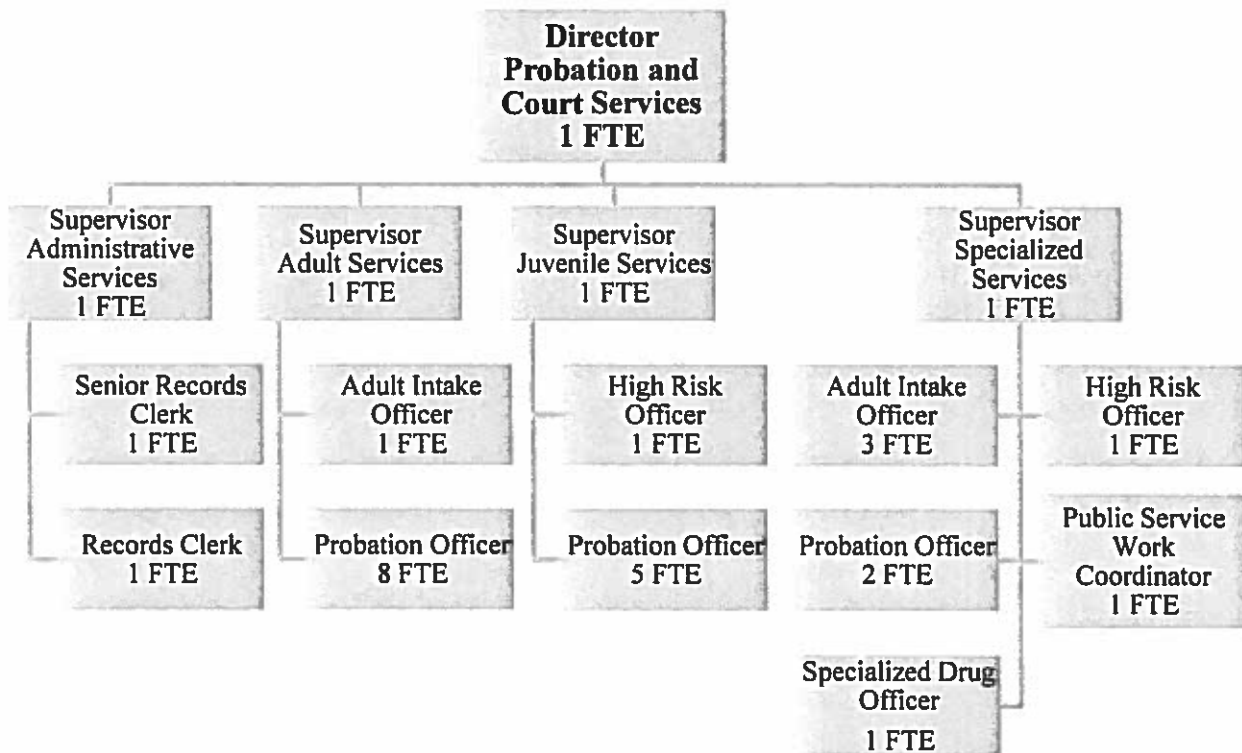
1. All detainees have their needs met in an appropriate manner
2. All training objectives are met for staff
3. Programming opportunities are maximized
4. Services provided satisfy requirements of state agencies and local judiciary

**PERFORMANCE INDICATORS**

Indicator	2016 Actual	2017 Projected	2018 Budgeted
Number of Minors Presented for Possible Admission (includes Minors Detained by Court Order or Warrant)	607	567	595
Number of Admissions to JDC (includes Minors Detained by Court Order or Warrant)	341	315	331
Number of Minors Screened & Released Without Detention	266	252	264
Average Daily Population	19.32	17.12	17.98

# COURT SERVICES

## Fund 080-052



Court Services positions: 30 FTE

### MISSION STATEMENT

*The Court Services Department is mandated to provide supervision for clients as ordered by the Court. The Department encompasses Adult Supervision, Specialized Services, Juvenile Supervision, High Risk Juvenile Services, and the Juvenile Court Alternatives Initiative (JCAI). The Department has interaction with almost every social service agency in Champaign County and is committed to providing quality services to the community and its clients.*

### BUDGET HIGHLIGHTS

To offset operating expenses for the Probation and Court Services Department, the Administrative Office of the Illinois Courts (AOIC) provides reimbursement for a portion of personnel costs. For State FY2017, the AOIC awarded the Department a salary reimbursement allocation of \$1,884,106.00. This represents a decrease of \$100,153.97 (5.0%) from the SFY2016 allocation of \$1,984,259.97. To address the shortfall in salary reimbursement, a total of \$86,454.00 will be transferred from Fund 618-052 (Probation Services Fees) to the General Corporate Fund in County FY2017. We would also note that payments from the State of Illinois have been delayed for a number of months. Thus far for State FY2017 (July 1, 2016 to June 30, 2017), we have received five payments (July-November 2016) totaling \$927,522.74.

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In August, the AOIC notified us that our SFY2018 allocation for salary reimbursement would be \$1,825,598.00, a decrease of \$58,508.00 (3.1%) from our SFY2017 allocation. To offset the shortfall in salary reimbursement, a total of \$183,500.00 will be transferred from Fund 618-052 (Probation Services Fees) to the General Corporate Fund in County FY2018.

Staffing for the Court Services Department will remain stable for FY2018 with 23 line staff officers, three unit supervisors, and one administrative supervisor. The Director position, although paid from the Court Services budget, supervises the entire Department (Probation/Court Services and the Juvenile Detention Center). The Court Services Department is supported by only two clerical positions, requiring Court Services Officers to assist in covering the reception area and greeting/directing incoming clients as the need arises.

### **FINANCIAL**

	<b>Fund 080 Dept 052</b>	<b>2016 Actual</b>	<b>2017 Original</b>	<b>2017 Projected</b>	<b>2018 Budget</b>
335 60	STATE REIMBURSEMENT	\$365,884	\$648,293	\$648,293	\$641,475
	FEDERAL, STATE & LOCAL SHARED REVENUE	\$365,884	\$648,293	\$648,293	\$641,475
369 90	OTHER MISC. REVENUE	\$125	\$0	\$0	\$0
	MISCELLANEOUS	\$125	\$0	\$0	\$0
371 18	FROM PROB SERV FUND 618	\$60,520	\$30,081	\$30,081	\$53,310
	INTERFUND REVENUE	\$60,520	\$30,081	\$30,081	\$53,310
	<b>REVENUE TOTALS</b>	<b>\$426,529</b>	<b>\$678,374</b>	<b>\$678,374</b>	<b>\$694,785</b>
511 2	APPOINTED OFFICIAL SALARY	\$98,306	\$99,879	\$99,879	\$102,260
511 3	REG. FULL-TIME EMPLOYEES	\$1,462,931	\$1,461,818	\$1,461,818	\$1,487,974
511 5	TEMP. SALARIES & WAGES	\$0	\$1,000	\$1,000	\$1,000
	PERSONNEL	\$1,561,237	\$1,562,697	\$1,562,697	\$1,591,234
522 1	STATIONERY & PRINTING	\$474	\$850	\$850	\$850
522 2	OFFICE SUPPLIES	\$5,169	\$6,250	\$5,250	\$6,250
522 3	BOOKS, PERIODICALS & MAN.	\$452	\$700	\$700	\$700
522 6	POSTAGE, UPS, FED EXPRESS	\$55	\$50	\$50	\$50
522 11	MEDICAL SUPPLIES	\$213	\$225	\$225	\$225
522 14	CUSTODIAL SUPPLIES	\$0	\$250	\$250	\$250
522 15	GASOLINE & OIL	\$2,964	\$5,000	\$5,000	\$5,000
522 44	EQUIPMENT LESS THAN \$5000	\$1,699	\$1,500	\$1,500	\$1,500
522 90	ARSENAL & POLICE SUPPLIES	\$13	\$650	\$650	\$650
522 93	OPERATIONAL SUPPLIES	\$834	\$1,900	\$1,900	\$1,900
	COMMODITIES	\$11,873	\$17,375	\$16,375	\$17,375
533 6	MEDICAL/DENTAL/MENTL HLTH	\$0	\$500	\$500	\$500

Fund 080 Dept 052			2016	2017	2017	2018
			Actual	Original	Projected	Budget
533	7	PROFESSIONAL SERVICES	\$0	\$500	\$46	\$500
533	12	JOB-REQUIRED TRAVEL EXP	\$82	\$500	\$50	\$500
533	33	TELEPHONE SERVICE	\$2,113	\$3,000	\$3,000	\$3,000
533	36	WASTE DISPOSAL & RECYCLNG	\$350	\$500	\$500	\$500
533	40	AUTOMOBILE MAINTENANCE	\$215	\$2,000	\$2,000	\$2,000
533	42	EQUIPMENT MAINTENANCE	\$70	\$1,000	\$500	\$1,000
533	51	EQUIPMENT RENTALS	\$0	\$0	\$500	\$0
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$500	\$500	\$500
533	93	DUES AND LICENSES	\$0	\$100	\$100	\$100
533	95	CONFERENCES & TRAINING SERVICES	\$1,727	\$1,200	\$3,104	\$1,200
			\$4,557	\$9,800	\$10,800	\$9,800
<b>EXPENDITURE TOTALS</b>			<b>\$1,577,667</b>	<b>\$1,589,872</b>	<b>\$1,589,872</b>	<b>\$1,618,409</b>

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- Evaluate community resources, community programming, and Departmental resources to maintain a consistent, informed, and current response to any increase in demand for services

**DESCRIPTION OF SERVICES**

The Probation and Court Services Department is divided into two primary divisions – Adult Services and Juvenile Services. To properly classify cases, officers in the Adult Services Division use the assessment tool mandated by the AOIC – the Level of Service Inventory-Revised (LSI-R). A similar assessment tool, referred to as the Youth Assessment Screening Instrument (YASI), is used for juveniles. The level of monitoring and surveillance required by each client is determined through these assessments. The Department is focused on providing flexible supervision methods which can be adapted to the changing risk/needs of each client.

The Adult Services Division supervises approximately 1,300 probation clients and monitors in excess of 2,000 court supervision/conditional discharge clients. The Juvenile Services Division supervises approximately 125 clients. Officers prepare sentencing reports; interview and complete assessments; monitor and report on compliance; provide referral and agency information to clients; interact with numerous social service agencies; complete inter- and intra-state transfers of cases; and provide/receive information to/from every criminal justice agency within the County. Officers assigned to conduct surveillance during evening and weekend hours may be authorized to carry weapons. Officers are required to complete their own reports and to compile monthly statistical data to assist the Department in meeting the AOIC’s reporting requirements.

