



# ANNUAL PROBATION PLAN

OF THE

*SIXTH JUDICIAL CIRCUIT  
PROBATION AND COURT SERVICES DEPARTMENT*

SERVING

CHAMPAIGN COUNTY

COUNTY FISCAL YEAR 2018

JANUARY 1

TO

DECEMBER 31

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

# COUNTY FISCAL YEAR 2018 ANNUAL PROBATION PLAN

## FOREWORD

### **Statutory Purpose**

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

### **Operational Purpose**

The Annual Probation Plan formalizes and facilitates the dynamic planning process for the department and the Administrative Office. The County Fiscal Year 2018 Annual Probation Plan format is designed to emphasize the ongoing application of evidence-based practices (EBP) and data-driven decision-making in Illinois probation and juvenile detention. Beyond just a snapshot in time, the Annual Probation Plan should be the foundation and impetus for the work of local probation and court services departments. It should serve to guide continual improvement and a way to enhance organizational development and collaboration.

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

**COUNTY FISCAL YEAR 2018  
ANNUAL PROBATION PLAN SIGNATORIES  
DIRECTOR OF COURT SERVICES OR CHIEF PROBATION OFFICER**

As Director of Court Services/Chief Probation Officer of the Sixth Judicial Circuit Probation Department serving Champaign County, I hereby submit this County Fiscal Year 2018 Annual Probation Plan. I certify that the information in this plan is true and correct to the best of my knowledge. I further certify that my department will comply with all standards, policies and regulations established by the Supreme Court under provisions of the Probation and Probation Officers Act (730 ILCS 110), and acknowledge that compliance is subject to monitoring, auditing, and qualitative review by staff of the Administrative Office of the Illinois Courts.

  
\_\_\_\_\_  
Director of Court Services/  
Chief Probation Officer

Dated: 11/2/17

**CHIEF CIRCUIT JUDGE**

As Chief Judge of the Sixth Judicial Circuit, I hereby certify that I have reviewed and approve the County Fiscal Year 2018 Annual Probation Plan submitted by the Judicial Circuit Probation/Court Services Department serving Champaign County.

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

Dated: 11-7-17

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

As Chairperson/President of the County Board of Champaign County, I hereby acknowledge that I have reviewed and endorse the County Fiscal Year 2018 Annual Probation Plan submitted by the Sixth Judicial Circuit Probation Department serving Champaign County. I understand that submission of the Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement.

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

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

C. Pius Weibel  
\_\_\_\_\_  
Print Name

**COUNTY FISCAL YEAR 2018  
ANNUAL PROBATION PLAN SIGNATORIES  
DIRECTOR OF COURT SERVICES OR CHIEF PROBATION OFFICER**

As Director of Court Services/Chief Probation Officer of the Sixth Judicial Circuit Probation Department serving Champaign County, I hereby submit this County Fiscal Year 2018 Annual Probation Plan. I certify that the information in this plan is true and correct to the best of my knowledge. I further certify that my department will comply with all standards, policies and regulations established by the Supreme Court under provisions of the Probation and Probation Officers Act (730 ILCS 110), and acknowledge that compliance is subject to monitoring, auditing, and qualitative review by staff of the Administrative Office of the Illinois Courts.

\_\_\_\_\_  
Director of Court Services/  
Chief Probation Officer

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

**CHIEF CIRCUIT JUDGE**

As Chief Judge of the Sixth Judicial Circuit, I hereby certify that I have reviewed and approve the County Fiscal Year 2018 Annual Probation Plan submitted by the Judicial Circuit Probation/Court Services Department serving Champaign County.

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

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

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

As Chairperson/President of the County Board of Champaign County, I have received and placed on file the County Fiscal Year 2018 Annual Probation Plan submitted by the Sixth Judicial Circuit Probation Department serving Champaign County. I understand that submission of the Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement.

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

Dated: 11/3/17

C. Pius Weibel  
Print Name

## INTERSTATE COMPACT ACKNOWLEDGEMENTS

Illinois is a member of interstate compact for both adult and juvenile offenders. Each is managed by commissions which create rules for all members involved. These rules have the authority of federal law and supersede local practice and state law to the contrary. All courts and administrative bodies must give due effect to a compact. Each probation department and juvenile detention center is required to have departmental policies for the interstate compacts. Please acknowledge the requirements of the compact by signing the statements below.

### Adult Probation Departments

This department, as a participant in the Interstate Compact for Adult Offender Supervision (45 ILCS 170), recognizes that each department is responsible for the supervision of adult offenders in the community who are authorized pursuant to the *Bylaws and Rules of the Interstate Compact for Adult Offender Supervision (ICAOS)* to travel across state lines both to and from each compacting state in such a manner as to: Track the location of offenders, transfer supervision authority in an orderly and efficient manner, and when necessary return offenders to the originating jurisdiction. I hereby acknowledge that I am familiar with and have reviewed the ICAOS rules and understand that compliance with the rules is mandatory including the issuance of nationwide, no bond warrants and the return of offenders to my jurisdiction when required by ICAOS rules.

### Juvenile Probation Departments

This department, as a participant in the Interstate Compact for Juveniles (45 ILCS 170), recognizes that each department is responsible for controlling the interstate movement of juveniles on probation or parole as well as the return of juveniles who have left their state of residence. I hereby acknowledge that I am familiar with and have reviewed the Interstate Compact for Juveniles (ICJ) rules and recognize that compliance with the ICJ rules is mandatory, including the responsibility of the safe return of probation juveniles who have been found in other states.

### Juvenile Detention Centers

As superintendent of detention, I hereby acknowledge that pursuant to the Interstate Compact for Juveniles (ICJ), we are permitted to use secure detention for out-of-state runaway youth. Furthermore, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides an exemption for secure detention for out-of-state runaway youth. Particular emphasis should be placed upon the need to balance the possible risk to the juvenile's safety by secure detention in an appropriate facility against the even greater safety risk of allowing such a juvenile to remain 'on the streets' as a runaway or in the company or custody of adults or others who present an imminent threat to the child's physical and emotional wellbeing.

Paul C. Bred 11.9.17  
Chief Circuit Judge Date

[Signature] 11/21/17  
Director/CMO Date

Conny Kaiser 11/2/17  
Detention Superintendent (JG) Date

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# I. ADMINISTRATION

## A. Mission Statement

A mission statement is a formal summary, typically no longer than a few sentences, that describes how an organization conducts its work. It should be a useful, clear and concise, written declaration of organizational strategy which reflects and supports its operations. An effective mission statement will answer the following questions: 1. What do we do? 2. How do we do it? 3. Whom do we do it for? (Justice partners and stakeholders) 4. What value are we bringing? (What do we provide our justice partners/stakeholders?)

For probation and court services, the mission statement should encompass a focus on evidence-based practices including effective casework and programming, reducing recidivism, enhancing community safety, behavior change management, data-driven decision making, etc.

If the mission statement for the department does not drive the organization's work; does not answer the questions above; and is not clear, concise (short), and useful, it is recommended that it is updated.

### 1. Probation Mission Statement

- Probation department's mission statement attached  (See [Attachment 1](#))

### 2. Detention Mission Statement

- Juvenile detention center's mission statement attached  (See [Attachment 2](#))  
Not Applicable

## B. Fiscal Resource Management

### 1. County Fiscal Year 2018 Budget

Please submit the department's approved or proposed County Fiscal Year 2018 budget. Include all projected *expenditures* (personnel, operations, supplies, services, commodities, contractual, etc.). Also include all projected *revenue/income* (state salary reimbursement, county general fund, probation fee fund, other fees, grants, etc.). A finalized budget is a requirement to complete the Annual Probation Plan. If a proposed county budget has been submitted, please note below and include the date the Administrative Office can expect receipt of the finalized budget.

- a. Please indicate current status of County Fiscal Year 2018 budget:  
 Proposed  Approved
- b. If a *proposed* budget was submitted, indicate the date that the Administrative Office will receive the final approved budget: 12/31/2017
- CFY 2018 budget attached  (See [Attachment 3](#))

***The final approved County Fiscal Year 2018 budget must be received no later than 30 days after the beginning of the County Fiscal Year.***

- c. Please provide County Fiscal Year **2018** budget summary:  
Proposed Total Expenditure \$ 4,049,546  
Proposed Revenue-County General Fund \$ 3,404,996  
Proposed Revenue-Probation Fee Fund \$ 644,550 (includes Probation Operations Fees)



- d. Please provide County Fiscal Year 2017 budget summary (*projections as of 06/30/2017*):  
 Final Expenditure \$ 3,953,630  
 Final Revenue-County General Fund \$ 3,353,426  
 Final Revenue-Probation Fee Fund \$ 600,204 (includes Probation Operations Fees)

**2. Fiscal Impact**

Given continued fiscal limitations at both the state and local levels, please describe the department's plans relative to the following:

- a. Potential impact on the delivery of adult and juvenile services and programs: The Department will be able to maintain services because we have been prudent in the past with expenditures. The Department is anticipating no significant increase in funding from the County for CFY2018.
- b. Compliance with probation and court services statutory mandates: We are in compliance with probation and court services statutory mandates.
- a. Loss of treatment or service providers in the area: Although fiscal limitations have not yet resulted in the loss of treatment or service providers in our area, several service providers have eliminated programs and/or initiated waiting lists for services. For example, Prairie Center for Substance Abuse was forced to eliminate detox services due to reductions in funding. The loss of these services has put added pressure on local law enforcement agencies, hospital emergency rooms and other service providers who are called upon to manage individuals in need of alcohol and/or drug detoxification services. In addition, because of staff cutbacks due to budget restraints, a number of agencies to which we make referrals have initiated waiting lists, resulting in delays between referrals made and the onset of services.
- c. Loss of previously awarded grants: N/A

**3. Cost-saving Measures**

For County Fiscal Year 2018, please indicate and describe any of the following:

- a. Salary freezes YES  NO  Position titles: \_\_\_\_\_
- b. Furloughs YES  NO  # days/position titles: \_\_\_\_\_
- c. Staff layoffs YES  NO  # staff/position titles: \_\_\_\_\_
- d. Hiring freezes YES  NO
- e. Other (describe) \_\_\_\_\_

Please describe the plan to manage any possible funding cuts: Because our State FY2018 allocation for salary reimbursement is approximately 3.1% less than our SFY2017 allocation, we will access Probation Services Fees to offset the shortfall.

**4. Grant Funding**

- ▶ Completed Grant Funding Description Form attached  (See [Attachment 4](#))
- Not Applicable

**C. Organizational Structure**

**1. Organizational Chart**

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

- All levels within the organization



- Separate divisions, units, and job functions
  - Individual names, titles, AOIC position numbers, and source of funding (e.g., county, grant, state)
  - List any vacancies by title, date of vacancy, AOIC position number, and funding source
- **Organizational chart attached**  (See [Attachment 5](#))

## 2. Reorganization Request

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

- Impact on departmental workload
  - Information concerning the process and persons involved in planning the proposed reorganization (i.e., judges, county board, juvenile justice council, etc.)
  - A revised organizational chart for the department
  - Information on the impact of state and local financial resources
  - If a new position or staff responsibilities are proposed, please submit detailed job description(s)
- **Reorganization request submitted for approval**  (See [Attachment 6](#))  
**Not Applicable**

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

## D. Policies and Procedures

Pursuant to 730 ILCS 110/15, "the Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in the State...The Division of Probation Services requires all probation and court services departments develop local policies and procedures that are consistent with these uniform standards, and that current copies are submitted and retained on file in our office."

As part of the Annual Probation Plan approval process, departments are required to submit new and/or updated policies and procedures for approval by the Division of Probation Services. Among these, but not limited to, are departmental policies and procedures related to:

### Administration

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

### Probation and Detention Services

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

### Programming and Interventions

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



- Detention screening

**1. Policies and Procedures Submitted for Approval**

- Policies and procedures submitted for approval  (See [Attachment 7](#))  
Not Applicable

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

Please submit a copy of the department's policies and procedures for the Interstate Compact on Adult Offender Supervision (ICAOS) which reflects all rule changes made by the Compact through June 2017.

- Updated ICAOS policies and procedures attached  (See [Attachment 8](#))

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

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

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

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

**1. Probation Fees Collection**

Please report out for:

- Calendar Year 2016 (01/01/2016 to 12/31/2016)
  - a. What percentage had probation fees waived? Adult 25.0 %    Juvenile 59.6 %



- b. Total number terminated who were ordered to pay supervision fees:  
Adult 3,202 Juvenile 62
- c. Total dollars ordered: Adult \$ 593,750 Juvenile \$ 3,340
- d. Total dollars collected: Adult \$ 250,722 Juvenile \$ 610
- e. General Collection Rate (total collected ÷ total ordered):  
Adult 42.2 % Juvenile 18.3 %

## 2. Probation and Court Services Fund – Proposed Expenditures

- **Probation Fees Proposed Expenditures form attached**  (See [Attachment 9](#))

*This table must be filled out completely and accurately for the Annual Probation Plan to be approved.*

## 3. Salary Shortfall

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

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

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

- a. Will monies from the Probation and Court Services Fund be used for salary shortfall?  
➤ YES  **If yes, attach a *Salary Shortfall Worksheet* (See [Attachment 10](#))**  
NO  **If no, go to 4. Expected Probation Fee Balance**
- b. According to the *Salary Shortfall Worksheet*, what is the department's total salary shortfall for County Fiscal Year 2018? \$ 363,825.50

## 4. Expected Probation Fee Balance

- a. The balance of the probation and court services fund as of July 1, 2017 is \$ 1,276,173 (***does not include Probation Operations Fees***)
- b. The proposed expenditures-client services, training, operations, and other, plus the salary shortfall is \$ 594,550
- c. Total County Fiscal Year 2018 probation and court services fund balance will be \$ 1,248,729 (***estimated***)

## F. **Restitution and Other Fees**

Please complete the following for calendar year 2016 (01/01/16 – 12/31/16):

### 1. Restitution Collection

- a. What was the total amount of restitution ordered? Adult \$ 625,413 Juvenile \$ 2,079
- b. What was the amount of restitution collected? Adult \$ 196,253 Juvenile \$ 1,004
- c. What was the collection rate for restitution for the calendar year (total collected ÷ total ordered)? Adult 31.4 % Juvenile 48.3 %



**2. \$10 Probation Service Fee**

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

If yes, what amount was collected in the calendar year 2016 (01/01/16 – 12/31/16)? \$40,793

➤ Administrative order for \$10 Probation Service Fee attached  (See [Attachment 11](#))

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

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

Does the department collect the \$125 application fee for Interstate Compact transfer case?