**OBJECTIVES**

1. Fulfill statutory and Champaign County Circuit Court requirements through delivery of services in a timely and efficient manner
2. Enhance public safety by accurately assessing risk/needs of each client
3. Provide required and appropriate training for all staff
4. Provide enhanced programming for clients to reduce recidivism

**PERFORMANCE INDICATORS**

<b>Indicator</b>	<b>FY2016 Actual</b>	<b>FY2017 Projected</b>	<b>FY2018 Budgeted</b>
Number of Juveniles successfully discharged from supervision	81	110	100
Percentage of Juveniles successfully discharged from supervision	66%	70%	70%
Number of Juveniles committed to the Illinois Department of Juvenile Justice	32	25	25
Number of Adults successfully discharged from probation	501	520	525
Percentage of Adults successfully discharged from probation	64%	70%	70%
Number of Adults committed to the Illinois Department of Corrections	121	75	75

# PROBATION SERVICES

Fund 618-052

## MISSION STATEMENT

*The mission of this Department is to abide by all rules and regulations regarding the use of Probation Services Fees; to submit all required plans in a timely fashion; to continue to provide appropriate services, programming and assistance to support the change process for clients, regardless of their ability to pay for those services; and to support the operations and services of the Court Services Department.*

## BUDGET HIGHLIGHTS

This fund realized a significant increase in revenue in FY2010 and annual revenues have since remained at or near that level, with significant increases in FY2014 and FY2015. Although we experienced a revenue decrease in FY2016, we are expecting a slight increase in FY2017. Revenue for FY2018 is projected to remain level with FY2017.

Probation Services Fees are used to fund a variety of programs, services and operational expenses for clients, the Department, and Champaign County. The performance indicators demonstrate how funds are utilized to support the Department's mission. The Department is committed to paying for the continuation of these services/items.

Probation Services Fees are used to pay for cognitive groups for both adult and juvenile offenders; sex offender, substance abuse and mental health evaluations; GPS monitoring for sex offender clients; Sexually Transmitted Diseases testing for clients; scholarships for Partner Abuse Intervention Programs, cognitive skills groups and moral reconnection therapy groups for adult clients; workbooks and other supplies for anger management and moral reconnection therapy classes; language interpreter services; emergency housing and transportation assistance; eyeglasses; GED testing costs; drug testing services and supplies; etc. Our aim is for every offender to receive appropriate services, programming and assistance to support the client's change process, regardless of their ability to pay for those services.

This fund is a significant contributor to the Champaign County Drug Court effort. Fees are used to pay for Secure Continuous Remote Alcohol Monitoring (SCRAM) systems for Drug Court participants as well as the costs of a cognitive skills group attended by Drug Court clients, evaluations for potential Drug Court participants, and training for Drug Court Team members.

This fund also supports a variety of Public Service Work projects, which provide work sites for clients to complete court-ordered public service work requirements. Funds have been used to support special projects such as electronic and hazardous materials recycling events; painting projects for the Village of Thomasboro, the Champaign County Courthouse, the Brookens Administrative Center, the Juvenile Detention Center, the Children's Advocacy Center and Head Start; tree removal for the Village of Ludlow; and maintenance of Harvey Cemetery in Urbana.

For a number of years, subsidy amounts received from the State of Illinois for reimbursement of probation officer salaries decreased significantly. In order to offset reductions in salary reimbursement and to lessen the impact of personnel costs on the County budget, the Department contributed monies from the Probation Services Fund to the County's General Corporate Fund from FY2009 through FY2013. Because of increased salary reimbursement allocations from the Administrative Office of the Illinois Courts (AOIC) for State FY2014 and SFY2015, contributions to the General Corporate Fund from the Probation Services Fund

to offset reductions in salary reimbursement were eliminated in County FY2014 and CFY2015, but were reinstated for CFY2016 and CFY2017 when salary reimbursement allocations were reduced (see below).

For State FY2017, the AOIC awarded the Department a salary reimbursement allocation of \$1,884,106.00. This represents a decrease of \$100,153.97 (5.0%) from the SFY2016 allocation of \$1,984,259.97. To address the shortfall in salary reimbursement, a total of \$86,454.00 will be transferred from Fund 618-052 (Probation Services Fees) to the General Corporate Fund in County FY2017. We would also note that payments from the State of Illinois have been delayed for a number of months. Thus far for State FY2017 (July 1, 2016 to June 30, 2017), we have received five payments (July-November 2016) totaling \$927,522.74.

SFY2017 was the second consecutive year in which the Department experienced a reduction in our allocation for salary reimbursement from the AOIC. The SFY2016 allocation of \$1,984,259.97 was a decrease of \$190,527.99 (8.76%) from the allocation received in SFY2015 (\$2,174,787.96). During County FY2016, the Department paid \$129,269.00 from Fund 618-052 (Probation Services Fees) to the General Corporate Fund to address the reduction in our SFY2016 salary reimbursement allocation.

In August, the AOIC notified us that our SFY2018 allocation for salary reimbursement would be \$1,825,598.00, a decrease of \$58,508.00 (3.1%) from our SFY2017 allocation. To offset the shortfall in salary reimbursement, a total of \$183,500.00 will be transferred from Fund 618-052 (Probation Services Fees) to the General Corporate Fund in County FY2018.

## FINANCIAL

Fund 618 Dept 052			2016	2017	2017	2018
			Actual	Original	Projected	Budget
341	18	PROBATION SERVICES FEE FEES AND FINES	\$400,126 \$400,126	\$500,000 \$500,000	\$425,000 \$425,000	\$425,000 \$425,000
361	10	INVESTMENT INTEREST	\$2,088	\$0	\$0	\$0
364	10	SALE OF FIXED ASSETS	\$1,880	\$0	\$0	\$0
369	90	OTHER MISC. REVENUE MISCELLANEOUS	\$5,912 \$9,880	\$0 \$0	\$0 \$0	\$0 \$0
<b>REVENUE TOTALS</b>			<b>\$410,006</b>	<b>\$500,000</b>	<b>\$425,000</b>	<b>\$425,000</b>
522	1	STATIONERY & PRINTING	\$137	\$500	\$250	\$500
522	2	OFFICE SUPPLIES	\$0	\$500	\$0	\$500
522	3	BOOKS, PERIODICALS & MAN.	\$1,293	\$1,500	\$1,500	\$1,500
522	6	POSTAGE, UPS, FED EXPRESS	\$31	\$50	\$50	\$50
522	11	MEDICAL SUPPLIES	\$30,413	\$30,000	\$35,000	\$35,000
522	14	CUSTODIAL SUPPLIES	\$121	\$0	\$50	\$0
522	15	GASOLINE & OIL	\$624	\$1,500	\$250	\$1,500
522	19	UNIFORMS	\$155	\$500	\$500	\$500
522	44	EQUIPMENT LESS THAN \$5000	\$45	\$5,500	\$5,500	\$5,500
522	90	ARSENAL & POLICE SUPPLIES	\$918	\$1,500	\$1,000	\$1,500
522	93	OPERATIONAL SUPPLIES COMMODITIES	\$1,780 \$35,517	\$5,000 \$46,550	\$2,250 \$46,350	\$5,000 \$51,550

Fund 618 Dept 052			2016	2017	2017	2018
			Actual	Original	Projected	Budget
533	6	MEDICAL/DENTAL/MENTL HLTH	\$249	\$3,000	\$500	\$3,000
533	7	PROFESSIONAL SERVICES	\$122,164	\$350,000	\$130,000	\$250,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$250	\$100	\$250
533	24	CLIENT EMPLOYABILITY EXP	\$774	\$500	\$1,000	\$2,500
533	33	TELEPHONE SERVICE	\$0	\$250	\$0	\$250
533	36	WASTE DISPOSAL & RECYCLNG	\$0	\$1,500	\$0	\$1,500
533	40	AUTOMOBILE MAINTENANCE	\$1,052	\$1,000	\$1,000	\$1,000
533	42	EQUIPMENT MAINTENANCE	\$1,991	\$3,250	\$2,000	\$3,250
533	50	FACILITY/OFFICE RENTALS	\$900	\$1,500	\$1,000	\$1,500
533	51	EQUIPMENT RENTALS	\$1,941	\$2,500	\$2,500	\$2,500
533	79	PUBLIC SERVICE WORKER EXP	\$1,207	\$2,750	\$1,500	\$2,750
533	84	BUSINESS MEALS/EXPENSES	\$1,794	\$1,500	\$2,500	\$2,500
533	93	DUES AND LICENSES	\$2,855	\$3,500	\$3,000	\$3,500
533	95	CONFERENCES & TRAINING SERVICES	\$14,445	\$20,000	\$20,000	\$25,000
			\$149,372	\$391,500	\$165,100	\$299,500
544	30	AUTOMOBILES, VEHICLES	\$27,023	\$0	\$0	\$35,000
544	33	OFFICE EQUIPMENT & FURNIS CAPITAL	\$39,961	\$0	\$0	\$0
			\$66,984	\$0	\$0	\$35,000
571	14	TO CAPITAL IMPRV FUND 105	\$10,000	\$10,000	\$10,000	\$10,000
571	30	TO COURT AUTOMTN FUND 613	\$14,301	\$15,000	\$15,000	\$15,000
571	80	TO GENERAL CORP FUND 080 INTERFUND EXPENDITURE	\$129,269	\$86,454	\$86,454	\$183,500
			\$153,570	\$111,454	\$111,454	\$208,500
		<b>EXPENDITURE TOTALS</b>	<b>\$405,443</b>	<b>\$549,504</b>	<b>\$322,904</b>	<b>\$594,550</b>

### **FUND BALANCE**

<b>FY2016 Actual</b>	<b>FY2017 Projected</b>	<b>FY2018 Budgeted</b>
\$1,313,397	\$1,426,289	\$1,307,239

The goal for this Fund is to maintain a fund balance equal to, or greater than, two years of expenditures, or approximately \$900,000. This allows the Department to maintain present programming and, at the same time, assures that we are able to respond to any long-term changes in revenue received.

The growth in the fund balance is primarily attributable to increased collections of Probation Services Fees and deposits to the Court Services Operations Fees Fund. To date, the Chief Judge has authorized the expenditure of Court Services Operations Fees of approximately \$36,800 for the 2016-17 annual lease payments on an I Series computer for the integrated justice system and approximately \$15,500 for the purchase and installation of a video arraignment system at the Juvenile Detention Center. The Chief Judge has not yet issued directives for the expenditure of Court Services Operations Fees for FY2018 (see Fund 618-051).