YES  NO

If yes, what amount was collected in the calendar year 2016 (01/01/16 – 12/31/16)? \_\_\_\_\_

➤ Administrative order for Interstate Compact Application Fee attached  (See [Attachment 12](#))

**4. Pretrial Service Fee (725 ILCS 5/110-10)**

Does the department collect the Pretrial Service Fee? YES  NO

If yes, what amount was collected in the calendar year 2016 (01/01/16 – 12/31/16)? \_\_\_\_\_

➤ Administrative order for Pretrial Service Fee attached  (See [Attachment 13](#))

**5. Probation Department Collection of Monies\***

a. Does departmental staff collect any monetary payments directly from probationers for any of the following?

NO  If no, skip to question 6  
YES  If yes, mark all that apply

- Probation Fees
- Drug Testing
- Electronic Monitoring/GPS
- Other (please specify) Restitution paid through the Juvenile Court Alternatives Initiative (JCAI) Program.
- Restitution
- Polygraph
- Victim Impact Panel (VIP)
- Court Costs
- Fines
- Parental Contribution

**PLEASE NOTE: Payments collected directly from probationers are assessments made by the Probation Department and are not court-ordered assessments. All court-ordered assessments are collected by the Champaign County Circuit Clerk.**

b. If yes, who within the department is authorized to collect these monies?

- Line Officer
- Managers
- Support/Administrative
- All Staff

c. Are these staff members bonded? YES  NO



- d. In what form are probation fee monies collected from probationers?  
 Cash                       Money Order                       Cashier's Checks  
 Personal Checks                       Credit/Debit Card                       Other (please specify) \_\_\_\_\_
- e. Will the collection of fees by probation staff be discontinued during County Fiscal Year 2018? YES  NO  Please explain Champaign County provides the following insurance coverage for Probation staff: Public Official Liability (\$1,000,000 per occurrence) and Crime Coverage (\$500,000 per occurrence). Employee/Elected Official bonds fall into the latter category.

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

### 6. Discontinuance of Any Fees

Does the department intend to discontinue collecting any fees during County Fiscal Year 2018?  
 YES  NO  Please explain \_\_\_\_\_

## G. Compensation and Performance Management

### 1. Compensation Plan

- Attach current compensation plan(s)  (See [Attachment 14](#))
- a. Has the compensation plan been revised?  
 ➤ YES  If yes, attach revised compensation plan(s) for approval  (See [Attachment 15](#))  
 NO  If no, go to next question
- b. Is a variance from the AOIC Compensation Standards around the department's compensation plan being requested? Yes  No   
 If yes, please summarize and provide the rationale for the changes: \_\_\_\_\_
- c. Will there be salary increases for staff? Yes  No   
 If yes, what will be the \_\_\_\_\_ % OR \$ \_\_\_\_\_ per staff?  
 Also, if yes, what is the increase based on (e.g., COLA, longevity, performance, etc.)?
- d. Is the increase in salary the same for management and exempt employees?  
 Yes  No   
 If no, please note the amount \_\_\_\_\_ % OR \$ \_\_\_\_\_ per exempt/management staff: \_\_\_\_\_  
 Also, if no, what is the increase based on (e.g., COLA, longevity, performance, etc.)?  
 \_\_\_\_\_

### 2. Performance Appraisal

- Attach current performance appraisals  (See [Attachment 16](#))
- a. Have performance appraisals been revised?  
 ➤ YES  If yes, attach revised performance appraisal for approval  (See [Attachment 17](#))  
 NO  If no, go to next question



- b. Is a variance from the Compensation Standards around performance appraisals being requested? Yes  No   
If yes, please **summarize** and provide the **rationale** for the changes: \_\_\_\_\_
- c. Is there a variance which includes request for a waiver to utilize a county- or departmental-wide flat rate increase instead of a performance-based increase?  
Yes  No   
If yes, please **summarize** and provide the **rationale** for the changes: \_\_\_\_\_
- d. Is there a variance which includes request for a waiver to not base salary increases on performance appraisals? Yes  No   
If yes, please **summarize** and provide the **rationale** for the changes: \_\_\_\_\_
- e. If increases based on performance appraisal are waived, note how performance appraisals will continue to be completed for all staff: \_\_\_\_\_

### 3. Salary Ranges

- a. Have salary ranges been adjusted? Yes  No   
Please note salary range adjustments are not the same as an annual salary increase or a raise. Range adjustments change the salary schedule and must be approved by AOIC.
- b. If yes, by how much? (% or \$ amount): \_\_\_\_\_
- c. Please include the rationale to support the need to adjust ranges and why ranges were adjusted by the indicated amount: \_\_\_\_\_
- d. Salary Schedule
- **Completed Salary Schedule Worksheet attached**  (See [Attachment 18](#))

### 4. Collective Bargaining Agreement

- a. Are staff covered under collective bargaining agreement?  
➤ **YES**  **If yes, attach collective bargaining agreement**  (See [Attachment 19](#))  
**NO**  **If no, go to next question**
- b. Is the collective bargaining agreement under negotiation? YES  NO   
If yes, please submit finalized collective bargaining agreement once it is ratified.  
Indicate the expected date the collective bargaining agreement will be finished: \_\_\_\_\_
- **Attach the collective bargaining agreement if it's been ratified**  (See [Attachment 20](#))
- c. If staff are covered under collective bargaining, are there changes to the compensation plan for exempt employees? YES  NO   
If yes, please **summarize** and provide the **rationale** for the changes: \_\_\_\_\_

## H. Incident Reports

Please provide the number of incident reports for the following for calendar year 2016 (01/01/16 – 12/31/16):

### 1. Probation Incident Reports

- Weapons-related incident involving employee   0
- Use of physical force by employee   0
- Incident involving an employee that resulted in injury or death   0





- Physical/sexual assault 0
- Employee received death threat 0
- Employee involved in hostage situation 0
- Bomb threat to department 0
- Use of Naloxone 0
- Other (please specify) 0

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

## 2. Detention Incident Reports

- Suicide 0
- Suicide attempt 2
- Homicide 0
- Homicide attempt 0
- Fire 0
- Riot or rebellion 0
- Escape 1
- Escape attempt 0
- Battery 7
- Sex offense 0
- Restraints used 21
- Assault on staff 14
- OC spray used 5
- Fighting among youth 1
- Assault among youth 1
- Serious injury 0
- Other 12

Total number of detention Incident Reports (some Incident Reports may contain multiple types of incidents but only count the number of Reports not the number of incidents): 64

# I. Orientation and Training Report

## 1. New Employee Orientation

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

- a. Does the probation department have a new employee orientation plan, curriculum, schedule, and/or checklist?
- YES  If yes, attach the orientation plan for probation  (See [Attachment 21](#))  
 NO  If no, go to next question
- b. If applicable, does the juvenile detention center have a new employee orientation plan, curriculum, schedule, and or checklist?
- YES  If yes, attach the orientation plan for detention  (See [Attachment 22](#))  
 NO  If no, go to next question

## 2. Basic Training

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

- a. Are there officers that currently need to attend basic training? YES  NO
- If yes, please complete the following:
- Adult probation officer(s) Name(s) and number of months on the job: Kimberley Easton-Morris (12), Shannon Siders (2)
- Juvenile probation officer(s) Name(s) and number of months on the job: N/A



- Juvenile detention officer(s) Name(s) and number of months on the job: Anthony Venuso (9), Kaitlyn Goodrum (3), Heather Oestreich (3), Keyana Jackson (2), Vacancy (Cooper-Kersting)

### 3. Advanced Training

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

- Formal training and
  - Related to the function of the position.
- a. Does the probation department have a formal training plan for County Fiscal Year 2018 to ensure that each staff member receives their 20 hours of required continual education?
- YES  If yes, attach the probation training plan for CFY 2018  (See [Attachment 23](#))  
NO  If no, go to next question
- b. If applicable, does the juvenile detention center have a formal training plan for County Fiscal Year 2018 to ensure that each staff member receives their 20 hours\* of required continual education?
- YES  If yes, attach the detention training plan for CFY 2018  (See [Attachment 24](#))  
NO  If no, go to next question

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

- c. Annual Training Logs must be filled out on all probation and detention employees to ensure they are receiving the required 20 hours of continual education each year
- Attach the Annual Training Logs for each employee  (See [Attachment 25](#))



## II. PROBATION AND DETENTION SERVICES

### A. Evidence-Based Practices

#### 1. Effective Casework Model (*Probation Only*)

a. Has the Effective Casework Model been implemented either in its entirety or specific aspects of it? Yes  No  If no, skip to question 2

b. Please indicate what aspects of the Effective Casework Model have been implemented in your department:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Behavioral Analysis              | <input checked="" type="checkbox"/> Feedback/Prioritization | <input type="checkbox"/> Structured Session |
| <input checked="" type="checkbox"/> Risk Assessments                 | <input checked="" type="checkbox"/> Case Planning           | <input type="checkbox"/> Skill Building     |
| <input checked="" type="checkbox"/> Case Mapping (Conceptualization) | Other (please describe) _____                               |   |

c. Is there an implementation timeline, schedule, and/or plan? Yes  No

If yes, please describe:

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

d. Are there policies and procedures around these aspects of Effective Casework?

- YES  If yes, attach the policies and procedures  (See [Attachment 26](#))  
NO  If no, go to next question

#### 2. Quality Assurance Measures (*Probation Only*)

Implementation of effective quality assurance measures will assist the department in the reduction in risky behaviors and recidivism for probation clients. Ensuring probation officers utilize their skills to collaboratively work with clients is a key element in this endeavor. Provide the following regarding the measures to evaluate officer skills and abilities.

a. Policies and Procedures

Are there policies and procedures around quality assurance measures?

- YES  If yes, attach the policies and procedures  (See [Attachment 27](#))  
NO  If no, go to next question

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

b. Case File Reviews

- Do supervisors perform case file reviews? Yes  No

If yes, please describe the process:

Adult Division: The Adult Investigation and Supervision System is actively monitored by supervisory staff. Supervisors must be assured that intake procedures and the LSI-R scoring instrument are being completed in a professional and accurate manner. Supervisors review one case per month for each officer. Files/cases reviewed are a random sampling and each review/audit is conducted with the assigned Probation Officer present. The Department's audit form is completed by Supervisors for each file/case they review. While reviews/audits are required a minimum of one (1) time per month, files are subject to review/audit at any time.



**Juvenile Division:** The Supervisor of Juvenile Services actively monitors the Juvenile Probation Assessment and Supervision System. This includes making sure a thorough assessment is completed, including an accurate risk assessment, and that appropriate supervision plans are developed and followed. The supervisory audit process includes reviewing the case plan as well as the frequency of contact with the clients. In Champaign County, the YASI is completed initially by the JCAI-Social Investigation Officer and then subsequently given to the supervising officer for completion of an intake and case plan. In order that all files within the Juvenile Division contain the same information and for ease of auditing case files, the Supervisor of Juvenile Probation addresses file organization with every officer during the training process. The Supervisor reviews files after every Court Hearing to ensure that the correct documents are being obtained and added to the case file. The Juvenile Supervisor reviews at least three case files of each officer monthly. These are a random sample. The Supervisor reviews the file contents for the necessary documentation of contacts and ongoing case planning. The findings of the review are discussed in person with each Probation Officer. A case review/audit form is placed in each file after the review. The Juvenile Supervisor utilizes the case review audits when preparing each Probation Officer's performance appraisal. While the case reviews/audits are required one time per month, files are subject to audit/review at any time. The Supervisor meets regularly with Probation Officers to provide feedback to officers on their performance and may view intakes and office visits at any time.

- After the review, feedback is provided by supervisors to officers? Yes  No   
If yes, please describe the process:

The Supervisor informs the officer of the outcome of the file review/audit in person. The Department's audit form is completed by the Supervisor for each file they review and a copy of the case review/audit form is placed in the case file after the review. Supervisors utilize information obtained while conducting file reviews/audits when preparing each Probation Officer's performance appraisal.

c. Case Staffings

- Are case staffings conducted on a routine basis? Yes  No   
If yes, please describe the process:

Supervising Officers meet with staff on a regular basis to discuss issues related to the assessment and supervision of cases and to provide feedback to individual officers regarding their performance.

d. Scoring the Assessment

- Is the LSI-R and YASI scoring reviewed for accuracy? Yes  No   
If yes, please describe:

Adult Division: In Champaign County, the LSI-R scoring instrument is completed by one (1) Intake Officer, three (3) Investigation Officers and one (1) Sex Offender Officer. The results of the LSI-R assessment are included in all felony Presentence Investigation Reports, which includes the risk level and the factors contributing to such a risk level. Supervisors review one case per month of each of the five officers.



Files/cases reviewed are a random sampling and each review/audit is conducted with the assigned probation officer present. The Department's audit form is completed by Supervisors for each file/case they review. Supervisors utilize information obtained while conducting file reviews/audits when preparing each Probation Officer's performance appraisal. While reviews/audits are required a minimum of one (1) time per month, files are subject to review/audit at any time. In addition to the review/audit of the files, Supervisors may observe an intake appointment at any time.