### **ALIGNMENT to STRATEGIC PLAN**



*County Board Goal 1 – Champaign County is Committed to being a High Performing, Open and Transparent Local Government Organization*

- To participate in community programming to share resources available in, and to, the Department

*County Board Goal 2 – Champaign County Maintains High Quality Public Facilities and Highways and Provides a Safe Rural Transportation System and Infrastructure*

- To fully utilize the Public Service Work program for basic maintenance services at the Champaign County Courthouse and other county facilities, providing relief to the General Corporate Fund
- To monitor facilities and utilize resources available to the Department to maintain those facilities
- To be aware of improvements in security systems, programming, etc., that can contribute to the maintenance of facilities and the utilization of current buildings and systems to meet ongoing demands for space

*County Board Goal 3 – Champaign County Promotes a Safe, Just and Healthy Community*

- To provide monitoring services to probationers and individuals on electronic home confinement
- To provide resources for the GPS surveillance of offenders in the community
- To provide services to clients to promote their successful transition to healthy, safe, and productive lifestyles, including cognitive group programming

*County Board Goal 4 – Champaign County is a County that Supports Balanced, Planned Growth to Balance Economic Growth with Preservation of Our Natural Resources*

- To assess and monitor available resources to obtain the highest return for money spent
- To evaluate community resources, community programming, and Departmental resources to maintain a consistent, informed, and current response to any increase in demand for services

**DESCRIPTION**

The Court Services Department receives fees ordered by the Court as mandated by Statute (730 ILCS 110/15.1). The expenditure of fees is regulated by the AOIC and all plans for expenditures are approved by the Chief Judge of the Sixth Judicial Circuit and the AOIC. The AOIC's guidelines require that priority for the expenditure of these monies be given to the purchase of services relating to the Annual Probation Plan's program goals which are not otherwise covered through existing state or local funding. Expenditures of Probation Services Funds must take into consideration the needs of the client population and bear a reasonable relationship to the source of the funds collected.

**OBJECTIVES**

The objectives and goals are to provide the Department with funds to pay for services that are not covered by existing local or state funding. It is imperative that these fees be spent judiciously to allow the fund to meet the various needs of the Department and the Court.

**PERFORMANCE INDICATORS**

<b>Indicator</b>	<b>FY2016 Actual</b>	<b>FY2017 Projected</b>	<b>FY2018 Budgeted</b>
Total Funds Expended	\$405,443	\$323,054	\$479,500
Funds Expended for Offender Services	\$146,505	\$161,700	\$175,000
% of Total Funds Expended	36%	50%	36%
Funds Expended for Non-Offender Services	\$105,368	\$49,900	\$96,000
% of Total Funds Expended	26%	15%	20%
Funds Transferred to Champaign County (includes contributions to the Capital Improvement Fund, the Court Automation Fund, and the General Corporate Fund to offset reductions in salary reimbursement)	\$153,570	\$111,454	\$208,500
% of Total Funds Expended	38%	35%	43%

## JUVENILE INTERVENTION/COURT SERVICES OPERATIONS FEES

### Fund 618-051

The Probation and Court Services Operations Fee was established on August 17, 2012 by Sixth Judicial Circuit Court Administrative Order 2012-04. This order states in part: "Pursuant to subsection 1.1 of 705 ILCS 105/27.3a, the Clerk of the Circuit Court is hereby ordered to charge and collect a fee of \$10.00 on defendants upon a judgment of guilty or grant of supervision in felony, traffic, misdemeanor, local ordinance, or conservation cases except the fee shall not be charged and collected in cases governed by Supreme Court Rule 529 in which the bail amount is \$120.00 or less... the Clerk of the Circuit Court shall, on a monthly basis, transfer all fees collected... for deposit into the Probation and Court Services Fund... monies will be disbursed only upon the direction of the Chief Judge of the Sixth Judicial Circuit or his designate in accordance with the policies and guidelines approved by the Illinois Supreme Court... effective September 1, 2012."

#### BUDGET HIGHLIGHTS

Revenue in this fund is generated through the collection of Probation and Court Services Operations Fees, which was authorized in 2012 (see above). Monies in this fund can be disbursed only upon the direction of the Chief Judge of the Sixth Judicial Circuit or his designate.

To date, the Chief Judge has authorized the expenditure of Court Services Operations Fees of approximately \$36,800 for the 2016-17 annual lease payments on an I Series computer for the integrated justice system and approximately \$15,500 for the purchase and installation of a video arraignment system at the Juvenile Detention Center. The Chief Judge has not yet issued directives for the expenditure of Court Services Operations Fees for FY2018.

#### FINANCIAL

Fund 618 Dept 051			2016 Actual	2017 Original	2017 Projected	2018 Budget
341	10	COURT FEES AND CHARGES	\$40,793	\$45,000	\$42,000	\$42,000
		FEES AND FINES	\$40,793	\$45,000	\$42,000	\$42,000
		<b>REVENUE TOTALS</b>	<b>\$40,793</b>	<b>\$45,000</b>	<b>\$42,000</b>	<b>\$42,000</b>
533	7	PROFESSIONAL SERVICES	\$0	\$20,000	\$0	\$50,000
533	42	EQUIPMENT MAINTENANCE	\$634	\$0	\$0	\$0
533	95	CONFERENCES & TRAINING SERVICES	\$3,096	\$0	\$552	\$0
			\$3,730	\$20,000	\$552	\$50,000
544	33	OFFICE EQUIPMENT & FURNIS CAPITAL	\$14,681	\$0	\$0	\$0
			\$14,681	\$0	\$0	\$0
571	14	TO CAPITAL IMPRV FUND 105 INTERFUND EXPENDITURE	\$6,130	\$0	\$30,652	\$0
			\$6,130	\$0	\$30,652	\$0
581	3	CAPITAL LEASE PRINC PMTS	\$0	\$28,700	\$0	\$0
FY2018 Budget Champaign County, Illinois			81	Juvenile Intervention/Court Operations Fees Fund 618-051		

582	3	INTEREST ON CAPITAL LEASE	\$0	\$2,000	\$0	\$0
		DEBT	\$0	\$30,700	\$0	\$0
		<b>EXPENDITURE TOTALS</b>	<b>\$24,541</b>	<b>\$50,700</b>	<b>\$31,204</b>	<b>\$50,000</b>

**OBJECTIVES**

Revenue generated through the collection of Probation and Court Services Operations Fees will be expended at the direction of the Chief Judge of the Sixth Judicial Circuit or his designate in accordance with policies and guidelines approved by the Illinois Supreme Court.

**PERFORMANCE INDICATORS**

Indicator	2016 Actual	2017 Projected	2018 Budgeted
Funds expended on programming for juvenile services and unique training opportunities for juvenile services personnel	\$3,096	\$552	\$0
Funds expended at the direction of the Chief Judge of the Sixth Judicial Circuit	\$21,445	\$30,652	\$50,000

## Attachment 4: Grant Funding

(If applicable)

Please complete a *Grant Funding Description Form* for all of the grants that the probation and court services department is currently receiving. This should match the grants received in the current budget.

### Grant Funding Description Form

1. Funding Agency: *Not Applicable*
2. Project Name:
3. Grant Amount:
4. Grant Term/Expiration Date: \_\_\_\_\_
5. Project Description: \_\_\_\_\_
6. Project Outcome Data and Information over current grant term (e.g., year 1 of 3 grant):
  - Number of clients referred for services? \_\_\_\_\_
  - Number of participants? \_\_\_\_\_
  - Number of participants that successfully completed? \_\_\_\_\_
  - Number of participants that unsuccessfully completed? \_\_\_\_\_
  - Number of participants that were rearrested? \_\_\_\_\_

*(This form may be duplicated as needed)*

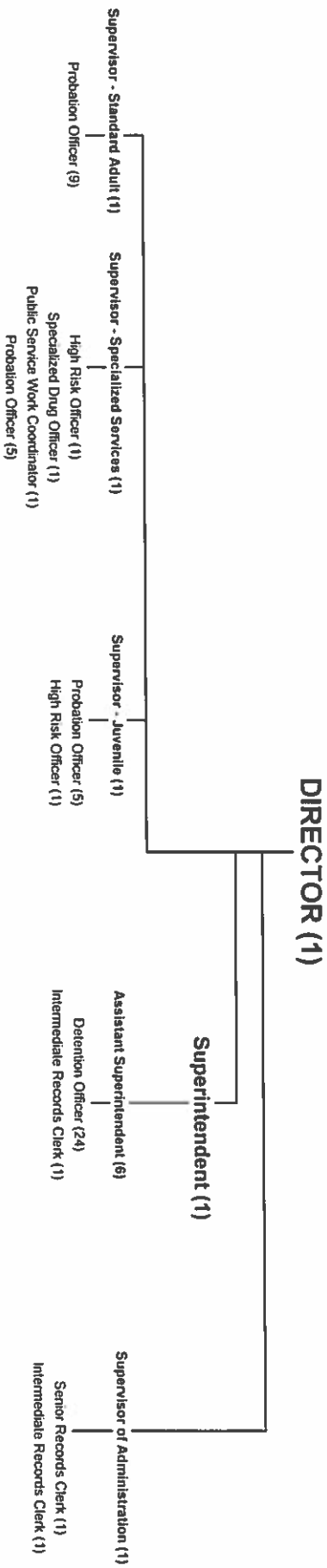


**Attachment 5: Organizational Chart**  
**(Required)**

*Attached*



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



Number of Personnel Assigned to:

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

Effective 09.01.2017

**CHAMPAIGN COUNTY PROBATION AND COURT SERVICES DEPARTMENTAL ORGANIZATIONAL STRUCTURE**  
**Director Joseph J. Gordon (AOIC Position #100 - GIA)**

**ADULT SERVICES**

**Adult Probation Supervisor**

Janet Wells (#3400 - S)

**Probation Officers**

Jennifer Crites (#1000 - GIA)  
 Meghan Nau (#1100 - GIA)  
 David Cardani (#2100 - S)  
 Shannon Siders (#2300 - S)  
 Amanda Wells (#2400 - S)  
 Kimberly Easton-Morris (#2500 - S)  
 Heather Rumpel-Stahl - INTAKE (#2600 - S)  
 Jeffrey Nugent (#3200 - S)  
 Lindsay Graham (#3700 - S)

**SPECIALIZED SERVICES**

**Specialized Services Supervisor**

Robert Wyre (#3300 - S)

**High Risk Officers**

Jeremy Jessup (#1300 - GIA)

**Specialized Drug Program Officer**

Mike Carey (#3900 - S)