Juvenile Division: The JCAI/Social Investigation Officer completes the CASEWORKS YASI on all delinquency cases, including Champaign County's JCAI (diversion) clients. Completion of the YASI is based on multiple-sources of assessment information, which may include information from schools, police, official records, referring information, or information that is available through agencies involved with the clients. A large portion of the assessment is based on information obtained during the assessment interview with the client. Once the YASI assessment is completed, it is scored. The results of the YASI assessment are included in all Social Investigation Reports, which includes the risk level and the factors contributing to such a risk level as well as the protective factors. Once the minors are placed on probation by the Court, an individual case plan is developed by the minor's Probation Officer within 30 days of the minor being sentenced to probation. In developing a case plan, the officer uses all information obtained during the intake appointment as well as all materials in the case file to analyze the minor's problems as well as strengths, to prioritize problems that will be addressed during the period of supervision, and to set reasonable expectations for behavioral change. Each case is reassessed every 90 days to determine if the current supervision level is appropriate. The officer may also reassess a case when he or she feels that it would be appropriate to reconsider the supervision level due to a significant change in the minor's living conditions or school status or new arrests. The Supervisor of Juvenile Services reviews all assessments of new probation cases and considers requests for overrides. Included in this process is the review of intake investigations and the accuracy of the risk assessment.

### 3. Tracking Recidivism (Probation Only)

- Completed *Case Outcome* form attached  (See [Attachment 28](#))

NOTE:

## B. Cognitive Behavioral Programming

- Completed *Cognitive Behavioral Programming* form attached  (See [Attachment 29](#))

## C. Collaboration

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

### 1. Justice System Stakeholders

- Completed *Justice System Stakeholder Collaboration* form attached  (See [Attachment 30](#))



2. Detention Specific Collaboration (Detention Only)

- a. Does the detention center collaborate with probation services on individual case plans for risk reduction? YES  NO

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

- b. Are volunteers used within the facility? YES  NO

If yes, please describe how and in what capacity they are used? Whenever possible, the Detention Center secures citizen involvement to enhance and expand the services and programs offered to youth in custody. The use of volunteers permits increased personal contact for the juveniles, broadens community resources for the Center, increases public awareness of juvenile detention, and develops management skills among the Center's staff. Volunteers are placed in assignments based on the needs of the Center as well as their interests and capabilities. Volunteers provide professional services only when certified or licensed to do so. Please see Section G.4 Programming for information about the groups currently facilitated by volunteers.

- c. Are there opportunities available for the youth to do community service work or victim compensation (blankets, care packages, gardening, etc.)? YES  NO

If yes, please describe: During 2016, youth in custody worked on making fleece tie blankets that were donated to a local cancer center as part of the IPCSA Detention Committee's initiative to find creative ways for youth to give back to the community. The Supervisor of Juvenile Probation Services authorized youth on probation to receive public service work credit for working on the blankets. In addition to the blanket project, youth are able to give back to the community by participating in the gardening program coordinated by the Champaign County Master Gardeners. Excess produce from the garden at the Detention Center is donated to local food banks.

- d. Does the detention center participate in the coordination of services for minors returning to the community, such as transition back to the community, family, or school? YES  NO

If yes, please describe: As the need is identified, individual youths' cases are staffed and anyone who has involvement with the resident is invited to attend the staffing. The Supervisor of Juvenile Probation Services or the resident's Probation Officer attends the individual case staffing. Probation Officers also have access to daily detention case notes on their clients and Detention Officers have access to probation case notes of juveniles. All case notes are part of an integrated computer system. Service providers and community mentors/advocates connect with youth and establish rapport during the youth's stay in detention, and those established relationships continue following the youth's release from detention custody. They oftentimes continue following a youth's IDOJJ commitment. Detention Services Education staff ensures that youth transition back to community schools as smoothly as possible. If there is a need for an Individualized Education Plan (IEP) meeting while the youth is in custody, those meetings are held on-site at the Juvenile Detention Center. There is



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

## D. Victim Services

### 1. Victim Services Collaboration

- a. As required under 730 ILCS 110/15(6)(d), please describe current collaboration efforts that have resulted in enhanced victim services in the department or community: \_\_\_\_\_
- b. Is a *Victim Impact Statement* included in adult presentencing investigations reports?  
YES  NO
- c. Is a *Victim Impact Statement* included in juvenile social history investigations?  
YES  NO
- d. Does probation provide domestic violence services to victims? YES  NO   
If yes, please describe: \_\_\_\_\_
- e. Does probation or detention provide balanced and restorative justice programs?  
YES  NO   
If yes, please describe: The Adult and Juvenile Probation Divisions offer weekly cognitive skills classes through Rosecrance and Cognition Works, Inc. For information regarding restorative justice programs offered at the Champaign County Juvenile Detention Center, please see Section G. 4. Programming below (pp. 19-21).
- f. Is probation involved in a DUI Victim Impact Panel?  
YES  NO   
If yes, please describe: DUI Victim Impact Panels are held quarterly.

### 2. Domestic Violence Surveillance Program (DVSP)

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

- a. Please indicate below the status of the implementation of the DVSP.  
 Policies/procedures approved, but program not operational.  
 Policies/procedures approved, program operated by department.
- b. Who administers the assessment of defendants for DVSP cases? Cognition Works, Inc.
- c. What assessment instrument(s) does the department or outside agency utilize for DVSP cases? Jacquelyn Campbell's Intimate Partner Violence Risk Assessment, The Spousal Assault Risk Assessment Guide, DVSI (Domestic Violence Screening Instrument), Domestic Violence Inventory
- d. What is the number of assessments conducted in calendar year 2016 (01/01/16 – 12/31/16):  
67  
Does the department use GPS for DVSP? YES  NO   
If yes, name of vendor: CAM Systems
- e. Are costs associated from operation and monitoring of GPS or electronic monitoring collected directly from clients? YES  Collected by CAM Systems NO
- f. DVSP Outcome Measures - calendar year 2016 (01/01/16 – 12/31/16)
  - How many clients have been ordered to DVSP as a:



Condition of bail: 67                      Condition of probation: 0  
Conditional discharge: 0                      Court supervision: 0

- How many of these clients violated the conditions of their DVSP? 1
  - What was the judicial outcome for those that violated? Case dismissed
- What is the total amount of fees ordered to be collected from clients on DVSP? \$ 18,443.79 NOTE: Payments are collected by CAM Systems
- What is the total amount of fees collected from clients on DVSP: \$ 9,599.00

## E. Detention Screening

Please provide the following information for calendar year 2016 (01/01/16 – 12/31/16):

### 1. Detention Usage

Has detention usage changed? YES  NO

If yes, please describe the change and what influenced it? \_\_\_\_\_

### 2. Detention Screening Protocol

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

Detention screening is conducted by Detention Officers working at the Champaign County Juvenile Detention Center, not Probation Officers, so the detention screening process is not dependent on office hours. With the exception of Domestic Battery, all misdemeanor arrests must be phone screened to determine if the youth who is arrested meets the criteria to be detained. If the youth does not meet the criteria to be detained, they are not brought to the Detention Center to be processed. Youth who are arrested on a felony offense or for Domestic Battery are brought to the Detention Center to be screened by a Detention Officer to determine if the youth meets the criteria for admission. The arresting officer fills out a police narrative providing a brief overview of the arresting offense. The Detention Officer then completes the intake screening form using that narrative along with information about the minor's prior contacts with the juvenile justice system, prior convictions, failure to appear risk factors, and current legal status. Unless the instrument is overridden by the Supervisor who reviews the police narrative and the scoring instrument to ensure that all detainments are lawful detainments, youth who score 15 or more points are detained. Youth who score less than fifteen points are released to their legal guardian and a referral is made to the Youth Assessment Center.

Due to the enactment of PA 99-0254, the screening of youth under 13 years of age is handled differently. Police are not allowed to present youth under 13 years of age to the Detention Center for screening. They must first be screened by Champaign County's Comprehensive Community Based Youth Services network agency, which is The Center for Youth and Family Solutions. If the youth is not accepted by The Center for Youth and Family Solutions, police may contact the Detention Center for a phone screening. If the youth in question is being screened for a violent offense against a person or a weapons offense and meets the scoring criteria (or a supervisory override of the instrument is warranted), police are informed they can bring the minor to the Detention Center where they will be detained. The arresting agency must present a signed form from The Center for Youth and Family Solutions stating that alternative placement was not available.





### 3. Management Review

Describe the management review process of detention screening: The Supervisor on duty when the intake screening is completed reviews the police narrative and the scoring instrument to ensure that all detainments are lawful and to determine if an override of the scoring instrument is needed.

### 4. Detention Screening Data

- Number of screenings completed: 494
- Number of overrides of screening instruments: Up 19 Down 16
- Number of youth screened out to a detention alternative: 151
- Number of youth detained following a screening: 228 (113 detained by Court without screening)
- Of these detained, how many youths had a detention hearing? 198
- Of those, how many were remanded to detention? 151

➤ Attach a copy of detention screening risk assessment instrument  (See [Attachment 31](#))

### 5. Out of State Detention Facilities

Does the facility access/use out of state detention facilities? YES  NO

If yes, how many admissions? \_\_\_\_\_ Total number of days: \_\_\_\_\_

## F. Alternatives to Detention

### 1. Informal Alternatives

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

### 2. Formal Alternatives

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

If yes, please answer the following:

- Program Title: \_\_\_\_\_
- Program Description (include target population, capacity of program, staffing, program duration): \_\_\_\_\_
- Program Funding: \_\_\_\_\_
- Estimated County Fiscal Year 2018 annual program operational costs: \_\_\_\_\_
- Outcome Measures for calendar year 2016 (01/01/16 – 12/31/16):
  - Average Daily Population in program: \_\_\_\_\_
  - Total number of youth admitted to program: \_\_\_\_\_
  - Total number of youth in program failing to appear at court hearing: \_\_\_\_\_
  - Total number of youth with a new arrest while in program: \_\_\_\_\_
- Have there been any changes to the program (staff, admission process, etc.) within the reporting period? YES  NO

## G. Conditions of Confinement (Detention Only)

As part of the continuum of juvenile justice services, secure detention should be guided by the same principles of evidence-based practices that provide the foundation for juvenile probation services. Youth in secure custody should have the opportunity to interact with caring, pro-social adults, who can assist them with developing the skills necessary to successfully transition to community supervision.



## 1. Screenings and Assessments

- a. Are mental health screenings completed on all youth at admissions?  
YES  NO  If yes, what tool is used? MAYSI-2 and the Childhood Severity of Mental Illness (CSPI) are both utilized.
- b. Are substance abuse screening completed? YES  NO   
If yes, what tool is used? Counselors from Prairie Center complete substance abuse screenings based upon needs identified through the MAYSI-2 screening, as well as discussions with and observations of the minor. Occasionally, a Probation Officer suspects a minor is using or abusing illegal substances. Once identified, a referral for an assessment is completed.
- c. Is standardized educational assessment completed on each youth? YES  NO   
If yes, what tool is used? The Group Math Assessment and Diagnostic Evaluation (GMADE) and the Group Reading Assessment and Diagnostic Evaluation (GRADE) are used to assess the youth's current levels of functioning for reading and math.
- d. Are any other screening/assessments performed? YES  NO   
Please list: For lower functioning youth who appear to be in need of special assistance, lower level GMADE and GRADE assessments are available and can be utilized. Special education students receive academic support as mandated in their Individualized Education Plans (IEPs). JDC Educators also provide JDC Managers with IEP results so detention staff is aware of required accommodations.

## 2. Mental Health Services

- a. Please describe what mental health services are provided within the facility as well as how these services are offered to youth?

Crosspoint Human Services and CHOICES Coordinated Care Solutions provide mental health crisis intervention for youth Screening Assessment and Support Services (SASS). Anytime a juvenile in custody is at risk to harm themselves or others, or is experiencing a mental health crisis, a call may be made to request that a SASS representative come on-site to assess the minor for possible hospitalization and/or intensive mental health services. Once a case is opened by a SASS counselor, service is provided for at least 90 days. If a minor requires hospitalization, the SASS counselor assists in securing treatment and then works with the hospital team in planning for the return of the minor to JDC upon completion of their in-patient psychiatric treatment. If the result of the SASS screening indicates that no hospitalization is required, the SASS representative provides mental health services for the minor during their detention and following their release from JDC.

Pavilion Behavioral Health System staff provides mental health screenings and assessments for any resident who is covered by private medical insurance who is not eligible for mental health screening assessment and support services provided by the SASS teams at Crosspoint and CHOICES. In these cases, JDC staff contacts Pavilion Behavioral Health Systems, who then sends a therapist to JDC to conduct an assessment.

JDC also contracts with Correct Care Solutions to provide psychiatric services, which are accessible 24 hours per day. A psychiatrist is on-call by telephone and a mental health worker provides four (4) hours of mental health services per week. The Correct Care Solutions contractual psychiatrist serves as the mental health authority for JDC.

- b. Is information obtained through these services shared with probation and community-based agencies upon release? YES  NO



If yes, please describe: Crosspoint Human Services and CHOICES Coordinated Care Solutions are community-based agencies that continue to provide care for youth once they are released from custody, provided the youth is still within the 90-day window for services. Probation Officers are notified of their client's mental health services through their access to the youth's daily detention case notes. Additionally, information about mental health screenings is included in behavioral reports filed with the court and copies of those reports are provided to the youth's Probation Officer.

### 3. Education Programming

- a. Who provides the educational services in the facility? Regional Office of Education for Champaign and Ford Counties
- b. Is the program 12 months in length? YES  NO   
If no, what programming takes place in the other months? N/A

### 4. Programming

- a. Are cognitive/behavioral groups a part of programming? YES  NO

If yes, what curriculum is used? Using the Boys Town Press curriculum for Basic Social Skills for Youth, Detention staff teach youth expected behaviors, interpersonal skills, and social skills. Youth are also taught life skills, anger management, career preparation, restorative practices, and competency development. We are in the process of looking at Dialectical Behavior Therapy (DBT) programming that would be beneficial to the youth of the facility and one in which they would take an interest. In addition, Detention Center staff have been trained in Jump Start and Aggression Replacement Training (ART), preparing them as facilitators who lead groups aimed at cognitive skill development for aggressive juvenile offenders. Staff have also received training in Advanced Skill Sets and Interactions of the Security and Support Team (ASSISST), a curriculum which recognizes the vital role that non-clinical staff plays in assisting offenders to manage their own behaviors.