**Public Service Work Coordinator**

Nicki Roelfs (#2900 - S)

**Standard Adult Services**

DeShonna Matthew - INTAKE (#200 - GIA)  
 Elizabeth Schultheis (#1200 - GIA)  
 Lori Kleppin (#1400 - GIA)  
 Lacey Busboom (#1500 - GIA)  
 Julie Roesch - INTAKE (#1800 - GIA)

**JUVENILE SERVICES**

**Juvenile Probation Supervisor**

Teresa Zebe (#2200 - S)

**Probation Officers**

Siobhan Reynolds (#2800 - S)  
 Amber Davis (#3100 - S)  
 Thomas Foster (#3500 - S)  
 Heidi Hawkin (#3800 - S)  
 Cale Robertson (#4800 - GIA)

**Juvenile High Risk Officer**

Max White (#1700 - GIA)

**JUVENILE DETENTION SERVICES**

**Superintendent - Juvenile Detention Center**

Connie Kaiser (#300 - GIA)

**Assistant Superintendents**

Patricia Hall (#5300 - GIAD)  
 Lauren Traynor (#5301 - GIA)  
 Marla Elmore (#5302 - GIA)  
 Keith Willis (#5303 - GIA)  
 Jennifer Jarvis (#5700 - GIAD)  
 Kendra Ward (#5800 - GIAD)

**Detention Officers**

Kyle Saveley (#1900 - GIA)  
 Amy Cimino (#5000 - GIAD)  
 Heather Oestreich (#5100 - GIAD)  
 Amanda Dukeman (#5304 - GIA)  
 Anthony Venuso (#5305 - GIA)  
 Antonio Newbern (#5306 - GIA)  
**VACANT (Cooper-Kersting) (#5310 - GIA)**  
 Kaitlyn Goodrum (#5311 - GIA)  
 Andrew Griffee (#5313 - GIA)  
 Lucas Gault (#5314 - GIA)  
 Daryl Jackson (#5315 - GIA)  
 Laura Hawk (#5316 - GIA)  
 Keyana Jackson (#5317 - GIA)  
 Antonio Cruz (#5318 - GIA)  
 Michelle Williams (#5319 - GIA)  
 Kyle Ogle (#5320 - GIA)  
 Jerry Hunt (#5321 - GIA)  
 Christopher Rardin (#5322 - GIA)  
 Jenna Eaton (#5400 - GIAD)  
 Tiffany Kolakowski (#5500 - GIAD)  
 Reece Carter (#5600 - GIAD)  
 John Naese (#5900 - GIAD)  
 Briene Willeaver (#6000 - GIAD)  
 Charles Schwab (#6100 - GIA)

**Intermediate Records Clerk**

Ashley Peete - CF

**ADMINISTRATIVE SUPPORT SERVICES**

**Supervisor of Administrative Services**

Michael Williams (#3600 - S)

**Senior Records Clerk**

Betsy Carper - CF

**Records Clerk**

Tanya Wall - CF

**KEY for AOIC Position Funding**

Subsidy - \$1,000 per month per position (S)  
 GIA - entire salary eligible for reimbursement (GIA)  
 GIAD - \$6,750 per month per position for detention position (GIAD)  
 CF - No AOIC funding - County funded (CF)

**Job Description (attached) Applies to position #'s**

Job Description (attached)	Applies to position #'s
Court Services Officer	200, 1000, 1100, 1200, 1400, 1500, 1800, 1900, 2100, 2300, 2400, 2500, 2600, 2800, 3100, 3200, 3500, 3700, 3800, 4800, 5000, 5100, 5304, 5305, 5306, 5310, 5311, 5312, 5314, 5315, 5316, 5317, 5318, 5319, 5320, 5321, 5322, 5400, 5500, 5600, 5900, 6000, 6100

Assistant Superintendent of Juvenile Detention	5300, 5301, 5302, 5303, 5700, 5800
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Supervisor of Administrative Services	3600
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Director of Probation and Court Services	100
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Superintendent of Juvenile Detention	300
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Supervisor of Adult Probation Services	3400
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Supervisor of Specialized Services	3300
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Supervisor of Juvenile Probation Services	2200
---	------

Court Services Officer - Drug Specialist	3900
--	------

Records Clerk	CF
Records Clerk	CF
Senior Records Clerk	CF

Senior Court Services Officer (includes High Risk Officers and PSW Work Coordinator)	1300, 2900
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Senior Court Services Officer Intensive Juvenile Services (now Juvenile High Risk Officer)	1700
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**Positions on active personnel roster receiving funding from AOIC and County**

17 Subsidy positions
10 GIAD positions
31 GIA positions
1 Vacant GIA position

**Current as of 10/31/2017**



## VACANCY AND POSITION INFORMATION FOR 2018 ANNUAL PLAN

### CURRENT AS OF 10/31/2017

#### 19 SUBSIDY POSITIONS AVAILABLE

17 Subsidy positions filled

Position #2000 unfilled since 03/17/2010 due to lack of county funding

Position #3000 unfilled since 09/14/2003 due to lack of county funding

#### 11 DETENTION POSITIONS AVAILABLE (type available for \$6,750 per month reimbursement)

10 Positions are filled

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

#### 43 GRANTS-IN-AID POSITIONS AVAILABLE

31 Grants-in-Aid positions filled

Position # 250 has been vacant since 03/31/2004 due to lack of county funding

Position #1600 has been vacant since 01/27/2009 due to lack of county funding

Position #1810 has been vacant since 10/25/2002 due to lack of county funding

Position #1820 has been vacant since 10/25/2002 due to lack of county funding

Position #5307 has been vacant since 04/20/2004 due to lack of county funding

Position #5308 has been vacant since 12/18/2009 due to lack of county funding

Position #5309 has been vacant since 11/30/2009 due to lack of county funding

Position #5310 has been vacant since 10/18/2017 due to resignation

Position #5312 has been vacant since 11/30/2009 due to lack of county funding

Position #8000 has been vacant since 04/07/2010 due to lack of county funding

Position #8100 has been vacant since 02/10/2009 due to lack of county funding

Position #8200 has been vacant since 03/01/2010 due to lack of county funding

#### VACANT POSITION DESCRIPTIONS

#### County Job Description

#250	Adult Supervision Officer	Court Services Officer
#1600	Specialized Services Supervision Officer	Senior Court Services Officer
#1810	Juvenile Supervision Officer	Court Services Officer
#1820	Juvenile Supervision Officer	Court Services Officer
#2000	Adult Supervision Officer	Court Services Officer
#3000	Adult Supervision Officer	Court Services Officer
#5200	Detention Supervision Officer	Court Services Officer
#5307	Juvenile Supervision Officer	Court Services Officer
#5308	Detention Supervision Officer	Court Services Officer
#5309	Detention Supervision Officer	Court Services Officer
#5310	Detention Supervision Officer	Court Services Officer
#5312	Detention Supervision Officer	Court Services Officer
#8000	Detention Supervision Officer	Court Services Officer
#8100	Detention Supervision Officer	Court Services Officer
#8200	Detention Supervision Officer	Court Services Officer

**Attachment 6: Reorganization Request**  
(If applicable)

*Not Applicable*



**Attachment 7: Policies and Procedures Submitted for Approval**  
(If applicable)

*Not Applicable*



**Attachment 8: ICAOS Updated Policies and Procedures  
Rule Changes  
(Required)**

*Attached*



**ADULT INTERSTATE TRANSFER  
POLICY AND PROCEDURES  
CHAMPAIGN COUNTY, ILLINOIS  
EFFECTIVE **OCTOBER 1, 2017****

To promote public safety and the orderly movement of probationers between the states, the Interstate Commission for Adult Offender Supervision (ICAOS) has established rules governing interstate movement which have the force of federal law. These rules are amended periodically and the Commission also issues advisory opinions to interpret any of its rules when necessary.

Under statute *45 ILCS 170*, Illinois is a member state of this Compact and "*...shall enforce this Compact and take actions necessary and appropriate to effectuate the Compact's purposes and intent.*" It shall be the policy of Champaign County to strictly adhere to the ICAOS rules. No offender shall be allowed to proceed to another state in violation of the rules. Probation officers, charged with the responsibility of transferring adult probationers between states, shall continually review the Commission's website for changes in rules and issuance of advisory opinions. Probation officers shall also participate in the on-line training provided by ICAOS through its website.

All correspondence regarding interstate transfers shall be forwarded to the Administrative Office of the Illinois Courts (AOIC) following the workflow established in the Interstate Compact Offender Tracking System (ICOTS). A probation officer is to forward information to the designated supervisor for review. The supervisor shall then forward the communication to the AOIC for additional review and forwarding to the appropriate receiving jurisdiction. Champaign County probation officers shall not communicate in any manner, verbally, or in writing, with other states' probation systems on interstate compact cases.

ICAOS has access to all probationer records and the capability of auditing these records. ICAOS may review any record, at any time, for accuracy and completeness. Any document, case note, or communication in ICOTS may be viewed by any authorized user. The name and designation of the person responsible for communication entered in ICOTS is electronically date and time stamped at the moment of entry. Champaign County shall contact the AOIC to request probation officer and probation supervisor access to ICOTS. To grant access, AOIC requires a signed ICAOS privacy agreement, viewing and forwarding of the privacy policy video completion certificate and **completion of AOIC approved ICOTS/ICAOS training**. A database shall be maintained by the AOIC of all authorized users. Champaign County shall immediately forward any changes to the list of authorized users to AOIC.

This policy contains minimum standards covering the basic requirements of the Interstate Commission for Adult Offender Supervision (ICAOS). Each county shall develop and follow written policy and procedure for the transfer of cases under the Interstate Compact that fully comply with these standards as well as the ICAOS rules. **Counties shall further specify policies on additional areas including but not limited to: obtaining required documents, probable cause hearings, home visits for absconding, mandatory retaking and warrants.** These policies can refer to other existing policies on the same topic or if no such policy exists, the county shall provide a policy to address how these topics will be handled by their probation department.

## **I. Transfer of Supervision of Illinois Offenders to Other States**

### **A. Eligibility for Transfer of Supervision**

1. At the discretion of Champaign County, an offender who has 90 days or more of supervision remaining shall be eligible for transfer of supervision to a receiving state under the Compact, and the receiving state shall accept transfer, pursuant to a valid plan of supervision, if the offender meets the following criteria:
  - a. is in substantial compliance with the terms of supervision in the sending state; and
  - b. is a resident of the receiving state; or
  - c. has resident family in the receiving state who has indicated a willingness and ability to assist as specified in the plan of supervision; and
  - d. can obtain employment in the receiving state or has a viable means of support.