Who facilitates the groups? Juvenile Detention Center staff, student interns, and community volunteers work together to build a diverse set of programming available to youth in custody. Detention staff are directly responsible for program maintenance and facilitation.

- b. What other groups or programming are offered to each youth? The Detention Center has a sitting committee of five (5) detention officers, overseen by an Assistant Superintendent, which helps oversee the programming needs of the facility and works to ensure that all youth are engaged in the programs provided. The weekly programming schedule at the Champaign County Juvenile Detention Center follows this outline:



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30am – Breakfast							
8am	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations
8:30am	School	School	School	School	School	Religious Services	Staff-Led Education
11:30am – Lunch							
1:00pm	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations
	School	School	School	School	School	Recreation	Recreation
2:30p	Recreation	Recreation	Recreation	Recreation	Recreation	Life Skills	Restorative Circles
	Art	Mentoring	Mentoring	Master Gardeners	R.A.C.E.S**		
	Skills group	Skills group	Skills group	Skills group	Skills group		
5:00pm – Dinner							
7:30p	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations	Check-In & Expectations
	Reflection	Reflection	Reflection	Reflection	Reflection	Reflection	Reflection
	Science	Careers & Employment Readiness	Gratitude	Skills group	Goal-Setting	Skills For Success #1*	Skills For Success #2*
						Movie Night	Game Night

\*Skills for Success, parts 1 and 2, are combined lessons that teach the “8 Basic Social Skills for Youth” as outlined by Boystown Press.

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

The Champaign County Juvenile Detention Center has partnered with RACES (Rape Advocacy, Counseling, and Education Services), a community service provider, to assist with many of the requirements that have been imposed through PREA. The Juvenile Detention Center and RACES work together in implementing procedures for the Center to ensure compliance with PREA requirements. Additionally, RACES educators lead a weekly group with detained youth aimed at educating youth on rape culture and victim rights, and offering support services to victims and survivors of sexual violence.



The Champaign County Juvenile Detention has also partnered with a variety of other community members and organizations who have provided repeated or regular group offerings to youth in custody:

- TALKS Mentoring, led by Reverend Harold Davis.
- AME High Mentoring, led by Andre Montgomery.
- Project Athletes, an elite training and mentoring program for teens.
- A weekly science group led by doctoral candidates at the University of Illinois. Youth in custody are given the opportunity to give input on topics of interest to them and the lessons are tailored to our population. This group has obtained grant funds to purchase lab and other educational materials, such as videos and books, to aid in the success of the program.
- The “Library Project” is an ongoing volunteer effort begun by students from the University of Illinois School of Library and Information Sciences. This program has had ongoing support from students as well as a community volunteer Librarian. This project has improved and expanded the quality and content of the library offered to youth in custody and maintains an online catalog of the titles on hand at JDC. Library volunteers organize the library, provide guidance to youth searching for new titles of interest, lead book discussions, and bring authors to speak at the facility.
- The Champaign County Master Gardener program, through the University of Illinois Extension, offers a weekly group that educates on gardening and horticulture. This group aims to expose youth to healthy lifestyles through healthy foods, hobbies, and career choices. Along with the youth, the Master Gardeners maintain a Community Garden on the Detention Center’s property, where vegetables, fruits, and flowers are grown. Excess produce is donated to local food banks, allowing youth to be part of giving back to their community.
- Yoga classes are offered weekly and provided by yoga instructors in the community.
- A community volunteer trained in art therapy, meditation, and yoga has provided groups at the facility.
- Pester Power, a community theatre project from the School for Designing a Society. This is a grassroots project aimed at reducing individuals’ impact on the climate.
- The Office of the Illinois Secretary of State provides education on driving under the influence and the graduated licensing program.

Two agencies in the community partner with Detention Services to provide Parenting with Love and Limits. We conduct this program on site with a detention Supervisor co-facilitating the group. Parenting with Love and Limits is a six-week, evidence-based, parent and child education and group therapy program.

The Detention Center also utilizes student interns from the University of Illinois, Eastern Illinois University, Illinois State University, and other colleges/universities. These student interns, working on both undergraduate and graduate degree programs, are beneficial to the staff and the youth of the Detention Center.

## 5. Behavior Management

- a. Does the detention center utilize a behavior management program? YES  NO

If yes, please describe: BELIEF is the behavior management program that is in place at JDC. It is a group-based, behavior modification system that allows residents to be rewarded for positive behavior and positive behavioral change. The program further entails



shaping new behavior by reinforcing “small steps” along the process of change. Inappropriate behavior of a minor nature results in youth being given a redirection ticket. Failure to respond appropriately to the redirection can result in additional redirection or a 30-minute timeout away from the group, followed by a discussion with staff. Aggressive, destructive, or violent behavior may result in a consequence of a 30-minute timeout in their room followed by an additional 30-minute timeout away from the group to complete a thinking report. For extreme, violent behavior that places a person in jeopardy of being injured, an administrative intervention program is utilized to allow more remedial activities to assist the resident in learning appropriate, acceptable behavior. There is also a level system and token economy built into the behavior management program to provide incentives and rewards for positive behavior and favorable behavioral growth. Incentives available to youth include extra recreational time and additional recreational activities, additional time to view television and listen to music, more time to do puzzles and play games, additional visitors and visiting times, and the opportunity to negotiate additional rewards on an individual case basis for youth who obtain the highest level in the behavior management program. The Detention Center has a sitting committee of five (5) detention officers, overseen by an Assistant Superintendent, who continually work to improve our behavior management system. This committee is responsible monitoring the behavior management program and making changes when necessary to ensure its success.

b. Are there policies and procedures for behavior management?

- YES  If yes, please attach to the Annual Probation Plan (See [Attachment 32](#))  
 NO  If no, go to next question

c. How many behavioral incidents in calendar year 2016 (01/01/16 – 12/31/16) resulted in youth serving disciplinary room time?

- 12 to less than 24 hours: 14
- 24 to less than 36 hours: 1
- 36 hours or more: 0
- Total behavioral incidents: 15

d. Are there policies and procedures for disciplinary room time?

- YES  If yes, please attach to the Annual Probation Plan (See [Attachment 32](#))  
 NO  If no, go to next section

## H. Facility and Population Measures (Detention Only)

### 1. Rated Capacity

The total number of beds that meet IDJJ standards to house youth *excluding* specialty beds such as segregation, intake, etc.

TOTAL 40 (see below) (MALE) (FEMALE)

### 2. Specialty Beds

How many total specialty beds (segregation, intake, etc.) are there? TOTAL 4 - which includes 2 temporary holding cells in the intake area and 2 close-observation rooms



### 3. Operational Capacity

Total number of beds actually being utilized and staffed:

TOTAL 25 (MALE) (FEMALE)

\*\* One 8-bed housing unit is designated for females and an additional 4-bed housing unit could also be designated for females, if necessary. The aforementioned 4-bed unit could be used for males, if necessary. Accordingly, it is feasible to house 12 females between two housing units. There are 28 additional beds available for housing all males. However, the current capacity of the facility is capped at 25.

### 4. Overcapacity

- a. Number of days exceeding capacity for calendar year 2016 (01/01/16 – 12/31/16) 21
- b. Please describe how you manage this situation when it occurs: In the event that the number of youth to be detained exceeds operational capacity, we arrange to house the overflow population at another juvenile detention facility or we seek judicial approval to place minors on electronic monitoring. If electronic monitoring is approved, the youth in question and their parent(s) sign a participation agreement that specifies the hours the youth is required to be in their residence. Any violations of the electronic monitoring agreement may result in the youth being returned to secure custody.

### 5. Per Diem Rate

What is the per diem rate? (Answer those applicable)

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

### 6. JMIS Quality Assurance

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



### III. PRETRIAL SERVICES

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

#### A. Pretrial Services and Programs

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

**No Pretrial Service Program**

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

##### 1. Pretrial Services

a. Individual officers perform both probation and pretrial services functions:  
YES  NO

If yes, indicate how much (percentage) of their workload is spent on:  
Pretrial functions \_\_\_\_\_ % Probation functions \_\_\_\_\_ %

##### 2. Pretrial Program

a. Pretrial program in development: YES  NO

If yes, what is the tentative implementation date? \_\_\_\_\_

b. Established pretrial program (officers *exclusively* completing bond reports, pretrial risk assessments, and providing pretrial supervision): YES  NO

If yes, please describe the following:

• Days of operations \_\_\_\_\_

• Hours of operations \_\_\_\_\_

c. For calendar year 2016 (01/01/16 – 12/31/16), how many total probation positions are dedicated to pretrial? \_\_\_\_\_ (in Full-Time Equivalent)

• Number of dedicated officers: \_\_\_\_\_ (in FTE)

• Number of dedicated supervisors: \_\_\_\_\_ (in FTE)

• Number of dedicated support staff: \_\_\_\_\_ (in FTE)

##### 3. Supervision

a. Do pretrial officers complete supervision reports for status court dates on those defendants placed on pretrial supervision? YES  NO

b. What types of pretrial services are provided? (check all that apply)

Not Applicable

Drug Testing

Curfew Monitoring

Remote Alcohol Monitoring (e.g., SCRAM)

Alcohol/Breathalyzer

Referrals for Service

Post-Release Supervision

GPS Monitoring

Electronic Monitoring

Domestic Violence Assessment  (please indicate name of assessment, who completes the assessment, and provide a copy) \_\_\_\_\_

Other  (please describe): \_\_\_\_\_

c. Do pretrial officers supervise defendants that have been ordered to GPS pursuant to the Domestic Violence Surveillance Program (DVSP)? YES  NO





If no, does the department have a special unit that monitors GPS cases? YES  NO

4. Training

Does your department want pretrial training? YES  NO

If yes, what specific pretrial training would benefit staff? \_\_\_\_\_

**B. Pretrial Interviews**

1. When Interviews Occur

When do pretrial officers interview defendants to complete a bond report?

a. Prior to the initial bond being set YES  NO

If yes, please explain: \_\_\_\_\_

b. After bond has been established YES  NO

If yes, please explain: \_\_\_\_\_

2. Types of Cases Interviewed

What types of cases are interviewed? (check one)

Only felonies

Only misdemeanors

Both felony and misdemeanors

**C. Bond Reports**

1. Bond Report Completions

Are bond reports completed? YES  NO

If no, skip the rest of this section.

2. Type of Bond Reports

a. What type of bond report is forwarded to the courts by the pretrial officers? (check one)

Only record check

Complete bond report including community ties, employment, residency, criminal record, social background, and recommendations

Complete bond report including community ties, employment, residency, criminal record, social background, No recommendations

Only conduct a pretrial risk assessment

b. If recommendations are made, what is their nature? (check all that apply)

Not Applicable

Treatment  Pretrial Supervision  GPS Monitoring  Cash Bond

Curfew  Drug/Alcohol Testing  Electronic Monitoring

Other (specify): \_\_\_\_\_

3. Submission to the Court

When are bond reports submitted to the court? (check one)

a. Prior to the initial bond being set

b. After bond has been established and a bond reduction motion has been filed

c. Both scenarios apply

4. Pretrial Officers at Bond Hearings

Are pretrial officers present in court for the initial bond hearing? YES  NO



### 5. Type of Bond Reports

Please complete the following table with data from calendar year 2016 (01/01/16 – 12/31/16):

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

### D. Pretrial Risk Assessment

1. Are pretrial risk assessments conducted? YES  NO

If no, skip the rest of this section.

2. What assessment instrument are you using (i.e., Virginia Model, etc.)? \_\_\_\_\_

➤ Please submit a copy of your pretrial risk assessment  (See [Attachment 33](#))

1. Has the pretrial risk assessment been validated? YES  NO

2. Is the assessment submitted with the bond report? YES  NO

3. Total number of pretrial risk assessments conducted in calendar year 2016 (01/01/16 – 12/31/16):

### E. Pretrial Release Outcome Measures

Please complete the following information with data from calendar year 2016 (01/01/16 – 12/31/16):

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

1. Total number of defendants actively supervised on pretrial release: \_\_\_\_\_

Of the total number actively supervised, how many:

a. Failed to appear in court \_\_\_\_\_

b. Failed to appear at office visits \_\_\_\_\_

c. Were re-arrested \_\_\_\_\_

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

This data is not available at this time

Risk Level (Mark which level system is used)	<input type="checkbox"/>	Released with No Conditions	Monitoring	PS Level 1	PS Level 2	PS Level 3	PSL 4	If Released Max Conditions or Released Not Recommended	Total Supervised
	<input type="checkbox"/>	Low	Below Average	Average	Above Average	High	Extremely High Risk		
	<input type="checkbox"/>	Low	Low Moderate	Moderate	High Moderate	High			
Other Level System	<input type="checkbox"/>								
<b>Number Supervised</b>									



## IV. PROBLEM-SOLVING COURTS

The Administrative Office is compiling information on all problem-solving courts operational and emerging in Illinois. Please provide the following detailed information on each problem-solving court in your jurisdiction. Please duplicate this form as needed so that you have one form for each problem-solving court in your jurisdiction.

### A. Problem-Solving Court Status

1. Is there a plan to develop a new or additional problem-solving court in your jurisdiction?

YES  NO

If yes, please specify:

- Contact Person \_\_\_\_\_
- Type of court (s) \_\_\_\_\_
- Proposed implementation date \_\_\_\_\_

2. Is there an existing problem solving court in your jurisdiction? YES  NO

*If questions 1 and 2 were both answered "NO," the rest of this section should be skipped.*

### B. Existing Problem Solving Courts

➤ Complete the attached *Existing Problem-Solving Court* form  (See [Attachment 34](#))



## V. ORGANIZATIONAL DEVELOPMENT

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

- Complete the attached *Strategic Plan*  (See [Attachment 35](#))

### B. Status of County Fiscal Year 2017 Department Goals and Objectives

- Complete the attached *Status of CFY 2017 Strategic Plan*  (See [Attachment 36](#))