Note: "Substantial Compliance" is defined as an offender sufficiently in compliance with the terms and conditions of his or her supervision so as not to result in the initiation of revocation of supervision proceedings by the sending state.

2. All felony and select misdemeanor cases are eligible for transfer. Misdemeanor offenders must have been sentenced to one year of supervision or more. Eligible misdemeanors listed in ICAOS rule 2.105 are:
  - a. offenses in which a person has incurred direct or threatened physical or psychological harm;
  - b. offenses involving the use or possession of a firearm;
  - c. second or subsequent misdemeanor conviction of driving while impaired by drugs or alcohol;
  - d. sexual offenses that require sex offender registration in the sending state.

Note: Conditional Discharge sentences may be eligible for transfer depending on the nature of the offense. These cases should be reviewed prior to an offender leaving Illinois to check for interstate compact eligibility.

3. A request to transfer supervision of offenders who do not meet eligibility criteria may be submitted on a discretionary basis. The request must demonstrate that acceptance in the receiving state would support successful completion of supervision, rehabilitation of the offender, promote public safety and protect the rights of victims. Sufficient documentation shall be provided to justify the request.

#### **B. Application for Transfer of Supervision**

1. The Transfer Request and Offender Application for Interstate Transfer shall be completed using ICOTS.
2. Champaign County Probation shall impose a fee of **\$125.00** for each transfer application prepared for an offender as allowed under 730 ILCS 5/5-9-1.13 if the Circuit Judge files an administrative order.
3. The application is to be signed by the offender and witnessed. The original signed application is to be maintained by this department. A COPY shall be attached to the case material which includes the following:
  - a. transfer request form;
  - b. narrative description of the instant offense information in sufficient detail to describe the circumstances, type and severity of the offense and whether the charge was reduced;
  - c. photograph of offender;
  - d. conditions of supervision;
  - e. any orders restricting the offender's contact with victims or other person;
  - f. any known orders protecting the offender from contact with another person;
  - g. information as to whether the offender is subject to sex offender registry requirements in the sending state along with supportive documentation;
  - h. pre-sentence investigation report, if available;
  - i. information as to whether the offender has a known gang affiliation, and the gang with which the offender is known to be affiliated;

- j. supervision history, if the offender has been on supervision for more than 30 calendar days at the time the transfer request is submitted;
  - k. information relating to any court-ordered financial obligations, including but not limited to, fines, court costs, restitution, and family support; the balance that is owed by the offender on each; and the address of the office to which payment must be made;
  - l. summary of prison discipline and mental health history during the last 2 years, if available, unless distribution is prohibited by law.
4. Additional documents, such as the Judgment and Commitment, and any other information may be requested from the sending state following the acceptance of the offender. The sending state shall provide the documents within 30 calendar days from the date of the request, unless distribution is prohibited by law or a document does not exist.

NOTE: All documents must be checked for accuracy and completeness. The AOIC will not authorize a document for delivery to another state until the complete transfer request is forwarded.

### **C. Reporting Instructions, Excluding Sex Offenders**

1. Reporting instructions shall be requested for offenders who were living in the receiving state at the time of sentencing. Upon verification that the offender was living in the receiving state at the time of sentencing, Champaign County shall complete a Request for Reporting Instructions using ICOTS within 7 business days of the sentencing date or release from incarceration of six months or less following sentencing.

NOTE: Transfer of supervision may be denied by the receiving state if the offender does not meet eligibility criteria.

2. At the time the Request for Reporting Instructions is submitted using ICOTS, a seven-day travel permit may be issued allowing the offender to proceed to the receiving state. It is Champaign County's responsibility to verify the offender is not a sex offender prior to issuing a travel permit allowing the offender to proceed to the receiving state (see section D below). The receiving state must issue reporting instructions no later than two business days following receipt of the request.



3. The offender must sign the Application for Transfer prior to departing Champaign County. A Notice of Departure must be sent using ICOTS when the offender departs. This is the only circumstance in which an offender may stay in the receiving state while a request for reporting instructions is pending.
4. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of approved reporting instructions. If Illinois fails to send a completed transfer request by the 15<sup>th</sup> business day for an offender granted reporting instructions and has arrived in the receiving state, the receiving state may initiate the offender's return to Illinois under the requirements of Rule 4.111 (request reporting instructions).

#### **D. Reporting Instructions for Sex Offenders**

1. Reporting instructions may be requested for sex offenders who were living in the receiving state at the time of sentencing. Upon verification that the offender was living in the receiving state at the time of sentencing, Champaign County may complete a Request for Reporting Instructions using ICOTS and indicate if the offender is a registered sex offender in the sending state, receiving state, or both. The request must be forwarded within seven business days of the sentencing date or release from incarceration of six months or less following sentencing. Reporting instructions may also be requested for: sex offenders who are military members who are transferred, living with family who are military members who are transferred, employment transfers of the offender or a family member, veterans transferring for medical or mental health services or for an expedited (emergency) situation.

NOTE: Transfer of supervision may be denied by the receiving state if the offender does not meet eligibility criteria.

2. The determination of whether or not an offender is a sex offender is not based solely on the type of offense for which the transfer is being requested. The ICAOS definition of "sex offender" provides that the offender is considered a sex offender in either the sending or receiving state. It is Champaign County's responsibility to determine if the offender is a sex offender.

NOTE: ICOTS does not have the capability to cross reference any state sex offender registry site.

3. A sex offender is not entitled to a seven day travel permit and

**CANNOT** proceed to the receiving state without approved reporting instructions. The receiving state has five business days to review the proposed residence to ensure compliance with local policies and laws. If the proposed residence is invalid, the receiving state may deny reporting instructions. A sex offender may only receive a travel permit if they are employed or attending treatment or medical appointments in the receiving state at the time the transfer is submitted and are only permitted to travel to the receiving state for employment, treatment or medical appointment purposes and the offender must return to Illinois immediately upon completion of the appointment or employment.

4. Upon receipt of approved reporting instructions using ICOTS, Champaign County shall issue a travel permit and complete a Notice of Departure using ICOTS. The offender must sign the Application for Transfer of Supervision prior to departure.
5. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of reporting instructions.

#### **E. Expedited Reporting Instructions**

1. Expedited reporting instructions are only to be requested in emergency situations. The probation officer shall complete the Request for Reporting Instructions using ICOTS.
2. The offender cannot proceed to the receiving state unless reporting instructions are issued pursuant to rule 3.102. If applicable, they may be permitted to travel to the receiving state for employment, treatment or medical purposes only. This requires their daily return immediately upon completion of the appointment or employment. The Application for Transfer must be signed before the offender departs.
3. If the receiving state agrees with the request, and issues reporting instructions, Champaign County shall issue a travel permit, and complete a Notice of Departure, which shall be submitted using ICOTS.
4. A completed transfer request must be submitted using ICOTS within seven business days of receipt of reporting instructions.

#### **F. Acceptance of Supervision by the Receiving State**

1. Champaign County may request a progress report in ICOTS using a Compact Action Request and the progress report specialization drop-down option.

2. Upon receipt of a Violation Report **Requiring Retaking** in ICOTS from a receiving state, Champaign County has ten business days to respond to the violation report. Using ICOTS, a Response to Violation Report **Requiring Retaking** shall be submitted. The response shall include any action to be taken by Champaign County. If a warrant is issued for the offender, the warrant must be valid in all States **with no bond**.
3. Special requests may be submitted using a Compact Action Request in ICOTS. A request may include, but is not limited to, status inquiries, or requests for information. Do not use a compact action request to report violation information or to update a state on a violation status. As Compact Action Requests go directly to the probation officer in the other state, Champaign County shall remind their probation officers to be professional at all times in their correspondence.

#### **G. Rejection of Supervision by the Receiving State**

1. If a request for transfer is rejected by the receiving state and the offender was in the receiving state on reporting instructions, upon receiving rejection of the case, the receiving state shall initiate the offender's return to Illinois under the requirements of Rule 4.111 (request for reporting instructions). Reporting instructions for the offender to return to the state of Illinois will be issued by the AOIC Interstate Compact Unit. If the offender fails to return as directed within 15 business days, Champaign County shall issue a warrant effective in all states, **and with no bond**, no later than 10 business days following the offender's failure to appear.

#### **H. Offender Requests to Transfer to a Subsequent State**

1. An offender who was transferred from Champaign County to another state may request to transfer to a subsequent receiving state. Upon receipt of notice in ICOTS from the initial receiving state, which should include a new Application for Transfer which has been signed by the offender and a progress report, Champaign County may, at its discretion, agree to the offender's request. If agreed to, a completed transfer request is to be forwarded to the subsequent receiving state using ICOTS. The initial receiving state is only responsible for providing Champaign County with the signed offender application and a progress report.

#### **I. Transfers of Military Members**

1. An offender, who is a military member, may request transfer to another state due to being deployed by the military to that state. Upon receipt of an Offender Application, which has been signed by the

offender, Champaign County shall forward a Request for Reporting Instructions using ICOTS.

2. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions in ICOTS.
3. A completed transfer request must be submitted within 15 business days of receipt of reporting instructions.

**J. Transfer of Offenders who Live with Family who are Members of the Military**

1. An offender who is living with a family member, who is a member of the military, may request transfer to another state if the family member was deployed to that state by the military. Upon receipt of an Offender Application, which has been signed by the offender, Champaign County shall forward a request for reporting instructions using ICOTS. The offender must reside with the military member.

NOTE: The offender must also meet criteria for transfer.

2. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions in ICOTS.
3. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of reporting instructions.

**K. Employment Transfer of Family Member to Another State**

1. An offender whose family member, with whom he or she resides, is transferred to another state by their full-time employer, at the direction of the employer and as a condition of maintaining employment, shall be eligible for reporting instructions and transfer of supervision. Upon receipt of an offender application, which has been signed by the offender, Champaign County shall forward a request for reporting instructions using ICOTS.

NOTE: ICAOS Rule 3.101-(c) only applies to transfer of the family member's current full-time employment and does not apply to any new employment of the family member.

2. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions.
3. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of reporting instructions.

#### **L. Employment Transfer of the Offender to Another State**

1. An offender **who** is transferred to another state by their full-time employer, at the direction of the employer and as a condition of maintaining employment, shall be eligible for reporting instructions and transfer of supervision.
2. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions.
3. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of reporting instructions.

#### **M. Transfers of Veterans for Medical or Mental Health Services**

1. An offender who is a veteran of the United States military services who is eligible to receive health care through the United States Department of Veteran Affairs, Veterans Health Administration and is referred for medical and/or mental health services by the Veterans Health Administration to a regional Veterans Health Administration facility in the receiving state shall be eligible for reporting instructions and transfer of supervision provided:
  - a. the sending state provides documentation to the receiving state of the medical and/or mental health referral; and
  - b. the transfer of supervision will be accepted if the offender is approved for care at the receiving state Veterans Health Administration facility.
2. The offender is to be notified immediately by Champaign County of the reporting instructions upon receipt of reporting instructions.
3. A completed transfer request must be submitted using ICOTS within 15 business days of receipt of reporting instructions.

#### **N. Retaking Offenders**

1. Champaign County can retake an offender who was transferred to another state at its sole discretion subject to the provisions of ICAOS Rule 5.101.
2. When requested by a receiving state or a subsequent receiving state, Champaign County must retake an offender upon conviction of a new felony offense or new violent crime conviction, subject to the provisions of ICAOS Rule 5.102.

3. When requested by a receiving state or subsequent receiving state, Champaign County must order the return of an offender within 15 business days of the receipt of the request by the receiving state who has engaged in behavior requiring retaking, subject to the provisions of ICAOS Rule 5.103. If an offender does not return as ordered, a warrant must be issued that is effective in all states no later than 10 business days following the offender's failure to appear in Champaign County.
4. Champaign County's procedure for notifying the court of a mandatory retaking and required nationwide, no bond warrant within the timeframe defined by ICAOS rules is as follows:

When requested by a receiving state or subsequent receiving state to retake an offender, the supervising probation officer will order the return of the offender within 15 business days of the receipt of the request. In addition, the supervising probation officer will file a Probation Violation Report with the Champaign County State's Attorney's Office, will advise the State's Attorney's Office of the requirements of mandatory retaking, and will request the filing of a Petition to Revoke Probation. If the offender does not return as ordered, the supervising probation officer will notify the State's Attorney's Office of the offender's failure to return and will request the issuance by the court of a nationwide, no bond warrant within 10 business days following the offender's failure to appear in Champaign County.

5. If an offender is charged with a subsequent felony or violent crime, the offender shall not be retaken or ordered to return until criminal charges have been dismissed, sentence has been satisfied, or the offender has been released to supervision for the subsequent offense, unless the sending and receiving state mutually agree to the retaking or return.

#### **O. Reporting Instructions after Disposition of a Violation or Revocation Proceeding**

1. Reporting Instructions shall be requested for an offender (who was retaken or ordered to return) who was living in the receiving state within 7 business days of the disposition of a violation or revocation proceeding. At the time the request is submitted, a seven-day travel permit may be issued allowing the offender to proceed to the receiving state. The receiving state must issue reporting instructions no later than two business days following receipt of the request.

NOTE: We must be careful to remember the situation we pulled an offender out of may not be



the best place to send them back to. We need to believe the offender has a chance of successful supervision in the Receiving State.

## **II. Transfer of Supervision of Other States' Offenders to Illinois**

### **A. Supervision Requests**

1. When Champaign County receives a transfer request in ICOTS from a sending state, the case shall be assigned to a Probation Officer.
2. The transfer request must be investigated, including an in-person home visit to the proposed residence. Champaign County shall complete the investigation and respond to a sending state's request for an offender's transfer of supervision no later than the 45<sup>th</sup> calendar day following receipt of the completed transfer request.
3. Following the investigation, a Reply to Transfer Request is to be forwarded using ICOTS indicating if the transfer is being accepted or denied.
4. If supervision is accepted by Champaign County, the Reply to Transfer must include reporting instructions, or must indicate that the offender has previously reported pursuant to authorized reporting instructions. If reporting instructions are issued at the time of acceptance by Champaign County, the expected arrival date is to be set as soon as practical for the offender to arrive in Champaign County. The reply is to be forwarded using ICOTS. It must also include any conditions to which the offender is subject (conditions that would have been imposed on the offender if sentence had been imposed in Illinois) and any conditions of the sending state that Champaign County Illinois is unable to enforce.
5. If supervision is denied, the reason for denial must be consistent with ICAOS rules, and must be included in the Reply to Transfer. The reply is to be sent using ICOTS. A denial of a discretionary case must specify the discretionary reasons for rejection.

### **B. Reporting Instructions Prior to Acceptance**

1. The AOIC Interstate Compact Unit is authorized to issue reporting instructions for offenders prior to acceptance of supervision in Champaign County. All reporting instructions will be issued with a date to report seven days from the date of issuance and with general contact information as specified by each county. Reporting instructions for sex offenders will not be issued unless the offender's proposed residence is valid. Upon notification of a pending request for

reporting instructions for a sex offender, Champaign County shall investigate the proposed residence to assure that it is in compliance with State law and/or local polices, and inform the AOIC Interstate Compact Unit within 5 business days of request for the preliminary investigation if the residence is valid or invalid. If valid, reporting instructions will be issued by the AOIC Interstate Compact Unit.

### **C. Offender's Failure to Report**

1. When an offender fails to report pursuant to issued reporting instructions, and a Notice of Departure has been received, Champaign County shall submit through ICOTS a Notice of Arrival indicating the offender has failed to report. Champaign County shall notify the AOIC Interstate Compact Unit before withdrawing reporting instructions. Champaign County is still required to investigate the transfer request when received from the Sending State.
2. When an offender fails to report pursuant to reporting instructions issued by Champaign County at the time of acceptance of supervision, and a Notice of Departure has been received, Champaign County may withdraw reporting instructions, after notifying AOIC, by submitting a Notice of Arrival indicating the offender has failed to report. It should be noted on the Notice of Arrival if Champaign County is withdrawing reporting instructions.
3. If the sending state has not sent a notice of departure within 120 calendar days of acceptance, and the offender has not reported as directed, Champaign County may submit a Case Closure using ICOTS indicating that the acceptance of supervision is withdrawn for failure of the sending state to submit a Notice of Departure.

### **D. Offender Reports pursuant to Reporting Instructions to Champaign County.**

1. Upon the offender's initial arrival, Champaign County shall send a Notice of Arrival using ICOTS within one day of the offender's arrival.
2. Upon the offender's initial arrival, Champaign County shall require the offender to submit to a DNA test in accordance with state law.

### **E. Acceptance of Supervision by Champaign County**

1. Champaign County shall supervise an offender transferred under the interstate compact in a manner consistent with the supervision of other similar offenders sentenced in Illinois, including the use of incentives, corrective actions, graduated responses and other supervision



techniques.

2. Champaign County shall not be permitted to provide no supervision. It is the expectation of the rules that an offender will be under some supervision for the duration of the conditions placed upon the offender in the sending state.
3. Champaign County Probation shall impose a fee of \$ N/A per month on each offender whom the county accepts for supervision from a sending state.
4. Champaign County shall on an on-going basis document non-compliant and compliant behavior in ICOTS on a Progress Report on Offender Compliance and Non-Compliance. Documentation shall include incentive and corrective actions used to address the behavior. If the sending state requests an additional progress report, Champaign County shall provide the progress report within 30 calendar days of receiving the request.
5. Champaign County shall notify the sending state of additional conditions imposed as a response to offender behavior by submitting a Progress Report on Offender Compliance and Non-Compliance.
6. If an out-of-state offender who is being supervised in Champaign County is alleged to have engaged in behavior requiring retaking, the probation officer shall complete the Violation Report Requiring Retaking using ICOTS within 30 calendar days of discovery or determination. Offenders subject to retaking by the sending state for violations shall be entitled to a probable cause hearing as set forth in ICAOS Rule 5.108. As the violation report initiates the retaking process, Champaign County shall exhaust all interventions/responses to the behavior before making such a request.

NOTE: "Behavior Requiring Retaking" means an act or pattern of non-compliance with conditions of supervision that could not be successfully addressed through the use of documented corrective action or graduated responses and would result in a request for revocation of supervision in the receiving state.

7. Further updates on the status of a previously reported violation should be reported on the Addendum to the Violation Report Requiring Retaking.
8. Upon a request from Champaign County, a sending state shall retake an offender from the receiving state for a new felony or new violent crime conviction or upon engaging in behavior requiring retaking pursuant to the provisions of rules 5.102 and 5.103. A case should be

carefully reviewed before making such a request. Pursuant to 730 ILCS 5/3-3-11.4, prior to making this notification to the sending state, a hearing shall be held within a reasonable time as to whether there is probable cause to believe the offender has violated conditions of probation unless such hearing is waived by the offender by way of an admission of guilt.

9. If the sending state submits a violation response directing the offender's return in lieu of retaking, Champaign County must request reporting instructions per Rule 4.111 within 7 business days following the receipt of the violation response.
10. Special requests may be submitted using the Compact Action Request form in ICOTS. A request may include, but is not limited to, status inquiries, or requests for information. Do not use a compact action request to report violation information or to update a state on a violation status. As Compact Action Requests go directly to the probation officer in the other state and are permanent in the ICOTS system, Champaign County shall remind their probation officers to be professional at all times in their correspondence.

#### **F. Offenders Returning to the Sending State**

1. For an out-of-state offender, who is being supervised in Champaign County, to return to the sending state, a Request for Reporting Instructions should be submitted using ICOTS. The offender may not proceed to the sending state until reporting instructions are received. When the offender departs, a Notice of Departure is to be sent using ICOTS.
2. If Champaign County rejects the transfer of an offender granted reporting instructions under Rules 3.101-1, 3.101-3, 3.103, or 3.106, Champaign County shall, upon submitting notice of rejection, submit a request for return reporting instructions within 7 business days. When the offender departs, Champaign County shall submit a Notice of Departure and Case Closure.

NOTE: ICAOS Rule 4.111 provides that, in victim sensitive cases, a state's interstate compact office may not issue reporting instructions until the provisions of ICAOS rule 3.108-1, regarding victim notification, have been followed.

#### **G. Offender Requests to Transfer to a Subsequent State**

1. Upon the request of an out-of-state offender, who is being supervised in Champaign County, to transfer to a subsequent state, a progress report as well as an Offender Application, which has been signed by

the offender, must be completed and submitted using ICOTS. The Application must indicate the state to which the offender is going to transfer as well as the original sending state. The offender cannot proceed to the subsequent state until reporting instructions are received. It is the obligation of the sending state to submit a completed case packet to the receiving state.

#### **H. Closing Supervision**

1. Champaign County may close supervision of an out-of-state offender subject to the provisions of ICAOS Rule 4.112(a). The closure shall be transmitted within 10 business days after the maximum expiration date.
2. Champaign County cannot terminate supervision of an out-of-state offender when the sending state is in the process of retaking.
3. At the time Champaign County closes supervision, a Case Closure Notice is to be forwarded using ICOTS. If a case is closed due to an offender absconding supervision, a Violation Report Requiring Retaking must be submitted describing attempts to locate the offender including:
  - a. Conducting a field contact at the last known place of residence, if applicable;
  - b. Contacting the last known place of employment, if applicable;
  - c. Contacting known family members and collateral contacts.
4. The sending state shall submit the case closure notice reply to the receiving state within 10 business days of receipt.

## Attachment 9: Probation and Court Services Fund – Proposed Expenditures (Required)

Provide a description for proposed expenditures in the following table, i.e., implementing cognitive programming, identifying proposed vendors, computer hardware/software upgrades or enhancements, etc. Refer to statute to guide and evaluate the appropriateness of the proposed use of funds. Probation fees should be primarily for the development, expansion, or sustaining of programming and services to benefit clients. Please note above the fees that have been statutorily designated for operational purposes. **Clearly explain categories such as contingency and other.**

<b>Probation and Court Services Fund – Proposed Expenditures Worksheet</b>			
<b>Client Services</b>			
Expenditure	Description	Cost	
1. Residential Treatment	N/A	\$0	
2. Emergency Housing, Meals, Transportation	Lodging, Meals and Transportation for Indigent Clients	\$2,500	
3. Counseling Services	Includes, but is not limited to: Moral Reconciliation Therapy, Group and Individual Counseling for Sex Offenders, Adult Partner Abuse Intervention Program Group Counseling	\$50,000	
4. Psychological Testing/ Evaluations	Sex Offender, Substance Abuse, Mental Health Evaluations	\$50,000	
5. Educational Program	Summer Educational Program at the Juvenile Detention Center	\$7,500	
6. Employment Services	N/A	\$0	
7. Public/ Community Service Supervision Contract	N/A	\$0	
8. Cognitive Programming	Cognitive Groups for Drug Court Clients and Juvenile Offenders	\$50,000	
9. Language Access Services	In-Office Language Interpreting Services for Clients	\$20,000	
10. Other Client Services (Explain)			
Sexually Transmitted Diseases Testing	Court-ordered STD testing for Clients performed by the Champaign-Urbana Public Health District	\$3,000	
Domestic Violence Risk Assessments	Court-ordered Domestic Violence Risk Assessments completed by Cognition Works, Inc.	\$2,500	
<b>Total Client Services Expenses</b>			<b>\$185,500</b>
<b>Training (identify)</b>			
Expenditure	Description	Cost	
1. Dues and Licenses	Membership Dues for IPCSA, NADCP and APPA	\$3,500	
2. Officer Training/Conferences	Includes, but is not limited to: IPCSA Conferences, Handle With Care Training, NADCP Annual Training Conference, Annual ILAPSC Conference	\$25,000	
3. Business Meals/Expenses	Expenses for Trainings/Meetings Hosted by the Probation Office (i.e., Drug Court Team Meetings, 6 <sup>th</sup> Circuit CMO Meetings, In-House Trainings)	\$2,500	
<b>Total Training Expenses</b>			<b>\$31,000</b>
<b>Operational (supplementing not supplanting)</b>			
Expenditure	Description	Cost/Percentage of Total Cost*	
1. Computer Hardware/ Software Technical Support	Pro Rata Share of Salary for JANO System Administrator, Communications Charges for Computer in Vehicle assigned to High Risk Officer	\$15,550	100%
2. Vehicle & Related Expenses	Replace 2002 Dodge Caravan, Fuel for PSW Vehicle, Maintenance on PSW Vehicle	\$37,500	74%
3. Drug Testing	Drug Testing Supplies	\$50,000	100%
4. Electronic Monitoring/GPS	GPS Monitoring of Clients (i.e., Sex Offenders, Juveniles on Home Confinement), SCRAM Monitoring of Drug Court and Indigent DUI Clients	\$50,000	100%



5. Video Equipment	N/A	\$0	0%
6. Public/ Community Services Supplies	Supplies for Public Service Work Projects (i.e., paint, brushes, rollers, trash bags, storage boxes, etc.), Food//Drinks for PSW Clients	\$7,750	100%
7. Officer Safety Equipment	Bullet Proof Vests, Ammunition for Firearms Training/Qualification, etc.	\$1,500	64%
8. Other Equipment (Explain)	Replacement of PSW Equipment as necessary (i.e., mowers, weed eaters, paint sprayers, etc.)	\$5,500	69%
9. Stationery & Printing	Drug Court Graduation Invitations	\$500	32%
10. Office Supplies	General Office Supplies	\$500	6%
11. Books, Periodicals & Manuscripts	Workbooks for Anger Management and MRT Classes	\$1,500	56%
12. Postage, UPS, Federal Express	Self-explanatory	\$50	33%
13. Uniforms	Jackets/Shirts for Probation Staff Supervising PSW Projects	\$500	100%
14. Telephone Service	Self-explanatory	\$250	5%
15. Waste Disposal	Document Shredding, Disposal of Yard Waste from PSW Projects	\$1,500	71%
16. Equipment Maintenance	Maintenance of PSW Equipment (i.e., mowers, weed eaters, paint sprayers, etc.)	\$2,700	47%
17. Storage Unit Rental	Rental of Storage Unit for PSW Equipment and Supplies	\$1,500	100%
18. Equipment Rentals	Rental of Equipment for PSW Projects, Copier Rental	\$2,500	94%
19. Job-Required Travel	Mileage Reimbursement for Employee Travel	\$250	25%
<b>Total Operational Expenses</b>		<b>\$179,550</b>	
<i>*Since probation fees can only be used to supplement operational expenses, please indicate the percentage fees are supplementing the county's responsibility for each of these costs. For example, if the total county responsibility for postage is \$500 and fees supplement \$100 of that, then the percentage would be 20%.</i>			
<b>Other (identify)</b>			
<b>Expenditure</b>	<b>Description</b>	<b>Cost</b>	
1. Capital Improvement	Contribution to County's Capital Asset Replacement Fund for Equipment Replacement	<b>\$10,000</b>	
2. Psychological Examinations for Prospective Employees		<b>\$3,500</b>	
3. Employee Assistance Program	Pro Rata Share of Employee Assistance Program Utilized by the Sixth Judicial Circuit	<b>\$1,500</b>	
<b>Total Other Expenses</b>		<b>\$15,000</b>	
<b>Total Probation and Court Services Fund – Proposed Expenditures</b>		<b>\$411,050</b>	





**Attachment 10: Salary Shortfall**  
 (Required if department is requesting to use probation fees for shortfall)  
**CFY 2018 Salary Shortfall Worksheet**

**County/Department Name :** **Champaign County**

**County Fiscal Year :** **January 1st**  
 (Must enter month of new CFY)\*

	Column 1	Total Column
Enter Total GIA salaries as of July 1	\$2,048,572.50	\$ 1,024,286.25
Total GIA salaries proposed as of December 1	\$2,039,290.50	\$ 1,019,645.25
Total number of Salary Subsidy positions	17	\$ 204,000.00
Total Pretrial Salaries as of July 1		\$ -
Total Pretrial Salaries proposed as of December 1		\$ -
<b>Total Dept. Salaries</b> (automatically calculates)		\$ 2,247,931.50
<b>Enter the amount for Total Allocations for Fiscal Year --&gt;</b>		\$1,884,106.00
Total Departmental Salary Reimbursement Shortfall (automatically calculates)		\$ 363,825.50
Requested Shortfall Amount	\$183,500.00	\$ (180,325.50)

\* For the formula to calculate correctly, the month which begins the CFY needs to be completely spelled out

*For December 1st CFY (Formula):* GIA & Pretrial salaries as of July 1st, divide by 12, multiplied by 5.

*For December 1st CFY (Formula):* GIA & Pretrial proposed Dec. 1st salaries, divide by 12, multiplied by 7.

*For September 1st CFY (Formula):* GIA & Pretrial salaries as of July 1st, divide by 12, multiplied by 2.

*For September 1st CFY (Formula):* GIA & Pretrial proposed Dec. 1st salaries, divide by 12, multiplied by 10.

*For October 1st CFY (Formula):* GIA & Pretrial salaries as of July 1st, divide by 12, multiplied by 3.

*For October 1st CFY (Formula):* GIA & Pretrial proposed Dec. 1st salaries, divide by 12, multiplied by 9.

*For January 1st CFY (Formula):* GIA & Pretrial salaries as of July 1st, divide by 12, multiplied by 6.

*For January 1st CFY (Formula):* GIA & Pretrial proposed Dec. 1st salaries, divide by 12, multiplied by 6.

*Salary Subsidy (Formula):* Total Salary Subsidy positions multiplied \$12,000.



**Attachment 11: \$10 Probation Service Fee Administrative Order**  
(If applicable)

*Attached*



**IN THE CIRCUIT COURT  
OF THE SIXTH JUDICIAL CIRCUIT  
CHAMPAIGN COUNTY, ILLINOIS**

**COUNTY ADMINISTRATIVE ORDER 2012-04**

**PROBATION AND COURT SERVICES OPERATIONS FEE**

Pursuant to subsection 1.1 of 705 ILCS 105/27.3a, the Clerk of the Circuit Court is hereby Ordered to charge and collect a fee of \$10.00 on defendants upon a judgment of guilty or grant of supervision in felony, traffic, misdemeanor, local ordinance, or conservation cases except the fee shall not be charged and collected in cases governed by Supreme Court Rule 529 in which the bail amount is \$120.00 or less.

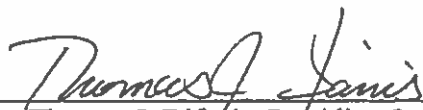
The Clerk of the Circuit Court shall, on a monthly basis, transfer all fees collected pursuant to this Order to the County Treasurer for deposit into the Probation and Court Services Fund created under Section 15.1 of the Probation and Probation Officers Act.

Monies in this fund will be disbursed only upon the direction of the Chief Judge of the Sixth Judicial Circuit or his designate in accordance with the policies and guidelines of approved by the Illinois Supreme Court.

This Order is effective on September 1, 2012.

ENTER:

8/17/12



Thomas J. Difanis, Presiding Judge  
Champaign County Circuit Court



**Attachment 12: Interstate Compact Application Fee Administrative  
Order**  
(If applicable)

*Not Applicable*



**Attachment 13: Pretrial Service Fee Administrative Order**  
(If applicable)

*Not Applicable*



## **Attachment 14: Current Compensation Plan(s)** **(Required)**

Officers in the following job classifications are covered under a Collective Bargaining Agreement with the Fraternal Order of Police: Court Services Officer (Supervision), Court Services Officer (Juvenile Detention Center), Drug Specialist, and Senior Court Services Officer. Annual salary increases for employees covered by the Collective Bargaining Agreement are subject to the provisions of Article XIX, Section 19.1 and 19.2 of the Agreement (see Attachment #19). In accordance with Article XIX, Section 19.1, all employees in the bargaining unit will receive a “two (2.0) percent general wage increase,” effective January 1, 2018. In addition, Article XX of the Collective Bargaining Agreement provides that performance appraisals for employees covered by the Agreement will be completed on an annual basis.

For all non-bargaining unit employees, the Department adheres to the Salary Administration Guidelines set forth in Chapter 9 of the County’s Personnel Policies (see attached). Non-bargaining unit personnel include the Director, Superintendent-Juvenile Detention Center, Supervisor-Administrative Services, Supervisor-Adult Services, Supervisor-Juvenile Services, Supervisor-Specialized Services, and Assistant Superintendents-Juvenile Detention Center.

Pursuant to County Board Resolution No. 10009 (see attached), a 2% wage increase for County FY2018 has been allocated to non-bargaining employees as a 1% adjustment for cost-of-living, and 1% for merit at the discretion of the Director. Given the limited amount of funding available for salary increases, each non-bargaining unit employee will receive a 2% wage increase effective January 1, 2018, which includes a 1% adjustment for cost-of-living and 1% for merit.



## 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.
  - c. 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 1<sup>st</sup></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.

- f. Unless otherwise specified, a Reclassification or Job Re-Evaluation shall take effect on the first day of the fiscal year immediately following approval by the Board.

9-4.6 **Department Head Salary Adjustments** - Except as provided by statute or contract, are made as per the guidelines and rules of implementation in compliance with the annual salary administration recommendation for non-bargaining employees adopted pursuant to Sections 9-4.1, 9-4.2 and 9-4.3 of this policy.

RESOLUTION NO. 10009

RESOLUTION APPROVING FY2018 SALARY ADMINISTRATION  
PLAN FOR NON-BARGAINING EMPLOYEES

WHEREAS, pursuant to Chapter 9 of the Champaign County Personnel Policy, the Champaign County Board annually determines the salary administration adjustments for non-bargaining employees to be included in the ensuing fiscal year budget; and

WHEREAS, pursuant to the recommendation of the County Administrator, the County Board approves the FY2018 Salary Administration Plan for non-bargaining employees with a 2.00% wage increase allocated to employees as a 1% adjustment for cost-of-living, and 1% for merit consideration at the discretion of the department head or elected official, effective January 1, 2018;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the following salary administration plan is approved, pursuant to Chapter 9 of the Champaign County Personnel Policy, for the non-bargaining employees (excluding Nursing Home, Regional Planning Commission and Mental Health Fund employees) for FY2018:

A 2.00% wage increase allocated to non-bargaining employees as a 1% adjustment for cost-of-living, and 1% for merit consideration at the discretion of the department head or elected official, effective January 1, 2018.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22<sup>nd</sup> day of June A.D. 2017.



\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

ATTEST:



\_\_\_\_\_  
Gordy Hulten, County Clerk and  
Ex-officio Clerk of the County Board

**Attachment 15: Revised Compensation Plan(s)**  
(If applicable)

*Not Applicable*



**Attachment 16: Current Performance Appraisals**  
**(Required)**

*Copies of current Performance Appraisal instruments are  
appended to the Annual Plan.*



**Attachment 17: Revised Performance Appraisals**  
(If applicable)

*Not Applicable*



## Attachment 18: Salary Schedule (Required)

Fill in the following worksheet, for everyone except for support staff, with the department's salary schedule for County Fiscal Year 2018:

- Position Title – Include each unique position title, e.g., probation officer, youth counselor, deputy director, etc. If there is multiple staff with the same title, and they are the same grade, the position only needs to be listed once, for example six probation officer positions at the same grade/class only need to be listed once. Include even if the position is vacant.
- Pay Grade/Class – This is the level the position is recognized on the salary schedule (Grade 1, Level 2, etc.). If the department has more than one pay grade for a probation officer, list those grades by position title and position class, (i.e., Probation Officer I, Probation Officer II). Include even if the grade/class is vacant.
- Salary Ranges – Provide the minimum, midpoint, and maximum salaries for each position.
  - If it is not provided for, which is common in some union contracts, use the *Reimbursable Salary Range* worksheet to calculate the midpoint and maximum salaries.
  - If salary ranges are inconsistent with AOIC standards, they must be adjusted to meet those standards:
    - According to AOIC *Probation Compensation Standards*, the highest the maximum salary range for any position can be is 50% of the minimum (minimum = \$36,000 then maximum = \$54,000). If a range goes beyond 50% of the minimum, it must be reduced with the recognized amount by AOIC being at the most 50%, unless there are multiple differing ranges.
    - If there are multiple ranges for different positions, the standard states, "Other than clerical and support personnel positions, all probation and court services positions within the circuit or compensated by the same county shall have the same size salary range." Therefore, all ranges will be equalized and reflect the *lowest percentage range*. If there are three varied ranges (44%, 48%, and 50%) AOIC will apply the lowest range (44%) to all positions and that will be the maximum recognized reimbursable salary for the department.
- Union Position – If the position is in a union, then list the name of the union (AFSCME, FOP, Teamsters, etc.). If not, then leave the section blank.



## Salary Schedule Worksheet

County Fiscal Year 2018

		Annual Salary Range(s)			Union Position (e.g., AFSCME, FOP, etc.)
		Minimum	Midpoint	Maximum	Indicate Union
Director	M	\$70,239.00	\$87,808.50	\$105,358.50	No
Superintendent/ Juvenile Detention Center	K	\$55,224.00	\$69,030.00	\$82,836.00	No
Supervisor/ Administrative Services	K	\$55,224.00	\$69,030.00	\$82,836.00	No
Supervisor/ Adult Services	J	\$49,120.50	\$61,405.50	\$73,690.50	No
Supervisor/ Juvenile Services	J	\$49,120.50	\$61,405.50	\$73,690.50	No
Supervisor/ Specialized Services	J	\$49,120.50	\$61,405.50	\$73,690.50	No
Assistant Superintendent- Juvenile Detention Center	J	\$49,120.50	\$61,405.50	\$73,690.50	No
Senior Court Services Officer	N/A	\$38,805.00	N/A	N/A	FOP
Drug Specialist	N/A	\$36,094.50	N/A	N/A	FOP
Court Services Officer (Juvenile Detention Center)	N/A	\$38,727.00	N/A	N/A	FOP
Court Services Officer (Supervision)	N/A	\$34,651.50	N/A	N/A	FOP

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





**Recognized Reimbursable Salaries Worksheet  
(Required)**

**Champaign County**

*Table 1*                      **Salary Range(s) Submitted by Department**

<b>Position Title/Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>% of Range</b>	<b>150% of Minimum</b>
EXAMPLE	\$78,000	\$106,500	\$135,000	73.000%	\$117,000
EXAMPLE	\$62,000	\$76,000	\$90,000	45.161%	\$93,000
Director	\$70,239.00	\$87,808.50	\$105,358.50	50.000%	\$105,359
Superintendent	\$55,224.00	\$69,030.00	\$82,836.00	50.000%	\$82,836
Supervisor-Admin Services	\$55,224.00	\$69,030.00	\$82,836.00	50.000%	\$82,836
Assistant Superintendent	\$49,120.50	\$61,405.50	\$73,690.50	50.020%	\$73,681
Supervisor-Adult Services	\$49,120.50	\$61,405.50	\$73,690.50	50.020%	\$73,681
Supervisor-Juvenile Services	\$49,120.50	\$61,405.50	\$73,690.50	50.020%	\$73,681
Supervisor-Specialized Services	\$49,120.50	\$61,405.50	\$73,690.50	50.020%	\$73,681
Senior Court Services Officer	\$38,805.00				\$58,208
Drug Specialist	\$36,094.50				\$54,142
Court Services Officer-JDC	\$38,727.00				\$58,091
Court Services Officer-Supervision	\$34,651.50				\$51,977

*(Tables are protected, Fill-in the shaded cells to automatically calculate)*

\* When AOIC reimbursable salary ranges differ from those provided by the department, the below table represents the ranges that will be recognized for reimbursement purposes by the AOIC.

\*\* In accordance with AOIC Probation Compensation Standard which states, "Other than clerical and support personnel positions, all probation and court services positions within the circuit or compensated by the same county shall have the same size salary range."



**Table 2 Reimbursable Salary Range(s) Recognized by the AOIC**

<b>Position Title/Grade</b>	<b>Minimum</b>	<b>Recognized Midpoint</b>	<b>Recognized Maximum</b>	<b>Lowest % Range Submitted by Dept.</b>
<b>EXAMPLE</b>	<b>\$78,000</b>	<b>\$95,550</b>	<b>\$113,226</b>	<b>45%</b>
<b>EXAMPLE</b>	<b>\$62,000</b>	<b>\$76,000</b>	<b>\$90,000</b>	<b>45%</b>
Director	\$70,239.00	\$87,798.75	\$105,358.50	50.000%
Superintendent	\$55,224.00	\$69,030.00	\$82,836.00	50.000%
Supervisor-Admin Services	\$55,224.00	\$69,030.00	\$82,836.00	50.000%
Assistant Superintendent	\$49,120.50	\$61,400.63	\$73,680.75	50.000%
Supervisor-Adult Services	\$49,120.50	\$61,400.63	\$73,680.75	50.000%
Supervisor-Juvenile Services	\$49,120.50	\$61,400.63	\$73,680.75	50.000%
Supervisor-Specialized Services	\$49,120.50	\$61,400.63	\$73,680.75	50.000%
Senior Court Services Officer	\$38,805.00	\$48,506.25	\$58,207.50	50.000%
Drug Specialist	\$36,094.50	\$45,118.13	\$54,141.75	50.000%
Court Services Officer-JDC	\$38,727.00	\$48,408.75	\$58,090.50	50.000%
Court Services Officer-Supervision	\$34,651.50	\$43,314.38	\$51,977.25	50.000%

\* Supervisor range is contingent upon AOIC approval.

\* The Recognized Maximum salary may differ from the maximum salary of the lowest percent range submitted by the department in Table 1 due to percentage rounding varying by department. The formula in Table 2 rounds the percentages to the nearest whole number. The cell(s) shaded "RED" represent the lowest percent positional range, for the department. However, field staff should use the department's lowest actual range in Table 1 when determining ranges for reimbursement purposes.

